



**CBD**



## **Convention on Biological Diversity**

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ENGLISH ONLY

REGIONAL WORKSHOP FOR SOUTH, SOUTHEAST AND EAST ASIA  
ON CAPACITY BUILDING FOR NATIONAL BIODIVERSITY  
STRATEGIES AND ACTION PLANS  
14-18 January 2008, Singapore City, Singapore

### **INFORMATION NOTE FOR PARTICIPANTS**

#### **1. VENUE**

The Regional Workshop for South, Southeast and East Asia on Capacity Building for National Biodiversity Strategies and Action Plans will be held from Monday, 14 to Friday, 18 January 2008.

The workshop will take place at:

National Parks Board  
Botany Centre  
Singapore Botanic Gardens  
1 Cluny Road  
Singapore 259569

The contact person in Singapore is:

Ms. Wendy Yap  
Senior Biodiversity Officer  
National Parks Board  
Telephone: + (65) 6472 6070  
HP: 96338562  
Fax : + (65) 6467 1912  
Email: [Wendy\\_YAP@nparks.gov.sg](mailto:Wendy_YAP@nparks.gov.sg) and [wyaphm@yahoo.com](mailto:wyaphm@yahoo.com)

#### **2. OPENING AND REGISTRATION**

The opening of the Workshop will be at 9 a.m. on Monday, 14 January 2008. Registration will take place at the venue of the Workshop from 8 a.m. to 8.45 a.m. the same day.

### 3. WORKING LANGUAGE OF THE WORKSHOP

The Workshop will be held in English only.

### 4. DOCUMENTS

The main pre-session documents for the Workshop will be dispatched to the participants as soon as they are finalized. The documents will also be accessible at the Secretariat's web site at: <http://www.cbd.int/doc/meeting.aspx?mtg=NBSAPCBW-SEASI-01>

In order to minimize the environmental impacts of the Secretariat's processes, and to contribute to the Secretary-General's initiative for a C-Neutral UN, Delegates are kindly requested to bring their own copies of the pre-session documents, as there will be no extra copies made available on site during the Workshop.

### 5. VISAS AND HEALTH REQUIREMENTS

Nationals from countries listed in the **Annex A** below require an entry visa for Singapore and are strongly advised to approach **as soon as possible** the nearest Singapore diplomatic or consular missions in order to secure the required entry visa prior to departure. It should be noted that air line companies will not allow boarding in the absence of a valid entry visa.

The necessary documents for visa application are as follows:

- a) A travel document (valid for at least six months after the date of expiry of the requested visa),
- b) Two recent passport size colour photographs (35x45mm, 1.5"x2.0"),
- c) A duly completed and signed visa application form, which can be retrieved from: [http://www.ica.gov.sg/downloads/serv\\_visitor/Form14.pdf](http://www.ica.gov.sg/downloads/serv_visitor/Form14.pdf) , and
- d) A copy of funding or invitation letter issued by the Secretariat of the Convention on Biological Diversity.

Participants residing in countries with no Singapore diplomatic and consular missions or requiring any assistance are advised to directly contact the designated focal person, namely Ms. Wendy Yap whose coordinates are as follow:

Ms. Wendy Yap  
Senior Biodiversity Officer  
National Parks Board  
Telephone: + (65) 6472 6070  
HP: 96338562  
Fax : + (65) 6467 1912  
Email: [Wendy\\_YAP@nparks.gov.sg](mailto:Wendy_YAP@nparks.gov.sg) and [wyaphm@yahoo.com](mailto:wyaphm@yahoo.com)

For more information on visas and health requirements, and diplomatic and consular missions of Singapore, please visit the following web sites:

- a) **Visas requirements:** [http://app.ica.gov.sg/travellers/entry/visa\\_requirements.asp](http://app.ica.gov.sg/travellers/entry/visa_requirements.asp)

b) **Visa applications (electronically):**

<https://www.psi.gov.sg/NASApp/tmf/TMFServlet?app=SAVEOVAL&isNew=true&Reload=true>

c) **Yellow Fever Certificate:** [http://app.ica.gov.sg/travellers/entry/entry\\_requirements.asp](http://app.ica.gov.sg/travellers/entry/entry_requirements.asp)

d) **Diplomatic and consular missions:**

<http://notesapp.internet.gov.sg/mfa/dipcon/dipcon.nsf/SMAgent>

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

## 6. ACCESS TO SINGAPORE

The city of Singapore is serviced by Changi International Airport. Travel Fare / Destination (From Airport to City):

- Approx. \$16 - S\$24 excluding surcharges (about US\$ 11 – 17)
- Midnight surcharge: 50% of metered fare (midnight – 6 a.m.)
- Airport surcharge
  - S\$5 Fri-Sun (5 pm to midnight) (about US\$ 3)
  - S\$3 all other times (about US\$ 2)

## 7. HOTEL INFORMATION

### 7.1 Hotel booking for sponsored participants

A hotel block booking has been made on behalf of all **sponsored** participants at The Metropolitan Y Hotel, RELC Hotel and Hotel Bencoolen, as listed below.

