

#### Secretariat

Ref: SCBD/SEL/VN/GD/32330 5 November 2002

Dear Madam/Sir,

Re: Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing, 2 to 4 December 2002, Montreal, Canada

I have the honour to inform you that, pursuant to decision VI/24B of the Conference of the Parties, the Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing will be held from 2 to 4 December 2002 at the International Civil Aviation Organization (ICAO), Montreal, Canada.

In accordance with decision VI/24B, the Workshop is open to the participation of indigenous and local communities, non-governmental organizations, regional organizations, private sector, as well as intergovernmental organizations.

You will find attached herewith the following documents for the meeting, in all UN languages:

- UNEP/CBD/ABS/EW-CB/1/1 Provisional Agenda
- UNEP/CBD/ABS/EW-CB/1/1/Add.1 Annotated Provisional Agenda

The following document, currently available in English only, will be made available in all UN languages as soon as practicable:

• UNEP/CBD/ABS/EW-CB/1/2 - Capacity-building for access to genetic resources and benefitsharing: synthesis of submissions received on needs, priorities and existing initiatives, and additional elements for consideration in the development of an Action Plan

To: ABS National Focal Points
CBD National Focal Points (where ABS National Focal Points have not yet been designated)



Please note that the two information documents listed below are available only in the language in which they were provided:

- UNEP/CBD/ABS/EW-CB/1/INF/1 Report of the Scoping Meeting on Capacity-building Approaches for Access to Genetic Resources and Benefit-sharing
- UNEP/CBD/ABS/EW-CB/1/INF/2 Compilation of submissions on needs and priorities of Parties and information on existing initiatives on capacity-building for access to genetic resources and benefit-sharing

In addition, a pre-registration form and a general information note for participants are enclosed. These documents are also available on the Secretariat website at <a href="http://www.biodiv.org">http://www.biodiv.org</a>.

Kindly inform the Secretariat of the name and contact address of the officially designated delegate(s) of your Government at the earliest convenience, but no later than 22 November 2002, in order to enable travel arrangements to be made for eligible participants. Confirmation of travel assistance will be made in due course.

Please note that depending on the status of contributions to the special Voluntary Trust Fond for Facilitating Participation of Parties in the Convention Process established by decision III/24, the Secretariat will be in position to finance participation of only **one representative** from each of the developing countries Parties to the Convention, in particular the least developed, small island developing states, other developing countries and countries with economies in transition.

Accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,

Hamdallah Zedan Executive Secretary







# CONVENTION ON BIOLOGICAL DIVERSITY

Distr. GENERAL

UNEP/CBD/ABS/EW-CB/1/1 24 October 2002

ORIGINAL: ENGLISH

OPEN-ENDED EXPERT WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING Montreal, 2-4 December 2002

#### PROVISIONAL AGENDA

- 1. Opening of the meeting.
- 2. Organizational matters:
  - 2.1. Officers;
  - 2.2. Adoption of the agenda;
  - 2.3. Organization of work.
- 3. In-depth consideration of capacity-building needs and priorities identified by Governments and existing capacity-building initiatives for access to genetic resources and benefit-sharing.
- 4. Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing.
- 5. Other matters.
- 6. Adoption of the report.
- 7. Closure of the meeting.

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# CONVENTION ON BIOLOGICAL DIVERSITY

Distr. GENERAL

UNEP/CBD/ABS/EW-CB/1/1/Add.1 24 October 2002

ORIGINAL: ENGLISH

OPEN-ENDED EXPERT WORKSHOP ON CAPACITY -BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING Montreal, 2-4 December 2002 Item 2.2 of the provisional agenda\*

#### ORGANIZATIONAL MATTERS: ADOPTION OF THE AGENDA

#### Annotated provisional agenda

#### INTRODUCTION

- 1. In paragraph 1 of its decision VI/24B, on other approaches, including the development of an action plan on capacity-building for access to genetic resources and benefit-sharing, the Conference of the Parties to the Convention on Biological Diversity decided:
  - "[To] convene an Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing. The Workshop will be open to participation by representatives, including experts, nominated by Governments and regional economic integration organizations; as well as representatives of relevant intergovernmental organizations (including donor organizations), non-governmental organizations, and indigenous and local communities. The Workshop should further develop the draft elements for an Action Plan on Capacity-building for Access and Benefit-sharing annexed to the present decision."
- 2. Accordingly, the Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing will meet from 2 to 4 December 2002, in Montreal. Registration of participants will take place at the venue of the meeting from 3 p.m. to 6 p.m. on Sunday, 1 December 2002 and will continue from 8 a.m. on Monday, 2 December 2002.
- 3. A list of documents for the meeting is contained in annex I below. In addition to normal distribution, the documents are available on the Secretariat's website (<a href="http://www.biodiv.org">http://www.biodiv.org</a>).
- 4. The Secretariat is distributing an information note containing details of registration and the logistical arrangements for the meeting, including information on travel, visa requirements, accommodation and other matters.

