Ref: SCBD/SEL/VN/GD/32330

5 November 2002

Dear Madam/Sir,

Re: Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing, 2 to 4 December 2002, Montreal, Canada

I have the honour to inform you that, pursuant to decision VI/24B of the Conference of the Parties, the Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing will be held from 2 to 4 December 2002 at the International Civil Aviation Organization (ICAO), Montreal, Canada.

In accordance with decision VI/24B, the Workshop is open to the participation of indigenous and local communities, non-governmental organizations, regional organizations, private sector, as well as intergovernmental organizations.

You will find attached herewith the following documents for the meeting, in all UN languages:

- UNEP/CBD/ABS/EW-CB/1/1 - Provisional Agenda
- UNEP/CBD/ABS/EW-CB/1/1/Add.1 - Annotated Provisional Agenda
- UNEP/CBD/ABS/EW-CB/1/2 - Capacity-building for access to genetic resources and benefit-sharing: synthesis of submissions received on needs, priorities and existing initiatives, and additional elements for consideration in the development of an Action Plan

To: ABS National Focal Points
   CBD National Focal Points (where ABS National Focal Points have not yet been designated)
Please note that the two information documents listed below are available only in the language in which they were provided:

- UNEP/CBD/ABS/EW-CB/1/INF/1 - Report of the Scoping Meeting on Capacity-building Approaches for Access to Genetic Resources and Benefit-sharing
- UNEP/CBD/ABS/EW-CB/1/INF/2 - Compilation of submissions on needs and priorities of Parties and information on existing initiatives on capacity-building for access to genetic resources and benefit-sharing

In addition, a pre-registration form and a general information note for participants are enclosed. All documents are also available on the Secretariat website at http://www.biodiv.org.

Kindly inform the Secretariat of the name and contact address of the officially designated delegate(s) of your Government at the earliest convenience, but no later than 22 November 2002.

Accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,

Hamdallah Zedan
Executive Secretary
OPEN-ENDED EXPERT WORKSHOP
ON CAPACITY-BUILDING FOR
ACCESS TO GENETIC RESOURCES
AND BENEFIT-SHARING
Montreal, 2-4 December 2002

PROVISIONAL AGENDA

1. Opening of the meeting.

2. Organizational matters:
   2.1. Officers;
   2.2. Adoption of the agenda;
   2.3. Organization of work.

3. In-depth consideration of capacity-building needs and priorities identified by Governments and
   existing capacity-building initiatives for access to genetic resources and benefit-sharing.


5. Other matters.

6. Adoption of the report.

7. Closure of the meeting.

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OPEN-ENDED EXPERT WORKSHOP ON
CAPACITY-BUILDING FOR ACCESS
TO GENETIC RESOURCES AND
BENEFIT-SHARING
Montreal, 2-4 December 2002
Item 2.2 of the provisional agenda*

ORGANIZATIONAL MATTERS: ADOPTION OF THE AGENDA

Annotated provisional agenda

INTRODUCTION

1. In paragraph 1 of its decision VI/24 B, on other approaches, including the development of an action plan on capacity-building for access to genetic resources and benefit-sharing, the Conference of the Parties to the Convention on Biological Diversity decided:

“To convene an Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing. The Workshop will be open to participation by representatives, including experts, nominated by Governments and regional economic integration organizations; as well as representatives of relevant intergovernmental organizations (including donor organizations), non-governmental organizations, and indigenous and local communities. The Workshop should further develop the draft elements for an Action Plan on Capacity-building for Access and Benefit-sharing annexed to the present decision.”

2. Accordingly, the Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing will meet from 2 to 4 December 2002, in Montreal. Registration of participants will take place at the venue of the meeting from 3 p.m. to 6 p.m. on Sunday, 1 December 2002 and will continue from 8 a.m. on Monday, 2 December 2002.

3. A list of documents for the meeting is contained in annex I below. In addition to normal distribution, the documents are available on the Secretariat’s website (http://www.biodiv.org).

4. The Secretariat is distributing an information note containing details of registration and the logistical arrangements for the meeting, including information on travel, visa requirements, accommodation and other matters.

* UNEP/CBD/ABS/EW-CB/1/1.
ITEM 1. OPENING OF THE MEETING

5. The meeting will be opened at 10 a.m. on Monday, 2 December 2002 by the President of the Conference of the Parties or his representative. The Executive Secretary will make introductory remarks.

ITEM 2. ORGANIZATIONAL MATTERS

2.1. OFFICERS

6. The Bureau of the Conference of the Parties will serve as the Bureau of the Workshop. The President of the Conference of the Parties to the Convention on Biological Diversity or his representative shall act as presiding officer for plenary sessions of the meeting.

