

**Convention on  
Biological Diversity**

Distr.  
GENERAL

13 September 2012

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE CONVENTION  
ON BIOLOGICAL DIVERSITY

Eleventh meeting

Hyderabad, Andhra Pradesh, India, 8-19 October 2012

**INFORMATION NOTE FOR PARTICIPANTS**

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## 1. VENUE

The Eleventh meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-11) will be held in Hyderabad, Andhra Pradesh, India, from 8 to 19 October 2012. The meeting will be held at:

**Hyderabad International Convention Centre (HICC)**

Hyderabad, Andhra Pradesh 5000 081

India

Tel: +91-40-66163000/6682/4422

Fax: +91-40-66134322

Web site: <http://www.hicc.com/>

**Host Country Website:** [www.cbdcop11india.in](http://www.cbdcop11india.in)

The meeting will be preceded by the Sixth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (COP-MOP-6), which will be held at the same venue from 1 to 5 October 2012.

## 2. OFFICIAL OPENING

The official opening for the COP-11 will take place at 10:00 a.m. on Monday, 8 October 2012. The formal sessions of the meeting will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 p.m. to 6:00 p.m.** For more information, please refer to the provisional annotated agenda, which is available on the Secretariat's web site at: [www.cbd.int/cop11](http://www.cbd.int/cop11).

## 3. HIGH-LEVEL MINISTERIAL SEGMENT

A High-Level Ministerial Segment (HLS) is being organized by the Government of India in consultation with the Bureau of the Conference of the Parties and the Executive Secretary of the Convention.

The HLS will be opened in the Hall 5/6 of the Hyderabad International Convention Centre (HICC) on Wednesday, 17 October and continue until its closure on Friday, 19 October 2012.

A separate information note providing details on the programme will be announced in due course. Related organizational matters for the HLS are available on the Secretariat's web site at: [www.cbd.int/cop11](http://www.cbd.int/cop11).

The Secretariat's focal point for all issues related to the HLS is:

Mr. Olivier Jalbert  
Principal Officer, Social, Economic and Legal Affairs  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y 1N9  
Telephone (Direct line): +1-514-287-7001  
Fax: +1-514-288-6588  
E-mail: [olivier.jalbert@cbd.int](mailto:olivier.jalbert@cbd.int)

## 4. REGISTRATION

### 4.1 Registration and accreditation of Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination shall be sent through diplomatic channels and must be received as soon as possible but **no later than 28 September 2012**.

The letter, 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. Braulio Ferreira de Souza Dias  
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](mailto:secretariat@cbd.int)

In accordance with rule 18 of the rules of procedure, and pursuant to recommendation 1 contained in the United Nations Office of Internal Oversight Services audit report of the CBD Secretariat (UNEP/CBD/COP/8/INF/44), Parties are urged to submit their credentials to the Secretariat if possible **no later than twenty-four hours** after the opening of the meeting. The credentials of representatives of Parties must be issued by the Head of State, Head of Government or the Minister for Foreign Affairs. A model for the preparation of credentials is contained in **Annex A**.

Questions regarding the accreditation procedure should be directed to:

Mr. Lyle Glowka  
Senior Legal Advisor  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9, Canada  
Tel: +1-514-287-7022  
Fax: +1-514-288-6588  
E-mail: [lyle.glowka@cbd.int](mailto:lyle.glowka@cbd.int)

### 4.2 Observers

#### 4.2.1 Observer States

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 28 September 2012**, and must indicate the names, titles and contact details of the delegates to the meeting.

The letter should be addressed to the Executive Secretary at the address indicated in item 4.1, above.

#### **4.2.2 Observers from the United Nations and its specialized agencies**

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency, that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 28 September 2012**, and must indicate the names, titles and contact details of the delegates to the meeting.

The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1, above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

#### **4.2.3 Bodies or agencies qualified in the fields of biodiversity conservation and sustainable use**

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 28 September 2012**

The letter, to be sent to the attention of the Executive Secretary at the address indicated in item 4.1 above, must take the form of an official letter from the Chief Executive or President of the organization, and must indicate the names, titles and contact details of the delegates to the meeting.

Please note that pursuant to rule 7.2 of the rules of procedure, these observers may participate, without the right to vote, in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

### **5. 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 in front of the main entrance at the HICC 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 4.1, above. Registration will start on 4 October 2012 and continue during the following hours:

<b>Date</b>	<b>Registration hours</b>
Thursday, 4 October 2012	8:00 to 18:00
Friday, 5 October 2012	8:00 to 18:00
Saturday, 6 October 2012	9:00 to 18:00
Sunday, 7 October 2012	9:00 to 18:00
Monday, 8 October 2012	8:00 to 20:00
Tuesday, 9 October 2012	8:00 to 18:00
Wednesday, 10 October 2012	8:00 to 18:00
Thursday, 11 October 2012	8:00 to 18:00
Friday, 12 October 2012	8:00 to 18:00
Saturday, 13 October 2012	9:00 to 18:00
Sunday, 14 October 2012	9:00 to 18:00
Monday, 15 October 2012	8:00 to 18:00
Tuesday, 16 October 2012	8:00 to 20:00
Wednesday, 17 October 2012	8:00 to 18:00
Thursday, 18 October 2012	8:00 to 18:00
Friday, 19 October 2012	8:00 to 18:00

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.

## **6. PROCEDURES FOR MEDIA ACCREDITATION**

Media participation at CBD meetings is subject to accreditation by the CBD Secretariat. Accreditation is strictly reserved for members of the press-print media, photo, radio, TV, film and news agencies who fully meet UN media accreditation requirements. Accreditation will be granted upon presentation of valid press credentials including each of the following:

1. Completed Media Accreditation Form (Annex D);
2. Letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted;
3. Photocopy of a valid press card/work pass; and
4. Photocopy of passport/national ID card.

To avoid delays upon arrival, please submit the duly completed Media Accreditation Form together with the documents listed above to:

**Mr. Johan Hedlund**  
Media Assistant  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec,  
H2Y 1N9 Canada  
Tel: + 1-514-287-6670  
Fax: + 1-514-288-6588  
E-mail: [johan.hedlund@cbd.int](mailto:johan.hedlund@cbd.int)

It is also possible to register on-site. Note that double accreditation is not permitted (e.g. as press and delegate, or as press and NGO).

Press passes can be picked up at the registration counter upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

Please note that journalists accredited to cover the meetings should make their own travel and hotel bookings.

For press releases and other information, please contact:

**Mr. David Ainsworth**  
Information Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel: +1-514-287-7025  
Fax: +1-514-288-6588  
E-mail: [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)

#### Procedures rules

Information regarding media guidelines and media briefing schedule and other relevant information will be provided at a later date on the COP-11 web site at: <http://www.cbd.int/cop11/media>

## 7. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, the number of copies of in-session documents will be limited to the strict minimum. With regard to pre-session documentation, delegates are urged to bring their own copies for the meeting, including the information documents.

USB keys containing the pre-session documents, in the six United Nations official languages, as well as the information documents, will also be made available to delegates and participating organizations who wish to reproduce on site, at their own expense, additional copies of the documents. The USB keys will be available at the documentation counter.

Pre-session and information documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=COP-11>.

In-session and information documents are available on the Secretariat's web site at: <http://www.cbd.int/cop11/in-session/>.

## 8. OFFICIAL STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions in the official sessions of the meetings (Plenary, Working Group I and II) including the High Level Segment are strongly urged to deposit a hard copy of the statement at the document distribution counter located at the HICC ground floor **24 hours in advance**.

The statement should include the following information in its header:

- 1- Party/organization name
- 2- Identify session of intervention: Plenary, working groups I and II, and High Level Segment
- 3- Date and time of intervention

Clearly marked boxes will be located at the document distribution counter for depositing statements and/or interventions.

## 9. LIST OF DELEGATIONS

A list of delegations that have attended the meeting will be prepared by the Secretariat and made available on its web site soon after the closing of the meeting at the following link: <http://www.cbd.int/COP11-LoP.pdf>. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration desk.

## 10. 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, photocopying, facsimile, scanning, sale of a small range of office supplies and plug adaptors and a delegates' lounge.

