

BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

Secretariats of the Basel, Rotterdam and Stockholm Conventions

United Nations Environment Programme

Office Address: International Environment House 1

11-13, chemin des Anémones, 1219 Châtelaine, Geneva, Switzerland

Postal Address: c/o Palais des Nations, 8-14, avenue de la Paix, 1211 Geneva 10, Switzerland

Tel.: +41 (0) 22 917 8271 | Fax: +41 (0) 22 917 8098 | E-mail: brs@un.org

Secretariat of the Rotterdam Convention

Food and Agriculture Organization of the United Nations

Viale delle Terme di Caracalla, 00153 Rome, Italy

Tel.: +39 06 5705 2061 | Fax: +39 06 5705 3224 | E-mail: pic@fao.org

8 November 2024

Subject: Invitation to the meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions, Geneva, Switzerland, 28 April - 9 May 2025

Excellency,

We have the honour to refer to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic Pollutants.

The seventeenth meeting of the Conference of the Parties to the Basel Convention, the twelfth meeting of the Conference of the Parties to the Rotterdam Convention and the twelfth meeting of the Conference of the Parties to the Stockholm Convention will be held back to back from **28 April to 9 May 2025**, at the Geneva International Conference Centre (CICG), 17, rue de Varembe, Geneva, Switzerland. Preparatory meetings, including regional and bureaux meetings, will be held on Sunday, 27 April 2025.

As decided by the conferences of the Parties at their previous meetings, the meetings will include joint sessions covering matters of relevance to at least two of the three conventions and convention-specific sessions of the meetings of each of the three conferences of the Parties. The meetings will also feature a high-level segment on the afternoon of Wednesday, 30 April 2025 and the morning of Thursday, 1 May 2025. The theme of the meetings and the high-level segment will be “Make visible the invisible: sound management of chemicals and wastes”.

The working languages of the meetings of the conferences of the Parties will be Arabic, Chinese, English, French, Russian and Spanish. The provisional agendas and tentative schedule for the meetings are enclosed. Other documents and additional information on the arrangements for the meetings will be made available online on the conventions’ website: <http://www.brsmeas.org/2025COPs>.

Addressee by e-mail (to be disseminated by the respective Permanent Mission to the United Nations Office at Geneva):

Minister for Foreign Affairs
H.E. Mr. Margus Tsahkna
Ministry for Foreign Affairs
Tallinn, Estonia

Addressees by e-mail:

Permanent Missions to the United Nations Office
at Geneva
Basel Convention Focal Points
Rotterdam Convention Official Contact Points
Stockholm Convention Official Contact Points

Cc: Contact points for the Basel, Rotterdam and Stockholm conventions
Permanent Representatives to the Food and Agriculture Organization of the United Nations in Rome and Permanent Representatives to the United Nations Environment Programme.

Registration of representatives

We have the honour to invite your Government to designate one or more representative(s) to participate in the meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions. The names and contact information of the designated representatives must be communicated to the Secretariat using the BRS online registration system using the following link: <https://registration.brsmeas.org>. Before being able to register, you will be asked to activate your personal account using an active e-mail address. With your personal account, you will be able to self-register or to register several participants from your Government.

An official nomination letter from the Ministry of Foreign Affairs or a note verbale from the Permanent Mission in Geneva will need to be uploaded by delegates in the online registration system at the time of registration.

The deadline for registration in the online platform and for submitting the official nomination letter is **Friday, 24 January 2025**. The Secretariat highly encourages early registration. Please note that registrations will not be processed by the Secretariat if they are not accompanied by an official nomination letter from the Ministry of Foreign Affairs or a note verbale from the Permanent Mission of your country to the United Nations Office at Geneva.

Pursuant to its Gender Action Plan, the Secretariat promotes active gender-balanced participation in meetings of the bodies of the conventions. Accordingly, the Secretariat encourages a balanced gender representation within your delegation.

