



Convention on Biological Diversity

Distr.
GENERAL

16 August 2010

ENGLISH ONLY

CONFERENCE OF THE PARTIES SERVING AS
THE MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY
Fifth Meeting
Nagoya, Aichi, Japan, 11-15 October 2010

INFORMATION NOTE FOR PARTICIPANTS

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

INFORMATION HIGHLIGHTS

1.	VENUE	2
2.	OFFICIAL OPENING	2
3.	REGISTRATION	2
	ANNEX A – SAMPLE FORMAT FOR CREDENTIALS.....	20
4.	ON-SITE REGISTRATION	4
5.	PROCEDURES FOR MEDIA ACCREDITATION	4
	ANNEX E – MEDIA ACCREDITATION FORM.....	26
7.	DOCUMENTS	5
9.	SERVICES TO PARTICIPANTS	6
11.	VISAS	7
	ANNEX B – COUNTRY LISTING	21
12.	GREENING OF THE MEETING	8
13.	TRANSPORTATION	11
14.	HOTEL ACCOMMODATION	11
15.	SHIPMENTS	12
16.	PROMOTIONAL MATERIAL	14
17.	EXHIBITION STANDS - INTERACTIVE FAIR FOR BIODIVERSITY	14
	ANNEX C – EXHIBITION INFORMATION.....	22
18.	SIDE-EVENTS	15
	ANNEX D – SIDE-EVENT REQUEST FORM.....	25
19.	HOST COUNTRY OFFICE	16
20.	LIST OF FOCAL POINTS	17
21.	BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY	19

1. VENUE

The Fifth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 5) will be held in Nagoya, Aichi Prefecture, Japan, from 11 to 15 October 2010. The meeting will be held at:

Nagoya Congress Center (NCC)
1-1 Atsuta-nishimachi, Atsuta-ku
Nagoya, Aichi Prefecture
456-0036, Japan
Tel: +81-52-683-7711
Fax: +81-52-683-7777
Web site: <http://www.nagoya-congress-center.jp>

The meeting will be followed by the **Tenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-10)** which will be held at the same venue from 18 to 29 October 2010.

2. OFFICIAL OPENING

The official opening for the COP-MOP-5 will take place at 10:00 a.m. on Monday, 11 October 2010. The formal sessions of the meeting will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 p.m. to 6:00 p.m.** For more information, please refer to the provisional annotated agenda, which is available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=MOP-5>.

3. REGISTRATION

3.1 Registration and accreditation of Parties

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

Questions regarding the accreditation procedure should be directed to:

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

Registration of representatives from contracting Parties is subject to the receipt by the Secretariat of an official notification. The official notification shall be sent through diplomatic channels and must be received as soon as possible but **no later than 30 September 2010**.

The notification, which must indicate the names, titles and contact details of delegates nominated to attend the meeting, should be sent to the attention of the Executive Secretary at the address below:

Mr. Ahmed Djoghlaif
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

3.2 Observers

3.2.1 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 as soon as possible, but **no later than 30 September 2010**, and must indicate the names, titles and contact details of the delegates to the meeting.

The notification should be addressed to the Executive Secretary at the address indicated in item 3.1 above.

3.2.2 United Nations System and its specialized agencies

Rule 6.1 of the rules of procedure also applies to the United Nations System, 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 as soon as possible, but **no later than 30 September 2010**, and must indicate the names, titles and contact details of the delegates to the meeting.

The notification should be sent to the attention of the Executive Secretary at the address indicated in item 3.1, above.

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

3.2.3 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 as soon as possible, but **no later than 30 September 2010**.

The notification, to be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above, must take the form of an official letter from the Chief Executive or President of the organization, and must indicate the names, titles and contact details of the delegates to the meeting.

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

4. ON-SITE REGISTRATION

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at the Nagoya Congress Center upon the presentation of a valid passport or an identification card with a photograph, along with a copy of the letter of nomination/accreditation referred to in 3.1, above. Registration will start on 7 October during the following hours:

Thursday, 7 and Friday, 8 October 2010:	8 a.m. until 6 p.m.
Saturday, 9 and Sunday, 10 October 2010:	9 a.m. until 6 p.m.
Onwards, Monday to Friday:	8 a.m. until 6 p.m.

