



Convention on Biological Diversity

Distr.
GENERAL

27 January 2009

ENGLISH ONLY

COORDINATION MEETING FOR GOVERNMENTS AND ORGANIZATIONS IMPLEMENTING OR FUNDING BIOSAFETY CAPACITY-BUILDING ACTIVITIES

Fifth Meeting

San José, Costa Rica, 9-11 March 2009






MEETING OF THE LIAISON GROUP ON CAPACITY-BUILDING FOR BIOSAFETY

Sixth meeting

San José, Costa Rica, 12-13 March 2009

Information Note for Participants

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1. Opening and registration

The Fifth Coordination Meeting for Governments and Organizations implementing or funding Biosafety Capacity-building Activities and the sixth meeting of the Liaison Group on Capacity-Building for Biosafety will be held back-to-back in San José, Costa Rica, from 9-11 March 2009 and from 12-13 March 2009, respectively.

The Coordination Meeting will open at 9:00 a.m. on Monday, 9 March 2009. Registration will take place at the meeting venue at 8:30 a.m. on the same day. The Liaison Group meeting will open at 9:00 a.m. on Thursday, 12 March 2009.

2. Venue

Both the Coordination Meeting and the Liaison Group Meeting will be held at:

IICA headquarters

Inter-American Institute for Cooperation on Agriculture

Tel.: + (506) 2216-0222

Fax: + (506) 2216-0444

E-mail: Priscilla.Segura@iica.int

Web site: <http://www.iica.int>

3. Working language of the meetings

The meeting will be held in English.

4. Documents

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



4.1. Coordination meeting: <https://www.cbd.int/doc/?meeting=BSCMCB-05>

4.2. Liaison Group meeting: <http://www.cbd.int/doc/?meeting=BSLGCB-06>

5. General information on access to San José, Costa Rica



San José is serviced by the Juan Santamaría International Airport (about 20 km from the Hotel Radisson Europa). The journey from the airport to the hotel takes approximately 30 minutes.

Transportation between airport and hotel (as well as hotel and the meeting venue) will be arranged through IICA. Participants are kindly requested to provide as soon as possible, **but no later than 6 March 2009**, their flight details to Ms. Priscilla Segura (priscilla.segura@iica.int). The person designated to greet participants upon their arrival at the airport, after customs clearance, will be holding a CBD banner.

6. Visa information



Participants requiring a visa to enter Costa Rica are requested to contact the nearest Costa Rican diplomatic/consular representation in their countries of residence **as soon as possible** in order to secure, in a timely manner, the required visa, **prior to departure**. It should be noted that airline companies **will not allow boarding in the absence of a valid visa**.

The list of the countries whose nationals require a visa to enter Costa Rica is available in the attached document DG-2949-2007.pdf in English and Spanish (**Annex B – Visa requirements**) and also on the web site of the Ministry of Foreign Affairs: <http://www.migracion.go.cr/visas/index.html>.

For the list of Costa Rica's diplomatic/consular representations with their respective coordinates, please go to:

<http://www.rree.go.cr/servicio-exterior/index.php?stp=09&langtype=espanol&UserName=&Embajada=&consul=S&SID=&letra=A>

When submitting their visa applications, participants are kindly requested to provide the following details:

- Full name as it appears on the passport;
- Passport number;
- Date of issue of Passport and expiry date;
- Scanned copy of the first page of the passport;
- Nationality;
- Place and date of birth;
- Occupation;
- Place of residence;
- Father's name;
- Mother's name;
- Expected arrival date in Costa Rica;
- Departure date from Costa Rica;
- Place of your stay in Costa Rica (please refer to heading 8 below)
- Port of entry (please indicate: Aeropuerto Internacional Juan Santamaría).

Participants experiencing difficulties in accessing the above-mentioned website and/or requiring any visa-related assistance are requested to contact the designated focal person directly, her coordinates are as follows:

Ms. Ana Gabriela Zúñiga Valerín
Director, Servicio Fitosanitario del Estado
Ministry of Agriculture and Livestock
Tel: + (506) 2260-6190
Fax: + (506) 2260-8301
E-mail: gabrielazuniga@protecnet.go.cr; direccion@protecnet.go.cr

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

7. Health Requirements

A yellow fever vaccination certificate is required from travellers coming from countries with risk of yellow fever transmission. No certificate is required for travellers below the age of 9 months and over the age of 60, pregnant or lactating women, persons with immunosuppression or a history of adverse reactions associated with the yellow fever vaccine. The following countries are considered at risk of yellow fever transmission:

South America: Bolivia, Brazil, Colombia, Ecuador, Peru, Venezuela.

