

Ref.: SCBD/BSP/KGM/MO/41117

23 December 2003

NOTIFICATION

Biosafety Clearing-House Training Workshop Kuala Lumpur, Malaysia, 24-26 February 2004

As you may be aware, Article 20 of the Cartagena Protocol on Biosafety to the Convention on Biological Diversity establishes a Biosafety Clearing-House as part of the clearing-house mechanism under Article 18, paragraph 3, of the Convention, in order to facilitate the exchange of scientific, technical, environmental and legal information on, and experience with, living modified organisms; and to assist Parties to implement the Protocol.

At its third meeting, the Intergovernmental Committee for the Cartagena Protocol emphasized the importance of capacity building to enable full participation in the development and implementation of the pilot phase of the BCH. Accordingly, the Secretariat is convening a training workshop to review the use of the main components of the BCH and associated issues.

The workshop will be held in conjunction with the First meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety at the venue of that meeting in Kuala Lumpur, Malaysia, on 24-26 February 2004. The workshop will be conducted primarily in English but with support for French and Spanish. Formal group training will take place from 13:00 to 15:00 each day, while the morning and late afternoon will be available for personalized training and assistance in provision of national information to the BCH.

The invitation to the workshop is extended to all BCH focal points. Governments that have not yet designated their BCH focal point are invited to nominate a person who would most benefit from this training and who would be able to use the acquired skills to fulfill relevant BCH-related obligations pursuant to the Protocol.

Please note that due to financial constraints, participation will only be supported for representatives of those developing country Parties and Parties with economies in transition that are a Party to the Protocol.

cc: Cartagena Protocol National Focal Points.
BCH National Focal Points
CBD National Focal Points (where biosafety focal points have not yet been designated)

.../2





Convention on Biological Diversity

Secretariat

Representatives wishing to attend the workshop are requested to submit to the Secretariat their registration forms duly completed no later than **Wednesday, 14 January 2004**.

Thank you for your continued cooperation and support towards the work of the Cartagena Protocol on Biosafety.

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

Yours sincerely,

[signed]

Hamdallah Zedan
Executive Secretary

Encls: Meeting registration form
Provisional agenda
Information for Participants



United Nations
Environment
Programme

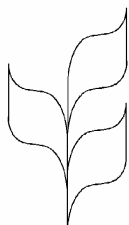
Tel: (514) 288-2220
Fax: (514) 288-6588

Email: secretariat@biodiv.org
Web: www.biodiv.org

World Trade Centre
393 Saint-Jacques Street, Suite 300
Montréal, Québec, Canada H2Y 1N9



CBD



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

17 September 2003

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE CONVENTION
ON BIOLOGICAL DIVERSITY
Seventh meeting and first meeting serving as the meeting of the
Parties to the Cartagena Protocol on Biosafety
9-27 February 2004, Kuala Lumpur, Malaysia

Information for Participants

1. Venue

The seventh meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-7) and the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP/MOP-1) will be held back-to-back in Kuala Lumpur, Malaysia.

The COP-7 will meet from Monday, 9 to Friday 20 February 2004 and will reconvene on Friday, 27 February 2004 to consider certain matters arising from COP/MOP-1, which is to meet from Monday, 23 to Friday, 27 February 2004. Both meetings will be held at:

Putra World Trade Centre (PWTC)
41 Jalan Tun Ismail
50480 Kuala Lumpur
Malaysia
Telephone: + 603-40433999
Fax: + 603-40433777
E-mail: june@pwtc.com.my
Website: <http://www.pwtc.com.my/pwtc>

2. Registration and Identification Name Badges

Registration for **COP-7** will commence on **Saturday, 7 February 2004** from **10 a.m. to 6 p.m.** and will continue on **Sunday, 8 February 2004** from **10 a.m. to 3 p.m.** and on **Monday, 9 February 2004**, from **8 a.m.**

COP-7 delegates who are also participating in COP/MOP-1 meeting are encouraged to collect their name badges for COP/MOP-1 on Thursday, 19 February and Friday, 20 February 2004.

Registration for **COP/MOP-1 meeting** shall commence on **Sunday, 22 February 2004**, from **12 noon to 6 p.m.** and continue on **Monday, 23 February 2004** from **8 a.m.**

Delegates should pre-register using the attached forms (**Annex A**, for COP-7 meeting and **Annex B** for COP/MOP-1 meeting) to minimize delays on site. Based on the pre-registration forms received by the Secretariat, name badges will be prepared and handed over at the registration desk **only** upon the presentation of a valid identification card with a photograph.

