



Convention on Biological Diversity

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LATIN AMERICA AND CARIBBEAN REGIONAL CONSULTATION
AND CAPACITY-BUILDING WORKSHOP ON REDUCING EMISSIONS FROM
DEFORESTATION AND FOREST DEGRADATION IN DEVELOPING COUNTRIES,
INCLUDING ON RELEVANT BIODIVERSITY SAFEGUARDS
Quito, Ecuador, 5-8 July 2011

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Latin America and Caribbean Regional Consultation and Capacity-building Workshop on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries, including on Relevant Biodiversity Safeguards will be held in Quito, Ecuador from Tuesday, 5 July to Friday, 8 July 2011.

The workshop will start at 9:00 a.m. on Tuesday, 5 July 2011 and registration will take place at the venue of the workshop at 8:30 a.m. the same day.

A reception will be hosted by the Ministry of Environment on Tuesday, 5 July, at the "Capilla del Hombre", Guayasamin Foundation at 8:00 p.m. Please note that a cocktail dress code is requested for the dinner. Buses will be available to take participants to the venue and back to the hotel.

2. Venue

The workshop will be held at:

Hilton Colon Quito Hotel
Av. Amazonas N. 1914 y Patria avenida 1
Quito - Ecuador
Telephone: +(593 2) 2560-666 / 2561-333
Fax: +(593 2) 2563-903
Web site: www.quito.hilton.com

3. Working language

The workshop will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop 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=WSCB-REDFD-LAC-01>

5. General information on access to Quito, Ecuador

Quito is serviced by the Mariscal Sucre International Airport (8 km from downtown). Taxis are available at the airport, the cost is approximately US \$5-10 and the journey takes about 20-30 minutes. Take only official taxis, clearly identified by a sticker on the windshield and by their number painted on the side. Also, some hotels offer shuttle services, please enquire when booking your hotel.

6. Visa information



Participants from countries listed in **annex A** below require an entry visa for Ecuador and are strongly advised to contact the nearest Ecuadorian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

A list of relevant Ecuadorian diplomatic/consular missions abroad is available on the web site: <http://www.embassyconsulates.com/ecuador-embassy/all-embassy-worldwide.html>

Information on visa procedures, is available on the web site of the Ministry of External Relations, Commerce and Integration of Ecuador (in Spanish only) at: <http://www.mmrree.gob.ec/servicios/visas.asp> . The visa application form is at the following link: http://www.mmrree.gob.ec/servicios/solicitud_visas.pdf

Visa requirements are as follows:

- Valid passport (minimum of 6 months validity);
- Completed visa application form;
- Two (2) passport sized pictures;
- Copy of return ticket;
- Copy of invitation;
- Visa fee if required.

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

7. Health information

The International travel, health and vaccination requirements for travel to Ecuador can be obtained from the World Health Organization (WHO) web site: <http://apps.who.int/tools/geoserver/www/ith/index.html>. There are vaccinations that are recommended.

A yellow fever vaccination certificate is required from travellers over one year of age travelling to the following provinces east of the Andes at altitudes below 2300 m: Morona-Santiago, Napo, Orellana, Pastaza, Sucumbios and Zamora-Chinchi (see Map). Generally not recommended for travellers whose itineraries are limited to the following provinces west of the Andes and at altitudes below 2300 m: Esmeraldas, Guayas, Los Rios and Manabi, and designated areas of Azuay, Bolivar, Canar, Carchi, Chimborazo, Cotopaxi, El Oro, Imbabura, Loja, Pichincha and Tungurahua (see Map). Not recommended for travellers whose itineraries are limited to all areas above 2300 m altitude, the cities of Guayaquil and Quito, and the Galápagos Islands.

There is a Risk of Malaria exists throughout the year in below 1500 metres, with moderate transmission risk in coastal provinces. There is no risk in Guayaquil, Quito and other cities of the inter-Andean region.

Please bring insect repellent for your trip to Ecuador.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

8. Hotel information

Sponsored participants

A block booking has been made on behalf of all participants attending both workshops at the Hilton Colon Quito Hotel. Reservations will be made for sponsored participants for the duration of the meeting based on the participant's individual itinerary.

Non-sponsored participants

Non-sponsored participants may wish to avail themselves of the special rate at US \$81.00 for a single room, US \$90 for a double room, which includes breakfast and a tourist tax of US \$2.00 per day (VAT not included). Participants are required to contact the hotel directly referring to the CBD meeting. The contact person's coordinates are listed below.

