

**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

21 January 2008*

ENGLISH ONLY

MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND
TECHNOLOGICAL ADVICE

Thirteenth meeting
18 - 22 February 2008
Rome, Italy

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The thirteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-13) will be held in Rome, Italy, from Monday, 18 to Friday, 22 February 2008, back-to-back with the second meeting of the Ad Hoc Open-ended Working Group on Protected Areas (wgpa-2).

The meetings will be held at:

Food and Agriculture Organization of the United Nations (FAO) Headquarters

Viale delle Terme di Caracalla
00100 Rome, Italy
Telephone: (+39) 06 57051
Fax: (+39) 06 570 53152
Email: FAO-HQ@fao.org

2. Registration

2.1. Contracting Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official notification.

The official notification, to be sent preferably through diplomatic channels, must be received **no later than 28 January 2008**, and must indicate the names, titles and contacts of delegates nominated to attend the meeting.

* This revision is issued to provide/clarify the address and name of the focal person to whom posters can be sent.

The notification should be sent to the Executive Secretary at the address below:

Mr. Ahmed Djoghla
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques St., Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Fax: + 1-514-288-6588
Email: secretariat@cbd.int

2.2. Observers

2.2.1 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 written notification. The notification must be received **no later than 28 January 2008** and must indicate the names, titles and contacts of the delegates nominated to attend the meeting.

The notification should be sent to the Executive Secretary at the address indicated in item 2.1 above. Please note that pursuant to rule 6.2 of the rules of procedure, these observers may, upon invitation of the COP President, participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

2.2.2 Observers from the United Nations and its specialized agencies

Rule 6.1 of the rules of procedure 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 written notification. The notification must be received **no later than 28 January 2008** and must indicate the names, titles and contacts of the delegates to the meeting.

The notification should be sent to the Executive Secretary at the address indicated in item 2.1 above. Please note that pursuant to rule 6.2 of the rules of procedure, these observers may, upon invitation of the COP President, participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

2.2.3 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 written notification. The notification must be received **no later than 28 January 2008**.

The notification must take the form of an official letter from the Chief Executive or President of the organization and must indicate the names, titles and contacts of the delegates to the meeting.

It should be sent to the Executive Secretary at the address indicated in item 2.1 above.

Please note that pursuant to rule 7.2 of the rules of procedure these observers may, upon invitation of the COP President, 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 Contracting Parties present at the meeting object.

3. On site registration

The on site registration, at the Turkish Registration Centre located at the ground level of the FAO Complex, will start on **Sunday, 17 February 2008 from 9 a.m. to 6 p.m.** and will continue on **Monday, 18 February 2008 at 8 a.m.** Upon registration, participants will receive a Photo-ID valid for the duration of the meeting.

Participants are **encouraged to register on Sunday** to avoid congestion on Monday morning so that the official opening can start on time. To facilitate the registration, participants are kindly invited to present a copy of the official letters referred to under heading 2 above along with an identification card with a photograph. Participants are also kindly invited to submit in advance to the Secretariat at secretariat@cbd.int or by fax (+ 1514 288 65 88) their date of birth, function, address and telephone and fax numbers.

Strict security measures are observed at the FAO Complex. The display at all times of Photo-ID is mandatory for admission to the FAO Complex as well as to the meeting rooms. Lost Photo-ID should be reported without any delay to the FAO office of Security.

Entrance on the first day of the meeting is through the main entrance in Building A (gate on Viale delle Terme di Caracalla). All entrances at the FAO Complex are accessible to disabled persons with wheelchairs through special lift (building A) and ramp (building D).

4. List of delegations

A list of delegations that have attended the meeting, to be prepared by the Secretariat, will be made available on the web site (<http://www.cbd.int/doc/meeting.aspx?mtg=SBSTTA-13&tab=1>) under heading “**Information documents**” soon after the closing of the meeting. Participants not wishing their full coordinates to appear on the list of participants should notify the Secretariat staff at the registration desk.

5. Official opening

The official opening for the meeting of the Ad Hoc Open-ended Working Group on Protected Areas will take place at **10 a.m. on Monday, 18 February 2008** in the Plenary Hall, located in Building A, 3rd floor. The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 to 6 p.m.** For full schedule, please refer to the annotated agenda.

