



## Convention on Biological Diversity

Distr.  
GENERAL

7 February 2008

ENGLISH ONLY

OPEN-ENDED AD HOC WORKING GROUP OF LEGAL  
AND TECHNICAL EXPERTS ON LIABILITY AND  
REDRESS IN THE CONTEXT OF THE CARTAGENA  
PROTOCOL

Fifth meeting  
Cartagena, 12–19 March 2008

### INFORMATION NOTE FOR PARTICIPANTS

#### 1. Venue

The fifth meeting of the Open-ended Ad Hoc Working Group of Legal and Technical Experts on Liability and Redress in the context of the Protocol will be held in Cartagena de Indias, Colombia from Wednesday, 12 to Wednesday, 19 March 2008.

##### **Julio César Turbay Ayala Convention Centre**

Getsemani Carrera 8

Cartagena de Indias, Colombia

Contact person : Ms. Lina Margarita Gomez

Telephone: 571 59 60460 Ext. 404

Cell phone: 57 3 310 322 3938

Fax: (57 5) 6600920 (57 5) 6642754

Official web site: <http://www.corpocentros.com/>

E-mail: [lmg@corpocentros.com](mailto:lmg@corpocentros.com)

#### 2. Nominations

Nominations for Parties who are requesting financial support for participation should be submitted through official letters to be addressed to the Executive Secretary before or on **15 February 2008** by fax (+1-514-288-6588) or as PDF email attachments to ([Secretariat@cbd.int](mailto:Secretariat@cbd.int)). Other nominations for representatives of governments, international and intergovernmental organizations, and non-governmental organizations would continue through **3 March 2008**

#### 3. Registration

Registration, at the counter located at the Convention Centre, will start on **Tuesday, 11 March 2008** from **9 a.m. to 6 p.m.** and will continue on **Wednesday, 12 March 2008** from **8 a.m.** Upon registration, participants will receive a photo-ID valid for the duration of the meeting.

Participants are encouraged to register on Tuesday to avoid congestion on Wednesday morning so that the official opening can start on time. To facilitate the registration, delegates are kindly invited to present a copy of the official letter referred to under heading 2 above along with an identification card with a photograph. Delegates are also kindly invited to submit in advance to the Secretariat at [secretariat@cbd.int](mailto:secretariat@cbd.int) or by fax (+ 1 514 288 65 88) their date of birth, function, address and telephone and fax numbers.

The display of Photo-IDs is mandatory for admission to the Conference Centre building as well as to the meeting rooms.

#### **4. Official opening**

The official opening for the meeting of the Ad Hoc Open-ended Working Group of Legal and Technical Experts on Liability and Redress in the context of the Protocol will take place at **10 a.m. on Wednesday, 12 March 2008** in the Barahona meeting room, located on second floor of the Conference building. The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 to 6 p.m.** For full schedule, please refer to the annotated agenda.

#### **5. Documents**

Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents. One set of documents **only** will be provided per country 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 participants, upon request, at the documentation counter.

Pre-session documents are available on the Secretariat's website at: <http://www.cbd.int/doc/?meeting=BSWGLR-05>

#### **6. Services to participants at the Convention Centre**

##### **Internet access and Business Centre**

Participants will have access to their e-mails at a Cyber café located on the second floor within the Convention Centre (participants should know that a small number of computers will be provided for this purpose). For courtesy reasons, the use of the computers is limited to 15 minutes, and only 10 during peak times. The plenary room and immediate surrounding area will be equipped for Internet access via WIFI.

There will a Business Centre located within the meeting venue providing services such as fax, telephone and printing on a commercial basis.

##### **Telephone**

Participants will have access to pre-paid public telephones for local, national and international calls. The telephones are located in the main foyers of the building. The telephone prefix for Colombia is 575 (Country 57, City 5.).

##### **Cafeteria**

A cash bar located at the premises will be open all day long with an assortment of light beverages and snacks. Please note that no hot meals will be served.