Delegates are kindly reminded that for security reasons the display of name badges is necessary for admission to the Putra World Trade Centre (PWTC) as well as the meeting rooms. In addition delegates are requested to have their 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 upon registration at the PWTC.

3. Official Opening

The official opening for COP-7 meeting will take place at 9 a.m. on Monday, 9 February 2004 at the main plenary hall of the PWTC. More information on this event will be made available via a separate Notification to be issued in due course.

The official opening of the COP/MOP-1 meeting will take place on Monday, 23 February 2004 at 10 a.m.

4. Documents

Delegates are kindly reminded to bring their own copies of the pre-session documents for both COP-7 and COP/MOP-1 meetings, 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 pre-session 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 CD-ROMs could be obtained from the Documentation Counter at the PWTC and the copies could be made on commercial basis at the Business Centre at the PWTC.

5. Services to Delegates

The PWTC offers a variety of services, such as a delegates' lounge, a restaurant, a cafeteria, medical unit facilities, a bank, a post office and a Business Centre. The Business Centre will provide, on commercial basis, the following services: photocopying, facsimile and the sale of stamps and pre-paid telephone cards, etc.

Delegates may also access their e-mail, free of charge, at the Cyber Café situated within the PWTC.

6. Arrival/Departure at/from Kuala Lumpur International Airport (KLIA)

The Government of Malaysia will establish a Help Desk at the Kuala Lumpur International Airport (KLIA).

On Saturday, 7 February and Sunday, 8 February 2004, the Government of Malaysia will provide delegates attending COP-7 meeting with a shuttle service from the Airport to the hotels. A shuttle service will also be provided for departing COP-7 delegates and arriving COP/MOP-1 delegates on Saturday, 21 February and Sunday, 22 February 2004 as well as on Saturday, 28 February and Sunday, 29 February 2004 for departing delegates.

In order to facilitate transport arrangements, delegates are strongly advised to duly complete and submit the attached **Annex C** to the Malaysian COP-7/COP/MOP-1 Secretariat.

To facilitate baggage clearance delegates are kindly requested to attach clearly marked labels on their luggage with the words "**COP-7 KL**" and/or "**COP/MOP-1 KL**".

The timetable for the shuttle service will be available at both the Help Desk at the airport and the Information Desk at the PWTC.

7. General Information on Access to Kuala Lumpur

The Government of Malaysia will set up a COP-7 **Help Desk** in the KLIA terminal to assist delegates upon arrival on 7 and 8 February 2004 and on 21 and 22 February 2004.

Delegates wishing to make their own transportation arrangements may use either:

a) Taxis and limousines, which are readily available for hire from KLIA terminal to Kuala Lumpur city centre. Delegates are required to purchase a pre-paid coupon for the fare at the Taxi/Limousine Counter situated in the Arrival Hall before proceeding to the taxi stand. Fares depend on the destination and start from RM 60 (approximately US\$ 16) for taxis. Limousines charge much higher fares.

OR

b) The fast track train (ERL) service (fare RM 35.00 – approximately US\$ 9) which is available from KLIA to down town city terminal called “KL Sentral” from where taxis are readily available to the hotels. Delegates have to purchase a pre-paid coupon for the fare at the taxi counter situated inside the KL Sentral terminal and the fare ranges from RM 8 onwards. Information on the ERL train service can be obtained from the COP-7 **Help Desk** at the KLIA terminal.

8. Transportation to the Conference Centre

The Government of Malaysia will provide delegates with a daily shuttle service from the designated hotels to the PWTC and back. A timetable for the shuttle service will be available at the Information Desk located at the PWTC as well as at the respective reception desks of the designated hotels. For a list of designated hotels, please see **Annex D** hereto.

Shuttle services shall **not** be provided for hotels within walking distance from the PWTC.

9. Hotel Information

Delegates are responsible for making their own hotel bookings. Delegates who choose to stay at hotels other than those listed in **Annex D** should make their own transportation arrangements to the PWTC and back or alternately avail themselves of the provided shuttle service from the nearest hotels.

Credit cards or cash deposits are required for hotel reservations. However this requirement may be waived for non-credit card holders 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 COP-7 and COP/MOP-1 meetings. Delegates should ensure that the said official letter is provided at the time the hotel reservation is made.

The Government has negotiated special room rates for COP-7 and COP/MOP-1 meetings. In order to benefit from these favourable rates, delegates must advise the hotels, upon making their reservations, that they are attending COP-7 and /or COP/MOP-1 meetings of the CBD.

It is recommended that delegates arrange their hotel accommodation as early as possible to secure rooms at the designated hotels from which daily shuttles will be operated to the PWTC and back.

