



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

## **Diplomatic Note 2022/6**

### **14th Meeting of the Conference of the Contracting Parties to the Ramsar Convention on Wetlands**

#### **“Wetlands Actions for People and Nature” Wuhan, China and Geneva, Switzerland, 5-13 November 2022**

The Secretariat of the Ramsar 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 transmit information regarding the 14th meeting of the Conference of the Contracting Parties to the Convention on Wetlands (COP14), which will take place from 5 to 13 November 2022, in a hybrid manner in Wuhan (China) and Geneva (Switzerland) at the International Conference Centre Geneva (CICG). The opening and high-level segment will be in hybrid modality in Wuhan, China. Negotiations and all other aspects of COP14 will take place face to face in Geneva.

#### **Preregistration for COP14**

The online preregistration for COP14 is open at <https://contacts.ramsar.org/register-cop14> from 26 July 2022 and will close on 17 October. After the deadline participants will register on site.

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.

Once delegates have successfully completed the online process, they will receive an automated summary of the preregistration and an email confirming the preregistration.

Contracting Parties are encouraged to promote gender parity in their delegations in accordance with the provisions of Resolution XIII.18 on *Gender and wetlands* in planning their participation in the meeting.

#### **Financial support**

The Secretariat can provide financial support to enable the participation of one delegate representing each of the Contracting Parties which are on the OECD's DAC list of aid recipient countries. To be considered for financial support, delegates eligible for funding should preregister no later than 25 August 2022.

## Credentials

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 included below along with a sample template. Contracting Parties are kindly requested to start the process of issuing their credentials as soon as possible.

To facilitate fulfilment of Rule 19 of the Rules of Procedure, Contracting Parties are requested to nominate a representative from each of the Ramsar regions to the Credentials Committee by 15 October 2022 by email at [secretariat@ramsar.org](mailto:secretariat@ramsar.org). Standing Committee members are encouraged to facilitate consultations with their regions in advance of this deadline for this purpose.

## Agenda and documentation for COP14

The provisional agenda of the 14th Meeting of the Conference of the Parties (COP14) is available at the Convention's website: <https://www.ramsar.org/event/14th-meeting-of-the-conference-of-the-contracting-parties>. Documentation will be available three months before the meeting at the same address.

## 60th and 61st meetings of the Standing Committee

Please note that the 60th meeting of the Standing Committee (SC60) will take place on 5 November and the Committee's 61st meeting (SC61) on 13 November. Documentation for these meetings will be available at the Convention's website:

<https://www.ramsar.org/event/60th-meeting-of-the-standing-committee>  
<https://www.ramsar.org/event/61st-meeting-of-the-standing-committee>

## Entry requirements in Switzerland

Please note that given the improving epidemiological situation in Switzerland, the Government of Switzerland announced the relaxation of Covid-19 measures as of 17 February 2022.

The following Covid-related information notes are updated regularly and posted on the website of the Permanent Mission of Switzerland to the UN in Geneva at <https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas.html>, in order to help provide appropriate information for travel to Switzerland including visas: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende.html> [https://www.eda.admin.ch/content/dam/mission-onu-omc-aele-geneve/en/documents/COVID-19-Notice-informative-Certificat-Covid-suisse-version\\_EN.pdf](https://www.eda.admin.ch/content/dam/mission-onu-omc-aele-geneve/en/documents/COVID-19-Notice-informative-Certificat-Covid-suisse-version_EN.pdf)

## Side events

If you wish to host a side event at COP14, please apply online by 31 August 2022 at: <https://contacts.ramsar.org/cop14-sideevent-request>.

## Exhibition space

There will be an exhibition space on the premises of the CICG venue of COP14 in Geneva. Further information will be published on the Convention's website shortly.

The Secretariat of the Convention on Wetlands 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, 26 July 2022



## **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 “the original of the statement of 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 14th Meeting of the Conference of the Contracting Parties  
to the Ramsar Convention on Wetlands**

Letterhead [*Head of State or Government or Minister of Foreign Affairs*]

I, the undersigned [*name of the 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 **14th Meeting of the Conference of the Contracting Parties to the Convention on Wetlands** to be held from 5-13 November in the year 2022, in Geneva, Switzerland and Wuhan, China:

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

*Name* [of the *Head of State or Government or Minister of Foreign Affairs*]

*Position* [of the *Head of State or Government or Minister of Foreign Affairs*]

*Seal and Signature* [of *Head of State or Government or Minister of Foreign Affairs*]