

**REMINDER NOTIFICATION**

**Credentials for the resumed sessions of the  
Sixteenth meeting of the Conference of the Parties to the Convention on  
Biological Diversity,  
Eleventh meeting of the Conference of the Parties serving as the meeting of the Parties to the  
Cartagena Protocol on Biosafety, 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  
25-27 February 2025 – Rome, Italy**

Dear Sir or Madam,

Further to [notification 2024-111](#), this is a kind reminder concerning the submission of credentials by those Parties that have confirmed their attendance in the resumed sessions of the sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16), the 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 the 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) “the resumed Meetings”, that will take place on 25-27 February 2025 in Rome, Italy.

I would like to thank Parties that have already submitted their credentials or confirmed, through a Note Verbale, the validity of previous credentials submitted for the Meetings in October 2024. As indicated in the notification, participation in the in-person resumed sessions requires, consistent with rule 18 of the rules of procedure, the submission of credentials. I wish to also highlight that the resumed Meetings will consider the remaining agenda items of the Meetings held in October 2024 in Cali, Colombia. Only Parties present at the resumed Meetings, whose representatives have submitted valid credentials, can take part in the decision-taking process.

Representatives of Parties that already submitted valid credentials for participation in the Meetings in October 2024 in Cali may confirm, through a **Note Verbale**, that these credentials remain valid for the purpose of the resumed Meetings in Rome. Such Note Verbale should be issued by a senior official in the Ministry of Foreign Affairs of the Party concerned and must be sent to the Secretariat as soon as possible.

Parties that were not present at the Meetings in Cali or those that were present but did not submit credentials or that wish to change their representatives, should submit **credentials** in accordance with rule 18 of the rules of procedure if they wish to participate in taking decisions at the resumed sessions of the Meetings. The credentials must be signed or issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization, and submitted in original form.

Parties may forward an advance scanned copy of their credentials to the Secretariat as soon as it is ready, and bring the original hard copy to the meeting venue. For ease of reference, model templates for credentials are available at: <https://www.cbd.int/doc/meetings/cop/cop-16/cop-16-r2-credentials-template-en.docx>.

Parties that will attend are also reminded to ensure they complete the steps necessary to register for the resumed Meetings, i.e. to submit the official letter of nomination and complete the online registration.

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