



Convention on Biological Diversity

Distr.
GENERAL






18 November 2009

ENGLISH ONLY

REGIONAL WORKSHOP FOR MESOAMERICAN AND CARIBBEAN
COUNTRIES ON THE FOURTH NATIONAL REPORT AND
UPDATING THE STRATEGIC PLAN OF THE CONVENTION ON
BIOLOGICAL DIVERSITY FOR POST-2010 PERIOD
Panama City, Panama, 7-10 December 2009

Information Note for Participants

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1. Opening and registration

The Regional Workshop for Mesoamerican and Caribbean Countries on the Fourth National Report and Updating the Strategic Plan of the Convention on Biological Diversity for post-2010 period will be held in Panama City, Panama from Monday, 7 to Thursday, 10 December 2009.

The workshop will start at 9:00 a.m. on Monday, 7 December 2009, and registration will take place at the venue of the workshop at 8:30 a.m. the same day.

2. Venue

The workshop will be held at:

Hotel Country Inn and Suites El Dorado

El Dorado Shopping District

Brostella Avenue (El Dorado Boulevard)

Panama, Panama

Tel.: + 507-300-3700

Fax: + 507-236-9320

Web site: <http://www.panamacanalcountry.com/eldorado/index.html>

The name and coordinates of the contact people designated by the Regional Office for Latin America and Caribbean of UNEP are as follows:

Ms. Susana Sanchez

UNEP, Regional Office for Latin America and Caribbean

Tel: + 507-305-3142

Fax: + 507-305-3105

E-mail: susana.sanchez@unep.org

Ms. Selene Berdiales

UNEP, Regional Office for Latin America and Caribbean

Tel: +507-305-3143

Fax: +507-305-3105

E-mail: selene.berdiales@unep.org

3. Working language of the workshop

The workshop will be held in English. Spanish translation will be provided in the plenary discussions of the workshop.

4. Documents

The pre-session documents for the workshop will be dispatched to participants as soon as they are finalized. 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 put on the Secretariat's web site as they become available:



<http://www.cbd.int/doc/?meeting=WS4NRSP-CCA-01>

5. General information on access to Panama City, Panama



Panama City is serviced by the Tocumen International Airport, which is about 25 km from downtown Panama City. More information about the airport can be found at <http://www.tocumenpanama.aero/index.php?cccpage=index>

The Hotel Country Inn & Suites El Dorado has a shuttle service for sponsored participants funded by UNEP. A representative from the Hotel will hold a “PNUMA – UNEP” identification sign and will meet sponsored participants at the exit of the immigration area at the airport.

Non-sponsored participants may also avail themselves of the hotel shuttle service at a cost of US \$35 per one-way trip. Transportation fees for sponsored participants will be deducted from their daily subsistence allowances (DSA).

In cases where many participants arrive at the same time, there may be a short waiting period between the shuttle pick-up services at the airport.

6. Visa information



All participants must travel with valid passport (minimum 6 months). It is recommended that all participants contact the Embassy or Consulate of Panama in his/her country to verify visa requirements. For information on Consular offices of the Republic of Panama in your country, you may access the following link as reference point: www.migracion.gob.pa. Information concerning visa requirements may also be found on the web site of Panama’s Ministry of Foreign Affairs at: <http://www.mire.gob.pa/> (Information available in Spanish only).

Participants requiring assistance obtaining a visa should contact Ms. Susana Sanchez and Ms. Selene Berdiales whose coordinates are listed under heading 2 above.

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

7. Hotel information

Sponsored Participants

A block booking has been made by UNEP ROLAC on behalf of sponsored participants which includes a standard room during the workshop and the night before the workshop. In addition, all participants will be provided with breakfast and lunch during the workshop. Any extras, such as telephone, room upgrade, bar, laundry, e-mail, restaurant, etc. are at participants own cost and must be settled upon checking out. The information regarding the hotel is as follows:

Hotel Country Inn and Suites El Dorado

El Dorado Shopping District

Brostella Avenue (El Dorado Boulevard)

Panama, Panama

Tel.: + 507-300-3700

Fax: + 507-236-9320

Web site: <http://www.panamacanalcountry.com/eldorado/index.html>

The Hotel Country Inn & Suites El Dorado is located at the heart of the El Dorado shopping district, bordering the Metropolitan Natural Park.

