



## Convention on Biological Diversity

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### HIGH-LEVEL PANEL ON GLOBAL ASSESSMENT OF RESOURCES FOR IMPLEMENTING THE STRATEGIC PLAN FOR BIODIVERSITY 2011-2020

Second Meeting

Chennai, India, 2-4 December 2013

#### Information Note for Participants

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## 1. OFFICIAL OPENING AND REGISTRATION

The official opening for the second meeting of the High-Level Panel on Global Assessment of Resources for Implementing the Strategic Plan for Biodiversity 2011-2020 will take place at 9:00 a.m. on Monday, 2 December 2013. For more information, please refer to the provisional annotated agenda, which is available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=HLPGAR-SP-02-02>.

The registration will take place at the venue of the meeting at 8:30 a.m. the same day.

## 2. VENUE

The second meeting of the High-Level Panel on Global Assessment of Resources for Implementing the Strategic Plan for Biodiversity 2011-2020 will be held in Chennai, India on 2-4 December 2013. The meeting venue will be:

### **GRT Grand Hotel**

120 Sir Thyagaraya Road, Thiyagaraya. Nagar

Chennai, 600 017, Tamil Nadu, India

Tel. +91-44-2815-0500

Mobile: +99-4-0045-6623

Fax: + +91-44-2815-0778

E-mail: [reservations@grtgrand.com](mailto:reservations@grtgrand.com)

Web site: <http://www.grthotels.com/chennai>

## 3. OFFICIAL RECEPTION

The Ministry of Environment and Forests and the National Biodiversity Authority are kindly providing a reception on the evening of Wednesday, 4 December 2013, following the joint session between the High-level Panel on the Global Assessment of Resources for Implementing the Strategic Plan for Biodiversity 2011-2020 and the Expert Group on Biodiversity for Poverty Eradication and Development.

Details of the event will be communicated to delegates in due course.

## 4. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, the number of printed copies of documents will be limited to the strict minimum. Delegates are urged to bring their own copies for the meeting.



Pre-session and information documents are available on the Secretariat's website at::

<http://www.cbd.int/doc/?meeting=HLPGAR-SP-02-02>

## 5. VISA INFORMATION



### **Holders of ordinary passports**

An entry visa to India is required for nationals of all countries, with the exception of Nepal and Bhutan.

The following procedure has been put in place, in cooperation with the Indian Ministry of External Affairs, to facilitate the visa process. However, it is still strongly recommended to submit visa applications 4 weeks in advance.

**Visa Assistance letter:** Individual letter issued by the Secretariat, confirming participation to the meeting. This letter will include the name of delegate, the organization and the complete address.

The links to the respective Indian Mission/Post/visa application can be found online through the following website and in some cases collection of an application form may be required: <http://www.mea.gov.in/indian-missions-abroad.htm>.

Please find below a complete list of the documents required for visa applications:

- Conference Visa application form (downloaded from website of respective Indian Mission/Post or collected from respective Indian Mission/Post, as above).
- Visa assistance letter: (mentioned above) to be provided by the SCBD after pre-registration process is complete.
- Two copies of recent coloured passport-size photograph of the size 50mm x 50mm (2 inch x 2 inch) on a white/off white background.
- Valid passport (with an expiry date no less than six months from the date of entry into India and at least two blank (unstamped) visa pages).

**Please note** that this list is not exhaustive and does not guarantee a visa. The Indian Mission/Post reserves the right to ask for additional documents if required.

### **Diplomatic/Official passport or UN Laissez-passer holders**

Please contact the nearest Indian Mission or Post <http://www.mea.gov.in/indian-missions-abroad.htm> in advance in order to obtain information about the necessity of an entry visa to India, the visa application procedure and the necessary documents for the visa application.

It should be noted that airline companies will not allow boarding in the absence of a valid visa; conference visas cannot be obtained upon arrival in India.

**Please bear in mind that an entry visa to India is issued in accordance with the laws and regulations of India.**

## **6. HEALTH INFORMATION**

The International travel, health and vaccination requirements for travel to India can be obtained from the World Health Organization (WHO) web site at: [http://www.who.int/ith/chapters/ith2012en\\_countrylist.pdf](http://www.who.int/ith/chapters/ith2012en_countrylist.pdf).

Travellers to India require a yellow fever vaccination certificate for travellers over 9 months of age, who within the preceding six days, have been in or have passed through any country with risk of yellow fever transmission.

Malaria risk exists throughout the year in the whole country at altitudes below 2000 metres.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

## **7. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE (DSA) ARRANGEMENTS**

For sponsored participants, the relevant DSA will be provided on the first day of the meeting. Where relevant, this includes (i) hotel accommodation, including breakfast (to be arranged and paid for by the Secretariat on behalf of sponsored participants); (ii) the relevant portion of the Daily Subsistence Allowances (DSA) for the duration of the meeting; and (iii) one additional full day of DSA to cover other travel expenses such as visa and terminal expenses. Kindly note that lunch meals will be provided by the Ministry of Environment and Forests of India for the duration of the meeting.

