



## CONVENTION ON BIOLOGICAL DIVERSITY

Distr.  
GENERAL

Rev.1

28 May 2007

ENGLISH ONLY

### SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE

Twelfth meeting  
2-6 July 2007, Paris, France

## INFORMATION NOTE FOR PARTICIPANTS

### 1. Venue

The twelfth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-12) and the second meeting of the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention (WGRI-2) will be held back-to-back in Paris, from 2 to 6 and 9 to 13 July 2007, respectively.

Both meetings will take place at:

**United Nations Educational, Scientific and Cultural Organization (UNESCO).**

125, Avenue de Suffren  
75352 Paris 07 SP  
France  
Telephone: +33 (0)1 45 68 10 00  
Fax: +33 (0)1 45 67 16 90  
E-mail: [bpi@unesco.org](mailto:bpi@unesco.org)  
Website: [www.unesco.org](http://www.unesco.org)

### 2. Nominations

Nominations to attend SBSTTA-12 meeting for representatives of governments, international and intergovernmental organizations, and non-governmental organizations should be submitted through official letters to be addressed to the Executive Secretary of the Secretariat of the Convention on Biological Diversity by fax (+ 1514 288 65 88) or as PDF email attachments ([secretariat@biodiv.org](mailto:secretariat@biodiv.org)) **no later than 15 June 2007.**

### 3. Name badges

The name badges with photographs will be issued, at the registration counter located on the ground level of the UNESCO building on **Sunday, 1 July 2006** from **9 am to 1 pm** and from **3 to 6 p.m.** and also on **Monday, 2 July 2007** at **8 am**;

To facilitate the registration, delegates are kindly invited to present a copy of the official letter referred to under heading 2 above along with a valid identification card with a photograph. Delegates are also kindly invited to submit in advance to the following email address ([secretariat@biodiv.org](mailto:secretariat@biodiv.org)) or by fax (+ 1 514 288 65 88) their full names and information related to their date of birth, function, address and telephone and fax numbers.

For security reasons, the display of name badges is mandatory for admission to the UNESCO premises as well as to its meeting rooms. In addition, participants are requested to have their valid passports and identification cards for entry into UNESCO.

Information pertaining to room allocations for the plenary and the working groups as well as regional group meeting rooms will be made available at the meeting venue.

### 4. Official opening

The official opening for SBSTTA-12 will take place at 10 a.m. on Monday, 2 July 2007 at the main plenary hall Room I. The formal sessions of the meeting will be held daily from 10 a.m. to 1 p.m. and from 3 to 6 p.m. For more information on the working sessions, please refer to the provisional annotated agenda, which can be retrieved from the Secretariat's web site at: <http://www.biodiv.org/doc/meeting.aspx?mtg=SBSTTA-12>

### 5. Documents

Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents. One set of documents **only** will be provided per delegation. CD-ROMs containing the pre-session documents, in the six United Nations languages, as well as the information documents of the meeting shall also be made available to participants, upon request, at the documentation counter.

Pre-session documents in the languages and information documents can be retrieved from the Secretariat's web site: <http://www.biodiv.org/doc/meeting.aspx?mtg=SBSTTA-12>

### 6. Visas

Information on visa related issues is available on the website of the Ministry of Foreign Affairs of France at: <http://www.diplomatie.gouv.fr/venir/visas/index.asp?anglais>, a summary of which is contained in the **Annex A** attached hereto. Also available under this annex A is a list of visa requirements for visa applications.

Participants requiring an entry visa for France are **strongly advised** to approach the nearest French Diplomatic/Consular Missions in order to secure, in a timely manner, the required entry visa prior to departure.

In order to facilitate the visa process, participants should submit along with their visa applications an official letter from their respective Government or organizations nominating them as official representatives to attend SBSTTA-12 and/or WGRI-2 meetings. A letter by the Secretariat to facilitate the issuance of Visa to participants can be issued upon request.

## **7. Health Requirements**

There are no vaccination requirements for any international traveler.

