

# Convention on Biological Diversity

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WORKSHOP FOR ASIA ON UPDATING NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS AND THE FIFTH NATIONAL REPORTS  
Beijing, China, 1-3 June 2016

## Information Note for Participants

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## 1. Opening and registration

The Workshop for Asia on Updating National Biodiversity Strategies and Action Plans will be held from Wednesday, 1 June to Friday, 3 June 2016 in the capital city of Beijing, China.

The workshop will start at 9:00 a.m. on 1 June and registration will take place at the workshop venue from 8:30 a.m. the same day.

## 2. Venue

The workshop will be held at:

Beijing Xiyuan Hotel (北京西苑饭店)  
1 Sanlihe Road, Haidian District  
Beijing, China 100044 (北京海淀区三里河路 1 号)  
Telephone: +86-10-68313388  
Fax: +86-10-68314577  
E-mail: [xiyuanhotel@xiyuanhotel.com.cn](mailto:xiyuanhotel@xiyuanhotel.com.cn)  
Web site: <http://www.xiyuanhotelbeijing.cn/>

## 3. Contact Persons for the Workshop in China

The Ministry of Environmental Protection of China has designated the following persons as local contacts (e.g., for visa matters) for this workshop:

Ms. Wang Ying  
Deputy Director  
Division IV (Biodiversity)  
Foreign Economic Cooperation Centre  
Ministry of Environmental Protection of China  
E-mail: [wang.ying@mepfeco.org.cn](mailto:wang.ying@mepfeco.org.cn)

Ms. Fu Yulin  
Division IV (Biodiversity)  
Foreign Economic Cooperation Centre  
Ministry of Environmental Cooperation of China  
E-mail: [fu.yulin@mepfeco.org.cn](mailto:fu.yulin@mepfeco.org.cn)

## 4. Working language of the workshop

The workshop will be held in English.

## 5. 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. Relevant documents will be on the Secretariat's web site as they become available at:



<https://www.cbd.int/doc/?meeting=NBSAPWS-2016-02>

## 6. General information on and access to Beijing, China



Beijing is the capital of China, and served by the Beijing Capital International Airport. There are international flights from all the major cities in the region. You can take a taxi, shuttle bus or subway from the airport to Xiyuan Hotel. Taxis are available at the arrivals hall at a one-way cost of about CNY 120 (approx.. US \$20).

You can also take shuttle bus line 15 (Capital Airport to Liuliqiao) at the airport with a one-way cost of CNY24 (approx.. US \$4). Please get off the bus at Capital Gymnasium (Baishiqiao East) stop and the hotel is located across the street (walking distance of about 500 meters from the bus stop to the hotel).

Shuttle Bus Line 15	Operating Hours	Bus Frequency	Stops & Ticket Price
Capital Airport → Liuliqiao	8 am ~ 21:00 pm daily	once fully seated	Airport → Xizhimen (North Railway Station) [CNY 24] → Beijing Zoo [CNY 24] → <b>Capital Gymnasium (Baishiqiao East)</b> [CNY 24] → Erligou [CNY 24] → Ganjiakou [CNY 24] → Yuyuantan South Road (Mao Lin Ju) [CNY 24] → China Millennium Monument [CNY 24] → North Square of West Railway Station [CNY 24] → Liuliqiao South [CNY 27] → Liuliqiao Transport Hub [CNY 27]

For subway, you can take the airport express train to Dongzhimen Station and then transfer to subway line 2 to Xizhimen Station (5 stops). After that, transfer to line 4, get off at Beijing Zoo Station (1 stop) and walk for about 700 meters to the hotel. The total cost is CNY 29 (approx. US \$5).

## 7. Visa information



**All participants are required to hold an entry visa for travel to China. They are requested to apply through their nearest Chinese Embassy or Consulate; we strongly advise that you do so immediately** in order to secure the required entry visa in a timely manner, prior to departure. **Airline companies will deny boarding in the absence of a valid visa.**

Information regarding procedures and requirements for visa applications can be found on the web site of the relevant Chinese Embassies and Consulates General, which are listed on the web site of the State Council of the People's Republic of China: <http://english.gov.cn/services/visitchina/>.

