



## Convention on Biological Diversity

Distr.  
GENERAL

28 April 2008\*

ENGLISH ONLY

MEETING OF THE CONFERENCE OF THE PARTIES SERVING  
AS THE MEETING OF THE PARTIES TO THE CARTAGENA  
PROTOCOL ON BIOSAFETY

Fourth meeting  
12-16 May 2008, Bonn

### INFORMATION NOTE FOR PARTICIPANTS

#### 1. VENUE

The fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on biosafety (COP-MOP/4) will be held in Bonn, Germany, from Monday, 12 to Friday, 16 May 2008. The meeting will be held back-to-back with the ninth meeting of the Conference of the Parties to the Convention on Biological diversity at:

Maritim Hotel Bonn  
Godesberger Allee  
53175 Bonn, Germany  
Telephone +49 (0) 228 8108-0  
Fax +49 (0) 228 8108-811  
Email: [info.bon@maritim.de](mailto:info.bon@maritim.de)  
Website: <http://www.maritim.de/typo3/index.php?id=677>

#### 2. REGISTRATION

##### 2.1 Registration and accreditation of Parties

In accordance with rule 18 of the rules of procedure, and pursuant to recommendation 1 contained in the United Nations Office of Internal Oversight Services audit report of the CBD Secretariat (UNEP/CBD/COP/8/INF/44), Parties to the Cartagena Protocol are urged to submit their credentials to the Secretariat if possible **no later than twenty-four hours** after the opening of the meeting. The credentials of representatives of Parties to the Cartagena Protocol must be issued by the Head of State, Head of Government or the Minister for Foreign Affairs. A model for the preparation of credentials is contained in **annex E** below.

Questions regarding the accreditation procedure should be directed to:

Mr. Lyle Glowka

\* This revision is issued to reflect the name and coordinates of the newly designated focal person for NGOs.

Senior Legal Advisor  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel: +1-514-288-2220  
Email: secretariat@cbd.int

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official notification. The official notification shall be sent through the diplomatic channel and must be received as soon as possible but no **later than 1 May 2008**.

The notification, which must indicate the names, titles and contacts of delegates nominated to attend the meeting, should be sent to the attention of the Executive Secretary at the address below:

Mr. Ahmed Djoghlaif  
Executive Secretary  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Fax: + 1-514-288-6588  
Email: secretariat@cbd.int

## **2.2 Observers**

### **2.2.1 Observer States**

Rule 6.1 of the rules of procedure applies to States not Party to the Cartagena Protocol that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official written notification. The notification must be received as soon as possible, but **no later than 1 May 2008**, and must indicate the names, titles and contacts of the delegates to the meeting.

The notification should be addressed to the Executive Secretary at the address indicated in item 2.1 above.

### **2.2.2 Observers from the United Nations and its specialized agencies**

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official written notification. The notification must be received as soon as possible, but **no later than 1 May 2008**, and must indicate the names, titles and contacts of the delegates to the meeting.

The notification should be sent to the attention of the Executive Secretary at the address indicated in item 2.1 above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

### **2.2.3 Bodies or agencies qualified in the fields of biodiversity conservation and sustainable use**

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official written notification. The notification must be received as soon as possible, but **no later than 1 May 2008**.

The notification, to be sent to the attention of the Executive Secretary at the address indicated in item 2.1 above, must take the form of an official letter from the Chief Executive or President of the organization, and must indicate the names, titles and contacts of the delegates to the meeting.

Please note that pursuant to rule 7.2 of the rules of procedure these observers may, upon invitation of the President of the Conference of the Parties, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

### **3. ON SITE REGISTRATION**

The registration, at the counter located outside the Maritim Hotel Bonn, will commence on **Friday, 9 May**, from 9 a.m. to 6 p.m. and will continue on **Saturday, 10** and **Sunday, 11 May 2008**, from 9 a.m. to 6 p.m. From **Monday, 12 May onwards**, registration will be from 8 a.m. to 6 p.m.

Based on the notifications received by the Secretariat, name badges with photographs and barcodes will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the notifications referred to above.

For security reasons, and to gain access to both meeting venue and meeting rooms, the display of name badges is mandatory at all times. Any loss of a name badge should be reported in a timely manner to the registration counter.

### **4. PROCEDURES FOR MEDIA ACCREDITATION**

Media participation at CBD Conferences is subject to accreditation by the CBD secretariat. Accreditation is strictly reserved for members of the press - print media, photo, radio, TV, film and news agencies - who fully meet UN media accreditation requirements. Accreditation will be granted upon presentation of valid press credentials including:

1. Completed online accreditation form. The accreditation form can be found on the Secretariat's website at [www.cbd.int/mop4/media](http://www.cbd.int/mop4/media).
2. Letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted.
3. Photocopy of a valid press card/work pass
4. Photocopy of passport/national ID card

To avoid delays upon arrival at the conference, please submit the form on the reverse side together with a letter of assignment from your Editor/Bureau Chief **and** a photocopy of your valid professional press card to:

**Ms. Marie Aminata Khan**  
Information Officer and Gender Focal Point  
Convention on Biological Diversity  
413 Saint Jacques, suite 800

Montreal, QC H2Y 1N9, Canada  
Tel.: +1 514 287 8701  
Fax: +1 514 288 6588  
Email: marie.khan@cbd.int with copy to secretariat@cbd.int

Note that no double accreditation is allowed (e.g. as press and delegate, or as press and NGO).

Press passes can be picked up at the registration counter upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

Please note that the deadline for accreditation is **24 April 2008** and that journalists accredited to cover the meetings should make their own travel and hotel bookings.

