



**CONVENTION ON
BIOLOGICAL
DIVERSITY**Distr.
GENERAL

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ENGLISH ONLY

**AD HOC OPEN-ENDED WORKING GROUP ON LIABILITY AND
REDRESS UNDER THE CARTAGENA PROTOCOL ON
BIOSAFETY**Third meeting
Montreal, 19 – 23 February 2007**INFORMATION NOTE FOR PARTICIPANTS****1. Venue**

The third meeting of the Ad Hoc Open-ended Working Group on Liability and Redress under the Cartagena Protocol on Biosafety will be held in Montreal from Monday, 19 to Friday, 23 February 2007. The meeting will be held at:

The International Civil Aviation Organization (ICAO)
999 University Street (between Viger and St-Antoine) Montreal
Quebec, Canada
Access through metro, line 2 - Orange, station Square-Victoria

2. Nominations

Nominations to attend the 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 by fax (+ 1 514 288 65 88) or as PDF email attachments (secretariat@biodiv.org) **no later than 5 February 2007**.

3. Name badges

The name badges with photographs will be issued at the registration counter located on level one of the ICAO building and will start on **Sunday, 18 February 2006** from **9 am to 1 pm** and from **3 to 6 p.m.** and will continue on Monday, 19 February 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) or by fax 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 ICAO Conference Centre as well as to its meeting rooms. In addition, participants are requested to have their valid passports and identification cards for entry into the ICAO Conference Centre.

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

4. Official opening

The official opening for the meeting of the Ad Hoc Open-ended Working Group on Liability and Redress will take place at **10 a.m.** on **Monday, 19 February 2006** in room 3, located on level one. 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.**

5. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents. For reasons of economy, only Parties and Governments that have sent prior requests to the CBD Secretariat will be provided with one set of documents per delegation.

Pre-session documents are available on the Secretariat's web site at: <http://www.biodiv.org/doc/meeting.aspx?mtg=BSWGLR-03>

CD-ROMs containing the pre-session documents, in the six United Nations official languages, as well as the information documents of the meeting shall also be made available to delegates and participating organizations that wish to reproduce on site additional copies of documents. These CD-ROMs can be obtained, upon request, at the documentation counter and the copies may be made on commercial basis at the ICAO print shop or at a Business Centre located at the Bell Tower, across the Conference Centre.

6. Services to Participants

Participants will have access to their emails, free of charge, at a Cyber café located within the ICAO Conference Centre. Those requiring assistance with regard to telephone cards, access to fax and reproduction facilities etc. are invited to approach the Conference Services office, located on level one.

7. Visa/customs

Participants from countries listed in **annex A** attached hereto require an entry visa for Canada and are strongly advised to approach the nearest Canadian diplomatic or consular mission in order to secure the required entry visa prior to departure.

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

8. Hotel information

Attached is an indicative list of hotels (**annex B**) located in the vicinity of the meeting venue building and the CBD Secretariat or next to a Metro (subway) station. Further information on hotels in Montreal is available at:

<http://www.travelnow.com/hotels/hotnetlist.jsp?cid=54847&city=Montreal&stateProvince=PQ&country=CA>

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

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.

Fares in Canadian dollars

Bus / Shuttles:	One way trip	Round trip
Montreal-Trudeau /Downtown	\$13	\$22.75
Taxis:		
Montreal-Trudeau /Downtown	\$ 35 Fixed rate	N.A.

10. 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> . The deadline for the receipt of requests is **9 February 2007**.

Side events requests will be processed on a first-come, first-served basis. An updated calendar of side-events will be accessible at the Secretariat's web site at: <http://www.biodiv.org/register/side-events/list.aspx?mtg=BSWGLR-03>.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **9 February 2007**, meeting rooms, equipped with one LCD projector, for PowerPoint presentations are provided at no cost to the side-events organizers. However, there may be a cost when an event has to be 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 or technical equipment should directly contact the following focal persons with a copy, for information purposes, to Mr. Mike Baiao (MBaiao@icao.int) and to Mr. Aballache Yesli (aballache.yesli@biodiv.org).

a) Technical equipment

Mr. Michael Thomas at the following address

Mr. Michael Thomas

E-mail: Continentalcs@yahoo.ca

Fax: + 1 514 486 4970

b) Catering

Mr. Matthew Chang

Address: 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 with no access to Internet or experiencing difficulties to use the online system mentioned above, could address duly complete the attached form (**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

11. Promotional material

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.

