



Convention on Biological Diversity

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CAPACITY-BUILDING WORKSHOP ON
ACCESS AND BENEFIT-SHARING
New Delhi, India, 30 June- 1 July 2012

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

Second meeting
New Delhi, India, 2 -6 July 2012

INFORMATION NOTE FOR PARTICIPANTS

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1. CAPACITY-BUILDING WORKSHOP

The Capacity-building workshop on Access and Benefit-sharing will be held in New Delhi, India from Saturday, 30 June to Sunday, 1 July 2012. The workshop will run from 10:00 a.m. to 6:00 p.m. on Saturday, 30 June 2012 and will continue from 10:00 a.m. to 1:00 p.m. on Sunday, 1 July 2012. Further information regarding the capacity-building workshop will be communicated to Parties shortly and made available on the ICNP-2 meeting webpage at: <http://www.cbd.int/doc/?meeting=ICNP-02>.

Registration will take place at the venue of the meeting at 8:00 a.m. the same day.

2. OFFICIAL OPENING

The official opening for the Second Meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol on ABS (ICNP-2) will take place at **10:00 a.m. Monday, 2 July 2012**. The formal sessions of the meeting will be held daily from Monday, 2 July 2012 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.**

A reception hosted by the Government of India will be held on 2 July 2012 at 6:30 p.m.

For more information on the programme of work, please refer to the annotated provisional agenda, which is posted on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=ICNP-02>.

3. VENUE

Both the capacity-building workshop and ICNP-2 will be held at:

Vigyan Bhavan Convention Center

Maulana Azad Road
New Delhi, Delhi 110 049,
India
Tel: +91-11 2302 2231

4. PRE-REGISTRATION

4.1 CONTRACTING PARTIES

Designation of representatives to attend the meeting should be submitted through an official letter addressed to the Executive Secretary. The letter should indicate the names, titles and contacts of delegates wishing to attend the meeting and should be sent, as soon as possible, preferably by 1 July 2012. 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. Bráulio Ferreira de Souza Dias
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street West, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

4.2 OBSERVERS

4.2.1 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 4.1 above.

4.2.2 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 4.1 above.

4.2.3 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 ICNP-2 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1 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.

5. 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 **the Vigyan Bhavan Convention Center from Saturday, 30 June onward, 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 4 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.

6. MEETING ROOM ALLOCATIONS/RESERVATIONS

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 as of 2:00 p.m. to 6:00 p.m. Sunday 1 July and daily between starting on 2 July 2012 and continuing from 6 July every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside this time slot, the access to the meeting rooms needs to be confirmed, on a daily basis, with Nader Ibrahim or Lisa Pedicelli. 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 at the document distribution counter.

7. DOCUMENTS



In order to minimize the environmental footprint of the meeting, only one set of official 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=ICNP-02>. 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.

8. VISA AND HEALTH REQUIREMENTS

8.1 VISA REQUIREMENTS



Participants from all countries require an entry visa for India and are strongly advised to contact the nearest Indian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. Visa requests must be made on line. It should be noted that airline companies will not allow boarding in the absence of a valid visa.

Information on visa procedures can be found on the web site of the National Portal of India at: <http://india.gov.in/overseas/passport/passport.php?id=6>. A list of relevant Indian diplomatic/consular missions abroad, is available on the same web site at: http://india.gov.in/overseas/embassy_detail.php?type=IE.

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

8.2 HEALTH REQUIREMENTS

The International travel, health and vaccination requirements for travel to India can be obtained from the World Health Organization (WHO) web site at: <http://apps.who.int/tools/geoserver/www/ith/index.html>.

Travellers to India require a yellow fever vaccination certificate for travellers over 9 months of age, who within the preceding six days, have been in or have passed through any country with risk of yellow fever transmission.

Malaria risk exists throughout the year in the whole country at altitudes below 2000 metres.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

9. HOTEL INFORMATION

Participants are kindly reminded that they have to make their own hotel reservations as soon as possible. A block booking under “ICNP” has been made at the following hotels.

