



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

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ENGLISH ONLY

**AD HOC OPEN-ENDED WORKING GROUP
ON PROTECTED AREAS**

First meeting
Montecatini, Italy, 13 – 17 June 2005

Information Note for Participants

1. Venue

The first meeting of the Ad Hoc Open-ended Working Group on Protected Areas will be held in Montecatini, Italy, from 13-17 June 2005 at:

Palazzo dei Congressi Mostre ed Esposizioni
Via Amendola 2
51016 Montecatini Terme
(PT), Italy
Tel.: + 39 0572 75 861 / 72 436 / 75 209
Fax: + 39 0572 70 341 / 74 951 / 910 400
e-mail: info@panciolihotels.it
Website: <http://www.panciolihotels.it>

2. Registration and Identification Name Badges

Registration for the meeting will commence on **Saturday, 11 June 2005** from **12 noon to 6 p.m.** and will continue on **Sunday, 12 June 2005** from **10 a.m. to 3 p.m.** and on **Monday, 13 June 2005**, at **8 a.m.** at the Registration Counter located on the ground floor of the Palazzo dei Congressi.

Please note that a name badge with a photograph shall be issued on site **only** upon the presentation of a **valid passport** or an **identification card with a photograph**. To avoid long queues and unnecessary delays participants are strongly urged to pre-register with the Secretariat using the attached **annex A**. Participants are also encouraged to avail themselves of the possibility to be issued with the name badges on Saturday and Sunday prior to the official opening of the meeting.

For security reasons, the display of name badges is **mandatory** for admission to the meeting compound and meeting venue as well as to the meeting rooms. In addition, delegates are requested to have their valid passports and identification cards in order to access the meeting venue.

Information pertaining to room allocations for the plenary and the working groups as well as regional group meeting rooms will be made available at the meeting venue.

3. Official opening

The official opening of the meeting will take place at **10 a.m.** on **Monday, 13 June 2005** at 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.**

4. Documentation

Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the information documents. For reasons of economy, **only** Parties and Governments shall be provided with **one set** of documents **per delegation**.

CD-ROMs containing the pre-session documents, in the six United Nations official languages, as well as the information documents for the meeting will also be made available to delegates and participating organizations that wish to reproduce on-site additional copies of documents. These CD-ROMs will be available at the Documentation Counter and the copies may be made on a **commercial basis** at the Business Centre located at Ground floor of the Palazzo dei Congressi.

5. Services to Delegates

Within the Palazzo dei Congressi the following services are available: a cafeteria, a first-aid medical unit, a bank, a Cyber Café where delegates may access their emails free-of-charge, and a Business Centre where delegates could purchase pre-paid telephone cards, reproduce documents, and send and receive faxes, etc. Upon request, delegates may obtain a receipt for services rendered. Within walking distance from the Palazzo dei Congressi there are a variety of restaurants, bistros and a post office.

6. Arrival/Departure at/from Italy

The Government of Italy will provide **free-of-charge** ground transportation for incoming delegates on Saturday, 11 and Sunday, 12 June 2005 from Fiumicino International Airport (Rome) to Montecatini. The same service will also be made available to departing delegates. Delegates who wish to avail themselves of this service **must complete** the attached "Travel Information Form", which is attached to this note as **annex B**. Duly completed forms must be forwarded to the designated person(s) as indicated in annex B no later than **31 May 2005**. Pick up arrangements at the airport and at Montecatini shall be based on information provided on annex B. **Forms received after this deadline shall not be considered and delegates will have to arrange at their own expense transportation to Montecatini.**

The Government of Italy will set up a clearly identified Help Desk after the Customs clearance at Rome Airport to guide participants to the shuttle bus service to Montecatini. Please note that it takes about three hours to reach Montecatini by bus from Rome Airport. Participants who choose to arrive at airports other than Fiumicino International Rome, will have to make their own arrangements to reach Montecatini. Pisa and Florence airports, which are about a 60-minute drive from Montecatini, offer taxi, bus and train

services. The tables below indicate the fares and departure times of taxis, trains and buses from Pisa and Florence to Montecatini.

