



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
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15 December 2004

ENGLISH ONLY

FIRST MEETING OF THE AD HOC OPEN-ENDED WORKING
GROUP ON LIABILITY AND REDRESS UNDER THE
BIOSAFETY PROTOCOL
25 – 27 May 2005, Montreal

and

SECOND MEETING OF THE CONFERENCE OF THE PARTIES
SERVING AS THE MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL
30 May – 3 June 2005, Montreal

Information for Participants

1. Venue

The first meeting of the Ad Hoc Open-ended Working Group on Liability and Redress under the Cartagena Protocol and the second meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol (COP/MOP -2) will be held back-to-back in Montreal from 25 May to 27 May 2005 and 30 May to 3 June 2005, respectively. Both meetings will be held at:

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

2. Registration and identification name badges

2.1 Meeting of the Ad Hoc open-ended Working Group on Liability and Redress

Registration for this meeting will commence on **Tuesday, 24 May 2005** from **3 to 6 p.m.** and will continue on **Wednesday, 25 May 2005** at **8 a.m.**, at the lower atrium.

2.2 COP/MOP-2 meeting

Registration for COP/MOP-2 meeting will commence on **Friday, 27 May 2005** for delegates attending the Ad Hoc open-ended Working Group on Liability and Redress and will continue on **Sunday, 29 May** from **3 to 6 p.m.** and on **Monday, 30 May 2005** at **8 a.m.**, at the lower atrium

Delegates are encouraged to pre-register using the attached forms to facilitate the on-site registration. Please use **Annex A** for the meeting of the Ad Hoc open-ended Working Group on Liability and Redress meeting and **Annex B** for COP/MOP-2 meeting. 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 and the working groups as well as regional group meeting rooms will be made available at the meeting venue.

3. Official opening

3.1. Meeting of the Ad Hoc open-ended Working Group on Liability and Redress

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 **Wednesday, 25 May 2005** 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.**

3.2. COP/MOP-2 meeting

The official opening for COP/MOP-2 meeting will take place on **Monday, 30 May 2005** at **10 a.m.** 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.**

4. Documents

Delegates are kindly reminded to bring their own copies of the pre-session documents for the Ad Hoc open-ended Working Group on Liability and Redress and the COP/MOP-2 meetings, including the Information documents. For reasons of economy, **only** Parties and Governments shall 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 each 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	\$12	\$21.75
Taxis:		
Dorval/Downtown	\$ 35 Fixed rate	N.A.

7. Visa/customs

Delegates from countries listed in **annex C** 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 D**) 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://travel.yahoo.com/p-hotel-191501843-montreal_hotels-i-sort-pop

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 and promotional material

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 E** for the Meeting of the Ad Hoc open-ended Working Group on Liability and Redress and **annex F** for COP/MOP-2 meeting. The deadline for the receipt of requests is 30 April 2005. **Requests received after the deadline of 30 April 2005 shall 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).

Non-online requests for side events should be addressed 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 or wishing to enquire about customs regulations and space availability regarding shipping of promotional material to ICAO, should address their detailed requests directly to Mr. Mike Baiao, with a copy to Mr. Aballache Yesli, at the following address:

Mr. Mike Baiao, Conference Assistant
Telephone: +1 (514) 954-8219
Facsimile: +1 (514) 599-3834
Address: 999, University Street
Montreal, Quebec Canada H3C 5H7
E-mail: Mbaiao@icao.int

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 as follows:

- **Meeting of the Ad Hoc open-ended Working Group on Liability and Redress:** <http://www.biodiv.org/register/side-events/list.aspx?mtg=BSWGLR-01>
- **COP/MOP-2 meeting:** <http://www.biodiv.org/register/side-events/list.aspx?mtg=MOP-02>

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

Mr. Ron Mckeown
 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

It should be noted that, given the limited available space, the number of side-events will be restricted to **five** per day over the lunch hour and may have to be rescheduled to accommodate requests from the plenary and or the Working Groups

11. Weather and time zone information

In May/June, daytime temperatures in Montreal range between a maximum of 18 to 23° C and a minimum of 8 to 14° C. The standard time zone will be GMT - 4 hours.

12. Electricity

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

13. Currency

The currency in Canada is the Canadian Dollar (Can\$). The current exchange rate is \$1 US = \$1.19 Canadian.

14. 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

MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON LIABILITY AND REDRESS UNDER THE CARTATAGENA PROTOCOL, MONTREAL- CANADA, 25 - 27 MAY 2005

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. 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: _____

Preferred languages:

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

Signature: _____ Date: _____

Please return duly completed no later than 30 April 2005 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

CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA
PROTOCOL , MONTREAL, CANADA FROM 30 MAY –3 JUNE 2005

Pre-Registration Form (Please print)

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

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. 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 / ACRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization Indigenous and local 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 30 April 2005 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 C

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** 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

E (cont'd)

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

S (cont'd)