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

Participants wishing to avail themselves to the reproduction and publication facilities of the ICAO Conference Centre are requested to directly contact Mr. Jacques Daoust for cost estimates and other relevant information, as appropriate. Mr. Daoust's coordinates are as follows:

999, rue Université

Montreal, Quebec

H3C 5H7 -Canada

Telephone: + 1 514 954-8219 - Ext 8205

Fax: + 1 514 954-8206

E-mail: jdaoust@icao.int

All shipments of promotional materials must be:

- Addressed to:
The International Civil Aviation Organization (ICAO)
999 University Street (corner Viger) Montreal
Quebec, Canada;
- Arranged to arrive in Montreal no earlier than one week prior to the start of the meeting;
- 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;
- Marked to the attention of Mr. Aballache Yesli;
- Identified with the title of the meeting (e.g. Liability and Redress meeting 19-23 February 2007);
- Previously communicated to the CBD Secretariat, 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 XX format”. When possible, a copy of the publication should be affixed to each box.

12. Official languages in Canada

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

12. Weather and time zone information

In February, daytime temperatures in Montreal range between a maximum of -5 C and a minimum of -13° C. The standard time zone will be GMT - 5 hours.

13. Electricity

110 volts, 60 Hertz. [Two-pin, flat and vertical and round earth connection].

14. Currency

The currency in Canada is the Canadian Dollar (Can\$). The current exchange rate is 1 US\$ = 1.12 \$ Canadian.

15. 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

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS

(In accordance with the website of Citizenship and Immigration Canada)

Citizens of the following countries and territories require a Visa to **VISIT** or **TRANSIT** in Canada:

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina Faso
Burundi

C

Cambodia
Cameroon
Cape Verde
Central African Rep.
Chad
Chile
China
Colombia
Comoros
Congo, Democratic Republic of the
Congo, Republic of the
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Rep.

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras
Hungary

I

India
Indonesia
Iran, Islamic Republic of
Iraq
Israel (only Israeli citizens holding valid Israeli "Travel Document in lieu of National Passport")

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, North
Kuwait
Kyrgyzstan

L

Laos
Latvia
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Lithuania

M

Macao S.A.R.
Madagascar
Malawi
Malaysia
Maldives Islands
Mali
Marshall Islands
Mauritania
Mauritius
Micronesia, Fed. States
Moldova
Mongolia
Morocco
Mozambique
Myanmar

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Palestine
Panama
Paraguay
Peru
Philippines
Poland

Q

Qatar

R

Romania

Russian Federation
Rwanda

S

Sao Tomé e Príncipe
Saudi Arabia
Senegal
Serbia and Montenegro
Seychelles

Sierra Leone
Slovakia
Somalia
South Africa
Sri Lanka
Sudan
Surinam
Syrian Arab Republic

T

Tajikistan
Tanzania
Thailand
The former Yugoslav Republic of
Macedonia
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela
Vietnam

Y

Yemen

Z

Zambia
Zimbabwe

Annex B

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS

(PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 6% + QST 7.5 % = 13.95%. TAX REFUND IS POSSIBLE FOR NON-CANADIANS. PLEASE ASK FOR FORMS AT THE REGISTRATION DESK DURING THE MEETING)

Note: Participants should make their bookings and indicate that they are attending a CBD meeting

A. FOUR-STAR HOTELS	Number of rooms	Indicative room rates*	Distance to the meeting venue	Remarks
1. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal Tel: +1-514-288-4141 or toll-free: +1-800-528-1234 Fax: +1-514-288-3021 www.hotelvillemarie.com	171	<ul style="list-style-type: none"> • Single: \$150 	20 minutes' walk	Room rates are inclusive of breakfast
2. Delta Centre Ville 5-minutewalk to SCBD office 777 University Street Montreal Tel.: +1-514-879-1370 Fax: +1-514-879-1761 www.deltahotels.com/bg3 First class hotel	712	Single or double occupancy: <ul style="list-style-type: none"> • Standard Delta guestroom: \$149 • Club Signature guestroom: \$179. 	Across the street	
3. Hotel Inter-Continental Montreal Same building as SCBD office 360 St. Antoine Street West Montreal Tel.: +1-514847-8525 America toll free: +1-800 327-0200/361 3600 Fax: +1-514 847-8730 E-mail: montreal@interconti.com www.montreal.interconti.com	N/A	<ul style="list-style-type: none"> • Rooms: \$159 	5 minutes' walk	

* Room rates are subject to change without notice.