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

## 11. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

The DSA office will be located on the second floor of the HICC and will be operational as indicated in the table below.

<b>Date</b>	<b>Registration hours</b>
Monday, 8 October 2012	9:00 to 17:00
Tuesday, 9 October 2012	9:00 to 17:00
Wednesday, 10 October 2012	To be indicated
Thursday, 11 October 2012	To be indicated
Friday, 12 October 2012	To be indicated
Monday, 15 October 2012	9:00 to 17:00
Tuesday, 16 October 2012	9:00 to 17:00
Wednesday, 17 October 2012	9:00 to 17:00
Thursday, 18 October 2012	To be indicated
Friday, 19 October 2012	To be indicated

For any query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact the designated focal person indicated below.

## 11.1 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](mailto:ide.ahmed@cbd.int)

## 11.2 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: [cbd@mkitravel.com](mailto:cbd@mkitravel.com)

## 12. VISAS

The Government of India has waived visa fees for all participants attending the COP-MOP-6 and COP-11 meetings.

### **Holders of ordinary passports**

An entry visa to India is required for nationals of all countries, with the exception of Nepal and Bhutan.

The following procedure has been put in place, in cooperation with the Indian Ministry of External Affairs, to facilitate and speed up the visa process. However, it is still strongly recommended to submit visa applications 4 weeks in advance.

Upon the receipt by the Secretariat of an official letter of nomination, delegates will receive an automated email message that will include: a "Priority Pass" (to speed up the on-site registration process) and two additional letters (outlined below) which are to be submitted along with the visa application, as required by Indian High Commissions.

**Visa Assistance letter:** Individual letter issued by the Secretariat, confirming participation to the COP-MOP-6 and COP-11 meetings. This letter will include the name of delegate, the organization and the complete address.

**Clearance Letter:** Standard letter addressed to Mr. Braulio Ferreira de Souza Dias, CBD Executive Secretary, confirming the hosting by the Government of India of the COP-MOP-6 and COP-11 meetings, and detailing the visa guidelines.



The links to the respective Indian Mission/Post/visa application can be found online through the following website and in some cases collection of an application form may be required: <http://mea.gov.in/mystart.php?id=8700>.

Please find below a complete list of the documents required for visa applications:

- Conference Visa application form (downloaded from website of respective Indian Mission/Post or collected from respective Indian Mission/Post, as above).
- Visa assistance letter: (mentioned above) to be provided by the SCBD after pre-registration process is complete.
- Clearance Letter: (mentioned above) will be included in the email from the SCBD after pre-registration is complete. Copy of clearance letter is also included in Annex E.
- Two copies of recent coloured passport-size photograph of the size 50mm x 50mm (2 inch x 2 inch) on a white/off white background.
- Valid passport (with an expiry date no less than six months from the date of entry into India and at least two blank (unstamped) visa pages).

**Please note** that this list is not exhaustive and does not guarantee a visa. The Indian Mission/Post reserves the right to ask for additional documents if required.

**Nationals of Afghanistan, China, Iran, Iraq, Pakistan, Sudan, Foreigners of Pakistani Origin, and Stateless Persons**

For advance visa authorization, the following information (in the format given below along with scanned copy of passport and invitation letter) is required to be submitted to the Host Country Organizers at the latest by **15 August 2012** by e-mail at [cbdcop-india@nic.in](mailto:cbdcop-india@nic.in) (**Subject: Details for Visa**).

Name	Father's/Husband's Name	Date of Birth	Place of Birth	Nationality & Passport No.	Date of Issue	Place of Issue	Date of Expiry	Address

- It is also requested that participants from Pakistan may apply for visa at HCI, Islamabad 'online' and the Unique ID (File No.) of the visa application may be intimated to designated Focal Point for Visa Assistance as given below.
- Post submission of details to MoEF by email, delegates may apply for visa with Indian Embassy/Consulate.

**Diplomatic/Official passport or UN Laissez-passer holders**

Please contact the nearest Indian Mission or Post <http://mea.gov.in/mystart.php?id=8700> in advance in order to obtain information about the necessity of an entry visa to India, the visa application procedure and the necessary documents for the visa application.

## **Government of India Visa Focal Point**

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

Mr. Samit Datta Gupta  
Under Secretary (International Cooperation)  
Room no 1026  
Ministry of Environment and Forests  
CGO Complex, Lodi Road  
New Delhi  
Telephone no.: +91 11 2436 1797  
E mail- [samit.datta@nic.in](mailto:samit.datta@nic.in)

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

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

### **13. GREENING OF THE MEETING**

The Secretariat of the Convention on Biological Diversity and the Government of India want to create a setting that is true to the spirit of the Convention and meets the requirements of environmental protection in general. India is therefore organizing the meeting in line with a comprehensive and ambitious environmental plan with the purpose of ensuring that, to the extent possible, environmental impacts resulting from the meeting are avoided or, at a minimum, reduced, to give participants first-hand experience of the ideas behind the environmental concept and thus indirectly also promote the goals of the meeting.

The main areas that the concept will address are: waste management, travel of participants, and efficient use of energy and water during the meeting. Climate protection will also play a key role as it is closely connected to biodiversity.

#### **13.1 Waste Management**

The starting point for waste management is waste prevention. Proper organization will prevent large volumes of waste from accumulating at the meeting. To facilitate efficient waste recycling, waste will be collected separately.

The solid waste policy in India specifies the duties and responsibilities for hygienic waste management for cities and citizens of India. This policy was framed in September 2000. Through Municipal Solid Waste Rules, municipalities are required to ensure community participation in waste segregation (by not mixing “wet” food wastes with “dry” recyclables like paper, plastics, glass, metal, etc.) and to promote recycling or reuse of segregated materials. Garbage and dry leaves are not allowed to be burnt. Biomedical wastes and industrial wastes are not allowed to be mixed with municipal wastes. Littering and throwing of garbage on roads is prohibited. This has resulted in India being one of biggest waste recycling countries in the world.



Waste separation and recycling will be the core environmental principle symbolizing Hyderabad. The Government of India and the COP-11 CBD Promotion Committee will take advantage of COP-11 to introduce and apply best practices of waste separation and management system already in place in Hyderabad, in order to promote waste reduction and recycling.

Different waste bins for environment friendly collection, recycling and disposal of different waste types will be placed throughout the conference venue, including public areas, enabling participants to dispose waste separately. This means that every participant can actively support environmentally sound waste management.

- Used Paper & Cloth (Newspaper, Printed Sheets, Magazines, Brochures, Cardboard)
- Paper Container & Packages (empty tetra pak, paper bags, used paper cups, empty paper food packages)
- Plastic Waste (empty plastic containers and packages, plastic bags, PETE plastic bottles)
- Food Waste (Dry/Wet food waste)
- Metal Waste (Empty cans, metal wires, pins, metal containers, etc.)
- Glass Waste (Empty glass bottles, broken glass ware, broken glass tumblers, etc.)

Pictograph for Separate Waste Collection

<p>Used Paper &amp; Cloth</p>	
<p>Paper Container &amp; Packages</p>	
<p>Plastic Waste</p>	
<p>Food Waste</p>	

Metal Waste	 <p>METAL WASTE</p> <p>نفايات معدنية   Desperdicios metálicos   déchets métalliques   Металлолом   金属廃棄物</p>
Glass Waste	 <p>GLASS WASTE</p> <p>نفايات الزجاج   Residuos de vidrio   déchets de verre   Стекланные отходы   ガラスくず</p>

It is hardly possible to imagine a meeting without documents and brochures, but it is a great help to the environment if participants only take, distribute or copy what is really of interest and will actually be read. For disposing food waste, participants are urged to empty the leftover food into food waste containers and then dispose the container in the respective bins. For any assistance, kindly ask the nearest Conference Volunteer.

### 13.2 Energy and water

Energy and water consumption for the meeting will be kept as low as possible. HICC is one of the largest convention centres with 100% use of CFL for lighting.

Water fountains will be placed strategically throughout the conference venue. Participant kit bags will contain a souvenir tumbler to drink water from the fountains. Paper cups will also be placed at the water fountains, but participants are urged to minimise the use of paper cups.