## **8. Hotel information**

**Participants are responsible for making their own hotel bookings.** The month of July being a peak tourist season, and it is recommended that participants arrange their hotel accommodation **as early as possible**. For hotel room rates and coordinates, please refer to **Annex B** attached hereto containing a list of hotels within the vicinity of the meeting venue that offer special rates to participants attending meetings held at the UNESCO Conference Centre. Credit cards or cash deposits are required for hotel reservations.

## **9. Arrival/Departure at/from Paris airports**

Paris is serviced by two international airports namely **Charles de Gaulle** and **Orly**.

These two airports are serviced by public transport (RER and Bus), by taxis and limousines as well as trains. For more information, please visit the official web site of the “Aéroports de Paris”: <http://www.aeroportsdeparis.fr/Adp/en-GB/Passagers/Arrivees/>

## **10. Official language**

The official language in France is French. However, English is also spoken and understood in hotels and restaurants.

## **11. Services to Participants**

UNESCO Conference centre offers a variety of services including a restaurant, a cafeteria, a snack bar, medical unit facilities, a bank (Société Générale), a post office (across UNESCO building), a help desk and card-operated telephones.

Participants may also access their e-mail, free of charge, at the Cyber Café situated at “Salle des Actes”, on the ground floor. It should be noted that WIFI is available at the Cyber café. The password will be provided on site for participants wishing to use their own laptops.

## **12. Promotional materials**

### **12.1 Display tables**

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

## 12.2 Shipping

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (UNESCO) should address their requests to Mr Mokhtar Abidi, [m.abidi@unesco.org](mailto:m.abidi@unesco.org) with a copy to the CBD Secretariat ([secretariat@biodiv.org](mailto:secretariat@biodiv.org)), for information purposes. For any query on customs clearance, please contact your courier service.

It should be noted that all shipments must be:

- Addressed to:

United Nations Educational, Scientific and Cultural Organization (UNESCO)

To the attention of Mr. Mokhtar Abidi

7, place de Fontenoy

75352 Paris 07 SP

France

Telephone: +33 (0)1 45 68 21 43

Fax: +33 (0)1 45 67 16 90

E-mail: [m.abidi@unesco.org](mailto:m.abidi@unesco.org)

Website: [www.unesco.org](http://www.unesco.org)

- **Arranged to arrive at UNESCO, not earlier than Thursday, 28 June 2007, between 9 am and 12 noon and 2.30 and 5 pm.**

**NB. Participants that cannot adhere to this date should consider other arrangements through their hotels, embassies etc.**

- Arranged **on a door-to-door basis**, as the recipient **cannot** deal with customs clearance and handling of the shipments nor pay any shipment costs;
- Identified with the title of the meeting (e.g. SBSTTA-12 and/or WGRI-2-13 July 2007);
- Previously communicated to the Mr. Mokhtar Abidi (UNESCO), ([m.abidi@unesco.org](mailto:m.abidi@unesco.org)) with a copy, for information purposes, to Mr. Aballache Yesli ([aballache.yesli@biodiv.org](mailto:aballache.yesli@biodiv.org)), indicating the airway bill number and the number of boxes sent.

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

## 13. Poster session

A notification on the poster session for SBSTTA-12 meeting on the theme, date of submission, dimensions of the posters and other relevant information will be made available on the Secretariat’s web site in due course at:

<http://www.biodiv.org/doc/meeting.aspx?mtg=SBSTTA-12>

## 14. Side-events

Requests for side-events should be made using the **online** system available on the Secretariat's web site at: <https://www.biodiv.org/register/home.shtml> and will be processed on a first-come, first-served basis. The deadline for the receipt of requests is **15 June 2007**.

Organizers of side-events whose requests cannot be accommodated are encouraged to consider combining their events with other relevant scheduled **side-events**. An updated calendar will be accessible at the Secretariat's web site at:

<http://www.biodiv.org/register/side-events/list.aspx?mtg=SBSTTA-12>

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **15 June 2007**, meeting rooms, equipped with one LCD projector and a laptop, for PowerPoint presentations are provided **at no cost** to the side-events organizers. However, there may be a cost when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.

