



Convention on Biological Diversity

Distr.
GENERAL






21 March 2010

ENGLISH ONLY

REGIONAL WORKSHOP FOR ASIA AND HORN OF AFRICA
ON THE PREPARATION OF THE FOURTH NATIONAL REPORT
Manama, Bahrain, 12-15 April 2010

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 2, 5)

Meeting Documents (page 2)

Hotel Information (pages 3, 6)

Weather Information (page 4)

Currency Information (page 4)

IMPORTANT INFORMATION

1.	OPENING AND REGISTRATION.....	2
2.	VENUE	2
4.	DOCUMENTS	2
5.	GENERAL INFORMATION ON ACCESS TO MANAMA, BAHRAIN	2
6.	VISA INFORMATION	2
	ANNEX A: INFORMATION FORM FOR VISA APPLICATION	5
7.	HOTEL INFORMATION	3
	ANNEX B: REGISTRATION FORM FOR HOTEL ACCOMMODATION... ..	6
10.	WEATHER AND TIME ZONE INFORMATION	4

1. Opening and registration

The Regional Workshop for Asia and Horn of Africa on the Preparation of the Fourth National Report will be held in Manama, Bahrain from Monday, 12 April to Thursday, 15 April 2010.

The workshop will start at 9:00 a.m. on Monday, 12 April 2010, and registration will take place at the venue of the workshop at 8:30 a.m. the same day.

2. Venue

The workshop will be held at:

ELITE RESORT & SPA

Bldg. 101 Area 322 Sheikh Hamad Causeway Bx 24872

Manama, Kingdom of Bahrain

Telephone: + (973)-17313333

Fax: + (973)-17313344

E-mail: ers@elitegroup4u.com

Web site: <http://www.elite-resort-spa.com/hotels/index/>

3. Working language of the workshop

The meeting will be held in English. Resource persons who speak Arabic will assist and review the draft reports prepared in Arabic.

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 during the meeting. Pre-session documents will be available on the Secretariat's web site at



<http://www.cbd.int/doc/?meeting=4NRCBW-AHA>

5. General information on access to Manama, Bahrain



Manama is serviced by the Bahrain International Airport, which is located in the Moharraq area about 6 km from the city centre of Manama.

There is a phone taxi service available at the airport, charges are metered and can be requested at the exit of the terminal. The Elite Resort and Spa Hotel provides a shuttle bus service from the airport to the hotel for those who will stay at the hotel. The price one way per person is approximately US \$16.

6. Visa information

Participants from countries listed on the following web site <http://www.mybahrain.net/info/bahrain-visa.aspx> that require an entry visa for Bahrain are strongly advised to contact Ms. Awatif Hammadi (contact information listed below) of the

United Nations Environment Programme- Regional Office for West Asia (UNEP-ROWA) in Bahrain, **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Ms. Awatif Al-Hammadi Buchiri
UNEP/ROWA
P.O. Box 10880
Manama, Bahrain
Tel: +973 17 812 788
Fax: +973 17 825 110 / 111
E-mail: awatif.buchiri@unep.org

Please fill in the form below in **Annex A** and return the completed form together with a copy of a valid passport to Ms. Awatif Al-Hammadi Buchiri by fax or e-mail as listed above.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters which participants could attach to their visa applications.

7. Hotel information

A block booking has been made for all sponsored participants at the Elite Resort & Spa Hotel where the workshop is being held (see details under Item 2 on Page 2). To ensure that a standard room will be reserved for you, participants are requested to fill in and send a hotel registration form contained in **Annex B** to Ms. Awatif Al-Hammadi Buchiri by fax or e-mail as listed above. Non-sponsored participants are also recommended to stay at the same hotel booked for sponsored participants.

Information on other hotels including tourist information is available on the web site of the Ministry of Culture & Information of Bahrain: <http://www.bahraintourism.com/>

The hotel accommodation bill will be settled by UNEP ROWA on behalf of all sponsored participants. All personal expenses including laundry, phone calls, room services, etc, will be paid by participants themselves when checking out.

8. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive a portion of their DSA on the first day of the meeting.

9. Official languages in Manama, Bahrain

The official language in Bahrain is Arabic and several other languages are spoken. English is fairly well understood and spoken in hotels and restaurants.

10. Weather and time zone information



In April, temperatures in Manama usually range between a maximum of 29°C in the daytime and a minimum of 21°C at night. Current weather conditions can be found at: <http://www.worldweather.org/051/c00220.htm>.

The standard time zone will be GMT / UTC + 3 hours.

11. Electricity

The electrical currents are 220V, 50Hz.



12. Currency



The monetary unit in Bahrain is the Bahraini Dinar (BD), the current exchange rate is US \$1 = 00.376 BD

13. Disclaimer

The CBD Secretariat disclaims all the responsibilities for medical, accident and travel insurances for compensation for death or disability, for loss of or damage to personal property and for any other losses that may be incurred during travel time and the period of participation. In this context, it is strongly recommended that participants will secure international medical, travel and accident insurances for the period of travel and participation prior to departure.

ANNEX A: INFORMATION FORM FOR VISA APPLICATION

Full Name (no abbreviation): Mr. /Ms. /Dr.	
Country/Nationality:	
Date of Birth	
Dates of Issuance and Expiry	
Passport No.:	
Fax. No.:	
E-mail Address:	
Remarks	

Please return your completed form together with copy of a valid passport via fax or e-mail no later than 29 March 2010 to:

Ms. Awatif Al-Hammadi Buchiri
UNEP/ROWA
P.O. Box 10880
Manama, Bahrain
Tel: +973 17 812 788
Fax: +973 17 825 110 / 111
E-mail: awatif.buchiri@unep.org
cc: Ms. Diane Klaimi UNEP/ROWA
E-mail: Diane.Klaimi@unep.org

ANNEX B: REGISTRATION FORM FOR HOTEL ACCOMMODATION

**REGIONAL WORKSHOP FOR ASIA AND HORN OF AFRICA ON THE PREPARATION
OF THE FOURTH NATIONAL REPORT
(12-15 April 2010, Manama, Bahrain)**

Name: Mr. /Ms. /Dr.		
Country:		
Organization:		
Address:		
Tel. No.:		
Fax. No.:		
E-mail Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Please specify special dietary requirements, if any:	(For e.g. vegetarian, no pork, etc.)	

Please return your completed form via fax or email by no later than 5 April 2010 to:

Ms. Awatif Al-Hammadi Buchiri

Tel: +973 17 812 788

Fax: +973 17 825 110 / 111

E-mail: awatif.buchiri@unep.org