Participants are required to send their registration forms (attached as **Annex A**) directly to the designated contact people: Ms. Susana Sanchez and Ms. Selene Berdiales, whose coordinates are provided under heading 2 above. Registration forms must be sent **no later than 25 November 2009**, in order to secure the required accommodation in a timely manner.

The hotel accommodation bill will be settled by the contact person Ms. Selene Berdiales on behalf of all sponsored participants.

Non-sponsored Participants

Non-sponsored participants may also wish to avail themselves to the block booking made by the host at the Country Inn & Suites El Dorado. Please complete the form in **Annex A** and return to Ms. Susana Sanchez and Ms. Selene Berdiales in advance with the dates of arrival and departure.

8. Payment of the Daily Subsistence Allowances (DSA)

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

9. Official language in Panama

The official language in Panama is Spanish. English is the language of business and administration, and is widely spoken and understood in Panama City.

10. Promotional Materials

Participants wishing to send promotional materials or documents for distribution at the workshop should make, at their own expense, the necessary arrangements to arrive **before 4 December 2009**.

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 workshop and numbered in “1 of X” format. When possible, a copy of the publication should be affixed to the exterior of each box.

Ms. Susana Sánchez and Ms. Selene Berdiales
Derecho y Políticas Ambientales

**Programa de las Naciones Unidas para el Medio Ambiente
Oficina Regional para América Latina y el Caribe**

Clayton, Ciudad del Saber - Avenida Morse, Edificio 103

Corregimiento de Ancón - Ciudad de Panamá, PANAMÁ

Tel.: +(507) 305-3142 (direct),and +(507) 305-3143 (direct); Fax: +(507) 305-3105

11. Weather and time zone information



Below please find weather information for Panama City.

WEATHER INFORMATION			
Month	Average Temperature Celsius	Average Rainfall (mm)	Average Number of Rainy Days
November	26.50	252.3	16.0
December	26.25	104.6	7.5
January	25.95	29.3	2.9

Source: <http://wwis.inm.es/076/c01221.htm>

The standard time zone will be the Eastern Time Zone -5 GMT or UTC.

12. Electricity

The electrical currents in Panama are 110 Volts, 50 and 60 Hertz, Panama City uses 110 Volts, 50 Hertz a (two-pin flat and vertical plug with a ground connection).



13. Currency



The currencies used in Panama are the Panamanian Balboa (PAB) and the U.S. Dollar (US \$) both are used interchangeably. The current exchange rate as at 18 November 2009 is US \$1.00 = 1.00 PAB and € 1 = 1.497 PAB. It is recommended that you exchange money at the exchange counters at the airport.

14. Health Information

The Ministry of Health of Panama has reassessed the measure established on August 5 2008 regarding the vaccine application against yellow fever, and has established:

1. That the vaccine application against Yellow Fever, as from November 1st 2008 will be a RECOMMENDATION and not a requirement for travellers coming from or travelling to countries with transmission risk of this disease.
2. The Health Ministry of Panama, after analyzing the epidemiologic situation of Yellow Fever of countries with transmission risk, recommended the vaccine application against Yellow Fever for travellers coming from or travelling to the following countries: Bolivia, Brazil, Colombia, Ecuador, Peru and Venezuela in South America.
3. For travellers coming from said countries, at their arrival to the country instructions will be given containing signs and symptoms of Yellow Fever and in case of having one of these, he/she must contact phone number 800 – 8743.

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

15. 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 losses 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, accident and travel insurances for the period of participation prior to departure.

Annex A

REGISTRATION FORM FOR HOTEL ACCOMMODATION

**REGIONAL WORKSHOP FOR MESOAMERICAN AND CARIBBEAN COUNTRIES ON THE
FOURTH NATIONAL REPORT AND UPDATING THE STRATEGIC PLAN OF THE
CONVENTION FOR POST-2010 PERIOD
7-10 DECEMBER 2009, PANAMA CITY, PANAMA**

Name:	(as appears on your passport)	
Mr. /Ms /Dr:		
Country:	(and Nationality, if different)	
Passport number:		
Date of Birth:	(Date-Month-Year)	
Organization:		
Address:		
Tel. No.:		
Fax. No.:		
E-mail Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Please specify special dietary requirements, if any:	(For e.g. vegetarian, no pork, etc.)	

Please return your completed form via fax or e-mail by no later than 25 November 2009 to:

Ms. Susana Sanchez / Ms. Selene Berdiales

Fax: +507-305-3105

E-mail: susana.sanchez@unep.org / selene.berdiales@unep.org