

CONVENTION ON BIOLOGICAL DIVERSITY

Distr.
GENERAL

13 January 2006

ENGLISH ONLY

AD HOC OPEN-ENDED WORKING GROUP ON LIABILITY AND REDRESS UNDER THE CARTAGENA PROTOCOL ON BIOSAFETY

Second meeting
Montreal, 20 – 24 February 2006

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The second meeting of the Ad Hoc Open-ended Working Group on Liability and Redress under the Cartagena Protocol on Biosafety will be held in Montreal from 20 to 24 February 2006. The meeting will be held at:

The International Civil Aviation Organization (ICAO)
999 University Street (between Viger and St-Antoine) Montreal
Quebec, Canada
Access through metro, line 2 - Orange, station Square-Victoria

2. Registration and identification name badges

Registration for this meeting will commence on **Sunday, 19 February 2006** from **3 to 6 p.m.** and will continue on **Monday, 20 February 2006 at 8 a.m.**, at the lower atrium.

Delegates are encouraged to pre-register using the attached form (annex A) to facilitate the on-site registration. Based on the received and duly completed pre-registration forms name badges will be prepared and handed over at the registration desk **only** upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the ICAO Conference Centre as well as to its meeting rooms. In addition, delegates are requested to have their valid passports and identification cards for entry into the ICAO Conference Centre.

Information pertaining to room allocations for the plenary as well as regional group meeting rooms will be made available at the meeting venue.

3. Official opening

The official opening for the meeting of the Ad Hoc Open-ended Working Group on Liability and Redress will take place at **10 a.m.** on **Monday, 20 February 2006** at the main plenary hall. The formal sessions of the meeting will be held daily from **10:00 a.m. to 1 p.m.** and from **3 to 6 p.m.**

4. Documents

Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents. For reasons of economy, **only** Parties and Governments that have sent prior requests to the CBD Secretariat will be provided with one set of documents per delegation.

CD-ROMs containing the pre-session documents, in the six United Nations official languages, as well as the information documents of the meeting shall also be made available to delegates and participating organizations that wish to reproduce on site additional copies of documents. These CD-ROMs will be available at the Documentation Counter and the copies may be made on **commercial basis** at the Business Centre located on level 1 of the ICAO Conference Centre.

5. Services to delegates

Within the ICAO Conference Centre, there will be a Business Centre that will provide, **on commercial basis**, the following services: photocopying, facsimile and the sale of stamps and telephone prepaid cards, etc.

Delegates may also access their e-mails, **free of charge**, at the Cyber Café situated within the ICAO Conference Centre.

6. General information on access to Montreal

Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis are available at the airport and there is a shuttle-bus service every 30 minutes.

Fares in Canadian dollars:

Bus / Shuttles:	One way trip	Round trip
Montreal-Trudeau /Downtown	\$13	\$22.75
Taxis:		
Montreal-Trudeau /Downtown	\$ 35 Fixed rate	N.A.

7. Visa/customs

Delegates from countries listed in **annex B** attached hereto require an entry visa for Canada and are strongly advised to approach the nearest Canadian diplomatic or consular mission in order to secure the required entry visa prior to departure.

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the website of the Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/offices/index.html>.

8. Hotel information

Attached is an indicative list of hotels (**annex C**) located in the vicinity of the meeting venue building and the CBD Secretariat or next to a Metro (subway) station. Further information on hotels in Montreal is available at:

<http://www.travelnow.com/hotels/hotnetlist.jsp?cid=54847&city=Montreal&stateProvince=PQ&country=CA>

Delegates are kindly reminded that they have to make their own hotel reservations. To benefit from the special room rates some hotels are offering, please indicate that you will be attending a CBD meeting.

9. Official languages in Canada

There are two official languages in Canada: English and French. French is the official language of Quebec; however English is widely spoken in Montreal.

10. Side events

Space shall be made available at the ICAO Conference Centre for side events and publication displays. Requests for side-events should be made preferably **on-line** at: <http://www.biodiv.org/register/> **or** by completing the attached **annex D**, for those who have no access to Internet. The deadline for the receipt of requests is **10 February 2006**. **Requests received after this deadline will not be considered.**

Rooms for side-events will be equipped **at no cost** to the organizer(s) with **LCD projectors** (for PowerPoint presentations) and **overhead projectors** (for transparency presentations).