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

5. PROCEDURES FOR MEDIA ACCREDITATION

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

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

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

Mr. Johan Hedlund

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

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

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

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

For press releases and other information, please contact:

Mr. David Ainsworth

Information Officer
Focal Point for the International Year of Biodiversity
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: +1-514-287-7025
Fax: +1-514-288-6588
E-mail: david.ainsworth@cbd.int

6. REGIONAL PREPARATORY MEETINGS

Subject to the availability of financial resources and pursuant to paragraphs 19 (a) and (b) of decision VIII/31 of the Conference of the Parties, the Secretariat will assist in the convening of COP-MOP-5 preparatory meetings by the regional groups for Africa, Latin America and the Caribbean, Asia and the Pacific, and Central and Eastern Europe. These regional preparatory meetings will take place over the weekend prior to the official opening of the fifth meeting of the Conference of the Parties serving as the meeting of Parties to the Cartagena Protocol. More information will be provided in due course.

7. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, the number of copies of in-session documents will be limited to the strict minimum. With regard to pre-session documentation, delegates are urged to bring their own copies for the meeting, including the information documents. Only one set of specific documents, such as the provisional agenda and the annotations thereto, the compilation of draft decisions and the draft programme budget for the period 2011-2012, will be distributed to delegations through their assigned pigeon-holes. Participants are invited read CBD Notification 156-2010

on documentation which can be found at: <http://www.cbd.int/doc/notifications/2010/ntf-2010-156-cop10-en.pdf>.

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

Pre-session and information documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=MOP-5>.

In-session and information documents are available on the Secretariat's web site at: <http://www.cbd.int/MOP5/in-session/>.

In order to assist the interpreters in the discharge of their duties, delegations wishing to make a formal statement on any issue relevant to the agenda items of the meeting should provide, **in advance**, a copy of their statement to the Secretary of the meeting, Mr. Charles Gbedemah, at the following coordinates:

Mr. Charles Gbedemah
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: (514)-287-7032 Direct
E-mail: charles.gbedemah@cbd.int

8. LIST OF DELEGATIONS

A list of delegations that have attended the meeting will be prepared by the Secretariat and made available on its web site soon after the closing of the meeting at the following link <http://www.cbd.int/MOP5-LoP.pdf>. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration desk.

9. SERVICES TO PARTICIPANTS

A variety of services will be available within the meeting venue. These will include restaurants and cafeterias, a medical unit, a post office, a travel desk, a hotel reservation service, a tourist information service, coin and card-operated telephones, sale of pre-paid telephone cards, an Internet café, photocopying, facsimile, scanning, sale of a small range of office supplies and plug adaptors and a delegates' lounge.

Some international cellular phones may not be operational in Japan due to different frequencies used; it is recommended to check with your provider in advance. Information on rental cellular phones will be provided in July on the website of Aichi-Nagoya COP10 CBD Promotion Committee.

Aichi-Nagoya COP-10 CBD Promotion Committee
<http://www.cop10.jp/aichi-nagoya/english/>

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

10. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

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

10.1 Daily Subsistence Allowance and Related Travel Inquiries

Mr. Ide Ahmed
Fund Management Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: + 1-514-287-7024
Fax: + 1-514-288-6588
E-mail: ide.ahmed@cbd.int

10.2 Travel Agency

Ms. Sally Atoui
MKI Travel & Conference Management Inc.
2121 Carling Ave, Suite 202
Carlingwood Mall, 2nd floor
Ottawa, Ontario
K2A 1H2, Canada
Tel: +1-613-234-6797
Toll free number (North America): 1-800-267-9676
Fax: +1-613-233-7813
E-mail: satoui@mkitravel.com

11. VISAS

Holders of ordinary passports from countries **NOT LISTED** in (Annex B) require an entry visa to Japan, and it is recommended to contact **the Consular Section of the Embassy or the Consulate General of Japan nearest you in advance** in order to obtain information about the visa application procedure and the necessary documents required for the visa application. The period required from the visa application to **the issuance of the visa is approximately 5 working days** as long as there are no particular problems with the content of the application.

Diplomatic/Official passport or Laissez-passer holders are advised to contact **the Consular Section of the Embassy or the Consulate General of Japan** http://www.mofa.go.jp/about/emb_cons/over/index.html **in advance** in order to obtain information about the necessity of an entry visa to Japan, the visa application procedure and the necessary documents for the visa application.

SCBD will issue a visa assistance letter for participants for whom an entry visa to Japan is required. If you need the letter, please send an e-mail with a copy of the passport of each visa applicant to SCBD (secretariat@cbd.int) and with a copy to the Government of Japan cop10-sgoj-visa@mofa.go.jp.