A list of restaurants located near the Convention Centre is provided in annex C below.

##### **Banking**

A local branch of the GNB SUDAMERIS BANK is located on the first floor of the Convention Centre. Banking hours are 8 a.m. to 11 a.m. and 2 p.m. to 4 p.m., Monday to Friday.

## **Medical facilities at the meeting venue**

Medical services for emergencies will be available on a permanent basis (ambulance, nurse, doctor) during the event

### **7. Visa/customs information**

Participants requiring a visa and a transit visa (European Union or United States) are strongly advised to contact the nearest Colombian diplomatic or consular representation as soon as possible in order to secure the required visas in a timely manner, prior to their departure. A list of countries and territories whose nationals or residents require a visa to enter Colombia is attached as annex A below. A list of countries which have Colombian diplomatic and consular missions is also provided.

In order to facilitate the issuance of visas, the CBD Secretariat will issue upon request an invitation letter to be attached to the relevant visa application.

In some exceptional cases, an entry visa will be granted upon arrival to Bogotá to those representatives coming from countries not listed in annex A.

Please note that most airlines will not allow boarding in the absence of a valid visa. Therefore, if there is no Colombian diplomatic representation covering your place of residence, please send an e-mail with your itinerary, no later than 20 February 2008, to [faryde.carlier@cancilleria.gov.co](mailto:faryde.carlier@cancilleria.gov.co) in order for the Colombian Government to inform the relevant airline on the matter.

### **8. Health requirement**

No vaccination is required to enter Colombia.

### **9. Hotel information**

An indicative list of hotels is provided in annex B below for information purposes only. For more information on Cartagena, please see the following website:

<http://www.turismocartagenadeindias.com> , <http://www.cartagenacaribe.com>

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. Cartagena is a major tourist destination particularly around the Easter holiday which begins on **15 March 2008**. Hotels are usually booked to their full capacity during this time of the year.

### **10. General information on access to Cartagena**

Cartagena is serviced by the Rafael Nuñez Airport, which is about 15 minutes by taxi from the Julio César Turbay Ayala Convention Centre Cartagena de Indias and most of the suggested hotels.

Taxis are readily available at Cartagena Airport. Fares range from 15,000 to 20,000 Colombian pesos (US \$7.00 – US \$10.00). It is strongly recommended to take your taxi at an airport official taxi cab or cab booth. Some hotels offer transportation from the airport at a cost. This service can be requested when making your hotel reservation.

### **11. Transportation to Convention Centre**

The best way to get to the Convention Centre is by taxi; fares vary from US\$ 4 to US\$ 6. The exact fare must be paid in cash as credit cards are not accepted. Tipping a taxi driver is not customary in Colombia. A door-to-door taxi cab service can be requested at most hotels (see the concierge desk).

## 12. Side-events

Requests for side-events should be made using the **online** system available on the Secretariat's web site at: <https://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **3 March 2008**.

Processed side-event requests can be viewed on the Secretariat's web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=bswglr-05>.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **3 March 2008**., meeting rooms will be assigned, to the extent possible, on the indicated dates and time slots. It should be noted that there may be a cost when an event has to be scheduled in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.

Organizers of side-events wishing to enquire about costs for catering or technical equipment should contact the following focal persons directly with a copy, for information purposes, to Ms. Lina Margarita Gomez and to Mr. Aballache Yesli ([aballache.yesli@cbd.int](mailto:aballache.yesli@cbd.int)).

### (a) Technical equipment

### (b) Catering

Side-event organizers without Internet access or experiencing difficulties using the online system mentioned above, could address the duly completed form (**annex D**) to the attention of:

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 1N9  
Telephone (Direct line): +1 514 287 7043  
Fax: + 1 514 288 65 88  
E- mail: [aballache.yesli@cbd.int](mailto:aballache.yesli@cbd.int)

## 13. Promotional material

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

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (Centro de Convenciones Cartagena) should address their requests to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), with a copy, for information purposes to Ms. Lina Margarita Gomez. For any query on customs clearance, please contact your courier service.

