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INTER-REGIONAL WORKSHOP ON CAPACITY-BUILDING NEEDS FOR THE IMPLEMENTATION OF THE NAGOYA - KUALA LUMPUR SUPPLEMENTARY PROTOCOL ON LIABILITY AND REDRESS
Riga, Latvia, 9 – 11 May 2012

# Information Note for Participants

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## 1. Opening

The Inter-Regional Workshop on Capacity-building Needs for the Implementation of the Nagoya - Kuala Lumpur Supplementary Protocol on Liability and Redress will be held in Riga, Latvia from Wednesday, 9 to Friday, 11 May 2012.

The workshop will start at 9:00 a.m. on Wednesday, 9 May and registration will take place from 8:30 a.m. at the venue.

## 2. Venue

The meetings will be held at:

Hotel Radi un draugi
Marstalu iela 1,
Riga, LV-1050 Latvia
Tel: +371 67820200
http://www.draugi.lv

## 3. Working language of the meetings

The workshop will be held in English.

## 4. Documents

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

Inter-Regional Workshop on Capacity-building Needs for the Implementation of the Nagoya - Kuala Lumpur Supplementary Protocol on Liability and Redress:
http://www.cbd.int/doc/?meeting=BSLRRW-CBN-01

## 5. General information on access to Riga, Latvia

Riga is serviced by the Riga International Airport. Taxis are available outside the airport and cost about LVL 8 - LVL 10 and the journey takes about 15 minutes to the city centre. Public transport is also available. Further information can be found at: http://www.riga-airport.com/en/main/passengers/useful-information/getting-to-the-airport/public-transport

## 6. Visa information

Participants from certain countries require a visa for Latvia and are strongly advised to contact the nearest Latvian 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 airlines will not allow boarding without a valid visa.

Information on visa procedures for entry into Latvia can be found on the web site of the Office of Citizenship and Migration Affairs of Latvia at: http://www.pmlp.gov.lv/en/pakalpojumi/vizas.html.

A list of countries that do not require a visa is available at: http://www.pmlp.gov.lv/en/pakalpojumi/visa/list_countries.html.

A list of relevant Latvian diplomatic/consular missions abroad, is available on the web site of the Ministry of Foreign Affairs at: http://www.am.gov.lv/en/mission/.

Participants that reside in a country without a Latvian Diplomatic and Consular Mission, but where there is a mission of a Schengen Member State representing Latvia in the issuance of Schengen visas, must lodge their visa application at this responsible Diplomatic and Consular Mission of the other Schengen Member State.

Participants that reside in a country without a Latvian Diplomatic and Consular Mission AND where there is NO mission of a Schengen Member State representing Latvia in the issuance of Schengen visas, must urgently contact the Latvian mission with territorial competence in their country of residence to obtain their visa, in accordance with Cabinet Regulation No. 725. Please consult the list in Annex B below.

In addition to submitting their visa applications in accordance with the information above as early as possible, participants are encouraged to also send their passport information to the Secretariat as soon as possible in order for it to be submitted, by the Secretariat, to Latvian Migration and Border authorities, thereby facilitating the process.

Further information on options for obtaining a visa can be found at: http://www.mfa.gov.lv/en/service/entry-into-latvia/missions/#missions.

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

## 7. Hotel information

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. A listing of hotels in the vicinity of the meeting venue can be found below in Annex A.

Further information on hotels in Riga can be found on the following web sites:
http://www.riga-hotels.net/
http://www.booking.com/city/lv/riga.lv.html?aid=331510;label=riga-PQJPms8YNuWF8NsCcvBAKwS12557578755;ws

## 8. Payment of the Daily Subsistence Allowances (DSA)

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

## 9. Official language in Latvia

The official language in Latvia is Latvian. English is understood in some hotels and restaurants.

## 10. Weather and time zone information

In May, temperatures in Riga, Latvia range between a maximum of 16°C in the daytime and a minimum of 5°C at night. Current weather conditions can be found at: http://www.worldweather.org/044/c00175.htm.

The standard time zone is GMT/ UTC +3 hours.