Means of transportation	A. From Pisa Galileo Galilei Airport to Montecatini		
	Time	Fares	Remarks
Taxi CO.TAPI	24 h	€ 85	Tel. 050 54 1600 Taxis can also be shared
Train via Pisa Central Station	From 6.41 a.m. to 8.35 p.m.	€ 3.70 to € 5.70 for a one- way ticket	For more information on train time table, please go to: http://www.trenitalia.com/en/orari_biglietti/index.html
Bus via Lucca Station	Buses operate on Frequent basis	2.80 Euros	The journey to Montecatini takes about 1.20 h via Lucca Station
For more information, please go the Information Desk located at the Pisa airport. Train and bus tickets can be bought at the airport.			
Means of transportation	B. From Florence International Airport to Montecatini		
	Time	Fares	Remarks
Taxi	24 h	€ 85	Telephone 055.4499/4242/4798/4390
Train from Florence S.M. Novella railway station	From 5.18 a.m. to 9.46 p.m.	€ 3.20	The journey takes about one hour For more information on time table, please go to: http://www.trenitalia.com/en/orari_biglietti/index.html
Bus (City lines Ataf and Sita)	Every 30 minutes from 6 a.m. to 8.30 p.m. Then every hour until 11.30 p.m.	€ 4 for a one-way ticket from airport to the S.M. Novella railway station.	Tickets can be purchased on board. For more information, contact: * Ataf: Tel. 800.424500 or visit www.ataf.net * Sita: Tel. 800.373760 or visit: www.sita-on-line.it Opening hours are Mon-Fri 8.00-19.00 – Saturday -Sunday 08.00-13.00 NB. The journey from airport to railway station S.M. Novella takes about 20 minutes

7. Hotel information

Participants are responsible for making their own hotel bookings. As the month of June is a peak season for Montecatini, participants are therefore strongly urged to arrange their hotel accommodation as early as possible, but **no later than 31 May 2005** by completing the attached “Hotel Reservation Form” (**annex C**). It should be noted that reservations made after this deadline may not be honoured in terms of room rates and availability. Indicative room rates for the various classes of hotel in Montecatini are shown in the table below.

CATEGORY	SINGLE ROOM	DUS*	DOUBLE ROOM	SUITE
5 star	€ 207,00	€ 207,00	€ 248,00	On request
4 star	€ 73,00	€ 98,00	€ 138,00	On request
3 star superior	€ 64,00	€ 75,00	€ 108,00	On request
3 star standard	€ 48,00	€ 58,00	€ 77,00	
2 star	€ 34,00	€ 40,00	€ 58,00	
1 star	€ 28,00	€ 33,00	€ 48,00	

* DUS = Double room used as a Single room

The above room rates are net, inclusive of continental breakfast and government taxes. Room rates for occupancy by three or more people can be obtained upon request.

Credit cards or cash deposits are required for hotel reservations. However this requirement may be waived for non-holders of credit cards upon the provision of an **official letter** issued by the respective Government confirming that the participant(s) is/are the country's official delegate(s) to the meeting. Delegates should ensure that the said official letter is provided at the time the hotel reservation is made.

Participants who do not possess a credit card should ensure that the said official letter is attached to their "Hotel Reservation Form" (annex C). They should also specify that they will settle their hotel bills upon receipt of their DSA.

8. Official language

The official language in Italy is Italian. However, English and French are widely spoken and understood in hotels and restaurants.