2.2. ADOPTION OF THE AGENDA

7. The Workshop may wish to adopt its agenda on the basis of the provisional agenda (UNEP/CBD/ABS/EW-CB/1/1), which has been prepared by the Executive Secretary on the basis of decision VI/24 B.

2.3. ORGANIZATION OF WORK

8. The Open-ended Expert Workshop may wish to consider the proposed organization of work as contained in annex II below, which provides for the meeting to be conducted entirely in plenary session. Participants may wish to consider setting up contact groups or drafting groups as the need arises, in order to further develop the discussions conducted in plenary on specific issues and present the plenary with draft recommendations for its consideration.

9. The meeting will operate on the basis of two sessions per day with simultaneous interpretation into the six working languages, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. Should participants wish to establish contact groups, these will work without interpretation.

ITEM 3. IN-DEPTH CONSIDERATION OF CAPACITY-BUILDING NEEDS AND PRIORITIES IDENTIFIED BY GOVERNMENTS AND EXISTING CAPACITY-BUILDING INITIATIVES FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

10. In decision VI/24 B, paragraph 3, the Conference of the Parties invited Parties and indigenous and local communities to provide to the Executive Secretary information regarding capacity-building needs, priorities and existing initiatives and activities for capacity-building for access to genetic resources and benefit-sharing. In paragraph 4 of the decision, the Conference of the Parties also invited relevant intergovernmental organizations, non-governmental organizations and the private sector to provide information regarding existing initiatives and activities for capacity-building for access and benefit-sharing. By separate notifications dated 27 June and 3 July 2002, the Executive Secretary invited respectively Parties and all relevant organizations, regional organizations, non-governmental organizations, indigenous and local communities and the private sector to provide this information to the Secretariat by 1 September 2002. As of 15 October 2002, 24 contributions had been received from 18 Parties and six organizations, including submissions provided prior to the sixth meeting of the Conference of the Parties. A synthesis of these submissions is included in the note by the Executive Secretary prepared for the Workshop (UNEP/CBD/ABS/EW-ABS/1/2), while the original text of the submissions, as received by the Secretariat, will be available as an information document (UNEP/CBD/ABS/EW-CB/1/INF/2).
11. Under this item, Parties may wish to discuss their needs and priorities for capacity-building relating to access to genetic resources and benefit-sharing. In addition, the United Nations University (UNU) will report on the Scoping Meeting on Capacity-building Approaches for Access to Genetic Resources and Benefit-sharing, held under its auspices from 7 to 9 October, in Kuala Lumpur. Other organizations currently involved in initiatives relating to capacity-building for access to genetic resources and benefit-sharing may also wish to make presentations to the plenary on their activities.

ITEM 4. ACTION PLAN ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

12. For this agenda item, the Workshop will have before it the draft elements for an Action Plan for Capacity-building for Access to Genetic Resources and Benefit-sharing annexed to decision VI/24 B of the Conference of the Parties, together with additional elements for consideration in the development of the Action Plan contained in the note by the Executive Secretary prepared for the Workshop (UNEP/CBD/ABS/EW-CB/1/2).

13. Experts are invited to agree on the text of an Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing, taking into account the capacity-building needs and priorities identified by Parties and stakeholders, existing initiatives and other relevant documentation.

ITEM 5. OTHER MATTERS

14. Under this item, the participants may wish to raise and discuss other matters related to the subject-matter of the meeting.

ITEM 6. ADOPTION OF THE REPORT

15. The Workshop will consider and adopt its report, on the basis of the draft report to be prepared and presented by the Rapporteur.

16. The final report of the Workshop will be submitted to the consideration of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing at its second meeting, to be held from 1 to 5 December 2003.

ITEM 7. CLOSURE OF THE MEETING

17. The meeting is expected to close at 6 p.m. on Wednesday, 4 December 2002.
Annex I

DOCUMENTATION FOR THE OPEN-ENDED EXPERT WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNEP/CBD/ABS/EW-CB/1/1</td>
<td>Provisional agenda</td>
</tr>
<tr>
<td>UNEP/CBD/ABS/EW-CB/1/1/Add.1</td>
<td>Annotated provisional agenda</td>
</tr>
<tr>
<td>UNEP/CBD/ABS/EW-CB/1/2</td>
<td>Capacity-building for access to genetic resources and benefit-sharing: synthesis of submissions received on needs, priorities and existing initiatives, and additional elements for consideration in the development of an Action Plan</td>
</tr>
<tr>
<td>UNEP/CBD/ABS/EW-CB/1/INF/1</td>
<td>Report of the Scoping Meeting on Capacity-building Approaches for Access to Genetic Resources and Benefit-sharing</td>
</tr>
<tr>
<td>UNEP/CBD/ABS/EW-CB/1/INF/2</td>
<td>Compilation of contributions on needs and priorities of Parties and information on existing initiatives on capacity-building for access to genetic resources and benefit-sharing</td>
</tr>
</tbody>
</table>
### Annex II

