



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

## **Diplomatic Note 2021/12**

### **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 the Parties that during the 29 October session of the third Extraordinary Meeting of the Conference of the Contracting Parties, the President adjourned the meeting under Rule 22.2 of the Rules of Procedure of the Convention, to resume on 4 November from 13:00 to 16:00 CET, given that a quorum was not reached under Rule 29 of the Rules of Procedure.

The resumed session of the Third Extraordinary Meeting of the Conference of the Parties will consider and approve a budget for the operation of the Convention in 2022 and the postponement of the 14th Meeting of the Conference of the Contracting Parties (COP14). A revised working programme, daily reports and final draft resolutions for adoption are available at <https://www.ramsar.org/event/extraordinary-meeting-of-the-conference-of-the-contracting-parties-2021>.

Parties which have already registered for the Third Extraordinary Meeting of the Conference of the Parties will be sent a link for the 4 November meeting, which will take place online using the KUDO platform.

#### Credentials

As indicated in Diplomatic Notification 2021/7, 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. Contracting Parties that have registered for the meeting and have incomplete or missing credentials have been contacted directly by the Credentials Committee in order to ensure compliance with Rule 18.3 of the Rules of Procedure. These Contracting Parties are encouraged to submit their credentials to [excop@ramsar.org](mailto:excop@ramsar.org) no later than 11:00 CET on 4 November 2021, in order to allow decisions to be taken when the Extraordinary Meeting of the Conference of the Contracting Parties resumes. Information on requirements and modalities for the submission of credentials is attached along with a sample template.

Under Rule 29 a quorum of two thirds of all Contracting Parties is required to take decisions. It is therefore important that all Parties registered for the Third Extraordinary Meeting of the Conference of the Parties be in attendance at this online meeting.

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, 1 November 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 the xxx to the xxxx of xxx, 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*]  
*Seal and Signature*