

**Convention on  
Biological Diversity**






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ENGLISH ONLY

ADVISORY COMMITTEE ON RESOURCE MOBILIZATION  
Kinshasa, Democratic Republic of the Congo, 25-29 September 2023

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## 1. Opening and Registration

The Meeting of the Advisory Committee on Resource Mobilization will be held in Kinshasa, Democratic Republic of the Congo from Monday, 25 September to Friday, 29 September 2023. The meeting will start at 9:00 a.m. on Monday, 25 September 2023, and registration of CBD participants will take place at the venue at between 8:30 a.m. and 9:00 a.m.

## 2. Venue

The meeting will be held at:

### **Memling Hotel – Kinshasa DRC**

5D, 5B Av. Rep Du Tchad

Kinshasa, Congo - Kinshasa

Tel: [+243 817 001 111](tel:+243817001111)

Website: <https://www.memling.net/>

The meeting will be followed by a Field Trip to the Lola ya Bonobo Sanctuary near Kinshasa (<https://www.bonobos.org>) on Friday, 29 September 2023. Please bring appropriate casual clothing and shoes/sneakers for the field trip.

## 3. Working language

The meeting will be held in English and French with interpretation provided by the host.

## 4. Meeting Documents



Documents will be made available at:

<https://www.cbd.int/meetings/RM-AC-2023-01>.

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 documents, or to use paperless versions, as there will be no extra copies made available on site during the meeting. WIFI access will be provided.

## 5. General information on access to Kinshasa

Kinshasa is serviced by the N'djili International Airport as Kinshasa International Airport (IATA: FIH, ICAO: FZAA). The airport is located about 27 km from downtown Kinshasa and transfer takes about 1 hour.

The government of the Democratic Republic of the Congo has graciously offered shuttle bus transportation for the participants of the meeting from the Kinshasa airport to the Memling hotel as well as the return from the hotel to the airport. If you wish to avail yourself of this service, kindly provide your itinerary to the Secretariat by e-mail to [gordana.dosen@un.org](mailto:gordana.dosen@un.org) **by 4 September 2023**, so that we may provide the information to organizers in time. Members of the Advisory Committee whose participation will be funded by the Secretariat are not required to send their itineraries to the Secretariat, since we have those itineraries through our SCBD Travel Assistant, due to these air-tickets being issued by the United Nations office. However, the funded participants are also kindly asked to send the message

to the above-mentioned e-mail address in case they would like to have the shuttle bus service from the Kinshasa airport to the Memling hotel and the return from the hotel to the airport.

Taxis are available at the airport, outside the terminals and the approximate cost is USD \$20--\$50 depending on arrival time and destination. It is recommended to use an authorized taxi to avoid any difficulties, use official taxis that are easily recognizable by their blue and yellow colour. It is recommended to negotiate the fare with the driver and ask which is the method of payment (if cash or credit card are accepted). There is an access fee of US \$5-\$10 to enter airport area upon departure.

## 6. Visa information



**The Government of the Democratic Republic of the Congo has simplified visa procedures for all members of the Advisory Committee on Resource Mobilization attending the meeting in Kinshasa who require entry visa to the Democratic Republic of Congo, as follows:**

All delegates will be provided a formal visa-letter from the government of the Democratic Republic of the Congo stating that they would receive a visa upon arrival (see below). Participants would present this visa letter to the airline company prior to boarding.

- Upon arrival, each participant will be directed to the visa counter to collect the actual visa on the passport.
- All United Nations and diplomatic passport holders will be granted visa upon arrival for free, holders of regular national passports will have to pay a fee of US \$90.00 payable on arrival. Please note that funded participants will be able to claim reimbursement; details will be communicated in due course.

**Formal visa letter: To arrange to receive your visa-letter, please send to Ms. Joyce Bwalya Mulenga of the Secretariat at: [bwalya.mulenga@un.org](mailto:bwalya.mulenga@un.org) the following information:**

- **Completed registration form – attached as annex I** (same as sent directly to participants)
- **Scanned copy of your national or your service/diplomatic passport (PDF)**
- **Color passport-size photo (PDF)**

A listing of the Democratic Republic of the Congo Diplomatic/Consular missions abroad can be found at the following link: <https://www.embassypages.com/congodemocratic>

## 7. Health information

A yellow fever vaccination certificate is required for travel to the Democratic Republic of the Congo.