6. Documents

In order to minimize the environmental impact of the meeting, delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents. One set of documents **only** will be provided per country delegation. CD-ROMs containing the pre-session documents, in the six United Nations official languages, as well as the information documents of the meeting shall also be made available to participants, upon request, at the documentation counter.

Pre-session documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/meeting.aspx?mtg=SBSTTA-13>.

7. Arrival at Leonardo da Vinci (Fiumicino) Airport

Rome is serviced by the Leonardo da Vinci (Fiumicino) Airport, which is located 30 km from the city centre. The journey takes about 30 minutes drive, depending on the traffic. The city centre can be reached as follows:

7.1 Taxi

Taxis to the city centre charge about 40 or 60 Euros, depending on whether it is a Rome-city-taxi or a Fiumicino-city taxi. Taxis can be found outside the Arrival Hall at a stand clearly marked.

7.2 Train

To go to Roma Ostiense Station, take the escalator to the train station, located on the first floor of the Arrival Hall. Tickets can be bought from a vending machine or at a ticket desk. The fare is 5.50 Euros for a one-way ticket. Tickets must be validated before getting on the train. The journey takes about 30 minutes to Rome-Ostiense station. Trains run approximately every 20 minutes, from 6.30 a.m. to around 11 p.m., including weekends.

A word of caution: Participants in the meeting are advised to carry their valuables in a safely manner, particularly when using public transport. Important documents, such as passports should be kept in the safes provided by the hotels, and delegates are advised to only carry photocopies.

8. Services to Participants

8.1 Medical services

A medical Service Unit within the FAO Complex is available for emergency medical assistance. To reach the medical emergency unit, participants should dial "30", using any in-house telephones. From outside of the FAO Complex, the number to dial is 06 5705 3400.

For all other medical services, participants may call extension 53577, using any in-house telephones or 06 5705 3577 from outside the FAO Complex. Participants may also present themselves directly during the working hours (8.30 a.m. to 5 p.m.) to the Medical Service Unit, located on the first level, building B or to the second Medical Unit, located in Rooms A.324-326, building A.

8.2 Catering facilities

The FAO Complex offers a variety of dining and snack bar facilities, including vending machines; indications as to their locations and opening hours will be made available during the meeting.

8.3 Slovak Business Centre

The Slovak Business centre, located on the ground floor in Building B (B013) offers (small) reception and lounge areas and a meeting room. The Business centre is equipped with a few desktops connected to Internet.

It should be noted that Slovak business centre does not offer photocopying facilities. Participants are kindly advised that they should to make their own arrangements at their hotels or at the following photocopying services, located in the immediate vicinity of the FAO Complex:

D'Antimi Armando S.R.L.
00153 Roma (RM)
73, VIALE AVENTINO
Telephone: + 39 06 574 2084
Email: digitale@armandodantimi.it

Opening hours: from 9 a.m. to 1 p.m. and from 3 p.m. to 7 p.m. Monday to Friday.

8.4 Postal and Banking facilities

The Italian post office, which is located on the ground floor, is open from 8.30 a.m. to 3 p.m., Monday to Friday. Participants may also avail themselves to DHL Courier service (C005) and banking facilities, Banca Intesa, which opens from 8.35 a.m. to 4.35 p.m. There are also cash dispensers (ATM) for cash withdrawals, on the ground floor of the Building B.

It should be noted that the FAO Complex also offers other services, such as a travel agency, a pharmacy, a bookshop, a library, a Sales point, a News stand, a photo shop as well public card operated telephones and access via wifi at the Dome-covered Atrium.

8.5 Cyber café

Participants will have access, free of charge, to their e-mails at a Cyber café located at library (Building A, level 0), between 9 a.m. and 5 p.m. Monday to Friday. Outside the library opening hours, participants can use the computers located in the Slovak Business centre.

9. Visa/customs

Participants from countries listed under **Annex A** below **require** a visa to enter Italy. For more information and updates on the visa procedure and Italian Diplomatic and Consular Representations in your country of residence, please visit the following web site of the Ministry of Foreign Affairs of Italy: http://www.esteri.it/visti/index_eng.asp

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

It should be noted that it is not possible to acquire a visa upon arrival in Italy. Furthermore, air line companies do not allow boarding in the absence of a valid visa.