### 13.3 Transportation

In order to minimise the impact on environment and make delegate movement convenient and comfortable in Hyderabad, the Government of India will provide complimentary transport for the delegates during the COP-MOP-6 and COP-11 meetings in Hyderabad from 28 September until 21 October 2012. More details are available in section 14 below.

### 13.4 Climate protection

The Government of India is committed to minimizing the negative impacts on the climate as caused by the conference. All greenhouse gas emissions, e.g. in the transport and energy sectors, will be kept as low as possible. It will be the effort of the organizers to offset all non-avoidable greenhouse gas (GHG) emissions, for example emissions resulting from the long flights which many participants must take to and from India, by investments in climate-protection projects elsewhere. These projects will comply with the highest ecological and social standards.

## **14. TRANSPORTATION**

### **14.1 Arrival information**

The Hyderabad-Rajiv Gandhi International Airport is located 22 km south of downtown Hyderabad and 35 km south of the HICC-HITEX Complex (Conference Venue).

For more details visit: <http://www.cbdcop11india.in/rajiv-gandhi-international-airport.html> or <http://www.hyderabad.aero>

#### **International Airline Connectivity to Hyderabad**

Hyderabad has direct international connectivity through Europe (London), the Middle East and South East Asia. One can reach Hyderabad either with a direct connection from any of the major hubs connecting to Hyderabad or via New Delhi, Mumbai or Kolkata.

For details visit: <http://www.cbdcop11india.in/access-from-international-cities.html>

#### **Domestic Airline Connectivity to Hyderabad**

Being geographically located in centre of India, Hyderabad is within approximately 2 hours by air from all metro cities in India and it is well connected by all domestic airlines.

Delegates can also take a connecting flight to Hyderabad via New Delhi or Mumbai, as both the cities have direct connectivity to all major cities of the world and are about 2 hours by air from Hyderabad.

For details visit: <http://www.cbdcop11india.in/access-from-indian-cities.html>

#### **Airport Transfers**

The Government of India will facilitate complimentary Airport Transfers to all the officially designated hotels for COP-MOP-6 and COP-11. To view the list of official hotels for COP-MOP-6 and COP-11 kindly visit: [www.cop11india.in/accomodation.html](http://www.cop11india.in/accomodation.html)

Organizers will be arranging complimentary Airport transfer by appropriate vehicles. However, in case any delegate would like us to arrange the Airport transfer to the hotel booked by them as their own arrangement, same can be provided at additional cost which will be communicated after receipt of information.

**The exact schedule of Airport Transfers and routes will be communicated to delegates and will also be updated on the host country web site by September 2012.**

#### **Transfers from Hotels to the Conference Venue**

Complimentary transfers will also be provided to the delegates on the designated routes, connecting the majority of the hotels in Hyderabad. The transfer information will also be on display at each official hotel for the convenience of meeting participants.

### **14.2 Help Desks**

#### **Airport Facilitation Counter & Signage**

For the convenience of delegates upon arrival at the Hyderabad-Rajiv Gandhi International Airport, facilitation counters/help desks will be set up at the Arrivals Lounge of the Airport with conference signage and COP-11 logo. The delegates are requested to follow the signage to enable facilitation of Immigration and Customs clearance and to avail themselves of the complimentary Transfer to Hotels. The service will be operational from 28 September to 21 October 2012.

### **Hotel Facilitation Desks**

Facilitation Desks for convenience of delegates will also be set up at the official hotels by MCI Management (Official conference manager and housing agency).

### **Help Desks at Conference Venue**

The Conference Venue will have the Facilitation desks to coordinate and provide information to delegates on conference (schedule & programme), documentation, tours, transport, accommodation, etc.

## **15. HOTEL ACCOMMODATION**

A list of “official” selected hotels is available for booking on the Accommodation page of the host country web site: [www.cbdcop11india.in/accomodation.html](http://www.cbdcop11india.in/accomodation.html). It should be noted that a deposit payable either by credit card or bank transfer will be required for processing all hotel reservations.

Hotel reservations for COP-MOP-6 and COP-11 are handled by the official conference manager and housing agency “MCI Management India Pvt. Ltd.” on a first-come, first-served basis.

### **Please note following information about the booking system in place:**

- Starting times for all dates reflect Indian Standard Time (IST) which is GMT + 5.30 hrs.
- All room bookings will be processed on a first-come-first-served basis.
- All accommodation rates include Applicable Taxes, service charge, Government levies and Hotel service fees. Should there be any change in the rate of applicable taxes; same will be applicable on all bookings.
- Participants funded by the CBD will be provided with facilitation for making the payment for accommodation booking on arrival at the conference venue. Subject to approval of funding by CBD & supply of approval letter to MCI Management at the time of booking.

**Bookings should be made on line on the host country web site**  
[www.cbdcop11india.in/accomodation.html](http://www.cbdcop11india.in/accomodation.html)

**Detailed Booking Terms and Conditions can be referred on the web site link:**  
[www.cbdcop11india.in/accomodation-terms.html](http://www.cbdcop11india.in/accomodation-terms.html)

### **Eligible funded participants**

Participants eligible to receive funding by the CBD Secretariat are kindly requested to send an e-mail directly to MCI Management indicating the hotel name, accommodation dates and specify that they are CBD funded participants, should they need special assistance; the **funding letter will be required to complete the hotel booking.**

For additional information and help, including large groups, please direct all inquiries to:

**MCI Management India Pvt. Ltd. (CBD COP-11 Housing Agency)**

Tel.: +91-124-497 4160

Fax: +91-124-410 8917

E-mail: [acc.cop11@mci-group.com](mailto:acc.cop11@mci-group.com)

Business hours: 9:30 a.m. to 5:30 p.m. Indian Standard Time (IST) which is GMT + 5.30 hrs. (Closed on Saturdays, Sundays and Indian national holidays)

## 16. SHIPMENTS

### 16.1 Shipments to the HICC, Hyderabad, India

For all shipments to and from Hyderabad, please ensure that shipping costs and all necessary customs clearance arrangements are being borne by your organization/sender or by the receiving organization/receiver.

Organizers have appointed **Schenker India Pvt. Ltd.** as the official Freight Forwarder/Shipment Operator at HICC and HITEX servicing COP-MOP-6 and COP-11, designated as the only company having access to the venue; For assistance, please contact the shipping focal person below:

**Attn: Mr. Saurabh Yadav**

Address: Schenker India Pvt. Ltd.

DLF Bldg No - 8C, 12th floor, DLF cyber city, Phase -II,

Gurgaon - 122 002, Haryana (India)

Tel: +91-124-4645000; Direct: +91-124-4645137

Fax: +91-124-4645100

Mobile: +91 9899301820

E-mail: [saurabh.yadav@dbschenker.com](mailto:saurabh.yadav@dbschenker.com)

**Schenker India Pvt. Ltd.** will also provide door to door services including full pick-up and delivery service to and from your organization in respective country. Please contact the Shipment focal point mentioned above.

Participants are recommended to use services of **Schenker India Pvt. Ltd.** for hassle free and smooth customs clearance and delivery services.

#### **Shipments sent by Courier / any 3<sup>rd</sup> party shipping agent**

Courier service is recommended for shipments of up to 30 KG only. All delivery charges to below mentioned address including custom duties/taxes have to be paid directly by the shipper/participant to their agent.

Participants sending their courier/cargo shipments to the HICC and HITEX using their shipping agent such as DHL, UPS, TNT, FedEx etc. must have their shipment forwarded through **Schenker India Pvt. Ltd.** to the venue and all shipments have to be delivered to transit warehouse for CoP11 to CBD, from where Schenker India Pvt. Ltd. will take over the shipment and deliver at the desired location in venue as per given delivery schedule.

Participants/ courier agents are requested to deliver their shipments to:

<Exhibitor/Participant Name>

CoP-11 to CBD, Hyderabad

C/o Schenker India Pvt. Ltd

CSB FF-37&38, Cargo Satellite Bldg

GMR HYD Intl Airport Ltd.