## 5. OFFICIAL OPENING

The official opening of the meeting will take place on **Monday, 12 May 2008 at 10 a.m.** in the main plenary hall. The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 p.m. to 6 p.m.** For more information on the proposed programme of work, please refer to the annotated agenda which can be retrieved at: [www.cbd.int/mop4/agenda](http://www.cbd.int/mop4/agenda).

## 6. REGIONAL PREPARATORY MEETINGS

Subject to the availability of funding, the meeting will be preceded by regional preparatory meetings. To date, the Secretariat has received the generous financial support from the Government of Germany and the African Union for the African Group preparatory meeting.

The Secretariat will assist in the convening of COP-MOP/4 preparatory meetings by the regional groups for Latin America and the Caribbean, Asia and the Pacific. These regional preparatory meetings would take place over the weekend prior to the official opening of the fourth meeting of the Conference of the Parties serving as the meeting of Parties to the Cartagena Protocol. More information will be provided in due course.

## 7. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, the number of copies in respect to in-session documents will be limited to the strict minimum. With regard to pre-session documentation, delegates are urged to bring their own copies for the meeting, including the information documents. **Only one** set of documents 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, will also be made available to delegates and participating organizations who wish to reproduce on site, at their own expense, additional copies of the documents. The CD-ROMs will be available at the Documentation Counter.

Pre-session and information documents are available on the Secretariat's web site at: [www.cbd.int/mop4/doc](http://www.cbd.int/mop4/doc). In order to assist the interpreters in the discharge of their duties, delegations wishing to make a formal statement on any issue relevant to the agenda items of the meeting should provide, **in advance**, a copy of their statement to the Secretary of the meeting, Ms. Dominique Kayser.

## 8. LIST OF DELEGATIONS

A list of delegations that have attended the meeting will be prepared by the Secretariat and made available on its website ([www.cbd.int/mop4/doc](http://www.cbd.int/mop4/doc)) soon after the closing of the meeting. Participants not wishing their full coordinates to appear on the list of participants should notify the Secretariat staff at the registration desk.

## 9. SERVICES TO PARTICIPANTS

A variety of services will be available within the meeting venue. These include catering facilities (restaurants, cafeterias, snack bars and food quarters), a medical unit, a bank, a cash machine, a post office, a kiosk, a travel agency, car rental service (Sixt), hotel reservation service, a tourist information service, coin and card-operated telephones, a Cyber Café, a delegates lounge and a Business Centre.

The Business Centre will provide, **on a commercial basis**, the following services: photocopying, facsimile (incoming and outgoing), scanning, rental of cellular phones, sale of pre-paid telephone cards, sale of a small range of office supplies, sale of USB sticks and plug adaptors, etc. Upon request, Business Centre users may obtain a receipt for services rendered.

**Participants wishing to order a cell phone prior to arrival in Bonn may do so by completing the form inserted at the end of this document. HireFone can provide in advance a number, if requested. For any query, please contact directly Ms. Melanie Simmet ([msimmet@hirefone.com](mailto:msimmet@hirefone.com)). Telephone + 49 (0) 211-5135 9430**

Participants may also have access to their e-mails, **free of charge**, at the Cyber Café at the meeting venue. Access through WIFI will also be available in the meeting rooms of the main conference centre.

## 10. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

For any query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact directly the designated focal persons indicated below:

### 10.1 Travel

Mr. Nader Ibrahim  
MKI Travel & Conference Management Inc.  
2121 Carling Ave, Suite 202  
Carlingwood Mall, 2nd floor  
Ottawa, Ontario K2A 1H2  
Telephone: + 1: 613-234-6797  
Toll free number: 1 800 267 9676  
Fax: + 1 613-233-7813  
Email: [nibrahim@mkitravel.com](mailto:nibrahim@mkitravel.com)

### 10.2 Daily Subsistence Allowance

Mr. Ide Ahmed  
Fund Management Officer  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques St., Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Telephone: + 1 514-287-7024  
Fax: + 1 514-288-6588

Email: ide.ahmed@cbd.int

## 11. VISAS

Participants from countries **listed** in **Annex A** below **require** an entry visa to enter the Federal Republic of Germany. Visa applications must be sent **as soon as possible, but no later than 14 days prior to departure**, to the German diplomatic or consular mission of your place of residence in order to secure, prior to departure, the required entry visa in a timely manner. Due to the large number of visa applicants, a request for an appointment for the submission of visa applications may be required in some German diplomatic or consular missions.

**It should be noted that airline companies will not allow boarding in the absence of a valid visa.**

Participants requiring an entry visa to Germany should attach, as appropriate, to their visa application forms<sup>†</sup>, duly completed and signed, the following:

- An official letter from their Governments or organizations nominating them as official participants in the meeting;
- One passport size photograph;
- Valid passport (with an expiry date no less than six months from the date of entry into Germany);
- Letter from the CBD Secretariat (to be issued upon request).

For more information and update on visa requirements and list of the German diplomatic and consular missions abroad, please go to:

- **Visa requirements:**

[http://www.auswaertiges-  
amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html](http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html)

- **List of diplomatic missions:**

[http://www.auswaertiges-  
amt.de/diplo/en/LaenderReiseinformationen.jsp](http://www.auswaertiges-amt.de/diplo/en/LaenderReiseinformationen.jsp)

- **Download of Visa application forms:**

[http://www.auswaertiges-  
amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/StaatenlisteVisumpflicht.html](http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/StaatenlisteVisumpflicht.html)

Participants experiencing difficulties in accessing these web sites and/or requiring any visa-related assistance are requested to contact **directly** the designated focal person below:

Ms Pamela Klesper  
pamela.klesper@bmu.bund.de  
Telephone + 49 228 305 4412

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<sup>†</sup> Visa application forms can be obtained from German embassies or consulates.

