



Convention on Biological Diversity

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ENGLISH ONLY

AD HOC OPEN-ENDED WORKING GROUP ON BENEFIT-SHARING
FROM THE USE OF DIGITAL SEQUENCE INFORMATION
ON GENETIC RESOURCES
Second meeting, 12-16 August 2024

INFORMATION NOTE FOR PARTICIPANTS

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1. OFFICIAL OPENING

The Second meeting of the Ad Hoc Open-ended Working Group on Benefit-sharing from the Use of Digital Sequence Information on Genetic Resources (WGDSI-2) will be held from 12 to 16 August 2024 at the ICAO Conference Centre in Montreal. The official opening of the meeting will take place at 10:00 a.m. on Monday, 12 August 2024. The official reception will take place on the evening of 12 August at 6:30 p.m.

For more information on the programme of work for the meeting, please refer to the provisional annotated agenda which will soon be available on the Secretariat's web site at the following link: <https://www.cbd.int/meetings/WGDSI-02>.

2. VENUE

The meetings will be held at:

The International Civil Aviation Organization (ICAO)

999 Robert Bourassa Boulevard* (between Viger and St-Antoine Streets)

Montreal, Quebec

H3C 5H7, Canada

Tel: +1-514-954-8219

Metro, line 2: Orange line – station: Square-Victoria-OACI

Please note that some meetings will take place at the EVO building right beside the ICAO building, information is as follows:

EVO Building

Regence meeting room

777 Robert-Bourassa Boulevard

Montréal, Quebec

H3C 3Z7

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

The designation 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 Acting Executive Secretary at the address below, as soon as possible, preferably by **31 July 2024** and must indicate the names, titles and contacts of delegates attending the WGDSI-2 meeting. Without an official nomination letter to attend the WGDSI-2 meeting, registration will not be possible.

Mr. David Cooper

Acting Executive Secretary

Secretariat of the Convention on Biological Diversity

413 St. Jacques Street West, Suite 800

Montreal, Quebec

H2Y 1N9, Canada

Fax: + 1-514-288-6588

E-mail: secretariat@cbd.int

Pre-registration will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants for each the meeting should inform the registration desk upon their arrival at the venue.

3.2 OBSERVERS

3.2.1 STATES NOT PARTY TO THE CONVENTION

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter(s) of nomination must be received by **31 July** to ensure registration in a timely manner, and must indicate the names, titles and contact details of the delegates to the WGDSI-2 meeting.

The letter should be addressed to the Acting Executive Secretary at the address indicated in item 3.1, above.

3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency, that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received by **31 July** to ensure registration in a timely manner, and must indicate the names, titles, and contact details of the delegates to the WGDSI-2 meeting.

The letter should be sent to the attention of the Acting Executive Secretary at the address indicated in item 3.1, above.

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.

3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE

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.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination for each or both meetings. The official letter of nomination must be received by **31 July** to ensure registration in a timely manner.

The letter, to be sent to the attention of the Acting Executive Secretary at the address indicated in item 3.1 above, must take the form of an official letter from the Chief Executive or Head of the organization, and must indicate the names, titles and contact details of the delegates to the meetings.

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.

4. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration lower atrium of the ICAO conference centre, beginning on **Sunday, 11 August from 8:00 a.m. to 5:00 p.m.**

Badges will be issued at the registration counter upon presentation of a Priority Pass, a valid passport or an identification card with a photograph, along with a copy of the nomination letter(s) referred to under heading 3 above.

- **11-12 August from 8:00 a.m. to 5:00 p.m.**
- **13-14 August from 8:00 a.m. to 3:00 p.m.**
- **15-16 August from 8:00 a.m. to 1:00 p.m.**

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

5. MEETING ROOM ALLOCATIONS/RESERVATIONS

Meeting rooms are available for groups starting on 11 August from 10:00 a.m. to 6:00 p.m. and continuing from 12-16 August 2024 **from 8:00 a.m. to 9:45 a.m.** For any other use outside these timings, reservation requests for meeting rooms can be submitted to Ms. Lisa Pedicelli (lisa.pedicelli@un.org).

6. 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 the following web page:

WGDSI-2: <https://www.cbd.int/meetings/WGDSI-02>

7. VISA AND HEALTH REQUIREMENTS

7.1 VISA REQUIREMENTS AND PROCEDURES



All accredited Participants will receive an e-mail from the Secretariat containing a Priority Pass, a visa assistance letter, and a visa application guide.

Participants are requested to verify whether their nationality/passport requires the obtention of a visa or an electronic travel authorization through the official web site of Immigration, Refugees and Citizenship Canada at the following link: <https://ircc.canada.ca/english/visit/visas.asp>

Participants requiring a Visa

Participants requiring a Temporary Resident Visa (TRV) to enter Canada are urged to apply as soon as possible for their visa, allowing at least eight weeks prior to arrival date, and follow the step-by-step visa application instructions provided in the visa application user guide which is available at: <https://www.cbd.int/conferences/WGDSI-2/canada-visa-user-guide>.

