



Convention on Biological Diversity

Distr.: General
18 September 2025

English Only

**Subsidiary Body on Scientific,
Technical and Technological Advice
Twenty seventh meeting**
Panama City, Panama, 20-24 October 2025

**Subsidiary Body on Article 8(j) and Other
Provisions of the Convention on Biological
Diversity Related to Indigenous Peoples and Local
Communities
First meeting**
Panama City, Panama, 27-30 October 2025

INFORMATION NOTE FOR PARTICIPANTS

1.	OFFICIAL OPENINGS.....	2
2.	VENUE	2
3.	PRE-REGISTRATION.....	3
3.1	CONTRACTING PARTIES.....	3
3.2	OBSERVERS	3
3.3	PRIORITY PASS.....	4
4.	ACCESS TO THE MEETING VENUE AND CONFERENCE BADGES	4
5.	MEETING ROOM ALLOCATIONS/RESERVATIONS	4
6.	DOCUMENTS AND STATEMENTS	5
6.1	DOCUMENTS.....	5
6.2	STATEMENTS.....	5
7.	GENERAL INFORMATION ON ACCESS TO PANAMA	5
8.	VISA INFORMATION	6
9.	HEALTH REQUIREMENTS.....	7
10.	HOTEL INFORMATION.....	8
11.	SIDE-EVENTS	8
12.	PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA).....	9
14.	WEATHER AND TIME ZONE INFORMATION	9
15.	ELECTRICITY	9
16.	CURRENCY	9
17.	DISCLAIMER.....	10

1. OFFICIAL OPENINGS

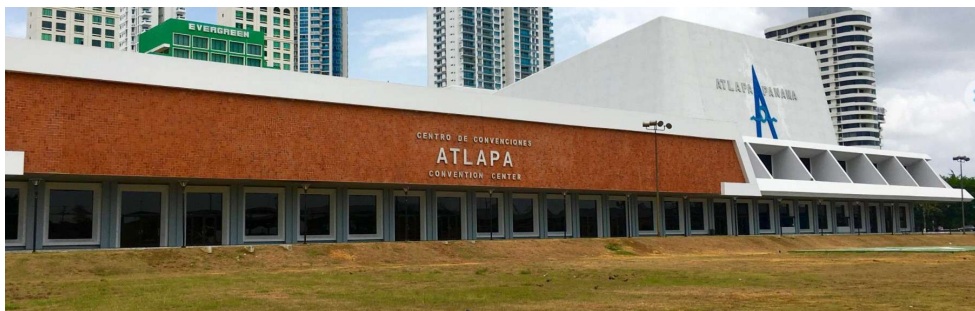
The twenty-seventh meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-27) will be held from 20 to 24 October 2025 and the first meeting of the Subsidiary Body on Article 8(j) and Other Provisions of the Convention on Biological Diversity Related to Indigenous Peoples and Local Communities (SB8J-1) will be held from 27 to 30 October 2025. The official opening of the SBSTTA-27 will take place at 10:00 a.m. on Monday, 20 October 2025 and the official opening of SB8J-1 will take place on Monday, 27 October 2025. The formal sessions of the meetings will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.** Meeting rooms are available for Regional and other group meetings on 19 October and 26 October respectively from 10:00 a.m. to 6:00 p.m. For more information on the programmes of work, please refer to the provisional annotated agendas, which are available on the Secretariat's web site at: <https://www.cbd.int/meetings/SBSTTA-27> and <https://www.cbd.int/meetings/SB8J-1> or the main meeting page at: <https://www.cbd.int/conferences/panama-2025>.

The SBSTTA-27 meeting will be preceded by a one-day IPBES workshop on 18 October 2025 which provides an opportunity for Parties to discuss with the authors on the findings from the assessments by the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services and their implications for the work undertaken under the Convention. Participation in the workshop is open to all SBSTTA-27 registered participants. Parties and observers who wish to participate in the workshop should inform the Secretariat via a letter signed by the National Focal Point or the head of the organization, as appropriate, to be sent to: secretariat@cbd.int, as soon as possible but no later than **31 August 2025**, to allow enough time for necessary logistics and venue preparation.

2. VENUE

The meeting will be held at:

Atlapa Convention Center / Centro de Convenciones de Atlapa
XFQX+VX8, Av. 5B Sur
Panamá City, Panamá
Tel: +507 526-7200
Web site: <https://www.atlapa.gob.pa/en>



SBSTTA-27 & SB8J-1

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination for the meeting. The letter should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by **31 August 2025** and must indicate the names, titles and contacts of delegates attending the SBSTTA-27 meeting and/or the SB8J-1 meeting. Without an official nomination letter to attend each or both meetings, registration will not be possible.

Ms. Astrid Schomaker
Executive Secretary
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

For the online registration process, focal points of Parties and other Governments will receive the online registration link by e-mail. Early registration is encouraged.