Side-event organizers with no access to Internet could address their requests to :

Mr. Aballache Yesli
Conference Officer
Secretariat of the Convention on Biological Diversity
World Trade Center
413 St Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y IN9
Telephone (Direct line): +1 514 287 7043
Fax: + 1 514 288 65 88
E- mail: aballache.yesli@biodiv.org

Organizers of side-events requiring additional technical equipment should directly contact Mr. Michael Thomas at the following address with a copy, for information purposes, to Mr. Mike Baiao (MBaiao@icao.int) and to Mr. Abalalche Yesli (aballache.yesli@biodiv.org).

Mr. Michael Thomas
e-mail: Continentalcs@yahoo.ca
Fax: + 1 514 486 4970

Side events requests will be processed on a first-come, first-served basis. An updated calendar of side-events will be accessible at the Secretariat's web site at: <http://www.biodiv.org/register/side-events/list.aspx?mtg=BSWGLR-02>

Organizers of side-events wishing to enquire about catering services should address their requests directly to Mr. Matthew Chang, with a copy to Mr. Aballache Yesli, at the following address:

Mr. Matthew Chang
Address: 999, University Street
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Facsimile: + 1 (514) 954-6134
E-mail: 43068@compass-canada.com

11. Promotional material

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables are on a first come, first served.

Participants wishing to enquire about space availability regarding storage of promotional material to the meeting venue (ICAO), should address their requests, the CBD Conference Officer, Mr. Aballache Yesli (aballache.yesli@biodiv.org), with a copy, for information purposes to Mr. Mike Baiao (Mbaiao@icao.int). For any query on customs clearance, please contact your courier service.

All shipments must be:

- Addressed to:
The International Civil Aviation Organization (ICAO)
999 University Street (corner Viger) Montreal
Quebec, Canada
- Arranged to arrive in Montreal **no earlier than one week** prior to the start of the meeting;
- Arranged **on a door-to-door basis**, as the recipient **cannot** deal with customs clearance and handling of the shipments nor pay any shipment costs;
- Marked to the attention of Mr. Aballache Yesli;
- Identified with the title of the meeting (e.g. Liability and Redress meeting 20-24 February 2006);
- Previously communicated to Mr. Aballache Yesli, with a copy to Mr. Mike Baiao (Mbaiao@icao.int), indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

N.B. Boxes must be numbered in “1 of XX format”. When possible, a copy of the publication should be affixed to each box.

12. Weather and time zone information

In February, daytime temperatures in Montreal range between a maximum of -5 C and a minimum of -13° C. The standard time zone will be GMT - 5 hours.

13. Electricity

110 volts, 60 Hertz. [Two-pin, flat and vertical and round earth connection].

14. Currency

The currency in Canada is the Canadian Dollar (Can\$). The current exchange rate is \$1 US = \$1.15 Canadian.

15. 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 A

SECOND MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON LIABILITY AND REDRESS
UNDER THE CARTATAGENA PROTOCOL, MONTREAL- CANADA, 20 – 24 FEBRUARY 2006

Pre-Registration Form (Please print)

Due to the large number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered delegates will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. **Head of delegation** Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE:: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization

Indigenous community organization Media Industry Other

Official Address: _____

Telephone: + (_____) _____

Fax: + (_____) _____

Telex: + (_____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Please return duly completed no later than 10 February 2006 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax: + 1 (514) 288-6588
e-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

Annex B

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS

(In accordance with the website of Citizenship and Immigration Canada)

Citizens of the following countries and territories require a Visa to **VISIT** or **TRANSIT** in Canada:

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina Faso
Burundi

C

Cambodia
Cameroon
Cape Verde
Central African Rep.
Chad
Chile
China
Colombia
Comoros
Congo, Democratic Republic of the
Congo, Republic of the
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Rep.