All travellers should be up to date with your COVID-19 vaccinations, however, proof is not required for travel to the Democratic Republic of the Congo. The WHO continues to recommend the use of masks by the public in specific situations, masks are recommended following a recent exposure to COVID-19, when someone has or suspects they have COVID-19, when someone is at high-risk of

severe COVID-19, and for anyone in a crowded, enclosed, or poorly ventilated space. Participants are requested to bring their own masks.

## 8. Hotel information

It is strongly recommended that participants book at the venue of the meeting:

### **Memling Hotel – Kinshasa DRC**

5D, 5B Av. Rep Du Tchad

Kinshasa, Congo - Kinshasa

Tel: [+243 817 001 111](tel:+243817001111)

Website: <https://www.memling.net/>

**Participants are requested to book at Memling Hotel as soon as possible by sending an e-mail to: [info@memling.net](mailto:info@memling.net).** Please ensure that you mention that you are attending a UN meeting in the subject line and text and that you are entitled to the US \$140 per night room rate.

## 9. Payment of the Daily Subsistence Allowance (DSA)

The relevant portion of 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 photocopied 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](mailto:info@swissbankers.ch)

Opening hours:

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

## 10. Official languages

The official language in Democratic Republic of the Congo is French. English is spoken in some hotels and restaurants.

## 11. Weather and time zone information



In September, the average temperatures in Kinshasa typically range between +30°C in the daytime and +20°C at night. Please bring appropriate clothing for summer weather conditions. The

current weather conditions may be found at <https://www.timeanddate.com/weather/congo-demrep/kinshasa>.

The standard time zone for Kinshasa is WAT (West Africa Time) which is GMT/UTC +1 hour.

## 12. Electricity

The electrical currents are 220 Volts, 50 Hertz and plugs are as shown below.



## 13. Currency



The currency in Canada is the Congolese Franc (CDF and FC). The current exchange rate as of 15 August 2023 is USD \$1 = CDF 2,448.39 and €1 = CDF 2,670.12 (source: [www.xe.com](http://www.xe.com), rates are subject to change).

## 14. 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.

## Annex I



**MINISTÈRE  
DE L'ENVIRONNEMENT  
ET DÉVELOPPEMENT  
DURABLE**



### FORMULAIRE D'ENREGISTREMENT

#### REUNION DU COMITE CONSULTATIF SUR LA MOBILISATION DES RESSOURCES

#### MEETING OF ADVISORY COMMITTEE ON RESOURCE MOBILIZATION

Kinshasa, 25-29 septembre 2023

\* Formulaire de demande de visa à remplir : \* Participation Form for visa to be filled in :

Titre / Title : Mr.  Mme/Mrs  Mlle.  Ms.  Dr.  Prof.  Autre/Other :.....

Chef de delegation / Head of delegation : Oui / Yes  Non / No

Nom / Surname:	
Prénom /First name :	
Organisme /Organization:	
Fonction / Occupation:	
Genre / Gender:	
Adresse / Address:	
Code postal / Postal code:	
Ville / City:	
Pays de résidence / Country of residence:	

Email / E-mail:	
Téléphone / Phone number :	
Mobile / Mobile phone:	
WhatsApp phone:	
Nationalité /Nationality:	
N° Passeport / Passport number :	
Date d'émission / Delivery date :	
Date d'expiration / Expiry date:	
Date de naissance / Date of birth :	
Lieu de naissance / Place of birth :	
Nom du père / Father's name :	
Nom de la mère / Mother's name :	
Ville de départ / Departure city :	
Date d'arrivée / Expected arrival date:	
Date de départ/ Expected departure date :	
Régime alimentaire spécifique / Specific diet:	
Langue parlée / Language spoken :	

**Documents à joindre au formulaire (PDF) / Documents to be attached to the form (PDF) :**  
**page d'identité du passeport, 1 photo passeport / passport ID page, 1 ID photo.**