## 11. Electricity

The electrical currents in Latvia are 220 Volts, 50 Hertz, the plugs are as shown in the illustration below.

## 12. Currency

The currency in Latvia is the Latvian Lat (LVL). The current exchange rate as at 29 March 2012 is US $1 = 0.521 Latvian Lats and € 1 = 0.746 Latvian Lats.

## 13. 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.

| Rates of exchange |
|---|
| US $1.00 = 0.521 LVL and |
| € 1.00 = 0.746 LVL |

## Annex A

## LIST OF HOTELS WITH INDICATIVE ROOM RATES IN EUROS

### RATES ARE INDICATIVE AND SUBJECT TO CHANGE

| HOTELS | Room rates (approx.) | Remarks |
|---|---|---|
| **1. Metropole Hotel****** 36, Aspazijas boulevard, LV-1050 Riga Tel: +37167225411 E-mail: http://www.metropole.lv/index.php?id=1&lang=en | • Single: €62 • Double: €72 | - Walking distance from the meeting venue - Price includes breakfast and taxes |
| **2. Hotel Garden Palace****** 28 Grecinieku Street, Riga Tel: +37167224650 E-mail: info@hotelgardenpalace.lv Web site: http://hotelgardenpalace.lv/en/ | • Single: €68 Double: €90 | - Walking distance from the meeting venue - Price includes breakfast and taxes |
| **3. Old City Boutique Hotel****** Teātra street 10, Riga, LV-1050 Tel: +37167356060 E-mail: reservations@oldcityhotel.lv Web site: http://www.oldcityhotel.lv/en_US/home | • Single: €66 • Double: €82 | - Walking distance from the meeting venue - Price includes breakfast and taxes |
| **4. Hotel Konventa sēta** *** Riga, Kaleju street 9/11, Riga, LV-1050 Tel: +37167087507 E-mail: reservations@konventa.lv Web site: http://www.hotelkolonna.com/konventa-seta/ | • Single: €62 • Double: €67 | - Walking distance from the meeting venue - Price includes breakfast and taxes |
| **5. EKES KONVENTS***** Skārņu street 22, Riga, LV-1050, Tel: +371 6735 8393 E-mail: hotel@ekeskonvents.lv Web site: http://www.ekeskonvents.lv/en/ | • Single: €70 • Double: €75 | - Walking distance from the meeting venue - Price includes breakfast and taxes |
| **6. HOTEL CENTRA***** 1 Audeju Street, Riga, LV-1050 Tel.: +37167226441 E-mail: hotel@centra.lv Web site: http://hotelcentra.lv/hotelinriga | • Single: €60 • Double: €70 | - Walking distance from the meeting venue - Price includes breakfast and taxes |

Annex B

**Territorial Competence of Representations for Acceptance of Requests for Uniform Visas, Visas with Limited Territorial Validity and Airport Transit Visas**

| No. | Representation | Territory |
|---|---|---|
| 1. | Embassy in the United States of America | United States of America<br>Antigua and Barbuda<br>Commonwealth of the Bahamas<br>Barbados<br>Belize<br>Plurinational State of Bolivia<br>Federative Republic of Brazil<br>Republic of Chile<br>Commonwealth of Dominica<br>Cooperative Republic of Guyana<br>Grenada<br>Republic of Guatemala<br>Republic of Haiti<br>Republic of Honduras<br>Jamaica<br>Republic of Kiribati<br>Republic of Costa Rica<br>United Mexican States<br>Republic of Nicaragua<br>Republic of Panama<br>Republic of Paraguay<br>Republic of El Salvador<br>Independent State of Samoa<br>Federation of Saint Kitts and Nevis<br>Saint Lucia<br>Saint Vincent and the Grenadines<br>Oriental Republic of Uruguay<br>Bolivarian Republic of Venezuela |
| 2. | Embassy in the Republic of Azerbaijan | Republic of Azerbaijan |
| 3. | Embassy in the Republic of Belarus | Republic of Belarus |
| 3.1. | Consulate in Vitebsk (Republic of Belarus) | Vitebsk Oblast (Republic of Belarus) |