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras
Hungary

I

India
Indonesia
Iran
Iraq
Israel (only Israeli citizens holding valid Israeli "Travel Document in lieu of National Passport")

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, North
Kuwait
Kyrgyzstan

L

Laos
Latvia
Lebanon
Lesotho
Liberia
Libya
Lithuania

M

Macao S.A.R.
Macedonia
Madagascar
Malawi
Malaysia
Maldives Islands
Mali
Marshall Islands
Mauritania
Mauritius
Micronesia, Fed. States
Moldova
Mongolia
Morocco
Mozambique
Myanmar (Burma)

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines
Poland

Q

Qatar

R

Romania
Russian Federation
Rwanda

S

Sao Tomé e Príncipe
Saudi Arabia
Senegal
Serbia and Montenegro
Seychelles

Sierra Leone
Slovakia
Somalia
South Africa
Sri Lanka
Sudan
Surinam
Syria

T

Tajikistan
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela
Vietnam

Y

Yemen

Z

Zambia
Zimbabwe

Annex C

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS

(PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 7% + QST 7.5 % = 15.03%. TAX REFUND IS POSSIBLE FOR NON-CANADIANS. PLEASE ASK FOR FORMS AT THE REGISTRATION DESK DURING THE MEETING)

Note: Delegates should make their bookings and indicate that they are attending a CBD meeting

A. FOUR-STAR HOTELS	Number of rooms	Indicative room rates*	Distance to the meeting venue	Remarks
1. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal Tel: +1-514-288-4141 or toll-free: +1-800-528-1234 Fax: +1-514-288-3021 www.hotelvillemarie.com	171	<ul style="list-style-type: none"> • Single: \$150 	20 minutes' walk	Room rates are inclusive of breakfast
2. Delta Centre Ville 5-minutewalk to SCBD office 777 University Street Montreal Tel.: +1-514-879-1370 Fax: +1-514-879-1761 www.deltahotels.com/bg3 First class hotel	712	Single or double occupancy: <ul style="list-style-type: none"> • Standard Delta guestroom: \$149 • Club Signature guestroom: \$179. 	Across the street	
3. Hotel Inter-Continental Montreal Same building as SCBD office 360 St. Antoine Street West Montreal Tel.: +1-514847-8525 America toll free: +1-800 327-0200/361 3600 Fax: +1-514 847-8730 E-mail: montreal@interconti.com www.montreal.interconti.com	N/A	<ul style="list-style-type: none"> • Rooms: \$159 	5 minutes' walk	

* Room rates are subject to change without notice.

Annex C

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS

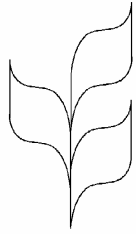
(PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 7% + QST 7.5 % = 15.03%. TAX REFUND IS POSSIBLE FOR NON-CANADIANS. PLEASE ASK FOR FORMS AT THE REGISTRATION DESK DURING THE MEETING)

Note: Delegates should make their bookings and indicate that they are attending a CBD meeting

A. FOUR-STAR HOTELS	Number of rooms	Indicative room rates*	Distance to the meeting venue	Remarks
4. Holiday Inn Select 99 Viger Street West Montreal Tel.: +1-514-878-9888 Fax: +1-514-878-6341 www.hiselect-yul.com	N/A	<ul style="list-style-type: none"> • Standard: \$170 	10 minutes' walk	Chinatown, oriental food available
5. Hôtel de la Montagne 1430 de la Montagne Street Montreal Tel.: +1-514288-5656 Toll free in North America: + 1(800) 361-6262 Fax : +1-514-288-9658 www.hoteldelamontagne.com	N/A	<ul style="list-style-type: none"> • Deluxe room: \$155 • Suite: \$215 	20 minutes' walk	Government taxes not included
6. Hotel Courtyard Marriott Montreal (formerly La Citadelle) 410, Sherbrooke Street West Montreal Tel.: +1-514-844-8851 Fax: +1-514-844-0912 www.courtyardmontreal.com	181	<ul style="list-style-type: none"> • Single or double occupancy: \$116 	15 minutes' walk	
7. Fairmont the Queen Elizabeth 900 Rene Levesque Blvd. West Montreal Tel: +1-514-861-3511 (ask for reservations) Global reservation Centre: 1 800 441 1414 Fax: +1-514-954-2258 E-mail: queenelizabethhotel@fairmont.com Web site: www.fairmont.com	1039	<ul style="list-style-type: none"> • Moderate & Fairmont room: \$149 • Junior suite: \$209 • Fairmont gold: \$259 • Bedroom suite: \$309 	5-8 minutes' walk	Rates are based on single/double occupancy per night

