

**Convention on  
Biological Diversity**

Distr.  
GENERAL

26 October 2018

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY  
Fourteenth meeting

CONFERENCE OF THE PARTIES SERVING AS  
THE MEETING OF THE PARTIES TO THE  
CARTAGENA PROTOCOL ON BIOSAFETY  
Ninth meeting

CONFERENCE OF THE PARTIES SERVING AS  
THE MEETING OF THE PARTIES TO THE  
NAGOYA PROTOCOL ON ACCESS TO GENETIC  
RESOURCES AND THE FAIR AND EQUITABLE  
SHARING OF BENEFITS ARISING FROM THEIR  
UTILIZATION  
Third meeting

Sharm El Sheikh, Egypt, 17-29 November 2018

**INFORMATION NOTE FOR PARTICIPANTS**

QUICK LINKS (Control + click on page number to directly access text in document)

1.	<b>VENUE AND DATES</b> .....	2
2.	<b>OFFICIAL OPENING</b> .....	2
3.	<b>HIGH-LEVEL MINISTERIAL SEGMENT</b> .....	2
4.	<b>REGISTRATION</b> .....	3
	ANNEX A - SAMPLE CREDENTIALS .....	24
5.	<b>ON-SITE REGISTRATION</b> .....	5
6.	<b>PROCEDURES FOR MEDIA ACCREDITATION</b> .....	5
7.	<b>DOCUMENTS</b> .....	6
8.	<b>OFFICIAL STATEMENTS</b> .....	7
9.	<b>LIST OF DELEGATIONS</b> .....	7
10.	<b>SERVICES FOR PARTICIPANTS</b> .....	7
12.	<b>VISAS</b> .....	8
	ANNEX C – HOST VISA LETTER.....	34
14.	<b>GREENING OF THE MEETINGS</b> .....	9
15.	<b>TRANSPORTATION</b> .....	10
16.	<b>HOTEL ACCOMMODATION</b> .....	10
17.	<b>SHIPMENTS</b> .....	12
18.	<b>PROMOTIONAL MATERIAL AND PUBLICATIONS</b> .....	12
19.	<b>EXHIBITION STANDS: BIODIVERSITY INNOVATIONS AND SOLUTIONS FAIR</b> .....	13
20.	<b>CEPA FAIR – THE FAIR ON EXPERIENCES AND BEST PRACTICES IN COMMUNICATION, EDUCATION AND PUBLIC AWARENESS</b> .....	14
21.	<b>RIO CONVENTIONS’ PAVILION: SYNERGIES FOR SUSTAINABLE DEVELOPMENT</b> ..	15
22.	<b>AFRICAN BIODIVERSITY SUMMIT</b> .....	16
23.	<b>PARALLEL MEETINGS AND SPECIAL EVENTS</b> .....	16
24.	<b>SIDE-EVENTS</b> .....	17
	ANNEX B CATERING ORDER FORM .....	29
25.	<b>BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY</b> .....	18
26.	<b>LIST OF CBD FOCAL POINTS</b> .....	19

## 1. VENUE AND DATES

The fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-14), the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (CP-MOP-9), and the third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (NP-MOP-3), hereinafter “the UN Biodiversity Conference”, will be held at the [Sharm El Sheikh International Congress Center \(SHICC\)](#), Sharm El Sheikh, Egypt, from 17 to 29 November 2018. **The High-Level Segment will precede the meetings on 14 and 15 November 2018.** In addition, the Government of Egypt will host the African Biodiversity Summit at the venue on 13 November 2018.

### [Sharm El Sheikh International Congress Center \(SHICC\)](#)

Peace Road at Um Marikha Bay

P.O. Box 232

Sharm El Sheikh, South Sinai, Egypt

Phone: +20 (0) 69 362-3000

Fax: +20 (0) 69 3603-225

E-mail: [info@sgr-maritim-jolieville.com](mailto:info@sgr-maritim-jolieville.com)

Website: <https://www.maritim.com/en/meetings-and-events/egypt/international-congress-center/meetings-celebrations>

**Location of venue:** <http://bit.ly/c14venue>

***(Please note: when the venue name is typed in google maps, it shows a different location. Please use the links provided above).***

**Host Country COP-14, CP-MOP-9 and NP-MOP-3 website:** <https://cop14-egypt.com/>

## 2. OFFICIAL OPENING

The official opening of the meetings will take place at the Sharm El Sheikh International Congress Center (SHICC) on 17 November 2018. The formal sessions of the meetings 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.** (excluding 23 and 24 November 2018). For detailed information, please refer to the proposed organization of work (documents CBD/COP/14/1/Add.1, CBD/CP/MOP/9/1/Add.1, CBD/NP/MOP/3/1/Add.1) which will be made available at <https://www.cbd.int/conferences/2018>.

## 3. HIGH-LEVEL MINISTERIAL SEGMENT

A High-Level Ministerial Segment (HLS), hosted by the Government of Egypt and organized in consultation with the Secretariat, will precede the meetings.

The HLS will begin on 14 November 2018 at 10:00 a.m. at the SHICC and continue until 15 November 2018. The results of the HLS will be presented at the opening session of COP-14, CP-MOP-9 and NP-MOP-3 on 17 November 2018.

An information note for participants, including the details of the HLS (agenda, registration, transportation and accommodation), were sent directly to participants.

For all issues related to the HLS, kindly address all communication, including enquiries or clarification requests to the following e-mail: [hls-egypt@cbd.int](mailto:hls-egypt@cbd.int). *Please include the Country or Organization name in the subject line.*

## 4. REGISTRATION

### 4.1 Registration and accreditation of Parties

The registration of representatives of 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 31 October 2018**. Earlier registration is encouraged, and is required for eligible delegations requesting financial support (see item 11 below).

The letter, which must indicate the names, titles and contact details and, when possible, passport number, of delegates nominated to attend the meetings, should be sent to the attention of the Executive Secretary at the address below:

Ms. Cristiana Paşca Palmer  
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)

The nomination letter should clearly indicate the meeting that each delegate is officially designated to attend i.e. COP-14, CP-MOP-9 or NP-MOP-3, or all three meetings.

In accordance with rule 18 of the rules of procedure for meetings of the COP, which also applies, *mutatis mutandis*, to the COP-MOPs of the Cartagena and Nagoya Protocols, credentials of representatives of States Parties to the Convention and the Cartagena and Nagoya Protocols, as well as the names of alternate representatives and advisers, must be submitted to the Secretariat **no later than twenty-four hours** after the opening of the meetings in order to confirm that delegates have been duly appointed, authorized and empowered to represent their country at the meetings. Any later change in the composition of the delegation shall also be communicated to the Secretariat.

The credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. A credential should indicate the date and place where it was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting *ad interim*, as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers *ad interim*. In this respect, the Secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President *ad interim*, Prime Minister *ad interim* and Minister of Foreign Affairs *ad interim*.