Subject to the availability of resources, regional preparatory meetings for the 2025 meetings of the conferences of the Parties will be held for the Africa, Asia-Pacific, Eastern Europe and Latin America and the Caribbean regions. Parties are invited to consider ensuring continuity among the delegates attending these preparatory meetings and the meetings of the conferences of the Parties. Parties are furthermore invited to consider nominating current members of the bureaux of the three conferences of the Parties to the meetings.

Credentials of representatives of Parties to the conventions

In accordance with rule 18 of the rules of procedure for the Conference of the Parties to the Basel Convention, rule 19 of the rules of procedure for the Conference of the Parties to the Rotterdam Convention and rule 19 of the rules of procedure for the Conference of the Parties to the Stockholm Convention, the Secretariat invites Parties to submit the credentials of the representatives, as well as the names of the alternate representatives and advisers, who will constitute the delegation for your State or regional economic integration organization to the meetings of those of the three conventions to which your State or regional economic integration organization is a Party. A model form of credentials is attached for your convenience and is available in Arabic, Chinese, English, French, Russian and Spanish on the conventions' website.

Please note that, in accordance with the respective rules of procedure, **credentials must be issued by the head of State or Government, by the Minister for Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization.** Information regarding any change in the composition of the delegation should be submitted using the same procedure. Moreover, **credentials shall be submitted if possible, no later than 24 hours after the opening of the meetings (therefore by 10 am on Tuesday, 29 April 2025).**

The Secretariat invites Parties to submit any electronic copy of credentials in advance of the meetings preferably by **Friday, 11 April 2025** to registration@brsmeas.org, as doing so will greatly facilitate the clearance process. **The Secretariat also invites Parties to hand over the original credentials of their representatives at the meeting venue itself, at the time of the opening of the meetings.**

Please also note that the bureaux of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions agreed on the approach they will follow when preparing the reports on credentials for the meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions in 2025. **The bureaux agreed that when examining credentials received, they would accept original credentials in good order as well as copies of credentials in good order with the understanding that the original will be submitted as soon as possible.**

Assistance to developing-country Parties and Parties with economies in transition

Depending on the availability of funds, financial assistance to help defray the cost of attending the meetings will be made available to developing-country Parties and Parties that are countries with economies in transition **for one representative per State per convention to which the State is a Party, to a maximum of three representatives per State**, for up to the full two-week duration of the meetings.

The request for financial assistance for the designated representative of your Government should be indicated in the official nomination letter or the note verbale from the Permanent Mission in Geneva. Since funds may be limited, Parties that are eligible to receive such support should indicate, **in order of priority**, the designated representatives for whom assistance is being requested.

Please also note that requests for financial assistance must be processed by the Secretariat with sufficient time in advance of the meetings to ensure the timely issuance of air tickets and to allow time for representatives to apply for visas. For this reason, **it will not be possible for the Secretariat to consider requests for financial assistance or replacements of designated representatives after the Friday, 24 January 2025 deadline.** Due to the high number of travellers, the Secretariat will not be in a position to accommodate requests for private deviations from the official itinerary provided by the travel agent, including selecting a specific route or airline, or extending the stay in Geneva.

When allocating funding to facilitate the participation of Parties in the meetings, the Secretariat will apply the procedure adopted by the conferences of the Parties for that purpose (decisions BC-10/28, RC-5/1 and SC-5/2, respectively), taking into account decisions BC-16/28, RC-12/15 and SC-11/27 on programmes of work and budgets for the conventions for the biennium 2024-2025, and act in accordance with United Nations rules and procedures.

If you have any questions on the registration process for the meetings, please do not hesitate to contact the Secretariat at: registration@brsmeas.org.

Please accept, Excellency, the assurances of our highest consideration.



Rolph Payet
Executive Secretary of the Basel, Rotterdam
and Stockholm Conventions



Christine Fuell
Executive Secretary *ad interim*
of the Rotterdam Convention

Encl.