## 12. GREENING OF THE MEETING


The Secretariat of the Convention and the German Government want to create a setting that is true to the spirit of the Convention and meets the requirements of environment protection in general. Germany is therefore organizing the meeting in line with a comprehensive and ambitious environmental plan with the purpose of ensuring that, to the extent possible, environmental impacts resulting from the meeting are avoided or, at a minimum, reduced, to give participants first-hand experience of the ideas behind the environmental concept and thus indirectly also promote the goals of the meeting.

The main areas that the concept will address are waste management, environmentally sound mobility of participants, efficient use of energy and water during the meeting and catering with a direct link to "agro biodiversity", one of the main topics of the meeting. Climate protection will also play a key role as it is closely connected to biodiversity.

### 12.1 Waste

The starting point for the waste concept is waste prevention. Proper organization already creates the necessary basis for ensuring that large volumes of waste do not even arise at the meeting. To facilitate efficient waste recycling, separate collection will be uniformly implemented. Catering staff, for example, or workers erecting and dismantling equipment will separate wastes into the following categories: glass, paper (paper, cardboard packaging materials), recycling (plastics and other packaging materials) and general waste (residual refuse). There will be additional categories in the kitchens, e.g. biowastes.

Pictographs for separate waste collection:

		
<p>general waste (residual refuse)</p>	<p>paper, cardboard packaging materials</p>	<p>plastics and other packaging materials</p>

It is hardly possible to imagine a meeting without documents and brochures, but it is a great help to the environment if participants only take, distribute or copy what is really of interest and will actually be read. Different waste containers will also be placed throughout the meeting venue including the public areas, enabling participants to dispose of their waste paper separately. This means that every participant can actively support the waste concept.

### 12.2 Energy and water

Energy and water consumption for the meeting will be kept as low as possible. All electricity needs will be supplied by certified green electricity for the duration of the meeting.

### 12.3 Transport

The transport concept aims at providing participants with a comprehensive range of environmentally friendly public transport modes for journeys to and from the meeting. Vehicles such as shuttle buses will be subject to particularly stringent environmental standards. The concept also includes free use of the public transport network in Bonn for journeys to the meeting venue. Further information on this can be found in sections 13 (Arrival/Departure) and 15 (Transportation between hotels and meeting venue).

### 12.4 Catering

The catering for the meeting represents a culinary experience with the menu including bioproducts, and reflecting the spirit of biodiversity with regional specialities and organic food. Products such as fair trade coffee will also be available.

### 12.5 Climate protection

The German Government is committed to minimizing the negative impacts on the climate. All greenhouse gas emissions, e.g. in the transport and energy sectors, will be kept as low as possible. All non-avoidable greenhouse gas emissions, for example emissions resulting from the long flights which many participants must take to and from Germany, will be offset by investments in climate-protection projects elsewhere. These projects will comply with the highest ecological and social standards.

## 13. ARRIVAL/DEPARTURE

### 13.1 Transport provided by the host country

The Government of Germany will provide a shuttle service, **free of charge**, between Cologne/Bonn Airport and Siegburg/Bonn ICE train Station and the hotels from Saturday, 10 May 2008 through Sunday, 11 May 2008 **for arriving participants** and from Friday, 16 May 2008 through Saturday, 17 May 2008 **for departing participants**. The shuttle service, which will be identified with a COP-9 logo, will also operate on Friday, 16 May 2008 from 4 to 11 p.m. and on Saturday, 17 May 2008 from 7 a.m. to 11 p.m. at intervals ranging between 20 and 45 minutes.

Participants who wish to avail themselves of this shuttle service must complete the "Travel Information Form" attached to this note as **Annex B**. Duly completed forms must be forwarded as soon as travel arrangements have been made to the designated focal person (see Annex B) **no later than 30 April 2008**. Any request received after the set deadline of 30 April 2008 will not be considered. The transportation arrangements will be made based on the information provided by the participants in **Annex B**.

Participants who do not provide the form by the above-mentioned deadline will need to arrange their own transportation to/from the City of Bonn. Information on public transport is as follows:

### 13.2 Public transport

The nearest international airport servicing Bonn is Cologne/Bonn Airport Konrad Adenauer (<http://www.airport-cgn.de/index.php?lang=2>), which is about 22 km north of the City of Bonn. An airport shuttle bus service (line 670) leaving from stand D (terminal 2) is available to and from the main railway station in Bonn ("Hauptbahnhof" or "Hbf") every 15 minutes from Monday to Friday and every 30 minutes on Saturday and Sunday. The journey takes about 35 minutes. For the full timetable, please go to: [http://www.swb.bonn.de/fahrplandateien/2006WF/Plaene/68725\\_670\\_1.pdf](http://www.swb.bonn.de/fahrplandateien/2006WF/Plaene/68725_670_1.pdf).



There are also taxis, which take about 30 minutes at fares ranging from 35 to 40 Euros.

Participants arriving at Frankfurt Airport (<http://www.frankfurt-airport.de>), which is about 165 km south-east from the City of Bonn, can reach Bonn by train as follows:

- Using the Inter City Express trains (“ICE”) on the new high-speed route to Cologne, changing at "Siegburg/Bonn" station, a suburb located about 12 km from Bonn city centre. It should be noted that some trains go directly to Cologne, but one train every hour stops in "Siegburg/Bonn" station. At Frankfurt Airport please follow the signs to the long-distance train station “Fernbahnhof” which is located at Terminal 1. If you arrive at Terminal 2, take the Skytrain to Terminal 1. The journey from Frankfurt to "Siegburg/Bonn" station takes about 40 minutes, the one-way ticket is about 53 euros. From "Siegburg/Bonn" station, take the tram (line 66) to Bonn main station (“Hauptbahnhof”, travel time: about 25 minutes, ticket price 4 euros, the tram leaves in one direction only). Prices as of 2007. ICE-Tickets can be purchased online at <http://reiseauskunft.bahn.de/bin/query.exe/en>. Please note that some rates are valid on the booked train only. If your flight is booked to the “Siegburg/Bonn” ICE station please note that you have to check in your luggage to Frankfurt only, not through to Cologne. Please pick up your luggage at Frankfurt Airport.