Parties to the Convention that are also Parties to Cartagena Protocol and/or Nagoya Protocol may submit one set of credentials covering the participation of their representatives in COP-14 and/or CP-MOP-9 and/or NP-MOP-3.

Original credentials, duly signed as indicated above, and prepared in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) should be sent by mail to the Secretariat or deposited during the UN Biodiversity Conference with the staff of the Secretariat at the Credentials Desk located at the registration area at the conference venue. If the credentials have been issued in another language, a courtesy translation in English would be appreciated to facilitate their examination. A list of valid credentials will be posted on the website of the Convention at

<https://www.cbd.int/conferences/2018> and <https://www.cbd.int/doc/?meeting=COP-14>. The Secretariat strongly recommends that Parties verify that their credentials have been listed on the website.

In accordance with rule 19 of the rules of procedure, the Bureau will examine the credentials and submit its report to the COP and the COP-MOPs.

States that are not Parties to the Convention or to any of the Protocols are not required to provide the credentials of their representatives.

Sample formats of credentials are provided in **Annex A**.

Questions regarding credentials should be directed to Mr. Worku Damena Yifru (see item 26 below for contact details).

## **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 31 October 2018, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also clearly indicate the meeting or meetings that each nominee is designated to attend, i.e. COP-14, CP-MOP-9 or NP-MOP-3, or all three meetings.

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

### **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.

The registration of representatives of the United Nations, its specialized agencies and the International Atomic Energy Agency, as observers in the meeting, 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 31 October 2018, and must indicate the names, titles and contact details of the delegates to the meeting, and the meeting or meetings that each delegate is officially designated to attend.

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

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 31 October 2018.

The letter, to be sent to the attention of the Executive Secretary, at the address indicated in item 4.1, must take the form of an official letter from the Chief Executive or Head of the organization, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also indicate the meeting or meetings that each nominee is officially designated to attend.

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 venue of the meetings is subject to the presentation of a valid conference badge. Badges with photographs will be issued at the Registration Centre located in front of the main entrance upon the presentation of the Priority Pass, a valid passport or an identification card with a photograph along with a copy of the letter of nomination or credential referred to in item 4.1. Registration will commence on 12 November and continue until 29 November. The hours of registration will be between 8:00 a.m. and 6:00 p.m. daily. Registration will be extended to 7:00 p.m. from 12 to 17 November 2018.

For security reasons, the display of conference badges is mandatory at all times to gain access to the venue and meeting rooms. Any loss of a conference badge should be reported immediately to the staff at the registration counter.

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

Media participation at meetings of the Convention on Biological Diversity (CBD) is subject to accreditation by the CBD Secretariat. Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies and online media – who represent a bona fide media organization. Accreditation will be granted upon presentation of valid press credentials including:

1. Completed online accreditation form (available in English or Arabic)
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
4. Photocopy of passport/national ID card.

Please also note the following:

- Independent broadcast or film production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work or from the UN partner organization that supports the production.
- Print media representatives may be required to submit two bylined articles published within the last four months and a copy of the publication.
- Radio and TV media representatives may be asked to submit two recordings of reports done within the last four months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media must meet the following requirements, in addition to those above:
  - Web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number

- Online journal requesting accreditation for its correspondent(s) must have a substantial amount of original news content or commentary or analysis of international issues
- If the website is new, the applicant seeking accreditation must provide the latest data on visitors to the website or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles with his/her byline
- Online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.

**Freelance Journalists:** Freelance journalists can only obtain accreditation for a specific event or time period. Freelance journalists, including photographers, must provide clear evidence that they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

In order to complete the form and receive media accreditation, it is necessary to create a CBD account at: <https://accounts.cbd.int/signup>; once completed, an email will be sent that activates the account. If you already have a CBD account, you can sign in here: <https://accounts.cbd.int/signin>

To avoid delays upon arrival, please complete the online **Media Accreditation Form**: ([www.cbd.int/participation/2018/media](http://www.cbd.int/participation/2018/media)), together with the documents listed above, by **31 October 2018** to Mr. Johan Hedlund (see item 26 of the information note for contact details).

It is also possible to register on-site by providing all the documents referred to above, but note that delays may be experienced in processing. Note that double accreditation is not permitted (e.g. as press and delegate, or as press and NGO).

Once accreditation is confirmed, press passes for the meeting can be picked up at the registration counter on site, 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 all journalists accredited to cover the meeting should make their own travel and hotel bookings.

For press releases, please contact Mr. David Ainsworth. For information on requesting press conferences, please contact Mr. Johan Hedlund (see item 26 of the information note for contact details).

Information regarding media guidelines and media briefing schedule, and other relevant information, will be provided at a later date on the meeting website: [www.cbd.int/conferences/2018](http://www.cbd.int/conferences/2018).

## 7. DOCUMENTS

In order to minimize the negative environmental impact of the meetings, in-session documents will only be available through a print-on-demand system. With regard to pre-session documentation, delegates requiring hardcopies are urged to bring their own copies. USB keys containing pre-session documents will be available upon request.

Pre-session and information documents for each of the meetings are available on the website of the Convention as follows:

COP-14

<http://www.cbd.int/meetings/COP-14>

CP-MOP-9

<http://www.cbd.int/meetings/CP-MOP-09>

NP-MOP-3

<http://www.cbd.int/meetings/NP-MOP-03>

In-session documents will be available on the website of the Convention at [www.cbd.int/insession](http://www.cbd.int/insession) and <https://www.cbd.int/conferences/2018>.

## 8. OFFICIAL STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the meetings are strongly urged to deposit a hard copy of their statement at the document distribution counters, located outside the Plenary Hall and the Working Group II Hall in each of the main buildings at least **2 hours in advance**.

The statement should include the following information in its header:

- 1- Party/organization name;
- 2- Identify session of intervention: Plenary, Working Group I or Working Group II;
- 3- Date and time of intervention;
- 4- Agenda item number.

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

## 9. LIST OF DELEGATIONS

A list of delegations attending each of the meetings will be prepared by the Secretariat and made available on the website of the Convention shortly after the closing of COP-14, CP-MOP-9 and NP-MOP-3. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration counter.

## 10. SERVICES FOR PARTICIPANTS

A variety of commercial services will be available at the venue, including a lounge for delegates, restaurants, cafeterias, internet café, post office, banking machines/ATMs, travel desk, hotel reservation service, information desks, telephones, telephone cards, photocopier, fax machine, scanner, plug adaptors, and the possibility to purchase a small range of office supplies. A medical unit will also be available on site for emergencies. Further details on these services will be provided shortly.

## 11. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

Subject to the availability of contributions to the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Convention Process, established in decision III/24, and in accordance with the interim policy adopted by the Bureau in this regard, the Secretariat expects to be in a position to finance the participation of a representative from eligible countries. Eligible Parties wishing to solicit such assistance are kindly requested to inform the Secretariat of the name and contact information of the designated

representative as soon as possible but no later than **15 September 2018**. Please note that the Secretariat will be unable to respond positively to requests for financial support after this deadline.

