



2018 UN BIODIVERSITY CONFERENCE HIGH-LEVEL SEGMENT

14-15 November 2018, Sharm El-Sheikh, Egypt

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE

Sharm El Sheikh International Congress Center (SHICC)

Um Marikha Bay

Sharm El-Sheikh, South Sinai, Egypt

Phone: +20 (0) 69 3603000

Fax: +20 (0) 69 3603-225

E-mail: info@sgr-maritim-jolieville.com

Website: <https://www.maritim.com/en/meetings-and-events/egypt/international-congress-center/meetings-celebrations>

2. LOCATION OF VENUE

<https://www.google.co.jp/maps/place/Conference+Hall/@27.9431049,34.3620752,787m/data=!3m1!1e3!4m12!1m6!3m5!1s0x1453382ddc339305:0xaf5922fd046dc0ed!2sInternational+Congress+Center+-+Maritim+Jolie+Ville!8m2!3d27.9131167!4d34.321509!3m4!1s0x1453482597e30105:0xdaad9b22a4738f44!8m2!3d27.9447791!4d34.3629666?hl=en>

3. COMMUNICATION

Please note that all communication, including enquiries or clarification, regarding logistics listed in the current information note are to be addressed to the following e-mail address: hls-egypt@cbd.int, except when otherwise specified. *Please include the Country or Organization name in the subject line.*

4. PROVISIONAL AGENDA

Please refer to **Annex A**.

5. ORGANIZATION OF WORK

The High-Level Segment is planned for two full days. The discussions throughout the two days will be organized in two plenary sessions and four roundtable discussions (two parallel roundtables per day).

Each roundtable will commence with keynote presentations, followed by interventions from the participants. Interventions should not be longer than 3 minutes and will be invited by the Chair on a first-come, first-serve basis with priority given to Ministers, Vice-Ministers, and Deputy Ministers.

Ministers are requested to complete the form in **Annex B**, indicating which roundtable they wish to attend per day. Please submit this form to hls-egypt@cbd.int as soon as possible but no later than **31 October 2018**.

6. RSVP AND PRE-REGISTRATION

Confirmation of attendance of Ministers and their accompanying delegation need to be sent to the Host Government by email to the following addresses: cbd.cop14@outlook.com with copy to hls-egypt@cbd.int.

Pre-registration will consist of the following steps:

- Submission by Governments and/or organizations of the complete list of the delegation accompanying the Minister or Head of Delegation
- SCBD will pre-register the delegation and issue an electronic Priority Pass to each member of the delegation
- A printed copy of the Priority Pass will be required to access the Welcome desk at the airport and the dedicated transport, as well as to access the registration counter at the venue for issuance of badge.

Confirmation of attendance is appreciated as soon as possible but not later than **15 October 2018**.

Please note that pre-registration for the “Fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity” (COP 14), the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP/MOP 9) and third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access and Benefit-Sharing (COP/MOP 3), is separate from the High-Level Segment. Ministers and accompanying delegations that wish to also attend the COP 14 meetings are invited to follow the registration procedure outlined in the Information Note for Participants for COP 14, and which can be found at the following link: <https://www.cbd.int/doc/meetings/cop/cop-14/other/cop-14-info-note-en.pdf>.

7. ONSITE-REGISTRATION

A dedicated counter for the High-Level Segment is located inside the venue and will be operational for the collection/issuance of conference badges and delegations’ access pins.

The counter will be operational as follows:

12 November 2018: 8:00am to 6:00pm

13 -15 November 2018: 7:00am to 6:00pm

Issuance of conference badges and access pins will be subject to the presentation of the Priority Pass and a valid passport or photo identification. Every member of every delegation, with the exception of the Ministers, Vice-Ministers or Deputy Ministers, have to register *in person* at the registration counter, as photos will be taken for the conference badges.

Delegations are encouraged to submit in advance electronic passport style photos for each Minister, Vice-Minister or Deputy Minister, along with the complete name to hls-egypt@cbd.int. Their badges, delegations’ pins and conference kits can be



collected by an authorized member of the delegation at the registration counter during the operational days and hours mentioned above.

8. VISA PROCEDURES

Participants requiring an entry visa to Egypt are strongly advised to contact the nearest Egyptian diplomatic or consular mission as soon as possible in order to secure the required entry visa in a timely manner.

A list of embassies and consulates can be found at: <https://goo.gl/1dxFUw>.

The Government of Egypt has waived visa-related fees for all participants attending the UN Biodiversity Conference. (Please note that electronic visas are not subject to the waiver).