\* UNEP/CBD/ABS/EW-CB/1/1.

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#### ITEM 1. OPENING OF THE MEETING

5. The meeting will be opened at 10 a.m. on Monday, 2 December 2002 by the President of the Conference of the Parties or his representative. The Executive Secretary will make introductory remarks.

#### ITEM 2. ORGANIZATIONAL MATTERS

#### 2.1. OFFICERS

6. The Bureau of the Conference of the Parties will serve as the Bureau of the Workshop. The President of the Conference of the Parties to the Convention on Biological Diversity or his representative shall act as presiding officer for plenary sessions of the meeting.

#### 2.2. ADOPTION OF THE AGENDA

7. The Workshop may wish to adopt its agenda on the basis of the provisional agenda (UNEP/CBD/ABS/EW-CB/1/1), which has been prepared by the Executive Secretary on the basis of decision VI/24 B.

#### 2.3. ORGANIZATION OF WORK

- 8. The Open-ended Expert Workshop may wish to consider the proposed organization of work as contained in annex II below, which provides for the meeting to be conducted entirely in plenary session. Participants may wish to consider setting up contact groups or drafting groups as the need arises, in order to further develop the discussions conducted in plenary on specific issues and present the plenary with draft recommendations for its consideration.
- 9. The meeting will operate on the basis of two sessions per day with simultaneous interpretation into the six working languages, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. Should participants wish to establish contact groups, these will work without interpretation.

# ITEM 3. IN-DEPTH CONSIDERATION OF CAPACITY-BUILDING NEEDS AND PRIORITIES IDENTIFIED BY GOVERNMENTS AND EXISTING CAPACITY-BUILDING INITIATIVES FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

10. In decision VI/24 B, paragraph 3, the Conference of the Parties invited Parties and indigenous and local communities to provide to the Executive Secretary information regarding capacity-building needs, priorities and existing initiatives and activities for capacity-building for access to genetic resources and benefit-sharing. In paragraph 4 of the decision, the Conference of the Parties also invited relevant intergovernmental organizations, non-governmental organizations and the private sector to provide information regarding existing initiatives and activities for capacity-building for access and benefit-sharing. By separate notifications dated 27 June and 3 July 2002, the Executive Secretary invited respectively Parties and all relevant organizations, regional organizations, non-governmental organizations, indigenous and local communities and the private sector to provide this information to the Secretariat by 1 September 2002. As of 15 October 2002, 24 contributions had been received from 18 Parties and six organizations, including submissions provided prior to the sixth meeting of the Conference of the Parties. A synthesis of these submissions is included in the note by the Executive Secretary prepared for the Workshop (UNEP/CBD/ABS/EW-ABS/1/2), while the original text of the submissions, as received by the Secretariat, will be available as an information document (UNEP/CBD/ABS/EW-CB/1/INF/2).

11. Under this item, Parties may wish to discuss their needs and priorities for capacity-building relating to access to genetic resources and benefit-sharing. In addition, the United Nations University (UNU) will report on the Scoping Meeting on Capacity-building Approaches for Access to Genetic Resources and Benefit-sharing, held under its auspices from 7 to 9 October, in Kuala Lumpur. Other organizations currently involved in initiatives relating to capacity-building for access to genetic resources and benefit-sharing may also wish to make presentations to the plenary on their activities.

### ITEM 4. ACTION PLAN ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

- 12. For this agenda item, the Workshop will have before it the draft elements for an Action Plan for Capacity-building for Access to Genetic Resources and Benefit-sharing annexed to decision VI/24 B of the Conference of the Parties, together with additional elements for consideration in the development of the Action Plan contained in the note by the Executive Secretary prepared for the Workshop (UNEP/CBD/ABS/EW-CB/1/2).
- 13. Experts are invited to agree on the text of an Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing, taking into account the capacity-building needs and priorities identified by Parties and stakeholders, existing initiatives and other relevant documentation.

#### ITEM 5. OTHER MATTERS

14. Under this item, the participants may wish to raise and discuss other matters related to the subject-matter of the meeting.

