

CONVENTION ON BIOLOGICAL DIVERSITY

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ENGLISH ONLY

AD HOC OPEN-ENDED WORKING GROUP OF LEGAL AND TECHNICAL
EXPERTS ON LIABILITY AND REDRESS IN THE CONTEXT OF THE
CARTAGENA PROTOCOL

Fourth meeting
Montreal, 22–26 October 2007

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The fourth meeting of the Ad Hoc Open-ended Working Group of Legal and Technical Experts on Liability and Redress in the context of the Protocol will be held in Montreal from Monday, 22 to Friday, 26 October 2007.

The International Civil Aviation Organization (ICAO)

999 University Street (between Viger and St-Antoine)

Montreal, Quebec

Canada

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 6588) or as PDF e-mail attachments (secretariat@cbd.int) **no later than 5 October 2007.**

3. Registration

Registration, at the counter located at the lower Atrium of the ICAO Conference building, will start on **Sunday, 21 October 2007** from **9 a.m. to 6 p.m.** and will continue on **Monday, 22 October 2007** at **8 a.m.** Upon registration, participants will receive a Photo-ID valid for the duration of the meeting.

Participants are encouraged to register on Sunday to avoid congestion on Monday morning so that the official opening can start on time. To facilitate the registration, delegates are kindly invited to present a copy of the official letter referred to under heading 2 above along with an identification card with a photograph. Delegates are also kindly invited to submit in advance

to the Secretariat at secretariat@cbd.int or by fax (+ 1 514 288 65 88) their date of birth, function, address and telephone and fax numbers.

The display of Photo-IDs is mandatory for admission to the ICAO Conference building as well as to the meeting rooms. In addition, participants are requested to have their identification cards with a photograph for entry into the ICAO Conference building.

4. Official opening

The official opening for the meeting of the Ad Hoc Open-ended Working Group of Legal and Technical Experts on Liability and Redress in the context of the Protocol will take place at **10 a.m. on Monday, 22 October 2007** in the Assembly Hall, located on level 4 of the ICAO Conference building. 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 full schedule, please refer to the annotated agenda.

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 country delegation. 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 participants, upon request, at the documentation counter.

Pre-session documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/meeting.aspx?mtg=BSWGLR-04>

6. Services to Participants

Participants will have access to their e-mails at a Cyber café located within the ICAO Conference building. The ICAO conference building is also equipped for Internet access via wifi. The access code will be made available on site.

Participants wishing to avail themselves to the reproduction (and publication) facilities of the ICAO printshop are requested to contact Mr. Jacques Daoust, Chief Reproduction Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Daoust can be reached on his extension 8205. Mr. Daoust's coordinates are as follows:

999 University Street
Montreal, Quebec
H3C 5H7 - Canada
Telephone: + 1 514 954-8219 - Ext 8205
Fax: + 1 514 954-8206
E-mail: jdaoust@icao.int

7. Visa/customs

Participants from countries listed in **annex A** below require an entry visa for Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. It should be noted that, under Canadian law, it is not possible to acquire a visa upon arrival in Canada. Furthermore, air line companies **do not allow boarding** in the absence of a valid visa.

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/information/offices/index.asp>.

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

8. Hotel information

Below 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 as soon as possible**. 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	\$14	\$24
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.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **5 October 2007**.

Processed side-event requests can be viewed on the Secretariat's web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=bswglr-04>.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **5 October 2007**, meeting rooms will be assigned, to the extent possible, on the indicated dates and time slots. It should be noted that 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 contact the following focal persons directly with a copy, for information purposes, to Mr. Mike Baiao (MBaiao@icao.int) and to Mr. Aballache Yesli (aballache.yesli@cbd.int).

(a) Technical equipment

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 without Internet access or experiencing difficulties using the online system mentioned above, could address the duly completed 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@cbd.int

11. Promotional material

Display tables will be made available at the meeting venue for the display of promotional material and publications. Display 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 Conference building) should address their requests to the CBD Secretariat (secretariat@cbd.int), with a copy, for information purposes to Mr. Mike Baiao, ICAO Conference Assistant, (Mbaiao@icao.int). For any query on customs clearance, please contact your courier service.

