



**Convention on  
Biological Diversity**

Distr.  
GENERAL  
26 February 2008

ORIGINAL: ENGLISH

**CAPACITY-BUILDING WORKSHOP FOR SOUTH AMERICA  
ON NATIONAL BIODIVERSITY STRATEGIES AND  
ACTION PLANS AND MAINSTREAMING OF  
BIODIVERSITY**

Rio Branco, Acre, Brazil  
31 March - 4 April 2008

**INFORMATION NOTE FOR PARTICIPANTS**

**1. VENUE**

The Regional Capacity-Building Workshop for South America on National Biodiversity Strategies and Action Plans and Mainstreaming of Biodiversity will be held from **Monday, 31 March to Friday, 4 April 2008**.

The workshop will take place at:

Escola da Floresta  
Rodovia Transacreeana km 20  
Rio Branco, Acre  
Brazil

The contact person in Brazil is:

Dr. Bráulio Ferreira de Souza Dias  
Diretor, Departamento de Conservação da Biodiversidade  
Secretaria de Biodiversidade e Florestas  
Ministério do Meio Ambiente  
Brasília DF  
Telephone: +55 (61) 3317 11120  
Fax : + 55 (61) 3317 1665  
Email: [braulio.dias@mma.gov.br](mailto:braulio.dias@mma.gov.br)

**2. OPENING AND REGISTRATION**

The opening of the Workshop will be at 9:00 a.m. on Monday, 31 March 2008. Registration will begin at 8:30 a.m. the same day.

**3. WORKING LANGUAGE OF THE WORKSHOP**

The Workshop will be held in Spanish only.

#### 4. DOCUMENTS

The main pre-session documents for the Workshop will be dispatched to the participants as soon as they are finalized. The documents will also be accessible at the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=NBSAPCBW-SAM-01>.

In order to minimize the environmental impacts of the Secretariat's processes, and to contribute to the Secretary-General's initiative for a C-Neutral UN, Delegates are kindly requested to bring their own copies of the pre-session documents, as there will be no extra copies made available on site during the Workshop.

#### 5. VISAS AND HEALTH REQUIREMENTS

Participants from countries **not listed** in **Annex A** below **require** an entry visa to enter Brazil. Visas must be obtained from the nearest Brazilian Diplomatic/Consular Mission prior to departure. It should be noted that Brazilian legislation **does not** allow the delivery of visas on arrival at the airport.

Participants requiring an entry visa to Brazil should submit the following documents together with the visa application form\*:

- An official letter from their government or organization nominating them as official representatives to this meeting;
- A letter from the CBD Secretariat (to be issued upon request);
- An International Certificate of Vaccination or Revaccination against Yellow Fever, where applicable (see below);
- One passport size photograph – except for Diplomatic visas;
- Valid passport (with expiry date no less than six months after the proposed visit).

A list of the Brazilian consular and diplomatic missions abroad can be accessed at the following web site: <http://www.mre.gov.br/ingles/ministerio/missions/index.asp>.

Any participants experiencing difficulties in accessing this web site and /or requiring any visa-related assistance are requested to contact the following Brazilian Government focal point:

Ministry of External Relations  
Divisão de Imigração  
Esplanada dos Ministérios, Bloco H, Térreo – Brasília – DF – Brasil  
Telephone: +5561-3411-6924/6343  
E-mail: dim@mre.gov.br

In accordance with World Health Organization procedures, Brazil is listed both as a country with risk of yellow fever transmission and a country requiring yellow fever vaccination for travellers coming from countries with risk of yellow fever transmission. In accordance with Ministry of Health regulations, **participants who reside in or who have recently visited any of the countries listed below** must possess an International Certificate of Vaccination or Revaccination against Yellow Fever.

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\* Visa application forms can be obtained from Brazilian consulates or embassies

<b>A</b>	<b>F</b>	<b>R</b>
Angola	French Guyana	Rwanda
<b>B</b>	<b>G</b>	<b>S</b>
Benin	Gabon	Sao Tome & Principe
Bolivia	Gambia	Senegal
Burkina Faso	Ghana	Sierra Leone
Burundi	Guinea	Somalia
<b>C</b>	Guinea-Bissau	Sudan
Cameroon	Guyana K	Suriname
Central African Republic	Kenya	<b>T</b>
Chad	<b>L</b>	Tanzania
Colombia	Liberia	Togo
Congo	M	Trinidad and Tobago
Cote d'Ivoire	Mali	<b>U</b>
<b>D</b>	Mauritania	Uganda
Democratic Republic of Congo	<b>N</b>	<b>V</b>
<b>E</b>	Niger	Venezuela
Ecuador	Nigeria	
Equatorial Guinea	<b>P</b>	
Ethiopia	Panama	
	Peru	

The vaccination, valid for ten years, must have taken place at least ten (10) days prior to disembarkation in Brazil.