9. Promotional materials

Tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Prior to shipping promotional material and publications to the meeting venue, interested delegates and organizations should directly contact the designated focal person to enquire about suitable shipping dates. Her coordinates are as follows:

Elena Pasquinelli e Monica Giaccai

Palazzo dei Congressi Mostre ed Esposizioni

Via Amendola 2

51016 Montecatini Terme

(PT), Italy

Telephone: +39 0572 75 861 (Monday to Friday from 9 a.m. to 12 noon and from 3 to 7 p.m. Italy time)

Fax: +39 0572 910 400

E-mail: palacongressi@panciolihotels.it

Queries on customs regulations regarding the temporary importation of promotional material, publication etc. into Italy may be obtained from the Italian diplomatic/consular missions and/or the shipper's courier service. Delegates and organizations are kindly reminded that shipment of promotional material **should be on door-to-door basis** as the designated focal person referred to above would not be responsible for customs clearance and handling of shipments. Shipped boxes must be clearly marked, numbered (e.g. 1 of X) and show the full address of the sender and the name of the meeting as well as a photocopy of the content, when possible.

Shipments may be collected at the meeting venue upon presentation of official shipping documents to the person mentioned-above.

10. Side-events

Requests for side-events should be made as soon as possible preferably on-line <http://www.biodiv.org/register/> or by completing the attached form (**annex D**) and sending it to the fax

number indicated below. The deadline for receipt of requests is **20 May 2005**. **Requests received after the deadline will not be considered.**

Side-event requests will be processed on a first-come, first-served basis. An updated calendar of side-events will be accessible at the Secretariat's web site as follows: <http://www.biodiv.org/register/side-events/list.aspx?mtg=PAWG-01>

Requests for side-events should be addressed to:

Mr. Aballache Yesli

Conference Officer

Secretariat of the Convention on Biological Diversity

World Trade Center

413 St Jacques Street, Suite 800

Montreal, Quebec, Canada H2Y 1N9

Telephone (Direct line): +1 514 287 7043

Fax: +1 514 288 65 88

E-mail: aballache.yesli@biodiv.org

Subject to availability of rooms and provided that side-event requests are received before the set deadline (20 May 2005), meeting rooms, equipped with one LCD projector, for PowerPoint presentation are provided **at no cost** to the side-events organizers.

Organizers of side-events requiring additional technical equipment should address, **with a copy** to the Secretariat's Conference Officer (aballache.yesli@biodiv.org), their requests and enquiries regarding availability and cost to the designated focal person whose coordinates are:

Elena Pasquinelli e Monica Giaccai

Palazzo dei Congressi Mostre ed Esposizioni

Via Amendola 2

51016 Montecatini Terme

(PT), Italy

Telephone: +39 0572 75 861 (Monday to Friday from 9 a.m. to 12 noon and from 3 to 7 p.m. Italy time)

Fax: +39 0572 910 400

E-mail: palacongressi@panciolihotels.it

Please note that only five (5) side-events per day shall be scheduled over the lunch period and on exceptional basis two (2) in the evening after the closing of the afternoon session(s). Organizers of side-events whose requests cannot be accommodated for lack of room availability and/or because of the number of requests they have submitted are encouraged to consider combining their events with other relevant scheduled side events. It should be borne in mind that side-events may be rescheduled to accommodate requests from the plenary and/or the Working Groups.

Organizers of side events wishing to enquire/offer food and beverage in respect of their side events should **directly** contact the designated focal person whose coordinates are:

Elena Pasquinelli e Monica Giaccai

Palazzo dei Congressi Mostre ed Esposizioni

Via Amendola 2

51016 Montecatini Terme

(PT), Italy

Telephone: +39 0572 75 861 (Monday to Friday from 9 a.m. to 12 noon and from 3 to 7 p.m. Italy time)

Fax: +39 0572 910 400

E-mail: palacongressi@panciolihotels.it

Such requests would also be copied, for information purposes, to the attention of the CBD Conference Officer, Mr. Aballache Yesli

11. Weather and time zone information

In June, daytime temperatures in Montecatini range between a maximum of 26°C and a minimum of 20°C. The standard time zone is GMT + 2 hours.