Shamshabad, Hyderabad – 501218

Andhra Pradesh - India

Tel: +91-40-2400 4073/74/75

Fax: +91-40-2400 8273

Attn: Mr. Saurabh Yadav / Kedarnath Gupta

To ensure the best possible coordination, we request that participants using this service send an e-mail to Schenker India (to the attention of Mr. Saurabh Yadav, e-mail address: [saurabh.yadav@dbshenker.com](mailto:saurabh.yadav@dbshenker.com)) with the following information with the title “Details of shipped items”:

- Scheduled arrival date:
- Reference/waybill No.:
- Total number of boxes:
- The name of recipient and organization:
- Delivery Location within the venue / booth No.:
- Desired delivery date:
- Local Contact details:

Note: Participants will be charged service fee (delivery and handling charges) at the time of collecting shipment at HICC/HITEX

**Notification Details and Consignee instructions**

Please find below the consignee instructions for AWB / BL / Invoice / Packing list.

AIR / FCL / LCL Shipments

<i>CONSIGNEE</i>	<i>NOTIFY</i>
Exhibitor Name C/o COP-11 to CBD – Interactive Fair for Biodiversity Booth Number < > Hall – 2, HITEX Exhibition Centre, Izzat Nagar, Hyderabad - 500 084, A.P., India Contact Name: Contact No.:	Schenker India Pvt. Ltd CSB FF-37&38,Cargo Satellite Bldg, GMR HYD Intl Airport Ltd., Shamshabad, Hyderabad – 501218, Tel : +91-40-2400 4073/74/75 Fax : +91-40-2400 8273 Attn: Mr. Saurabh Yadav

The deadline for arrival of all shipments at the Hyderabad Port: **2 weeks prior** to the date of requirement at the venue.

**16.2 Collection of shipments at the HICC, Hyderabad, India**

Exhibitors with defined booth numbers need to mention their booth number and the date and time of delivery at their respective booths. The freight will be transferred to the booth by contacting **Schenker India Pvt. Ltd.** at their desk at conference venue.

All other participants (non-exhibitors) can collect their boxes at the desk of **Schenker India Pvt. Ltd.** at the conference venue as per the given delivery schedule.

For the collection of all items, participants need to present their conference badge, photo ID and sender’s receipt/waybill, invoice & packing list of the shipment.

**16.3 Return shipments from the HICC, Hyderabad, India**

All goods under temporary import must be re-exported exactly in accordance with the packing specifications and invoices.



All shipments imported through courier mode have to be re-exported by courier mode only. All participants are requested to carry any additional items including gifts in their hand luggage during return. Please do not include any additional items in temporary import shipments.

## **17. PROMOTIONAL MATERIAL**

### **17.1 Dedicated web site**

In keeping with efforts to minimize the negative environmental impact of the meeting, a web site will be set up for promotional materials. Participants wishing to have their materials posted on-line are encouraged to send them, with a brief description, including the full name and coordinates of their government or organization, to the CBD Secretariat to the attention of:

Mr. Neil Pratt  
Senior Environmental Affairs Officer, Outreach & Major Groups  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y 1N9  
Tel: +1-514-287-7007  
Fax: +1-514-288-6588  
E-mail: [neil.pratt@cbd.int](mailto:neil.pratt@cbd.int)

### **17.2 Posters**

Governments and organizations wishing to have display posters within the meeting venue are requested to send a detailed e-mail to the following focal point, via e-mail or fax. Requests must include: Subject line: poster session for CBD/COP-11 and include in the body of the e-mail the following information:

- Country/organization;
- Contact person's name and contact information,
- Title of the poster and
- Outline/summary of the poster in English of about 100 words.

Mr. Akash Nath Garg  
MCI Management India Pvt. Ltd.  
406, Tower A, Delta Square, Millennium Plaza  
Sector – 27, Gurgaon – 122002  
Haryana, INDIA  
E-mail: [cop11@mci-group.com](mailto:cop11@mci-group.com)  
Tel: +91-124-49 74 160  
Fax: +91-124-41 08 917

The application period is from 15 July to 15 August, and spaces are allocated on a first-come, first-served basis. Space given for each poster is 182 cm (vertical) × 121 cm, and each accepted applicant will be given one space for a poster.

### **17.3 Display tables for promotional materials**

Display tables will be made available within the meeting venue for the display of promotional materials and publications. Display tables will be available on a first-come, first-served basis.

## 18. EXHIBITION STANDS: INTERACTIVE FAIR FOR BIODIVERSITY:

The Hyderabad COP-11 CBD Promotion Committee has created an information web page for exhibitors at the MOP and the COP meetings (Interactive Fair for Biodiversity). The fair will take place in **Hall-2 at HITEX**, adjacent to the HICC, the COP-11 conference venue. All details related to the fair can be found at the following link: [www.cbdcop11india.in/exhibition.html](http://www.cbdcop11india.in/exhibition.html).

Environmental protection is a high priority for COP-11. The aim is to avoid negative environmental impacts as much as possible during the whole conference, including side-events and exhibitions. Therefore, exhibitors are requested to commit to the environmental requirements when designing and operating their exhibition stands.

Participating governments and organizations wishing to book exhibition space are invited to submit their applications, **no later than 15 July 2012**, to the **MCI Management (COP-11 Exhibition Promotion)**, the focal organization designated by the Secretariat of the Government of India for CBD COP-11, by e-mail or by fax; at the following coordinates:

**MCI Management (COP-11 Exhibition Promotion Committee)**

E-mail: [exhibition.cop11@mci-group.com](mailto:exhibition.cop11@mci-group.com)

Tel: +91-124- 4974160

Fax: +91-124-4108917

Should the number of applications exceed the available space, a selection process will be undertaken; MCI Management will notify applicants of the outcome by the end of July 2012.

Any request received after the deadline (15 July 2012) will not be considered. Any enquiry related to these exhibition stands should be sent to **MCI Management (COP-11 Exhibition Promotion Committee)**.

Relevant information regarding the exhibition can be found in **Annex B**.

## 19. FAIR ON EXPERIENCES AND BEST PRACTICES IN CEPA

A fair on experiences and best practices in Communication, Education and Public Awareness (CEPA) will be held parallel to COP-11 on the ground floor of the HICC.

The CEPA Fair provides an opportunity for Parties and Organizations to highlight their work and its contribution to the implementation of the three objectives of the Convention. In addition, this year's Fair offers a platform for highlighting activities and celebrations in support of the United Nations Decade on Biodiversity (UNDB) 2011-2020. The UNDB coincides with the duration of the Strategic Plan for Biodiversity 2011-2020, adopted by the Conference of the Parties at its tenth meeting held in Nagoya, Japan. It contains challenging targets to help achieve the three objectives of the Convention and the Millennium Development Goals. Under the theme of "Living in Harmony with Nature", the UNDB is a tremendous opportunity for Parties and Organizations to demonstrate experiences and information products designed to communicate the value of biodiversity for human well-being.

The CEPA Fair at COP-11 includes two components.

### 19.1. CEPA Exhibition:

Exhibition of materials for the United Nations Decade on Biodiversity (UNDB). During the CEPA Fair, a number of display stations will be available for the presentation of outreach materials produced for the UNDB, including the following:

- Presentation of posters
- Display of printed materials
- Display of CD-ROMs

To ensure maximum flexibility in presentations, and to take into account the different resource capabilities of exhibitors, it will also be possible to mount a display for only some of the days of the COP. Exhibitions of UNDB materials are to be mounted by representatives of Parties.

Proposals for the displays of these materials are to be submitted to the Secretariat and to include the following information:

- Name and description of material
- Name and contact information of exhibitor

Please note that exhibitors are responsible for all matters and costs relating to the shipping of their own materials, including all customs arrangements and provisions for any return shipments.

### 19.2. Side-events on CEPA as a strategic tool of the Convention:

Throughout COP-11, side-events on CEPA will be held on a number of strategic themes. Parties and organizations will be invited to submit proposals for short presentations that demonstrate activities related to the theme. These proposals will be reviewed by the Secretariat and organized into programmes of side-events. Proposals that bring together more than one Party or organization under an activity are encouraged. Proposals should include the following:

- The name and description of the activity;
- Information on the agency and its partners who are implementing the activity;
- Its relevance to one of the themes;
- Links to any online resources that describe the activities;
- The name of the presenter; and
- Audio-visual requirements.