Information for funded participants, with approved funding letters, requiring special arrangements regarding their hotel deposit, will be provided in due course.

The DSA office will be open from 9:00 a.m. to 5:00 p.m. beginning Wednesday, 14 November. Any changes to this schedule will be posted on the monitors at the venue.

For queries related to travel and daily subsistence allowance (DSA), sponsored participants should contact the designated CBD focal point, Ms. Martine Christin (see item 26 below for contact details).

## 12. VISAS

Participants requiring an entry visa for Egypt are strongly advised to contact the nearest Egyptian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner. The Government of Egypt has provided a letter to facilitate visa requests attached as Annex C below. Kindly provide this letter along with other required documentation when applying for your visa.

A list of embassies and consulates can be found at: <https://goo.gl/1dxFUw>

The Government of Egypt has waived visa-related fees for all participants attending the UN Biodiversity Conference. (Please note that electronic visas are not subject to these arrangements.)

- Countries that do not require an entry visa (i.e. who are “visa-exempt”) are:  
**Bahrain / Guinea / Jordan / Kuwait / Oman / Saudi Arabia / United Arab Emirates**
- Countries that can obtain the entry visa upon arrival at the airport:  
**Australia / Canada / European Union / Georgia / Holy See / Iceland / Japan / Kazakhstan / Malaysia / Monaco / Moldova / Montenegro / New Zealand / Norway / Republic of Korea / Russian Federation / Serbia / Switzerland / The Former Yugoslav Republic of Macedonia / Ukraine / United States of America**
- Requirements for an entry visa for holders of ordinary passports:
  - Duly completed visa application form;
  - Passport with a validity of at least 6 months from the date of arrival to Egypt and blank page;
  - Two (2) recent colour passport photos, with formal view and all white background (photo must have been taken within the last three months);
  - Copy of round trip ticket.
  - The following supporting documents issued by the Secretariat of the Convention on Biological Diversity are required:
    1. **COP-14 Priority Pass**
    2. **Visa Assistance Letter**
  - Host Visa Letter (attached as Annex C)
- Holders of Diplomatic/Official passport from a number of countries are visa-exempt however it is best to check the country’s status with the nearest Egyptian Embassy or Consulate.



▪ **For visa assistance:**

1. **In the absence of Egyptian diplomatic representations** where a visa is required and with the condition that **a three week timeframe** is available before your departure date. The Secretariat will coordinate with the Government of Egypt, the issuance of a “visa Confirmation letter” and subsequently this will enable you to be issued a visa upon arrival in Egypt.
2. **If you encounter difficulties to obtain your visa**, after submission and after allowing sufficient processing time:

Please send an e-mail to the Secretariat to **Ms. Maria Crespo** ([visa-cop14@cbd.int](mailto:visa-cop14@cbd.int)) and include in the Subject line: Visa Assistance / Nationality / Departure Date and include the following documents and data:

- Documents required: Priority Pass, Visa assistance letter, Passport copy, Airline ticket
- Data required:
  - First Name
  - Family Name
  - Passport number
  - Date of birth
  - Departure point (country/city):
    - Flight number and departure date
    - Visa Reference number (if applicable)

Please note that all visas will be issued with limited validity and do not permit holders to engage in gainful activities while in the country.

### 13. HEALTH REQUIREMENTS

A yellow fever vaccination certificate is required for travellers coming from countries with risk of yellow fever transmission. Information can be found on the website of the center for disease control: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/egypt>

Prior to travel, participants should consult a medical professional regarding vaccination requirements.

### 14. GREENING OF THE MEETINGS

The Government of Egypt and the Secretariat of the Convention on Biological Diversity aim to create a setting that is true to the spirit of the Convention and that meets the requirements of environmental protection in general. The Secretariat is continuing with its measures to reduce paper consumption as indicated under items 7 and 18 of this document. The details of the overall greening of the meeting will be provided in due course.

The Government of Egypt in cooperation with the Secretariat of the Convention on Biological Diversity will be introducing “Meat Free Monday” at the UN Biodiversity Conference where no meat will be served at the venue on each Monday of the COP. “Meat Free Monday” is campaign: “Launched by Paul, Mary and Stella McCartney in 2009, Meat Free Monday is a not-for-profit campaign which aims to raise awareness of the detrimental environmental impact of eating meat, and to encourage people to help slow climate change, preserve precious natural resources and improve their health by having at least one meat free day each week.” More details can be found at the following link <https://www.meatfreemondays.com/>.

## 15. TRANSPORTATION

The Government of Egypt will offer complimentary transportation to/from Sharm El Sheikh airport to the venue of the meetings and the designated hotels from 11 November to 29 November 2018 **ONLY for delegates staying at one of the designated hotels**. The schedule of services will be published in due course. To view the list of designated hotels, please check the accommodation section (item 16) of this information note.

### Vehicle access to the COP venue

Participants are advised that vehicle access to the Sharm El Sheikh International Congress Center (SHICC) will be highly restricted between 11 and 29 November 2018.

Governments and organizations will need to obtain a permit for official vehicles to access the venue parking lot and are required to complete the attached form (available soon) and submit the official request to the Secretariat at their earliest possible convenience.

Only one vehicle permit per government or organization, in addition to the Minister's car, will be issued.

Once approved, permits can be collected at the registration area of the conference venue from 12:00 noon (11 November).

### 15.1. Welcome Desks

#### **Airport Facilitation Counter with COP-14 Signage**

For the convenience of delegates, welcome desks will be located before the customs clearance counter and will service all international and domestic flights, at both Cairo and Sharm El Sheikh international airports, from 11 to 26 November 2018.

A COP registration priority pass issued by the CBD Secretariat will be required to access this service. Participants are requested to ensure the availability of this document in hard-copy format.

#### **Arrivals**

Upon arrival in Cairo, the welcome desk will assist participants with their flight transfer and, upon arrival at Sharm El Sheikh International Airport, with transfers to designated hotels.

#### **Departures**

The help desk at Sharm El Sheikh International Airport will be operational for all flights departing on 29 and 30 November 2018.