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

Participants requiring an entry visa to Japan should attach the following, as appropriate, duly completed and signed, to their visa application form:

- An official letter from the Government or the organization nominating him/her as an official participant in the meeting;
- A passport-size photograph(approx.45mm x 45mm);
- Valid passport (with an expiry date no less than six months from the date of entry into Japan and at least two blank (unstamped) visa pages);
- Letter of invitation from the CBD Secretariat (to be issued upon request);
- Other necessary documents as requested by the Japanese Embassy/Consulate;
- Visa application form:
http://www.mofa.go.jp/j_info/visit/visa/pdfs/application_all.pdf

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

For updated information on visa requirements, please visit the links below:

- List of diplomatic missions: http://www.mofa.go.jp/about/emb_cons/over/index.html
- Countries which have visa exemption for holders of ordinary passport:
http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html
- **Nationals requiring an entry visa except nationals of China, Russian Federation, NIS countries and the Philippines** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/other_visa.html
- **Nationals of the Philippines** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/philippine.html
- **Nationals of the Russian Federation and NIS nationality** who are holders of ordinary passports:
http://www.mofa.go.jp/j_info/visit/visa/short/russia_nis.html
- **Nationals of China** who are holders of ordinary passports:
<http://www.cn.emb-japan.go.jp/consular.htm> (Chinese)

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

Ms. Junko Yamazaki

The Secretariat of the Government of Japan for the 10th meeting of the Conference of the Parties to the Convention on Biological Diversity

Tokyo, Japan

Fax: +81-3-5501-8175

E-mail: cop10-sgoj-visa@mofa.go.jp

12. GREENING OF THE MEETING

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

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






12.1 Waste Management






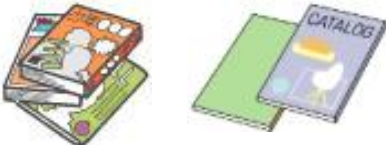
The starting point for waste management is waste prevention. Proper organization will prevent large volumes of waste from accumulating at the meeting. To facilitate efficient waste recycling, waste will be collected separately.

In 1998, a garbage emergency was declared in Nagoya. The increase in the amount of waste had exceeded the capacity of incineration and landfill facilities. Citizens, businesses and the Nagoya City Government joined forces to enforce the separation of waste according to categories for recycling. As a result, the volume of waste fell by 30% and that of landfills by 60%.

For this reason, waste separation and recycling is the core environmental principle that symbolizes Nagoya. The Government of Japan and the Aichi-Nagoya COP-10 CBD Promotion Committee will take advantage of COP-MOP-5 to introduce and apply Nagoya's waste separation system, in order to promote waste reduction and recycling.

Pictographs for separate waste collection:

Burnable Refuse	
Non-Burnable Refuse	
Empty Bottles	
Empty Cans	
PET Bottles (with PET markings on container)	

Plastic Containers and Packages (with marking)		
Paper Containers and Packages (with marking)		
Used Papers	Newspapers	
	OA Papers (paper for copying and computer)	
	Cardboard	
	Others (Magazines, Brochures, etc.)	

It is hardly possible to imagine a meeting without documents and brochures, but it is a great help to the environment if participants only take, distribute or copy what is really of interest and will actually be read. Different waste containers will also be placed throughout the meeting venue, including the public areas, enabling participants to dispose of their waste separately. This means that every participant can actively support environmentally sound waste management.

12.2 Energy and water

Energy and water consumption for the meeting will be kept as low as possible. Electricity needs will be supplied by certified green electricity for the duration of the meeting.

12.3 Transportation

In order to promote the use of environmentally friendly public transportation, the Aichi-Nagoya COP-10 CBD Promotion Committee will provide a free subway pass valid within Nagoya City. More details about transportation are available in section 14.

12.4 Climate protection

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

To offset GHG emissions accurately, the Government of Japan needs to know if there are participants that are independently offsetting GHG emissions from their personal flights. Those who have are requested to provide us with their country/organization, point of origin, participant names, via e-mail or fax before their arrival to Japan.

Secretariat of the Government of Japan for the COP-10
Tokyo, Japan
E-mail: cop10-sgoj-carbon@mofa.go.jp
Tel: +81-3-5501-8495

13. TRANSPORTATION

13.1 Arrival information

The nearest international airport servicing Nagoya is “Centrair”, the Central Japan International Airport <http://www.centrair.jp/en/>, which is located about 45 km from the City of Nagoya. The airport is linked to Nagoya City via the Meitetsu train service. For more information please consult the following link: <http://www.centrair.jp/en/access/ac-to-train/index.html>.

The Nagoya Congress Center, the venue for COP-10, is located at a 5-minute walk from the Nishitakakura subway station (Meijyo subway line) of the Nagoya City Subway http://www.kotsu.city.nagoya.jp/english/english_sub.html.

The Aichi-Nagoya COP-10 CBD Promotion Committee will provide a free subway pass valid within Nagoya City for participants upon registration. The public transportation system passes are valid from registration day until the end of the meeting.