All shipments of promotional materials must be:

- Addressed to:  
**Centro de Convenciones Cartagena**  
Gestsemaní, Carrere 8<sup>a</sup>  
Cartagena, Colombia
- Arranged to arrive in Cartagena no earlier than one week prior to the start of the meeting;

- Arranged on a door-to-door basis, as Centro de Convenciones Cartagena does not 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 (i.e. L&R-5);
- Communicated to the CBD Secretariat, with a copy to Ms. Lina Margarita Gomez, indicating the expected date of arrival in Cartagena, the airway bill number and the number of boxes sent.

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

#### **14. Official language in Colombia**

Spanish is the official language of Colombia.

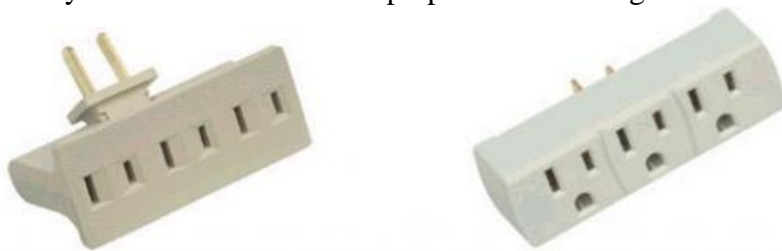
#### **15. Weather and time-zone information**

In March, the average temperature in Cartagena is usually 30°C in the daytime and 25°C at night. The relative humidity is approximately: +90%. The time in Cartagena is GMT - 5 hours. For further information, please refer to <http://www.worldweather.org/057/c00161.htm>

It should be noted, however, the temperature and humidity within the Convention Centre will be significantly lower than outside. Casual attire is suggested for all working sessions as well as for all social events.

#### **16. Electricity**

Voltage in Colombia is 110-120 volts and frequency 60 Hz. The image below shows a Colombian power outlet (not to scale). **N.B.:** Participants are advised to bring their own adaptors should they wish to connect their laptops at the meeting venue and/or the hotels.



#### **17. Currency**

The official currency of Colombia is the Colombian peso (Col\$). The Colombian peso is available in banknotes of 1,000, 2,000, 5,000, 10,000, 20,000, 50,000; and coins of 50, 100, 200, and 500. As of 1 February, 2008 the exchange rate for the Colombian Peso is Col\$ 2,000 = US\$ 1 and Col\$ 2900 = €1. The current exchange rate may vary slightly.

Facilities for currency exchange will be available at the Convention Centre. Participants are strongly warned not to exchange money on the street with informal dealers. Due to internal regulations, hotels are not allowed to exchange money.

#### **18. 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

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

Citizens of the following countries and territories require a visa to **visit** or **transit** to enter Colombia:

Afghanistan	Guinea-Bissau	Oman
Albania	Haiti	Pakistan
Algeria	India*	Palau
Angola	Iran (Islamic Republic of)*	Papua New Guinea
Armenia	Iraq	Poland
Azerbaijan	Jordan	Qatar
Bahrain	Kazakhstan	Russian Federation*
Bangladesh	Kenya	Samoa
Belarus	Kiribati	Sao Tomé y Príncipe
Benin	Korea (Democratic People's Republic of)*	Saudi Arabia
Bhutan	Kuwait	Serbia
Bosnia and Herzegovina	Kyrgyzstan	Seychelles
Botswana	Lao People's Democratic Republic	Sierra Leona
Bulgaria	Latvia	Solomon Islands
Burkina Faso	Lebanon	Somalia
Burundi	Lesotho	Sri Lanka
Cambodia	Liberia	Sudan
Cameroon	Libyan Arab Jamahiriya	Swaziland
Cape Verde	Macedonia	Syrian Arab Republic
Central African Republic	Madagascar	Tajikistan
Chad	Malawi	Thailand
China*	Maldives	The former Yugoslav Republic of Macedonia
Comoros	Malí	Timor-Leste
Congo	Marshall Islands	Togo
Côte d'Ivoire	Mauritania	Tonga
Cuba*	Mauritius	Tunisia
Democratic Republic of the Congo	Micronesia	Turkmenistan
Djibouti	Moldova	Tuvalu
Egypt	Mongolia	Uganda
Eritrea	Montenegro	Ukraine
Estonia	Morocco*	United Arab Emirates
Ethiopia	Mozambique	United Republic of Tanzania
Fiji	Myanmar	Uzbekistan
Gabon	Namibia	Vanuatu
Gambia	Nauru	Viet Nam
Georgia	Nepal	Yemen
Ghana	Nicaragua	Zambia
Guinea	Níger	Zimbabwe
Guinea Equatorial	Nigeria	