Airport websites:

<http://sharm-el-sheikh-airport.com/>

<http://www.cairo-airport.com/>

## 16. HOTEL ACCOMMODATION

A list of designated Hotels for COP-14, CP-MOP-9 and NP-MOP-3 participants and its meetings held on the margins of the UN Biodiversity Conference is available below. Complementary transportation will be provided **ONLY for delegates staying at one of the designated hotels** to/from the designated hotels to/from the conference venue *only*. Detailed Information on procedures and the link to the online booking engine can be accessed on the COP14-Egypt website at:

<https://www.cop14-egypt.com/participants/accommodation/>

Designated Hotels

Hotel Name	Rate per Room in USD		Meal Plan*	Location
	Single	Double		
Maritim Peninsula	125	125	B.B	<a href="https://goo.gl/maps/rx4xnkGKCWR2">https://goo.gl/maps/rx4xnkGKCWR2</a>
Steinberger Alcazar	145	170	B.B	<a href="https://goo.gl/maps/49nhU2RTTQ72">https://goo.gl/maps/49nhU2RTTQ72</a>
Hyatt Regency	140	150	B.B	<a href="https://goo.gl/maps/wsS3NcSWzt22">https://goo.gl/maps/wsS3NcSWzt22</a>
Grand Rotana	125	145	B.B	<a href="https://goo.gl/maps/YPeEGcAbTFn">https://goo.gl/maps/YPeEGcAbTFn</a>
Jaz Belveder	120	155	B.B	<a href="https://goo.gl/maps/KRPzZo2xKgE2">https://goo.gl/maps/KRPzZo2xKgE2</a>
Jaz Mirabel	115	145	B.B	<a href="https://goo.gl/maps/2m5FZeRyjim">https://goo.gl/maps/2m5FZeRyjim</a>
Jaz Fanara	115	145	B.B	<a href="https://goo.gl/maps/QPwi5gxRWrv">https://goo.gl/maps/QPwi5gxRWrv</a>
Novotel Beach	97	115	B.B	<a href="https://goo.gl/maps/atpBffuh8nS2">https://goo.gl/maps/atpBffuh8nS2</a>
Cleopatra	85	105	B.B	<a href="https://goo.gl/maps/tEgBomofd222">https://goo.gl/maps/tEgBomofd222</a>
Maritim Jolie Ville Golf	85	85	B.B	<a href="https://goo.gl/maps/7DpL3gdjw3K2">https://goo.gl/maps/7DpL3gdjw3K2</a>
Sharm Fayrouz	85	96	B.B	<a href="https://goo.gl/maps/U2kcf4cUjeG2">https://goo.gl/maps/U2kcf4cUjeG2</a>
Novotel Palm	75	90	B.B	<a href="https://goo.gl/maps/FcVWKgzTScu">https://goo.gl/maps/FcVWKgzTScu</a>
Sheraton	75	86	B.B	<a href="https://goo.gl/maps/9orpQw2RW5N2">https://goo.gl/maps/9orpQw2RW5N2</a>
Hilton WaterFalls	75	90	B.B	<a href="https://goo.gl/maps/L3StRVnSpaN2">https://goo.gl/maps/L3StRVnSpaN2</a>
Otium Amphoras	73	90	A.I	<a href="https://goo.gl/maps/R1Ay2We54132">https://goo.gl/maps/R1Ay2We54132</a>
Baron	70	76	B.B	<a href="https://goo.gl/maps/rTEYTx6Uazp">https://goo.gl/maps/rTEYTx6Uazp</a>
Continental Plaza Aqua Beach	70	80	A.I	<a href="https://goo.gl/maps/UpUaHHDVoGD2">https://goo.gl/maps/UpUaHHDVoGD2</a>
Concorde Elsalam Front	70	75	B.B	<a href="https://goo.gl/maps/RSp4z9HecZN2">https://goo.gl/maps/RSp4z9HecZN2</a>
Hilton Sharks Bay	65	70	A.I	<a href="https://goo.gl/maps/kojWGo7V31A2">https://goo.gl/maps/kojWGo7V31A2</a>
Sharm Dreams	62	77	B.B	<a href="https://goo.gl/maps/E5zdzzBvS2L2">https://goo.gl/maps/E5zdzzBvS2L2</a>

\*Meal Plans: B.B = Bed and Breakfast; A.I. = All Inclusive

## 17. SHIPMENTS

### 17.1 Shipments to the Sharm El Sheikh International Congress Center (SHICC), Sharm El-Sheikh, Egypt

For all shipments of publications (see also items 18.1 and 19) and materials to the SHICC, participants may use any service provider (e.g. DHL, UPS, TNT) provided that the shipment arrangement includes door-to-door service that ensures all customs clearance and fees are borne by the sender.

Participants are requested to make arrangements to ensure that your service provider delivers the shipment to the SHICC, to the address indicated below, **between 7 and 11 November 2018 only**. No shipments will be permitted in the venue thereafter.

Mailing Address:

Attention: Mr. Ahmed Kamel, Mrs. Nesma Atef  
Maritim Jolie Ville Sharm El-Sheikh International Congress Center  
Peace Road at Um Marikha Bay  
P.O. Box 232  
Sharm El Sheikh, South Sinai, Egypt  
Postal code 46619

Contact information:

Mr. Ahmed Kamel, Fairs Manager  
Mrs. Nesma Atef, Fairs Dep. Assistant manager  
E-mail: [fairs@overseass.com](mailto:fairs@overseass.com); [rasha.monsif@gcm-egypt.com](mailto:rasha.monsif@gcm-egypt.com)  
Tel : +(202) 22906247 / +(202) 24178934  
Fax: +(202) 22915655  
Mob: +(2) 01006545658\9

Please take note of the following for your shipment:

- Boxes must be numbered in a “1 of X format”. Whenever possible, a copy of the publication should be affixed to each box.
- Shipments will be available for collection as of 12 November 2018 at 8:30 a.m. at the shipping counter located on the directional map of the convention centre.
- Storage and handling fees will apply and will be payable upon collection of the shipment.

## 18. PROMOTIONAL MATERIAL AND PUBLICATIONS

### 18.1 Dedicated website (to minimize paper use)

To minimize the impact the meeting will have on the environment, the Secretariat is implementing a new initiative which eliminates the display of hard-copy publications. As such, a “display only” copy of the publication will be available for perusal or order only. A webpage on the CBD website will be created and linked to the COP14-Egypt website which will contain an index of publications (by organization) and their web links for uploading/downloading.

Participants wishing to have their material posted online are encouraged to send it to the Secretariat, to the attention of Ms. Kata Koppel at [publications@cbd.int](mailto:publications@cbd.int) (see item 26 below for contact details), together with a brief description of the material, respective web links and the full name and coordinates of their government or organization.

Regarding side events, the CEPA fair, the Rio Pavilion and exhibition booths, reduction of the amount of publications sent is strongly encouraged:

- All types of information can be directly posted online, including videos, flyers, publications and web links.
- The shipment of essential documents in small amounts (1 box) of publications for distribution within the side-events, CEPA Fair, Rio Pavilion and Exhibition booth will be permitted.

#### 19. EXHIBITION STANDS: BIODIVERSITY INNOVATIONS AND SOLUTIONS FAIR

The fair will take place at the Sharm El Sheikh international Congress Center (SHICC), the COP-14 conference venue.

##### **Access to the Venue:**

All Exhibitors need to be registered to attend the COP-14 Meetings, please ensure that all personnel and staff follow the procedures outlined under the Registration section (4) of this Information Note.