Or,

- Using the hourly Inter City train (“IC”) which arrives at Bonn main station (“Hauptbahnhof”). The journey takes about one hour and forty-five minutes and some trains require a change at Mainz. A one-way second class ticket costs about 33 euros. At Frankfurt Airport please follow the signs to the long-distance train station “Fernbahnhof” which is located at Terminal 1. If you arrive at Terminal 2, take the Skytrain to Terminal 1.

### 13.3 Help desks

Help Desks, staffed by multilingual attendants, will also be set up at Cologne/Bonn airport, Bonn Central Station, Cologne Central Station and Siegburg/Bonn ICE Station to assist participants with hotel accommodation, transportation or any other query they may have. At these Help Desks, information kits containing maps, useful phrases in the German language, etc. will be distributed.

The Help Desks will be operational from 6 a.m. to 11 p.m. from **Saturday, 10 to Wednesday, 14 May 2008**. Signs will be displayed to guide participants.

### 13.4 Baggage clearance

Participants are kindly requested to attach clearly marked labels on their luggage reading “**CBD COP-MOP/4 meeting**”, in order to expedite their handling and customs clearance.

## 14. HOTEL ACCOMMODATION

Participants **are responsible for making their own hotel reservations**. It should be noted that credit cards or other booking guarantees may be required for hotel reservations.

Hotel reservations are handled by Tourismus & Congress GmbH on a first come, first served basis. It is strongly recommended to make hotel reservations **by 1 April 2008**, either online (<http://www.tcbonn.de/con/html/3285-196.html>) or by fax, using the Reservation form attached as **Annex B bis**.

For online reservations, please go to: <http://www.tcbonn.de/con/html/3285-196.html>

Reservations can also be made by Phone (+49 (0) 228 91041-227) +49 (0) 228 91041-78, by Facsimile (+49 (0) 228 91041-77) **or by email ([cbd-hotels@bonn-region.de](mailto:cbd-hotels@bonn-region.de))**.

A hotel reservation service will be available at the meeting venue.

## **15. TRANSPORTATION BETWEEN HOTELS AND MEETING VENUE**

The German Government will provide, **free of charge**, public transportation within Bonn's city limits. It should be noted that use of the public transportation services requires the display (at all times) of the name badges with photographs issued to COP-MOP/4 participants upon registration. The name badges are valid from 9 May 2008 to 1 June 2008.

## **16. PROMOTIONAL MATERIALS**

### **16.1 Dedicated web site**

In keeping with efforts to minimize the negative environmental impact of the meeting, a web site will be set for the promotional materials. Participants wishing to have their materials posted online are encouraged to send them, with a brief description, including the full name and coordinates of their government or organization, to the Secretariat to the attention of:

**Mr. David Ainsworth**  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone: +1 514 288 2220  
Fax: +1 514 288 6588  
E-mail: [virtualdisplay@cbd.int](mailto:virtualdisplay@cbd.int)

### **16.2 Display tables**

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

### **16.3 Customs and storage**

Participants wishing to make available their promotional material to delegates attending COP-9 meeting **should contact prior to sending their shipments** the Organization Office, using the coordinates provided below under heading 19, with a copy, for information purposes, to the CBD Administrative Officer, Mr. Victor Ogbunike ([victor.ogbunike@cbd.int](mailto:victor.ogbunike@cbd.int)).

Organization Office  
Bonn; Germany  
Telephone: +49 (0) 228 99 305 4410  
Fax: +49 (0) 228 99 305 4419  
E-mail: [cop9mop4@bmu.bund.de](mailto:cop9mop4@bmu.bund.de)

#### 16.4 Shipments of promotional materials to the meeting venue

All shipments must be:

- Addressed to:  
Maritim Hotel Bonn  
“CBD”  
Godesberger Allee  
53175 Bonn, Germany  
Telephone +49 (0) 228 8108-0  
Fax +49 (0) 228 8108-811  
Email: [info.bon@maritim.de](mailto:info.bon@maritim.de)  
Website: <http://www.maritim.de/typo3/index.php?id=677>
- Previously communicated to the Organization Office, indicating the expected date of arrival in Bonn, the airway bill number and the number of boxes sent.
- Arranged so as to arrive in Bonn between **2 May and 9 May 2008** to ensure timely customs clearance and delivery to the meeting venue;
- Arranged on a **door-to-door** basis, as the recipient **cannot** deal with customs clearance and handling of the shipments;
- Identified with the title of the meeting (e.g. COP-MOP/4 and/or COP-9).

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

#### 16.5 Collection of shipments at the meeting venue

Shipments may be collected from the underground car park of the Maritim Hotel upon presentation of official shipping documents. Please check at the on site Help Desk upon arrival.

### 17. EXHIBITION STANDS

For the Convention on Biological Diversity, environmental protection has a high priority. The aim is to avoid negative environmental impact as much as possible during the whole meeting, including

side events and exhibitions. Therefore, exhibitors commit their consideration and participation to the environmental requirements when designing and operating their exhibition stands.

In order to raise awareness in society for the vital importance of biological diversity and its widely ranging impact on nature, economy, science and culture, the world's largest environmental foundation Deutsche Bundesstiftung Umwelt (DBU) [German Federal Foundation for the Environment] invites, by order of the German Government, all governmental and non-governmental organisations, companies, associations, research and education facilities, both national and from abroad, to present their innovative projects, concepts and ideas around the topic of "biological diversity" within the **Plaza of Diversity** which will be located on the conference site.