Visa application reference number

To accelerate the visa process, each participant is requested to provide the Secretariat the visa application reference number through the dedicated link contained in the Priority Pass e-mail.

Participants requiring an Electronic Travel Authorization (eTA)

Participants from countries not requiring a visa must obtain an Electronic Travel Authorization (eTA) to fly to or transit through Canada prior to boarding. Exceptions include U.S. citizens and travelers with a valid Canadian visa. Canadian citizens, including dual citizens, and Canadian permanent residents cannot apply for an eTA.

Applying for the eTA is an online process which takes only a few minutes to complete. The eTA is valid for 5 years or upon expiry of your passport and the fee is CAN \$7.00.

The eTA link is as follows: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>

7.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

8. HOTEL INFORMATION

Participants are kindly reminded that they **must make their own hotel reservations and should do so as soon as possible.**

The listing of hotels with preferential rates located in the vicinity of the CBD Secretariat and ICAO or close to a Metro (subway) station can be found at the following link: <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>. Please note that rates are subject to blackout dates where the preferential rates cannot be applied.

Further information on hotels in Montreal is available on the web site of Tourisme Montreal at the following link:

<https://www.mtl.org/en/Accommodations>



9. GENERAL INFORMATION ON ACCESS TO MONTREAL



Montreal is serviced by Montreal-Trudeau International Airport (19 km from downtown). Taxis and a bus (No. 747) are available at the airport. The information on rates is as follows:

Bus:	One way trip
Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day)	CAD \$11 (Fares can be purchased from one of the automated dispensers at the international arrivals level. The \$11 fare can also be paid in cash with exact change in coins only on board the bus and is valid for bus and metro for 24 hours. More information: https://www.stm.info/en/info/networks/bus/shuttle/747-yul-montreal-trudeau-airport-downtown-shuttle Customers can use the Chrono or Transit mobile apps and a credit card to purchase one or more digital fares to and from Montréal-Trudeau airport. Customers must then activate the fare and show it to the driver for visual validation when boarding the 747 within 120 minutes of activating the fare.
Taxis: Montreal-Trudeau to Downtown	Fixed rates: CAD \$48.40 for arrivals from 5AM to 11PM and CAD \$55.65 for arrivals from 11PM to 5AM More information: https://www.admtl.com/en/access/taxis-limousines

10. PROMOTIONAL MATERIAL

Participants are invited to share information on the Virtual Display Table for all publications, information materials and events related to the issues being addressed by WGDSI-2 meeting.

The announcements placed on the virtual display table will convey brief information on the publications, information materials or events, and will bring the reader to the organization's own website from where the materials can be found, or the event accessed. The registration form will be available on the "Share your content tab" on the meeting webpage at: <https://www.cbd.int/conferences/wgdsi-2>.

11. SIDE-EVENTS

The Secretariat invites side-events for WGDSI-2 which further enrich the discussions on the agenda item of this meeting. Requests should be made using the **online** side-event submission system available on the Secretariat's web site at: <http://www.cbd.int/side-events>. The deadline for the receipt of requests is **28 June 2024**. Requests received after the deadline will not be considered.

Only side-events related to the agenda item: "Further development of the multilateral mechanism for benefit-sharing from the use of digital sequence information on genetic resources, including a global fund" will be considered as listed on the meeting agenda at the following link: <https://www.cbd.int/meetings/WGDSI-02>.

Subject to the availability of rooms and provided that side-event requests are received before the set deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for 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 meeting. Should such a situation occur, it is the responsibility of side-event organizers to advise the caterer accordingly.

The list of side-event requests, once processed by the Secretariat, will be made available on the side-events website: <http://www.cbd.int/side-events>.

Catering services for side-events and other events at ICAO are provided by:

Plaza Management Group (PMG)
 Mr. Peter Mourcous
 Regional Director of Business Development and Customer Relations
 Mobile: (514) 754-5344
 Office: (514) 877-5525
 E-mail: peter@plazapmg.com

12. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be disbursed on the first day of the meeting in the form of a prepaid credit card (Swiss Bankers card). **Members 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) so that it may be reused. 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.

The DSA will be disbursed to sponsored participants starting on the first day of the meeting in the form of a prepaid credit card. For identification purposes, participants are kindly requested to bring their passports and boarding passes. These will be copied and returned to participants. 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. The DSA office schedule will be posted onsite.

13. OFFICIAL LANGUAGES

There are two official languages in Canada: English and French. French is the official language of Quebec; English is widely spoken in Montreal.

14. WEATHER AND TIME ZONE INFORMATION



In August average temperatures in Montreal usually range between a maximum of +26°C in the daytime and a minimum of +17°C at night. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=634>; <http://www.theweathernetwork.com/weather/canada/quebec/montreal>.

The standard time zone in Montreal is EDT (Eastern Daylight Time) which is GMT/UTC -4 hours.

15. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz as shown in the pictures below.



16. CURRENCY

The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 26 May 2024 is US \$1 = CDN \$1.36 and € 1 = CDN \$1.48.

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 insurance for the period of participation prior to departure.