The themes under which proposals may be submitted are the following:

- CEPA and the strategic plan of the CBD;
- Biodiversity monitoring and citizen science;
- Media relations and biodiversity;
- Building capacity for CEPA at national and regional levels;
- Mainstreaming biodiversity into education for sustainable development;
- Natural history museums, zoos, botanical gardens and CEPA;
- Information technology and CEPA (including social networking);
- Indigenous and local communities (ILCs) and communicating traditional knowledge; and
- Communicating the economic value of biodiversity.

In the context of the above elements, the Secretariat invites Parties, other governments, development agencies, research institutions, and other relevant organizations and initiatives to register their interest to showcase their CEPA projects and activities with the Secretariat at their earliest convenience, but **no later than 15 July 2012**. Kindly submit your request to [secretariat@cbd.int](mailto:secretariat@cbd.int) and **include in the subject line CEPA Fair COP-11**.

Please note the due to restricted room capacity, only a limited number of exhibitors can be offered the opportunity to showcase their work. The Secretariat reserves the right to select the exhibitors.

## **20. RIO CONVENTIONS' ECOSYSTEMS AND CLIMATE CHANGE PAVILION: *LINKING BIODIVERSITY, CLIMATE CHANGE AND SUSTAINABLE LAND MANAGEMENT***

Convened by the Rio Convention secretariats, the Rio Conventions' Ecosystems and Climate Change Pavilion will take place at the meeting venue during COP-11.

The Pavilion will provide opportunities for Parties and organizations to highlight activities linking biodiversity, land management, and climate change, especially at national and sub-national levels. The Pavilion will provide an opportunity to highlight how ecosystem-based approaches are successfully being used in climate change mitigation and adaptation.

The Pavilion contributes to enhanced awareness-raising and outreach in the framework of the Rio Conventions (CBD COP decision IX/16) and to enhancing collaboration between the Rio Conventions (UN General Assembly Resolution 64/203 of 14 December 2009).

Running in parallel with the side-event programmes of the CBD COP-11, the Pavilion will bring together lecture series, web events and thematic displays. Main activities will be designed around a number of thematic days, for example, on protected areas, forests, marine, coastal and island biodiversity, and wetlands. The Pavilion will also provide opportunities to highlight a number of cross-cutting issues, including, for example:

- Linking biodiversity, climate change and land management in poverty alleviation: the role of ecosystem-based approaches;
- Economics of biodiversity and ecosystem services in climate change management;
- Indigenous peoples benefits and livelihoods; e.g. opportunities, role of traditional knowledge and rights of indigenous and local communities; and
- Gender perspectives in linking biodiversity, climate change and land management.

Parties and organizations will be invited to express their interest in providing input to the Pavilion programme through a separate notification. Please direct any questions to [secretariat@cbd.int](mailto:secretariat@cbd.int) and **include in the subject line: Rio Conventions' Ecosystems and Climate Change Pavilion.**

## **21. "CITIES FOR LIFE" SUMMIT**

Decision X/22 requested the Executive Secretary to "convene, with appropriate partners, meetings of local authorities at the margins of future meetings of the Conference of the Parties", and specifically "a summit on local authorities and biodiversity to be held in India prior to the high-level segment of the eleventh meeting of the Conference of the Parties". Accordingly, the Secretariat of the CBD and the Governments of India, Andhra Pradesh and Hyderabad, with the generous support of the Government of Japan, and in close collaboration with Local Governments for Sustainability (ICLEI), will organize the "Cities for Life" Summit from 15 to 16 October 2012. Thanks to the mobilization of Sub-national Governments and cities within the Global Partnership on Sub-national and Local Action for Biodiversity, the Summit will also have a separate meeting of governors on 16 October, supported by the Network of Regional Governments for Sustainable Development (nrg4SD), with an integrated final session in the Summit. For more information, a Notification will be issued at a later stage.

## 22. SIDE-EVENTS

Requests for side-events should be made using the **on-line** system available on the Secretariat's web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **1 August 2012**.

After the deadline, all requests will be processed, subject to availability of rooms; meeting rooms will be assigned, to the extent possible, on the indicated dates and time slots. However, it should be noted that side-events may be rescheduled in the interests of official sessions of the meeting.

A list of all the accepted side-events will be posted on **1 September 2012** at: [www.cbd.int/cop11/side-events](http://www.cbd.int/cop11/side-events).

Participants without Internet access or experiencing difficulties using the online system for the submission of side-event requests should send the duly completed form (**Annex C**) to the CBD designated focal person, Ms. Lisa Pedicelli, at the following coordinates:

Ms. Lisa Pedicelli  
Meeting Services Assistant  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y 1N9  
Tel.: +1-514-287-7058  
Fax: +1-514-288-6588  
E-mail: [lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)

In order that the Secretariat may publish a compendium of side-events held during the meeting, side-event organizers are kindly requested to send to Ms. Pedicelli a short abstract on the objective of the side-event, as well as a summary of the side event **no later than 15 November 2012**. Any submission received after the deadline will not be included in the compendium.

All side-event rooms are equipped with an LCD projector and a computer/laptop; other services such as interpreters, catering and any additional IT equipment required are the sole responsibility (cost and logistics) of the organizer of the side-event. Below please find contact information for service providers at the HICC:

**(a) Rental of technical equipment**

MCI Management has made arrangements for the availability of latest conference audio visual equipment including projectors, plasma screens, sound systems, microphones, etc. Any request for AV requirements should be addressed to:

**MCI Management India Pvt. Ltd.**  
Subject: "Request for Technical Equipment"  
Tel: +91-124- 4974160  
E-mail: [events.cop11@mci-group.com](mailto:events.cop11@mci-group.com)

**(b) Catering**

Information on catering services can be found in Annex F, which provides details on the reservation policies, menus, catering request form, etc.

(c) **Interpreter services**

**MCI Management India Pvt. Ltd.**  
Subject: "Request for Interpreter Services"  
Tel: +91-124- 4974160  
E-mail: [events.cop11@mci-group.com](mailto:events.cop11@mci-group.com)

**23. HOST-COUNTRY OFFICE**

The Government of India has set up a secretariat for COP-11 in order to provide logistical support to the meeting; the contact point is as follows:

**Mr. Hem Pande**  
Joint Secretary – Ministry of Environment & Forests  
Government of India  
Room No. 621, Paryavaran Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003, INDIA  
E-mail: [cbdcop-india@nic.in](mailto:cbdcop-india@nic.in) / [hempande@nic.in](mailto:hempande@nic.in)  
Tel.: +91-11- 2436-2551  
Fax: + 91-11- 2436-0894

**24. LIST OF FOCAL POINTS**

In order to enhance relations between representatives of major groups and other stakeholders and the CBD Secretariat, the following focal points have been designated:

- **Focal point for indigenous and local communities**  
Mr. John Scott  
Programme Officer – Traditional Knowledge  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec,  
H2Y 1N9 Canada  
Tel.: +1-514-287-7042  
Fax: +1-514-288-6588  
E-mail: [john.scott@cbd.int](mailto:john.scott@cbd.int)
- **Focal point for non-governmental organizations and youth**  
Mr. Neil Pratt  
Senior Environmental Affairs Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-287-7007  
Fax: +1-514-288-6588  
E-mail: [neil.pratt@cbd.int](mailto:neil.pratt@cbd.int)

- **Focal point for gender**

Ms. Natasha McQuaid  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-764-6364  
Fax: +1-514-288-6588  
E-mail: [natasha.mcquaid@cbd.in](mailto:natasha.mcquaid@cbd.in)

- **Focal points for business**

Mr. Ravi Sharma  
Principal Officer, Implementation and  
Technical Support  
Secretariat of the Convention on  
Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-287-7018  
Fax: + 1-514-288-6588  
E-mail: [ravi.sharma@cbd.int](mailto:ravi.sharma@cbd.int)

Mr. David Steurman  
Programme Officer, Business and  
Biodiversity  
Secretariat of the Convention on  
Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-287-8707  
Fax: + 1-514-288-6588  
E-mail: [david.steurman@cbd.int](mailto:david.steurman@cbd.int)

- **Focal point for local authorities and cities**

Mr. Oliver Hillel  
Programme Officer, Sustainable Use/Tourism/Islands  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: + 1-514-287-7009  
Fax: + 1-514-288-6588  
E-mail: [oliver.hillel@cbd.int](mailto:oliver.hillel@cbd.int)