The DBU will produce a compact exhibitor catalogue and will make available, via the following web site, all information concerning the project presentations and further events from the **Plaza of Diversity**: [www.plaza-of-diversity.org](http://www.plaza-of-diversity.org).

Participating governments and organizations wishing to book an exhibition space are invited to submit their applications, **no later than 31 January 2008**, to Ms. Tusche, the focal person designated by the DBU, by email, by facsimile or by mail (as appropriate), **with a copy** to the CBD focal person, Mr. David Ainsworth ([david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)) **and** the Organization Office at the following coordinates:

Ms. Carla Tusche  
Zentrum für Umweltkommunikation  
An der Bornau 2  
49090 Osnabrueck, Germany  
Fax: +49 (0) 541 963399-0  
Email: [c.tusche@dbu.de](mailto:c.tusche@dbu.de)

Mr. David Ainsworth  
Programme Officer,  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone (Direct line): +1 514-287-7025  
Fax: + 1 514-288-6588  
E- mail: [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)

**Organization Office**  
Bonn; Germany  
Fax: +49 (0) 228 99 305 4419  
E-mail: [cop9mop4@bmu.bund.de](mailto:cop9mop4@bmu.bund.de)

Should the number of applications exceed the available space, an independent jury in charge of the selection procedure may be set up. All applicants will be notified of the outcome by mid-February 2008.

Any request received after the set deadline (**31 January 2008**) will not be considered. Any enquiry relating to these exhibition stands should be sent to the designated focal person, Ms. Tusche, with a copy to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), for information purposes, as well to the Organization Office ([cop9mop4@bmu.bund.de](mailto:cop9mop4@bmu.bund.de)).

An application form and relevant information regarding the exhibition can be found in **Annex C**.

## **18. Fair on Experiences with the Implementation of the Cartagena Protocol on Biosafety**

A fair on experiences with the implementation of the Cartagena Protocol on Biosafety will be held at the margins of COP/MOP-4 in Room 0.105 of the Federal Ministry of Transportation Building. The Fair will be organized jointly by the CBD Secretariat and the Government of Germany as the host. It will feature the following themes, among others:

- 1 a. lessons learned from the development and implementation of National Biosafety Frameworks (NBFs);
- 2 b. experiences and lessons learned in the design and implementation of biosafety capacity-building activities;
- 3 c. experiences with the use of the Biosafety Clearing-House; and
- 4 d. experiences and best practices in raising public awareness, education and participation, including mobilization of the media for communication of messages on the importance of biosafety and of the Protocol.
- 5

Parties and organizations will have the opportunity to present their materials in a variety of formats. The following are suggested:

- 6 -Display of printed materials on outreach
- 7 -Presentations
- 8 -Presentation of posters
- 9 -Presentation of multimedia

To ensure maximum flexibility in presentations, and to take into account the different resource capabilities of Parties, it will also be possible to mount a display for only some of the days of the COP/MOP. Participants will be expected to have a resource person on hand at the fair during the entire time of their display.

The Secretariat invites Parties, other Governments, development agencies, research institutions, and other relevant organizations and initiatives to register their interest to showcase their projects, activities and material with the Secretariat at their earliest convenience, but no later than 27 March 2008.

In order to facilitate the organization of the Fair, indications of interest should include a short description (one page maximum) of the proposed activities, presentations and/or material to be showcased, including any audio-visual requirements. The dates for display and/or presentations should also be indicated.

It is important to note that, due to restricted room capacity, only a limited number of exhibitors can be offered the opportunity to showcase their work.

The Secretariat reserves the right to select the exhibitors.

Limited support will be provided for PC-based materials and will be allocated on a first-come-first-served basis. Parties are encouraged to provide their own laptops. Internet access will be made available. A large screen, with audio system, will also be available for the display of films and presentations.

## **19. SIDE-EVENTS**

Requests for side-events should be made using the **online** system available on the Secretariat's web site at: [www.cbd.int/mop4/register](http://www.cbd.int/mop4/register). The deadline for the receipt of requests is **30 April 2008**

Processed side-event requests can be viewed on the Secretariat's web site at: [www.cbd.int/mop4/side-events](http://www.cbd.int/mop4/side-events).

Subject to availability of rooms, and provided that side-event requests are received before the set deadline of **30 April 2008**, meeting rooms will be assigned, to the extent possible, on the indicated dates and time slots. However, it should be noted that side-events may be rescheduled in the interests of official sessions of the meeting.

Side-events requiring equipment, other than LCD projector and computer for PowerPoint presentations, will entail rental costs to the organizer(s).

Organizers of side-events wishing to enquire about costs for the rental of equipment and catering should contact **no later than 30 April 2008** the following focal persons directly, **with a copy**, for information purposes, to Ms. Lisa Pedicelli ([lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)) and to [cop9mop4@bmu.bund.de](mailto:cop9mop4@bmu.bund.de).

**(a) Rental of technical equipment**

Modern Times GmbH  
Telephone: +49 (0) 6203 9304 322  
Fax: +49 (0) 6203 9304 330  
Email: [cbd@modern-times.net](mailto:cbd@modern-times.net)

**(b) Catering**

Ms. Andrea Schimmel  
Telephone: + 49 (0) 228 305 4415  
Email: [andrea.schimmel@bmu.bund.de](mailto:andrea.schimmel@bmu.bund.de)

Participants without Internet access or experiencing difficulties using the online system for the submission of side-event requests should send the duly completed form (**Annex D**) to the CBD designated focal person, Ms. Lisa Pedicelli, at the following coordinates:

Ms. Lisa Pedicelli  
Meeting Services Assistant  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone (Direct line): +1 514 287 7058  
Fax: + 1 514 288 65 88  
E- mail: [lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)

In order that the Secretariat may publish a Compendium of side-events held during the meeting, side-event organizers are kindly requested to submit to Ms. Pedicelli a short abstract on the objective of the side-event, as well as a summary of the side event by **no later than 30 June 2008**. Any submission received after the deadline will not be included in the Compendium.

