

Convention on Biological Diversity

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ENGLISH ONLY

AD HOC OPEN-ENDED WORKING GROUP ON ACCESS AND BENEFIT-SHARING

Resumed Ninth meeting
Montreal, Canada, 10-16 July 2010

INFORMATION NOTE FOR PARTICIPANTS

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1. OFFICIAL OPENING

The official opening for the resumed ninth meeting of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing will take place at 10:00 a.m. on Saturday, 10 July 2010. The formal sessions of the meeting will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.** For more information on the programme of work, please refer to the provisional annotated agenda, which is available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=ABSWG-09-2ND>.

2. VENUE

The meeting will be held at:

The International Civil Aviation Organization (ICAO)
999 University Street (between Viger and St-Antoine)
Montreal, Quebec
H3C 5H7 Canada
Tel: +514-954-8219
Metro, line 2 – Orange - station Square-Victoria

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

Pre-registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an **official nomination letter**. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-14 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, but **no later than 11 June 2010**. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

This will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

Mr. Ahmed Djoghlaif
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

3.2 OBSERVERS

3.2.1 STATES NOT PARTY TO THE CONVENTION

The pre-registration of states not Party to the Convention is subject to the same procedure as outlined in paragraph 3.1 above.

3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 3.1 above.

3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. These observers may, upon invitation of the President of the meeting, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object (rule 7.2). Pursuant to COP decision IX/29 (Annex) if a body or agency was not represented at the Ninth Meeting of the Conference of the Parties (Bonn, 2008) the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

The pre-registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the Resumed ABS-9 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

4. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at **999 University:**

Thursday, 8 July, from 7:30 a.m. to 5:00 p.m.

Saturday 10 July onwards from 8:00 a.m. to 6:00 p.m.

Badges will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the nomination letters referred to under heading 3 above.

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

5. MEETING ROOM ALLOCATIONS/RESERVATIONS AND SEATING ARRANGEMENTS

Information pertaining to room allocations for the plenary as well as for the regional and other groups will be clearly displayed within the meeting venue.

Meeting rooms are available for all groups every day **from 8 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis, with Mr. Nader Ibrahim, Conferences Services. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int), and through the “meeting room request” binder located next to the document distribution counter on the 1st floor, during the meeting.

6. DOCUMENTS



In order to minimize the environmental footprint of the meeting, only one set of pre-session documents will be provided per country delegation. Pre-session documents in languages and information documents can be retrieved from the Secretariat’s web site: <http://www.cbd.int/doc/?meeting=ABSWG-09-2ND>. Delegates are kindly requested to bring their own copies to the meeting.

CD-ROMs containing the pre-session documents, in all six United Nations official languages, as well as the information documents, will also be made available upon request to delegates and participating organizations who wish to reproduce, at their own expense, additional copies of the documents. The CD-ROMs will be available at the documentation distribution counter located on the 1st floor.

7. VISAS AND HEALTH REQUIREMENTS

7.1 VISA REQUIREMENTS



Participants from countries listed in **annex A** below require an entry visa for Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the website of Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/information/offices/index.asp#international>.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

7.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

8. HOTEL INFORMATION

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. To benefit from the special room rates some hotels are offering, please indicate that you will be attending a CBD meeting.

Below is an indicative list of hotels (**Annex B**) located in the vicinity of the CBD Secretariat or close to a Metro (subway) station. Further information on hotels in Montreal is available at the following web site:

<http://www.tourisme-montreal.org/Accommodations>



9. GENERAL INFORMATION ON ACCESS TO MONTREAL



Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis are available at the airport and there is a shuttle bus service every 30 minutes.

Bus / Shuttles:

Montreal-Trudeau /Downtown STM bus
No. 747

One way trip

CDN \$7

Taxis:

Montreal-Trudeau /Downtown

CDN \$38 Fixed rate
Plus tip

Since March 29, 2010, the STM operates a new bus line between the airport and downtown. The new line, No. 747, uses dedicated low-floor buses and operate 24 hours a day, 7 days a week. The 747 is free for holders of CAM and TRAM monthly passes, and for those with 1-day or 3-day tourist cards. Individual tickets valid for 24 hours across the entire STM network are also available, priced at CDN \$7.00 for a one-way trip. At the airport, tickets are sold at the currency exchange (ICE) location on the international arrivals level.

The trip between Montréal-Trudeau and the Gare d'autocars de Montréal above Berri-UQAM metro station takes approximately 35 minutes in off-peak periods.

10. SERVICES FOR PARTICIPANTS

Participants will have access to the internet at a Internet café located within the ICAO Conference building. The ICAO conference building is also equipped with WIFI Internet access.

