



Convention on Biological Diversity

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GROUP OF THE FRIENDS OF THE CO-CHAIRS ON LIABILITY AND REDRESS IN THE CONTEXT OF THE CARTAGENA PROTOCOL ON BIOSAFETY

Fourth meeting

Nagoya, Japan, 6-8 October 2010

Information Note for Participants

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1. Opening and registration

The fourth meeting of the Group of the Friends of the Co-chairs on Liability and Redress in the Context of the Cartagena Protocol on Biosafety will be held in Nagoya, Aichi Prefecture, Japan, from 6 to 8 October 2010, prior to the fifth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP-5).

The meeting will start at 10:00 a.m. on Wednesday, 6 October 2010.

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 Nagoya Congress Centre upon the presentation of a valid passport or an identification card with a photograph. Registration will start on 5 October from 8 a.m. until 6 p.m. Participants remaining for the COP-MOP-5 and COP-10 meetings may also register for these meetings at this time. Parties are reminded that they must submit appropriate credentials for representatives attending these meetings. Further information on registration and credentials is available in the COP-MOP-5 information note for participants at: <http://www.cbd.int/doc/meetings/bs/mop-05/other/mop-05-info-note-en.pdf>

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

2. Venue

The meeting will be held at:

Nagoya Congress Center (NCC)

1-1 Atsuta-nishimachi, Atsuta-ku

Nagoya, Aichi Prefecture

456-0036, Japan

Tel: +81-52-683-7711

Fax: +81-52-683-7777

Web site: <http://www.nagoya-congress-center.jp>

3. Regional Preparatory Meetings

Rooms will be available at the venue for regional preparatory meetings from Tuesday, 5 October, 2010. Information on the exact location of these rooms will be available at the on-site registration counter.

4. Working language of the meeting

The meeting will be held in English.

5. Documents

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

<http://www.cbd.int/doc/?meeting=BSGFLR-04>

6. Visa information

Diplomatic/Official passport or UN Laissez-passer holders are advised to contact **the Consular Section of the Embassy or the Consulate General of Japan** http://www.mofa.go.jp/about/emb_cons/over/index.html **in advance** in order to obtain information about the necessity of an entry visa to Japan, the visa application procedure and the necessary documents for the visa application. Please note that for above said participants, an invitation letter from CBD Secretariat is NOT necessary for the visa application.

Holders of ordinary passports from countries **NOT LISTED** in (**Annex B**) require an entry visa to Japan, and it is recommended to contact **the Consular Section of the Embassy or the Consulate General of Japan nearest you in advance** in order to obtain information about the visa application procedure and the necessary documents required for the visa application. The period required from the visa application to **the issuance of the visa is approximately 5 working days** as long as there are no particular problems with the content of the application.

SCBD will issue a letter for holders of ordinary passports for whom an entry visa to Japan is required. If you need the letter, please send an e-mail with a copy of the passport of each visa applicant to SCBD (secretariat@cbd.int) and with a copy to the Government of Japan cop10-sgoj-visa@mofa.go.jp.

Please also bear in mind that an entry visa to Japan is issued in accordance with the laws and regulations of Japan.

Participants requiring an entry visa to Japan should attach the following, as appropriate, duly completed and signed, to their visa application form:

- An official letter from the Government or the organization nominating him/her as an official participant in the meeting;
- A passport-size photograph (approx. 45mm x 45mm);
- Valid passport (with an expiry date no less than six months from the date of entry into Japan and at least two blank (unstamped) visa pages);
- Letter of invitation from the CBD Secretariat (to be issued upon request for holders of ordinary passports);
- Other necessary documents as requested by the Japanese Embassy/Consulate;
- Visa application form: http://www.mofa.go.jp/j_info/visit/visa/pdfs/application_all.pdf

It should be noted that airline companies will not allow boarding in the absence of a valid visa; visas cannot be obtained upon arrival in Japan.

For updated information on visa requirements, please visit the links below:

- List of diplomatic missions: http://www.mofa.go.jp/about/emb_cons/over/index.html
- Countries which have visa exemption for holders of ordinary passport: http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

- **Nationals requiring an entry visa except nationals of China, Russian Federation, NIS countries and the Philippines** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/other_visa.html
- **Nationals of the Philippines** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/philippine.html
- **Nationals of the Russian Federation and NIS nationality** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/russia_nis.html
- **Nationals of China** who are holders of ordinary passports:
<http://www.cn.emb-japan.go.jp/consular.htm> (Chinese)

Participants experiencing difficulties in accessing these web sites and/or requiring any visa-related assistance are requested to contact the designated focal person below:

Ms. Junko Yamazaki

The Secretariat of the Government of Japan for the 10th meeting of the Conference of the Parties to the Convention on Biological Diversity

Tokyo, Japan

Fax: +81-3-5501-8175

E-mail: cop10-sgoj-visa@mofa.go.jp

7. Hotel information

Participants are responsible for making their own hotel reservations. It should be noted that a credit card or a bank transfer will be required for hotel reservations.

Hotel reservations are handled by “**Aichi-Nagoya CBD COP-10 Accommodation Center (CAC)**” on a first-come, first-served basis. CAC’s web site has started accepting hotel reservations from **Parties and observer states and organizations with more than 10 participants** as “First Reservation” that is open from April to 31 August 2010 Japan time. From 1 June 2010, CAC also started accepting reservations from **all participants except participants mentioned above as “Second Reservation”**.

The First reservation will terminate on 31 August 2010. From 1 September 2010, participants who have not completed their reservation by First reservation need to reserve hotels by Second reservation.

The web site is: <https://amarys-jtb.jp/COP10/index.html>

- Inquiry:

CAC (Aichi-Nagoya CBD COP-10 Accommodation Center)

Tel.: +81-52-220-5530

Fax: +81-52-222-6336

E-mail: cop10@cub.jtb.jp

Business hours: 9:30 a.m.-5:30 p.m. Japan time (Closed on Saturdays, Sundays and Japanese national holidays)

8. Transportation

The nearest international airport servicing Nagoya is “Centrair”, the Central Japan International Airport <http://www.centrair.jp/en/>, which is located about 45 km from the City of Nagoya. The airport is linked to Nagoya City via the Meitetsu train service. For more information please consult the following link: <http://www.centrair.jp/en/access/ac-to-train/index.html>.

The Nagoya Congress Center, is located at a 5-minute walk from the Nishitakakura subway station (Meijyo subway line) of the Nagoya City Subway http://www.kotsu.city.nagoya.jp/english/english_sub.html.

For more information on access to Nagoya, please visit the following link: <http://www.cop10.jp/aichi-nagoya/english/info/index.html>.

9. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive their DSA on the first day of the meeting.

10. Official languages in Japan

The official language in Japan is Japanese. However, English is spoken and understood in some hotels and restaurants.

11. Weather and time zone information



In October, temperatures in Nagoya range between a maximum of 22°C in the daytime and a minimum of 12°C at night.

Current weather conditions in the area can be found at: <http://www.worldweather.org/068/c00355.htm>.

The standard time zone is GMT/UTC + 9 hours.

12. Electricity

The voltage and frequency in Nagoya, Japan is 100 Volts, 60 Hertz as illustrated below.



13. Currency



The currency in Japan is the Japanese Yen (JPY). The current exchange rate (September 2010) is approximately 1 Euro = 107.69 JPY and 1 US \$ = 83.93 JPY. Currency exchange facilities are readily available in banks and hotels.

14. 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.