## 20. ORGANIZATION OFFICE

The Government of Germany has set up an organization office including a hotline in order to assist participants with any query they may have. The coordinates are as follows:

### **Organization Office**

Bonn; Germany

Telephone: +49 (0) 228 99 305 4410 or +49 (0) 228 99 305 4411

Fax: +49 (0) 228 99 305 4419

E-mail: [cop9mop4@bmu.bund.de](mailto:cop9mop4@bmu.bund.de)

The opening hours are from 7 a.m. to 5 p.m. CET. Queries will be answered in English and German. However, queries sent in a written format could be answered in the following languages: English, French, Spanish, Russian, and German.

Outside these opening hours, an answering machine will indicate the fax number and e-mail address of the Organization Office.

## 21. LIST OF FOCAL POINTS

In order to enhance relations between representatives of major groups and other stakeholders and the CBD Secretariat, the following focal points have been designated:

- **Focal point for Indigenous and local communities**

Mr. John Scott

Programme Officer – Traditional knowledge

Secretariat of the Convention on Biological Diversity

World Trade Centre

413 St. Jacques Street, Suite 800

Montreal, Quebec, Canada H2Y IN9

Telephone (Direct line): +1 514 287 7042

Fax: + 1 514 288 65 88

E- mail: [john.scott@cbd.int](mailto:john.scott@cbd.int)

- **Focal point for non-governmental organizations**

Mr. Neil Pratt

Senior Environmental Affairs Officer

Secretariat of the Convention on Biological Diversity

World Trade Centre

413 St. Jacques Street, Suite 800

Montreal, Quebec, Canada H2Y IN9

Telephone: +1 514 287 7007

Fax: + 1 514 288 65 88

E- mail: [neil.pratt@cbd.int](mailto:neil.pratt@cbd.int)

- **Focal point for business**

Mr. Nicolas Bertrand

Programme Officer

Secretariat of the Convention on Biological Diversity

World Trade Centre

413 St. Jacques Street, Suite 800

Montreal, Quebec, Canada H2Y IN9

Telephone (Direct line): +1 514 287 7048

Fax: + 1 514 288 65 88  
E- mail: nicolas.bertrand@cbd.int

- **Focal point for United Nations and other intergovernmental organizations**

Mr. Charles Gbedemah  
Senior Environmental Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone (Direct line): +1 514-287-7032  
Fax: + 1 514-288-6588  
E- mail: charles.gbedemah@cbd.int

- **Focal point for security related issues**

Mr. Sassan Rahimi  
United Nations Office at Vienna (UNOV)  
Vienna International Centre  
PO Box 500  
A 1400 Vienna, Austria  
Telephone: + 43 126060-5175  
E-mail: [sassan.rahimi@unvienna.org](mailto:sassan.rahimi@unvienna.org)

## **22. BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY**

Delegations wishing to book an appointment for bilateral meetings with the Executive Secretary on the margins of the Conference of the Parties are requested to contact:

Ms. Ailis Rego  
Associate Executive Assistant  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone: +1 514 287 8710  
Fax: + 1 514 288 65 88  
E- mail: ailis.rego@cbd.int

## **23. CURRENCY AND RATE OF EXCHANGE**

The German currency is the Euro. The current exchange rate (December 2007) is approximately 1 Euro = 1.47 US \$ and 1 US \$ = 0, 68 Euro. Currency exchange facilities are readily available in banks, hotels and within the meeting venue.

## **24. OFFICIAL LANGUAGE**

The official language in Germany is German. However, English is generally spoken and understood in hotels and restaurants.

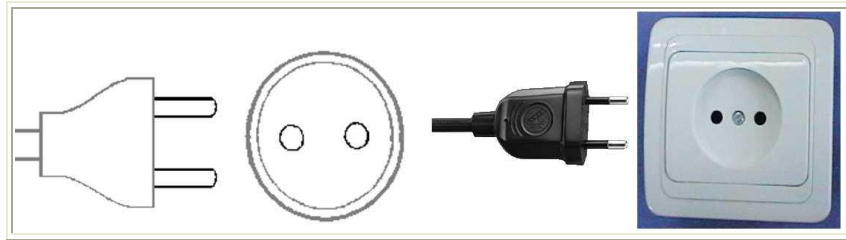


## 25. WEATHER AND TIME ZONE INFORMATION

In May, temperatures in Bonn range between a maximum of 20°C in the daytime and a minimum of 8°C at night. The time zone is two hours ahead of GMT.

## 26. ELECTRICITY

The voltage and frequency in Germany is 230 volts, 50 Hertz.



## 27. 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 that participants secure prior to departure international medical insurance for the period of participation.

## ANNEX A

### VISA AND ENTRY REQUIREMENTS FOR GERMANY (Schengen Visa)

Passport holders from the countries below require an entry visa for Germany.