Pre-registration will facilitate the issuance of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their name appear on the list of participants for each of the meetings should inform the staff at the registration counter.

3.2 OBSERVERS

Rule 6.1 of the rules of procedure applies to States not Party to the Convention, the United Nations, its specialized agencies and the International Atomic Energy Agency that wish to be represented as observers in the meeting. Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. Please note that pursuant to rule 7.2 of the rules of procedure, these observers may participate, without the right to vote, in the proceedings of the meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

a) Nominations

The designation of representatives from accredited organizations to attend the SBSTTA-27 and/or the SB8J-1 meetings should be submitted through an official letter of nomination addressed to the CBD Executive Secretary, sent as a scanned e-mail attachment to: secretariat@cbd.int, by **31 August 2025**.

For online registration, please note that the link to complete the online registration will be provided upon receipt of the nomination letter. Early registration is encouraged.

b) Indigenous peoples and local communities

In accordance with the criteria for the operations of the Voluntary Funding Mechanism to Facilitate the Participation of Indigenous and Local Communities in the Work of the Convention on Biological Diversity (VB Trust Fund) and subject to the availability of funds, representatives of indigenous peoples and local communities are invited to submit a request for financial assistance for consideration in relation to the meetings, at their earliest convenience but no later than **15 July 2025**. Only applications from accredited organizations to

the CBD from indigenous peoples and local communities will be given due consideration. New organizations from indigenous peoples and local communities seeking funding should, as a first step, submit their accreditation requests by 7 July 2025.

Further information on the voluntary funding mechanism process can be found at: <https://www.cbd.int/traditional/fund.shtml>. A list of beneficiaries from the indigenous peoples and local communities will be communicated via notification and selected participants will be contacted directly by the Secretariat regarding the necessary arrangements.

3.3 PRIORITY PASS

After validation of registration by the Secretariat, a Priority Pass will be issued by e-mail to all pre-registered participants. Please have a copy of the Priority Pass with you when arriving at the venue.

4. ACCESS TO THE MEETING VENUE AND CONFERENCE BADGES

- Upon arrival at the entrance of the Atlapa Convention Center, each delegate will be required to present their priority Pass and will then be directed to the registration counter.
- At the registration counter, please present the Priority Pass and passport/photo identification to obtain your conference badge which will be required for daily entry to the venue.

Registration hours

The registration counter operating hours are as follows:

- 18 October from 8:00 a.m. to 5:00 p.m.
- 19 October from 8:00 a.m. to 5:00 p.m.
- 20-24 October from 8:00 a.m. to 6:00 p.m.
- 25 October – Venue closed
- 26 October from 8:00 a.m. to 5:00 p.m.
- 27-30 October from 8:00 a.m. to 6:00 p.m.

5. MEETING ROOM ALLOCATIONS/RESERVATIONS

Information pertaining to room allocations for the plenary as well as for the regional and other groups will be clearly displayed on monitors within the meeting venue and on the schedule on the conference webpage: <https://www.cbd.int/conferences/panama-2025>.

Meeting rooms are available for Regional and other groups as follows:

- 19 October from 10:00 a.m. to 6:00 p.m.
- 20-24 October from 8:00 a.m. to 9:45 a.m.
- 25 October – Venue closed
- 26 October from 10:00 a.m. to 6:00 p.m.
- 27-30 October from 8:00 a.m. to 9:45 a.m.

For any other use outside these time slots, the access to the meeting rooms needs to be confirmed, on a daily basis. Requests, prior to the start of the meeting, can be submitted to Lisa Pedicelli (lisa.pedicelli@un.org).

6. DOCUMENTS AND STATEMENTS

6.1 DOCUMENTS

In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no hard copies of documents available for distribution.

Documents are available on main conference page <https://www.cbd.int/conferences/panama-2025> and the following web pages:



<https://www.cbd.int/meetings/SBSTTA-27>

<https://www.cbd.int/meetings/SB8J-01>

6.2 STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the meeting are strongly urged to upload their statement **at least 1 hour in advance of delivery**.

The statement should include the following information in its header and filename:

- 6.2.1 Party/organization name;
- 6.2.2 Identify session of intervention: Plenary
- 6.2.3 Date and time of intervention;
- 6.2.4 Agenda item number.

Statement uploading

For SBSTTA-27: Please go to the SBSTTA-27 home page: <https://www.cbd.int/conferences/panama-2025> or through the meetings at: <https://www.cbd.int/meetings/SBSTTA-27>

For SB8J-1: Please go to the SB8J-1 home page : <https://www.cbd.int/conferences/panama-2025> or through the meetings at: <https://www.cbd.int/meetings/SB8J-01>

Click on the “upload statements” tab.

