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# Logistics & planning for COP12

CMS COP12 Regional Preparatory Workshop  
for Africa



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[name]  
[title]  
15-17 August 2017  
Bonn, Germany



# Before the meeting

As soon as you have received your invitation:

- Determine your countries priorities in terms of species, emerging conservation issues and related future policies through a revision of the national implementation plan (NIP).
- Inform yourself about the **Rules of Procedure** such as deadlines for submitting amendments to text of the instrument and its annexes or appendices and draft decisions on emerging issues.





# Before the meeting

- National consultation– consult all national stakeholders, after that also include other relevant actors at the regional and international level.
- Species proposals
- Decisions – familiarize yourself with all matters under negotiation
- Regional Consultation– preparation of position papers is recommended





# Logistical Preparation for COP12

- The role of NFPs includes facilitating the lead-up, in terms of logistical preparation, to a meeting for the delegations attending
- Timely preparation can ensure compliance with possible funding deadlines
- Preparation of necessary documents can ensure the full participation of the delegation, including the exercise of voting rights.



# Logistical Preparation for COP12

## Composition of Delegations

- Type and level of expertise required for agenda topics
- **Priority for your country**
- Ministries that, according to national policy, may need to be represented at the meeting

## What you need to do

- 1 Registration**  
Pre-register your delegation by the set deadline
- Funding**  
Check your eligibility for funding. Apply early as funds may be limited
- Credentials**  
Ensure your delegation's right to fully take part in the meeting by obtaining credentials from your Government
- Visa**  
Check visa requirements for the country in which the meeting takes place.

### Accommodation

Sponsored delegates to receive a return ticket to travel to the meeting and DSA to cover accommodation and meals.  
Non-sponsored delegates are responsible for their own travel arrangements, but will often be provided a list of suitable hotels.



# Thank you for your attention!

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“Review the information in the Manual for the National focal Points and make sure that everything is prepared for your successful participation at the COP12!”