As noted above, the International Certificate of Vaccination or Revaccination against Yellow Fever must be submitted together with the visa application form where applicable. Participants coming from countries with risk of yellow fever transmission will be required to present an International Certificate of Vaccination or Revaccination against Yellow Fever upon arrival in Brazil.

In addition, the Ministry of Health recommends that all international visitors to the state of Acre be vaccinated against yellow fever,

To facilitate the issuance of visas, the Secretariat will issue, upon request, an invitation letter to be attached to the visa applications.

## **6. AIRPORTS OF ENTRY INTO BRAZIL AND CONNECTING FLIGHTS TO RIO BRANCO**

Participants from countries other than Brazil will probably arrive in Brazil at São Paulo (Guarulhos) airport, Brazil's main international gateway.

Rio Branco is served by two flights a day, both arriving late in the evening. Participants will need to arrive in Guarulhos by late afternoon in order to connect to these flights, which make an intermediate stop in Brasilia. In the unlikely event of participants arriving in Brazil at the São Paulo domestic airport (Congonhas) or the Rio de Janeiro international airport (Galeão), onward flights to Brasilia enable travellers to connect to the flights to Rio Branco.

In the case of sponsored participants, travel arrangements will be made by the travel agent of the CBD Secretariat.

## **7. HOTEL BOOKING**

### **7.1 Registration forms**

All participants – sponsored and non-sponsored - are requested to send their registration forms (attached as **Annex B**) directly to the designated contact person, Mr. Hélio Cunha, whose coordinates are provided on the registration form. Registration forms must be sent **no later than 17 March 2008**, in order to secure the required accommodation in a timely manner and make the necessary logistical arrangements for arrival in Rio Branco.

### **7.2 Hotel booking**

A block booking has been made on behalf of all sponsored participants at the Imperador Galvez Hotel, as listed below.

**IMPERADOR GALVEZ HOTEL**  
Rua Santa Inês 401, Aviário  
Rio Branco AC  
69907-430 Brazil  
Telephone: +55 68 3223-7027  
Web: <http://www.hotelimperador.com.br/>  
Single room rate R\$ 150 (USD 86)

Upon registration and verification of flight itineraries, sponsored participants (and non-sponsored participants who have requested the organizers to make a hotel booking) will receive confirmation of hotel arrangements. On arrival in Rio Branco, transportation to hotels will be provided. Transportation will be provided from the hotels to the venue of the workshop.

### **7.3 Payment of daily subsistence allowances (DSA)**

A relevant portion of the DSA will be paid to sponsored participants by the Secretariat on the first day of the workshop.

### **7.4 Non-sponsored participants**

Non-sponsored participants may request that a hotel booking be made for them or may make their own hotel bookings. A list of hotels is contained in **Annex C** below.

Non-sponsored participants are asked to indicate their choice on the registration form (**Annex B**). In the case of non-sponsored participants, payment of hotel accommodation is the responsibility of the participant.

It should be noted that return transportation will be provided from the respective hotels to the venue of the Workshop

For any assistance, please contact the contact person whose coordinates are provided on the registration form (**Annex B**).

## **8. PROMOTIONAL MATERIALS**

Participants wishing to send promotional materials or documents for distribution at the Workshop should make, at their own expense, the necessary arrangements **before 17 March 2008**.

Shipments can be sent to the address below and must be arranged on a **door-to-door** basis, as the recipient **cannot** deal with customs clearance and handling of the shipments.