10. Official Language

The official language in Malaysia is Bahasa Malaysia. However, English and some Chinese dialects are widely spoken and understood in hotels and restaurants.

11. Excursions

The Government of Malaysia will organize excursions to places of interest in and around Kuala Lumpur for official delegates attending COP-7 meeting on Saturday, 14 or Sunday, 15 February 2004. Delegates are kindly requested to contact the Information Desk located at the lobby of the PWTC for details and reservations.

12. Promotional Materials and Side Events

Space shall be made available at the PWTC for side events, exhibitions stands and publications displays. Requests for side events should be made preferably on-line at <http://www.biodiv.org/register/side-mop-01.asp> or by completing the attached forms (**Annex E** for COP-7 and **Annex F** for COP/MOP-1). The deadline for receipt of requests is **31 December 2003**. Side events requests shall be processed on a first-come, first served basis. **An updated calendar of side events will be accessible at the Secretariat's web site at <http://biodiv.org/doc/meeting.asp?wg=MOP-01&tab=2>**

Requests should be addressed to the attention of Mr. Aballache Yesli, CBD Meetings Service Officer, whose coordinates are as follows:

Mr. Aballache Yesli
Secretariat of the Convention on Biological Diversity
World Trade Center
393 St Jacques Street, Suite 300
Montreal, Quebec, Canada H2Y 1N9
Telephone (Direct line): +1 514 287 7043
Fax: +1 514 288 65 88
E-mail: aballache.Yesli@biodiv.org

Rooms for side events shall be equipped with LCD projectors (for PowerPoint presentation) and overhead projectors (for transparency presentations). Organizers of side events requiring additional technical equipment should address their requests to the PWTC as indicated below regarding availability and cost.

Please note that given the limited available space, the number of side events shall be restricted to five (5) per day over lunch hour and on exceptional basis two (2) in the evening after the closing of the afternoon session.

Delegates wishing to rent exhibition stands (the area of a standard stand is 3mx3m) or storage space for their promotional material, equipment or to use catering services should address their detailed requests directly to:

Ms. June Hussin
Putra World Trade Centre (PWTC)
41 Jalan Tun Ismail
50480 Kuala Lumpur, Malaysia
Tel: 603-40433999
Fax: 603-40433777
E-mail: june@pwtc.com.my
Website: <http://www.pwtc.com.my/pwtc>

Prior to shipping promotional material to the PWTC, interested delegates and organizations should contact the PWTC (at the address indicated above) to enquire about the local customs regulations, space availability, costs, etc.

13. Weather and Time Zone Information

As Malaysia is situated in the tropics, the daytime temperatures range between 30-36 °C. The standard time zone is GMT + 8 hours.

14. Electricity

220 volts, 50 Hertz

15. Currency

The currency in Malaysia is the Malaysian Ringgit (RM). The current exchange rate is RM 3.80 to 1 US Dollar.

16. Visa/Customs

Delegates from countries listed in **Annex G** attached hereto require an entry visa for Malaysia and are **strongly advised** to approach the nearest Malaysian diplomatic mission in order to secure the required entry visa prior to departure.

Visas will be issued free of charge to delegates upon submission of an official letter from their respective Government nominating them as official representatives to COP-7 or COP/MOP-1 meetings.

Information on visa procedures, including a list of relevant Malaysian diplomatic missions abroad, is available on the website of the Ministry of Foreign Affairs of Malaysia at www.kln.gov.my.

Delegates experiencing difficulties to access this web site and /or require any visa-related assistance are requested to directly contact the designated Malaysian Government focal point at the following coordinates:

Malaysian COP-7/MOP-1 Secretariat
E-mail: seccop7@moste.my
Telephone: + 603-88858838/+ 603-88858845
Fax: + 603-88892973

17. Health Requirements

Yellow fever vaccination certification is required for nationals and participants residing in the countries listed below:

Africa

Angola
Benin
Burkina Faso
Burundi
Cameroon
Central African Republic
Chad
Congo
Ethiopia
Gabon
Gambia
Guinea
Guinea Bissau
Ivory Coast
Kenya
Liberia
Mali
Nigeria
Rwanda
Sao Tome & Principe
Senegal

Africa (Cont'd)

Sierra Leone
Somalia
Sudan
Togo
Tanzania, United Republic of
Uganda
Zambia

South America

Bolivia
Brazil
Colombia
Ecuador
French Guiana
Guyana
Panama
Peru
Suriname
Venezuela

LIST OF HOTELS

The rates quoted are inclusive of the service charge of 10%. The Government tax of 5% which is currently waived might apply next year.

