



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

9 September 2003
Rev. 2

ENGLISH ONLY

AD HOC OPEN-ENDED WORKING
GROUP ON ACCESS AND
BENEFIT-SHARING
Second meeting
Montreal, 1 – 5 December 2003

AD HOC OPEN-ENDED INTER-SESSIONAL
WORKING GROUP ON ARTICLE 8(j)
AND RELATED PROVISIONS OF THE
CONVENTION ON BIOLOGICAL DIVERSITY
Third meeting
Montreal, 8 – 12 December 2003

Information for Participants

1. Venue

The second meeting of the Ad Hoc Open-ended Working Group on Access and Benefit-Sharing (ABS) and the Ad Hoc Open-ended Inter-sessional Working Group on Article 8 (j) and Related Provisions of the Convention on Biological Diversity will be held back-to-back in Montreal from Monday, 1 to Friday, 5 December, and Monday, 8 to Friday, 12 December 2003, respectively.

Both meetings will be held on the premises of the International Civil Aviation Organization (ICAO) located downtown:

International Civil Aviation Organization (ICAO)
999 University Street (corner Viger) Montreal
Quebec, Canada
Telephone: + 1 (514) 954-8219
Fax: + 1 (514) 954-6402

Access through metro, line 2 - Orange, station Square-Victoria

2. ***Registration and Identification Name Badges***

Registration for the meeting of the Working Group on Access and Benefit-sharing will commence on Sunday, 30 November 2003, from 3 p.m. to 6 p.m. and will continue on Monday, 1 December 2003, at 8 a.m.

Registration for the meeting of the Working Group on Article 8(j) will commence on Sunday, 7 December 2003, from 3 pm to 6 p.m. and will continue on Monday, 8 December 2003 at 8:00 a.m.

Delegates participating in both the ABS and Article 8(j) meetings are kindly encouraged to avail themselves of the opportunity to collect their name badges for the Article 8 (j) meeting on *Thursday, 4 December* and *Friday, 5 December 2003*.

Delegates should pre-register using the attached forms, **annex A** for the meeting of the Working Group on Access and Benefit-sharing and **annex B** for the meeting of the Working Group on Article 8 (j), to minimize delays and confusion caused by on-site registration. 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 piece of identification with a photograph.

Delegates are kindly reminded that for security reasons display of name badges is necessary for admission to the ICAO Conference Centre as well as the meeting rooms. In addition, delegates are requested to have personal identification documents (passport or other official documents with photograph) for entry into the conference centre.

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

3. ***Official opening***

The official opening of the meeting of the Working Group on Access and Benefit-sharing will take place on Monday, 1 December 2003, at 10 a.m.

The official opening of the Working Group on Article 8 (j) will take place on Monday, 8 December 2003, at 10 a.m.

4. ***Documents***

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

CD-ROMs containing pre-session documents in the six United Nations official languages and information documents shall also be available to delegates and other participating organizations who wish to reproduce additional copies of documents. These could be obtained from the Documentation Counter and the copies could be made on commercial basis at the Business Centre at the venue of the meeting.

5. ***Services to delegates***

Within the ICAO Conference Centre, there will be a Business Centre that will provide, on commercial basis, the following services: photocopying, facsimile and the sale of stamps and telephone prepaid cards, etc.

Delegates may also access their e-mails, *free of charge*, at the Cyber Café situated within the ICAO Conference Centre.

6. ***General information on access to Montreal***

Montreal is serviced by the Dorval airport (15 km from downtown). Taxis are available at the airport and there is a shuttle-bus service every 30 minutes.

Fares:

Bus / Shuttles:	One way trip	Round trip
Dorval/Downtown	\$12	\$21.75

Taxis:

Dorval/Downtown	\$28 Fixed rate	N.A.
-----------------	-----------------	------

7. ***Hotel information***

Attached is an indicative list of hotels (**annex C**) located in the vicinity of the meeting venue building and the Convention Secretariat or next to a Metro (subway) station. Further information on hotels in Montreal is available at the following website address: <http://www.tourism-montreal.org>.