Organizers of side-events wishing to enquire about costs for catering should contact directly the UNESCO caterer namely, MM. Lionel Di Rico **and** Jean-Christophe Thourry whose telephone and emails are as follows:

- Mr. Di Rico Lionel ([l.di-rico@unesco.org](mailto:l.di-rico@unesco.org)) telephone: +33.1.45.68.15.99
- Mr. Thourry, Jean-Christophe ([Jc.Thourry@unesco.org](mailto:Jc.Thourry@unesco.org)) telephone: +33.1.45.68.15.97

Side-event organizers with no access to Internet or experiencing difficulties to use the online system mentioned above, could complete and address the attached forms, **Annex C** to the attention of:

Mr. Aballache Yesli  
Conference Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Center  
413 St Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone (Direct line): +1 514 287 7043  
Fax: +1 514 288 65 88  
E-mail: [aballache.yesli@biodiv.org](mailto:aballache.yesli@biodiv.org)

## **15. Weather and time zone information**

In July, daytime temperatures in Paris range between a maximum of 24° C and a minimum of 15° C. The standard time zone is GMT + 1 hour.

## **16. Electricity**

220 volts, 50 Hertz

## **17. Currency**

The currency used in France is the Euro. The current exchange rate is approximately US \$1 = EUR \$0.78. Facilities in currency exchange are readily available in banks and hotels.

## **18. Disclaimer**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, 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 prior to departure international medical insurance for the period of participation.

## Annex A

### LIST OF COUNTRIES WHOSE NATIONALS **REQUIRE** ENTRY VISAS TO FRANCE

**NB.** *The information provided below may be subject to change; therefore participants should contact their nearest French diplomatic representations.*

Country	Country	Country	Country
Afghanistan	Georgia	Philippines	Zimbabwe
Albania	Ghana	Peru	
Algeria	Grenada	Qatar	
Angola	Guinea	Russian Federation	
Antigua and Barbuda	Guinea Bissau	Rwanda	
Armenia	Guyana	Saint Kitts and Nevis	
Azerbaijan	India	Saint Lucia	
Bahamas	Indonesia	Saint Vincent	
Bahrain	Iran (Islamic Rep. of )	Sao Tome and Principe	
Bangladesh	Iraq	Saudi Arabia	
Barbados	Jamaica	Senegal	
Belarus	Jordan	Seychelles	
Belize	Kenya	Sierra Leone	
Benin	Kiribati	Solomon Islands	
Bosnia and Herzegovina	Kuwait	South Africa	
Botswana	Kyrgyzstan	Sri Lanka	
Burkina-Faso	Laos	Sudan	
Burundi	Lebanon	Suriname	
Cambodia	Lesotho	Country	
Cameroon	Liberia	Swaziland	
Cape Verde	Libyan Arab Jamahiriya	Syrian Arab Republic	
Central African Republic	Madagascar	Tajikistan	
Chad	Malawi	Tanzania	
China	Maldives	Thailand	
Colombia	Mali	The former Yugoslav Republic of Macedonia	
Comoros	Marshall Islands	Togo	
Congo	Mauritania	Tonga	
Congo (Democratic Rep. of)	Mauritius	Trinidad and Tobago	
Côte d'Ivoire	Micronesia	Tunisia	
Cuba	Moldova	Turkey	
Djibouti	Mongolia	Turkmenistan	
Dominica	Morocco	Country	
Dominican Republic	Mozambique	Tuvalu	
East Timor	Namibia	Uganda	
Ecuador	Nauru	Ukraine KRAINE	
Egypt	Nepal	United Arab Emirates	
Eritrea	Niger	Uzbekistan	
Ethiopia	Nigeria	Vanuatu	
Fiji	Oman	Viet Nam	
Gabon	Pakistan	Yemen	
Gambia	Papua New Guinea	Zambia	