You may upload your statement in several languages and if necessary, revised statements. Please upload each file separately.

When Parties are submitting a Regional Statement, please check the box ‘Regional Group’ statement, then select your region in the drop-down menu.



7. GENERAL INFORMATION ON ACCESS TO PANAMA

Panama City is serviced by the Tocumen International Airport (18 kms from the Panama City centre). Atlapa Convention Center is located in Panama City about 20 minutes from the airport.

Taxis are available at the airport; please negotiate the price beforehand. There are also private airport transfers, Uber, or a combination of bus and metro, with the most convenient option being a taxi or private transfer for a direct journey to the city center.

Please note that participants must make their own arrangements for transportation to and from the airport and to and from the venue.

8. VISA INFORMATION



The Government of Panama has created the document “Visa Application Guide for Panama for International Event Participants”, which provides detailed visa requirements for entry into the Republic of Panama for participants attending international events, which applies to SBSTTA-27 and SB8J-1 meetings.

The document gives information on **visa exemptions** and when electronic **visas** required, to facilitate an efficient, streamlined, and trouble-free process.

Please be informed that regardless of whether a Panamanian embassy or consulate is present in your country, registered delegates that require entry visa to Panama are asked to apply directly through the e-visa portal to avoid delays.

Accredited delegates traveling to Panama for the meetings must ensure that their passport is valid for at least six (6) months at the time of entry into the country.

Before initiating any visa procedures, all participants must first verify whether they require a visa to enter the Republic of Panama. Please visit the following official link to confirm your visa status: [Panama visa classification](#) (in Spanish only). A courtesy translation in English is provided [here](#).

The Government of Panama has waived the visa fee to enter Panama.

Electronic Visas

The Electronic Visa (EV) is a mechanism enabled by the National Migration Service that allows certain participants to manage their entry into Panama entirely through digital means. It is especially available for attendees of international events, including those organized by the United Nations system.

For delegates that require an entry visa to Panama, please refer to the “[Visa Application Guide for Panama for International Event Participants \(here\)](#)”, for information on how to initiate the visa process. **Please read the visa guide carefully.** The E-visa portal is listed in the above visa application guide and is available at the following link: <https://lara.migracion.gob.pa/Tramite/Account/Register>.

Prior to completing the online visa application, please ensure that you have all the required documents ready (each saved in **PDF format** and not exceeding **2 MB** in file size).

The required documents are:

- A full copy of a valid passport with at least six (6) months of validity
- Copy of your national ID or residence card from your country of residence
- Flight reservation with departure itinerary or electronic ticket
- Recent photograph
- Hotel reservation
- Invitation letter (Priority Pass and visa assistance letter issued by SCBD)
- Tourist Visa Application Form [[PDF: Annex 1. Tourist Visa Application Form](#)]

Note: When completing the online visa application, under **Nationality** – if having difficulty finding your nationality in Spanish, you can consult this [list](#) of three-letter code of countries in English.

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

For any queries on the visa process, there is a “Frequently Asked Questions” section in the visa guide, as well as contact information of the visa focal points from Panama.

To ensure sufficient time for review and processing of applications, it is recommended to apply for visa as early as possible, and no later than one month before the start of the meetings.

Visa exemptions (limited to countries that Panama has signed visa exemption agreements)

Delegates holding diplomatic, official, service, consular, or special passports from countries with which Panama has signed visa exemption agreements do not require a visa to enter Panamanian territory.

In addition, Panama grants visa exemptions to nationals of certain countries if they hold a **valid visa** or **residence permit** issued by one of the following jurisdictions:

- Australia
- Canada
- Any member state of the European Union
- Japan
- Republic of Korea
- Singapore
- United Kingdom of Great Britain and Northern Ireland
- United States of America

To qualify for this exemption, the visa or residence permit must:

- Be a multiple-entry visa;
- Have been used at least once to enter the country that issued it;
- Be valid for at least six (6) months at the time of entry into Panama.

Delegates benefiting from this exemption may enter Panama as tourists, without the need to obtain a Panamanian visa. However, they must meet the general entry conditions, including presenting a return or onward travel itinerary and proof of the purpose of their visit (e.g., the accreditation letter for the event).

9. HEALTH REQUIREMENTS

Please consult a medical professional regarding vaccination requirements for your travel. Please ensure that you have travel insurance for the duration of your stay.

A yellow fever vaccination is required for travellers from Brazil and travellers going to all mainland areas east of the Canal Zone including Darién Province, the indigenous provinces (comarcas indígenas) of Emberá and Kuna Yala (also spelled Guna Yala), and areas of the provinces of Colón and Panamá, east of the Canal Zone. The vaccination is **not recommended** for travel limited to the Canal Zone; areas west of the Canal Zone; Panama City (the capital); Balboa district (Pearl Islands) of Panamá Province; or the San Blas Islands of Kuna Yala Province.