10. Hotel information

Below is an indicative list of hotels (**Annex B**) located close to the meeting venue (FAO Complex). To benefit from the FAO preferential rates, please indicate that you are attending a meeting at the FAO when making your reservation. Letters of nomination and invitation to attend the meeting is required and must be produced upon check in.

The Summertime travel agency hosted by FAO can also provide assistance with regard to hotel accommodation. Please contact the travel agency directly at summertime@summertime.it or by telephone (+ 39 06 5705 or 06 5705 6122). The business hours (Italy time) are as follows: From 9 a.m. to 12: 45 p.m. and 2 to 5 p.m. Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible.**

11. Side-events

Requests for side-events should be made using the **online** system available on the Secretariat's web site at: <https://www.cbd.int/register/side-events/manager.aspx?mtg=sbstta-13>. The deadline for the receipt of requests is **21 January 2008**.

Processed side-event requests can be viewed on the Secretariat's web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=sbstta-13>.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **21 January 2008**, meeting rooms equipped for PowerPoint presentations will be assigned, to the extent possible, on the indicated dates and time slots. It should be noted that side-events may be rescheduled in the interests of the official sessions of the meeting and that there may be a cost when an event is assigned in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.

Organizers of side-events wishing to enquire about costs for catering should contact directly the designated focal person, namely Mr. Massimo Albanesi whose coordinates are as follows:

Viale delle Terme di Caracalla
00100 Rome, Italy
Telephone: + 39 065 705 6578
Fax: + 39 065 705 3658
Email: Massimo.albanesi@fao.org

It should be noted that food and drinks **are not** allowed in the meeting rooms. Side-event organizers without Internet access or experiencing difficulties using the online system mentioned above could address the duly completed form (**Annex C**) to the attention of:

Mr. Aballache Yesli
Conference Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St Jacques Street, Suite 800

Montreal, Quebec, Canada H2Y IN9
Telephone (Direct line): +1 514 287 7043
Fax: + 1 514 288 65 88
E- mail: aballache.yesli@cbd.int

For the purposes of the publication of a compendium of side-events held during the meeting, side-event organizers are kindly requested to submit **no later than 17 March 2008** to the Secretariat (secretariat@cbd.int) a short abstract on the objective of the side-event as well as a summary of the event.

12. Promotional material

Tables will be made available at the meeting venue for the display of promotional material and publications. Display tables are on a first come, first served basis.

Given the limited storage space at the meeting venue, participants wishing to ship their promotional material to Rome for distribution during the meeting should make their own arrangements through their embassies or hotels.

For any query on customs clearance, please contact your courier service.

13. Poster session

The theme of the poster session for SBSTTA-13 is “**Mainstreaming Biodiversity Issues into Forestry and Agriculture**”. For more information, such as date of submission, guidelines etc. please refer to the notification **2007.114**, which can be retrieved from the Secretariat’s web site: <http://www.cbd.int/doc/meeting.aspx?mtg=SBSTTA-13&tab=3>.

Participants in the poster session wishing to ship their posters to the meeting venue (FAO, Rome) could send them to the address provided under 1 above to the attention of Mr. Bargigli distribution-group@fao.org.

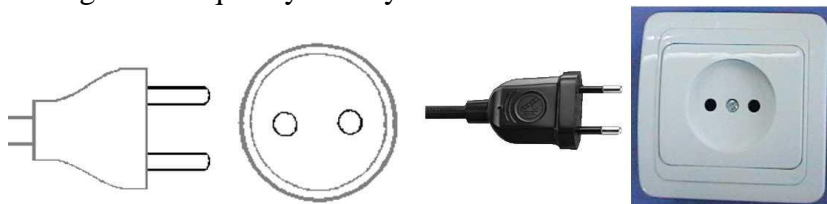
It should be noted that given the limited storage space at the meeting venue, participants may have to make their own arrangements through their embassies or hotels for the shipping of their posters.

14. Weather and time zone information

In February, temperatures in Rome usually range between a maximum of 14°C in the daytime and a minimum of 4°C at night. The standard time zone will be GMT – 4 hours. For more information on weather, please visit: <http://worldweather.wmo.int/176/c00201.htm>

15. Voltage and type of pins

Voltage and frequency in Italy is 230 V 50 Hz.



