



**REMINDER NOTIFICATION**

**Credentials for the  
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 Sir or Madam,

I am writing with regard to notifications [2024-038](#) and [2024-083](#), which make reference to the submission of credentials of representatives of Parties to the Convention on Biological Diversity, the Cartagena Protocol and the Nagoya Protocol, in accordance with rule 18 of the rules of procedure for meetings of the Conference of the Parties.

I would like to thank Parties that have sent advance copies of their credentials to the Secretariat and ask that they ensure to bring the originals for submission at the credentials desk at the COP meeting venue.

With a view to facilitating the smooth proceedings of the meetings and ensure procedurally consistent decision-taking, including orderly conduct of election of officers for the different bodies, I encourage all other Parties to submit their credentials well in advance of the date of the opening of the meetings. Parties may forward an advance scanned copy of their credentials to the Secretariat as soon as it is ready, followed by the original hard copy.

The credentials should list the names of representatives and alternate representatives and advisers, confirming 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. Sample formats of appropriate credentials are available here: <https://www.cbd.int/doc/meetings/cop/cop-16/cop-16-credentials-template-en.docx>.

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 national focal points