



Convention on Biological Diversity

Distr.
GENERAL






24 February 2011

ENGLISH ONLY

ASIA-PACIFIC REGIONAL CONSULTATION AND
CAPACITY-BUILDING WORKSHOP ON REDUCING
EMISSIONS FROM DEFORESTATION AND FOREST
DEGRADATION (REDD+) IN DEVELOPING COUNTRIES,
INCLUDING ON RELEVANT BIODIVERSITY SAFEGUARDS
Singapore City, Singapore, 15-18 March 2011

Information Note for Participants

QUICK LINKS (Control + click on icons for web page, click on page number to directly access text in document)


Visa Information (Pages 3, 6)

Meeting Documents (page 2)

Hotel Information (pages 4, 7)

Weather Information (page 5)

Currency Information (page 5)

INFORMATION HIGHLIGHTS

1.	OPENING AND REGISTRATION	2
2.	VENUE	2
4.	DOCUMENTS	2
5.	GENERAL INFORMATION ON ACCESS TO SINGAPORE	2
6.	VISA INFORMATION	3
	ANNEX A - COUNTRY LISTING FOR VISA.....	6
7.	HEALTH INFORMATION.....	3
8.	HOTEL INFORMATION	4
11.	WEATHER, TIME ZONE AND DRESS CODE INFORMATION.....	5

1. Opening and registration

The Asia-Pacific Regional Consultation and Capacity-building Workshop on Reducing Emissions from Deforestation and Forest Degradation (REDD+) in Developing Countries, including on Relevant Biodiversity Safeguards will be held in Singapore City, Singapore from Tuesday, 15 March to Friday, 18 March 2011.

The meeting will start at 9:00 a.m. on Tuesday, 15 March 2011, and registration will take place at the venue of the meeting from 8:30 a.m. the same day.

2. Venue

The workshop will be held at:

HortPark

National Parks Board
33 Hyderabad Road
Off Alexandra Road
Singapore City 119578, Singapore
Web-site: www.nparks.gov.sg/hortpark/

The contact person in Singapore is as follows:

Mr. Hassan Ibrahim

Senior Biodiversity Officer (Terrestrial)
National Biodiversity Centre
National Parks Board
Tel: +65-6465-1676
HP: +65-8198-1903
Fax: +65-6465-5196
E-mail: Hassan_ibrahim@nparks.gov.sg

3. Working language of the meeting

The meeting will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the workshop as there will be no extra copies made available on site during the workshop. Pre-session documents are available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=WSCBREDD-APAC-01>

5. General information on access to Singapore



Singapore is serviced by Changi International Airport (about 20 km from the city centre) and the journey takes about 30 minutes. Taxis are available at the designated points on the

arrivals level. The following is information regarding transportation from the airport to the city centre.

Taxi

Taxis are available at the respective pick-up points. The charges for a taxi are as follows:

- Approx. SGD \$18 – SGD \$38 excluding surcharges (about US \$14 – 30);
- Midnight surcharge: 50% of metered fare (midnight to 6:00 a.m.);
- Airport surcharge:
 - SGD \$5 Fri-Sun (5 pm to midnight) (about US \$4);
 - SGD \$3 all other times (about US \$2.50).

Shuttles

There is an Airport Shuttle Service that serves most hotels in Singapore. Please approach the Ground Transport Desk at the Arrival Halls for more information and assistance. The fare is approximately \$9.00 per adult.

Limousine

Limousine taxis are also available at a flat rate to any destination in Singapore. The service uses premium 4-seater and 7-seater limousine-taxis. Please approach the limousine taxi counter at the arrival halls. You are required to pay at the respective counter. The charges for a limousine taxi are as follows:

- SGD \$45.00 - SGD \$50.00 per vehicle per trip (about US \$35 – 40);
- Surcharge per additional stop: SGD \$10.00 (about US \$8);

6. Visa information



Participants from countries listed in **annex A** below require an entry visa for Singapore and are strongly advised to contact the nearest Singapore diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies would not allow boarding in the absence of a valid entry visa.

Information on visa procedures, including a list of relevant Singapore diplomatic/consular missions abroad, is available at the following web sites:

- Visa procedures: <http://www.ica.gov.sg/page.aspx?pageid=96&secid=94>
- Singapore diplomatic and consular missions abroad:
http://dipcon.mfa.gov.sg/sgportal/appmanager/web/dipcon?_nfpb=true&_nfxr=false&_pageLabel=pg_dipconOMLocator

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

7. Health information

For entry into Singapore, a valid Yellow Fever Certificate is required from travellers (over one year of age) who, within the preceding six days have been in or have passed through any country endemic for yellow fever.

