



Convention on Biological Diversity

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FOURTH COORDINATION MEETING FOR GOVERNMENTS
AND ORGANIZATIONS IMPLEMENTING OR FUNDING
BIOSAFETY CAPACITY-BUILDING ACTIVITIES
New Delhi, 11-13 February 2008

INFORMATION FOR PARTICIPANTS

1. Opening and registration

The Fourth Coordination Meeting for Governments and Organizations Implementing or Funding Biosafety Capacity-building Activities will be opened on Monday, 11 February 2008 at 9 a.m. Registration will commence at the meeting venue at 8.30 a.m. on the same day.

2. Venue

The meeting will be held at:

International Centre for Genetic Engineering and Biotechnology

ICGEB New Delhi Component

ICGEB Campus

Aruna Asaf Ali Marg

110 067 New Delhi, INDIA

Tel: +91-11-26741358, 361, 2360, 357

Fax: +91-11-26742316

Website: <http://www.icgeb.trieste.it/RESEARCH/ND/ndrsprg.htm>

3. Working language of the meeting

The meeting will be held in English only.

4. Documents

Pre-session documents are available on the Secretariat's website at: <http://www.cbd.int>. 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 meeting.

5. Visas and health requirements

5.1 Visas

Participants are requested to contact the Indian diplomatic representation in their countries of residence in order to enquire about visa requirements to enter India. A list of India's diplomatic representations abroad and their contact details can be obtained from <http://www.meaindia.nic.in/cgi-bin/db2www/meaxpsite/indmission.d2w/embassies>.

Participants experiencing difficulties in accessing this website and/or requiring any visa-related assistance are requested to directly contact the designated focal person, namely Dr. Ranjini Warriar whose coordinates are as follows:

Dr. Ranjini Warriar

Director
Ministry of Environment and Forests
Room No. 530, Paryavaran Bhavan
CGO Complex, Lodhi Road
New Delhi-110003, India
Tele: 91 11 24363964
Fax: 91 11 24361308/24367009
Mob: 09818421364

E-mail: wariar@nic.in, vsreddy@gmail.com, vsreddy@icgeb.res.in

To facilitate the issuance of visas, the Secretariat will prepare, upon request, an invitation letter to be attached to the visa application forms.

Participants may also confirm their hotel bookings and flight details to **Dr. R. Warriar** at the above mentioned e-mail address to facilitate any assistance, if required.

5.2 Health requirements

The international travel, health and vaccination requirements for travel to India can be obtained from the World Health Organization (WHO) websites:

<http://www.who.int/ith/countries/listi/en/index.html> and
<http://www.who.int/ith/countries/vaccination/en/index.html>.

6. Arrival and departure

The closest International Airport is Indira Gandhi International (IGI) Airport, New Delhi.

A help desk operated by the Event Management Agency, M/s Kuoni Destination Management, Gurgaon will be located inside IGI Airport near the “Meet and Greet” area (after the customs and baggage clearance) to facilitate the travel of participants from IGI Airport to the hotel. **The Event Management Agency would provide the transport from the airport to the Gurgaon hotels at a cost of 800 rupees (Rs) (all inclusive for one way).** In case participants are arriving by the same flight, two to three participants can share the transport cost. Participants wishing to avail themselves to the above facility should communicate their flight details at least 48 hours before arrival to:

Mr. Narendra Singh Rathore

Deputy Manager, TOUR CLUB,
Business Unit of Kuoni Destination Management,
Address : Delta Square , Tower-B
M.G. Road , Sector -25
Gurgaon -122001
Haryana, India
Business Phone +91-124-4563000 Ext: 448
Fax : +91-124-4563100
Mobile: +91-9818401791
E-mail address : narendrar@tourclub.net

Radio Taxi Facilities at Rs 290 to Rs 350 (approximately depending on km basis) plus 25% night charges are also available. The counter for Radio Taxis is located on the left-hand side soon after the baggage clearance but before the “Meet and Greet area”.

During the meeting, ICGEB will arrange coaches to bring participants from the hotels to the ICGEB Campus and back to their hotels.

7. Hotel accommodation

Participants are advised to **directly** contact Mr. Narendra Singh Rathore for making the hotel reservations. The reservations can be made through e-mail. The coordinates of Mr. Narendra Singh Rathore are given under section 6 above.

It should be noted that hotel block bookings have been made on behalf of participants in Gurgaon as follows.

Trinity Residency	–	12 rooms
Vira Residency	-	15 rooms
Rama Residency	-	12 rooms
Sonam Regency	-	10 Rooms

The rates are 4,500 rupees per single room per night, including breakfast and all taxes. Participants are advised to make their bookings at least 10 days before the date of arrival. The address and contact details of these hotels are annexed hereto for information purposes only

The relevant daily subsistence allowance (DSA) will be paid to the sponsored participants on the first day of the meeting.

8. Currency and rate of exchange

The official currency of India is the Indian rupee (Re). The current rate of exchange stands at approximately 39 rupees for one United States dollar and 52 rupees for one euro.

9. Time zone

The Indian time zone is GMT + 5.5 hours.

10. Weather conditions

During the month of February, the average minimum temperature is 10°C in the New Delhi region and the average maximum is 24°C. More information on weather is available at <http://www.imd.ernet.in/section/nhac/dynamic/dlimd.htm>.

For more information about India, please go to <http://www.incredibleindia.org/>

11. Voltage

Voltage and frequency in India is 230V, 50Hz. The electrical plug and socket types are illustrated below.



12. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, 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, prior to departure, international medical insurance for the period of participation.

Annex

INDICATIVE LIST OF HOTELS IN NEW DELHI (GURGAON)

Sr. No.	Hotel Name	Address & Contact Details
1.	Trinity Residency hotel	SCO No 36, Sector 14, Old Delhi Road, Gurgaon, National Capital Region Haryana, 122002 india Phone: +91-124-4268847 Fax: +91-124-4268849 Email: gur@trinityresidency.com Web: http://www.trinityresidency.com/
2.	Vira Residency	N1/5&6 DLF Phase-II, Gurgaon 122002 Haryana, India Phone: +91 124 2563439 Fax: + 91 124 2565497 E-mail: vira_residency@hotmail.com
3.	Rama Residency	#N-2/1 Phase 2, DLF City, Jacaranda Marg Gurgaon - 122001 Landmark: Near Canara Bank Phone: +124-24109960, 24109961 Fax: + 91 124 4362096 E-mail: ramaresi_homeawayhome@yahoo.co.in
4.	Sonam Regency	638 A Sushant Lok-I , Gurgaon, 122002 Haryana, India Tel: +(91)-124-2392868, 2392869, 2392870 Fax: +(91)-124-2392871 E-mail: sonaminn@bsnl.net