12. Electricity

220 volts, 50 Hertz [two-pin, round and vertical, connection]

13. Currency

The currency is the Euro (€). The current exchange rate is approximately 0.80 € to one United States dollar (US\$). Facilities in currency exchange are readily available in banks and hotels.

14. Travel

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.

15 Visas

Attached, as **annex E**, is a list of countries whose citizens **require** or **do not require** an entry visa for Italy. Those requiring a visa are **strongly advised** to approach the nearest Italian diplomatic or consular missions in order to secure the required entry visa in good time prior to departure.

Participants residing in countries where there are no Italian diplomatic or consular missions should consult the attached table (**annex F**), which shows the European countries that will act on behalf of the Government of Italy for the issuance of a “Schengen visa” to enter Italy.

All visas will be issued **free of charge** to participants upon submission of an official letter from their respective Government/organizations nominating them as official representative(s) to the meeting.

Information on visa related issues is available on the website of the Ministry of Foreign Affairs of Italy at: <http://www.esteri.it/eng/>

Participants experiencing difficulties to access this website and /or requiring any visa-related assistance are requested to **directly** contact the designated committee at:

Italian Office for the AHOEWG on Protected Areas

Telephone: +39 0657 228 730

Fax: +39 0657 228 726

AHOEWG-PA1@minambiente.it

16. Health Requirements

No specific health requirements or vaccination are needed to enter Italy.

Annexes:

Annex A: Pre-registration form;

Annex B: Arrival/Departure details

Annex C: Hotel reservation form;

Annex D: Side event request form

Annex E: List of countries whose citizens require or do not require an entry visa for Italy

Annex F: List of European countries acting on behalf of the Government of Italy for the issuance of entry visas to Italy

Annex A

FIRST MEETING OF THE AD HOC OPEN ENDED WORKING GROUP ON PROTECTED AREAS

MONTECATINI, ITALY, 13-17 JUNE 2005

Pre-Registration Form (Please print)

Due to the large number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered delegates will only be contacted in cases where further information is needed.

☐ Mr. / ☐ Mrs. / ☐ Ms. / ☐ Amb. / ☐ Dr. / ☐ Prof. ☐ Female ☐ Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: ☐ Yes ☐ No

Representing:

☐ GOVERNMENT: _____

Ministry/department/agency: _____

OR

☐ ORGANIZATION: _____

(SHORT NAME / ACRONYM): _____

(Check one) ☐ UN/ Specialized Agency ☐ Inter-governmental organization ☐ Non-governmental organization ☐ Indigenous community organization ☐ Media ☐ Industry ☐ Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Please return duly completed no later than 31 May 2005 to:

Secretariat of the Convention on Biological Diversity

World Trade Center

413 Saint-Jacques St., Suite 800

Montreal, Quebec, Canada

H2Y 1N9

Fax: + 1 514 288-65 88

e-mail: secretariat@biodiv.org

Preferred languages:

- ☐ English
- ☐ French
- ☐ Spanish
- ☐ Russian
- ☐ Arabic
- ☐ Chinese

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

Annex B

ARRIVAL AND DEPARTURE DETAILS FOR PARTICIPANTS/DELEGATIONS

FIRST MEETING OF THE AD HOC OPEN ENDED WORKING GROUP ON PROTECTED AREAS MONTECATINI, ITALY, 13 – 17 June 2005

Name	Arrival at	Flight details		Arrival		Departure	
		Air line	Number	Date	Time	Date	Time

Contact person(s):

Italian Office for the first AHOEWG on Protected Areas

Telephone: +39 0657 228 730

Fax: +39 0657 228 726

Email: ahoewg-pa1@minambiente.it

Annex C

HOTEL RESERVATION FORM

(please see the important note at the bottom of this form)

First meeting of the Ad Hoc Open ended Working Group on Protected Areas

13-17 June 2005 (Montecatini, Italy)