##### **Application procedure:**

Participating governments, organizations and businesses wishing to book exhibition space are invited to submit their requests, **no later than 14 September 2018** to:

Global Conference Management (GCM)  
Mr. Mohamed Montaser for any other enquiries.  
E-mail: [cop14-exhibition@gcm-egypt.com](mailto:cop14-exhibition@gcm-egypt.com)  
Tel: +2011433444342

Please include the following Information in your email:

Name of Country / organization:  
Main Contact person:  
Telephone number:  
Number of booth(s):  
Summary of initiatives or exhibition:

Please note:

- Exhibitors are required to ensure staff presence in the booth(s) during hours of operation.
- Exhibitors must bear all costs related to decoration, door-to-door shipping, booth personnel, additional electrical work, additional rented equipment or furniture.

**DAYS OF OPERATION**      **17 to 29 November 2018 (Closed 23-24 November)**

**HOURS OF OPERATION**    **Opening hours: 10:00-18:00**

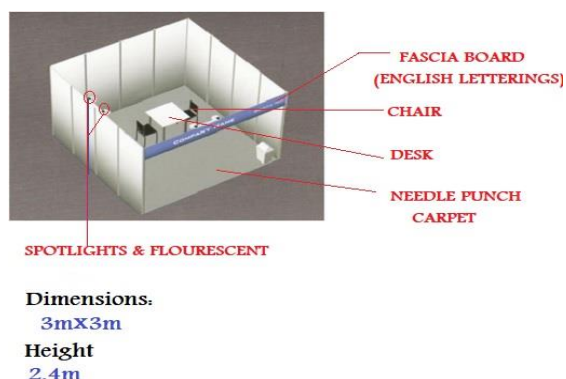
##### **Exhibition Booth Specifications and information:**

**Booths will be available from 17 to 29 November 2018**

<b>Booth Size</b>	<b>Cost including taxes</b>
<b>3 m x 3 m</b>	<b>US \$4000.00</b>

### **Exhibition Booth Specifications and standard equipment in the basic booth fee:**

General hall lighting & Air conditioning  
Booth 3m X 3m includes:  
Partition walls with panels (OCTANORM system).  
Two Chairs, One Table 65cm X 65cm.  
Two Spotlights, One waste bin  
One Fascia panel with exhibitor's name.  
One Power socket (220-V, 5/15 AMP).  
Carpet floor covering.



### **Selection and Confirmation procedures**

Should the number of applications exceed the available space; a selection process will be undertaken in coordination with the CBD Secretariat. All applicants will be informed by e-mail of the selection outcome by **25 September 2018**.

### **Payment**

Selected exhibitors will be informed of payment procedure in the confirmation e-mail. The exhibitor registration will be considered officially approved upon receipt of this exhibition fee. Please note: the exhibitor fee is not refundable.

### **20. CEPA FAIR – THE FAIR ON EXPERIENCES AND BEST PRACTICES IN COMMUNICATION, EDUCATION AND PUBLIC AWARENESS**

The Fair on experiences and best practices in Communication, Education and Public Awareness (CEPA Fair) is held in parallel to the UN Biodiversity Conference on the first floor of the SHICC, from 18 to 29 November (excluding 23 and 24 November) 2018. This year's themes are as follows:

#### **Convention on Biological Diversity**

- Communicating implementation of the Strategic Plan for Biodiversity 2011-2020;
- 25th anniversary of the entry into force of the CBD;
- United Nations Decade on Biodiversity;
- Projects and initiatives that support achievement of Aichi Biodiversity Target 1;
- Communications projects that support transformational change.

#### **Cartagena Protocol**

- Innovative ways of communicating to new audiences activities carried out since the Cartagena Protocol on Biosafety entered into force, as well as activities carried out in relation to the entry into force of its Supplementary Protocol on Liability and Redress.

#### **Nagoya Protocol**

- Communicating ways through which access and benefit-sharing contributes to the achievement of the Sustainable Development Goals. The focus should be on new technologies that enable interactive communication.

The CEPA Fair includes two components: the **CEPA Exhibition (kiosks)** and the **CEPA Side-events (presentation and/or performance)**. More details are available in the CEPA Fair Guide at: [www.cbd.int/cepa/fair/2018](http://www.cbd.int/cepa/fair/2018).

A number of display stations are available for the presentation of outreach materials such as posters, brochures, and/or digital media, etc. To ensure maximum flexibility in presentations and to take

into account the different resource capabilities of exhibitors, it is possible to mount a display for some days of the UN Biodiversity Conference only. Exhibitions are mounted by participants. 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.

Parties, other governments and organizations are invited to submit proposals for exhibitions/short presentations related to the themes above. The proposal form is available at [www.cbd.int/cepa/fair/2018](http://www.cbd.int/cepa/fair/2018). Please note that, due to restricted room capacity, only a limited number of participants can be offered the opportunity to showcase their work. The Secretariat reserves the right to select the participants.

The Secretariat invites Parties, other Governments and organizations, including those representing indigenous peoples and local communities, to express their interest in participating in the CEPA Fair, at their earliest convenience, but **no later than 15 September 2018**, by sending a message to [cepa.fair@cbd.int](mailto:cepa.fair@cbd.int). Please include “CEPA Fair 2018” in the subject line.

## **21. RIO CONVENTIONS’ PAVILION: SYNERGIES FOR SUSTAINABLE DEVELOPMENT**

The Rio Conventions Pavilion is a collaborative outreach activity led primarily by the secretariats of the Rio Conventions and the Global Environment Facility (GEF).

The Rio Conventions Pavilion contributes to enhancing awareness-raising, information-sharing and outreach in the framework of the Rio Conventions, the Biodiversity Liaison Group, and interagency task forces related to the 2030 Agenda for Sustainable Development (CBD COP Decision IX/16), and to strengthening the collaboration between the Rio Conventions (UN General Assembly Resolution 64/203 of 14 December 2009).

The Pavilion is a multifunctional space where side events clustered into thematic days provide partners with a platform to showcase what they have done to realize synergy between the agendas of sustainable development and the biodiversity, climate change and combating desertification/land degradation, and to demonstrate how they will contribute in the future to sustainable development.

### **Principles of the Pavilion**

- a. Highlighting and celebrating existing work by partners. The Pavilion has a strong focus on demonstrating the collaborative work of partners. Events that demonstrate collaboration either within thematic work, inter and intra sectorial work will be especially encouraged. The emphasis in presentations and events will be on showing lessons learned and holding dialogues / discussions on achieving greater synergies in the future.
- b. Providing an opportunity for capacity-development. An added feature of the Pavilion will be the opportunity for organizations to hold workshops, brainstorming sessions and dialogues during the event. The workshops should seek to further elaborate on the key themes of the Pavilion, and results in concrete outputs. Workshops can be organized by coalitions of partners.
- c. Creating new spaces for dialogue and communication. The Pavilion will include spaces that facilitate informal and dynamic dialogue.

Information on previous events held under the Rio Conventions Pavilion is available on the RCP website at [www.riopavilion.org](http://www.riopavilion.org).