- Countries that do not require an entry visa (i.e. who are “visa-exempt”) are:
Bahrain / Guinea / Jordan / Kuwait / Oman / Saudi Arabia / United Arab Emirates
- Countries that can obtain the entry visa upon arrival at airport:
Australia / Canada / European Union / Georgia / Holy See / Iceland / Japan / Kazakhstan / Malaysia / Monaco / Moldova / Montenegro / New Zealand / Norway / Republic of Korea / Russian Federation / Serbia / Switzerland / The former Yugoslav Republic of Macedonia / Ukraine / United States of America
- Requirements for an entry visa for holders of ordinary passports:
 - Duly completed visa application form;
 - Passport with a validity of at least 6 months from the date of arrival to Egypt and blank page;
 - Two (2) recent colour passport photos, with formal view and all white background (photo must have been taken within the last three months);
 - Copy of round trip ticket;
 - Registration SCBD Priority Pass
 - Visa Support Letter issued by the SCBD
- Holders of Diplomatic/Official passport from several countries are visa exempt; however it is advised to check the country’s status with the nearest Egyptian Embassy or Consulate for updated information.
- Holders of a UNLP can obtain a visa upon arrival.

For visa assistance:

If you encounter difficulties to obtain your visa, please contact visa-cop14@cbd.int and include in the subject line: VISA ASSISTANCE-Nationality/Departure Date. The e-mail must include all supporting documentation (priority pass, visa support



letter, copy of passport ID page, flight ticket, visa application reference if available), as well as complete name and travel information.

Please note that all visas will be issued with limited validity and do not permit holders to engage in gainful activities while in the country.

9. ACCESS TO THE VENUE

Access to the High-Level Segment meeting rooms will be restricted to the Minister or Head of Delegation and two accompanying officials (1+2 seating format). The three access pins can be rotated amongst the delegation, and conference badges must always be visible and carried.

In the case where two or more Ministers are attending in the same delegation, each Minister will receive a set of three pins to access the events.

10. ARRIVAL PROCEDURES

For the convenience of delegates, a welcome desk with COP14 signage will be located before the customs clearance counter at both Cairo and Sharm El-Sheikh international airports and will service all international and domestic flights between 11 and 18 November 2018.

The Priority Pass issued by the SCBD will be required to access this service.

Cairo Airport

For delegates arriving at the Cairo International Airport, the welcome desk will assist delegations with their domestic flight connection to Sharm El-Sheikh.

For more information on the Cairo International Airport, please visit: <http://www.cairo-airport.com/>

Sharm El-Sheikh Airport

For delegates arriving directly to the Sharm El-Sheikh International Airport, the welcome desk will assist delegations with their transfers to designated hotels.

For more information on the Sharm El-Sheikh International Airport, please visit: <http://sharm-el-sheikh-airport.com/>

Delegations are requested to submit their Minister's flight and hotel information to hls-egypt@cbd.int in order to coordinate their official welcome at the airports and hotel transfers with the Egyptian Authority's Protocol office. This information will remain confidential.

For other participants, the Government of Egypt will offer complimentary shuttle bus transportation from/to the Sharm El-Sheikh International Airport to designated hotels per the COP schedules.



11. ACCOMMODATION

Funded Ministers or Heads of Delegation will have their accommodation arrangements organized by the Government of Egypt. Please contact cbd.cop14@outlook.com for any further enquiries on accommodations.

Non-funded Ministers and Dignitaries are encouraged to reserve their accommodation in one of the recommended hotels listed in **Annex C** as early as possible.

For other participants, additional designated hotel options are listed in the COP14 website: <https://www.cop14-egypt.com/participants/accommodation/>

12. LOCAL TRANSPORTATION

For Ministers and Dignitaries, dedicated transfers will be offered only from hotels listed in **Annex C**.

For other participants, the Government of Egypt will offer complimentary shuttle bus transportation to/from designated hotels to the venue of the High-Level Segment daily. The schedules will accommodate all official meetings and receptions.

Vehicle access to the High-Level Segment venue

Participants are advised that vehicle access to the Sharm El-Sheikh International Congress Center (SHICC) will be restricted between 11 and 29 November 2018.

Governments and organizations planning to use private vehicles for their delegations are required to obtain a special permit for onsite parking. Only one vehicle permit will be issued per Government or organization, in addition to the Minister's vehicle.

