



**Convention on
Biological Diversity**

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**SOUTH-SOUTH COOPERATION ON
BIODIVERSITY FOR DEVELOPMENT**

First Forum
Nagoya, Japan, 17 October 2010

INFORMATION NOTE FOR PARTICIPANTS

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1. VENUE

The First South-South Cooperation Forum on Biodiversity for Development (SSC-FOR-01) will be held in Nagoya, Aichi Prefecture, Japan, on 17 October 2010. The meeting will be held at:

Nagoya Congress Center (NCC)
Room 143: Building 1, 4th floor, Room 3
1-1 Atsuta-nishimachi, Atsuta-ku
Nagoya, Aichi Prefecture
456-0036, Japan
Tel: +81-52-683-7711
Fax: +81-52-683-7777
Web site: <http://www.nagoya-congress-center.jp>

The meeting will be preceded by the fifth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP-5), which will be held at the same venue from 11 to 15 October 2010, and followed by the tenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-10), from 18 to 29 October 2010.

2. OFFICIAL OPENING

The official opening for the SSC-FOR-01 will take place at **10:00 a.m. on Sunday, 17 October 2010**. It will consist of one, three-hour session. 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=SSC-FOR-01>.

3. REGISTRATION

3.1 Registration and accreditation of Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official notification. The official notification shall be sent through diplomatic channels and must be received as soon as possible but **no later than 30 September 2010**.

The notification, which must indicate the names, titles and contact details of delegates nominated to attend the meeting, should be sent to the attention of the Executive Secretary at the address below:

Mr. Ahmed Djoghlaif
Executive Secretary
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

4. ON-SITE REGISTRATION

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at the Nagoya Congress Center upon the presentation of a valid passport or an identification card with a photograph, along with a copy of the letter of nomination/accreditation referred to in 3.1, above. Registration will start on 14 October and continue during the following hours:

Thursday, 14 and Friday, 15 October 2010:	8 a.m. until 6 p.m.
Saturday, 16 and Sunday, 17 October 2010:	9 a.m. until 6 p.m.
Onwards, Monday to Friday:	8 a.m. until 6 p.m.
Saturday and Sunday:	9 a.m. until 6 p.m.

For security reasons, the display of conference badges is mandatory at all times to gain access to the meeting venue and meeting rooms. Any loss of a conference badge should be reported immediately to the registration counter.

5. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, and with regard to pre-session documentation, delegates are urged to bring their own copies for the meeting, including the information documents.

Pre-session and information documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=SSC-FOR-01>.

6. LIST OF DELEGATIONS

A list of delegations that have attended the meeting will be prepared by the Secretariat, added as an Annex to its final meeting report, and made available on its web site soon after the closing of the meeting at the following link <http://www.cbd.int/doc/?meeting=SSC-FOR-01>. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration desk.

7. SERVICES TO PARTICIPANTS

A variety of services will be available within the meeting venue. These will include restaurants and cafeterias, a medical unit, a post office, a travel desk, a hotel reservation service, a tourist information service, coin and card-operated telephones, sale of pre-paid telephone cards, an Internet café, photocopying, facsimile, scanning, sale of a small range of office supplies and plug adaptors and a delegates' lounge.

Some international cellular phones may not be operational in Japan due to different frequencies used; it is recommended to check with your provider in advance. Information on rental of cellular phones is provided on the website of Aichi-Nagoya COP-10 CBD Promotion Committee.

Aichi-Nagoya COP10 CBD Promotion Committee
<http://www.cop10.jp/aichi-nagoya/english/>

Wireless internet will be provided; free of charge, at the meeting venue, an internet café will also be available to all participants.

8. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

For any query related to travel and daily subsistence allowance (DSA), sponsored participants to COP-10 are invited to contact the designated focal persons indicated below:

8.1 Daily Subsistence Allowance and Related Travel Inquiries

Mr. Ide Ahmed
Fund Management Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: + 1-514-287-7024
Fax: + 1-514-288-6588
E-mail: ide.ahmed@cbd.int

8.2 Travel Agency

Ms. Sally Atoui
MKI Travel & Conference Management Inc.
2121 Carling Ave, Suite 202
Carlingwood Mall, 2nd floor
Ottawa, Ontario
K2A 1H2, Canada
Tel: +1-613-234-6797
Toll free number (North America): 1-800-267-9676
Fax: +1-613-233-7813
E-mail: satoui@mkitravel.com

9. VISAS

Holders of ordinary passports from countries **NOT LISTED** in (Annex A) require an entry visa to Japan, and it is recommended to contact **the Consular Section of the Embassy or the Consulate General of Japan nearest you in advance** in order to obtain information about the visa application procedure and the necessary documents required for the visa application. The period required from the visa application to **the issuance of the visa is approximately 5 working days** as long as there are no particular problems with the content of the application.

Diplomatic/Official passport or Laissez-passer holders are advised to contact **the Consular Section of the Embassy or the Consulate General of Japan** http://www.mofa.go.jp/about/emb_cons/over/index.html **in advance** in order to obtain information about the necessity of an entry visa to Japan, the visa application procedure and the necessary documents for the visa application.

SCBD will issue a letter for participants for whom an entry visa to Japan is required. If you need the letter, please send an e-mail with a copy of the passport of each visa applicant to SCBD (secretariat@cbd.int) and with a copy to the Government of Japan cop10-sgoj-visa@mofa.go.jp.