**PROPOSED ORGANIZATION OF WORK FOR THE OPEN-ENDED WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, 2 December 2002</strong></td>
<td>10 a.m. to 1 p.m.</td>
<td>1. Opening of the meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Organizational matters:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.1. Officers;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2. Adoption of the agenda;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.3. Organization of work.</td>
</tr>
<tr>
<td></td>
<td>3-6 p.m.</td>
<td>3. In-depth consideration of capacity-building needs and priorities identified by Governments and existing capacity-building initiatives for access to genetic resources and benefit-sharing.</td>
</tr>
<tr>
<td><strong>Tuesday, 3 December 2002</strong></td>
<td>10 a.m. to 1 p.m.</td>
<td>4. Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing.</td>
</tr>
<tr>
<td></td>
<td>3-6 p.m.</td>
<td>4. Action Plan on Capacity-building for Access to Genetic Resources and Benefit-sharing. (continued)</td>
</tr>
<tr>
<td><strong>Wednesday, 4 December 2002</strong></td>
<td>10 to 1 p.m.</td>
<td>5. Other matters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Adoption of the report.</td>
</tr>
<tr>
<td></td>
<td>3-6 p.m.</td>
<td>7. Closure of the meeting.</td>
</tr>
</tbody>
</table>

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OPEN-ENDED EXPERT WORKSHOP ON CAPACITY-BUILDING FOR ACCESS TO GENETIC RESOURCES AND BENEFIT-SHARING
Montreal, 2-4 December 2002

INFORMATION FOR PARTICIPANTS

The Open-ended Expert Workshop on Capacity-building for Access to Genetic Resources and Benefit-sharing will be held from Monday, 2 December to Wednesday, 4 December 2002. The official opening will be at 10 a.m. on 2 December 2002. Registration will take place on Sunday, 1 December 2002 from 12 noon to 6 p.m. Registration will continue from 8 a.m. on Monday, 2 December 2002. **Delegates are kindly requested to pre-register in order to facilitate the registration process.**

**Venue:**

The meeting 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,
Province of Quebec, Canada.

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

Telephone: + 1 (514) 954-8219
Fax: + 1 (514) 954-6402

**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:**

<table>
<thead>
<tr>
<th>Bus / Shuttles:</th>
<th>One way trip</th>
<th>Round trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorval / Downtown</td>
<td>$ 11.00</td>
<td>$19.75</td>
</tr>
</tbody>
</table>

**Taxis:**

| Dorval / Downtown | $ 28.00 Fixed rate | N.A.      |
Accommodation in Montreal:

Please find attached an indicative list of hotels (Annex I) located in the vicinity of the International Civil Aviation Organization (ICAO) building and the Secretariat of the CBD or next to a Metro station (the Montreal Metro/Subway is safe). Further information on hotels in Montreal is available at the following website address: http//www.tourism-montreal.org

Time Zone:

Montreal is GMT less 5 hours.

Weather:

During the month of December in Montreal, maximum temperatures average + 2°C and minimum temperatures average -10°C.

Voltage:

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

Pre-Registration

A pre-registration form is attached (Annex II). To enable the Secretariat to print the actual number of documents needed and to avoid waste of resources, delegates are kindly invited to specify which of the six official languages of the United Nations is/are preferred. It should be returned duly filled by 22 November 2002.

Visas / Customs

Please find attached (Annex III) a list of countries whose citizens require a visa to visit Canada.

Services to Delegates

There will be a Business Centre for the Delegates. It will provide free of charge Internet access and on a commercial basis photocopying, fax, calling cards, etc.

Documents

The main pre-session documents for the meeting will be dispatched by the first week of November 2002 to the National Focal Points. The documents are also accessible at the Secretariat’s web page at <www.biodiv.org>. Delegates are kindly reminded to bring their documents, as they will only be available at the meeting facilities in limited quantities for reasons of economy.

Credit Cards

Major credit cards are accepted in most hotels and restaurants in Montreal.