#### ITEM 6. ADOPTION OF THE REPORT

- 15. The Workshop will consider and adopt its report, on the basis of the draft report to be prepared and presented by the Rapporteur.
- 16. The final report of the Workshop will be submitted to the consideration of the Ad Hoc Openended Working Group on Access and Benefit-sharing at its second meeting, to be held from 1 to 5 December 2003.

#### ITEM 7. CLOSURE OF THE MEETING

17. The meeting is expected to close at 6 p.m. on Wednesday, 4 December 2002.

#### Annex I

### DOCUMENTATION FOR THE OPEN-ENDED EXPERT WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

Symbol Title

UNEP/CBD/ABS/EW-CB/1/1 Provisional agenda

UNEP/CBD/ABS/EW-CB/1/1/Add.1 Annotated provisional agenda

UNEP/CBD/ABS/EW-CB/1/2 Capacity-building for access to genetic resources and

benefit-sharing: synthesis of submissions received on needs, priorities and existing initiatives, and additional elements for consideration in the development of an

Action Plan

UNEP/CBD/ABS/EW-CB/1/INF/1 Report of the Scoping Meeting on Capacity-building

Approaches for Access to Genetic Resources and Benefit-

sharing

UNEP/CBD/ABS/EW-CB/1/INF/2 Compilation of contributions on needs and priorities of

Partie's and information on existing initiatives on capacitybuilding for access to genetic resources and benefit-

sharing

#### Annex II

## PROPOSED ORGANIZATION OF WORK FOR THE OPEN-ENDED WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

	Items	
Monday, 2 December 2002		
10 a.m. to 1 p.m.	1.	Opening of the meeting.
	2.	Organizational matters:
		2.1. Officers;
		2.2. Adoption of the agenda;
		2.3. Organization of work.
3-6 p.m.	3.	In-depth consideration of capacity-building needs and priorities identified by Governments and existing capacity-building initiatives for access to genetic resources and benefit-sharing.
Tuesday, 3 December 2002		
10 a.m. to 1 p.m.	4.	Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing.
3-6 p.m.	4.	Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing. (continued)
Wednesday, 4 December 2002		
10 to 1 p.m.	5.	Other matters.
	6.	Adoption of the report.
3-6 p.m.	7.	Closure of the meeting.

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## CONVENTION ON BIOLOGICAL DIVERSITY

Distr. GENERAL

28 October 2002

**ENGLISH ONLY** 

OPEN-ENDED EXPERT WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

Montreal, 2-4 December 2002

#### INFORMATION FOR PARTICIPANTS

The Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefitsharing will be held from Monday, 2 December to Wednesday, 4 December 2002. The official opening will be at 10 a.m. on 2 December 2002. Registration will take place on Sunday, 1 December 2002 from 12 noon to 6 p.m. Registration will continue from 8 a.m. on Monday, 2 December 2002. **Delegates are kindly requested to pre-register in order to facilitate the registration process.** 

#### Venue:

The meeting will be held on the premises of the **International Civil Aviation Organization (ICAO)** located downtown:

#### **International Civil Aviation Organization (ICAO)**

999 University Street (corner Viger) Montreal,

Province of Quebec, Canada.

Access through metro, line 2 - Orange, station Square-Victoria

Telephone: +1 (514) 954-8219 Fax: +1 (514) 954-6402

#### Access to Montreal:

Montreal is serviced by the Dorval airport (15 km from downtown). Taxis are available at the airport and there is a shuttle-bus service every 30 minutes.

#### Fares:

Bus / Shuttles:	One way trip	Round trip
Dorval / Downtown	\$ 11.00	\$19.75
Taxis:		
Dorval / Downtown	\$ 28.00 Fixed rate	N.A.

#### Accommodation in Montreal:

Please find attached an indicative list of hotels (Annex I) located in the vicinity of the International Civil Aviation Organization (ICAO) building and the Secretariat of the CBD or next to a Metro station (the Montreal Metro/Subway is safe). Further information on hotels in Montreal is available at the following website address: http://www.tourism-montreal.org

#### <u>Time Zone</u>:

Montreal is GMT less 5 hours.

#### Weather:

During the month of December in Montreal, maximum temperatures average  $+ 2^{\circ}\text{C}$  and minimum temperatures average  $-10^{\circ}\text{C}$ .

#### Voltage:

110 volts, 60 Hertz. Adapters can be purchased for about \$50 Can.

#### Pre-Registration

A pre-registration form is attached (Annex II). To enable the Secretariat to print the actual number of documents needed and to avoid waste of resources, delegates are kindly invited to specify which of the six official languages of the United Nations is/are preferred. It should be returned duly filled by **22 November 2002**.