- **Focal point for parliamentarians**

Mr. Oliver Hillel  
Programme Officer, Sustainable Use/Tourism/Islands  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques St., Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: + 1-514-287-7009  
Fax: + 1-514-288-6588  
E-mail: [oliver.hillel@cbd.int](mailto:oliver.hillel@cbd.int)

- **Focal point for United Nations and other intergovernmental organizations**

Ms. Nandhini Krishna  
Liaison Officer, United Nations (CBD & UNCCD)  
1 UN Plaza DC1 Room 1170C  
New York, New York  
U.S.A.  
Tel.: +1-917-367-2806  
Fax +1-917-367-3441  
E-mail: [krishnal@un.org](mailto:krishnal@un.org)

- **Focal point for exhibition – within conference centre**

Mr. David Ainsworth  
Information Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-287-7025  
Fax: + 1-514-288-6588  
E-mail: [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)

- **Focal points for Rio Pavilion**

Ms. Veronica Lo  
Secretariat of the Convention on  
Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-764-6366  
Fax: +1-514-288-6588  
E-mail: [veronica.lo@cbd.int](mailto:veronica.lo@cbd.int)

Mr. Neil Pratt  
Senior Environmental Affairs Officer  
Secretariat of the Convention on  
Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-287-7007  
Fax: +1-514-288-6588  
E-mail: [neil.pratt@cbd.int](mailto:neil.pratt@cbd.int)

- **Focal point for side-events**

Ms. Lisa Pedicelli  
Meeting Services Assistant  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y 1N9  
Tel.: +1-514-287-7058  
Fax: + 1-514-288-6588  
E-mail: [lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)



- **Focal Point for Security**

Mr. Peter B. Marshall  
Chief Security Adviser and Chief Security and Safety Service  
Department of Safety & Security  
UNON, Nairobi, Kenya  
Tel.: (+254)-20-762-2326  
Fax: (+254)-20-762-3939  
E-mail: [peter.marshall@unon.org](mailto:peter.marshall@unon.org)  
Web site: [www.unon.org](http://www.unon.org)

## 25. BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY

Delegations wishing to book an appointment for bilateral meetings with the Executive Secretary on the margins of the Conference of the Parties are requested to contact:

Ms. Ailis Rego  
Special Assistant to the Executive Secretary  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel.: +1-514-287-8710  
Fax: +1-514-288-6588  
E-mail: [ailis.rego@cbd.int](mailto:ailis.rego@cbd.int)

## 26. CURRENCY AND RATE OF EXCHANGE

The currency in India is the Rupees (INR). The current exchange rate (June 2012) is approximately 1 EUR = 71 INR and 1 US \$ = 57 INR. Currency exchange facilities are readily available in banks and hotels.

## 27. OFFICIAL LANGUAGE

The official language in India is Hindi. However, English is widely spoken and understood in hotels and restaurants.

## 28. WEATHER AND TIME ZONE INFORMATION

In October, temperatures in Hyderabad range between a maximum of 31°C in the daytime and a minimum of 20°C at night. The time zone is GMT/UTC + 5.5 hours.

## 29. ELECTRICITY

The voltage and frequency in Hyderabad, India is 220-240 Volts, 50 Hertz as illustrated below.



### **30. 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**

**SAMPLE FORMAT FOR CREDENTIALS**  
**FOR THE ELEVENTH MEETING OF THE CONFERENCE OF THE PARTIES TO**  
**THE CONVENTION ON BIOLOGICAL DIVERSITY**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister for Foreign Affairs*] hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the eleventh meeting of the Conference of the Parties to the Convention on Biological Diversity, to be held in Hyderabad, India, from the eighth to the nineteenth of October in the year two thousand and twelve.

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name(s) of representative(s)*]

**DONE** in [*city*] on this [*day*] of [*month*] in the [*year*]

*Seal and Signature*

## **Annex B**

### **EXHIBITION: THE “INTERACTIVE FAIR FOR BIODIVERSITY”, HYDERABAD, INDIA**

#### **1. ABOUT THE FAIR**

The Interactive Fair for Biodiversity, taking place in **Hall-2 at HITEX**, adjacent to the HICC (the COP-11 conference venue), will be an international exhibition providing opportunities for presentations and interaction under the theme of biodiversity. At the Fair, national and local governments, international organizations, non-governmental organizations, non-profit organizations, academic institutions, private enterprises, and many other exhibitors from around the world will present their projects, initiatives, ideas and issues related to biodiversity at display booths and through other means. Exhibitors will also be encouraged to learn about the successes and challenges of others while gaining the inspiration to continue implementing their projects and initiatives. In addition, visitors will be highly motivated by what they see and hear at the Fair to preserve biodiversity in their respective regions.

#### **2. PERIOD**

1-19 October 2012

#### **3. HOURS OF OPERATION**

Weekdays: 9:30-18:30 (9:30-15:00 on 19 October)  
Saturdays and Sundays: 10:00-16:00

#### **4. VENUE**

Hall -2, HITEX Exhibition Centre, Izzat Nagar, HYDERABAD

#### **5. EXHIBITION PROMOTION COMMITTEE FOR COP-11**

**MCI Management India Pvt. Ltd. (COP-11 Exhibition Promotion Committee)**

E-mail: [exhibition.cop11@mci-group.com](mailto:exhibition.cop11@mci-group.com)

Tel: +91-124- 4974160

Fax: +91-124-4108917

#### **6. EXHIBITORS**

Various types of organizations working on biodiversity, including national and local governments, international organizations, non-governmental organizations, non-profit organizations, academic institutions and private enterprises.

#### **7. PROGRAM OF THE FAIR**

There will be display booths from various exhibitors and a dedicated networking lounge for interactions, all intended to encourage visitors to enjoy exploring and learning about biodiversity and commit themselves to a future for the conservation of biological diversity.

**(a) Display Booths**

National and local governments, international organizations, non-governmental organizations, non-profit organizations, academic institutions, private enterprises, and many other exhibitors from around the world will present and exhibit their projects, initiatives, ideas and issues related to biodiversity.

**(b) Networking Lounge**

A variety of organizations will report the results of their projects, exchange views, and hold discussions on the theme of biodiversity.

**(c) Other Events**

Many attractions will be held, including biodiversity programmes for children and general visitors, as well as booths offering a rich variety of foods and environmentally friendly features.

**8. EXHIBIT CATEGORIES AND TIME PERIODS**

Exhibitors can select one of the four categories indicated below.

<b>Category</b>	<b>Time Period</b>
COP-MOP-6	1-5 October
COP-11	8-19 October
2 <sup>nd</sup> week of COP-11	13-19 October
COP-MOP-6 and COP-11	1-19 October

**9. BOOTH SPECIFICATIONS AND EQUIPMENT**

Basic booth size: 3m x 3m (9m<sup>2</sup>).

Standard equipment (included in the basic booth fee):

- General hall lighting & Air Conditioning
- Six spot lights
- One information counter (table) (1000 x 500 x 750 mm)
- Two chairs
- One waste bin
- One power plug socket (220-V, 5/15 AMP)
- One fascia with Exhibitor's Name in thematic décor
- Carpet as floor covering

For more information on booth sizes and their equipment, please visit the web site: [www.cbdcop11india.in/exhibition.html](http://www.cbdcop11india.in/exhibition.html)

**Other items are available for rental. Please visit the website or contact the Promotion Committee for details.**

## 10. EXHIBITOR FEE (BASIC CHARGE)

(All prices are in US Dollars)

Category		Area	MOP 6 (1 <sup>st</sup> Week) Oct. 1 to 5	COP 11 (2 Weeks) Oct. 8 to 19	COP 11 (2 <sup>nd</sup> Week) Oct. 13 to 19	COP-MOP 6 & COP 11 (3 weeks) Oct. 1 to 19
Commercial Businesses	Private Enterprises and Organizations	Per Sq. Mtr.	\$340	\$400	\$360	\$400
		9 Sq. Mtr.	\$3,060	\$3,600	\$3,240	\$3,600
Non Commercial Businesses	International Organizations, NGOs, NPOs, Academic Institutions, and Quasi-public Organizations	Per Sq. Mtr.	\$170	\$200	\$180	\$200
		9 Sq. Mtr.	\$1,530	\$1,800	\$1,620	\$1,800

- All prices are exclusive of taxes. **12.36% Govt. Service Tax will be applicable additionally on the base rate.**
- Stalls to be booked in multiples of 9 m<sup>2</sup>
- Raw space is also available. Please contact Promotion Committee with your request.
- Possession Clause: Exhibitor will have to occupy/decorate their booked stall from 1<sup>st</sup> day of the start of a particular exhibition category.
- Exhibitors must bear all the costs of booth decoration, shipping of exhibits, booth personnel, additional electrical work, additional rented items, etc.
- For shipment of exhibition material, please refer to the point 16 (Shipment).