The International Certificate of Vaccination for yellow fever is considered valid 10 days after vaccination. The certificate is valid for a period of 10 years.

Countries endemic to yellow fever can be found on the following web-site: <http://www.ica.gov.sg/page.aspx?pageid=95&secid=94#yellowfever>.

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

8. Hotel information



Sponsored Participants

Accommodation has been reserved and prepaid for all sponsored participants at the Landmark Village Hotel. The information is as follows:

Landmark Village Hotel

390 Victoria Street

Singapore 188061

Tel: +65-6297-2828

Fax: +65-6295-4332

Web-site: www.stayvillage.com/landmark

Non-sponsored participants

The non-sponsored participants may also reserve their accommodation at the Landmark Village Hotel, booking can be made by completing the attached hotel reservation form on page 7 which can be either **e-mailed to Ms. Adia Loh:** adialoh@stayvillage.com; or Faxed to +65-6295-8761.

The negotiated rate is SGD \$220 + 7% Taxes for a Deluxe Single (US \$172 before tax). Payment will be required upon check out from hotel; all bookings have to be completed by 2 March 2011.

For participants who find it essential to book elsewhere, the following web-site contains Singapore hotels and other relevant information, please visit: <http://www.singaporetouristguide.net/singapore-hotels.php>. However, separate bookings are strongly discouraged as you may need to find your own transportation to the workshop venue.

9. Payment of the Daily Subsistence Allowances (DSA)

Funded participants by the CBD Secretariat, through the assistance of the National Parks Board (NParks) – Will be receiving residual DSA as accommodation and two meals will be covered by the organizers. DSA will be distributed in local currency, to cover incidentals and other travel expenses such as visa, taxi fares and terminal expenses.

10. Official languages in Singapore

There are four official languages in Singapore: Malay, Mandarin, Tamil and English. English is the language of business and administration, and is widely spoken and understood. Most Singaporeans are bilingual, and speak their mother tongue as well as English.

11. Weather, Time Zone and Dress Code information



Singapore is warm and humid all year round, with only slight variations between the average maximum of 32 degrees Celsius and minimum of 24 degrees Celsius. Rain falls throughout the year, with more consistent rain coming during the monsoon season from December to March. Current weather conditions can be found at: <http://www.worldweather.org/081/c00234.htm>.

The standard time zone will be GMT + 8 hours.

In view of the expected warm weather in Singapore, the dress code for the workshop is smart casual (eg. long-sleeves without jacket and tie). Perhaps this will facilitate an active and constructive discussion at the workshop.

12. Electricity

The electrical currents in Singapore are 220-240 volts, 50 Hertz. The power plugs used in Singapore are of the three-pin, square-shaped type and are shown below.



13. Currency



The currency in Singapore is the Singapore Dollar (SGD \$). The current exchange rate as at 24 February 2011 is US \$1.00 = SGD \$1.28 and (Euro) € 1 = SGD \$1.76.

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 insurance for the period of participation prior to departure.

Annex A

NATIONALS HOLDING TRAVEL DOCUMENTS ISSUED BY THE FOLLOWING COUNTRIES REQUIRE A VISA TO ENTER SINGAPORE

(According to Immigration and Checkpoint Authority of Singapore)

- Afghanistan
- Algeria
- Bangladesh (*Except Diplomatic/Official passport holders*)
- Commonwealth of Independent States* (*Except Diplomatic/Official/Service passport holders for a stay of up to 30 days*)
 - Armenia
 - Azerbaijan
 - Belarus
 - Kazakhstan
 - Kyrgyzstan
 - Moldova
 - Russian Federation
 - Tajikistan
 - Turkmenistan
 - Ukraine (*Except Diplomatic/Official/Service passport holders for a stay of up to 90 days*)
 - Uzbekistan
- Egypt
- Georgia* (*Except Diplomatic/Official/Service passport holders for a stay of up to 30 days*)
- India (*Except Diplomatic/Official passport holders*)
- Iran, Islamic Republic of
- Iraq
- Jordan (*Except Diplomatic/Official passport holders*)
- Lebanon
- Libyan Arab Jamahiriya
- Morocco
- Myanmar (*Except Diplomatic/Official passport holders*)
- Nigeria (*Except Diplomatic/Official passport holders*)
- People's Republic of China (*Except Diplomatic/Service/Public Affairs passport holders for a stay of up to 30 days*)
- Pakistan
- Saudi Arabia (*Except Diplomatic/Official passport holders*)
- Somalia
- Sudan
- Syrian Arab Republic
- Tunisia (*Except Diplomatic/Official passport holders*)
- Yemen