Participants wishing to avail themselves of the reproduction (and publication) facilities of the ICAO printshop are requested to contact at the address below Mr. Jacques Daoust, Chief, Reproduction Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Daoust can be reached at extension 8205.

999 University Street
Montreal, Quebec
H3C 5H7 - Canada
Telephone: + 1-514-954-8219 - Ext 8205
Fax: + 1-514-954-8206
E-mail: jdaoust@icao.int

11. PROMOTIONAL MATERIAL

11.1 DISPLAY TABLES

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables, clearly identified, are on a first come, first served basis.

11.2 SHIPPING OF PROMOTIONAL MATERIAL

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (ICAO Conference building) should address their requests to the CBD Secretariat (secretariat@cbd.int), with a copy, for information purposes to Mr. Mike Baiao, ICAO Conference Assistant, (Mbaiao@icao.int). For any query on customs clearance, please **contact your courier service directly**.

All shipments of promotional materials must be:

- Addressed to:
The International Civil Aviation Organization (ICAO)
Attention: Mr. Nader Ibrahim
999 University Street
Montreal, Quebec
Canada
H3C 5H7
- Arriving in Montreal no earlier than one week prior to the start of the meeting;
- Arranged on a door-to-door basis, as ICAO does not deal with customs clearance and handling of the shipments, nor pay any shipment costs;
- Marked to the attention of Mr. Nader Ibrahim (as above);
- Identified with the title of the meeting (i.e. Resumed WG-ABS-9);
- Communicated to the CBD Secretariat (secretariat@cbd.int), with a copy to Mr. Mike Baiao (Mbaiao@icao.int), indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

N.B. Boxes must be numbered in “1 of X format”. Whenever possible, a copy of the publication should be affixed to each box.

12. SIDE-EVENTS

Requests for side-events should be made using the **online** system available on the Secretariat's web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **25 June 2010**. Requests will be processed on a first-come, first-served basis. Requests received after the deadline will not be considered.

Processed side-event requests can be viewed on the Secretariat's web site at: : <http://www.cbd.int/register/side-events/manage.aspx?mtg=ABSWG-09-2ND>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **25 June 2010**, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided **at no cost** to the side-events organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events **may be rescheduled** depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-events organizers to advise the caterer accordingly.

A binder for the scheduling of technical tests for side-events will be made available at the document distribution counter.

Organizers of side-events wishing to enquire about costs for catering or technical equipment should contact the following focal persons directly with a copy, for information purposes, to Mr. Mike Baiao (MBaiao@icao.int) and to Mr. Nader Ibrahim (Nader.ibrahim@cbd.int).

(a) Technical equipment

Mr. Michael Thomas
E-mail: Continentalcs@yahoo.ca
Fax: + 1 514 486 4970

(b) Catering

Ms. Isabelle Dupuis
999 University Street
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Facsimile: + 1 (514) 954-6134
E-mail: 43068@compass-canada.com

Side-event organizers without internet access or experiencing difficulties using the online system mentioned above, could address the duly completed form (**annex C**) to the CBD Secretariat (secretariat@cbd.int) or by fax + 1-514-288-6588

It should be noted that food and drinks are not allowed in any of the meeting rooms.

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants starting on the first day of the meeting.

14. OFFICIAL LANGUAGE

There are two official languages in Canada: English and French. French is the official language of Quebec; however English is widely spoken in Montreal.

15. WEATHER AND TIME ZONE INFORMATION



In July, temperatures in Montreal usually range between a maximum of +26°C in the daytime and a minimum of +13°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/056/c00634.htm>.

The standard time zone will be GMT/UTC -5 hours.

16. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz a (two-pin flat and vertical with a ground connection).



17. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 27 May 2010 is US \$1 = CDN \$1.05 and (Euro) € 1 = CDN \$1.30.

18. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

Annex A – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEBSITE OF CITIZENSHIP AND IMMIGRATION CANADA)

Citizens of the following countries and territories require a visa to **visit** or **transit** Canada:

A	E (cont'd)	M	S (Cont'd)
Afghanistan	Eritrea	Macao	Sierra Leone
Albania	Ethiopia	Madagascar	Somalia
Algeria		Malawi	South Africa
Angola	F	Malaysia	Sri Lanka
Argentina	Fiji	Maldives	Sudan
Armenia		Mali	Suriname
Azerbaijan	G	Marshall Islands	Syrian Arab Republic
	Gabon	Mauritania	
B	Gambia	Mauritius	T
Bahrain	Georgia	Mexico	Tajikistan
Bangladesh	Ghana	Micronesia, Fed. States of	Tanzania, United Republic of
Belarus	Grenada	Moldova	Thailand
Belize	Guatemala	Mongolia	The former Yugoslav Republic of Macedonia
Benin	Guinea	Montenegro	Togo
Bhutan	Guinea-Bissau	Morocco	Tonga
Bolivia	Guyana	Mozambique	Trinidad and Tobago
Bosnia and Herzegovina		Myanmar	Tunisia
Brazil	H		Turkey
Bulgaria	Haiti	N	Turkmenistan
Burkina Faso	Honduras	Nauru	Tuvalu
Burundi		Nepal	
	I	Nicaragua	
C	India	Niger	U
Cambodia	Indonesia	Nigeria	Uganda
Cameroon	Iran, Islamic Republic of		Ukraine
Cape Verde	Iraq	O	United Arab Emirates
Central African Republic	Israel	Oman	Uruguay
Chad	Ivory Coast		Uzbekistan
Chile		P	
China	J	Pakistan	V
Colombia	Jamaica	Palau	Vanuatu
Comoros	Jordan	Palestinian Authority	Venezuela
Congo, Democratic Republic of the		Panama	Viet Nam
Congo, Republic of the	K	Paraguay	
Costa Rica	Kazakhstan	Peru	Y
Cuba	Kenya	Philippines	Yemen
Czech Republic	Kiribati	Poland	
	Korea, Democratic People's Republic of	Q	Z
D	Kuwait	Qatar	Zambia
Djibouti	Kyrgyzstan		Zimbabwe
Dominica		R	
Dominican Republic	L	Romania	
	Lao, People's Democratic Republic of	Russian Federation	
E	Lebanon	Rwanda	
East Timor	Lesotho		
Ecuador	Liberia	S	
Egypt	Libyan Arab Jamahiriya	Sao Tomé e Príncipe	
El Salvador	Lithuania	Saudi Arabia	
Equatorial Guinea		Senegal	
		Serbia	
		Seychelles	

Rate of exchange: US \$1 = CDN \$1.05 and
€1 = CDN \$1.30

Annex B – Hotel listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + QST 7.5%

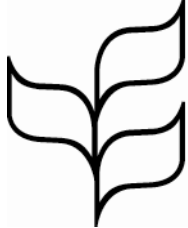
RATES ARE INDICATIVE AND SUBJECT TO CHANGE

A. FIVE STAR HOTELS	Approximate room rates	Distance to the meeting venue	Remarks
1. Hotel Inter-Continental Montreal 360 St. Antoine Street West, Montreal Tel.: +1-514-847-8525, option #3 America toll free: +1-800 361 3600 Fax: +1-514-847-8730 E-mail: montreal@interconti.com ; yulhb-reservations@ihg.com Reservations: http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal	<ul style="list-style-type: none"> Superior room KB: \$179 Deluxe room: \$189 Business and Club rooms: \$229 	About 10 minutes' walk	Including free internet access (For on-line booking use Group & Corporate rate of ICAO ID No: 956110420, by phone please request ICAO corporate rate)
2. Fairmont the Queen Elizabeth 900 Rene Levesque Blvd. West Montreal, Quebec Tel: +1-514-861-3511 (ask for reservations) Global reservation Centre: 1-800-441-1414 Fax: +1-514-954-2258 E-mail: queenelizabethhotel@fairmont.com Web site: www.fairmont.com	<ul style="list-style-type: none"> Fairmont: \$239 	About 10 minutes' walk	
B. FOUR-STAR HOTELS			
3. Delta Centre Ville 777 University Street Montreal, Quebec Tel.: +1-514-879-1370 Fax: +1-514-879-1761 Web site: http://pages.deltahotels.com/en/promotions/websaver/?page=montreal&gclid=CPTpzvvpbKCEFdIn5QodbAysvg Reservations: http://www.deltacentreville.com/000706b	<ul style="list-style-type: none"> Single: \$165 Signature Club: \$199 	About 3 minutes' walk	
4. Holiday Inn Select 99 Viger Street West Montreal, Quebec Tel.: +1-514-878-9888 Fax: +1-514-878-6341 Web site: www.ichotelsgroup.com	<ul style="list-style-type: none"> Single or double: \$179 Executive: \$195 	About 10 minutes' walk	
5. Hôtel de la Montagne 1430 de la Montagne Street Montreal, Quebec Tel.: +1-514-288-5656 Toll free in North America: + 1-800-361-6262 Fax : +1-514-288-9658 Web site: www.hoteldelamontagne.com	<ul style="list-style-type: none"> Deluxe KB: \$159 Deluxe 2 QB: \$189 Contemporary King: \$179 Contemporary 2QB: \$209 	About 20 minutes' walk	Free internet
6. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal, Quebec H3B 3C9 Tel. + 1-514-393-1193 Fax: + 1-514-393-1192 Web site: www.squarephillips.com	<ul style="list-style-type: none"> Studios: \$144 Junior suite 1 DB: \$155 Junior suite 1 KB: \$164 1 Bedroom suite: \$173 2 Bedroom suite: \$221 	About 10 minutes' walk	Including breakfast and free internet access
7. Le Westin Montréal 270 St-Antoine West Montreal, Quebec Tel: 514-380-3333 Fax: 514-380-3332 Web site: http://www.westinmontreal.com/	<ul style="list-style-type: none"> Room 2 QB: \$207 	About 10 minutes' walk	