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

Participants requiring an entry visa to Japan should attach the following, as appropriate, duly completed and signed, to their visa application form:

- An official letter from the Government or the organization nominating him/her as an official participant in the meeting;

- A passport-size photograph (approx.45mm x 45mm);
- Valid passport (with an expiry date no less than six months from the date of entry into Japan and at least two blank (unstamped) visa pages);
- Letter of invitation from the CBD Secretariat (to be issued upon request);
- Other necessary documents as requested by the Japanese Embassy/Consulate;
- Visa application form:
http://www.mofa.go.jp/j_info/visit/visa/pdfs/application_all.pdf

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

For updated information on visa requirements, please visit the links below:

- List of diplomatic missions: http://www.mofa.go.jp/about/emb_cons/over/index.html
- Countries which have visa exemption for holders of ordinary passport:
http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html
- **Nationals requiring an entry visa except nationals of China, Russian Federation, NIS countries and the Philippines** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/other_visa.html
- **Nationals of the Philippines** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/philippine.html
- **Nationals of the Russian Federation and NIS nationality** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/russia_nis.html
- **Nationals of China** who are holders of ordinary passports:
<http://www.cn.emb-japan.go.jp/consular.htm> (Chinese)

Participants experiencing difficulties in accessing these web sites and/or requiring any visa-related assistance are requested to contact the designated focal person below:

Ms. Junko Yamazaki

The Secretariat of the Government of Japan for the 10th meeting of the Conference of the Parties to the Convention on Biological Diversity

Tokyo, Japan

Fax: +81-3-5501-8175

E-mail: cop10-sgoj-visa@mofa.go.jp

10. TRANSPORTATION

10.1 Arrival information

The nearest international airport servicing Nagoya is “Centrair”, the Central Japan International Airport <http://www.centrair.jp/en/>, which is located about 45 km from the City of Nagoya. The airport is linked to Nagoya City via the Meitetsu train service. For more information please consult the following link: <http://www.centrair.jp/en/access/ac-to-train/index.html>.

The Nagoya Congress Center, the venue for SSC-FOR-01, is located at a 5-minute walk from the Nishitakakura subway station (Meijyo subway line) of the Nagoya City Subway http://www.kotsu.city.nagoya.jp/english/english_sub.html.

For more information on access to Nagoya, please visit the following link: <http://www.cop10.jp/aichi-nagoya/english/info/index.html>.

10.2 Help Desks

Help Desks, staffed by English-speaking attendants, will also be set up at the Centrair International Airport, Nagoya Station, Kanayama Station, Sakae Station, Hibino Station and Nishitakakura Station to assist participants with transportation or any other query they may have. At these Help Desks, information kits containing train route maps will be available.

11. HOTEL ACCOMMODATION

Participants are responsible for making their own hotel reservations. It should be noted that a credit card or a bank transfer will be required for hotel reservations.

Hotel reservations are handled by “**Aichi-Nagoya CBD COP-10 Accommodation Center (CAC)**” on a first-come, first-served basis. CAC’s web site has started accepting hotel reservations from **Parties and observer states and organizations with more than 10 participants** as “First Reservation” that is open from April to 31 July 2010 Japan time. From 1 June 2010, CAC also started accepting reservations from **all participants except participants mentioned above as “Second Reservation”**.

The First reservation will terminate on 31 July 2010. From 1 August 2010, participants who have not completed their reservation by First reservation need to reserve hotels by Second reservation.

The web site is: <https://amarys-jtb.jp/COP10/index.html>

- Inquiry:

CAC (Aichi-Nagoya CBD COP-10 Accommodation Center)

Tel.: +81-52-220-5530

Fax: +81-52-222-6336

E-mail: cop10@cub.jtb.jp

Business hours: 9:30 a.m.-5:30 p.m. Japan time (Closed on Saturdays, Sundays and Japanese national holidays)

12. CURRENCY AND RATE OF EXCHANGE

The currency in Japan is the Japanese Yen (JPY). The current exchange rate (May 2010) is approximately 1 Euro = 115.28 JPY and 1 US \$ = 92.79 JPY. Currency exchange facilities are readily available in banks and hotels.

13. OFFICIAL LANGUAGE

The official language in Japan is Japanese. However, English is spoken and understood in some hotels and restaurants.

14. WEATHER AND TIME ZONE INFORMATION

In October, temperatures in Nagoya range between a maximum of 22°C in the daytime and a minimum of 12°C at night. The time zone is GMT/UTC + 9 hours.

15. ELECTRICITY

The voltage and frequency in Nagoya, Japan is 100 Volts, 60 Hertz as illustrated below.



16. DISCLAIMER

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.

Annex A

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER JAPAN AS VISITORS (AS LISTED ON THE WEBSITE OF MINISTRY OF FOREIGN AFFAIRS OF JAPAN)

Citizens of the following countries and territories do not require a visa to **visit** or **transit** Japan:

A

Andorra
Argentina
Australia
Austria

B

Bahamas
Barbados(*)
Belgium
Brunei Darussalam(**)
Bulgaria

C

Canada
Chile
Costa Rica
Croatia
Cyprus
Czech Republic

D

Denmark
Dominican Republic

E

El Salvador
Estonia

F

Finland
France

G

Germany
Greece
Guatemala

H

Honduras
Hungary

I

Iceland
Ireland
Israel
Italy

K

Korea, Republic of

L

Latvia
Liechtenstein
Lithuania
Luxembourg

M

Malta
Mauritius
Mexico
Monaco

N

Netherlands
New Zealand
Norway

P

Poland
Portugal

R

Romania

S

San Marino
Singapore
Slovakia
Slovenia
Spain
Suriname
Sweden
Switzerland

T

Tunisia
Turkey

U

United Kingdom of Great
Britain and Northern Ireland
United States of America
Uruguay

(*) Nationals of Barbados who possess “Non-Machine-Readable passports” will be encouraged to obtain visas before entering Japan. Nationals without visas will be strictly examined when entering Japan.

(**) 14 days or less.