## ANNEX A (CONT')

### Visa requirements (from the official web site of the Ministry of Foreign affairs of France)

1. Application form for a short-stay visa. To obtain the visa application form, [click here](#). (PDF format - 40 Kb)
2. Recent passport-sized photograph
3. Valid travel document (valid for at least three months longer than the visa applied for)
4. Ticket for the entire outward and return journey (*at the time of the application's presentation, only documentary evidence of the reservation is required*)
5. Documentary evidence of socio-professional situation: professional card, pay slip, certificate of school or university attendance, student card, pension book, evidence of retirement pension or *pension de reversion* (survivor's pension), etc.
6. Letters of invitation from the firms visited, or notifications to visit them, or travel order
7. Documentary evidence of financial resources, or certificate of assumption of responsibility for payment by the organization issuing the invitation
8. Assistance agreement covering medical and repatriation expenses, where appropriate

**Note:** The above Information s applies to holders of **ordinary passports**. Holders of **diplomatic or official passports**, or any other travel document, are kindly requested to contact French diplomatic or consular representations to obtain relevant information.



## Annex B

### LIST OF HOTELS WITH INDICATIVE ROOM RATES

HOTEL	ROOM RATES	METRO
<b>1. HOTEL DU BAILLI DE SUFFREN TOUR EIFFEL ***</b> 149, avenue de Suffren 75015 Paris Tel: + (33 1) 56 58 64 64 Fax: + (33 1) 45 67 75 82 Email: <a href="mailto:bailli.suffren.hotel@wanadoo.fr">bailli.suffren.hotel@wanadoo.fr</a>	* Single: 105 to 118 € (Continental breakfast or Buffet breakfast included)  * Double: 123 € (Continental breakfast or Buffet breakfast included)	SEGUR
<b>2. HOTEL EUROPE ***</b> 103, boulevard de Grenelle 75015 Paris Tel: + (33 1) 47 34 07 44 Fax: + (33 1) 45 66 93 08 Email: <a href="mailto:europa.hotel@easynet.fr">europa.hotel@easynet.fr</a> Web: <a href="http://www.cofrace.com/hotel/europa.hotel">www.cofrace.com/hotel/europa.hotel</a>	* Singles: 85 € (Including breakfast) * Doubles: 115 € (Including breakfast)	LA MOTTE-PICQUET GRENELLE
<b>3. HOTEL DE TOURVILLE</b> 16, avenue de Tourville 75015 Paris Tel : + (33 1) 47 05 62 62 Fax : + (33 1) 47 05 43 90 e-mail : <a href="mailto:hotel@tourville.com">hotel@tourville.com</a>	* Single: 131 € * Double: 160 € Breakfast: -6 €/person	<b>ECOLE MILITAIRE</b>
<b>4. HOTEL SEGUR ***</b> 34, boulevard Garibaldi 75015 Paris Tel: + (33 1) 43 06 01 85 Fax: + (33 1) 47 34 30 82 <b>EMAIL: <a href="mailto:hotel.segur@minitelnet">hotel.segur@minitelnet</a></b> [Métro: ]	* Singles: 75 € * Doubles: 90 € Continental breakfast: 8 €/person	CAMBRONNE
<b>5. MODERN HOTEL VAL GIRARD **</b> 14, rue Pétel 75015 Paris Tel: + (33 1) 48 28 53 96 Fax: + (33 1) 48 28 69 94	* Singles: 80€ (Including breakfast) * Doubles: 87€ (Including breakfast)	VAUGIRARD
<b>6. HOTEL DERBY EIFFEL ***</b> <b>Best Western Hôtel Derby Eiffel</b> 5 Avenue Duquesne 75007 Paris Tel: + (33 1) 0 800 52 18 41; 01 47 05 12 05 Fax+ (33 1) 47 05 43 43 Email : <a href="mailto:info@derbyeiffelhotel.com">info@derbyeiffelhotel.com</a>	* Singles: 95 € (Including breakfast) * Doubles: 115 € (Including breakfast)	ECOLE MILITAIRE
<b>7. HOTEL DERBY GARIBALDI***</b> 92 Boulevard Garibaldi 75015 Paris Tel: + (33 1) 53 86 83 83 Fax+ (33 1) 53 86 83 40 Email: <a href="mailto:hotel.derbygaribaldi@wanadoo.fr">hotel.derbygaribaldi@wanadoo.fr</a>	* Single: 118 € including breakfast * Double: 123 € including breakfast	SEVRES LECOURBE
<b>8. HOTEL RELAIS BOSQUET***</b> 19, rue de Champ de Mars 75007 Paris Tel. (33) 1 47 05 25 45 Fax:(33) 1 45 55 08 24 e-mail:hotel@relais-bosquet.com	* Single: 102 € including breakfast * Double: 126€ including breakfast	ECOLE MILITAIRE

