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7 December 2011

**REMINDER: DEADLINE 16 DECEMBER 2011**

**NOTIFICATION**

**Expert Meeting on cooperative procedures and institutional mechanisms to promote compliance with the Protocol and to address cases of non-compliance  
28 February to 1 March 2012 - Montreal, Canada**

Dear Sir/Madam,

In accordance with decision X/1, Annex II, the first meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (Intergovernmental Committee), held in June 2011, addressed as one of its agenda items “cooperative procedures and institutional mechanisms to promote compliance with the Protocol and to address cases of non-compliance, including procedures and mechanisms to offer advice or assistance, where appropriate”.

Further to the consideration of this issue, in recommendation 1/4, the Intergovernmental Committee invited the submission of views on this topic, and the Executive Secretary was requested “to prepare a synthesis report and develop draft elements and options for cooperative procedures and institutional mechanisms to promote compliance with the Protocol and to address cases of non-compliance based on the views expressed”.

Furthermore, in paragraph 3 of this recommendation, the Executive Secretary was requested, “in consultation with the Bureau of the Intergovernmental Committee, and subject to the availability of funds, to convene an expert meeting to review the synthesis report and further refine the draft elements and options developed by the Executive Secretary for consideration by the Intergovernmental Committee at its second meeting”.

In light of the above, I am pleased to inform you that **pending confirmation of the availability of funds**, an Expert Meeting on cooperative procedures and institutional mechanisms to promote compliance with the Protocol and to address cases of non-compliance will be held on 28 February to 1 March 2012 at the Secretariat in Montreal.

To: CBD Focal Points, ICNP Focal Points, International organizations, indigenous and local community organizations and relevant stakeholders

Documents for the meeting, including an information note for participants, will be made available as soon as practicable on the website of the Convention at the following address: <http://www.cbd.int/meetings/>. Please note that, as per usual practice, the expert meeting will be held in the English language.

### **Nomination and Selection of Experts/Observers**

The group of experts will be regionally balanced and composed of 5 experts per region selected on the basis of nominations by Parties. In addition, 5 observers from UN organizations and specialized agencies, inter-governmental organizations, non-governmental organizations, indigenous and local communities and relevant stakeholders will also be invited to participate.

Each Party is invited to nominate one expert. UN organizations and specialized agencies, inter-governmental organizations, non-governmental organizations, indigenous and local community organizations and relevant stakeholders are also invited to nominate one expert as an observer to the meeting. **The deadline for nominations is 16 December 2011.**

Based on the nominations received, the Executive Secretary, in consultation with the Bureau of the Intergovernmental Committee, will select participants for the meeting. As per usual practice, the experts will be selected on the basis of their expertise, the need to ensure fair and equitable geographical distribution, as well as gender balance.

Nominations should be submitted through an official letter addressed to the Executive Secretary by fax to +1 514 288 6588, or by email as a scanned attachment to: [secretariat@cbd.int](mailto:secretariat@cbd.int). **The curriculum vitae of the nominated experts/observers should be included with the nominations submitted to the Secretariat.**

Please accept, Madam/Sir, the assurances of my highest consideration.

Ahmed Djoghlaif  
Executive Secretary