## **8. HOTEL INFORMATION**



The Government of India has made arrangements for all funded delegates to stay in a superior room, single occupancy, with complementary breakfast, at the hotel of the meeting venue.

**Sponsored participants:** A block booking has been made at the GRT Grand Hotel (meeting venue) on behalf of all sponsored participants according to your flight arrangements which the Secretariat will provide to the hotel. All personal expenses including laundry, phone calls, room services, etc., will be paid by participants themselves when checking out.

**Non-sponsored participants:** are welcome to avail of the negotiated reduced rate of INR 4,500 net per night. In order to avail of this rate, delegates should include the following information in the e-mail (both listed below) when making their reservations:

- INVITEE OF THE NATIONAL BIODIVERSITY AUTHORITY, CHENNAI;
- Rate of INR 4,500; and
- Request airport transfer (if applicable)

### **GRT Grand Hotel**

120 Sir Thyagaraya Road, Thiyagaraya. Nagar  
Chennai, 600 017, Tamil Nadu, India

Tel. +91-44-2815-0500

Mobile: +99-4-0045-6623

Fax: + +91-44-2815-0778

E-mails: [reservations@grtgrand.com](mailto:reservations@grtgrand.com); [satishkumar@grtgrand.com](mailto:satishkumar@grtgrand.com)

Web site: <http://www.grthotels.com/chennai>

Further information on India is available at the following web-site:

<http://www.incredibleindia.org/>

## **9. TRANSPORTATION**

### **Arrival information**

The Chennai International Airport is located 15 km south of downtown Chennai and 14 km south of the GRT Grand Hotel (Meeting Venue).

For more details visit: <http://www.chennaiairport.com/>

### **Airport Transfers**

The Government of India will kindly facilitate complimentary Airport Transfers to the officially designated hotel for all participants.

The Secretariat will provide the arrival and departure information of the sponsored participants.

Non-sponsored participants are requested to provide their arrival and departure information to the hotel for pick up upon making their reservations.

Also, an airport representative has been assigned for the participants of the meeting and can be contacted directly as needed: Mr. Murth: Mobile: +91-(0)98-4070-4099

**The exact schedule of Airport Transfers will be communicated to delegates in due course.**

## **10. GOVERNMENT OF INDIA FOCAL POINTS**

### **1.**

The following people may be contacted for any additional information, assistance of advice:

#### **Mr. C. Achalender Reddy**

Secretary  
National Biodiversity Authority, Govt. of India  
Chennai  
Mobile: +91 9677066330  
E-mail: [secretary@nbaindia.org](mailto:secretary@nbaindia.org)

#### **Ms. M. Kannamma**

Administrative Officer  
National Biodiversity Authority, Govt. of India  
Chennai  
Mobile: +91 8754477519  
E-mail: [admin@nbaindia.in](mailto:admin@nbaindia.in)

#### **Mr. C. Satish Kumar**

Deputy Manager – Sales  
GRT Grand Hotel  
120, Sir Thyagaraya Road, T-Nagar  
Chennai  
Phone: +91 44 281 50500  
Mobile: +91 99 4016 6071  
Fax: +91 44 281 50778

E-mail: [staishkumar@grtgrand.com](mailto:staishkumar@grtgrand.com); [lm@grtgrand.com](mailto:lm@grtgrand.com)

**Duty Manager of GRT Grand Hotel (available 24/7)**

120, Sir Thyagaraya Road, T-Nagar

Chennai

Phone: +91 44 281 50500

Mobile: +91 9500064303

Fax: +91 44 281 50778

E-mail: [lm@grtgrand.com](mailto:lm@grtgrand.com)

**11. OFFICIAL LANGUAGES IN INDIA**

The official language in India is Hindi, with the official language in the state of Tamil Nadu being Tamil. However, English is widely spoken and understood in hotels and restaurants.

**12. WEATHER AND TIME ZONE INFORMATION**



In December temperatures in Chennai usually range between a maximum of +29°C in the daytime and a minimum of +20°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/066/c00527.htm>.

The standard time zone is GMT +5.5 hours.

**13. ELECTRICITY**

The voltage and frequency in Chennai, India is 220-240 Volts, 50 Hertz as illustrated below.



**14. CURRENCY**



The currency in India is the Indian Rupee (INR). The current exchange rate as at 5 November 2013 is US \$1 = INR 61.67 and (Euro) € 1 = INR 83.08. Currency exchange facilities are readily available in banks and hotels.

**15. DISCLAIMER**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, 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 international medical insurance for the period of participation prior to departure.

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