Attached
Annex I : List of hotels
Annex II : Pre-registration form
Annex III: List of countries with visa requirements (in accordance with the list provided by the Government of Canada, on the website of the Canadian Department of Immigration <www.cic.gc.ca>)
Annex I

Hotel List

Prices given in Canadian currency are indicative and may be subject to changes:
   $1 US = appr. $1.56 Canadian
   $1 Canadian = appr. $0.64 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
Studios $66.00, Small suite at $70.00 for single occupancy, Big suite at $75.00 for double occupancy + $12.00 per additional person.

**Travelodge***  20 minute-walk to ICAO Building
50, René-Lévesque Blvd. W.
Montreal
Tel. : + 1 (514) 874-9090
Fax : + 1 (514) 874-0907
http://www.travelodge.com/
Rooms at $79.00, single or double occ., including breakfast

**L’Appartement-in-Montréal***  15 minute-walk to ICAO Building
455, Sherbrooke W.
Montreal
Tel. : + 1 (514) 284-3634
Fax : + 1 (514) 287-1431
http://www.appartementin.com/
Studios $90.00, single or double occ.

**Best Western****  (20 minute-walk from the Centre de Commerce Mondial)
3407 Peel Street (corner of Peel and Sherbrooke Street)
Montreal
Tel: 514-288-4141
Fax: 514-288-3021
http://www.hotelvillemarie.com
Room at Can$ 91.00. Please mention United Nations/SCBD when making reservations

Delta Centre Ville **** (ex-Radisson) across the road from ICAO Building.
777 University
Montreal
Tel.: +1 (514) 879-1370
Fax: +1 (514) 879-1761
http://www.deltahotels.com/
First class hotel
Rooms at $125.00, single or double occ. Please mention United Nations/ICAO account # 91317 when making reservations.

Holiday Inn Select **** (Chinatown, oriental food available) 10 minute-walk to ICAO Building
99 Viger West
Montreal
Tel.: +1 (514) 878-9888
Fax: +1 (514) 878-6341
http://www.hiselect-yul.com/
$149 single or double occ.

Hôtel Manoir des Alpes *** 20 minute-walk to ICAO Building
1245, St-André St.
Montreal
Tel.: +1 (514) 845-9803
Fax: +1 (514) 845-9886
http://www.hotelmanoirdesalpes.qc.ca/
$75, single

Hôtel de la Montagne**** 20 minute-walk to ICAO Building and 2 minutes from Metro station
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/
$165 for single occ.
$175 for double occ.

Hôtel Courtyard Marriott Montréal**** (formerly La Citadelle) 15 minute-walk to ICAO Building
410, Sherbrooke St. W.
Montreal
Tel.: +1 (514) 844-8851
Fax: +1 (514) 844-0912
http://www.courtyard.com/
$139, single or double occ.
PRE-REGISTRATION FORM

Please print

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

FAMILY NAME: ________________________________

FIRST NAME: __________________________________

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 community organization Media Industry Other

Official Address: ____________________________________________

Telephone: + (_____)______________________________

Fax: + (_____)_________________________________

Telex: + (_____)_______________________________

E-MAIL: _____________________________________

URL: _________________________________________

Signature: _________________________________________ Date: ________________

Please return duly filled by 22 November 2002 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 language:

? English
? French
? Spanish
? Russian
? Arabic
? Chinese
Annex III

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
Dominican Republic

E
East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia

F
Fiji

G
Gabon
Gambia
Georgia
Ghana
Guatemala
Guinea
Guinea-Bissau
Guyana

H
Haiti
Honduras

I
India
Indonesia
Iran (Islamic Rep. of)
Iraq
Israel (only Israeli citizens holding valid Israeli orange “Travel Document in Lieu of National Passport”) 

J
Jamaica
Jordan

K
Kazakhstan
Kenya
Korea (Dem. Rep. of)
Korea (North)
Kuwait
Kyrgyzstan

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

M
Macau
Macedonia (former Yugoslav Republic of)
Malagasy Republic
Malawi
Maldives
Mali
Marshall Islands
Mauritania
Mauritius
Micronesia (Federated States)
Moldova
Mongolia
Morocco
Mozambique
Myanmar (Burma)

N
Nepal
Nicaragua
Niger
Nigeria

O
Oman
P
Pacific Islands (U.S. Trust Territory)
Pakistan
Palau (Rep. of)
Panama
Paraguay
Palestinian National Authority
Peru
Philippines
Poland

Q
Qatar

R
Romania
Russian Federation
Rwanda

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

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

U
Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V
Venezuela
Vietnam

Y
Yemen
Yugoslavia

Z
Zambia