Annex B

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(PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 6% + QST 7.5 % = 13.95%. TAX REFUND IS POSSIBLE FOR NON-CANADIANS. PLEASE ASK FOR FORMS AT THE REGISTRATION DESK DURING THE MEETING)

Note: Participants should make their bookings and indicate that they are attending a CBD meeting

A. FOUR-STAR HOTELS	Number of rooms	Indicative room rates*	Distance to the meeting venue	Remarks
4. Holiday Inn Select 99 Viger Street West Montreal Tel.: +1-514-878-9888 Fax: +1-514-878-6341 www.hiselect-yul.com	N/A	<ul style="list-style-type: none"> • Standard: \$170 	10 minutes' walk	Chinatown, oriental food available
5. Hôtel de la Montagne 1430 de la Montagne Street Montreal Tel.: +1-514-288-5656 Toll free in North America: +1(800) 361-6262 Fax : +1-514-288-9658 www.hoteldelamontagne.com	N/A	<ul style="list-style-type: none"> • Deluxe room: \$155 • Suite: \$215 	20 minutes' walk	Government taxes not included
6. Hotel Courtyard Marriott Montreal (formerly La Citadelle) 410, Sherbrooke Street West Montreal Tel.: +1-514-844-8851 Fax: +1-514-844-0912 www.courtyardmontreal.com	181	<ul style="list-style-type: none"> • Single or double occupancy: \$116 	15 minutes' walk	
7. Fairmont the Queen Elizabeth 900 Rene Levesque Blvd. West Montreal 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	1039	<ul style="list-style-type: none"> • Moderate & Fairmont room: \$149 • Junior suite: \$209 • Fairmont gold: \$259 • Bedroom suite: \$309 	5-8 minutes' walk	Rates are based on single/double occupancy per night

B. THREE-STAR HOTELS	Number of rooms	Indicative room rates	Distance to the meeting venue	Remarks
8. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal Tel.: +1-514-393 1193 Fax: +1-514393 1192 www.squarephillips.com	160	<ul style="list-style-type: none"> • Studios: \$119 • Junior suite 1 DB: \$129 • Junior suite (KSB): \$143 • 1 BR suite: \$150 • 2 BR suite: \$196 	10 minutes' walk	
9. La Tour Centre-Ville 400 René-Lévesque Blvd. West Montreal Tel.: +1-514-866-8861 Fax: +1-514-866-7257	N/A	Studio: <ul style="list-style-type: none"> • Single or double: \$80 Small suite: <ul style="list-style-type: none"> • Single or double \$90 Big suite: <ul style="list-style-type: none"> • Single or double \$100 	15 minutes' walk	\$10 per additional person
10. 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 www.hiemontreal.com	161	<ul style="list-style-type: none"> • Single or double occupancy: \$109 N.B. \$15 additional person	About 10 minutes' walk	Please mention SCBD rate code: SCB-001
11. Hôtel Manoir des Alpes 1245 St.André Street Montreal Tel.: +1-514-845-9803 Fax: +1-514845-9886 www.hotelmanoirdesalpes.qc.ca	30	<ul style="list-style-type: none"> • Rooms: \$65 	20 minutes' walk	With breakfast
12. Travelodge 50, René-Lévesque Blvd. West Montreal Tel.: +1-514-874-9090 Fax : +1-514-874-0907 E-mail : reserve@travellodgemontréal.ca www.travelodge.com	N/A	<ul style="list-style-type: none"> • Single or double occupancy \$69 N.B. Continental buffet included	20 minutes' walk	Including breakfast for

B. THREE-STAR HOTELS	Number of rooms	Indicative room rates	Distance to the meeting venue	Remarks
13. L'Appartement-in-Montréal 455 Sherbrooke Street West Montreal Tel.: +1-514-284-3634 Fax: +1-514-287-1431 www.appartementin.com	126	<ul style="list-style-type: none"> • Studio: \$101 • 1 BR suite: \$121 • 2 BR suite: \$164 		



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 9 February 2007

Side-Events Request Form

Ad Hoc Open-ended Working Group on Liability and Redress under the Cartagena Protocol
Montreal, Canada from 19 – 23 February 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: <http://www.biodiv.org/register/>

1. **Event Title:** _____

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

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- First Choice: /02/2007 time: 13:15- 14:45 ()
- Second choice: /02/2007 time: 13:15- 14:45 ()
- Third choice: /02/2007 time: 13:15- 14:45 ()

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

- LCD Projector (for PowerPoint presentations)
- PC
- Overhead Projector (for transparencies)
- Other * (please see note below):

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

6. **Date of submission:** /MM/YY

7. **Short description of the event:** _____

* For technical equipment and catering requirements, please refer to pages 3 & 4 under headings 9 & 10. "Side Events and promotional materials" above .