Participants are required to send their registration forms (attached as **Annex B**) directly to the designed contact person, Ms. Wendy Yap, whose coordinates are provided under heading 5 above. Registration forms must be sent **no later than 20 December 2007**, in order to secure the required accommodation in a timely manner.

Upon registration and verification of flight itineraries, participants will be informed as to which hotel they have been assigned. It should be noted that return transportation will be provided from the respective hotels to the venue of the Workshop.

#### 1. The Metropolitan Y

60 Stevens Road

Singapore 257854

Telephone: (65) 6839 8333

Website: <http://www.ymca.sg/Hotel.htm>

#### 2. RELC International Hotel

30 Orange Grove Road

Singapore 258352

Telephone: (65) 6885 7888

Fax: (65) 6733 9976

Website: [http://www.asiatravel.com/singapore/relic\\_international/](http://www.asiatravel.com/singapore/relic_international/)

### **3. Hotel Bencoolen**

47 Bencoolen Street

Singapore 189626

Telephone: (65) 6336 0822

Fax: (65) 6336 2250

Website: [www.hotelbencoolen.com](http://www.hotelbencoolen.com)

## **7.2 Payment of daily subsistence allowances (DSA)**

A relevant portion of the DSA will be paid to sponsored participants by the Secretariat on the first day of the Workshop.

## **7.3 Non-sponsored participants**

**Non-sponsored** participants should make their own hotel bookings either at the hotels listed under **7.1** above **or** at those provided under **Annex C** (attached hereto), which are either close to the venue of the Workshop or to the above mentioned hotels.

It should be noted that return transportation will be provided from the respective hotels to the venue of the Workshop

For any assistance, please contact the designed focal person namely Ms. Wendy Yap whose coordinates are provided under heading 5 above.

## **8. PROMOTIONAL MATERIALS**

Participant wishing to send promotional materials or documents for distribution at the Workshop should make, at their own expense, the necessary arrangement **before 6 January 2008**.

Shipments can be sent to the address below and must be arranged on a **door-to-door** basis, as the recipient **cannot** deal with customs clearance and handling of the shipments.

The box(es) must be identified with the title of the meeting and numbered in “ 1 of X” format. When possible, a copy of the publication should be affixed to the exterior of each box.

C/O Ms. Wendy Yap  
National Parks Board  
Biodiversity Centre  
Singapore Botanic Gardens  
1 Cluny Road  
Singapore 259569

## **9. CURRENCY AND RATE OF EXCHANGE**

The Singapore Currency is the Singapore Dollar. The current exchange rate (December 2007) is USD \$1 = S\$ 1.45 Singapore dollars and S\$ 1= 0,69 USD \$ 1.

## **10. CREDIT CARDS**

Major credit cards are widely accepted by establishments in Singapore. They include Visa, MasterCard, JCB, Diners Card and American Express.

## **11. OFFICIAL LANGUAGE**

There are four official languages in Singapore: Malay, Mandarin, Tamil and English. English is the language of business and administration, and is widely spoken and understood. Most Singaporeans are bilingual, and speak their mother tongue as well as English. Malay is the national language.

## **12. TIME ZONE**

Singaporean standard time (UTC) is GMT + 8:00.

## **13. WEATHER CONDITIONS**

Singapore is warm and humid all year round, with only slight variations between the average maximum of 31 degrees Celcius and minimum of 23 degrees Celcius. Rain falls throughout the year, with more consistent rain coming during the monsoon season from November to January.

## **14. VOLTAGE**

Singapore voltage is 220-240 volts. The power plugs used in Singapore are of the three-pin, square-shaped type.

## **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 that participants secure, prior to departure, international travel and medical insurance for the period of travel and participation.