HOTEL	ROOM RATES	METRO
<b>9. HOTEL LECOURBE **</b> 28 rue Lecourbe, 75015 Paris Tel : + (33 1) 47 34 49 06; Fax: 01 47 34 64 65 Email: <a href="mailto:hotel.lecourbe@easyconnect.fr">hotel.lecourbe@easyconnect.fr</a> Web site: <a href="http://www.123france.com/europe/france/paris/hotels/holecous.htm">http://www.123france.com/europe/france/paris/hotels/holecous.htm</a>	* Single: 65 € * Double: 80 € Breakfast: included	SERVES LECOURBE
<b>10. CACTUS HOTEL **</b> 47, rue des Volontaires 75015 Paris Tel: + (33 1) 47 34 76 55 Fax: + (33 1) 45 67 25 18 Email: <a href="mailto:hotel.cactus@wanadoo.fr">hotel.cactus@wanadoo.fr</a>	* Single standard room without shower: 43 € (breakfast included) * Single/Double room with shower 64 € (breakfast included)	VOLONTAIRES
<b>11. HOTEL BALDI **</b> 42, boulevard Garibaldi 75015 Paris Tel: + (33 1) 47 83 20 10 ; Fax: [33 1] 44 49 08 72 Email : N/A	* Single: 76 € * Double: 85 - 90 € Breakfast: 10 €/person	SEGUR
<b>12. HOTEL CARLADEZ CAMBRONNE **</b> 3, place du Général Beuret 75015 Paris Tel: + (33 1) 47 34 07 12 Fax+ (33 1) 40 65 95 68 Email: <a href="mailto:carladez@club-internet.fr">carladez@club-internet.fr</a>	* Single: 68 - 73- € * Double: 71 - 76 € Breakfast: 10 €/person	VAUGIRARD
<b>13. HOTEL DELOS **</b> 7, rue du Général Beuret 75015 Paris Tel: + (33 1) 48 28 88 32 Fax: + (33 1) 48 28 88 46 Email : N /A	* Singles: 65 € (Including breakfast) * Doubles: 70 € (Including breakfast)	VAUGIRARD



SER/# ---



# CONVENTION ON BIOLOGICAL DIVERSITY

## Side-Events Request Form

Twelfth Meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-12) - Paris, 2 – 6 July 2007

Side event requests are processed on a *first-come, first-served basis*

Please ensure that the information below (1 to 7) is provided

For on-line requests, please click here: <https://www.biodiv.org/register/home.shtml>

1. Event Title: \_\_\_\_\_

2. Full name + acronym of organizer(s): \_\_\_\_\_

3. Expected number of Participants: \_\_\_\_\_

4. Preferred date and time:

- First Choice: DD/02/2007            time: 12:15- 13:45
- Second choice: DD/02/2007        time: 12:15- 13:45
- Third choice: DD/02/2007          time: 12:15- 13:45

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

- LCD Projector    (for PowerPoint presentations)
- PC
- Overhead Projector (for transparencies)
- Other :(please specify):


\_\_\_\_\_

6. Date of submission: DD/MM/YY: \_\_\_\_\_

7. Short description of the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_