\*Countries that are part of the Convention for visa exemption with diplomatic or official passports

**LIST OF COLOMBIAN DIPLOMATIC AND CONSULAR MISSIONS**

Antigua and Barbuda	Argentina	Aruba
Australia	Austria	Belgium
Bolivia	Brazil	Canada
Chile	China	Costa Rica
Cuba	Cyprus	Denmark
Dominican Republic	Ecuador	Egypt
El Salvador	Finland	France
Germany	Greece	Guatemala
Honduras	India	Indonesia
Ireland	Israel	Italy
Jamaica	Japan	Jordan
Kenya	Korea, Democratic Republic of	Korea, Republic of
Lebanon	Malaysia	Mexico
Netherlands	New Zealand	Nicaragua
Norway	Pakistan	Panama
Paraguay	Peru	Philippines
Poland	Portugal	Puerto Rico
Russian Federation	South Africa	Spain
Suriname	Sweden	Switzerland
Turkey	United Kingdom of Great Britain and Northern Ireland	United States of America
Uruguay	Venezuela	



## Annex B

### LIST OF HOTELS WITH INDICATIVE ROOM RATES IN US DOLLARS

Prices do not include taxes and hotel insurance.

Rates are indicative and subject to change depending on the date of the booking, and participants are advised to verify the final rate when making booking arrangements

HOTEL INFORMATION	Approximate room rates	Distance to the meeting venue	Remarks
<b>1. HOTEL ALMIRANTE CARTAGENA ESTELAR</b> Bocagrande, Av.San Martín, Calle 6 Esquina Tel: (57-5)6658811 Fax: (57-5)6658302 E-Mail: <a href="mailto:reservas@hotelesestelar.com">reservas@hotelesestelar.com</a> <a href="mailto:reservas.halmirante@hotelesestelar.com">reservas.halmirante@hotelesestelar.com</a>	<ul style="list-style-type: none"> <li>• Standard room: US\$ 120</li> </ul>	About 10 minutes by taxi by taxi	Buffet breakfast included
<b>2. CAPILLA DEL MAR GLOBAL HOTEL</b> Bocagrande, Cra 1a No. 8 esquina Tel.: (57) (5) 6501500 Fax: (57) (5) 6655145 Toll Free: 018000510077 <a href="mailto:reservas@capilladelmar.com">reservas@capilladelmar.com</a>	<ul style="list-style-type: none"> <li>• Single Superior room without balcony: US\$ 135</li> <li>• Double Superior room without balcony: US \$135</li> <li>• Single Junior Suite: US\$ 160</li> <li>• Double Junior Suite: US\$ 165</li> </ul>	About 10 minutes by taxi by taxi	Breakfast included
<b>3. HOTEL MONTERREY</b> Centro Histórico Cra 8 B No. 25-103 Tel: (57) (5) 6648560, 6648563 Fax: (57) (5) 664-8574 <a href="http://www.cartagenacaribe.com.co">www.cartagenacaribe.com.co</a>	<ul style="list-style-type: none"> <li>• Single Superior: US\$ 105</li> <li>• Double Superior: US\$ 112.50</li> <li>• Junior Suite: US\$ 169</li> </ul>	Walking distance	Room rates are inclusive of breakfast
<b>4. HOTEL Sofitel Santa Clara</b> Plaza San Diego, Calle del Torno Cra, 8 No 39-29 Tel.: (57) (5) 6504700/6646070 Fax: (57) (5) 6647010 <a href="mailto:reservas@hotelsantaclara.com">reservas@hotelsantaclara.com</a>	<ul style="list-style-type: none"> <li>• US\$ 250 - US\$ 300</li> </ul>	About 10 minutes by taxi by taxi	