The box(es) must be identified with the title of the meeting and numbered in “1 of X” format. When possible, a copy of the publication should be affixed to the exterior of each box.

c/o Ms. Marta Nogueira de Azevedo  
Secretaria de Estado de Meio Ambiente - SEMA  
Rua Alexandre Farhat nº 299, José Augusto  
Rio Branco AC  
69.909-410 Brazil  
Email: marta.acre@iphan.gov.br

## **9. CURRENCY AND RATE OF EXCHANGE**

The Brazilian currency is the Real (R\$). The current exchange rate (February 2008) is USD \$1 = R\$ 1.75 and R\$ 1 = USD 0.57.

The Real is the only legal currency in Brazil and all payments for goods or services must be made in Reais or by credit card.

## **10. CREDIT CARDS**

Visa and MasterCard are widely accepted by establishments in Brazil. Other international cards, such as Diners Card and American Express, are also accepted, although the number of establishments may be fewer. Cash can be withdrawn from ATMs participating in the Cirrus and Maestro networks.

## **11. OFFICIAL LANGUAGE**

The official language in Brazil is Portuguese; however many people in Acre understand Spanish.

## **12. TIME ZONE**

Standard time in Acre is two hours behind Brasília, i.e. GMT – 5.

## **13. WEATHER CONDITIONS**

Acre is warm and humid all year round. Average April temperatures are around 26° Celsius. There are two marked seasons: a rainy season from November to April and a dry season from May to October. The workshop will thus take place at the end of the rainy season and participants should expect some rainfall, often heavy.

## **14. CLOTHING**

The dress code in Acre is informal; jackets, ties and suits (male or female) are rarely worn, even for formal occasions. Normal working dress, including for government officials, tends to be light, open-necked shirts and blouses, slacks or jeans or, for women, light dresses or skirts.

As the workshop venue is in a rural area and a field visit is planned, participants are strongly advised to bring appropriate clothing, including footwear appropriate for walking in muddy conditions and a light waterproof jacket. Participants may also wish to include some long-sleeved shirts or blouses that provide greater protection against possible insect bites.

## **15. INSECTS AND TRANSMISSABLE DISEASES**

Malaria, dengue fever and other diseases transmissible through insect bites are prevalent in the Amazon region. However, as participants will be accommodated in city centre hotels and the workshop will take place in a modern facility, the risk of exposure to such vectors will be minimized to the extent possible.

Participants are recommended to use insect repellent sprays and creams as appropriate, especially after dusk. These are widely available from local pharmacies, or participants may wish to bring their own supplies. Participants may wish to take appropriate medical advice before travel on the advisability of taking an anti-malarial vaccination or treatment.

## **16. VOLTAGE**

Brazil uses two voltages: 110-127 volts and 220-240 volts. In Acre, the voltage is 127 volts. Participants using their own electrical appliances are advised to check the voltage before using.

The most common type of electrical socket used in Brazil is shown below. It can accommodate either the double flat pin or the double round pin plug types.



## **17. 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 travel and medical insurance for the period of travel and participation.

## ANNEX A

### VISA AND ENTRY REQUIREMENTS FOR BRAZIL

**Diplomatic, official or ordinary passport holders from the countries below do not require an entry visa for Brazil.**

<b>A</b>	<b>I</b>	<b>S</b>
Argentina	Iceland	San Marino
Austria	Ireland	Slovakia
<b>B</b>	Israel	Slovenia
Barbados	Italy	Spain
Belgium	<b>L</b>	South Africa
Bolivia	Luxembourg	South Korea
<b>C</b>	<b>M</b>	Suriname
Chile	Malaysia	Sweden
Colombia	Malta	Switzerland
Costa Rica	Morocco	<b>T</b>
Czech Republic	Mexico	Thailand
<b>D</b>	<b>N</b>	Trinidad and Tobago
Denmark	Namibia	Tunisia
<b>E</b>	Netherlands	Turkey
Ecuador	Norway	<b>U</b>
<b>F</b>	<b>P</b>	United Kingdom
Finland	Panama	Uruguay
France	Paraguay	<b>V</b>
<b>G</b>	Peru	Vatican
Germany	Philippines	Venezuela
Greece	Poland	
<b>H</b>	Portugal	
Hungary		

**Diplomatic and official passport holders from the countries below do not require an entry visa for Brazil.**

<b>A</b>	<b>D</b>	<b>I</b>
Albania	Dominican Republic	India
Angola	<b>E</b>	<b>M</b>
Armenia	Egypt	Mozambique
<b>B</b>	El Salvador	<b>R</b>
Benin	<b>G</b>	Romania
Bulgaria	Gabon	Russia
<b>C</b>	Guatemala	<b>S</b>
Cape Verde	Guyana	Sao Tome e Principe
Cameroon	Guinea-Bissau	Senegal
China	<b>H</b>	<b>U</b>
Cote d'Ivoire	Honduras	Ukraine
Croatia		

