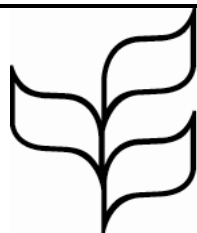




**CBD**



## Convention on Biological Diversity

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### INFORMAL ADVISORY COMMITTEE ON THE BIOSAFETY CLEARING-HOUSE (BCH-IAC)

Tenth meeting

Ispra, Italy, 11 – 12 April 2016

### INFORMATION NOTE FOR PARTICIPANTS



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## 1. Opening and registration

The Tenth meeting of the Informal Advisory Committee on the Biosafety Clearing-House (BCH-IAC) will be held in Ispra, Italy from Monday, 11 April to Tuesday, 12 April 2016. The meeting will start at 9:30 a.m. on Monday, 11 April 2016, and registration will take place at the venue of the meeting from 8:30 a.m. to 9:30 a.m. on the same day.

## 2. Venue

The workshop will be held at:

**European Commission**  
**DG Joint Research Centre (JRC)**  
Institute for Health and Consumer Protection  
Unit I.3 Molecular Biology and Genomics  
TP Via Enrico Fermi 2749  
I-21027 Ispra (Varese), Italy  
Phone: +39 0332 78 9518  
E-mail: [Emilia.CUCCHI@ec.europa.eu](mailto:Emilia.CUCCHI@ec.europa.eu)  
Web site: <http://ihcp.jrc.ec.europa.eu>

## 3. Access to the venue

### VERY IMPORTANT!



Access to the European Commission Joint Research Centre (JRC) venues requires the issuance of an access permit to each participant (excluding EU Nationals). Participants are required to complete the form attached in Annex A and submit it along with a readable scanned copy of their valid passport as soon as possible. The documents are to be sent to Ms. Emilia Cucchi, [emilia.cucchi@ec.europa.eu](mailto:emilia.cucchi@ec.europa.eu) and Mr. Andrew Bowers, [andrew.bowers@cbd.int](mailto:andrew.bowers@cbd.int) for processing.

In addition, to facilitate the registration procedure and organisation of local logistics, participants are also required to register online the JRC Events Registration System <https://web.jrc.ec.europa.eu/rem/>. The registration will be opened from 5 February, deadline 1 March 2016. Please select Hotel Conca Azzurra and Hotel Lido as proposed (see item 8 below for details). Please ensure that the documentation you bring on site to present to the JRC are identical to those on the form and declared in the JRC Events Registration System; once at the JRC Reception you will be requested to leave your passport and will be given an entry permit with a lanyard (and the same procedures will apply on your exit at the end of the day); if you have a laptop or any other devices, the Receptionist will stick a label on them before your entrance.

## 4. Working language of the meeting

The workshop will be held in English.

## 5. Documents

Participants are kindly reminded to bring their own copies of documents to the workshop as there will be no extra copies available on site during the meeting. Pre-session documents will be on the Secretariat's web site as they become available at:



<http://www.cbd.int/doc/?meeting=BCHAC-10>

## 6. General information on access to Ispra, Italy



The city of Ispra is serviced by the Malpensa International Airport (MXP) (located about 30 km from the JRC). A one way taxi ride from the airport to the JRC should cost between 70-90 €. The taxi companies listed below offer special fares to participants of JRC workshops at a cost of 50 € for a one way trip; in case of the Milan LINATE Airport, the rate is 130 €. Participants must make their own transportation arrangements to and from their hotel and the airport. It is important to reserve in advance as not to delay your departure, especially if you leave on 12 April 2016. Please note that you should arrive at the Airport or railway station 2-3 hours prior to departure; please confirm with the taxi driver for your pick up time; please remember the name of company you call for the service in order to avoid any misunderstanding with other guests.

