



Convention on Biological Diversity

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ENGLISH ONLY

REGIONAL WORKSHOP FOR EAST, SOUTH AND SOUTHEAST ASIA ON UPDATING THE STRATEGIC PLAN OF THE CONVENTION ON BIOLOGICAL DIVERSITY FOR POST-2010 PERIOD

Tokyo, Japan, 15-18 December 2009

Information Note for Participants

QUICK LINKS (Control + click on icons for web page, click on page number to directly access text in document)

 Visa Information (page 3, 7)
 Meeting Documents (page 2)
 Hotel Information (pages 3, 7)
 Weather Information (page 5)
 Currency Information (page 5)

INFORMATION HIGHLIGHTS

1. OPENING AND REGISTRATION.....	2
2. VENUE	2
4. DOCUMENTS	2
5. GENERAL INFORMATION ON ACCESS TO TOKYO, JAPAN	2
6. VISA INFORMATION	3
ANNEX A – COUNTRY LISTING	6
7. HOTEL INFORMATION	3
ANNEX B - HOTEL REGISTRATION FORM	7
10. PROMOTIONAL MATERIALS.....	4
11. WEATHER AND TIME ZONE INFORMATION	5

1. Opening and registration

The Regional Workshop for East, South and Southeast Asia on Updating the Strategic Plan of the Convention on Biological Diversity for post-2010 period will be held in Tokyo, Japan from Tuesday, 15 to Friday, 18 December 2009.

The workshop will start at 9:00 a.m. on Tuesday, 15 December 2009, and registration will take place at the venue of the workshop at 8:00 a.m. the same day.

2. Venue

The workshop will be held at:

MITA KAIGISHO (Governmental Conference Facilities)
2-1-8 Mita, Minato-ku
Tokyo, Japan 108-0073

The name and coordinates of the contact person designated by the host are as follows:

Ms. Kumiko Yoneda
Japan Wildlife Research Center
Telephone: + (81) 3 5824 0963
Fax: + (81) 3 5824 0964
E-mail: kyoneda@jwrc.or.jp

3. Working language

The workshop will be held in English.

4. Documents

The pre-session documents for the workshop will be dispatched to the 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=WSSP-2010-SEASI-01>

5. General information on access to Tokyo, Japan



Tokyo is serviced by the Narita International Airport in Tokyo, Japan which is approximately 65 kilometres from downtown Tokyo. There is an Airport Limousine Bus service available at the arrivals area of the airport to take you to the Akasaka area of the city where the hotel is located. The journey takes approximately 80-120 minutes. The fare for a one-way ticket is JPY 3,000 (about US \$32.00). For information on timetable please go to:

http://www.limousinebus.co.jp/en/timetable/narita/akasaka_h.html.

Maps for bus stops at the Narita International Airport can be found at:

http://www.limousinebus.co.jp/en/guide/map/narita_airport.html.

A Help Desk will be set up at the Narita Airport to guide and assist participants with their transfers to the Grand Prince hotel. In order to make the necessary arrangements, participants are kindly requested to send their full flight details, to the contact person, Ms. Kumiko Yoneda, whose coordinates are provided under heading 2 above.

6. Visa information



Participants from countries listed in **annex A** below **do not** require a visa. Participants from countries other than those with Visa Exemption Arrangements with Japan (see details at http://www.mofa.go.jp/j_info/visit/visa/02.html) require an entry visa and are strongly advised to contact the nearest Japanese 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 airline 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;
- b) Two passport size colour photographs taken within the previous six months (45x45mm, i.e. 2.0"x2.0");
- c) Official visa application form;
- d) Invitation letter issued by the Ministry of the Environment of Japan.

Participants residing in countries with no Japanese diplomatic and consular missions or requiring any visa-related assistance are advised to directly contact as soon as possible the designated contact person, Ms. Kumiko Yoneda whose coordinates are in heading 2 above.