It is recommended to bring insect repellent as there are cases of dengue and oropouche in the region.

For more information on vaccination requirements for Panama, please consult a medical professional prior to your travel. It is recommended to please secure international medical, accident and travel insurance for the period of participation.

10. HOTEL INFORMATION



All participants are requested to make their own hotel arrangements. A special rate has been negotiated for participants of the SBSTTA-27 and SB8J-1 meetings at the following hotels (single occupancy):

Sheraton Grand Panama: US \$115 per night
Aloft Panama: US \$100 per night

Kindly use the following link to book using the special group and individual rates provided for the SBSTTA-27 and SB8J-1 meetings: [Book your group rate for ONU-UNITED NATIONS](#)

Further information on hotels in Panama is available at the following web site:

<https://www.tourismpanama.com/>

11. SIDE-EVENTS

The Secretariat invites side-events for the SBSTTA-27 and SB8J-1 meetings which further enrich the discussions on items on the agenda of each meeting. Requests should be made using the **online** side-event submission system available on the Secretariat's web site at www.cbd.int/side-events. The deadline for the receipt of requests is **30 June 2025**. Requests received after the deadline will not be considered.

Only side-events which are of direct relevance to the issues that will be discussed at the SBSTTA-27 and SB8J-1 meetings will be considered. Preference and priority will be given to side-events convened by multiple partners hosting the side-events and requests may be limited or reduced depending on the slots available. Please note that on this occasion spaces for side-events will be limited.

Subject to the availability of rooms and provided that side-event requests were received before the deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for PowerPoint presentations, will be provided at no cost to the side-event organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events may be rescheduled depending on official sessions of the Meetings.

The list of side-events will be processed by the Secretariat will be made available on the side-events webpage at: www.cbd.int/side-events. All side-event organizers will be notified by e-mail of the list of approved side-events.

Catering

The Sheraton Grand Panama - Nuevos Hoteles de Panama, S.A. has been selected for catering services for the SBSTTA-27 and SB8J-1 meetings at the Atlapa Convention Center.

Catering for side-events, events, coffee breaks and receptions is available on the **order form found: [Here](#)**: Kindly complete the order form (one per event) and return it to:

Ms. Keylin Gonzalez at: keylin.gonzalez@nuevosoteles.com

For any special catering requests, please contact Ms. Gonzalez directly.

Participants wishing to use a credit card for payment of catering services, please complete the credit card form attached [Here](#).

12. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

The DSA will be disbursed to funded participants on the first day of the meeting in the form of a prepaid credit card (Swiss Bankers card). **These funded participants are kindly requested to bring their passports and boarding passes on the first day of the meeting.** These will be copied and returned to participants during the meeting. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA. Please note that the funds can take up to 24 hours to be loaded on the cards.

IMPORTANT: If you were provided with a Swiss Bankers card for a previous meeting, please inform the Secretariat and bring it with you to the meeting (if it is still valid) as it will be reused. The Swiss Bankers will re-load previously issued cards, therefore, it is important to ensure that you communicate the information regarding your previous card. Please make sure you remember the PIN, otherwise contact the bank to request that they reset the PIN.

Swiss Bankers Contacts:

Swiss Bankers Prepaid Services Ltd, Customer Service
(forgotten PIN numbers, card replacements or transaction claims)

Tel: +41-31 710 12 15

Email: info@swissbankers.ch

Opening hours:

Mon-Sun: 8.00-22.00 Swiss time. Closed on Swiss bank holidays.

13. OFFICIAL LANGUAGE

The official language in Panama is Spanish, English is spoken in hotels and restaurants.

14. WEATHER AND TIME ZONE INFORMATION

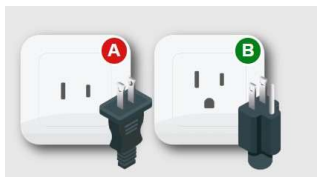


In October, temperatures in Panama City usually range between a maximum of +33°C in the daytime and a minimum of +20°C at night. Please bring an umbrella for rainy weather. Current weather conditions in the area can be found at: <https://worldweather.wmo.int/en/city.html?cityId=1221>.

The standard time zone is Eastern Standard Time (EST) which is equivalent to GMT/UTC -5 hours.

15. ELECTRICITY

The electrical currents in Panama are 110 Volts at a frequency of 60 Hertz (types A and B) as shown in the illustration below.



16. CURRENCY



The currency in Panama is Panamanian Balboa, however, they do not have their own paper currency and use the US dollar as legal tender. The current exchange rate as at 30 April 2025 is US \$1 = € 0.88 and €1 = US \$1.13 (source: www.xe.com, rates are subject to change without notice).

17. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, 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 to secure international medical, accident and travel insurance for the period of participation prior to departure.
