



## Convention on Biological Diversity

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### “FRIENDS OF THE CBD” WORKSHOP ON MECHANISMS TO SUPPORT REVIEW OF IMPLEMENTATION OF THE CONVENTION

Bogis-Bossey, Switzerland, 21-23 March 2016

#### INFORMATION NOTE FOR PARTICIPANTS

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## 1. Opening and registration

The “Friends of the CBD” workshop on mechanisms to support review of implementation of the Convention will be held in Bogis-Bossey, Switzerland from Monday, 21 March to Wednesday, 23 March 2016.

The workshop will start at 9:30 a.m. on Monday, 21 March 2016 and registration will take place at the venue of the workshop at 9:00 a.m. the same day.

## 2. Venue

The workshop will be held at:

Château de Bossey - The Ecumenical Institute  
Chemin Chenevière 2  
CH-1279 Bogis-Bossey  
Tel.: +41 22 960 7300

## 3. Working language of the workshop

The workshop will be held in English.

## 4. Documents



The workshop pre-session documents are available on the Secretariat's website at: <https://www.cbd.int/doc/?meeting=IMPWS-2016-01>.

In order to minimize the environmental footprint of the workshop and in line with the UN policy towards greener workshops, 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 Bogis-Bossey



Bogis-Bossey is located 18km from Geneva and can be accessed from the Geneva Cointrin International Airport by train and/or taxi. Please note that a transportation ticket, valid for 80 minutes, is available free of charge to passengers at the international arrivals hall of the airport.

### Transportation by train:

The Château de Bossey can be reached by train from the Geneva Airport or from the main train stations in Geneva and Lausanne through the Coppet and Nyon stations. Once you arrive at the Coppet or Nyon station, take a taxi to the Château de Bossey.

- Taxi from Nyon station: Taxis are available at the train station.

- Taxi from Coppet station: Book the taxi in advance. (Taxi AAB: 079 362 11 11).

Please consult the following website for the train schedules: <http://fahrplan.sbb.ch/bin/query.exe/en> and <http://www.sbb.ch/en>. **The bus can also be used to access Bogis-Bossey but is less convenient.**

For participants arriving on Sunday, 20 March 2016, please note that the self-service restaurant at the venue is only open between 18:00 and 20:00.

## 6. Visa information



Participants requiring a Schengen visa for Switzerland are strongly advised to contact the nearest Swiss diplomatic representation **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa procedures, including a list of relevant Swiss diplomatic representations is provided below:

- The visa applications must be submitted to the Swiss Embassy/Consulate covering your place of residence;
- The visa application must be accompanied by the travel document, as well as further documents, if so required, which clearly indicate the purpose and circumstances of the intended stay or the intended transit;

For information on visa requirements, Swiss representations abroad and visa application forms, please go to the following websites of the Swiss Federal Office of the State Secretariat for Migration (FEM):

- **Visa requirements**  
[http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt\\_einreise.html](http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt_einreise.html)
- **Visa application form**  
<http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>
- **Swiss diplomatic representations:** <http://www.eda.admin.ch/eda/en/home/rep.html>

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

## **7. Accommodation**

The address of the accommodation for the workshop is:

Château de Bossey - The Ecumenical Institute  
Chemin Chenevière 2  
CH-1279 Bogis-Bossey  
Tel. 41 22 960 7300

A room will be booked for sponsored participants.

Non-sponsored participants are kindly requested to confirm whether they require accommodation, including their arrival and departure dates, to the Secretariat in order to ensure that appropriate reservations are made. Please note that space for accommodation is limited and we would therefore appreciate receiving confirmations as soon as possible. The rate for a single room, including breakfast, free WIFI and VAT is 129 CHF per night.

Additional information on the Château de Bossey can be found on the following webpage: <https://www.bossey.ch/en/>.

## **8. Payment of the daily subsistence allowances (DSA)**

The relevant portion of the Daily Subsistence Allowance (DSA) will be paid to sponsored participants on the first day of the workshop. Sponsored participants are asked to submit their boarding pass and present their passports which will be photocopied and returned to them.

## **9. Official languages**

The official languages are: French, German, Italian and Romansh. English and/or French is spoken in hotels and restaurants.

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



In March, temperatures in Bogis-Bossey usually range between a maximum of +8°C in the daytime and a minimum of -1°C at night. Please bring warm clothing. Current weather conditions in the area can be found at <http://worldweather.wmo.int/en/city.html?cityId=193>.

The standard time in Bogis-Bossey is GMT/UTC +1 hour.

## 11. Electricity

The electrical currents are 220 Volts, 50 Hertz. The type of sockets used is illustrated below:



## 12. Currency



The currency in Switzerland is the Swiss Franc (CHF). The current exchange rate as at 29 February 2016 is US \$1 = CHF \$0.99 and €1 = CHF \$1.08 (source: [www.xe.com](http://www.xe.com), rates are subject to change).

## 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.

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