| No. | Representation | Territory |
|---|---|---|
| 4. | Embassy in the Arab Republic of Egypt | Arab Republic of Egypt<br>Republic of Angola<br>Kingdom of Bahrain<br>Burkinafaso<br>Republic of Burundi<br>Central African Republic<br>Republic of Djibouti<br>Republic of Equatorial Guinea<br>State of Eritrea<br>Federal Democratic Republic of Ethiopia<br>Gabonese Republic<br>Republic of The Gambia<br>Republic of Ghana<br>Republic of Guinea<br>Republic of Guinea-Bissau<br>Republic of Yemen<br>Republic of Cape Verde<br>Republic of Cyprus<br>Islamic Federal Republic of the Comoros<br>Democratic Republic of the Congo<br>Republic of the Congo<br>Kingdom of Lesotho<br>Republic of Liberia<br>Socialist People's Libyan Arab Jamahiriya<br>Republic of Madagascar<br>Republic of Malawi<br>Republic of Maldives (Maldive Islands)<br>Republic of Mauritius<br>Republic of Mozambique<br>Republic of Namibia<br>Republic of Niger<br>Federal Republic of Nigeria<br>Sultanate of Oman<br>Republic of Rwanda<br>Democratic Republic of Sao Tome and Principe<br>Republic of Seychelles<br>Republic of Senegal<br>Republic of Sierra Leone<br>Somalia<br>Republic of Sudan<br>Kingdom of Swaziland<br>United Republic of Tanzania<br>Togolese Republic<br>Republic of Uganda<br>Republic of Zambia<br>Republic of Zimbabwe |
| 5. | Embassy in Georgia | Georgia |
| 6. | Embassy in the State of Israel | State of Israel |

| No. | Representation | Territory |
|---|---|---|
| 7. | Embassy in Japan | Japan<br>Commonwealth of Australia<br>Republic of Fiji<br>New Zealand<br>Republic of Korea<br>Republic of the Marshall Islands<br>Federated States of Micronesia<br>Republic of Nauru<br>Republic of Palau<br>Independent State of Papua New Guinea<br>Democratic Republic of Timor-Leste<br>Kingdom of Tonga<br>Tuvalu<br>Republic of Vanuatu<br>Solomon Islands |
| 8. | Embassy in Canada | Canada |
| 9. | Embassy in Kazahkstan | Republic of Kazahkstan |
| 10. | Embassy in the Russian Federation | Russian Federation |
| 10.1. | Consular Section's Chancery of the Embassy of the Russian Federation in Kaliningrad | Kaliningrad Oblast (Russian Federation) |
| 10.2. | Consulate General in St. Petersburg (Russian Federation) | St. Petersburg, Leningrad Oblast, Arkhangelsk Oblast, Novgorod Oblast, Murmansk Oblast, Republic of Karelia (Russian Federation) |
| 10.3. | Consulate in Pskov (Russian Federation) | Pskov Oblast (Russian Federation) |
| 11. | Embassy in the People's Republic of China | People's Republic of China<br>People's Republic of Bangladesh<br>Sultanate of Brunei<br>Kingdom of Bhutan<br>Kingdom of Cambodia<br>People's Democratic Republic of Algeria<br>Malaysia<br>Republic of the Union of Myanmar<br>Nepal<br>Democratic People's Republic of Korea |

| No. | Representation | Territory |
|---|---|---|
| 12. | Embassy in the United Kingdom of Great Britain and Northern Ireland. | United Kingdom of Great Britain and Northern Ireland<br>Ireland<br>Principality of Andorra<br>Principality of Liechtenstein<br>Principality of Monaco<br>Republic of San Marino |
| 13. | Embassy in Ukraine | Ukraine<br>Republic of Croatia<br>Romania |
| 14. | Embassy in the Republic of Uzbekistan | Republic of Uzbekistan<br>Islamic Republic of Afghanistan<br>Kyrgyz Republic<br>Republic of Tadzhikistan |
| 15. | Embassy in the Republic of Turkey | Republic of Turkey<br><br>Republic of Iraq |