Caribbean: French Guyana

Africa: Angola, Benin, Burkina Faso, Cameroon, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, Sudan.

8. Hotel information

A block booking has been made on behalf of all participants at the Hotel Radisson Europa. The discounted rate for a single room is US \$98 per person plus a 3% tax and US \$1.20 service charge, the rate includes breakfast and transportation to and from the airport.

The contact information for the hotel is as follows:

Hotel Radisson Europa

Calle Blancos, al costado del Periódico La República

San José, Costa Rica

Tel.: + (506) 2 257-3257

Fax: + (506) 2 257-8221

E-mail: ycano@radisson.co.cr

Web site: <http://www.radisson.com/sanjosecr>

All participants should directly confirm their reservations with the Hotel Radisson Europa as soon as possible, but **no later than 1 March 2009**, using the reservation form attached below as **Annex A**. Past the deadline, rooms which have not been confirmed will automatically be freed and neither the rooms nor the discounted rates can be guaranteed.

Transportation between the hotel and the meeting venue, which is about 10 km, will be:

1. By microbus provided by the Hotel Radisson. The timetable is available, upon request, at the reception counter of the hotel.
2. By taxi, at the expense of the participants, at a fare of approximately US \$15 to US \$20.

The journey to the meeting venue takes approximately 30 minutes.

9. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive their DSA on the first day of the meeting.

10. Official language in Costa Rica

The official language in Costa Rica is Spanish, but English is widely spoken at most tourist destinations and in the business community.

11. Weather and time zone information



During the month of March, temperatures in San José usually range between a maximum of 28°C in the daytime and a minimum of 19°C at night (historical range between 25°C and 32°C and a small chance of temperatures rising above 32°C).

The standard time zone will be GMT – 6 hours.

Current weather conditions can be found at:

<http://www.wunderground.com/global/CS.html> or <http://www.worldweather.org/171/c01113.htm>

12. Electricity

The electrical currents in Costa Rica are 120 volts, 60 Hertz as illustrated below.



13. Currency



The currency in Costa Rica is the Colón (colones plural) (CRC \$). The current exchange rate as at 27 January is US \$1 = CRC \$566.310 and (Euro) € 1 = CRC \$713.93. The US dollar is frequently accepted in Costa Rica.

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 insurance for the period of participation prior to departure.

ANNEX A - HOTEL RESERVATION FORM

(Please see the important note at the bottom of this form)

FIFTH COORDINATION MEETING FOR GOVERNMENTS AND ORGANIZATIONS IMPLEMENTING OR FUNDING BIOSAFETY CAPACITY-BUILDING ACTIVITIES

9-11 March 2009, San José, Costa Rica

AND

SIXTH MEETING OF THE LIAISON GROUP ON CAPACITY-BUILDING FOR BIOSAFETY

12-13 March 2009, San José, Costa Rica

Please fax or e-mail (as a pdf attachment) the completed form to Ms. Yorleni Cano

Fax : + 506 22-57-81-92 or E-mail: ycano@radisson.co.cr

Name :

Title :

Country :

Telephone : E-mail:

Type of room required

| Single room | Double room | Suite |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rates: US\$98+ tax | Rates: US\$114 + tax | Rates: US\$168 + tax |

☐ Smoking

☐ Non- Smoking

1. Flight Details

Arrival date _____ Flight _____ Time _____

Departure date _____ Flight _____ Time _____

2. Method of payment

Credit Card type : ☐ Amex ☐ Visa ☐ Master Card ☐ Cash upon arrival (only for sponsored delegates)

Card Holder _____ Expiry date _____

Card Number _____ Signature _____

Note: Confirmation date no later than: **1 March 2009** to be addressed to Ms. Yorleni Cano by fax: + 506 22-57-81-92 or by Email: ycano@radisson.co.cr

Past the deadline of 1 March, rooms which have not been confirmed will automatically be freed.

Cancellation Policy:

Cancellations or delays on arrivals require 48 hours advance notice to the following: reservations@radisson.co.cr with a copy to leda.avila@iica.int and ycano@radisson.co.cr, for follow-up.

No Shows: will be charged to the credit card given by the participant in advance.

Payment in cash: During check-in the hotel will ask participants with no credit card for a deposit to cover their reservations and extra charges (laundry, room service, phone calls, etc.).