In addition, visitors holding Hong Kong Document of Identity, Macao Special Administrative Region (MSAR) Travel Permit, Palestinian Authority Passport, Refugee Travel Document issued by the Middle-East countries and Temporary Passport issued by United Arab Emirates will also require a visa to enter Singapore.

* Nationals of the Commonwealth Independent States may be granted entry into Singapore without visas if they are on transit to or from a third country. However, they are required to fulfill the following conditions:

- They are in transit to or from a third country;
- They hold a valid passport, a confirmed onward air-ticket, entry facilities (including visa) to the third country and have sufficient funds for the period of stay in Singapore;
- They continue their journey to the third country within the 96-hour visa free period granted; and
- They satisfy Singapore's entry requirements, as determined by the Immigration & Checkpoints Authority officers at the Singapore Checkpoints.

Hotel Reservation Form for Non-Sponsored Participants

LANDMARK VILLAGE HOTEL SINGAPORE
HOTEL ACCOMMODATION – NATIONAL PARKS BOARD
"FOREST WORKSHOP, 14 TO 18 MARCH 2011"
VENUE: HORTPARK



Please return directly to: LANDMARK VILLAGE SINGAPORE 390 Victoria Street Singapore 188061
Contact Persons: Anita Mohd Basri (Inventory Manager) Tel: 65 6512 2237 Fax: (65) 6295 8761
Email: anitabasri@stayvillage.com
Adia Loh (Asst. Director of Sales) Tel: (65) 6512 2212 Email: adialoh@stayvillage.com

A. ROOM RESERVATION

Hotel	Room rate per night	Room Type
Official Hotel Landmark Village Hotel Singapore	Deluxe Room + Internet (1-user) + 1 Buffet Breakfast Single / Twin S\$220+	<input type="checkbox"/> Single <input type="checkbox"/> Twin

Complimentary 2-way scheduled transfer will be provided between Hotel and the conference venue at HortPark.

The above rate quoted are subject to prevailing government taxes only, valid for this event and in Singapore dollars. Room types are subject to availability upon reservation. The Hotel reserves the right to amend without any prior notice.

Arrival date : _____ Flight No. : _____ E.T.A. : _____
Departure : _____ Flight No. : _____ E.T.D. : _____

Please complete a copy of this form for every room reservation.

B. YOUR PARTICULARS

Given Name: _____ Family Name: _____
Organization: _____
Address: _____

City/Zip/Postal Code: _____ Country: _____
Telephone : _____ Fax : _____ E-Mail : _____

Name of guest sharing room with
(Given Name) : _____ Family Name : _____
(Prof, Dr, Mr, Miss, Mrs, Ms)
Name of guest sharing room with
(Given Name) : _____ Family Name : _____
(Prof, Dr, Mr, Miss, Mrs, Ms)

C. PAYMENT

Payment method (Please tick one):

Visa Card ☐ MasterCard Card ☐ American Express ☐

Visa/MasterCard/Amex No. : _____

Expiry Date: _____

Name on Card: _____ Signature: _____

D. IMPORTANT INFORMATION

- 1) All incidental charges will be borne by individual guest and has to be settled upon check out either by cash or credit card, unless stated otherwise.
- 2) A non-refundable deposit of one room night charge will be imposed on every successful confirmed booking.
- 3) The guest will be billed the entire length of stay if cancellation is made within 14 days before the event or if there is a no-show.
- 4) Any amendment within 14 days before the event to each confirmed room reservation resulting in a reduced length of stay would be subjected to a room charge equivalent to the full length of stay as confirmed during reservation.
- 5) Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in, a full day room rate will be levied. For late check-out, we will accommodate until 2 pm, subject to room availability.
- 6) Please inform us of any changes of your reservation in writing via email or fax.
- 7) The above special rates **MAY NOT** apply for bookings made after 4 March 2011. All room types will be subject to availability at time of booking.
