



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

Notification 2015/2

Credentials for the 12th Meeting of the Conference of the Contracting Parties

The Secretariat of the Convention on Wetlands (Ramsar, Iran, 1971) presents its compliments to the Permanent Mission of ... and has the honour to refer to the following:

As the 12th Meeting of the Conference of the Contracting Parties (Ramsar COP12) approaches and as representatives pre-register for the Conference, the Secretariat would like to remind Contracting Parties of the provisions for the COP regarding credentials of the Rules of Procedure adopted by the 11th Meeting of the Conference of the Contracting Parties in July 2012.

Extract from the Rules of Procedure for Meetings of the Conference of the Contracting Parties:

Rule 18

1. The original of the statement of credentials of the Head of Delegation and other representatives, alternate representatives, and advisers (specifying the individual named as the Head of Delegation) shall be submitted to the Secretary General of the Convention or to his/her designated representative, at the venue of the meeting of the Conference of the Parties, not later than forty-eight hours after the opening of the meeting. Any later change in the composition of the delegation shall also be submitted to Secretary General or the representative of the Secretary General.
2. After the opening of the COP, any further changes, in particular of the Head of Delegation, shall be submitted to the Secretary General or to the Regional Representative on the Credentials Committee. Any changes to the Head of the Delegation during the COP may be made by the current Head of Delegation, alternate Head of Delegation, or the embassy of the party in question, provided that the newly designated Head of Delegation is properly identified as a delegate in the original credentials duly authorized by the appropriate official. If a person not identified in the initial letter of credentials is proposed as a new Head of Delegation, that change would need to be done through issuance of new credentials in accordance with rule 18.3.
3. The credentials shall 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.

4. The credentials 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.
5. A representative may not exercise the right to vote unless his/her name is clearly and unambiguously listed in the credentials.
6. If credentials are submitted in a language other than one of the official languages of the Convention (English, French and Spanish), they shall be accompanied by a translation into one of those three 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.

The Secretariat respectfully reminds all Parties of the importance of bringing original credentials to the Conference and presenting them upon registration.

The Secretariat would be obliged if a copy of the credentials, when available, could also be sent by e-mail to katz@ramsar.org or by fax to +41 22 999 0169 in advance of the Conference.

The Secretariat is pleased to inform Contracting Parties that the Draft Resolutions and information documents for COP12 are published at <http://www.ramsar.org/event/12th-meeting-of-the-conference-of-the-parties>. Remaining information documents will be published by 1 April, two months before the start of the meeting.

The Secretariat of the Convention on Wetlands avails itself of this opportunity to renew to the Permanent Mission of ... the assurance of its highest consideration.

Gland, 12 March 2015