Taxi Company	Contact information
alauto.net	Mr. Massimo Brovelli Mobile phone + 39 34 8426 4201 E-mail: <a href="mailto:alauto@alauto.net">alauto@alauto.net</a>
mvtour.it	Mr. Matteo Vivirito Mobile phone + 39 34 8426 4463 E-mail: <a href="mailto:mvtour@mvtour.it">mvtour@mvtour.it</a>

## 7. Visa information



Participants requiring a Schengen entry visa for Italy are listed in Annex B below. Participants are strongly advised to contact the nearest Italian 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.**

All participants must travel with a passport valid for at least 6 months from the date of entry into the country. Information on visa procedures and a list of relevant Italian diplomatic/consular missions abroad is available on the web site of the Ministry of Foreign Affairs of Italy (Ministero degli Affari Esteri – Farnesina) at the following link:

[http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto\\_ingresso/](http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto_ingresso/).

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

## 8. Hotel information

Booking has been made at the Hotel Conca Azzurra in Ranco and Hotel Lido in Angera (average availability for check-in 9 April, check out 15 April; some rooms at Hotel Lido have been made available until 17 on request). Participants are recommended to stay at these locations as transportation by private shuttle bus has been arranged by JRC to the venue in the morning and return in the evening, this service will only be provided from the Hotel and during the meeting days (11-12 April 2016).

The shuttle bus for participants to and from Hotels hours of operation:

Pick up from hotels in the morning:

11 April: 08:00

12 April: 08:15

Return to hotel after workshop:

11 to 12 April: 17:15 or 17:30 according to the agenda

Participants must confirm their reservation through the JRC Events Registration link (as in item 3 above): <https://web.jrc.ec.europa.eu/rem/> (new link). As this is a new release of the program, even if you already attended meetings at the JRC in the past, you could probably be asked to create a new account (please try whether the old user ID and passwords are valid or not).

Please select the proposed Hotels and indicate your arrival and departure to have the number of nights of your stay; the check out from the Hotel is considered the morning of the last day indicated.

If you have room requirements (for example non-smoking or lake view) you can write it in the hotel "notes" field; both hotels have their own Restaurant and if you have particular requirements for food, according to religious or dietary restrictions, please also write your comments in the above field. This operation is enough to satisfy the reservation requirements. Therefore participants do not need to contact the hotel directly.

### **Hotel Conca Azzurra**

Via Carlo Alberto, 53 – RANCO (VA)

Tel.: +39 0331 976526

E-mail: [info@concazzurra.it](mailto:info@concazzurra.it)

Web site: <http://www.concazzurra.it/uk/home.asp>

### Rooms rates:

Double room single use: hill view Euro 85/ lake view Euro 90/ superior Euro 95

(type of rooms upon availability) - Breakfast and WIFI included) and;

Double room (2 persons): lake view Euro 125 / Superior Euro 140

(Breakfast and WIFI included)

## **Hotel Lido**

Viale Libertà, 11 – ANGERA (VA)

Tel.: +39 0331 930232

E-mail: [lido@hotellido.it](mailto:lido@hotellido.it)

Web site: <http://www.hotellido.it/>

### Rooms rates:

Double room single use: Euro 88 (Breakfast and WIFI included) and;

Double room (2 persons): Euro 120 (Breakfast and WIFI included)

Participants wishing to stay elsewhere must contact the hotel directly, to have confirmation of room availability, and must make their own way to the venue of the meeting. We would like to remind that the area is not well served by a regular service of public transport. Participants are kindly reminded that if they wish to stay at an alternate location **they must make their own hotel reservations as soon as possible**.

On 11 April at 7:30 p.m., an official dinner will be organized by JRC and it will be offered to all participants of the Meeting in a Restaurant in the nearby.

## **9. Site visit**

On April 12, from 1 p.m. to 1:30 p.m., participants will benefit of a tour at the JRC Visitor's Centre and the visit will be held in English; at the end, from 1:30 p.m. to 2:30 p.m., a buffet lunch will be offered in the social area inside the Visitor's Centre.

## **10. Payment of the Daily Subsistence Allowances (DSA)**

The DSA will be paid to the sponsored participants starting on the first day of the meeting.

## **11. Official language in Italy**

The official language in Italy is Italian; however English is widely spoken in Italy.

## **12. Weather and time zone information**



In April, temperatures in Ispra usually range between a maximum of +18°C in the daytime and a minimum of +7°C at night. Please bring appropriate clothing for rainy weather. Current weather conditions in the area can be found at: <http://www.worldweather.org/176/c00603.htm>.

