

NOTIFICATION TO THE PARTIES

No. 2024/117

Geneva, 22 October 2024

CONCERNING:

Twentieth meeting of the Conference of the Parties

1. Further to Notifications to the Parties No. 2024/028 of 31 January 2024, No. 2024/055 of 22 April 2024 and No. 2024/110 of 3 October 2024 and following an informal consultation with the Standing Committee, the Secretariat is pleased to inform Parties that the 20th meeting of the Conference of the Parties (CoP20) is scheduled to be held in Samarkand, Uzbekistan from **Monday 24 November to Friday 5 December 2025** at the following address:

Silk Road Samarkand Congress Center
Rowing canal
Konigil massif
Samarkand, Uzbekistan

2. The Secretariat extends its sincere gratitude to the Republic of Uzbekistan for its generous offer to host CoP20.

Meeting documents

3. In accordance with the provisions of Article XV, paragraph 1, of the Convention, any Party may propose an amendment to Appendix I or II for consideration at CoP20. The text of the proposed amendment shall be communicated to the Secretariat at least 150 days before the meeting, i.e. by **Friday 27 June 2025**. The amendment proposals and supporting statement should be based on the criteria adopted in Resolution Conf. 9.24 (Rev. CoP17) on *Criteria for amendment of Appendices I and II* and, where appropriate, be presented in the format provided in Annex 6 of that Resolution. For those proposals which include an annotation to the Appendices, the amendment proposals and supporting statement should follow the guidance provided in Resolution Conf. 11.21 (Rev. CoP19) on *Use of annotations in Appendices I and II*.
4. However, if a Party intends to submit a proposal to amend Appendix I or II that concerns a species or a population of a species that occurs partly or totally outside of the territory under its jurisdiction, and if it does not intend to consult the other range States before the submission of its proposal, the Party, in accordance with Resolution Conf. 8.21 (Rev. CoP16) on *Consultation with range States on proposals to amend Appendices I and II*, should submit its proposal to the Secretariat at least 330 days before the meeting, i.e. by **Sunday 29 December 2024**.
5. Additionally, any amendment proposal made in accordance with the provisions of Resolution Conf. 11.16 (Rev. CoP15), on *Ranching and trade in ranched specimens of species transferred*

Secretariat of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

from Appendix I to Appendix II, should be received by the Secretariat at least 330 days before the meeting, i.e. by **Sunday 29 December 2024**.

6. The Secretariat reminds Parties that the Conference of the Parties has recommended in Resolution Conf. 4.6 (Rev. CoP19) that, as a general rule, documents submitted for consideration should not exceed 12 pages in length and decided that any draft resolution or decision that has budgetary or workload implications for the Secretariat or permanent committees must contain a budget for the work involved and an indication of the source of funding. Moreover, the Standing Committee has agreed that the Secretariat should ask any Party that submits a document longer than 12 pages to provide it in the three working languages of the Convention.
7. The Secretariat further reminds Parties that the Animals and Plants Committee shall, upon request by Parties, provide advice related to scientific, technical and nomenclatural aspects of proposals to amend the Appendices.
8. In order to avoid misunderstandings, the Secretariat wishes to stress the following in relation to the submission of documents:
 - a) Documents must be submitted by either:
 - i) the Management Authority that, in accordance with Article IX, paragraph 2 or 3, of the Convention, has been designated as authorized to communicate with the Secretariat (the main Management Authority if there are several), using an email found in the [CITES Directory](#); or
 - ii) the Ministry of Foreign Affairs.
 - b) Documents and amendment proposals submitted by any other authority will not be accepted.
 - c) The Secretariat will formally register documents and amendment proposals as having been received for the consideration of the meeting only when it receives a signed letter with the documents, specifying what has been submitted, and sent to info@cites.org by the deadlines specified above.
 - d) In order to assist processing of the meeting documentation, Parties are requested to send copies of all documents and amendment proposals in Word format to the Secretariat (info@cites.org).
 - e) In cases where two or more Parties are jointly submitting an amendment proposal or any other document, each Party proposing the amendment must provide a letter of submission signed in accordance with paragraph 8 a) above to the Secretariat before the deadline to be recorded as a proponent for the amendment proposal or document involved.

Registration

9. Online registration is expected to be open to all participants in April 2025. All Parties and observer organizations registered for CoP19 will receive a unique registration link. The registration deadline is **Thursday 25 September 2025** for observers (non-Parties, United Nations and its specialized agencies, intergovernmental organizations, non-governmental organizations and private sector). While there is no mandated registration deadline for Parties, all delegates from Parties are nevertheless strongly encouraged to also register before Thursday 25 September 2025. Enquiries about registration should be sent to registration@cites.org.

Sponsored Delegates Project

10. By the end of 2024, the Secretariat will be issuing a call for support to the CoP20 Sponsored Delegates Project and collecting applications for support from the CoP20 Sponsored Delegates

Project. Governments, international organizations, non-governmental organizations and private bodies interested in providing financial support are encouraged to already inform the Secretariat of their intention to contribute to this important project by contacting info@cites.org.

11. Further information on the arrangements for the 20th meeting of the Conference of the Parties will be provided to the Parties in due course.