Delegates are kindly reminded that they have to make their own hotel reservations. To benefit from the special room rates some hotels are offering, please indicate that you will be attending a United Nations meeting.

It is recommended that delegates arrange their hotel accommodation as early as possible to secure rooms.

8. ***Official languages in Canada***

There are two official languages in Canada: English and French. However, the official language of Quebec is French, but English is widely spoken in Montreal.

9. ***Promotional material and side events***

Space shall be made available at the ICAO Conference centre for side events and publication displays. Requests for side-events should be made preferably on-line at <http://www.biodiv.org/doc/meeting.asp?wg=ABSWG-02> or by completing the form in **annex D** below, for the meeting of the Working Group on Access and Benefit-sharing, and at <http://www.biodiv.org/doc/meeting.asp?wg=WG8J-03> or by completing the form in **annex E** below, for the meeting of the Working Group on Article 8 (j). The deadline for the receipt of requests is **31 October 2003**. Requests should be addressed to the attention of:

Mr. Aballache Yesli
Meetings Service Officer
Secretariat, Convention on Biological Diversity
World Trade Centre, Suite 300
393 St. Jacques Street
Montreal, Quebec, Canada H2Y 1N9
Telephone [Direct line]: +1 514 287 7043
Facsimile: + 1 514 288 65 88
E-mail aballache.yesli@biodiv.org

Rooms for side-events will be equipped with LCD projectors (for PowerPoint presentations) and overhead projectors (for transparency presentations).

Organizers of side-events requiring additional technical equipment or wishing to enquire about customs regulations and space availability regarding shipping of promotional material to ICAO, should address their detailed requests directly to Mr. Mike Baiao, *with a copy to Mr. Aballache Yesli*, at the following address:

Mr. Mike Baiao, Conference Assistant
Telephone: + 1 (514) 954-8219
Facsimile: + 1 (514) 599-3834
Address: 999, University Street
Montreal, Quebec Canada H3C 5H7
E-mail: Mbaiao@icao.int

Organizers of side-events wishing to enquire about catering services, should address their requests directly to Mr. Yannick Lancelot, *with a copy to Mr. Aballache Yesli*, at the following address:

Mr. Yannick Lancelot
Address: 999, University Street
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Facsimile: + 1 (514) 954-6134
E-mail: erya@colba.net

It should be noted that, given the limited available space, the number of side-events will be restricted to **five** per day over the lunch hour. Requests for side-events will be processed on a “first-come, first served” basis.

10. Time zone

Montreal is 5 hours behind GMT.

11. Weather information

During the month of December in Montreal, maximum temperatures average 2°C and minimum temperatures average **minus** 10°C. Temperatures may drop to **minus** 20°C and snowfalls are frequent and may be heavy.

It should be noted that the Government of Canada will provide, *on a no-cost loan basis*, and for the duration of the meetings, winter coats and boots to interested participants attending the meetings.

12. Electricity

110 volts, 60 Hertz. Adapters can be purchased for about C\$ 50.

13. Currency

The currency in Canada is Canadian Dollar (C\$). The current exchange rate is C\$ 1.37 to US\$ 1.

14. Visa/customs

Delegates from countries listed in **annex F** attached hereto require an entry visa for Canada and are **strongly advised** to approach the nearest Canadian diplomatic mission in order to secure the required entry visa prior to departure.

Information on visa procedures, including a list of relevant Canadian diplomatic missions abroad, is available on the website of the Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/offices/index.html>.

Annex A

SECOND MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON ACCESS AND BENEFIT-SHARING

1 – 5 DECEMBER 2003, MONTREAL, CANADA,

Pre-Registration Form (Please print)

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 / ACCRONYM): _____

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

Official Address: _____

Telephone : + (_____) _____

Fax : + (_____) _____

Telex : + (_____) _____

E-MAIL : _____

URL: _____

Signature : _____ Date: _____

Please return duly completed by 31 October 2003 to:

Secretariat of the Convention on Biological Diversity

World Trade Center

393 Saint-Jacques St., Suite 300

Montreal, Quebec, Canada

H2Y 1N9

Fax : + 1 (514) 288-6588

E-mail: secretariat@biodiv.org

Preferred languages :