In order to obtain this permit, delegations are requested to complete the Vehicle Access Clearance form found in **Annex D** and submit it to hls-egypt@cbd.int as soon as possible, but not later than **31 October 2018**.

13. SECURITY

Security at the venue will be provided by the United Nations Department of Safety and Security (UNDSS) staff in collaboration with the Government of Egypt's local security services.

Access to the venue will require X-ray checks of bags and belongings, and participants will be required to pass through metal detectors. Your understanding and cooperation will be highly appreciated.

The United Nations secured area remains a weapon-free area except for UN security officers; any other weapons need prior approval by UNDSS. Please send your requests in advance to UNDSS Event Security Coordinator, Mr. Prince Bruce at: prince.bruce@unon.org by **31 October 2018**.

14. REQUESTS FOR BILATERAL MEETING ROOMS

Bilateral meeting space can be reserved upon request *only* for Ministers and Heads of UN agencies. To submit a request for a bilateral meeting room, please complete the form in **Annex E** and submit it to hls-egypt@cbd.int. Rooms will be allocated on a first-come, first-serve basis and are located in the adjacent Maritim Royal Peninsula Hotel.

15. REQUESTS FOR PRESS CONFERENCES

Ministers or Heads of Delegation wishing to convene a press conference during the High-Level Segment, are requested to complete the form in **Annex F** and submit to Mr. Johan Hedlund by e-mail at: johan.hedlund@cbd.int.

16. LANGUAGE

Simultaneous interpretation in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be available throughout the meeting.

17. OTHER INFORMATION

- Dress code is formal
- Background documents and the final agenda will be made available on the High-Level Segment website at a date closer to the event.
- The COP 14 official opening is on 17 November at 10:00a.m.

18. INQUIRIES

For further information and clarifications, please contact hls-egypt@cbd.int.

ANNEX A

UN Biodiversity Conference, Sharm El-Sheikh, Egypt, 2018 High-Level Segment “Investing in Biodiversity for People and Planet”

PROVISIONAL AGENDA

| DAY ONE: 14 November 2018 | |
|--------------------------------------|--|
| Morning session (10:00-13:00) | <p><u>Opening Plenary</u></p> <ul style="list-style-type: none"> • Welcome remarks (45 mins) • Keynote Speech (15 mins) • Moderated Panel: “The importance of investing in biodiversity for people and planet” (75 mins) • Regional Statements: (45mins) |
| Lunch session (13:15-15:00) | <p><u>Special High-Level Lunch Event</u> <i>“Biodiversity- Solution to Climate Change and Land Degradation” (BY INVITATION ONLY)</i> <i>This special lunch would highlight the important role of biodiversity as a solution to climate change and land degradation.</i></p> |
| Afternoon session (15:00-18:00) | <p><u>Parallel Roundtable Discussions</u> Each roundtable will be co-chaired by the Egyptian sector minister and a guest Minister of Environment. Each roundtable will be opened by two or three presentations, followed by an open discussion. Voluntary commitments can be announced during the roundtables.</p> <p>A: Roundtable on Infrastructure B: Roundtable on Manufacturing and Processing</p> |
| DAY TWO: 15 November 2018 | |
| Morning session (10:00 - 13:00) | <p><u>Parallel Roundtable Discussions</u> Each roundtable will be co-chaired by the Egyptian sector minister and a guest Minister of Environment. Each roundtable will be opened by two or three presentations, followed by an open discussion. Voluntary commitments can be announced during the roundtables.</p> <p>A: Roundtable on Energy and Mining B: Roundtable on Health</p> |
| Lunch session (13:15 - 15:00) | <p><u>Special Ministerial Lunch Event</u> Hosted by Government of Egypt Theme: Financial Opportunities and Risks: Why biodiversity matters (BY INVITATION ONLY) <i>This event will include experts from the finance, business, and development bank sectors who can discuss why it is important to value biodiversity in terms of both opportunities and risks</i></p> |
| Afternoon session (15:00 - 18:00) | <p><u>Closing Plenary</u></p> <ul style="list-style-type: none"> • Report back from roundtables (45 mins) • “The Post-2020 Global Biodiversity Framework and Vision to 2050” (90 mins) <ul style="list-style-type: none"> ➢ Moderated panel discussion ➢ Launching the International Alliance on Nature and Culture • Adoption of the Sharm El Sheikh Declaration (20min) • Closing remarks (25mins) |



ANNEX B
UN Biodiversity Conference, Sharm El-Sheikh, Egypt, 2018
High-Level Segment “Investing in Biodiversity for People and Planet”

ROUNDTABLE PARTICIPATION FORM

This form should be completed by each Minister or Head of Delegation attending the High-Level Segment (this includes invited ministers from other sectors).