16. Currency

The currency in Italy is the Euro. The current exchange rate is: 1 Euro: 1.42 US \$ and 1 US\$ = 0, 71 Euro).

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 to secure prior to departure international medical insurance for the period of participation.

ANNEX A
LIST OF COUNTRIES WHOSE NATIONALS REQUIRE A VISA TO ENTER ITALY

A	Ecuador	Malawi	Senegal
Afghanistan	Egypt	Maldives	Serbia
Albania	Equatorial Guinea	Mali	Seychelles
Algeria	Eritrea	Marshall Islands	Sierra Leone
Angola	Ethiopia	Mauritania	Solomon Islands
Antigua and Barbuda	F	Mauritius	Somalia
Armenia	Fiji	Micronesia, Federated States of	South Africa
Azerbaijan	G	Moldova	Sri Lanka
B	Gabon	Mongolia	Sudan
Bahamas	Gambia	Montenegro	Suriname
Bahrain	Georgia	Morocco	Swaziland
Bangladesh	Ghana	Mozambique	Syrian Arab Republic
Barbados	Grenada	Myanmar	T
Belarus	Guinea	N	Tajikistan
Belize	Guinea-Bissau	Namibia	Tanzania
Benin	Guyana	Nauru	Thailand
Bhutan	H	Nepal	The former Yugoslav Republic of Macedonia
Bosnia and Herzegovina	Haiti	Niger	Togo
Botswana	I	Nigeria	Tonga
Bulgaria	India	O	Trinidad and Tobago
Burkina Faso	Indonesia	Oman	Tunisia
Burundi	Iran, Islamic Republic of	P	Turkey
C	Iraq	Pakistan	Turkmenistan
Cambodia	J	Palau	Tuvalu
Cameroon	Jamaica	Palestine	U
Cape Verde	Jordan	Papua New Guinea	Uganda
Central African Republic	K	Peru	Ukraine
Chad	Kazakhstan	Philippines	United Arab Emirates
China	Kenya	Q	Uzbekistan
Colombia	Kiribati	Qatar	V
Comoros	Korea, Democratic People's Republic of	R	Vanuatu
Congo	Kuwait	Romania	Viet Nam
Congo, Democratic Rep. of	Kyrgyzstan	Russian Federation	W
Côte d'Ivoire	L	Rwanda	Western Samoa
Cuba	Lao People's Democratic Republic	S	Y
D	Lebanon	Saint Kitts and Nevis	Yemen
Djibouti	Lesotho	Saint Lucia	Z
Dominica	Liberia	Saint Vincent and the Grenadines	Zambia
Dominican Republic	Libyan Arab Jamahiriya	Sao Tome e Principe	Zimbabwe
E	M	Saudi Arabia	
East Timor	Madagascar		

ANNEX B

1 Euro= 1,42 US\$ 1 US\$ = 0. 71 Euro
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LIST OF HOTELS WITH INDICATIVE ROOM RATES

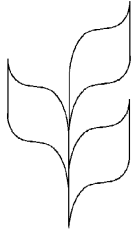
Note: Participants are responsible for making their own hotel reservations. Room rates are subject to change.

HOTEL	Room rates in Euro	Distance to FAO	Remarks
<p>1. Hotel Lancelot *** Address: Via Capo D'Africa, 47. 00184. Rome, Italy Telephone: +39 06 7045 0615 Fax: +39 067045 0640 Email: info@lancelothotel.com ; URL: http://www.lancelothotel.com/</p>	<ul style="list-style-type: none"> • Single: €105 or €120 half board • Double/twin: €160 or €190 half board • Double for single use: €140 or €155 half board <p>Note: The half board rate applies to 3 nights at least; otherwise the evening meal is Euro 22.</p>	About 10 minutes' walk	Room rates are Inclusive of breakfast
<p>2. Hotel Villa S. Pio *** Address: Via S. Melania, 19. Roma Telephone: +39.06.5745231/2 Fax: +39.06.5741112 Email: info@aventinohotels.com URL:http://www.aventinohotels.com/ingles e/hotel_rome_thermae_caracalla.htm</p>	<ul style="list-style-type: none"> • Double single use:124 euro • Double room: 140 euro • Triple room: 145 euro 	About 10 minutes' walk	
<p>3. Name: Hotel Aventino*** Address: Via S. Domenico, 10. Roma Telephone: +39.06.5783214 Fax: +39.06.5783604 Email: info@aventinohotels.com Web: http://www.aventinohotels.com/inglese/hotel_rome_circus_maximus.htm</p>	<ul style="list-style-type: none"> • Double single use 98 euro • Double room 114 euro • Triple room 130 euro 	About 20 minutes' walk and 3 minutes by bus	