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

Annex B

THIRD MEETING OF THE AD HOC OPEN-ENDED INTER-SESSIONAL WORKING GROUP ON ARTICLE 8
(J)
AND RELATED PROVISIONS OF THE CONVENTION ON BIOLOGICAL DIVERSITY
8 –12 DECEMBER 2003, MONTREAL, CANADA

Pre-Registration Form (Please print)

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 / ACCRONYM): _____

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

Official Address : _____

Telephone : + (_____) _____

Fax : + (_____) _____

Telex : + (_____) _____

E-MAIL : _____

URL: _____

Signature : _____ Date: _____

Please return duly completed by 31 October 2003 to:

Secretariat of the Convention on Biological Diversity

World Trade Center

393 Saint-Jacques St., Suite 300

Montreal, Quebec, Canada

H2Y 1N9

Fax : + 1 (514) 288-6588

E-mail: secretariat@biodiv.org

Preferred languages :

English

French

Spanish

Russian

Arabic

Chinese

Annex C

Hotel List

Prices given, in Canadian currency, are **indicative** and may be **subject to change** without notice:

\$1 US = appr. \$ 1.37 Canadian

\$1 Canadian = appr. \$ 0.73 US

Prices do not include taxes. (GST 7% + QST 7.5 % = 15.03%). Tax refund is possible for non-Canadians.

Please ask for forms at the registration desk during the meeting.

You must make your own reservations.

Lord Berri Hotel * (formerly Days Inn Vieux Montreal)** 20 minute-walk to ICAO Building

1199, Berri Street

Montreal

Tel.: + 1 (514) 845-9236

Fax: + 1 (514) 849-9855

<http://www.lordberri.com/>

\$89 single, \$99 double

La Tour Centre-Ville ***

15 minute-walk to ICAO Building

400 René-Lévesque Blvd. W.

Montreal

Tel.: + 1 (514) 866-8861

Fax: + 1 (514) 866-7257

Studio (queen bed) \$75, Small suite \$85, Big suite \$95 + \$10 per additional person.

Travelodge ***

20 minute-walk to ICAO Building

50, René-Lévesque Blvd. West

Montreal

Tel. : + 1 (514) 874-9090

Fax : + 1 (514) 874-0907

<http://www.travelodge.com/>

Rooms \$79, single or double occupancy, including breakfast

L'Appartement-in-Montréal ***

15 minute-walk to ICAO Building

455, Sherbrooke Street West

Montreal

Tel.: + 1 (514) 284-3634

Fax: + 1 (514) 287-1431

<http://www.appartementin.com/>

Studios \$90: single or double occupancy.

Best Western****

20 minute-walk to ICAO Building

3407 Peel Street (corner of Peel and Sherbrooke Street)

Montreal

Tel: 514-288-4141

Fax: 514-288-3021

<http://www.hotelvillemarie.com>

Corporate room \$125.00, including breakfast. Please mention United Nations/SCBD when making reservations.

Delta Centre Ville ** (ex-Radisson)**

Across the street from ICAO Building

777 University Street

Montreal

Tel.: + 1 (514) 879-1370

Fax: + 1 (514) 879-1761

<http://www.deltahotels.com/>

First class hotel

Rooms \$139, single or double occupancy. Please mention United Nations/ICAO account # 91317 when making reservations.

Hotel Inter-Continental Montréal ****

360 St-Antoine Street West

Montreal, Quebec

Canada H2Y 3X4

5 minute-walk to ICAO Conference Centre

Tel.: + 1 (514) 847-8525 From North America toll free: 1-800 327-0200/361 3600

Fax: 1 (514) 847-8730

E-mail: montreal@interconti.com Website: <http://montreal.interconti.com>

Rooms \$159. Please mention ICAO rate when making reservations.

Holiday Inn Select ** (Chinatown, oriental food available) 10 minute-walk to ICAO Building**

99 Viger Street West

Montreal

Tel.: + 1 (514) 878-9888

Fax: +1 (514) 878-6341

<http://www.hiselect-yul.com/>

\$149 double occupancy.

