



Convention on Biological Diversity

Distr.
GENERAL






30 April 2014

ENGLISH ONLY

SUBREGIONAL CAPACITY-BUILDING WORKSHOP ON
THE NAGOYA PROTOCOL ON ACCESS AND BENEFIT-SHARING
FOR WEST ASIA AND NORTH AFRICA
Dubai, United Arab Emirates, 1-5 June 2014

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Subregional Capacity-building Workshop on the Nagoya Protocol on Access and Benefit-Sharing Workshop for West Asia and North Africa will be held in Dubai, United Arab Emirates from Sunday, 1 June to Thursday, 5 June 2014.

The workshop will start at 9:00 a.m. on Sunday, 1 June 2014 and registration will take place at the venue of the workshop at 8:00 a.m. the same day.

2. Venue

The workshop will be held at:

The City Seasons Hotel

Al Maktoum Road, Port Saeed

Deira Dubai, United Arab Emirates

P.O. Box 182002

Dubai, United Arab Emirates

Tel.: +971 4 2942777

Fax: +971 4 2942714

E-mail: reserve@cityseasonshotel.com

Web site: www.cityseasonsgroup.com

3. Working language

The workshop will be held in English with Arabic interpretation.

4. Documents



The workshop pre-session documents will be available on the Secretariat's website at:

<http://www.cbd.int/doc/?meeting=ABSWS-2014-05>.

In order to minimize the environmental footprint of the workshop and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the pre-session documents as there will be no extra copies made available on site during the workshop.

5. General information on access to Dubai



Dubai is serviced by Dubai International Airport (10 km from the city centre). Metered taxis are available at the arrivals and cost about AED 40 depending on size of vehicle and takes about 10-15 minutes.

Transfer (Airport to Hotel and Hotel to Airport) will be coordinated by the City Seasons Hotel for all workshop participants staying at their hotel. Flights details of the **participants sponsored by the Secretariat** will be provided to the hotel by the Secretariat. **Non-sponsored participants** staying at the City Seasons Hotel and wishing to use this service should provide their flight details directly to the Hotel at the time of reservation.

6. Visa information



Information on visas is listed in **annex A** below. Participants requiring an entry visa for the United Arab Emirates and are strongly advised to contact the nearest Emirati diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

General information on visa procedures is available on the web site of the United Arab Emirates Ministry of Foreign Affairs at: http://www.mofa.gov.ae/mofa_english/portal/79e01fed-3501-4ebb-accd-9e27950433a7.aspx. Also, a listing of relevant Emirati diplomatic/consular missions abroad can be found at the following link: http://www.mofa.gov.ae/mofa_english/portal/2c7ff8a6-c6fa-4418-95a8-db64287fab26.aspx. Kindly consult directly with the Embassy/Consulate in your country/region for the most up-to-date information on visa requirements.

Visa application form:

http://www.mofa.gov.ae/mofa_english/portal/5e13ef1b-1bc2-486a-a606-33b291e29bcc.aspx

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

7. Hotel information

A block booking has been made at the City Seasons Hotel (workshop venue) on behalf of all sponsored participants according to your flight arrangements. Any additional hotel services such as international calls, room service, bar, laundry, local transportation, additional meals etc. must be paid upon check out.

Non-sponsored participants may avail themselves of the block booking by contacting the City Seasons hotel directly. A special rate for a single room including breakfast is offered for non-sponsored participants at rate of AED 650 (approximately US \$180). The meeting package including coffee breaks and lunches for the duration of the meeting can also be provided at an additional cost. The hotel details are listed below.

The City Seasons Hotel

Al Maktoum Road, Port Saeed
Deira Dubai, United Arab Emirates

P.O. Box 182002

Dubai, United Arab Emirates

Tel.: +971 4 2942777

Fax: +971 4 2942714

E-mail: reserve@cityseasonshotel.com

Web site: www.cityseasonsgroup.com

Additional information regarding hotels in Dubai and other general information are available on the city of Dubai web site:

<http://www.definitelydubai.com/>



8. Payment of the daily subsistence allowances (DSA)

The relevant DSA will be paid to the sponsored participants on the first day of the workshop. Sponsored participants are asked to present their passports which will be photocopied and returned to them.

9. Official language

The official language in the United Arab Emirates is Arabic. English is spoken in hotels and restaurants.

10. Weather and time zone information



In June, temperatures in Dubai usually range between a maximum of 39°C in the daytime and a minimum of 26°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/117/c01190.htm>.

The standard time zone is GMT/UTC +4 hours.

11. Electricity

The electrical currents are 240 volts, 50 Hertz. The plugs used are as shown in the illustration below.



12. Currency



The currency in the United Arab Emirates is the Emirati Dirham (AED or UAE dirham). The current exchange rate as at 30 April 2014 is US \$1 = AED 3.67 and € 1 = AED 5.09.

13. 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 insurances for the period of participation prior to departure.

Annex A – Visa Information

General information on visa procedures from the web site of the Ministry of Foreign Affairs of the United Arab Emirates

Documents required for Visa:

1. Visa Application form duly completed.
2. Passport copies (applicant and companions).
3. A letter to specify sponsor, whether from the country's Ministry of Foreign Affairs or its diplomatic mission.
4. Specifying the type of required permission (tourist, business, etc.).
5. Permission classification (short term, long term, multiple entries, complementary).
6. Please ensure that the passport is valid (for at least 6 months)
7. A clear passport photo.

National citizens from other Gulf Cooperation Council (GCC) countries do not require a visa to visit the United Arab Emirates. Produce your GCC country passport or ID card upon arrival at the point of entry into the United Arab Emirates. GCC countries are as follows: Bahrain, Oman, Kuwait, Qatar, and Saudi Arabia.

Participants from countries listed below (holders of national passports) are exempted from visas in the United Arab Emirates.

Andorra	Germany	Liechtenstein	San Marino
Australia	Greece	Luxembourg	Singapore
Austria	Holy See	Monaco	Spain
Belgium	Iceland	Netherlands	Sweden
Brunei Darussalam	Ireland	New Zealand	Switzerland
Denmark	Italy	Norway	United Kingdom of Great Britain and Northern Ireland
Finland	Japan	Portugal	United States of America
France			

It should be noted that these lists may vary slightly from time to time and it is therefore best to check with your local UAE embassy or the airline that you are using to fly to the United Arab Emirates.

If you do NOT fall into one of the above categories, you will require a visa and a sponsor for your visit. The sponsor normally applies for the visa on your behalf.