Parties and organizations will be invited to express their interest in providing input to the Rio Conventions Pavilion programme through a separate notification. Please direct any questions to Mr. David Ainsworth at [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int) and include in the subject line “Rio Conventions Pavilion COP-14”.

## 22. AFRICAN BIODIVERSITY SUMMIT

Prior to the UN Biodiversity Conference, the Government of Egypt, in collaboration with the Secretariat of the Convention on Biological Diversity, the African Union, the African Ministerial Conference on the Environment and other partners, is organizing an African Biodiversity Summit on 13 November 2018 (<https://www.cbd.int/doc/notifications/2018/ntf-2018-055-african-biodiversity-summit-en.pdf>).

The theme of the Summit is “Land and ecosystem degradation and restoration: Priorities for increased resilience in Africa”. Invitations to Ministers of the African region were issued by the Government of Egypt.

For all issues related to the African Biodiversity Summit, kindly address all communication, including enquiries or clarification requests to Mr. Erie Tamale at the following e-mail: [hls-egypt@cbd.int](mailto:hls-egypt@cbd.int) (see item 26 below). *Please include the Country or Organization name in the subject line.*

## 23. PARALLEL MEETINGS AND SPECIAL EVENTS

The Government of Egypt, in collaboration with the CBD Secretariat and other partners, will also organize a number of parallel meetings and special events as follows:

<b>Event (events taking place on the margins of COP)</b>	<b>Dates and venue (TBC: to be confirmed)</b>
African Biodiversity Summit	13 November at the COP venue
High Level Segment	14-15 November at the COP venue
2018 Business and Biodiversity Forum	14-15 November at the COP venue
Science for Biodiversity Forum	18-19 November at the COP venue (TBC)
Wildlife Forum	21 November at the COP venue
CBD COP14 GLOBE Legislators Forum	23 November at the COP venue
Nature and Culture Summit y	22-24 November at the COP venue
Cities and Subnational Governments Summit (see below)	23-24 November at the COP venue
GTI Forum	16 November at the COP venue

The Government of Egypt will also organize a Pavilion showcasing Egypt’s biodiversity at the Sharm El Sheikh International Congress Center (SHICC) for the entire period of the meetings.

### Cities and Subnational Governments Summit

The CBD Secretariat, the Government of Egypt and the Governorate of South Sinai will organize the “6<sup>th</sup> Global Biodiversity Summit of Local and Subnational Governments: Mainstreaming Biodiversity for Urban and Regional Development” from 23 to 24 November 2018. The webpage for the summit is <http://cbc.iclei.org/events/>.

Further details on these events will be provided in due course on the website of the Convention and through notifications.



## 24. SIDE-EVENTS

The Secretariat invites side events for COP-14, CP-MOP-9 and NP-MOP-3 which further enrich the discussions on items on the agenda of these meetings. Requests should be made using the **online** side-event submission system available on the website at [www.cbd.int/side-events](http://www.cbd.int/side-events) or on the meetings webpage. The deadline for receipt of requests is 15 September 2018. Requests received after the deadline will not be considered.

The new online system has many features. Participants are able to download their organization's logo, partner logos, upload their side event flyer and add links and other relevant information.

Preference will be given to side events which are of direct relevance to the issues that will be discussed at COP-14, CP-MOP-9 and NP-MOP-3. For ease of reference, the agendas for the meetings are accessible at <http://www.cbd.int/meetings/>.

If the number of applications exceeds the number of available slots, the number of side event requests will be limited. Partners may be encouraged to co-organize events on a similar topic.

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. The Secretariat will limit the capacity for organizations to register side events. However, it should be noted that side events may be rescheduled in the interest of the official sessions of the meetings.

A list of all the accepted side-events will be posted within a few weeks afterwards and all organizers will be notified directly via email. The list will be posted at: [www.cbd.int/side-events](http://www.cbd.int/side-events).

The focal point and coordinator for side events during the meetings is:

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

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. Contact information for service providers at the Sharm El Sheikh International Congress Center (SHICC) is provided below:

### (a) Catering

The catering order menus and details are available in annex B below. The UN Biodiversity Conference is observing "Meat Free Mondays", therefore all orders on those days, 19 and 26 November, will be vegetarian only. More information can be found at the following link: <https://www.meatfreemondays.com/>

**(b) Interpretation equipment and interpreters**

For interpretation equipment and hiring of interpreters on a commercial basis, please contact the following focal point:

Mr. Hany William  
MULTILINGUA  
Tel: +20 122 251 4808  
E-mail: [Hanywf@ucegypt.edu](mailto:Hanywf@ucegypt.edu)

To assist the Secretariat with the publication of an online compendium of side events held during the meetings, side event organizers are requested to send Ms. Pedicelli a short abstract on the objective of the side event, as well as a summary of the side event, no later than 30 January 2019.

**Side-event coverage offered on a commercial basis by IISD Reporting Services**

IISD Reporting Services, through its ENB+ team is offering organizers of side-events the opportunity to hire IISD's video coverage team to create and distribute videos of their events. The video package includes: one videographer and one video producer to attend your side event; production of a 4-6 minute, high-definition video at the end of the event, containing footage of the event, including speakers and discussions, as well as interviews with panel members and members of the audience, as appropriate; guaranteed inclusion of the side-event in the written version of IISD's side events publication, ENB on the Side (ENBOTS); uploading of the completed video within 48 hours of the event conclusion; featuring the video of your event on the IISD RS website and IISD's Facebook pages; hosting the video on two high-speed streaming servers (Vimeo and YouTube); distributing the video link to the IISDRS e-mail lists including Climate-L; providing a license to use the video for your own non-commercial purposes; and creating a prominent link to our coverage of this meeting from the IISD RS website homepage at: <http://www.iisd.ca>.

Please visit: <http://enb.iisd.org/videos/biodiv/cbd-cop13-side-events/> - for examples of IISD videos from COP13 in Cancun.

For further information and to book a video, please contact Ms. Melanie Ashton at [melanie@iisd.org](mailto:melanie@iisd.org).