HOTEL INFORMATION	Approximate room rates	Distance to the meeting venue	Remarks
<b>5. HOTEL LAS AMERICAS GLOBAL RESORT</b> Anillo Vial, Sector Cielo Mar Tel.: +1 (57) (5) 6567222 Fax: +1 (57) (5) 6568100 Toll Free: 01 8000 513777 E-mail: <a href="mailto:reservas@hotellasamericas.com">reservas@hotellasamericas.com</a>	<ul style="list-style-type: none"> <li>• Single superior: US\$ 193.50</li> <li>• Double superior: US\$ 193.50 (additional person \$Col 132,000 COP)</li> </ul>	About 20 minutes by taxi	Buffet breakfast included  Transfer from Airport to hotel and return to airport included
<b>6. OTEL DANN CARTAGENA</b> Laguito, Av. Las Velas Calle 1ra No 1-60 Tel.: +1 (57) (5) 6650000 Fax: +1 (57) (5) 6650530 E-mail: <a href="mailto:reservasdanncartagena@costa.net.co">reservasdanncartagena@costa.net.co</a> , <a href="mailto:centralreservas@hotelesdann.com">centralreservas@hotelesdann.com</a>	<ul style="list-style-type: none"> <li>• Single standard: US\$ 97.50</li> <li>• Double standard: US\$ 115.00</li> <li>• Single studio: US\$ 110.00</li> <li>• Double studio: US\$ 125.00</li> <li>• Single or double Junior Suite: US\$ 155.00</li> <li>• Single or Double Suite: US\$ 225.00</li> </ul>	About 15 minutes by taxi	
<b>7. EL MARQUEZ HOTEL BOUTIQUE</b> Centro, Sector Santo Domingo Calle Nuestra Señora del Carmen No 33-41 Tel.: +1 (57) (5) 6644438 - 6600746 Fax: +1 (57) (5) 6644438 – 6600746 E-mail: <a href="mailto:reservas@elmarqueshotelboutique.com">reservas@elmarqueshotelboutique.com</a>	<ul style="list-style-type: none"> <li>• Luxury room QSB or Twin: US\$ 300.00</li> <li>• Luxury room with balcony QSB or Twin: US\$ 340.00</li> <li>• Single studio: US\$ 110.00</li> <li>• Suite: US\$ 385.00</li> <li>• Grand Suite Double: US\$ 440.00</li> </ul>	About 10 minutes by taxi	The double room includes breakfast
<b>8. BANTU HOTEL</b> Centro histórico, Calle de la Tablada, No 7-62 Tel.: +1 (57) (5) 6643362 Fax: +1 (57) (5) 6643362 Web site: <a href="http://www.bantuhotel.com">www.bantuhotel.com</a> E-mail: <a href="mailto:info@bantuhotel.com">info@bantuhotel.com</a>	<ul style="list-style-type: none"> <li>• Single luxury room: US\$ 100.00</li> <li>• Double luxury room: US\$ 120.00</li> <li>• Twin room: US\$ 135.00</li> <li>• Junior Suite: US\$ 160.00</li> </ul>	About 10 minutes by taxi	Breakfast included
<b>9. HOTEL CARIBE</b> Bocagrande, Carrera 1 No. 2-87 Tel.: +1 (57) (5) 6650155 <b>Toll Free: 01 8000 515599</b> Fax: +1 (57) (1) 2162149 E-mail: <a href="mailto:mercadeo@hotelcaribe.com">mercadeo@hotelcaribe.com</a> , <a href="mailto:reservas@hotelcaribe.com">reservas@hotelcaribe.com</a>	<ul style="list-style-type: none"> <li>• Single room: US\$ 154.00</li> <li>• Double room: US\$ 188.50</li> </ul>	About 15 minutes by taxi	American breakfast included