<b>A</b>	<b>E</b>	<b>M</b>	<b>S</b>
Afghanistan	Ecuador	Madagascar	Saint Kitts and Nevis
Albania	Egypt	Malawi	Saint Lucia
Algeria	Equatorial Guinea	Maldives	Saint Vincent and the Grenadines
Angola	Eritrea	Mali	São Tomé and Príncipe
Antigua and Barbuda	Ethiopia	Marshall Islands	Saudi Arabia
Armenia	<b>F</b>	Mauritania	Senegal
Azerbaijan	Fiji	Mauritius	Serbia
<b>B</b>	<b>G</b>	Micronesia (Federated States of)	Seychelles
Bahamas	Gabon	Moldova	Sierra Leone
Bahrain	Gambia	Mongolia	Solomon Islands
Bangladesh	Georgia	Montenegro	Somalia
Barbados	Ghana	Morocco	South Africa
Belarus	Grenada	Mozambique	Sri Lanka
Belize	Guinea	Myanmar	Sudan
Benin	Guinea-Bissau	<b>N</b>	Suriname
Bhutan	Guyana	Namibia	Swaziland
Bolivia	<b>H</b>	Nauru	Syrian Arab Republic
Bosnia and Herzegovina	Haiti	Nepal	<b>T</b>
Botswana	<b>I</b>	Niger	Tajikistan
Burkina Faso	India	Nigeria	Tanzania (United Republic of)
Burundi	Indonesia	North Korea	Thailand
<b>C</b>	Iran (Islamic Republic of)	<b>O</b>	The former Yugoslav Republic of Macedonia
Cambodia	Iraq	Oman	Timor-Leste
Cameroon	<b>J</b>	<b>P</b>	Togo
Cape Verde	Jamaica	Pakistan	Tonga
Cayman Islands	Jordan	Palau	Trinidad and Tobago
Central African Republic	<b>K</b>	Papua New Guinea	Tunisia
Chad	Kazakhstan	Peru	Turkey
China (People's Republic)	Kenya	Philippines	Turkmenistan
Colombia	Kiribati	<b>Q</b>	Tuvalu
Comoros	Korea (Democratic People's Republic)	Qatar	<b>U</b>
Congo (Democratic Republic of)	Kuwait	<b>R</b>	Uganda
Congo (Republic of)	Kyrgyzstan	Russian Federation	Ukraine
Côte d'Ivoire	<b>L</b>	Rwanda	United Arab Emirates
Cuba	Lao (People's Democratic Republic)		Uzbekistan
<b>D</b>	Lebanon		<b>V</b>
Djibouti	Lesotho		Vanuatu
Dominica	Liberia		Viet Nam
Dominican Republic	Libyan Arab Jamahiriya		Western Samoa
			<b>Y</b>
			Yemen
			<b>Z</b>
			Zambia
			Zimbabwe





## ANNEX C

### EXHIBITION: THE “PLAZA OF DIVERSITY”, BONN, GERMANY 12-30 MAY 2008

#### 1. WHAT IS THE PLAZA?

In May 2008, Germany is host to the ninth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-9) and the fourth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP/4). Approximately 5,000 participants are expected to attend these two meetings. Aside from the formal negotiations, this is a major opportunity to raise awareness and celebrate the importance of biodiversity. It is also an opportunity to profile biodiversity projects and initiatives from around the world.

The “Plaza of Diversity”, which will be open from 12 to 30 May 2008, offers this space to participating organizations whose mandate is relevant to the work of the Convention. The Plaza of diversity will include an exhibition fair, workshops, and many other activities relevant to the implementation of the Convention on Biological Diversity.

The Plaza will also showcase initiatives at the federal level as well as initiatives of the city of Bonn. Deutsche Bundesstiftung Umwelt (DBU) [German Federal Foundation for the Environment] will also be profiling its interactive exhibitions “FasziNatur – Discover Nature” and “Inspired by Nature – Patent Workshop Bionics”, specifically targeted at children and students.

*Note: The Plaza will be located in the immediate vicinity of the meeting venue (Hotel Maritim), but there will be no booths inside the venue itself.*

#### 2. WHO CAN PARTICIPATE IN THE PLAZA?

The Plaza is open to all organizations, from governmental and non-governmental organizations; scientific, cultural and education institutions; indigenous and local communities; business associations and individual companies, *etc.*

*Note: Should the number of applications for booths exceed available space, DBU reserves the right to set up an independent jury in charge of the selection procedure.*

#### 3. WHO IS ORGANIZING THE PLAZA?

The Plaza is organized by the **Deutsche Bundesstiftung Umwelt (DBU) [German Federal Foundation for the Environment]** as a contribution to the ninth Conference of the Parties to the Convention on Biological Diversity (COP-9) and the fourth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP/4), which precedes it.

#### 4. WHAT DOES THE PLAZA OFFER?

The Plaza is divided into two segments, the “Campus” and the “Expo”, detailed below.

##### *(a) The Campus*

The **Campus of diversity** will run from 12-30 May 2008 inclusive. Organizations can take part for (1) COP-MOP/4 exclusively, (2) COP-9 exclusively, or (3) throughout the entire period (12-30 May). The Campus will be accessible to the general public throughout the meetings, although the main target group is Conference Participants. School trips are also anticipated. The Campus offers:

- Booths
- One main stage with a capacity of approximately 500 seats
- Smaller tents with a capacity for approximately 100 seats

The Campus will open daily, in between formal sessions, *i.e.* from 1 p.m.-3 p.m. and 6 p.m.-8 p.m.

*Note: Upon registration, exhibitors commit to provide staff to service their booths during the opening hours. Exhibitors agree that the Organizer (DBU) may hire personnel, at the cost of the exhibitor, if the booth is found unattended during the opening hours.*

**(b) The Expo**

The **Expo of diversity** will provide the same services as those of the “Campus” but will run only during the High Level (Ministerial) Segment of the Conference, from 27 to 30 May. The Expo will be located adjacent to the Campus. From 27 to 30 May, both the Campus and the Expo will thus be running concomitantly. The Expo will be accessible to the general public. The Host Government will be marketing the Expo to a general public audience. The Expo offers:

- Booths
- One main stage with a capacity of approximately 500 seats
- Tents with a capacity of approximately 100 seats

The Expo will open daily from 10 a.m.-8 p.m.