**25. BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY**

Delegations wishing to book an appointment with the Executive Secretary on the margins of the meetings 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. LIST OF CBD FOCAL POINTS

With a view to enhancing relations between representatives of major groups and other stakeholders and the CBD Secretariat, the following CBD focal points have been designated:

- **Focal point for the High-Level Segment**  
E-mail: [hls-egypt@cbd.int](mailto:hls-egypt@cbd.int)
  
- **Focal point for the African Biodiversity Summit**  
**Mr. Erie Tamale**  
Programme Officer, Capacity Building and Outreach  
Implementation Support (IMS)  
Secretariat of the Convention on Biological Diversity  
413 Saint-Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: +1-514-287-7050  
Fax: +1-514-288-6588  
E-mail: [erie.tamale@cbd.int](mailto:erie.tamale@cbd.int)
  
- **Focal point for Media Accreditation**  
**Mr. Johan Hedlund**  
Associate Information Officer  
Secretariat of the Convention on Biological Diversity  
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)
  
- **Focal point for Press Releases and other Media Information and the Rio Pavilion**  
**Mr. David Ainsworth**  
Information Officer  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: +1-514-561-2720  
Fax: + 1-514-288-6588  
E-mail: [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)
  
- **Focal Point for CEPA Fair**  
**Mr. Mateusz Banski**  
Programme Assistant  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: +1-514-287-6676  
Fax: + 1-514-288-6588  
E-mail: [mateusz.banski@cbd.int](mailto:mateusz.banski@cbd.int)

- **Focal point of contact for United Nations, other Intergovernmental Organizations and Non-Governmental Organizations**

**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 of contact for Youth**

**Ms. Chantal Robichaud**

Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
E-mail: [chantal.robichaud@cbd.int](mailto:chantal.robichaud@cbd.int)

- **Focal point of contact for Gender and Women's Caucus**

**Ms. Tanya McGregor**

Gender Programme Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
E-mail: [tanya.mcgregor@cbd.int](mailto:tanya.mcgregor@cbd.int)

- **Focal point of contact for Business**

**Ms. Tamara Richards**

Consultant  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: +1-514-941-9952  
Skype: Tamara\_richards  
E-mail: [tamara.richards.consultant@cbd.int](mailto:tamara.richards.consultant@cbd.int)

- **Focal point of contact for Cities and Local Authorities**  
**Mr. Oliver Hillel**  
Programme Officer, Subnational implementation/ Technical and Scientific Cooperation/Tourism/Islands  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel.: +1-514-287-7009  
Fax: +1-514-288-6588  
E-mail: [oliver.hillel@cbd.int](mailto:oliver.hillel@cbd.int)
  
- **Focal point for Credentials**  
**Mr. Worku Damena Yifru**  
Senior Legal Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: +1-514-287-7006  
Fax: +1-514-288-6588  
E-mail: [worku.yifru@cbd.int](mailto:worku.yifru@cbd.int)
  

With a copy to Ms. Maria Crespo: [maria.crespo@cbd.int](mailto:maria.crespo@cbd.int)

- **Focal point of contact for Indigenous Peoples 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 Daily Subsistence Allowance and Related Travel Inquiries**  
**Ms. Martine Christin**  
Finance and Budget Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: + 1-514-288-2220 Ext. 332  
Fax: + 1-514-288-6588  
E-mail: [secretariat@cbd.int](mailto:secretariat@cbd.int)

- **Focal point for Promotional Material and Publications**

**Ms. Kata Koppel**

Documentation Officer  
Implementation Support (IMS)  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel: +1-514-764-6345  
Fax: +1-514-288-6588  
E-mail: [kata.koppel@cbd.int](mailto:kata.koppel@cbd.int)

- **Focal point for side events**

**Ms. Lisa Pedicelli**

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

- **Focal point for Meeting Services**

**Mr. Paulo Tagliari**

Meeting Services Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec H2Y 1N9  
Canada  
Tel.: +1-514-287-7046  
Fax : +1-514-288-6588  
E-mail : [paulo.tagliari@cbd.int](mailto:paulo.tagliari@cbd.int)

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

The currency in Egypt is the Egyptian pound. The exchange rate is not fixed, therefore we recommend checking the current exchange rate before departure and upon arrival in Egypt. Currency exchange facilities are readily available at the venue and in banks and hotels.

## **28. OFFICIAL LANGUAGE**

The official language in Egypt is Arabic. However, in Sharm El Sheikh, English is widely spoken and understood in hotels and restaurants.

## **29. WEATHER AND TIME ZONE INFORMATION**

In November, temperatures in Sharm El Sheikh range from between a maximum of 27°C during the day and a minimum of 19°C at night. The time zone is GMT/UTC +2 hours. More information can be found at: <http://worldweather.wmo.int/en/city.html?cityId=1269>.

**30. ELECTRICITY**

The voltage and frequency in Egypt is 220 Volts, 50 Hertz as illustrated below.



**31. 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 CREDENTIAL FOR THE  
FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP 14)**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity** to be held in Sharm El Sheikh, Egypt from the seventeenth to the twenty ninth of November, (and the preceding High Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*



**SAMPLE CREDENTIAL FOR THE  
NINTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY  
(COP-MOP 9)**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held in Sharm El Sheikh, Egypt from the seventeenth to the twenty ninth of November, (and the preceding High Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR THE  
THIRD MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO  
GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS  
ARISING FROM THEIR UTILIZATION (COP-MOP 3)**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Sharm El Sheikh, Egypt from the seventeenth to the twenty ninth of November, (and the preceding High Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR**  
**FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE**  
**CONVENTION ON BIOLOGICAL DIVERSITY (COP 14)**

**AND**

**NINTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE**  
**MEETING OF THE PARTIES TO THE**  
**CARTAGENA PROTOCOL ON BIOSAFETY (COP-MOP 9)**

**CREDENTIAL**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, and the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held in Sharm El Sheikh, Egypt from the seventeenth to the twenty ninth of November, (and the preceding High Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR**

**FOURTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY (COP 14),**

**NINTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE  
CARTAGENA PROTOCOL ON BIOSAFETY (COP-MOP 9),  
AND**

**THIRD MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO  
GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS  
ARISING FROM THEIR UTILIZATION (COP-MOP 3)**

**CREDENTIAL**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, and the third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Sharm El Sheikh, Egypt from the seventeenth to the twenty ninth of November, (and the preceding High Level Segment on the fourteenth and fifteenth of November) in the year two thousand and eighteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

Annex B

**Catering Order Form**

Please find below the Menu and Selection form to be emailed to [catering@gcm-egypt.com](mailto:catering@gcm-egypt.com),  
Kindly check beside each item needed, once we receive the completed form, you will receive an  
invoice with payment details

**COP-14 is observing “Meat Free Mondays” on 19 and 26 Nov.  
Therefore, we request organizers to order only Vegetarian Menus.**

<https://www.meatfreemondays.com/>

**ORGANIZER INFORMATION**

(Please ensure that all the information below is completed)

<b>ORGANIZER:</b>	
<b>CONTACT NAME:</b>	
<b>COUNTRY:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>E-MAIL:</b>	

**ORDERS**

Please ensure that all the information below is completed)

<b>SIDE-EVENT NUMBER:</b>	
<b>OTHER EVENT/MEETING TITLE:</b>	
<b>FUNCTION DATE / TIME:</b>	
<b>ROOM NAME/NUMBER:</b>	
<b>EXPECTED NO. OF PARTICIPANTS:</b>	
<b>TIME OF DELIVERY:</b>	

Please note that GCM is the only catering supplier at the COP-14 venue  
**ALL PRICES ARE QUOTED IN US DOLLARS.**