All shipments of promotional materials must be:

- Addressed to:
The International Civil Aviation Organization (ICAO)
999 University Street (corner Viger)
Montreal, Quebec
Canada
H3C 5H7
- 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 ICAO does not 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 (i.e. WG- 8(j)-5);
- 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 X 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.

13. Weather and time zone information

In October, temperatures in Montreal usually range between a maximum of 12°C in the daytime and a minimum of 2°C at night. The standard time zone will be GMT – 4 hours. <http://www.worldweather.org/056/c00634.htm>

14. Electricity

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

15. Currency

The currency in Canada is the Canadian Dollar (Can\$). The current exchange rate is 1 US \$ = 1.05 CAD.

16. 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 (AS LISTED ON THE WEBSITE OF CITIZENSHIP AND IMMIGRATION CANADA)

Citizens of the following countries and territories require a visa to **visit** or **transit** Canada:

<p>A</p> <p>Afghanistan Albania Algeria Angola Argentina Armenia Azerbaijan</p> <p>B</p> <p>Bahrain Bangladesh Belarus Belize Benin Bhutan Bolivia Bosnia and Herzegovina Brazil Bulgaria Burkina Faso Burundi</p> <p>C</p> <p>Cambodia Cameroon Cape Verde Central African Republic Chad Chile China Colombia Comoros Congo, Democratic Republic of the Congo, Republic of the Costa Rica Croatia Cuba Czech Republic</p> <p>D</p> <p>Djibouti Dominica Dominican Republic</p> <p>E</p> <p>East Timor Ecuador Egypt El Salvador Equatorial Guinea</p>	<p>E (cont'd)</p> <p>Eritrea Estonia Ethiopia</p> <p>F</p> <p>Fiji</p> <p>G</p> <p>Gabon Gambia Georgia Ghana Grenada Guatemala Guinea Guinea-Bissau Guyana</p> <p>H</p> <p>Haiti Honduras Hungary</p> <p>I</p> <p>India Indonesia Iran, Islamic Republic of Iraq Israel Ivory Coast</p> <p>J</p> <p>Jamaica Jordan</p> <p>K</p> <p>Kazakhstan Kenya Kiribati Korea, Democratic People's Republic of Kuwait Kyrgyzstan</p> <p>L</p> <p>Lao, People's Democratic Republic of Latvia Lebanon Lesotho Liberia</p>	<p>L (Cont'd)</p> <p>Libyan Arab Jamahiriya Lithuania</p> <p>M</p> <p>Macao S.A.R. Madagascar Malawi Malaysia Maldives Mali Marshall Islands Mauritania Mauritius Micronesia, Fed. States of Moldova Mongolia Montenegro Morocco Mozambique Myanmar</p> <p>N</p> <p>Nauru Nepal Nicaragua Niger Nigeria</p> <p>O</p> <p>Oman</p> <p>P</p> <p>Pakistan Palau Palestinian Authority Panama Paraguay Peru Philippines Poland</p> <p>Q</p> <p>Qatar</p> <p>R</p> <p>Romania Russian Federation Rwanda</p> <p>S</p> <p>Sao Tomé e Príncipe</p>	<p>S (Cont'd)</p> <p>Saudi Arabia Senegal Serbia Seychelles Sierra Leone Slovak Rep. Somalia South Africa Sri Lanka Sudan Suriname Syrian Arab Republic</p> <p>T</p> <p>Tajikistan Tanzania, United Republic of Thailand The former Yugoslav Republic of Macedonia Togo Tonga Trinidad and Tobago Tunisia Turkey Turkmenistan Tuvalu</p> <p>U</p> <p>Uganda Ukraine United Arab Emirates Uruguay Uzbekistan</p> <p>V</p> <p>Vanuatu Venezuela Viet Nam</p> <p>Y</p> <p>Yemen</p> <p>Z</p> <p>Zambia Zimbabwe</p>
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Annex B

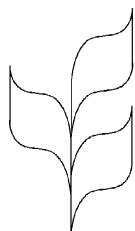
LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 6% + QST 7.5% = 13.95%