Country/Organization: _____

Name of Head of Delegation: _____

Please mark with an “X” the roundtable preference (one per day):

Attendance:
Please check one session per day

14 November 2018

Infrastructure

☐

or

Manufacturing and Processing

☐

15 November 2018

Energy and Mining

☐

or

Health

☐

Interventions

Each roundtable will commence with keynote presentations, followed by interventions from the participants on a first come, first serve basis. Priority for interventions will be given to Ministers, Vice-Ministers, and Deputy Ministers.

Please complete and submit this form to hls-egypt@cbd.int as soon possible, but no later than **31 October 2018**.

ANNEX C
UN Biodiversity Conference, Sharm El-Sheikh, Egypt, 2018
High-Level Segment “Investing in Biodiversity for People and Planet”

HOTEL INFORMATION

The following hotels are strongly recommended for Ministers and Dignitaries:

| Hotel | Type of Suite | Rate | Type of Room | Rate |
|------------------------------|-----------------|-----------------------------|---|-----------------------------|
| Hyatt Regency | Regency Suite | US\$ 300,- Single occupancy | Run of the house either Sea View or Sea Front | US\$ 140,- Single Occupancy |
| | | US\$ 310,- Double occupancy | | US\$ 150,- Double Occupancy |
| Grand Rotana | Club Suite | US\$ 400 | Run of the house | US\$ 125,- Single Occupancy |
| | Premium Suite | US\$ 500 | | US\$ 140,- Double Occupancy |
| | Grand Suite | US\$ 800 | | |
| Steigenberger Alcazar | Junior Suite | US\$ 430,- Single Occupancy | Run of the house | US\$ 145,- Single Occupancy |
| | | US\$ 465,- Double Occupancy | | |
| | Executive Suite | US\$ 550,- Single Occupancy | | US\$ 170,- Double Occupancy |

All the above mentioned rates are per suite/room, single or double occupancy, per night, on bed & breakfast basis, inclusive of all taxes & service charges.

For reservations please e-mail: accommodation@cop14-egypt.com. You are advised to include the following information: Country / Organization name, contact information (name, e-mail address and telephone number), check-in and check-out dates. The reservation centre can also be reached by telephone at +201221211111.



ANNEX D
UN Biodiversity Conference, Sharm El-Sheikh, Egypt, 2018
High-Level Segment “Investing in Biodiversity for People and Planet”

VEHICLE PERMIT FORM

Please submit your request as soon as possible but no later than **31 October 2018**.

Country/Organization name: _____

Name of contact person: _____

Phone number: _____

E-mail: _____

| License plate | Car Type * | Driver's Name | Driver Social Insurance Number | Rental Company | Permit needed dates (from / to) |
|---------------|------------|---------------|--------------------------------|----------------|---------------------------------|
| | | | | | |
| | | | | | |

* Please specify the vehicle type such as a sedan, van, bus.



ANNEX E
UN Biodiversity Conference, Sharm El-Sheikh, Egypt, 2018
High-Level Segment “Investing in Biodiversity for People and Planet”

BILATEAL ROOM REQUEST

| Request | Date | Time | Duration | Number of participants |
|---------|------|------|----------|------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |



ANNEX F

UN Biodiversity Conference, Sharm El-Sheikh, Egypt, 2018 High-Level Segment “Investing in Biodiversity for People and Planet”

PRESS CONFERENCE REQUEST

Instructions for Press Conference Requests

The Secretariat of the Convention on Biological Diversity is pleased to invite Parties, organizations, and representatives of indigenous peoples and local communities to organise press conferences at the margins of the meetings of the Convention on Biological Diversity and its Protocols.

All press conference requests should be made using the form available below.

Please scan and submit your completed form to Mr. Johan Hedlund by email to johan.hedlund@cbd.int or by fax at + 1-514-288-6588.

To best prepare your press conference and to ensure the smooth and efficient conduct of the media events during the conference, we recommend that all press conference organisers carefully read the FAQs available below.

For press releases and other information, please contact:

Mr. David Ainsworth
Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec, H2Y 1N9, Canada
Tel: + 1-514-287 7025
Fax: + 1-514-288-6588
E-mail: david.ainsworth@cbd.int



Please send the completed, scanned form by email to johan.hedlund@cbd.int or by fax at + 1-514-288-6588.