#### Visas / Customs

Please find attached (Annex III) a list of countries whose citizens require a visa to visit Canada.

#### Services to Delegates

There will be a Business Centre for the Delegates. It will provide free of charge Internet access and on a commercial basis photocopying, fax, calling cards, etc.

#### **Documents**

The main pre-session documents for the meeting will be dispatched by the first week of November 2002 to the National Focal Points. The documents are also accessible at the Secretariat's web page at <www.biodiv.org>. Delegates are kindly reminded to bring their documents, as they will only be available at the meeting facilities in limited quantities for reasons of economy.

#### Credit Cards

Major credit cards are accepted in most hotels and restaurants in Montreal.

Attached Annex I : List of hotels

Annex II: Pre-registration form

Annex III: List of countries with visa requirements (in accordance with the list provided by the Government of Canada, on the website of the Canadian Department of Immigration <a href="https://www.cic.gc.ca">www.cic.gc.ca</a>)

#### Annex I

#### **Hotel List**

Prices given in Canadian currency are indicative and may be subject to changes:

\$1 US = appr. \$1.56 Canadian \$1 Canadian = appr. \$0.64 US

Prices do not include taxes. (GST 7% + QST 7.5% = 15.03%). Tax refund is possible for non-Canadians. Please ask for forms at the registration desk during the meeting.

#### You must make your own reservations.

#### Lord Berri Hotel \*\*\* (formerly Days Inn Vieux Montreal) 20 minute-walk to ICAO Building

1199, Berri Street

Montreal

Tel.: + 1 (514) 845-9236 Fax: + 1 (514) 849-9855 http://www.lordberri.com/ \$89 single, \$ 99 double

#### La Tour Centre -Ville \*\*\*

15 minute-walk to ICAO Building

400 René-Lévesque Blvd. W.

Montreal

Tel.: + 1 (514) 866-8861 Fax: + 1 (514) 866-7257

Studios \$66.00, Small suite at \$70.00 for single occupancy, Big suite at \$75.00 for double occupancy + \$12.00 per additional person.

#### Travelodge \*\*\*

20 minute-walk to ICAO Building

50, René-Lévesque Blvd. W.

Montreal

Tel.: + 1 (514) 874-9090 Fax: + 1 (514) 874-0907 http://www.travelodge.com/

Rooms at \$79.00, single or double occ., including breakfast

#### L'Appartement-in-Montréal \*\*\*

15 minute-walk to ICAO Building

455, Sherbrooke W.

Montreal

Tel.: + 1 (514) 284-3634 Fax: + 1 (514) 287-1431 http://www.appartementin.com/ Studios \$90.00, single or double occ.

Best Western\*\*\*\*

(20 minute - walk from the Centre de Commerce Mondial)

3407 Peel Street (corner of Peel and Sherbrooke Street)

Montreal

Tel: 514-288-4141 Fax: 514-288-3021

http://www.hotelvillemarie.com

Room at Can\$ 91.00. Please mention United Nations/SCBD when making reservations

#### **Delta Centre Ville** \*\*\*\* (ex-Radisson)

across the road from ICAO

Building.

777 University

Montreal

Tel.: + 1 (514) 879-1370 Fax: + 1 (514) 879-1761 http://www.deltahotels.com/

First class hotel

Rooms at \$125.00, single or double occ. Please mention United Nations/ICAO account # 91317 when making reservations.

#### Holiday Inn Select \*\*\*\* (Chinatown, oriental food available) 10 minute-walk to ICAO Building

99 Viger West

Montreal

Tel.: + 1 (514) 878-9888 Fax: +1 (514) 878-6341 http://www.hiselect-yul.com/ \$149 single or double occ.

#### Hôtel Manoir des Alpes \*\*\*

20 minute-walk to ICAO Building

1245, St-André St.

Montreal

Tel.: + 1 (514) 845-9803 Fax: + 1 (514) 845-9886

http://www.hotelmanoirdesalpes.qc.ca/

\$75, single

#### Hôtel de la Montagne \*\*\*\*

20 minute-walk to ICAO Building and 2 minutes from Metro station

1430, de la Montagne Street

Montréal

Tel.: + 1 (514) 288-5656 + 1(800) 361-6262 toll free in North America

Fax: +1 (514) 288-9658

http://www.hoteldelamontagne.com/

\$165 for single occ.

\$175 for double occ.