Hôtel Manoir des Alpes ***

20 minute-walk to ICAO Building

1245, St-André Street

Montreal

Tel.: + 1 (514) 845-9803

Fax : + 1 (514) 845-9886

<http://www.hotelmanoirdesalpes.qc.ca/>

Rooms \$55, including breakfast.

Hôtel de la Montagne****

20 minute-walk to ICAO Building

1430, de la Montagne Street

Montréal

Tel.: + 1 (514) 288-5656 + 1(800) 361-6262 toll free in North America

Fax : + 1 (514) 288-9658

<http://www.hoteldelamontagne.com/>

Rooms \$155, single or double occ.

Hôtel Courtyard Marriott Montréal**(formerly La Citadelle) 15 minute-walk to ICAO building**

410, Sherbrooke Street West

Montreal

Tel.: + 1 (514) 844-8851

Fax : + 1 (514) 844-0912

<http://www.courtyard.com/>

Rooms \$149, single or double occupancy.



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Side-Events Request Form

Second Meeting of the Open-ended Working Group on Access and Benefit-sharing

1 – 5 December 2003

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: www.biodiv.org/doc/meeting.asp?wg=ABSWG-02

1. **Event Title:** _____

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

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- First Choice: DD/12/2003 time: 13:15 – 14:45
- Second choice: DD/12/2003 time: 13:15 – 14:45
- Third choice: DD/12/2003 time: 13:15 – 14:45

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/12/2003**

7. **Message (optional):**

* For additional technical equipment and catering requirements, please refer to heading 9 above.



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Side-Events Request Form

Third meeting of the Ad Hoc Open-ended Inter-sessional Working Group on Article 8(j) and Related Provisions, 8 – 12 December 2003

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: www.biodiv.org/doc/meeting.asp?wg=WG8J-03

1. **Event Title:** _____

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

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

a. First Choice: DD/12/2003 time: 13:15 – 14:45

b. Second choice: DD/12/2003 time: 13:15 – 14:45

c. Third choice: DD/12/2003 time: 13:15 – 14:45

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

a. LCD Projector (for PowerPoint presentations)

b. PC

c. Overhead Projector (for transparencies)

d. Other * (please see also note below): _____

6. **Date of submission: DD/12/2003**

7. **Message (optional):** _____

* For additional technical equipment and catering requirements, please refer to heading 9 above

ANNEX F
VISA REGULATIONS

Citizens of the following countries require a visa to **visit** or **transit** Canada
(*in accordance with the list provided by the Government of Canada*).

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina-Faso
Burundi

C

Cambodia
Cameroon
Cape Verde
Central African Republic
Chad
Chile
China (People's Republic)
Colombia
Comoros
Congo, Democratic Rep. of)
Congo, People's Rep. of
Côte d'Ivoire
Croatia
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Republic

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras
Hungary

I

India
Indonesia
Iran (Islamic Rep. of)

I

Iraq
Israel (only Israeli citizens
holding valid Israeli orange
"Travel Document in Lieu of
National Passport")

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea (Dem. Rep. of)
Kuwait
Kyrgyzstan

L

Lao (People's Democratic
Rep.)
Latvia
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Lithuania

M

Macao S.A.R.
Macedonia (former Yugoslav
Republic of)
Malagasy Republic
Malawi
Malaysia
Maldives
Mali
Marshall Islands
Mauritania
Mauritius
Micronesia (Federated States)
Moldova
Mongolia
Morocco
Mozambique
Myanmar (Burma)

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau (Rep. of)
Palestinian National Authority
Panama
Paraguay
Peru
Philippines
Poland

Q

Qatar

R

Romania
Russian Federation
Rwanda

S

Sao Tome e Principe
Saudi Arabia
Senegal
Seychelles, The
Sierra Leone
Slovakia
Somalia
South Africa
Sri Lanka
Sudan
Surinam
Syrian Arab Republic

T

Tajikistan
Tanzania (United Rep. of)
Thailand
Togo
Tonga
Trinidad & Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela
Viet Nam

Y

Yemen
Yugoslavia

Z

Zambia
Zimbabwe