*Note: Upon registration, exhibitors commit to provide staff to service their booths during the opening hours. Exhibitors agree that the Organizer (DBU) may hire personnel, at the cost of the exhibitor, if the booth is found unattended during the opening hours.*

**(c) In summary**

Organizations can participate in the ‘Plaza’ in four different ways:

<b>Option 1</b>	Campus – during <b>COP/MOP-4</b> only (12-16 May)
<b>Option 2</b>	Campus – during <b>COP-9</b> only (19-30 May)
<b>Option 3</b>	Campus – during <b>COP-MPO/4 and COP-9</b> (12-30 May)
<b>Option 4</b>	Expo – during the <b>High Level Segment</b> (27-30 May)

**5. BOOTH SIZE AND EQUIPMENT**

Dimensions of maximum 30 m<sup>2</sup> are available for exhibitors. Please indicate the preferred stand size in the registration form.

Booths at the Campus and the Expo are equipped with the following:

- Space in a booth (as per registration)
- Basic lighting
- Power supply 230 V/16 A, including consumption (connection power up to 1kW)
- Waste disposal of usual scope
- Entry into the printed exhibitors’ catalogue
- Entry into the affiliated homepage

**6. COSTS**

Plaza	Options	Prices (Euro/m <sup>2</sup> , excl. VAT)
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		Individual companies, industry associations	Not for profit (excl. business)
<b>Campus</b>	<b>Option 1</b> COP-MOP-4 only (12-16 May)	100	50
	<b>Option 2</b> COP-9 only (19-30 May)	150	75
	<b>Option 3</b> COP-MPO-4 and COP-9 (12- 30 May)	150	75
<b>Expo</b>	<b>Option 4</b> High Level Segment (27-30 May)	100	50

## 7. HOW TO APPLY

Please fill in the registration form, available at <http://www.plaza-of-diversity.org/> under “**Become an exhibitor**” link.

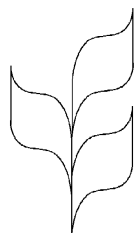
## 8. DEADLINE

Registration forms should be received by **31 January 2008**.

## 9. CONTACT DETAILS

For additional information, please contact

**Ms. Carla Tusche**  
**Deutsche Bundesstiftung Umwelt (DBU)**  
 Zentrum für Umweltkommunikation  
 An der Bornau 2  
 49090 Osnabrück  
 Germany  
 Fax: +49 (0) 541 96 33 990  
 c.tusche@dbu.de



## CONVENTION ON BIOLOGICAL DIVERSITY

**Deadline : 30 April 2008**

### SIDE-EVENTS REQUEST FORM CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY (COP-MOP/4) BONN, GERMANY, 12 – 16 MAY 2008

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

For online requests, please click here: [www.cbd.int/mop4/register](http://www.cbd.int/mop4/register)

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

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

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

4. Expected number of Participants: \_\_\_\_\_

5. Preferred date and time:

- a) First Choice: /05/2008 time: 13:15 – 14:45 OR 18:15 – 19:45  
 b) Second choice: /05/2008 time: 13:15 – 14:45 OR 18:15 – 19:45  
 c) Third choice: /05/2008 time: 13:15 – 14:45 OR 18:15 – 19:45

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

- a) LCD Projector with PC (for PowerPoint presentations)   
 b) Other \* (please specify and refer to note below):

7. Date of submission: ( / / ) dd/mm/yy

8. Short event description:

\* For additional equipment other than LCD projector (with computer) and catering requirements, please refer to pages 13 heading 18 of this Information note for participants



ANNEX E

**SAMPLE FORMAT FOR CREDENTIALS**  
**FOR THE FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE**  
**MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister for Foreign Affairs*] hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on biosafety to be held in Bonn, Germany, from the twelfth to the sixteenth of May in the year two thousand and eight.

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name(s) of representative(s)*]

**DONE** in [*city*] on this [*day*] of [*month*] in the [*year*]

*Seal and Signature*



**Order Contract**

4th Meeting of the Conference of the Parties serving as the Meeting of the Parties to the CP (MOP-4)

	Rent	Theft & Damage Protection TDP*
German Mobile Phone incl. SIM card or German SIM card only	4,00 € / day 2,50 € / day	1,00 € / day 0,50 € / day

I / we require (Please indicate amount/s required)	<input type="checkbox"/>	Mobile Phones Incl. German SIM cards	or	<input type="checkbox"/>	German SIM cards only
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\* Theft & Damage Protection TDP, optional.  
If the TDP option is selected, the renter bears a low excess of: 180 €, provided that the conditions in section V of the terms and conditions are met. If the TDP option is not selected, the renter is liable for up to: 635 €. When SIM only is chosen: with TDP the low excess is 15 €, without TDP 40.25 €

Please tick if you do NOT require TDP

Estimated Hire Period	<input type="checkbox"/>	Day/s	or	<input type="checkbox"/>	Week/s	Delivery Date	<input type="checkbox"/>
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I/We will pay by credit card	<input type="checkbox"/>	VISA	<input type="checkbox"/>	EuroCard MasterCard	<input type="checkbox"/>	Amex
Expiry Date	/	Credit Card no:			Card Holder Name:	

	Invoice Address	Delivery or Hotel Address
Company		
Name		
Department		
Street		
City & Post Code		
Email		
Telephone		
Fax		

Please Note:  
All charges quoted are exclusive of VAT. If the customer is using their own SIM, Hirefone cannot take any responsibility for any possible problems. Hirefone cannot guarantee assistance with such matters. Additional call charges occur if the voicemail is activated. Collection service is available for one phone from €14.95. Rental charges cease as soon as you request collection.  
I confirm that I have read and understood the Hirefone terms and conditions and that I am authorised to purchase the above services.

Date, Signature Company Stamp

**Please fax back to: +49 211 513 594 44**