



**REMINDER NOTIFICATION**

**Credentials for  
Sixteenth meeting of the Conference of the Parties to the Convention on  
Biological Diversity (COP 16),  
Eleventh meeting of the Conference of the Parties serving as the meeting of the Parties to the  
Cartagena Protocol on Biosafety (COP-MOP 11), and  
Fifth meeting of the Conference of the Parties serving as the meeting of  
the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable  
Sharing of Benefits Arising from their Utilization (COP-MOP 5)  
21 October-1 November 2024 – Cali, Colombia**

Dear Madam/Sir,

Further to notification [2024-038](#), I wish to remind Parties to the Convention on Biological Diversity, the Cartagena Protocol and the Nagoya Protocol that, in accordance with rule 18 of the rules of procedure for meetings of the Conference of the Parties, credentials of representatives and the names of alternate representatives and advisers must be submitted to the Secretariat to confirm that the delegates have been duly appointed, authorized and empowered to represent their country at the meetings. The credentials must be signed by the Head of State or Government or by the Minister of Foreign Affairs. In the case of regional economic integration organizations credentials should be signed by the competent authority of that organization.

Following previous practice, representatives of Parties to the Convention that are also Parties to the Cartagena Protocol and/or the Nagoya Protocol may submit a single set of credentials for the sixteenth meeting of the Conference of the Parties to the Convention, the eleventh meeting of the Parties to the Cartagena Protocol and/or the fifth meeting of the Parties to the Nagoya Protocol. For your convenience, sample formats of appropriate credentials are available here (<https://www.cbd.int/doc/meetings/cop/cop-16/cop-16-credentials-template-en.docx>).

To facilitate the smooth proceedings of the meetings and ensure procedurally consistent decision-taking, including orderly conduct of election of officers for the different bodies, Parties are strongly encouraged to submit their credentials well in advance of the date of opening of the meetings and preferably by **4 October 2024**. You may forward, as an e-mail attachment, an advance scanned copy of your credentials to the Secretariat as soon as it is ready, and later submit the original hard copy by mail or by hand.

Please accept, Sir, Madam, the assurances of my highest consideration.

(signed) Astrid Schomaker  
Executive Secretary

To: CBD National Focal Points, ABS National Focal Points, Cartagena Protocol Focal Points