HOTEL	Room rates in Euro	Distance to FAO	Remarks												
<p>4. Name: Albergo S. Prisca *** Address: 25, LARGO GELSOMINI MANLIO - 00153 Roma (RM) Tel: 06 5750009; 06 5741917 Fax: 06 57046658 Email: hspisca@hotelsantaprisca.it</p>	<table border="1"> <thead> <tr> <th></th> <th>Minimal</th> <th>Maximal Price</th> </tr> </thead> <tbody> <tr> <td>Single room</td> <td>€ 95,00</td> <td>€ 115,00</td> </tr> <tr> <td>Double room</td> <td>€ 120,00</td> <td>€ 150,00</td> </tr> <tr> <td>Double single use</td> <td>€ 100,00</td> <td>€ 120,00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 		Minimal	Maximal Price	Single room	€ 95,00	€ 115,00	Double room	€ 120,00	€ 150,00	Double single use	€ 100,00	€ 120,00	<p>About 10 minutes walk</p>	<p>Prices incl. taxes, breakfast and services</p>
	Minimal	Maximal Price													
Single room	€ 95,00	€ 115,00													
Double room	€ 120,00	€ 150,00													
Double single use	€ 100,00	€ 120,00													
<p>5. Name: VILLA ROSA, Dominican Sisters *** Address: Via Terme Deciane, 5. 00153 Rome. Telephone: +39 06.5717.091 Fax: +39 06.5745.275 Email: villarosa2000@libero.it</p>	<ul style="list-style-type: none"> • Double: €85 • Triple: €105 <p>Note: Requires one night deposit upon booking credit cards are not accepted</p>	<p>About 5 minutes walk</p>	<p>Inclusive of breakfast</p>												
<p>6. Name: Casa Santa Francesca Romana *** Address: Via dei Vascellari, 61. 00153 Roma Telephone: 0039 0606.5812.125 Fax: 0039 0606.5812.125 Email: istituto@sfromana.it Web site: www.sfromana.it</p>	<ul style="list-style-type: none"> • Single € 70 • Double: € 100 • Triple: € 130 • Four bedded room: € 153 	<p>About 10 minutes</p>	<p>Inclusive of breakfast</p> <p>Lunch and dinner available through a special agreement with some restaurants nearby €16, 00 - drinks not included).</p>												

ANNEX C
SIDE-EVENTS REQUEST FORM

CBD



CONVENTION ON
BIOLOGICAL
DIVERSITY

SER/# ---

Deadline: 21 January 2008

THIRTEENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC TECHNICAL AND
TECHNOLOGICAL ADVICE (SBSTTA-13)
FAO, Rome, 18–22 February 2008

Please ensure that the information below (1 to 7) is provided

For on-line requests, please click here: <https://www.cbd.int/register/side-events/manage.aspx?mtg=sbstta-13>

1. Event Title: _____

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

3. Expected number of Participants: _____

4. Preferred date and time:

➤ First choice: /2/2008 time: 13:15- 14:45 ()

➤ Second choice: /2/2008 time: 13:15- 14:45 ()

➤ Third choice: /2/2008 time: 13:15- 14:45 ()

5. Requirements (Please check the boxes as appropriate)

➤ LCD Projector (for PowerPoint presentations)

➤ PC

Other * (please see note below):

6. Date of submission: DD /MM/YY

7. Short description of the event: _____

* For catering requirements, please refer to pages 6 above (heading 11). It should be noted that side-events may be rescheduled in the interests of the official sessions of the meeting and that there may be a cost when an event is assigned in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.