C. THREE-STAR HOTELS	Approximate room rates	Distance to the meeting venue	Remarks
8. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal Tel: +1-514-288-4141 or Toll-free: +1-800-361-7791(Canada &U.S.A.) Fax: +1-514-288-3021 Reservations: sam@hotelvillemarie.com Web site: www.hotelvillemarie.com	<ul style="list-style-type: none"> Single or Double Deluxe QB or KB: \$135 	About 20 minutes' walk	Including continental breakfast and free internet access
9. Holiday Inn & Express Suites EX Hotel suites le Faubourg 155 René-Lévesque Blvd. East Montreal Tel.: +1-514-448-7100 Toll free: +1-800-398-7100 Fax: +1-514-448-7101 E-mail : info@hotelfaubourg.com Web site: www.hiemontreal.com	<ul style="list-style-type: none"> Standard: \$145 2 Queen Beds: \$155 Suite: \$165 	About 20 minutes' walk	
10. Hotel Le Dauphin 1025, De Bleury Montreal Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: mtl_centre@hoteldauphin.ca Web site: www.hoteldauphin.ca	<ul style="list-style-type: none"> Single 1KB: \$140 Single 2QB: \$149 	About 10 minutes' walk	Including continental breakfast and free internet access
11. Hôtel Manoir des Alpes 1245 St. André Street Montreal Tel.: +1-514-845-9803 Fax : +1-514845-9886 Web site: www.hotelmanoirdesalpes.qc.ca	<ul style="list-style-type: none"> Single QB: \$99 	About 15 minutes' walk	Including breakfast
12. L'Appartement-in-Montréal 455 Sherbrooke Street West Montreal Tel.: +1-514-284-3634 Fax: +1-514-287-1431 Web site: www.appartementhotel.com	<ul style="list-style-type: none"> Studio: \$123 1 Bedroom suite: \$137 2 Bedroom suite: \$192 	About 20 minutes' walk	
13. La Tour Centre-Ville 400 René-Lévesque Blvd. W. Montreal Tel.: + 1-514-866-8861 Fax: + 1-514-866-7257 Web site: www.hotelcentreville.com	<ul style="list-style-type: none"> Studios single: \$79 Small suites single: \$89 Large suite, single: \$99 	About 15 minutes' walk	
14. Travelodge 50, René-Lévesque Blvd. West Montreal Tel.: +1-514-874-9090 Fax: +1-514-874-0907 E-mail: reserve@travellodgemontreal.ca Web site: www.travelodge.com	<ul style="list-style-type: none"> Single: \$110 	About 20 minutes' walk	Including continental breakfast

Annex C – Side-Event Request Form

CBD



Convention on Biological Diversity

Deadline: 25 June 2010

SIDE-EVENTS REQUEST FORM

RESUMED NINTH MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON ACCESS AND BENEFIT-SHARING (WGABS-9), 8-16 JULY 2010, MONTREAL, CANADA

Please ensure that all the information below is completed

For online requests, please click here: http://www.cbd.int/register/home.shtml

1. Event Title: _____

2. Full name and acronym of organizer(s): _____

3. Expected number of Participants: _____

4. Preferred date and time:

(a)	First Choice:	___/07/2010	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	___/07/2010	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	___/07/2010	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>

5. Requirements* (Please check the boxes as appropriate)

- (a) LCD Projector with PC (for PowerPoint presentations)
- (b) Other* (please specify and refer to note below):

6. Date of submission: (___ / ___ / ___) dd/mm/yy

7. Short event description: _____

* For any catering arrangements, please refer to page 7 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: secretariat@cbd.int.