Ms. Alexandra Martínez
Government Account Manager
Hilton Colon Quito Hotel
Av. Amazonas N. 1914 y Patria avenida 1
Quito, Ecuador
Telephone: +(593 2) 2560-666 / 2561-333
Fax: +(593 2) 2563-903
E-mail: alexandra.martinez@hiltoncolon.com

9. Field trip

If you wish to join the field trip, spaces are limited, kindly fill in the form in Annex B and return it as soon as possible in order to secure your space. **This offer is on a first come first served basis.**

Kindly bring appropriate shoes and clothing for a one day field trip. It is very important to bring insect repellent for this trip.

10. Payment of the daily subsistence allowances (DSA)

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

11. Official language

The official language in Ecuador is Spanish.

12. Weather and time zone information



In July, temperatures in Quito usually range between a maximum of +19°C in the daytime and a minimum of +9°C at night. Current weather conditions in the area can be found at: <http://www.inamhi.gov.ec/pronostico/manana.htm>.

The standard time zone will be GMT/UTC -4 hours.

13. Electricity

The electrical currents are 120 volts, 60 Hertz a two-pin flat and vertical with a ground connection as shown in the illustration below.



14. Currency



The currency in Ecuador is the US Dollar. The current exchange rate as at 2 June 2011 is US \$1 = € 0.69 and € 1 = US \$1.44.

15. Disclaimer

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

Annex A – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER ECUADORAS VISITORS (AS LISTED ON THE WEB SITE OF THE MINISTRY OF EXTERNAL RELATIONS, COMMERCE AND INTEGRATION OF ECUADOR)

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

A

Afghanistan
Algeria
Angola
Antigua and Barbuda
Australia
Austria

B

Bahrain
Belgium
Belize
Botswana
Brunei Darussalam
Bulgaria
Burkina Faso
Burundi

C

Canada
Cambodia
Cameroon
Central African Republic
Chad
China
Congo, Democratic
Republic of the
Congo, Republic of the
Costa Rica
Croatia
Cuba
Cyprus
Czech Republic

D

Djibouti
Denmark

E

Egypt
El Salvador
Estonia
Ethiopia

F

Finland
France

G

Gabon
Gambia
Georgia
Germany
Ghana
Greece
Guatemala
Guinea

H

Haiti
Holy See
Hungary

I

India
Indonesia
Iran, Islamic Republic of
Iraq
Ireland
Italy

J

Japan
Jordan

K

Kenya
Kuwait

L

Lao, People's Democratic
Republic of
Latvia
Lebanon
Lesotho
Lithuania
Luxembourg

M

Madagascar
Malawi
Malta
Mexico
Monaco
Morocco

N

Namibia
Netherlands
New Zealand
Nicaragua
Niger
Nigeria
Norway

P

Pakistan
Palestinian Authority
Panama
Poland
Portugal

R

Romania
Russian Federation
Rwanda

S

Sao Tomé e Príncipe
Senegal
Sierra Leone
Slovakia
Slovenia
Somalia
Spain
Sudan
Sweden
Switzerland
Syrian Arab Republic

T

Tajikistan
Tanzania, United Republic
of
Thailand
The former Yugoslav
Republic of Macedonia
Tunisia
Turkmenistan

U

Uganda
Ukraine
United Arab Emirates
United Kingdom of Great
Britain and Northern
Ireland
United States of America

V

Venezuela
Viet Nam

Y

Yemen

Z

Zambia
Zimbabwe

Annex B –FIELD TRIP REGISTRATION FORM

Information

During the field visit we will see how indigenous communities, which represent the largest share of forest ownership in Ecuador, are supported by the Government of Ecuador to conserve and manage their forests in a sustainable manner.

On Thursday, 7 July, we will leave Quito at 4:30 p.m. for the city of Tena where we will spend the night. Due to the limited capacity of accommodation in Tena, the group will be staying in different hotels. On **Friday 8 July**, we will leave to visit the communities (about a one hour drive from Tena) and will return to Quito at around 8:00 p.m.

For the field trip, please ensure you **bring hiking shoes**, a day pack, lightweight long pants and long sleeved shirts for walks, light raingear, sun protection and insect repellent.

Registration

SURNAME: _____

FIRSTNAME: _____

PASSPORT NUMBER: _____

DIETARY RESTRICTIONS: _____

By signing this document, I commit myself to participate to the field trip

SIGNATURE: _____

If you will participate on the field trip, please return this form to Ms. Aurélie Lhumeau at alhumeau@ambiente.gob.ec **before 10 June 2011**.