The standard time zone will be GMT/UTC +1 hour.

## **13. Electricity**

The electrical currents in Italy are 220 Volts, 50 Hertz, with sockets as shown below.



#### **14. Currency**



The currency in Italy is the Euro (EUR). The current exchange rate as at 3 February 2016 is US \$1.00 = EUR 0.90 (rates are subject to change).

#### **15. Disclaimer**

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

## Annex A – JRC Access Permit Registration Form



EUROPEAN COMMISSION  
JOINT RESEARCH CENTRE  
Institute for Health and Consumer Protection  
Molecular Biology and Genomics Unit

### APPLICATION FORM

**For Third-Country Nationals (TCN) prior their access to the JRC sites**

TCN	Name(s)				
	Surname(s)				
	Nationality(ies)				
	Passport(s) no., place and date of issue				
	Was already at any JRC site in the past				
	<b>Country(ies) visited in the past 12 months</b>				
	Reason(s) for the visit(s)				
	Period(s) of the visit(s)				

Date

\_\_\_\_\_

Please fill in the form with all requested details and send it back, together with a readable scanned copy of your valid passport to [Emilia.CUCCHI@ec.europa.eu](mailto:Emilia.CUCCHI@ec.europa.eu) and [andrew.bowers@cbd.int](mailto:andrew.bowers@cbd.int).

## Annex B – Country Listing

### COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER ITALY AS VISITORS (AS LISTED ON THE WEB SITE OF THE MINISTRY OF FOREIGN AFFAIRS)

Citizens of the following countries and territories require a visa to **visit** Italy:

#### **A**

Afghanistan  
Algeria  
Angola  
Armenia  
Azerbaijan

#### **B**

Bahrain  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bolivia  
Botswana  
Burkina Faso  
Burundi

#### **C**

Cambodia  
Cameroon  
Cape Verde  
Central African Republic  
Chad  
China  
Colombia  
Comoros  
Congo  
Cuba

#### **D**

Democratic Republic of the Congo  
Djibouti  
Dominican Republic

#### **E**

East Timor  
Ecuador  
Egypt  
Equatorial Guinea  
Eritrea  
Ethiopia

#### **F**

Fiji

#### **G**

Gabon  
Gambia  
Georgia  
Ghana  
Guinea  
Guinea-Bissau  
Guyana

#### **H**

Haiti

#### **I**

India  
Indonesia  
Iran, Islamic Republic of  
Iraq  
Ivory Coast

#### **J**

Jamaica  
Jordan

#### **K**

Kazakhstan  
Kenya  
Kiribati  
Korea, Democratic People's Republic of  
Kuwait  
Kyrgyzstan

#### **L**

Lao, People's Democratic Republic of  
Lebanon  
Lesotho  
Liberia  
Libya

#### **M**

Madagascar  
Malawi  
Maldives  
Mali  
Marshall Islands  
Mauritania  
Micronesia, Federated States of

#### **M (continued)**

Mongolia  
Morocco  
Mozambique  
Myanmar

#### **N**

Namibia  
Nauru  
Nepal  
Niger  
Nigeria

#### **O**

Oman

#### **P**

Pakistan  
Palau  
Papua-New Guinea  
Peru  
Philippines

#### **Q**

Qatar

#### **R**

Russian Federation  
Rwanda

#### **S**

Saint Lucia  
Saint Vincent and the Grenadines  
Samoa  
Solomon Islands  
Sao Tome and Principe  
Saudi Arabia  
Senegal  
Sierra Leone  
Solomon Islands  
Somalia  
South Africa  
Sri Lanka  
State of Palestine  
Sudan  
Suriname  
Swaziland  
Syrian Arab Republic

#### **T**

Tajikistan,  
Tanzania, United Republic of  
Thailand  
Togo  
Tonga  
Tunisia  
Turkey  
Turkmenistan  
Tuvalu

#### **U**

Uganda  
Ukraine  
Uzbekistan

#### **V**

Vanuatu  
Viet Nam

#### **Y**

Yemen

#### **Z**

Zambia  
Zimbabwe



Annex C - Map of the meeting venue, Ispra, Italy

