



BASEL CONVENTION



ROTTERDAM CONVENTION



STOCKHOLM CONVENTION



Food and Agriculture  
Organization of the  
United Nations



UN  
environment  
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## BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

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13 December 2024

**Subject: Invitation to participate in the regional meeting for the Eastern Europe region in preparation for the 2025 meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions, 26-28 March 2025, Warsaw, Poland**

Dear Sir/Madam,

The regional preparatory meeting for the Eastern Europe region pertaining to the 2025 meetings of the conferences of the Parties (COPs) to the Basel, Rotterdam and Stockholm conventions will be held from 26 to 28 March 2025, in Warsaw, in cooperation with the Government of Poland.

The objectives of the meeting are to give Parties in the region the possibility to consult each other in advance of the COPs taking place from 28 April to 9 May 2025 in Geneva, consider meeting documents, discuss substantive matters, identify regional priorities and challenges and facilitate the preparation of regional positions and forthcoming elections. The provisional programme for the meeting is attached to this letter and has been developed in consultation with the members of the bureaux of the conferences of the Parties to the three conventions from the Eastern Europe region. The working languages of the meeting will be English and Russian.

We have the honor to invite your Government to designate up to **two representatives to participate in-person in the above-mentioned meeting**. Nominations for additional participants will be considered taking into account any limitation in the meeting venue capacity.

Additionally, your Government is invited to nominate up to **two additional representatives to receive online viewer access to the plenary sessions of the meeting**, if this is of interest to your Government. Online viewer mode aims at enabling additional representatives to receive information on the organization of work and items on the agendas of the COPs meetings, and hear exchanges among countries from the regions in order to assist preparatory processes. Online viewers will not be able to intervene during the meeting and will not be included in the list of participants.

**The names and contact information of all the designated representative(s) participating in-person meeting and seeking online viewer access** should be communicated to the Secretariat, together with the enclosed registration form, in an official nomination letter from the **Ministry of Foreign Affairs or the Permanent Mission of your country to the United Nations in Geneva**. Registrations should be sent to the Secretariat as soon as possible, but no later than **27 January 2025** to: [dan.darziv@un.org](mailto:dan.darziv@un.org).

In accordance with the applicable United Nations rules, subject to the availability of funding, financial assistance to help defray the cost of attending the meeting will be made available to two representatives per developing country or country with economy in transition that is Party to at least two of the Basel, Rotterdam and Stockholm conventions. **The official nomination letter or the note verbale from the Permanent Mission in Geneva needs to indicate which representatives are to receive financial support.**

To: Designated country contacts for the Basel, Rotterdam and Stockholm conventions

cc: Permanent Missions to the United Nations in Geneva and Permanent Representatives to the Food and Agriculture Organization of the United Nations in Rome

If financial support for the designated representatives of eligible country Parties is required, please complete the relevant sections of the registration form and submit it to the above address no later than **27 January 2025**, together with a scanned copy of the designated representatives' passport. **Nominations that are received beyond this deadline may not be considered for financial assistance.** Please note that requests for financial assistance must be processed by the Secretariat at least four weeks prior to the meetings to ensure the timely issuance of air tickets and to allow time for the participants to apply for visas. It will not be possible to process travel for late nominations nor to modify travel arrangements once the air ticket is issued.

Confirmed participants to the meeting will be invited to check the visa requirements to enter Poland. The Government of Poland will assist participants requiring a visa to enter Poland by providing a visa facilitation letter to support their application in due course. The United Nations does not cover life, medical or travel insurance for participants. Therefore, it is your responsibility or that of your Government to ensure that you obtain comprehensive international medical and travel insurance prior to your travel to Poland.

The regional preparatory meeting is being organized thanks to the generous financial contributions provided by the Governments of Germany, Sweden and Switzerland and the United Nations Environment Programme, and the support of the Government of Poland and the Basel Convention Regional Centre for Training and Technology Transfer for Central Europe in Slovakia.

As recalled in decisions BC-16/28, RC-11/15, and SC-11/27 on programmes of work and budgets for the biennium 2024-2025, respectively adopted by the three conferences of the Parties, please note that, concerning arrears, **no representative of any Party whose contributions are in arrears for 4 (four) years or more, and that has not agreed on or is not respecting a schedule of payments, shall be eligible to receive financial support to attend intersessional workshops or other informal meetings.** We take this opportunity to invite you to check the status of the Party that you represent and find some guidance on how to settle arrears, under the relevant Convention, by clicking on the following links:

<https://www.basel.int/tabid/9815> (BC)

<https://www.pic.int/tabid/9816> (RC)

<https://www.pops.int/tabid/9812> (SC)

If in arrears, we encourage all relevant national authorities of your Government to settle all outstanding arrears or to agree on a payment plan **before 27 January 2025, the deadline for nomination of participants.**

Any questions on the meeting can be addressed to: [dan.darziv@un.org](mailto:dan.darziv@un.org).

Yours sincerely,



Rolph Payet

Executive Secretary of the Basel, Rotterdam  
and Stockholm Conventions



Christine Fuell

Executive Secretary *ad interim*  
of the Rotterdam Convention

Encl.