#### Hôtel Courtyard Marriott Montréal\*\*\*\* (formerly La Citadelle) 15 minute-walk to ICAO Building

410, Sherbrooke St. W.

Montreal

Tel.: + 1 (514) 844-8851 Fax: + 1 (514) 844-0912 http://www.courtyard.com/ \$139, single or double occ.

#### Annex II

## OPEN-ENDED EXPERT WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING MONTREAL, CANADA, 2 – 4 DECEMBER 2002

#### **Pre-Registration Form (Please print)**

-	_	
ð Mr. / ð Mrs. / ð Ms. / ð Amb. / ð Dr. / ð Prof.	ð Female	ð Male
FAMILY NAME:		_
FIRST NAME:		
Have you attended CBD meeting(s) before?: ð Yes ð	No	
Representing:		
ð GOVERNMENT :		
Ministry/department/agency :OR		
ð ORGANIZATION :(SHORT NAME / ACCRONYM):		
(Check one) ð UN/ Specialized Agency ð Inter-govern organization ð Indigenous community organization ð Me	•	•
Official Address:		
Telephone: + ()		
Fax: + ()		
Telex: + ()	· <b>-</b>	
E-MAIL:		
URL:		
Signature :	Date:	
Please return duly filled by 22 November 2002 to: Secretariat of the Convention on Biological Diversity World Trade Center 393 Saint-Jacques St., Suite 300 Montreal, Quebec, Canada H2Y 1N9 Fax: +1 (514) 288-6588 E-mail: secretariat@biodiv.org		Preferred language:  ? English ? French ? Spanish ? Russian ? Arabic ? Chinese

#### **Annex III**

#### **VISA REGULATIONS**

Citizens of the following countries require a visa to **visit** or **transit** Canada (in accordance with the list provided by the Government of Canada).

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${f A}$	E	K
Afghanistan	East Timor	Kazakhstan
Albania	Ecuador	Kenya
Algeria	Egypt	Korea (Dem. Rep. of)
Angola	El Salvador	Korea (North))
Argentina	Equatorial Guinea	Kuwait
Armenia	Eritrea	Kyrgyzstan
Azerbaijan	Estonia	
	Ethiopia	${f L}$
В		Laos (Lao People's
Bahrain	${f F}$	Democratic Rep.)
Bangladesh	Fiji	Latvia
Belarus	3	Lebanon
Belize	G	Lesotho
Benin	Gabon	Liberia
Bhutan	Gambia	Libyan Arab Jamahiriya
Bolivia	Georgia	Lithuania
Bosnia-Herzegovina	Ghana	
Brazil	Guatemala	$\mathbf{M}$
Bulgaria	Guinea	Macau
Burkina-Faso	Guinea-Bissau	Macedonia (former Yugoslav
Burundi	Guyana	Republic of)
	•	Malagasy Republic
$\mathbf{C}$	Н	Malawi
Cambodia	Haiti	Maldives
Cameroon	Honduras	Mali
Cape Verde	Tondards	Marshall Islands
Central African Republic	I	Mauritania
Chad	India	Mauritius
Chile	Indonesia	Micronesia (Federated States)
China (People's Republic)	Iran (Islamic Rep. of)	Moldova
Colombia	Iraq	Mongolia
Comoros	Israel (only Israeli citizens	Morocco
Congo (Democratic Rep. of)	holding valid Israeli orange	Mozambique
Congo (People's Rep. of)	"Travel Document in Lieu	Myanmar (Burma)
Côte d'Ivoire	of National Passport")	
Croatia	, , , , , , , , , , , , , , , , , , ,	${f N}$
Cuba	J	Nepal
Czech Republic	Jamaica	Nicaragua
_	Jordan	Niger
D	Joidan	Nigeria
Djibouti		
D ' ' D 11'		

O Oman

Dominican Republic

P

Pacific Islands (U.S. Trust

Territory)

Pakistan

Palau (Rep. of)

Panama Paraguay

Palestinian National Authority

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Philippines

Poland

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Qatar

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Romania

Russian Federation

Rwanda

S

Sao Tome e Principe

Senegal

Seychelles-The

Sierra Leone

Slovakia

Somalia

South Africa

Sri Lanka

Sudan

Surinam

Syrian Arab Republic

 $\mathbf{T}$ 

Tadjikistan

Tanzania (United Rep. of)

Thailand

Togo

Tonga

Trinidad & Tobago

Tunisia

Turkey

Turkmenistan

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Uganda

Ukraine

United Arab Emirates

Uruguay

Uzbekistan

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Venezuela Vietnam

Y

Yemen Yugoslavia

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Zambia