For more information on the fees for the booths and terms and conditions of booking, please visit the web site ([www.cbdcop11india.in/exhibition.html](http://www.cbdcop11india.in/exhibition.html)).

## 11. REGISTRATION PROCESS FOR EXHIBITORS

### (a) Application

Please submit the online application form on [www.cbdcop11india.in/exhibition.html](http://www.cbdcop11india.in/exhibition.html)

Or download the offline form from the above page and email to:

**MCI Management India Pvt. Ltd. (COP-11 Exhibition Promotion Committee)**

E-mail: [exhibition.cop11@mci-group.com](mailto:exhibition.cop11@mci-group.com)

Tel: +91-124- 4974160

Fax: +91-124-4108917

**(b) Selection Process and Confirmation**

The Promotion Committee will verify applications and determine the location and size of the booths. Should the number of applications exceed the available space; a selection process will be undertaken after which applicant will be notified of the outcome by 31 July 2012.

**(c) Payment**

The Promotion Committee will inform exhibitors of the method of payment for the exhibits in due course. The Promotion Committee will officially approve the registration upon receipt of this fee.

**(d) Application deadline**

15 July 2012.

**(e) Contact details**

For additional information, please contact:

**MCI Management (COP-11 Exhibition Promotion Committee)**  
406, Tower A, Millennium Plaza, Sector-27, Gurgaon – 122002, INDIA  
E-mail: [exhibition.cop11@mci-group.com](mailto:exhibition.cop11@mci-group.com)  
Tel: +91-124- 4974160  
Fax: +91-124-4108917



**Convention on  
Biological Diversity**

**Deadline: 1 August 2012**

**SIDE-EVENT REQUEST FORM**

ELEVENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION  
ON BIOLOGICAL DIVERSITY

Hyderabad, India, 8-19 October 2012

**Please ensure that all the information below is completed**

For online requests, please click here: <http://www.cbd.int/register/home.shtml>

1. **Event Title:** \_\_\_\_\_

2. **Full name and acronym of organizer(s):** \_\_\_\_\_

3. **Expected number of Participants:** \_\_\_\_\_

4. **Preferred date and time:**

(a) First Choice:	____/10/2012	time: 13:15–14:45	<input type="checkbox"/>	18:15–19:45	<input type="checkbox"/>
(b) Second choice:	____/10/2012	time: 13:15–14:45	<input type="checkbox"/>	18:15–19:45	<input type="checkbox"/>
(c) Third choice:	____/10/2012	time: 13:15–14:45	<input type="checkbox"/>	18:15–19:45	<input type="checkbox"/>

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

- (a) LCD Projector with PC (for PowerPoint presentations)
- (b) Other\* (Please specify and refer to note below):

6. **Date of submission:** (\_\_\_\_ / \_\_\_\_ / \_\_\_\_) dd/mm/yy

7. **Short event description:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* For any catering arrangements, please refer to page 21 under heading 22. Any event requiring special equipment is at the expense of the organizer; for queries and assistance, please contact: [secretariat@cbd.int](mailto:secretariat@cbd.int).



Annex D – Media Accreditation Form

**REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES**  
**COP-MOP-6 – 1 to 5 October 2012 - COP-11 – 8 to 19 October 2012 - Hyderabad, India**

**PERSONAL DATA**

*(Please type or print clearly)*

1. Name: \_\_\_\_\_  
*(Family name)* *(First name)*
2. Date of birth: \_\_\_\_\_ 3. Place of birth: \_\_\_\_\_
4. Nationality: \_\_\_\_\_ 5. Passport number: \_\_\_\_\_
6. Permanent office address *(if different from your organization's headquarters)*: \_\_\_\_\_  
\_\_\_\_\_
7. Tel.: (\_\_\_\_) \_\_\_\_\_ 8. Fax: (\_\_\_\_) \_\_\_\_\_ 9. E-mail: \_\_\_\_\_
10. Contact address during the Conference:  
\_\_\_\_\_
11. Tel.: (\_\_\_\_) \_\_\_\_\_ 12. Fax: (\_\_\_\_) \_\_\_\_\_ 13. E-mail: \_\_\_\_\_

**DATA ON THE MEDIA ORGANIZATION YOU REPRESENT**

14. Name of organization: \_\_\_\_\_
15. Contact person and title: \_\_\_\_\_
16. Headquarters' mailing address: \_\_\_\_\_
17. Tel.: (\_\_\_\_) \_\_\_\_\_ 18. Fax: (\_\_\_\_) \_\_\_\_\_ 19. E-mail: \_\_\_\_\_
20. Status/Ownership:  
Educational/Public  Government/State   
Private  Other (specify): \_\_\_\_\_
21. Type of medium *(check as many as necessary)*:  
Daily newspaper  Photo/visual  Television   
News agency/service  Radio  Weekly publication   
Other (specify): \_\_\_\_\_
22. Position:  
Cameraperson  Director  Photographer  Reporter   
Correspondent  Editor  Producer  Technician   
Other (specify): \_\_\_\_\_
23. Working language(s) of your media organization: \_\_\_\_\_
24. Your main news topic(s) or field(s) of coverage *(if applicable)*: \_\_\_\_\_  
\_\_\_\_\_
- Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Annex E – Government of India Visa Clearance Documents

T.S. Tirumurti  
Joint Secretary (UNES)  
Tel : 23013413/Fax: 23794349  
E-mail : [jsun@mea.gov.in](mailto:jsun@mea.gov.in)



विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

No. UI/251.1/26/2011

July 26, 2012

*Dear Dr. Braulio Dias,*

Allow me to once again emphasize our sense of pride and happiness in hosting the 6<sup>th</sup> Meeting of Parties to the Cartagena Protocol on Bio-Safety (MOP-6) from October 1-5, 2012 and COP-11 to CBD from October 8-19, 2012 at Hyderabad, India. It would be our endeavour to put in user-friendly procedures to facilitate comfortable and convenient visit of delegates for the event.

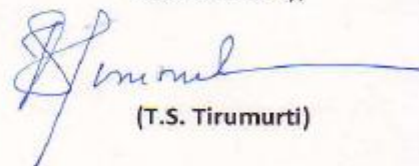
2. It is my pleasure to inform you that Government of India has decided to extend gratis visas to all COP-11/MOP-6 delegates. Our Embassies/Consulates abroad will do their best to ensure expeditious issuance of visas to all delegates, within three working days for delegates applying in their country of citizenship and within five working days for delegates applying in third countries, subject to usual checks. Detailed rules and procedures on applying for visas have already been communicated to the CBD Secretariat. Visas to COP-11/MOP-6 delegates would be issued for a uniform period of two months from the date of entry into India.

3. Other necessary documentation being in order, visas will be issued on production of an invitation letter to be issued to each delegate by the CBD Secretariat. Sample invitation letter provided by CBD Secretariat has been sent to all our Embassies/Consulates.

4. While we would do our best to ensure expeditious visa issuance, we would still request you to encourage delegates to apply as early as possible.

*With regards,*

Yours sincerely,

  
(T.S. Tirumurti)

Dr. Braulio Ferreira de Souza Dias  
Executive Secretary  
Secretariat of the Convention on Biodiversity  
Montreal, Canada.  
[Tel : +1-514-288 2220/Fax : +1-514-288 6588]

## Annex F – Catering information



HYDERABAD INTERNATIONAL  
CONVENTION CENTRE

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HYDERABAD  
CONVENTION CENTRE

### Side Event Catering Order Procedure

Once your side-event has been allocated and confirmed by the SCBD, please select from the Menus (Annexure 1) listed below correspond to your event date (please include reference number).