A list of relevant Chinese diplomatic/consular missions abroad can be found on the web site of the Ministry of Foreign Affairs of the People's Republic of China: [http://www.fmprc.gov.cn/mfa\\_eng/wjb\\_663304/zwjg\\_665342/](http://www.fmprc.gov.cn/mfa_eng/wjb_663304/zwjg_665342/).

Participants should attach the visa assistance letter issued by the CBD Secretariat to their visa application. The Ministry of Environmental Protection of China will issue visa authorization

letters to participants to facilitate visa issuance, if participants provide the information requested in the annex to this information note (copy of passport, personal CV and other required information in the table contained in the annex). Kindly note that processing a visa authorization letter requires at least seven working days so participants are encouraged to send required information to Mr. Lijie Cai ([lijie.cai@cbd.int](mailto:lijie.cai@cbd.int)) of the CBD Secretariat as early as possible. The Secretariat will forward the information received to the contact persons listed in item 3 above for processing.

## 8. **Hotel information**



### Sponsored participants

A block booking, which includes a standard room, breakfast and internet access, will be made on behalf of sponsored participants according to your flight itinerary at the following hotel:

Beijing Xiyuan Hotel (北京西苑饭店)  
1 Sanlihe Road, Haidian District, Beijing, China 100044  
Telephone: 86-10-68313388  
Fax: 86-10-68314577  
E-mail: [xiyuanhotel@xiyuanhotel.com.cn](mailto:xiyuanhotel@xiyuanhotel.com.cn)  
Web site: <http://www.xiyuanhotelbeijing.cn/>

The hotel accommodation bill will be settled by the Secretariat on behalf of all sponsored participants. Any extra personal expenses incurred, such as room upgrades, laundry, phone calls, room service, mini-bar, etc., are the sole responsibility of the participant.

### Self-funded participants

Self-funded participants are encouraged to stay at the hotel listed above. Bookings can be made by sending an e-mail message to the hotel e-mail address above, indicating that you are a participant of this workshop.

### Attractions and supermarket close to the hotel:

Nearby attractions include Beijing Aquarium, Zizhu Park (Black Bamboo Park) and Beijing Zoo. For shopping, there is a Carrefour supermarket close to the hotel.

## 9. **Payment of the Daily Subsistence Allowance (DSA)**

Sponsored participants will receive the relevant portion of their DSA on the first day of the workshop.

## 10. **Official languages in China**

The official language in China is Standard Chinese. English is used in some hotels in Beijing.

## 11. Weather and time zone information

In June the temperature in Beijing usually ranges between +18°C and +30°C. Current weather conditions can be found at: <http://worldweather.wmo.int/en/city.html?cityId=237>.

The China Standard Time (CST) is eight (+8) hours ahead of GMT/UTC.

## 12. Electricity

The electrical currents are 220 Volts, 50 Hertz and there are a few varieties of plugs throughout the country. The plugs are shown below, however, the first two types (on the left side) are more commonly used.



## 13. Currency

The currency in China is Renminbi (RMB and ¥). The current exchange rate as at 3 May 2016 is US \$1 = 6.50 RMB and € 1 = 7.46 RMB (rates are subject to change, source: [www.xe.com](http://www.xe.com)).

Major credit cards are accepted in most hotels in Beijing.

## 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 loss 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 insurance and other insurances for the period of participation prior to departure.

**Annex - information for visa assistance**

**Information Required for the Ministry of Environmental Protection of China  
In order Approve and Issue a Visa Authorization Letter**

Name (as appears in passport):	
Gender:	
Date of Birth:	
Passport Number	
Date of expiry of passport:	
Nationality:	
Working Place:	
Professional Title:	
Intended date of visit to China:	
Duration of stay in China:	
Place to Visit:	
Place for Visa Application:	
Place of permanent residence:	

Completed form (along with copy of passport and personal CV) should be sent immediately by e-mail to:

Mr. Lijie Cai at his e-mail: [lijie.cai@cbd.int](mailto:lijie.cai@cbd.int)

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