



CONVENTION ON WETLANDS
CONVENTION SUR LES ZONES HUMIDES
CONVENCIÓN SOBRE LOS HUMEDALES
(Ramsar, Iran, 1971)

Diplomatic Note 2021/7

Third extraordinary meeting of the Conference of the Contracting Parties to the Convention on Wetlands

The Secretariat of the Convention on Wetlands presents its compliments to the Permanent Missions and Administrative Authorities of the Contracting Parties to the Convention, and has the honour to inform that further to notification 2021/6 issued on 9 July 2021 and according to Rule 4.3 of the Rules of Procedure the Secretariat has received, as of today letters from 61 Parties to the Convention communicating their support for the convening of an extraordinary meeting of the Conference of the Parties, for the purpose of considering and adopting a budget for the operation of the Convention in 2022 and the postponement of the 14th Meeting of the Conference of the Parties (COP14).

According to Rule 5(2) the Third Extraordinary meeting of the Conference of the Parties will take place online from 25-29 October 2021. In accordance with Rule 13, the provisional agenda and draft Resolutions on the budget for 2022 and on the postponement of the 14th Meeting of the Conference of the Parties (COP14) are available at the Convention's web site:

<https://www.ramsar.org/event/extraordinary-meeting-of-the-conference-of-the-contracting-parties-2021> .

Credentials

As indicated in notification 2021/6 representatives of Contracting Parties shall submit credentials in accordance with Rule 18 of the Rules of Procedure for meetings of the Conference of the Parties. Information on requirements and modalities on the submission of credentials is attached along with a sample template.

Contracting Parties are kindly requested to submit their credentials by email to: excop@ramsar.org as soon as possible but no later than 48 hours after the opening of the meeting on 25 October as they need to be reviewed by the Credentials Committee.

To facilitate satisfaction of Rule 19 Contracting Parties are requested to nominate a representative from each of the Ramsar regions to the Credentials Committee by 30 September 2021. Standing Committee members are encouraged to facilitate consultations with their regions in advance of this deadline for this purpose.

Registration

The Secretariat invites Contracting Parties to preregister as soon as possible at the following link by **13 October 2021**: <https://contacts.ramsar.org/register-excop>.

Please note that for preregistration an official nomination letter signed by the Head of the relevant Government Agency or the Ministry of Foreign Affairs must be uploaded indicating the names of the representatives and Head of the delegation of the State.

This meeting will take place using the Kudo online meeting platform. Once you have registered you will receive a separate message with information on connecting to the meeting and testing your connection and settings in advance of the meeting to ensure that you do not experience any technical difficulties.

Regional consultations

In order to support Contracting Parties preparation to the Extraordinary Conference of the Contracting Parties regional consultations will take place in September. The dates and agenda for these consultations will be made available shortly on the Convention's web site

The Secretariat of the Convention on Wetlands respectfully avails itself of this opportunity to renew to the Permanent Missions and Administrative Authorities of the Contracting Parties to the Convention the assurance of its highest consideration.

Gland, 19 August 2021



Requirements and modalities on the submission of credentials

1. According to Rule 18.1 of the Rules of Procedure for meetings of the Conference of the Contracting Parties, “credentials of the Head of the Delegation and other representatives, alternate representatives and advisers (specifying the individual named as the Head of Delegation) shall be submitted to the Secretary General, no later than 48 hours after the opening of the meeting. Submission of the statement of credentials may be done digitally, conditional upon compliance with the terms set out in Rule 18.3” (see item 3 below). “Any later change in the composition of the delegation shall also be submitted to Secretary General or the representative of the Secretary General.”

2. According to Rule 18.3, the credentials must “be issued either by the Head of State or Government or by the Minister for Foreign Affairs or his/her equivalent. If other authorities in a Contracting Party are entitled to issue credentials for international meetings, this should be notified by the Ministry of Foreign Affairs with an original letter to the Secretary General at the time of submitting their credentials. Submission of credentials may be done in either hardcopy or digital form, with digital submission requiring authentication by a valid digital signature”.

3. The credentials should indicate the date and place where it was issued and, according to Rule 18.4, “must bear the name and position of the person who signs the credentials as well as the full signature of the appropriate authority or else be sealed and initialled by that authority. The seal and/or letterhead should clearly indicate that the credentials have been issued by the appropriate authority. When submitted digitally, the aforementioned criteria apply to the electronic copy of the credentials, and shall be accompanied by the electronic signature of the appropriate authority listed in the document.”

4. According to Rule 18.5, “A representative may not exercise the right to vote unless his/her name is clearly and unambiguously listed in the credentials.”

5. According to Rule 18.6, “If credentials are submitted in a language other than one of the official languages of the Convention, they shall be accompanied by a translation into one of the official languages, and the translation shall be produced and sealed or otherwise duly authorized by the Ministry for Foreign Affairs or its diplomatic representation, or the office of the Head of Delegation or the office of one of the delegates whose name is listed in the credentials.”

6. A sample template of a statement of credentials is included below.

Sample statement of credentials for the third extraordinary meeting of the Conference of the Contracting Parties to the Convention on Wetlands

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **third extraordinary meeting of the Conference of the Contracting Parties to the Convention on Wetlands** to be held from 25 to 29 October, in the year 2021.

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Name

Position

Seal and Signature