Please fax or e-mail the completed form by **31/05/2005** to the Booking office;

Fax : + 39 0572 770 731 **or** E-mail :info@montecatinipromozione.com

Name :

Title :

Country :

Telephone : E-mail :

Type of room and category of hotel required

Hotel category or price range	Type of room required			
	Single room	DUS*	Double room	Suite
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Suite	<input type="checkbox"/>

Smoking

Non- Smoking

Flight Details

Arrival date _____ Flight _____ Time _____

Departure date _____ Flight _____ Time _____

Method of payment

Credit Card type : ☐ Amex ☐ Visa ☐ Master Card

Card Holder _____ Expire date _____

Card Number _____ Signature _____

Cancellation Policy: **Please check with the Booking office**

Deadline for reservation: **31/05/2005 (If this deadline, room rates and availability cannot be guaranteed)**

IMPORTANT NOTE:

- (a) The negotiated room rates shown under Heading 7 above (page 3) may not be honoured for bookings made after the deadline of **31 May 2005**;
- (b) Please send your "Hotel Reservation Form" duly completed using the following dedicated number + 39 0572 770 731, or as an e-mail PDF attachment to: info@montecatinipromozione.com;
- (c) Upon submission of your bookings, you will receive an acknowledgment receipt and within 48 hours, a confirmation of your bookings providing, inter alia, the full coordinates of the hotel, the room rates as well as a map of Montecatini showing the exact location of your hotel;
- (d) For any query on hotel accommodation, please call + 39 0572 771 072 between 9 a.m. and 1 p.m. and from 2.30 to 6.30 p.m. Italy time, Monday to Friday.



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 20 May 2005

SIDE-EVENTS REQUEST FORM

FIRST MEETING OF THE AD HOC OPEN ENDED WORKING GROUP ON PROTECTED AREAS
MONTECATINI, ITALY, 13 – 17 June 2005

Side event requests are processed on a *first-come, first-served basis*

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: <http://www.biodiv.org/register/>

1. Event Title: _____

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

3. Expected number of Participants: _____

4. Preferred date and time:

- First Choice: DD/06/2005 time: 12:15- 13:45
- Second choice: DD/06/2005 time: 12:15- 13:45
- Third choice: DD/06/2005 time: 12:15- 13:45

5. Requirements * (Please check the boxes as appropriate)

- LCD Projector (for PowerPoint presentations)
- PC
- Overhead Projector (for transparencies)
- Other * (please specify):

☐
☐
☐

6. Date of submission: DD/MM/YY

7. Message (optional):

*** For additional technical equipment and catering requirements, please refer to page 4 headings 9 & 10. "Promotional Materials and Side Events" of the "Information Note for Participant".**

Annex E

COUNTRIES AND TERRITORIES WHOSE CITIZENS **REQUIRE** OR **DO NOT REQUIRE** AN ENTRY VISA FOR ITALY

(As provided by the Italian government)

A

Afghanistan,
Albania,
Algeria,
Angola,
Antigua and Barbuda,

Armenia,

Azerbaijan,

B

Bahamas,

Bahrain,

Bangladesh,

Barbados,

Belorus,

Belize,

Benin,

Bhutan,

Bosnia and Herzegovina,

Botswana,

Bulgaria,

Burkina Faso,

Burundi,

C

Cambodia,

Cameroon,

Cape Verde,

Central Africa,

Chad,

China,

Colombia,

C (cont'd)