<b>HOTEL INFORMATION</b>	<b>Approximate room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>9. HOTEL OCEANÍA</b> El Laguito, Calle 1ª # 3-231 Tel: +1 (57) (5) 6550085 Fax: +1 (57) (5) 6550853	<ul style="list-style-type: none"> <li>• Single standard room: US\$ 112.00</li> <li>• Double standard room: US\$ 145.00</li> <li>• Single Superior room: US\$ 145.00</li> <li>• Double Superior room: US\$ 165.00</li> </ul>	About 15 minutes by taxi	Breakfast included
<b>10. SANTA TERESA</b> Centro, Plaza Santa Teresa, Cra. 3ª # 31-23 E-mail: centralreservation@hoteles-charleston.com	<ul style="list-style-type: none"> <li>• Single Superior room: US\$ 250.00</li> <li>• Single luxury superior room: US\$ 342.50</li> <li>• Single Junior Suite KSB or twin beds: US\$ 357.50</li> <li>• Grand Suite: US\$ 430.00</li> </ul>	About 5 minutes by taxi	Including breakfast

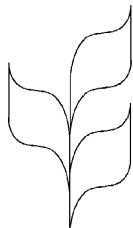
## Annex C

<b>Restaurant</b>	<b>Location</b>	<b>Type of food</b>	<b>Phone Number</b>
Mirador de las Animas	Within Centro de Convenciones	Cartagena local dishes and international food	6544105-08
La Cocina de Socorro	Across the street from Convention Centre	Sea food and international	6602044
La casa de Socorro	Calle larga # 8B-112 (5 minutes walk)	Sea food, local dishes and Caribbean	6644659
Mar de las Antillas	Calle larga #8B-26	Sea food and international	6645710
El Meson de Maria Mulata	Avda. del Arsenal No. 8B – 149 (5 minutes walk)	Steak house	6647005 6640718
Bar La casa de la cerveza Cartagena	Baluarto del Reducto (10 minutes walk)	Steak house	
Club de Pesca	Manga Fuerte de San Sebastian del Pastelillo (10 minutes by taxi)	Sea food and international	

The restaurants in Annex C are the ones nearest to the “Julio César Turbay Ayala” Convention Centre, but there is a large variety of fine restaurants within the old city (Walled City) which can be reached in 6 to 10 minutes by taxi.

Additional information on Cartagena de Indias is available on the following web site:

[www.cartagenacaribe.com](http://www.cartagenacaribe.com)



**CONVENTION ON  
BIOLOGICAL DIVERSITY**

SER/# ---

**Deadline : 3 March 2008**

**SIDE-EVENTS REQUEST FORM**

The fifth meeting of the Open-ended Ad Hoc Working Group of Legal and Technical Experts on Liability and Redress in the context of the Protocol

Cartagena, 12–19 March 2008

**Please ensure that the information below (1 to 7) is provided**

**For on-line requests, please click here:** <http://www.cbd.int/register/>

1. **Event Title:** \_\_\_\_\_

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

3. **Expected number of Participants:** \_\_\_\_\_

4. **Preferred date and time:**

➤ First choice: /03/2008 time: 13:15- 14:45 ( )

➤ Second choice: /03/2008 time: 13:15- 14:45 ( )

➤ Third choice: /03/2008 time: 13:15- 14:45 ( )

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

➤ LCD Projector (for PowerPoint presentations)

➤ PC

➤ Overhead Projector (for transparencies)

➤ Other \* (please see note below): \_\_\_\_\_

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

7. **Short description of the event:** \_\_\_\_\_

\* For technical equipment and catering requirements, please refer to pages 3, 4 and 5 under headings 12 and 13. "Side Events and promotional materials" above.