B. THREE-STAR HOTELS	Number of rooms	Indicative room rates	Distance to the meeting venue	Remarks
8. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal Tel.: +1-514-393 1193 Fax: +1-514393 1192 www.squarephillips.com	160	<ul style="list-style-type: none"> • Studios: \$119 • Junior suite 1 DB: \$129 • Junior suite (KSB): \$143 • 1 BR suite: \$150 • 2 BR suite: \$196 	10 minutes' walk	
9. La Tour Centre-Ville 400 René-Lévesque Blvd. West Montreal Tel.: +1-514-866-8861 Fax: +1-514-866-7257	N/A	Studio: <ul style="list-style-type: none"> • Single or double: \$80 Small suite: <ul style="list-style-type: none"> • Single or double \$90 Big suite: <ul style="list-style-type: none"> • Single or double \$100 	15 minutes' walk	\$10 per additional person
10. Holiday Inn & Express Suites EX Hotel suites le Faubourg 155 René-Lévesque Blvd. East Montreal Tel.: +1-514-448 7100 Toll free: +1-800-398-7100 Fax: +1-514-448-7101 E-mail : info@hotelfaubourg.com www.hiementreal.com	161	<ul style="list-style-type: none"> • Single or double occupancy: \$109 N.B. \$15 additional person	About 10 minutes' walk	Please mention SCBD rate code: SCB-001
11. Hôtel Manoir des Alpes 1245 St.André Street Montreal Tel.: +1-514-845-9803 Fax: +1-514845-9886 www.hotelmanoirdesalpes.qc.ca	30	<ul style="list-style-type: none"> • Rooms: \$65 	20 minutes' walk	With breakfast
12. Travelodge 50, René-Lévesque Blvd. West Montreal Tel.: +1-514-874-9090 Fax : +1-514-874-0907 E-mail : reserve@travellodgemontreal.ca www.travelodge.com	N/A	<ul style="list-style-type: none"> • Single or double occupancy \$69 N.B. Continental buffet included	20 minutes' walk	Including breakfast for

B. THREE-STAR HOTELS	Number of rooms	Indicative room rates	Distance to the meeting venue	Remarks
13. L'Appartement-in-Montréal 455 Sherbrooke Street West Montreal Tel.: +1-514-284-3634 Fax: +1-514-287-1431 www.appartementin.com	126	<ul style="list-style-type: none"> • Studio: \$101 • 1 BR suite: \$121 • 2 BR suite: \$164 		



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 10 February 2006

Side-Events Request Form

Ad Hoc Open-ended Working Group on Liability and Redress under the Cartagena Protocol
Montreal, Canada from 20 – 24 February 2006

Side event requests are processed on a *first-come, first-served basis*

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: <http://www.biodiv.org/register/>

1. **Event Title:** _____

2. **Full name + acronym of organizer(s):** _____

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- First Choice: /02/2006 time: 13:15- 14:45 () or 18:30 to 20 hours ()
- Second choice: /02/2006 time: 13:15- 14:45 () or 18:30 to 20 hours ()
- Third choice: /02/2006 time: 13:15- 14:45 () or 18:30 to 20 hours ()

5. **Requirements *** (Please check the boxes as appropriate)

- LCD Projector (for PowerPoint presentations)
- PC
- Overhead Projector (for transparencies)
- Other * (please specify): _____

6. **Date of submission:** /MM/YY

7. **Message (optional):**

*** For additional technical equipment and catering requirements, please refer to page 4 heading 10. "Side Events and promotional materials" of the "Information note for Participants".**