Comoro Islands,

Congo,

Congo (Democratic Republic),

Côte d'Ivoire,

Cuba,

D

Djibouti,

Dominica,

Dominican (Republic),

E

East Timor,

Ecuador,

Egypt,

Eritrea,

Ethiopia,

F

Fiji,

G

Gabon,

Gambia,

Georgia,

Ghana,

Granada,

Guinea,

Guinea Bissau,

Guyana,

H

Haiti,

I

India,
Indonesia,
Iran,
Iraq,

J

Jamaica,
Jordan,

K

Kazakhstan,
Kenya,
Kyrgyzstan,
Kiribati,
Korea, North
Kuwait,

L

Laos,
Lebanon,
Lesotho,
Liberia,
Libya,

M

Macedonia (the Former Yugoslav Republic of),
Madagascar,
Malawi,
Maldives,
Mali,
Marshall Islands,
Mauritania,
Mauritius,
Micronesia,
Moldova,
Mongolia,
Morocco,
Mozambique,
Myanmar,

N

Namibia,

Nauru,
Nepal,
Niger,
Nigeria,
Northern Marianas,

O

Oman,

P

Pakistan,
Palau,
Papua-New Guinea,
Peru,
Philippines,

Q

Qatar,

R

Romania,
Russia,
Rwanda,

S

Saint Kitts and Nevis,
Saint Lucia,
Saint Vincent and the Grenadines,
Samoa,
Solomon,
Sao Tome and Principe,
Saudi Arabia,
Senegal,
Serbia-Montenegro
Seychelles,
Sierra Leone,
Somalia,
South Africa,
Sri Lanka,
Sudan,
Suriname,
Swaziland,
Syria,

T

Tajikistan,
Tanzania,
Thailand,
Togo,
Tonga,
Trinidad and Tobago,
Tunisia,
Turkey,
Turkmenistan,
Tuvalu,

U

Uganda,
Ukraine,
United Arab Emirates,
Uzbekistan,

V

Vanuatu,
Vietnam,

Y

Yemen,

Z

Zambia,
Zimbabwe.

NATIONALS OF THE FOLLOWING COUNTRIES DO NOT REQUIRE A VISA FOR VISITS UP TO A
MAXIMUM OF 90 DAYS, FOR TOURISM, ON MISSIONS, BUSINESS, INVITATIONS OR TO TAKE PART
IN SPORTS EVENTS:

A

Andorra,
Argentina,
Australia,

B

Bolivia,
Brazil,
Brunei,
Bulgaria,

C

Canada,
Chile,
Costa Rica,
Croatia,

E

El Salvador,

G

Guatemala,

H

Honduras,

I

Israel,

J

Japan,

K

Korea, South

M

Malaysia,
Mexico,
Monaco,

N

New Zealand,
Nicaragua,

P

Panama,
Paraguay,

R

Romania,

S

Singapore,

U

United States,

Uruguay,

V

Venezuela.

Annex F

LIST OF COUNTRIES ACTING ON BEHALF OF THE GOVERNMENT OF ITALY FOR
THE ISSUANCE OF ENTRY VISAS IN COUNTRIES WHERE THERE IS NO ITALIAN
DIPLOMATIC REPRESENTATIONS

Countries with no Italian representation	Countries acting on behalf of Italy
BENIN	FRANCE
BOTSWANA	FRANCE
BURKINA FASO	FRANCE
BURUNDI	BELGIUM
REP. CENTRAL AFRICA	FRANCE
CHAD	FRANCE
COMOROS	FRANCE
NORTH KOREA	SWEDEN
HAITI	FRANCE
JAMAICA	GERMANY
DJIBOUTI	FRANCE
GUINEA	FRANCE
KYRZHYKISTAN	GERMANY
LAOS	GERMANY
MALI	FRANCE
MAURITANIA	SPAIN
MAURITIUS	FRANCE
NEPAL	FRANCE
NIGER	FRANCE
PAPUA NEW GUINEA	FRANCE
SANTA LUCIA	FRANCE
SAO TOME AND PRINCIPE	PORTUGAL
SEYCHELLES	FRANCE
RWANDA	GERMANY
SURINAME	THE NETHERLANDS
TAJKISTAN	GERMANY
TRINIDAD AND TOBAGO	GERMANY
TURKMENISTAN	GERMANY
VANUATU	FRANCE