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 D

Exchange rate: 1 US\$ = 1.19 Canadian \$
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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	Room rates	Distance to the meeting venue	Remarks
1. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal Tel: 514-288-4141 or toll-free: 1-800-528-1234 Fax: 514-2883021 http://www.hotelvillemarie.com	171	<ul style="list-style-type: none"> • Single: \$107 • Deluxe \$125 deluxe <p>NB. Room rates are inclusive of breakfast</p>	20 minutes-walk	
2. Delta Centre Ville (ex-Radisson) 777 University Street Montreal Tel.: + 1 (514) 879-1370 Fax: + 1 (514) 879-1761 http://www4.deltahotels.com/onlinegroups/eng/dcv/bio.htm First class hotel	712	Single or double occupancy: <ul style="list-style-type: none"> • Standard Delta guestroom: \$144 • Club Signature guestroom \$169 	Across the street	
<p>N.B. The Delta Centre-Ville has set aside a block of bedrooms. Please mention the name of the meeting to ensure the special rates.</p>				
3. Hotel Inter-Continental Montreal 360 St-Antoine Street West Montreal, Quebec Canada H2Y 3X4 Tel.: + 1 (514) 847-8525 .America toll free: 1-800 327-0200/361 3600 Fax: 1 (514) 847-8730 E-mail: montreal@interconti.com Website: http://montreal.interconti.com	N/A	Rooms \$159.	2 minutes-walk	

A. FOUR-STAR HOTELS	Number of rooms	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 http://www.hiselect-yul.com/	N/A	\$170 standard	10 minutes-walk	Chinatown, oriental food available
5. Hôtel de la Montagne 1430, de la Montagne Street Montréal Tel.: + 1 (514) 288-5656 + 1(800) 361-6262 toll free in North America Fax : + 1 (514) 288-9658 http://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 http://www.courtyard.com/	181	<ul style="list-style-type: none"> • \$159, single or double occupancy. 	15 minutes-walk	
7. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal H3B 3C9 Tel. + 1 (514) 393 1193 Fax: + 1 (514) 393 1192 www.squarephillips.com	160	<ul style="list-style-type: none"> • Studios \$99 • Junior suite 1 DB \$109 • Junior suite 1 QSB \$118 • 1 DR suite \$128 • 2 DR suite \$161 	10 minutes-walk	

* Hotel de la Montagne: these rates are not valid for 8 to 13 June and 1 to 10 July periods

A. FOUR-STAR HOTELS	Number of rooms	Room rates	Distance to the meeting venue	Remarks
8. Fairmont The Queen Elizabeth 900 Rene Levesque West Montreal, Qubec H3B 4A5 514-954-2273 514-954-2258 Fax john.richardson@fairmont.com	1039	<ul style="list-style-type: none"> • Fairmont room \$209 • Junior suite \$ 289 • Fairmont gold \$309 	5-8 minutes-walk	Rates are based on single#double occupancy per night & are subject to 7% , 7,5 % & \$ 2 taxes
B. THREE-STAR HOTELS				
8. La Tour Centre-Ville 400 René-Lévesque Blvd. W. 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 7% + 7,5 % taxes not included
9. Hotel suites le Faubourg 155 René-Lévesque Est Montréal Tel. + 1 (514) 448 7100 Toll free : 1 800 398 7100 Fax : +1 (514) 448 7101 e-mail : info@hotelfaubourg.com www.hotelfaubourg.com	161	Single or double occupancy \$109 NB. \$15 additional person	15 minutes-walk	Please mention SCBD rate code: SCB-001
10. Hôtel Manoir des Alpes 1245, St-André Street Montreal Tel.: + 1 (514) 845-9803 Fax : + 1 (514) 845-9886 http://www.hotelmanoirdesalpes.qc.ca/	30	Rooms \$65, including breakfast	20 minutes-walk	

B. THREE-STAR HOTELS	Number of rooms	Room rates	Distance to the meeting venue	Remarks
11. Travelodge 50, René-Lévesque Blvd. West Montreal Tel. : + 1 (514) 874-9090 Fax : + 1 (514) 874-0907 E-mail :reserve@travellodgemontreal.ca http:// www.travelodge.com/	N/A	\$89, including breakfast for single or double occupancy Nb. Continental buffet included	20 minutes-walk	
12. L'Appartement-in-Montréal 455, Sherbrooke Street West Montreal Tel.: + 1 (514) 284-3634 Fax: + 1 (514) 287-1431 http://www.appartementin.com	126	<ul style="list-style-type: none"> • Single \$140, • Small suite \$160 		



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 30 April 2005

Side-Events Request Form

Ad Hoc open-ended Working Group on Liability and Redress under the Cartagena Protocol

Montreal, Canada from 25 – 27 May 2005

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: DD/02/2004 time: 12:15- 13:45
- Second choice: DD/02/2004 time: 12:15- 13:45
- Third choice: DD/02/2004 time: 12:15- 13:45

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: DD/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".**



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 30 April 2005

Side-Events Request Form

Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol

Montreal, Canada from 30 May - 3 June 2005

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:**

a. First Choice: DD/02/2004 time: 12:15- 13:45

b. Second choice: DD/02/2004 time: 12:15- 13:45

c. Third choice: DD/02/2004 time: 12:15- 13:45.

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

a. LCD Projector (for PowerPoint presentations)

b. PC

c. Overhead Projector (for transparencies)

d. Other * (please see also note below): _____

6. **Date of submission: DD/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 Participant".