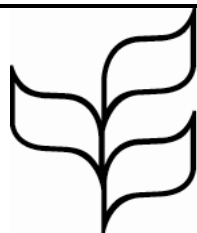




CBD



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INFORMAL ADVISORY COMMITTEE ON THE BIOSAFETY CLEARING-HOUSE (BCH-IAC)

Ninth meeting

Ispra, Italy, 2 – 4 April 2014

INFORMATION NOTE FOR PARTICIPANTS



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1. Opening and registration

The Ninth meeting of the Informal Advisory Committee on the Biosafety Clearing-House (BCH-IAC) will be held in Ispra, Italy from Wednesday, 2 April to Friday, 4 April 2014. The meeting will start at 9:30 a.m. on Wednesday, 2 April 2014, and registration will take place at the venue of the meeting from 8:30 a.m. to 9:30 a.m. on the same day.

2. Venue

The workshop will be held at:

European Commission
DG Joint Research Centre (JRC)
Institute for Health and Consumer Protection
Unit I.3 Molecular Biology and Genomics
TP Via Enrico Fermi 2749
I-21027 Ispra (Varese), Italy
Phone: +39 0332 78 9518
E-mail: Emilia.CUCCHI@ec.europa.eu
Web site: <http://ihcp.jrc.ec.europa.eu>

3. Access to the venue

VERY IMPORTANT!



Access to the European Commission Joint Research Centre (JRC) venues requires the issuance of an access permit to each participant (excluding EU Nationals). Participants are required to complete the form attached in Annex A and submit it along with a readable scanned copy of their valid passport as soon as possible. The documents are to be sent to Ms. Emilia Cucchi, emilia.cucchi@ec.europa.eu and Mr. Andrew Bowers, andrew.bowers@cbd.int for processing.

In addition, to facilitate the registration procedure and organisation of local logistics, participants are also required to register online the JRC Events Registration System <https://jrc-meeting-registration.jrc.ec.europa.eu/>. Please select Hotel dei Tigli as proposed (see item 8 below for details). Please ensure that the documentation you bring on site to present to the JRC are identical to those on the form and declared in the JRC Events Registration System.

4. Working language of the meeting

The workshop will be held in English.

5. Documents

Participants are kindly reminded to bring their own copies of documents to the workshop as there will be no extra copies available on site during the meeting. Pre-session documents will be on the Secretariat's web site as they become available at:



<http://www.cbd.int/doc/?meeting=BCH-IAC-09>

6. General information on access to Ispra, Italy



The city of Ispra is serviced by the Malpensa International Airport (MXP) (located about 30 km from the JRC). A one way taxi ride from the airport to the JRC should cost approximately 70-90 €. The taxi companies listed below offer special fares to participants of JRC workshops at a cost of 50 € for a one way trip. Participants must make their own transportation arrangements to the hotel. Also, for return trips to the airport, railway. It is important to reserve in advance as not to delay your departure, especially if you leave on 4 April 2014. Please note that you should arrive at the Airport or railway station 2-3 hours prior to departure; please agree with the taxi driver for your pick up time. Taxis work on call and they will wait at JRC (venue) outside the main gate, which is a short walk.

Taxi Company	Contact information
alauto.net	Mr. Massimo Brovelli Mobile phone + 39 34 8426 4201 alauto@alauto.net
mvtour.it	Mr. Matteo Vivirito Mobile phone + 39 34 8426 4463 mvtour@mvtour.it

7. Visa information



Participants requiring a Schengen entry visa for Italy are listed in Annex B below. Participants are strongly advised to contact the nearest Italian 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.**

All participants must travel with a passport valid for at least 6 months from the date of entry into the country. Information on visa procedures and a list of relevant Italian diplomatic/consular missions abroad is available on the web site of the Ministry of Foreign Affairs of Italy (Ministero degli Affari Esteri – Farnesina at the following link:

http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto_ingresso/.

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

8. Hotel information

A block booking has been made at the Hotel dei Tigli, listed below. Participants are recommended to stay at this location as transportation by private shuttle bus arranged by JRC to the venue in the morning and return in the evening, will be provided only from Hotel dei Tigli and during the meeting days (2-4 April 2014).

The shuttle bus for participants to and from Hotel dei Tigli hours of operation:

Pick up from hotel in the morning:

2 April: 8:15 .am.

3-4 April: 8:00 a.m.

Return to hotel after workshop:
2 to 4 April: 17:15 p.m.

Participants must confirm their reservation through the JRC Events Registration link (as in item 3 above): <https://jrc-meeting-registration.jrc.ec.europa.eu/>.

Please select the proposed Hotel dei Tigli and indicate your arrival and departure to have the number of nights of your stay; the check out from the Hotel is considered the morning of the last day indicated. If you have particular requirements (for example non-smoking room) please write your comment in the proper field. This operation is enough to satisfy the reservation requirements. Therefore participants do not need to contact the hotel directly.