*** Shuttle services shall not be provided for hotels within walking distance from the Putra World Trade Center (PWTC).**

I. FIVE-STAR HOTELS

Equatorial Hotel

Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 603-21617777
Fax: 603-21619020
E-mail: info@kul.equatorial.com
Website: www.equatorial.com

Number of Rooms: 270
Room Rates: From RM 220 net
onwards with breakfast
Approx. distance from conference
centre: 4 km

Mutiara Kuala Lumpur

Jalan Sultan Ismail
PO Box 10577
50718 Kuala Lumpur
Tel: 603-21482322
Fax: 603-21442157
Website: www.mutiarahotels.com

Number of Rooms: 100
Room Rates: From RM 335 net
onward with breakfast
Approx. distance from conference
centre: 4 km

Renaissance Hotel KL

Corner of Jalan Ampang & Jalan Sultan Ismail
50450 Kuala Lumpur
Tel: 603-21636888
Fax: 603-21631888
E-mail: pr@renaissance-kul.com
Website: www.shangri-la.com

Number of Rooms: 900
Room Rates: From RM 225 net
onwards with breakfast
Approx. distance from conference
centre: 4 km

Shangri-La KL

11 Jin Sultan Ismail
50250 Kuala Lumpur
Tel: 603-20322388
Fax: 603-20701514
E-mail: slklgm@po.jaring.my
Website: www.shangri-la.com

Number of Rooms: 701
Room Rates: From RM 280 net
onwards with breakfast
Approx. distance from conference
centre: 4 km

Sheraton Imperial Kuala Lumpur ITT

Sheraton – Luxury Collection
Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 603-27179900
Fax: 603-27179999
E-mail: neil.palmer@luxurycollection.com
Website:
www.starwood.com/sheraton/index.html

Number of Rooms: 398
Room Rates: From RM 368 net
onwards with breakfast
Approx. distance from conference
centre: 3-4 km

The Legend Hotel

Putra Place, 100, Jalan Putra
50300 Kuala Lumpur
Tel: 603-40429888
Fax: 603-40430700
E-mail: tlegend@po.jaring.my
Website: www.legendsgroup.com

Number of Rooms: 620
Room Rates: From RM 190 net with
breakfast

* Situated within the vicinity of PWTC

The Pan Pacific Hotel KL

Jin Putra
PO Box 11468
Kuala Lumpur
Tel: 603-40425555
Fax: 603-40417236
E-mail: bc@ppkl.po.my
Website: www.panpac.com

Number of Rooms: 351
Room Rates: From RM 250 net
onwards with breakfast
* Situated within the vicinity of PWTC

II. Four-Star Hotels**Concorde Hotel**

2 Jin Sultan Ismail
50250 Kuala Lumpur
Tel: 603-21442200
Fax: 603-21441628
E-mail: chkl@ppp.nasionet.net
Website: www.dynasty.com.my

Number of Rooms: 570
Room Rates: From RM 190 net with
breakfast
Approx. distance from conference
centre: 4 km

Dynasty Hotel

218 Jalan Ipoh
51200 Kuala Lumpur
Tel: 603-40437777
Fax: 603-40436868
E-mail: resvn@dynasty.com.my
Website: www.dynasty.com.my

Number of Rooms: 788
Room Rates: From RM 160 net
onwards with breakfast
* Within walking distance from PWTC

Quality Hotel City Centre

12 Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-26939233
Fax: 603-26981646/26939634
E-mail: ghconce@tm.net.my
Website: www.quality.com.my

Number of Rooms: 250
Room Rates: From RM 145 net
onwards with breakfast
Approx. distance from conference
centre: 3km

Vistana Hotel Kuala Lumpur

9 Jalan Lumut, off Jalan Ipoh
50400 Kuala Lumpur
Tel: 603-40428000
Fax: 603-40440225
E-mail: rchong@ytlhotels.com.my
Website: www.ytlhotels.com

Number of Rooms: 364
Room Rates: From RM 110 net
onwards with breakfast
Approx. distance from conference
centre: 1 km

III. Three-Star Hotels**Hotel Grand Central**

63 Jin Putra, Off Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-40413011
Fax: 603-40424758
E-mail:
central@grandhotelinternational.com.my

Number of Rooms: 136
Room Rates: From RM 75 net onwards
with breakfast
Approx. distance from conference
centre 0.5 km

Grand Continental Hotel

Jalan Belia/Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-26939333
Fax: 603-26939732
E-mail:
hgckl@grandhotelinternational.com.my

Number of Rooms: 328
Room Rates: From RM 90 net onwards
Approx. distance from conference
centre: 0.5 km