The menus are structured for a Minimum Order for 20 people; the same menu can be increased in multiples of 10 people only. The 4 set menus can be used for both lunch and dinner side-events and are fixed.

For beverages, please mention the quantity of water, sodas, juices, bottles of wine (750 ml) and beers (330 ml) that will be served for the side-event.

#### RESERVATION PROCEDURE

Please complete the Reservation Request Form (Annexure 2 below). All side-event catering related queries need to be addressed to [cbdsideevent@hicc.com](mailto:cbdsideevent@hicc.com). To ensure accuracy, we request all organizations to include your side-event number in the subject line of the e-mail, eg "Side Event 2154".

Please attach the respective order and payment forms (Annexures 2 and 3)

Catering requests will only be confirmed upon receipt of full payment of the order.

To ensure catering provisions are met, we urge organizers to complete the reservation/payment process by 24 September 2012. After which all organizers will receive their receipts by e-mail.

#### MODES OF PAYMENT

- Cash Payment: Indian Rupees, local bank draft, debit card and local pay order.
- Credit Card Authorization Form duly filled, along with the front and back (scanned) copy of the credit card (masking the CVV number) can be e-mailed or faxed to make payment by credit card in advance. For each transaction, a separate form is needed to be filled (Annexure 3)
- Wire transfer: (Banking information is listed below.)

**A/C Name: "CYBERABAD CONVENTION CENTRE PVT. LTD."**

**A/C no.: 446-0-504893-5**

Bank Name: Standard Chartered Bank

Address: Raj Bhavan Road, Somajiguda, Hyderabad

PAN No.: AACCC2725K

SVT. No.: St001

TIN No.: 28230294420

IFSC Code: SCBL0036075

SWIFT CODE SCBL IN BB XXX

MICR CODE: 5000 36 001

#### CANCELLATION

In the event of a cancellation, cancellation charges (administrative) will be applicable as follows:

- 25%, if the event is cancelled at least 7 days before the day of the event.
- 50%, if the event is cancelled at least 3 days before the day of the event.

In case of refund, the same will be refunded by cheque within 7 working days.

#### DISCLAIMER ON ALLERGIES

Foods prepared for side-events may contain dairy, nuts, gluten, seafood and/or soy products according to menu offered. Customers with food allergies /intolerances wishing to eat at HICC during Side-events do so entirely at their own risk. We are unable to accept liability for any reaction customers may have resulting from food allergies.

#### GENERAL

- Liquor / Soft Beverage must be procured through HICC at the List Price. Alcohol from other sources is not permitted on site.
- Due to permits limitation, side event at HITEX cannot serve alcoholic beverages



## Annexure 1: Menu

### CYCLIC MENU - 01 (OCT 1 - OCT 7, 2012)

Menu specification	Salad /appetiser	Substantials - 01	Substantials - 02	Dessert (1 drink per person)	Aerated Soft Beverages	Rate for 20 pax (INR)* extra (INR)*	Rate for every 10 pax
Menu 01	Tossed salad	Tomato and cheese sandwich	Californian chicken wraps	Walnut chocolate brownie	Yes	11573	5712
Menu 02	Roasted vegetables with pesto	Penne pasta and vegetable	Chicken kathi roll	Apple crumble cake	Yes	12452	6151
Menu 03	Potato poppers with sichuan sauce	Fusilli with chicken and peppers	Vegetable biryani with raita	Gulab jamun	Yes	13181	6515
Menu 04	Carrot and raisin salad	Vegetable spring rolls	Grilled Thai chicken	Sticky date pudding	Yes	12452	6151

### CYCLIC MENU - 02 (OCT 8 - OCT 15, 2012)

Menu specification	Salad /appetiser	Substantials - 01	Substantials - 02	Dessert (1 drink per person)	Aerated Soft Beverages	Rate for 20 pax (INR)	Rate for 20 pax (INR)
Menu 01	Three bean salad	Corn and jalapeno tostadas	Tandoori chicken tikka sandwich	Marble cake	Yes	11573	5712
Menu 02	Greek salad	Mexican vegetable burrito	Chicken biryani with raita	Chocolate mud cake	Yes	13331	6590
Menu 03	Hara bhara kebab	Chicken turnovers	Vegetable biryani with raita	Moong dal halwa	Yes	11573	5712
Menu 04	Korean Kimchi	Garlic tossed noodles	Shredded beef with beansprout	Mocha crumble cake	Yes	12452	6151

### CYCLIC MENU - 03 (OCT 15 - OCT 19, 2012)

Menu specification	Salad /appetiser	Substantials - 01	Substantials - 02	Dessert (1 drink per person)	Aerated Soft Beverages	Rate for 20 pax (INR)	Rate for 10 pax (INR)**
Menu 01	Hummus with pita grilled vegetables	Focaccia sandwich of	Creamy chicken vol - au - vents	Khubani ka meetha	Yes	11573	5712
Menu 02	Fattoush	Vegetable quesadilla	Murgh malai kebab	Banana cake	Yes	13331	6590
Menu 03	Cajun fish fingers	Vegetable and cashew tikki	Rosemary potato wedges	Devil chocolate cake	Yes	13331	6590
Menu 04	Julienne vegetable salad	Murgh tikka hariyali	Vegetable manchurian (dry)	Coconut and cashew pudding	Yes	12452	6151

### BEVERAGE REQUIREMENT

Menu	Price per Bottle	Bottles required (units)
Domestic Beer (330 ml)	150	
Domestic Red wine (750ml)	1500	
Domestic White wine (750ml)	1500	
Packaged Drinking Water (500ml)	50	
Imported Sparkling Water (330ml)	225	

- Service Charge 3.5%
- Government Taxes: VAT @ 14.5% and Service Tax @ 8.65% (No VAT on Alcoholic Beverages); taxes are subjected to be changed
- \$ 1 = INR 56 (rounded-off) as on Jul 15, 2012
- In case of international wire transfer, an additional charge of INR 2300/- will be levied for each transaction
- We serve Pepsi Products for aerated beverages
- 1 bottle of wine = 5 glasses



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## Annexure 2: Reservation Request Form

Event Number

Location / Room Name / Number

Reservation Date

Event Date

Event Time

Name of the Organisation

Address

Phone no

Email id

Onsite Contact (if different)

Name

Phone no

Email id

Guaranteed Pax

Meal Period Lunch  Dinner

No. of Pax

Menu Chosen 1  2  3

Beverage requirements in units

Domestic Beer (330 ml)

Domestic Red wine (750ml)

Domestic White wine (750ml)

Packaged Drinking Water (500ml)

Sparkling Water (330ml)



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## Annexure 3: Credit Card Authorization Form

I hereby authorize \_\_\_\_\_ to debit my Credit Card Account, details of which are:

Visa Card (kindly tick the appropriate card type)

Name of the Cardholder:

Credit Card No.:

Expiry Date: ..... (MM/YY) (Should be valid for at least 6 months)

Issued by: ..... (Name of the issuing bank)

Complete Address:.....

.....

Contact No.....

I understand that all payments for services rendered/to be rendered are to be charged to my Credit card account and I undertake to unconditionally honor and pay the said charges as and when I am billed for the same by the aforementioned bank.

I agree to inform .....in writing about the alternative payment option in the event that the above card is cancelled, substituted, or not renewed.

Signature of the Cardholder (as appearing on the Credit Card):.....

Place:.....

Date: .....

Encl: Photocopy of the front side of the credit card duly signed by me

### OPTION TO INTERNATIONAL CREDIT CARDHOLDERS

As a convenience to our international customers, we now offer you a choice to be billed in your card billing currency or Indian Rupees when you pay with a Visa or MasterCard payment card. Please indicate your choice of transaction currency by checking the box below and signing, to confirm your option.

\_\_\_\_\_ (Signature) I would like my bill to be transacted in my card billing currency

\_\_\_\_\_ (Signature) I would like my bill to be transacted in Indian Rupees/billing to be in INR in case card billing currency is not supported for DCC

Your choice of transaction currency is final. The exchange rate for currency conversion will be determined on the order processing date. This service is offered by the merchant's service provider. No additional fee or commission is applied.

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