HOTEL DEI TIGLI

Via Paletta, 20 – ANGERA

Tel.: +39 0331 930836

Email address: info@hoteldeitigli.com

Web site: <http://www.hoteldeitigli.com/lang1/index.html>

Rooms rates:

Double room single use: Euro 95 (Breakfast and wi-fi included) and;

Double room (2 persons): Euro 110 (Breakfast and wi-fi included)

Participants wishing to stay elsewhere must contact the hotel directly, to have confirmation of room availability, and must make their own way to the venue of the meeting. We would like to remind that the area is not well served by a regular service of public transport. Participants are kindly reminded that if they wish to stay at an alternate location **they must make their own hotel reservations as soon as possible**.

On 2 April at 7:30 p.m., an official dinner has been organized by JRC and it will be offered to all participants of the Meeting and the restaurant is very close to Hotel dei Tigli (a short walk).

9. Site visit

As site visit will be organized to the JRC Visitors` centre and the Laboratories and is planned on 3 April after lunch beginning at 2:00 p.m. The participants will be organized in two groups to facilitate the visit.

10. Payment of the Daily Subsistence Allowances (DSA)

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

11. Official language in Italy

The official language in Italy is Italian; however English is widely spoken in Italy.

12. Weather and time zone information



In April, temperatures in Ispra usually range between a maximum of +18°C in the daytime and a minimum of +7°C at night. Please bring appropriate clothing for rainy weather. Current weather conditions in the area can be found at: <http://www.worldweather.org/176/c00603.htm>.

The standard time zone will be GMT/UTC +1 hour.

13. Electricity

The electrical currents in Italy are 220 Volts, 50 Hertz, with sockets as shown below.



14. Currency



The currency in Italy is the Euro (EUR). The current exchange rate as at 19 February 2014 is US \$1.00 = EUR 0.73 (rates are subject to change).

15. Disclaimer

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

Annex A – JRC Access Permit Registration Form



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Institute for Health and Consumer Protection
Molecular Biology and Genomics Unit

APPLICATION FORM

For Third-Country Nationals (TCN) prior their access to the JRC sites

TCN	Name(s)				
	Surname(s)				
	Nationality(ies)				
	Passport(s) no., place and date of issue				
	Was already at any JRC site in the past				
	Country(ies) visited in the past 12 months				
	Reason(s) for the visit(s)				
	Period(s) of the visit(s)				

Date

Please fill in the form with all requested details and send it back, together with a readable scanned copy of your valid passport to Emilia.CUCCHI@ec.europa.eu and andrew.bowers@cbd.int.

Annex B – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER ITALY AS VISITORS (AS LISTED ON THE WEB SITE OF THE MINISTRY OF FOREIGN AFFAIRS)

Citizens of the following countries and territories require a visa to **visit** Italy:

A	G	M (continued)	
Afghanistan	Gabon	Mongolia	Tajikistan,
Algeria	Gambia	Morocco	Tanzania, United Republic
Angola	Georgia	Mozambique	of
Armenia	Ghana	Myanmar	Thailand
Azerbaijan	Grenada		Togo
	Guinea		Tonga
B	Guinea-Bissau	N	Trinidad and Tobago
Bahrain	Guyana	Namibia	Tunisia
Bangladesh		Nauru	Turkey
Belarus		Nepal	Turkmenistan
Belize	H	Niger	Tuvalu
Benin	Haiti	Nigeria	
Bhutan			U
Bolivia	I	O	Uganda
Botswana	India	Oman	Ukraine
Burkina Faso	Indonesia		United Arab Emirates
Burundi	Iran, Islamic Republic of	P	Uzbekistan
	Iraq	Pakistan	
C	Ivory Coast	Palau	V
Cambodia		Papua-New Guinea	Vanuatu
Cameroon	J	Peru	Viet Nam
Cape Verde	Jamaica	Philippines	
Central African Republic	Jordan		Y
Chad		Q	Yemen
China	K	Qatar	
Colombia	Kazakhstan		Z
Comoros	Kenya	R	Zambia
Congo	Kiribati	Russian Federation	Zimbabwe
Cuba	Korea, Democratic People's	Rwanda	
	Republic of		
D	Kuwait	S	
Democratic Republic of the	Kyrgyzstan	Saint Lucia	
Congo		Saint Vincent and the	
Djibouti	L	Grenadines	
Dominica	Lao, People's Democratic	Samoa	
Dominican Republic	Republic of	Solomon Islands	
	Lebanon	Sao Tome and Principe	
E	Lesotho	Saudi Arabia	
East Timor	Liberia	Senegal	
Ecuador	Libya	Sierra Leone	
Egypt		Somalia	
Equatorial Guinea	M	South Africa	
Eritrea	Madagascar	Sri Lanka	
Ethiopia	Malawi	Sudan	
	Maldives	Suriname	
F	Mali	Swaziland	
Fiji	Marshall Islands	Syrian Arab Republic	
	Mauritania		
	Micronesia, Federated States		
	of		
	Moldova, Republic of		
		T	

Annex C - Map of the meeting venue, Ispra, Italy