Grand Pacific Hotel

52-56 Jalan Tun Ismail
50480 Kuala Lumpur
Tel: 603-40422177
Fax: 603-40426078
E-mail: grandcm@tm.net.my

Number of Rooms: 111
Room Rates: From RM 65 net onwards
with breakfast
* Within walking distance from
conference centre: 0.25km

The Plaza Hotel

Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-26982255
Fax: 603-26920959/26929822
E-mail: plazakl@po.jaring.my

Number of Rooms: 158
Room Rates: From RM 155 net
onwards with breakfast
Approx. distance from conference
centre: 1.5 km

Stanford Hotel Kuala Lumpur

449 Jalan Tuanku Abdul Rahman
50100 Kuala Lumpur
Tel: 603-27119839
Fax: 603-26913103/26936482
E-mail: stanfordhotel@po.jaring.my

Number of Rooms: 153
Room Rates: From RM 110 net
onwards
Approx. distance from conference
centre: 1.5km

Annex G

COUNTRIES WHOSE CITIZENS REQUIRE A VISA TO ENTER MALAYSIA (as provided by the Government of Malaysia)

A Afghanistan Andorra Angola	M Mali Marshall Islands Micronesia, Federated States of Mozambique Myanmar	T Tanzania, United Republic of Togo Trinidad & Tobago
B Bangladesh Burkina Faso Burundi	N Nepal Niger Nigeria Niue	V Vanuatu
C Cameroon Central African Republic China Congo, Republic of Congo, Democratic Republic of Cote d'Ivoire	P Pakistan Palau Papua New Guinea	W Western Samoa
D Djibouti Dominican Republic	R Republic of Moldova Rwanda	Y Yugoslavia
E Equatorial Guinea Eritrea Ethiopia	S Serbia & Montenegro Seychelles Sierra Leone Solomon Islands Somalia	Z Zambia Zimbabwe
G Ghana Guinea Bissau		
H Holy See	Sri Lanka St. Kitts & Nevis St. Lucia St. Vincent & The Grenadines Swaziland Syrian Arab Republic	
I India Iran (Islamic Republic of) Iraq Israel		
L Liberia Libya		

BIOSAFETY CLEARING-HOUSE TRAINING WORKSHOP
KUALA LUMPUR, MALAYSIA, 24-26 FEBRUARY 2004

Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants 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: _____

Official Address: _____

Telephone: + (_____) _____

Fax: + (_____) _____

Telex: + (_____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Please return duly completed by 14 January 2004 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

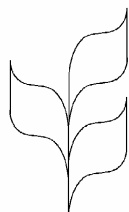
E-mail: secretariat@biodiv.org

Preferred languages :

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



CBD



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
LIMITED

UNEP/CBD/BCH/
16 December 2003

ENGLISH ONLY

BIOSAFETY CLEARING-HOUSE
TRAINING WORKSHOP
Kuala Lumpur, Malaysia, 24-26 February 2004

PROVISIONAL AGENDA

Note: A user account to BCH or BCHDEMO is required for each participant.

Tuesday 24 to Thursday 26 February, 13:00 to 15:00 daily

1. Opening of the workshop
2. Objectives and organization of the BCH training workshop
3. Presentation of the participants
4. Introducing the BCH
 - Purpose of the BCH
 - Features
 - BCH and BCHDemo
 - Importance of national content and national participation
 - Quick tour
5. Understanding the BCH
 - Organization of the information
 - Common formats
 - Controlled vocabularies
 - User accounts, permissions and roles
 - Submission and validation process
 - Management center

6. Registering of information related to contacts
 - General structure of contact information
 - Guidelines and examples
 - Practical application: updating NFPs, registering CNAs
7. Registering of information related to laws, regulations and agreements
 - General structure of legal information
 - Guidelines and examples
 - Practical application: registering laws, regulations and agreements
8. Registering of information related to LMOs
 - General structure of LMO information
 - Guidelines and examples
 - Practical application: registering decisions and risk assessments
9. Registering of other official national information
 - Practical application: registering of official national information
 - Questions and answers
 - Assistance for possible problems and special cases
10. National BCH
 - Role of the National BCH
 - Introducing interoperability
 - Possible options for a National BCH
11. Simple National BCH
 - Objectives and features
 - Demonstration
 - Presentation of the Simple National BCH web page
 - Questions and answers
12. Using the Simple National BCH
 - Download and installation
 - Practical application: registering information using the Simple National BCH
 - Comments and feedback
13. Final comments and conclusions
14. Closure of the BCH training workshop