Menu (A) Arabic Food							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Hawwachi Sandwich</b> Spicy minced meat, hot chili, Onion	\$72		\$216		\$300	
2	<b>Kofta sandwich on Arabic bread</b> Grilled minced lamb meat with herbs	\$72		\$204		\$288	
3	<b>Egyptian falafel Sandwich</b> Green beans with lettuce	\$42		\$120		\$180	
4	<b>Spicy Oriental Sausage</b> with coloured peppers	\$84		\$162		\$324	
5	<b>Grilled Chicken Tikka</b> Marinated boneless chicken with herbs	\$108		\$288		\$516	
6	<b>Lentil Soup</b> with crispy pita bread	\$72		\$156		\$240	

Menu (B) Sandwiches							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Croque Monsieur</b> Smoked turkey, Grilled Cheese	\$120		\$348		\$468	
2	<b>Smoked Salmon Bagel</b> Cream cheese, capers	\$156		\$360		\$540	
3	<b>Mozzarella Caprese Panini</b> Tomato, pesto sauce	\$84		\$240		\$396	
4	<b>Club Sandwich</b> Turkey, beef, cheese	\$108		\$300		\$468	
5	<b>US black angus burger</b> Cheddar cheese, Tomato, Onion	\$108		\$312		\$540	
6	<b>Meat Loaf sandwich</b> Lettuce, tomato, mayonnaise	\$108		\$300		\$420	



Menu (C) Vegetarian Food							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Grilled Vegetables &amp; Hummus Wrap</b> Eggplant, Zucchini, Tomato, Red bell pepper	\$90		\$240		\$420	
2	<b>Quina salad</b> Mixed with green salad, yellow bell pepper,	\$96		\$288		\$480	
3	<b>Avocado &amp; Grapefruit salad</b> Mixed with baby leaves, celery, extra virgin olive oil, cider vinegar	\$90		\$240		\$420	
4	<b>Grilled Haloumi &amp; Rocket Salad</b> Red onion, pomegranate, Dijon mustard, lemon juice, olive oil	\$108		\$300		\$480	
5	<b>Spicy Spring Rolls</b> Mix vegetables served with avocado, soy sauce, spicy sweet chili sauce	\$120		\$324		\$540	
6	<b>Grilled smoked baba ghanoush</b> with raw vegetables	\$90		\$240		\$420	
7	<b>Egyptian Bessarah</b> with fried onions	\$60		\$168		\$300	

Menu (D) Salad							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Fattoush Salad</b>	\$96		\$180		\$264	
2	<b>Hommas Salad</b>	\$90		\$216		\$336	
3	<b>Spicy Cheese</b>	\$96		\$216		\$336	
4	<b>Greek Salad</b>	\$78		\$210		\$360	
5	<b>Caesar Salad</b>	\$84		\$228		\$420	



Menu (E) Sushi							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Assorted Sushi</b> Salmon, vegetables, shrimp, calamari with soy sauce	\$120		\$336		\$540	

Dessert Menus (F)							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Assorted mini dessert platter:</b> Fruit Tartlets, Chocolate magic, Tiramisu, Caramel Profiterole	\$60		\$180		\$240	
2	<b>Assorted cut Fresh Fruit</b>	\$60		\$120		\$180	
3	<b>Assorted Oriental Pastries</b> Kounafa, Basboussa, Balah el Sham, Baklava, Om Ali with nuts& Honey	\$96		\$192		\$300	

Beverage Menus (G)							
	Items	10 Pax		30 Pax		50 Pax	
1	<b>Assorted Arabic Juices</b> Karkadeh, Tamr Hindi, Erqusous	\$60		\$96		\$150	
2	<b>Assorted Fresh Juices</b>	\$72		\$120		\$180	
3	<b>Assorted Soft Drinks</b> Pepsi, 7-UP, Soda, Tonic, Mineral water	\$48		\$96		\$144	





Menu (H) Healthy Coffee Break							
	Items	10 Pax		50 Pax		100 Pax	
1	<b>Healthy Coffee Break</b> vegetables crudités, plain & fruit yoghurts, three kinds of cereal, healthy sandwiches, fresh fruit kebab, variety of fresh smoothies, freshly brewed filtered coffee, fine selection of specialty Tea	\$150		\$700		\$1,300	
2	<b>Morning Coffee Break</b> Assortment of muffins, cheese croissants, mini Danishes, Chocolate Fudge Brownies, chocolate chips cookies, Doughnuts, English Cake, Assortment of fresh fruit cuts, Fresh Juices, freshly brewed filtered coffee, fine selection of specialty Tea	\$170		\$800		\$1,500	
3	<b>Mid-afternoon Coffee Break</b> Chocolate Mousse, chocolate Chips cookies, fresh fruit kabab, chocolate dips, Mini French pastries, mini oriental pastries, assorted imported cheese, Bagel with cream cheese, variety of mini dollar sandwiches (salmon, turkey, dry beef), fresh Juices, freshly brewed filtered coffee, fine selection of specialty Tea	\$220		\$1,050		\$2,000	
4	<b>Royal Coffee Break</b> Almond Macaroons, praline Crispy, Deluxe mini French pastries, mini crème brulé, Royal chocolate dreams, Chocolate magic, fresh fruit mousse, Assorted of nuts, mini Tiramisu, mini fruit tartlets, assortment of sandwiches (chicken, dry beef, salmon, shrimps, salami, turkey), mini pizza, mini Quiche, fresh fruit in cup, shrimps with fried konaf, Soft drink, fresh juices, freshly brewed filtered coffee, fine selection of specialty Tea	\$300		\$1,350		\$2,600	

All the above prices including 12 % service charge & 14% VAT

## **Deadline to receive orders is 5 November**

### **Cancellation Policy:**

- 100% Refund 15 days prior to the event, excluding 3.5 % admin fees
  - 50% Refund 10 days prior to the event + 3.5 % admin fees
  - 100% Non-refundable 7 days prior to the event
- Commercial Registration # 21752
  - VAT # 239 747 - 496





**Arab Republic of Egypt**  
**Ministry of Environment**  
**The Minister**

October 2018

**Dr. Cristiana Paşca Palmer**  
**Executive Secretary, UN Assistant Secretary-General**  
**Convention on Biological Diversity**

Dear Ms. Palmer,

The Ministry of Environment of the Government of Egypt has the honor of informing that the Ministry will host the fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-14), the ninth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (CP-MOP-9), and the third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (NP-MOP-3), hereinafter referred to as the "UN Biodiversity Conference 2018", and its Ministerial Segments in the period from 13 to 29 November 2018 in Sharm El-Sheikh, Egypt.

The Government of Egypt will make all possible efforts to facilitate the participation of all delegates in the conference.

In this regard, I am pleased to inform you that the Government of Egypt has decided to extend gratis visas to participants attending the UN Biodiversity Conference 2018. Our Embassies/Consulates abroad will do their best to facilitate processing visa application. In so doing, we would request and encourage delegates to apply for their visa as early as possible.

Please accept the assurances of my highest consideration.

Sincerely,

*Dr. Yasmine Fouad*

A handwritten signature in black ink, reading "Yasmine Fouad". The signature is written in a cursive style with a horizontal line underlining the name.

*Minister of Environment*