



Convention on Biological Diversity

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CII-ITC CENTRE OF EXCELLENCE FOR SUSTAINABLE
DEVELOPMENT 10TH SUSTAINABILITY SUMMIT HOSTED
BY THE GOVERNMENT OF INDIA MINISTRY OF ENVIRONMENT,
FORESTS AND CLIMATE CHANGE
New Delhi, India, 15-16 September 2015

SUBREGIONAL CAPACITY-BUILDING WORKSHOP
ON FINANCIAL REPORTING AND RESOURCE
MOBILIZATION FOR SOUTH ASIA
New Delhi, India, 16-18 September 2015

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Subregional Capacity-Building Workshop on Financial Reporting and Resource Mobilization for South Asia will be held in New Delhi, India from Wednesday, 16 September to Friday, 18 September 2015.

The first day of the workshop (16 September) will be held in conjunction with the 10th Sustainability Summit organized by the Center of Excellence for Sustainable Development of the Confederation of Indian Industry (CII-ITC). All participants to the workshop have already been pre-registered for the Sustainability Summit. Registration for the workshop will take place starting at 9:30 a.m. on Wednesday, 16 September 2015. Please note that any participant arriving early is welcome to attend the Summit on 15 September 2015.

2. Venues

10th Sustainability Summit (16 September):

The Taj Palace Hotel
Sardar Patel Marg
New Delhi 110021
India

From 17 to 18 September, the workshop will be held at:

Ministry of Environment, Forest and Climate Change
Indira Paryavaran Bhavan
Jorbagh Road
New Delhi - 110 003
India
Web site: <http://www.moef.nic.in/>

3. Working language

The workshop will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Documents will be made available on the following web page:



<https://www.cbd.int/doc/?meeting=RMWS-2015-03>

5. General information on access to New Delhi, India



The airport servicing Delhi is the Indira Gandhi International Airport (IGI), New Delhi. The airport is about 16 kilometres Southwest of the city centre and the journey takes approximately 30 - 60 minutes.

Pre-paid taxis are available at the counter just outside the International Arrivals terminal. The cost of a taxi is approximately INR 220 (about US \$5.00), however, there is an extra charge for taxis if you arrive after 11:00 p.m. Some hotels provide airport transfers, kindly contact them directly for further information.

6. Visa information



Participants from all countries require an entry visa for India and are strongly advised to contact the nearest Indian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. Visa requests must be made online. It should be noted that airline companies will not allow boarding in the absence of a valid visa.

Information on visa procedures can be found on the web site of the Ministry of Home Affairs of India at: <http://indianvisaonline.gov.in/visa/>. A list of relevant Indian diplomatic/consular missions abroad, is available on the web site of the Ministry of External Affairs at: <http://mea.gov.in/indian-missions-abroad.htm>.

The visa applications will require the following information regarding the primary contact person for the workshop. Please include Mr. Hem Pande, the CBD Focal Point of India as is it required for the visa application.

Mr. Hem Pande
Additional Secretary
Ministry of Environment, Forests and Climate Change
Indira Paryavaran Bhawan, Jor Bagh Road
New Delhi-110003, India
Tel.: +91-11-24695130, +91-11-24695137
Fax: +91-11-24695137
E-mail: hempande@nic.in; as-mef@nic.in

To facilitate the issuance of visas, the Secretariat will issue visa assistance letters to be attached to the visa applications.

7. Health requirements

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/ith_country_list.pdf?ua=1.

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.

8. Hotel information

Participants are requested to make their own reservations as soon as possible. A listing of hotels in the vicinity of the meeting venues is provided in Annex A below.

Further information on hotels in New Delhi is available on the following web site:

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



9. Payment of the Daily Subsistence Allowance (DSA)

The relevant DSA will be paid to participants during the meeting. Participants will be informed of the details in due course.

10. Official languages

There are two official languages in India: Hindi and English.

11. Weather and time zone information



In September average temperatures in New Delhi usually range between a maximum of +34°C in the daytime and a minimum of +25°C at night. It usually rains a lot at this time of the year, please bring appropriate clothing. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=224>.

The standard time zone is GMT /UTC +5 ½ hours.

12. Electricity

The voltage and frequency in India is 220-240 Volts, 50 Hertz, the electrical outlets/plugs are illustrated below.



13. Currency



The currency in India is the Indian rupee (INR). The current exchange rate as at 1 September 2015 is US \$1 = INR 66.18 and (Euro) € 1 = INR 74.37 (rates are subject to change).

14. 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, accident and travel insurance for the period of participation prior to departure.

Annex A – Hotel Listing

LIST OF RECOMMENDED HOTELS IN THE VICINITY OF THE VENUE

PRICES DO NOT INCLUDE THE APPLICABLE TAXES

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

HOTELS	Approximate room rates	Distance to the meeting venue
1. Taj Vivanta - Ambassador Sujan Singh Park Subramania Bharti Marg New Delhi - 110 003 India Telephone: +91 11 6626 1000 Facsimile: +91 11 2463 2252 E-mail: vivanta.ambassador@tajhotels.com Web site: http://www.vivantabytaj.com/ambassador-new-delhi/overview.html	Rates are approximately from 6799 INR per night with complimentary breakfast	15 minute walk
2. The Park New Delhi 15, Parliament Street, New Delhi, Delhi, 110001, India Tel: +91 (0)11 2374 3000; Fax: + 91 (0)11 2374 4000 E-mail: guestrelations@theparkhotels.com Web site: https://park-delhi.reztrip.com/special_offer?rate_code=BAR&vr=3	Rates are approximately from 8215 INR per night with complimentary breakfast and WIFI	15 minute walk
3. The Lalit New Delhi Barakhamba Avenue Connaught Place New Delhi-110001 Tel.: + +91 11 4444 7777 Fax: +91 11 4444 1234 E-mail: delresv@thelalit.com Web site: http://www.thelalit.com/the-lalit-new-delhi/	Rates are approximately from 6333 INR per night with complimentary breakfast	15 minute walk
4. Le Meridien 8, Windsor Place, Janpath Road, Near India Gate Windsor Place New Delhi, Delhi 110001, India E-mail: info@lemeridien-newdelhi.com Web site: http://www.lemeridiennewdelhi.com/	Rates are approximately from 7,920 INR per night with complimentary breakfast	15 minute walk