**Diplomatic passport holders from the countries below do not require an entry visa for Brazil.**

Cuba	Vietnam
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**Citizens from the countries listed below do not require a tourist visa to enter Brazil.**

Andorra  
Bahamas

Liechtenstein  
Monaco

New Zealand



**ANNEX B**

**REGISTRATION FORM**

**CAPACITY-BUILDING WORKSHOP FOR SOUTH AMERICA ON NATIONAL BIODIVERSITY  
STRATEGIES AND ACTION PLANS AND MAINSTREAMING OF BIODIVERSITY**

**Rio Branco, Acre, Brazil**

**31 March - 4 April 2008**

<b>Name:</b> Mr /Ms /Dr		
<b>Country:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
<b>Tel. No.:</b>		
<b>Fax. No.:</b>		
<b>Email Address:</b>		
<b>FLIGHT DETAILS</b>		
<b>Date of Arrival:</b>	<b>Flight No:</b>	<b>Time of Arrival:</b>
<b>Date of Departure:</b>	<b>Flight No:</b>	<b>Time of Departure:</b>
<b>Please specify special dietary requirements, if any:</b>	(e.g. vegetarian, no pork, etc.)	
<b>Hotel (sponsored participants)</b>	A standard/superior room will be reserved for each <u>sponsored</u> participant.	
<b>Hotel (non-sponsored participants)</b>	<i>Please mark as appropriate:</i>  Please make a hotel booking for me: yes / no  I have made my own a booking at _____ hotel	

Please return your completed form via fax or email by no later than 17 March 2008 to:

Mr. Hélio Cunha, Ministry of the Environment

Fax: +55 (61) 3317 1665

Email: [helio.cunha@mma.gov.br](mailto:helio.cunha@mma.gov.br)

**ANNEX C**  
**LIST OF HOTELS FOR NON-SPONSORED PARTICIPANTS**

Note: USD 1 = R\$ 1.75 and R\$ 1 = 0.57 USD. All hotels are classified as simple or comfortable.

**A. TERRA VERDE HOTEL**

Rua Marechal Deodoro 221, Centro  
Rio Branco AC  
69900-900 Brazil

Telephone: +55 68 3213 6000

Email: [terraverdehotel@brturbo.com.br](mailto:terraverdehotel@brturbo.com.br)

Web: <http://www.terraverdehotel.com.br/>

- Single room rates R\$ 110 to 150 (USD 63 to 86)

**B. PINHEIRO PALACE HOTEL**

Rua Rui Barbosa 450, Centro  
Rio Branco AC  
69908-690 Brazil

Telephone: (55) 68 3223-7191

Email: [pinheiro@irmaospinheiro.com.br](mailto:pinheiro@irmaospinheiro.com.br)

Web: <http://www.irmaospinheiro.com.br/pinheiro/index.html>

- Single room rate R\$ 130 (USD 75)

**C. INÁCIO PALACE HOTEL**

Rua Rui Barbosa 469, Centro  
Rio Branco AC  
69908-680 Brazil

Telephone: +55-68-3223-6397

Email: [inacio@irmaospinheiro.com.br](mailto:inacio@irmaospinheiro.com.br)

Web: <http://www.irmaospinheiro.com.br/inacio/index.html>

- Single room rates from R\$ 60 to 130 (USD 34 to 75)

**D. IMPERADOR GALVEZ HOTEL**

Rua Santa Inês 401, Aviário  
Rio Branco AC  
69907-430 Brazil

Telephone: +55 68 3223-7027

Web: <http://www.hotelimperador.com.br/>

- Single room rate R\$ 150 (USD 86)

**E. JOÃO PAULO HOTEL**

Av. Ceará, 2090, Centro  
Rio Branco AC  
Brazil

Telephone: +55 (68) 3223-8933

Email: [jphotel@uol.com.br](mailto:jphotel@uol.com.br)

Web: <http://www.joaopaulohotel.com.br/>

- Single room rates R\$ 80 to 93 (USD 46 to 53)