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

A. FIVE STAR HOTELS	Number of rooms	Approximate room rates	Distance to the meeting venue	Remarks
1. Hotel Inter-Continental Montreal 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"> Superior and Deluxe rooms: \$162 Business and Club rooms: \$225 	About 5 minutes' walk	Same building as the SCBD office
A. FOUR-STAR HOTELS				
2. Delta Centre Ville 777 University Street Montreal Tel.: +1-514-879-1370 Fax: +1-514-879-1761 www.deltahotels.com/bg3	712	<ul style="list-style-type: none"> Single: \$149 	Across the street	
3. 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: \$129 Deluxe: \$144 Junior Suite: \$169 	About 20 minutes' walk	Room rates are inclusive of breakfast
4. Holiday Inn Select 99 Viger Street West Montreal Tel.: +1-514-878-9888 Fax: +1-514-878-6341 www.ichotelsgroup.com	N/A	<ul style="list-style-type: none"> Single or double: \$139 	About 10 minutes' walk	

A. FOUR STAR HOTELS (Cont'd)	Number of rooms	Approximate room rates	Distance to the meeting venue	Remarks
5. Hôtel de la Montagne 1430 de la Montagne Street Montreal Tel.: +1-514288-5656 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 KSB: \$155 • Deluxe 2QSB: \$175 • Suite: \$225 	About 20 minutes' walk	
6. Hotel Courtyard Marriott Montreal 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: \$159 	About 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"> • Fairmont: \$185 • Fairmont junior suite: \$265 • Fairmont gold: \$285 	About 10 minutes' walk	The double room includes breakfast
8. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal H3B 3C9 Tel. + 1 (514) 393 1193 Fax: + 1 (514) 393 1192 www.squarephillips.com	160	<ul style="list-style-type: none"> • Studios: \$125 • Junior suite 1 DB: \$135 • Junior suite 1 KSB: \$151 • 1 BR suite: \$158 • 2 BR suite: \$206 	About 5 minutes walk	
C. THREE-STAR HOTELS				
9. La Tour Centre-Ville 400 René-Lévesque Blvd. W. Montreal Tel.: + 1 (514) 866-8861 Fax: + 1 (514) 866-7257 www.hotelcentreville.com	N/A	Studio: <ul style="list-style-type: none"> • Single: \$88 Small suite: <ul style="list-style-type: none"> • Single: \$99 Large suite: <ul style="list-style-type: none"> • Single: \$107 	About 15 minutes walk	

C. THREE-STAR HOTELS (Cont'd)	Number of rooms	Approximate room rates	Distance to the meeting venue	Remarks
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: \$134 	About 20 minutes' walk	
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: \$70 	About 15 minutes' walk	Including 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 DB: \$89 Single QB: \$99 	About 20 minutes' walk	Including continental breakfast
13. L'Appartement-in-Montréal 455 Sherbrooke Street West Montreal Tel.: +1-514-284-3634 Fax: +1-514-287-1431 www.appartementhotel.com	126	<ul style="list-style-type: none"> Studio: \$108 1 BR suite: \$128 2 BR suite: \$173 	About 20 minutes' walk	
14. Hotel Le Dauphin 1025, De Bleury Montreal Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: mtl_centre@hoteldauphin.ca www.hoteldauphin.ca	72	<ul style="list-style-type: none"> Single or double occupancy: \$129 	About 10 minutes' walk	Including continental breakfast



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 5 October 2007

SIDE-EVENTS REQUEST FORM

The fourth meeting of the Ad Hoc Open-ended Working Group of Legal and Technical Experts on Liability and Redress in the context of the Protocol

Montreal, 22–26 October 2007

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

For on-line requests, please click here: <http://www.cbd.int/register/>

1. Event Title: _____

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

3. Expected number of Participants: _____

4. Preferred date and time:

➤ First choice: /10/2007 time: 13:15- 14:45 ()

➤ Second choice: /10/2007 time: 13:15- 14:45 ()

➤ Third choice: /10/2007 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):

☐
☐
☐

6. Date of submission: DD /MM/YY

7. Short description of the event: _____

* For technical equipment and catering requirements, please refer to pages 3, 4 and 5 under headings 10 and 11. "Side Events and promotional materials" above.