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## ANNEX A

### NATIONALS HOLDING TRAVEL DOCUMENTS ISSUED BY THE FOLLOWING COUNTRIES REQUIRE A VISA TO ENTER SINGAPORE

(According to Immigration and Checkpoint Authority of Singapore)

- Afghanistan
- Algeria
- **Bangladesh** (*Except Diplomatic/Official passport holders*)
- Commonwealth of Independent States\* (*Except Diplomatic/Official/Service passport holders for a stay of up to 30 days*)
  - Armenia
  - Azerbaijan
  - Belarus
  - Georgia
  - Kazakhstan
  - Kyrgyzstan
  - Moldova
  - Russia
  - Tajikistan
  - Turkmenistan
  - Ukraine
  - Uzbekistan
- Egypt
- **India** (*Except Diplomatic/Official passport holders*)
- Iran
- Iraq
- Jordan (*Except Diplomatic/Official passport holders*)
- Lebanon
- Libya
- Morocco
- **Myanmar** (*Except Diplomatic/Official passport holders*)
- **People's Republic of China** (*Except Diplomatic/Service/Public Affairs passport holders for a stay of up to 30 days*)
- **Pakistan**
- Saudi Arabia
- Somalia
- Sudan
- Syria
- Tunisia (*Except Diplomatic/Official passport holders*)
- Yemen

In addition, visitors holding Hong Kong Document of Identity, Macao Special Administrative Region (MSAR) Travel Permit, Palestinian Authority Passport, Refugee Travel Document issued by the Middle-East countries and Temporary Passport issued by United Arab Emirates will also require a visa to enter Singapore.

\* Nationals of the Commonwealth Independent States may be granted entry into Singapore without visas if they are on transit to or from a third country. However, they are required to fulfill the following conditions:-

- They are in transit to or from a third country;
- They hold a valid passport, a confirmed onward air-ticket, entry facilities (including visa) to the third country and have sufficient funds for the period of stay in Singapore;
- They continue their journey to the third country within the 96-hour visa free period granted; and

- They satisfy Singapore's entry requirements. As in all arrivals, the grant of the social visit passes to travellers will be determined by the Immigration & Checkpoints Authority officers at the Singapore Checkpoints.

## ANNEX B

### REGISTRATION FORM FOR HOTEL ACCOMMODATION

**REGIONAL WORKSHOP FOR SOUTH, SOUTHEAST AND EAST ASIA ON CAPACITY  
BUILDING FOR NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS  
14-18 JANUARY 2008, SINGAPORE**

<b>Name:</b> Mr /Ms /Dr		
<b>Country:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
<b>Tel. No.:</b>		
<b>Fax. No.:</b>		
<b>Email Address:</b>		
<b>FLIGHT DETAILS</b>		
<b>Date of Arrival:</b>	<b>Flight No:</b>	<b>Time of Arrival:</b>
<b>Date of Departure:</b>	<b>Flight No:</b>	<b>Time of Departure:</b>
<b>Please specify special dietary requirements, if any:</b>	<b>(For e.g. vegetarian, no pork, etc.)</b>	

**Note:** Each participant will be given a standard/ superior room based on the hotel's room availability.

Please return your completed form via fax or email by no later than **20 December 2007** to:

Wendy YAP (Ms)

Fax: (65) 6467 1912

Email: [Wendy\\_YAP@nparks.gov.sg](mailto:Wendy_YAP@nparks.gov.sg) and [wyaphm@yahoo.com](mailto:wyaphm@yahoo.com)



**ANNEX C**  
**LIST OF HOTELS FOR NON-SPONSORED PARTICIPANTS**

**HOTELS NEAR THE SINGAPORE BOTANIC GARDENS (WITHIN WALKING DISTANCE)**

Note: USD 1 = S\$ 1.45 and S\$ 1 = 0,69 USD

**A. TRADERS HOTEL**

1A Cuscaden Road

Singapore 249716

Telephone: (65) 6738 2222

Fax: (65) 6831 4314

<http://www.shangri-la.com/en/property/singapore/traders>

- Approx. rate from SGD 340 (USD 236)

**B. REGENT HOTEL**

1 Cuscaden Road 249715

Singapore 249715

Telephone: (65) 6733-8888

Fax: (65) 6732-8838

<http://www.regenthotels.com/webExtra.do?hotelCode=RISIN>

- Approx. rate from SGD 380 (USD 264)

**C. ORCHARD PARADE HOTEL**

1 Tanglin Road

Singapore 247905

Telephone: (65) 6737 1133

Fax: (65) 6737 0242

<http://www.orchardparade.com.sg>

- Approx. rate from SGD 380 (USD 264)

**HOTELS NEAR HOTEL BENCOOLEN (WHERE TRANSPORTATION IS ARRANGED FOR PARTICIPANTS TO THE SINGAPORE BOTANIC GARDENS)**

**D. BAYVIEW HOTEL**

30 Bencoolen Street,

Singapore 189621

Tel : (65) 6337 2882

Fax : (65) 6338 2880

<http://www.bayviewhotels.com/singapore>

- Approx. rate SGD 250 (USD 174)

**E. RENDEZVOUS HOTEL**

9 Bras Basah Road, Singapore 189559

Tel: 65 6336 0220

Fax: 65 6337 3773

<http://www.rendezvoushotels.com/singapore>

- Approx. rate between SGD 282 - SGD 352 (USD 196 – USD 244)