Hotel Ashok- 200 rooms @ US \$100 per room night

Diplomatic Enclave 50B Chanakyapuri, New Delhi, Delhi 110021 India
Tel: +91 11 2611 0101
Fax: +91 11 26876060
E-mail: roomreservations@theashok.com

Samrat Hotel- 100 rooms @ US \$90 per room night

Kautilya Marg , Chanakyapuri
New Delhi, Delhi 110021
INDIA
Tel: +91-11-26110606
Fax: +91-11-26887047
E-mail: info@hotelsamrat.co.in

Janpath Hotel- 100 rooms @ US \$90 per room night

Janpath Road
New Delhi 110001, India
Tel: +91- 11 – 23340070
Fax: + 91- 11 – 23347083
E-mail: hotel_janpath@yahoo.co.in

For more information on India, please visit the following web site: <http://www.incredibleindia.org/>

10. GENERAL INFORMATION ON ACCESS TO NEW DELHI, INDIA



The airport servicing Delhi is the Indira Gandhi International Airport (IGI), New Delhi. The airport is about 16 kilometres Southwest of the city centre and the journey takes approximately 30 - 60 minutes.

The cost of a taxi is approximately INR 220 (about US \$5.00), however, there is an extra charge for taxis after 11:00 p.m.

The Government of India will setup a welcome desk at Delhi International Airport and airport transfers for participants. The details are listed below.

Arrival Facilitation Desks: Arrival Facilitation Desks to guide delegates for transfers will be located at the Terminal 3 of Indira Gandhi International Airport after immigration and baggage collection. The counter will have ICNP-2 and Government of India signage.

Airport Transfers: The Government of India will also be facilitating complementary Airport Transfers by appropriate vehicles to the official conference hotels – The Ashok, The Samrat & Hotel Janpath. However, in case any delegate would like us to arrange the Airport transfer to the hotel booked by them as their own arrangement, same can be provided at additional cost which will be communicated after receipt of information.

To facilitate the transfers as per the travel itinerary, delegates are requested to send their travel itinerary to MCI Management (official Conference Managers for ABS Workshop & ICNP-2) in the below format to: icnp2@mci-group.com

Delegate Name	Country	Arrival Details			Departure Details		
		Date	Time	Flight	Date	Time	Flight

Delegates may contact MCI Management for any further queries:

MCI Management India Pvt. Ltd. (Ref# ICNP-2)

406, Millennium Plaza, Tower A

Sector – 27, Gurgaon – 122002

Haryana, INDIA

Telephone: +91 124 4974 160

Fax: +91 124 4108 917

E-mail: icnp2@mci-group.com

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

Parties and Organizations wishing to ship publications or promotion material are requested to ship it to their respective hotels. We recommend that each sender contract their respective Courier Company to provide door to door service to ensure custom clearance.

No storage facility will be provided at the Vigyan Bhavan Convention Center.

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 **15 June 2012**. 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/list.aspx?mtg=icnp-02>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **15 June 2012**, 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.

(a) Catering

Contact information of the catering provider at the Vigyan Bhavan Convention Center is listed below.

Rajiv Makin and Associates
New Delhi, India
Tel: +91-98-10246768
Fax: +91-11-26673183
E-mail: makinassociates@gmail.com

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants starting Saturday, 30 June 2012.

14. OFFICIAL LANGUAGES

There are two official languages in India: Hindi and English.

15. WEATHER AND TIME ZONE INFORMATION 

In July, temperatures in New Delhi usually range between a maximum of +43°C in the daytime and a minimum of +28°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/066/c00224.htm>

The standard time zone is GMT /UTC +5 ½ hours.

16. ELECTRICITY

The electrical currents are 230 volts, 50 Hertz a (two-pin flat and vertical with a ground connection).



17. CURRENCY 

The currency in India is the Indian rupee (INR). The current exchange rate as at is US \$1 = INR 52.11 and (Euro) € 1 = INR 68.06.

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.



**Convention on
Biological Diversity**

Deadline: 15 June 2012

SIDE-EVENTS REQUEST FORM
 SECOND MEETING OF THE OPEN-ENDED AD HOC INTERGOVERNMENTAL
 COMMITTEE FOR THE NAGOYA PROTOCOL ON ABS (ICNP-2)
 2 – 6 JULY 2012, NEW DELHI, INDIA

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:	____/07/2012	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/07/2012	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/07/2012	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 6 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: secretariat@cbd.int.