For more information on visa requirements, and diplomatic and consular missions of Japan, please visit the following web sites:

- a) **Visas requirements:** http://www.mofa.go.jp/j_info/visit/visa/index.html
- b) **Visa application form:** http://www.mofa.go.jp/j_info/visit/visa/apply-form.pdf
- c) **Diplomatic and consular missions:**
http://www.mofa.go.jp/about/emb_cons/over/index.html

To facilitate the issuance of visas, the Ministry of the Environment, Japan will issue an invitation letter to be attached to the visa applications. Participants should send as soon as possible all relevant information to the contact person Ms. Kumiko Yoneda whose coordinates are provided under heading 2 above; i.e. full name as it appears on the passport, passport number, date and place of issue, date of expiry and title of the holder.

7. Hotel information

Sponsored Participants

A block booking has been made by the host 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 and local transportation 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:

Grand Prince Hotel Akasaka
1-2 Kioi-cho, Chiyoda-ku
Tokyo, Japan 102-8585
Tel: +81-3-3234-1111
Web site: <http://www.princehotels.com/en/akasaka/>

Participants are required to send their registration forms (attached as **Annex B**) directly to the designated contact person, Ms. Kumiko Yoneda, whose coordinates are provided under heading 4 2 above. Registration forms must be sent **no later than 10 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. Kumiko Yoneda 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 Grand Prince Hotel Akasaka. Please complete the form in **Annex B** and return to Ms. Kumiko Yoneda 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 from the Japan Wildlife Research Center on the first day of the workshop.

9. Official languages in Japan

The official language in Japan is Japanese. English is the language of business and administration, and is widely spoken and understood, in Tokyo.

10. Promotional Materials

Participant wishing to send promotional materials or documents for distribution at the workshop should make, at their own expense, the necessary arrangement to arrive **before 10 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.

C/O Ms. Kumiko Yoneda
Japan Wildlife Research Center
3-10-10 Shitaya Taito-ku
Tokyo, Japan 110-8676

11. Weather and time zone information



In December, temperatures in Japan usually range between a maximum of +12°C in the daytime and a minimum of +5°C at night. The weather is generally chilly and dry, it is recommended that participants bring some warm clothing. Current weather conditions in the area can be found at: <http://www.worldweather.org/068/c00183.htm>.

The standard time zone will be GMT/UTC +9 hours.

12. Electricity

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



13. Currency



The currency in Japan is the Japanese Yen (JPY). The current exchange rate as at 20 October 2009 is US \$1 = JPY 90.927 and (Euro) € 1 = JPY 135.651.

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

Annex A – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER JAPAN AS VISITORS (AS LISTED ON THE WEB SITE OF THE MINISTRY OF FOREIGN AFFAIRS OF JAPAN)

A

Andorra
Argentina
Australia
Austria

B

Bahamas
Barbados
Belgium
Brunei-Darussalam
Bulgaria

C

Canada
Chile
Costa Rica
Croatia
Cyprus
Czech Republic

D

Denmark
Dominican Republic

E

El Salvador
Estonia

F

Finland
France

G

Germany
Greece
Guatemala

H

Honduras
Hungary

I

Iceland
Indonesia
Ireland
Israel
Italy

K

Korea, Republic of

L

Latvia
Lesotho
Liechtenstein
Lithuania
Luxembourg

M

Macau
Malta
Mauritius
Mexico
Monaco

N

Netherlands
New Zealand
Norway

P

Philippines
Poland
Portugal

R

Romania

S

San Marino
Singapore
Slovakia
Slovenia
Spain
Suriname
Sweden
Switzerland

T

The Former Yugoslav
Republic of Macedonia
Tunisia
Turkey

U

United Kingdom of Great
Britain and Northern
Ireland
United States of America
Uruguay

Annex B

REGISTRATION FORM FOR HOTEL ACCOMMODATION

**REGIONAL WORKSHOP FOR EAST, SOUTH AND SOUTHEAST ASIA ON UPDATING
THE STRATEGIC PLAN OF THE CONVENTION FOR POST-2010 PERIOD
15-18 DECEMBER 2009, TOKYO, JAPAN**

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 email by no later than **10 November 2009** to:
Ms. Kumiko Yoneda
Fax: + (81) 3 5824 0964
Email: kyoneda@jwrc.or.jp