For more information on access to Nagoya, please visit the following link: <http://www.cop10.jp/aichi-nagoya/english/info/index.html>.

13.2 Help Desks

Help Desks, staffed by English-speaking attendants, will also be set up at the Centrair International Airport, Nagoya Station, Kanayama Station, Sakae Station, Hibino Station and Nishitakakura Station to assist participants with transportation or any other query they may have. At these Help Desks, information kits containing train route maps will be available.

14. HOTEL ACCOMMODATION

Participants are responsible for making their own hotel reservations. It should be noted that a credit card or a bank transfer will be required for hotel reservations.

Hotel reservations are handled by “**Aichi-Nagoya CBD COP-10 Accommodation Center (CAC)**” on a first-come, first-served basis. CAC’s web site has started accepting hotel reservations from **Parties and observer states and organizations with more than 10 participants** as “First Reservation”

that is open from April to 31 July 2010 Japan time. From 1 June 2010, CAC also started accepting reservations from **all participants except participants mentioned above as “Second Reservation”**.

The First reservation will terminate on 31 July 2010. From 1 August 2010, participants who has not completed their reservation by First reservation need to reserve hotels by Second reservation..

The web site is: <https://amarys-jtb.jp/COP10/index.html>

- Inquiry:

CAC (Aichi-Nagoya CBD COP-10 Accommodation Center)

Tel.: +81-52-220-5530

Fax: +81-52-222-6336

E-mail: cop10@cub.jtb.jp

Business hours: 9:30 a.m.-5:30 p.m. Japan time (Closed on Saturdays, Sundays and Japanese national holidays)

15. SHIPMENTS

15.1 Shipment to the meeting venue

The JAPAN POST SERVICE CO., LTD. and SCHENKER-SEINO CO., LTD. are the only two shipment operators at NCC for COP-10 and COP/MOP-5. Items shipped by courier companies other than the postal service (such as DHL, UPS and FedEx) will be all handled by SCHENKER-SEINO CO., LTD.).

Participants are requested to clearly label the Japan recipient information on shipment boxes, i.e. recipient's organization, contact information in Nagoya (such as telephone number, name of accommodation). Please also clearly identify on boxes the title of the meeting ('COP-10' or COP/MOP-5') together with the number of boxes (e.g. if you are sending 3 boxes, please label 1/3, 2/3, 3/3 on respective boxes) on a surface of your boxes.

Please ensure that shipping costs and all necessary custom clearance arrangements be borne by the sender or the recipient.

15.2 Postal Service

Participants sending items by postal service, the shipments should be addressed to:

COP-10/MOP-5
Nagoya Congress Center
1-1 Atsuta-nishimachi, Atsuta-ku
Nagoya, Aichi Prefecture
456-0036, Japan

Items up to 30kg can be sent by this service. For more details, please enquire with your local postal service in the country of origin of the shipment.

After shipment, please ensure that you send an e-mail to the COP-10 Logistics Information Services, Japan Post Service Co., Ltd. **The subject line and the e-mail should be entitled: “Details of Shipped Items”** and addressed to the following company: tokai.kokusai@ymb.jp-post.jp, and it should contain the following information in English or Japanese:

- Scheduled arrival date;
- Title of the meeting (e.g. COP/MOP-5/or COP-10);
- Registration No.;
- Total number of boxes;
- The name of recipient and organization;
- Desired delivery date.

15.3 Shipment Service Other than Postal Service

Participants sending their items by courier companies other than the postal service (such as DHL, UPS and FedEx), these are all handled by SCHENKER-SEINO CO. LTD. Please note that participants will be charged commissions (delivery charge and handling fee) upon collection. The items should be addressed to:

Attn: Mr.Shingo Goto
Nagoyaport Logistics Center (COP-10)
Seino Transportation Co.,Ltd
1-2-49 Chidori, Minato-ku, Nagoya-City, Aichi
Postal code 455-0031
Telephone: +81-3-5769-7380

After shipment, please ensure that you send an e-mail to Schenker-Seino (to the attention of Mr. Hisayoshi Umeda, e-mail address: hisayoshi.umed@schenker-seino.co.jp) with the following information either in English or Japanese with the title ‘**Details of shipped items**’:

- Scheduled arrival date;
- Title of the meeting (e.g. COP/MOP-5/or COP-10);
- Reference No.;
- Total number of boxes;
- The name of recipient and organization;
- Desired delivery date.

If a participant is using a courier service, please ensure to write the name of the recipient, organization and desired delivery date in the blank space of shipping document.

If a participant is sending items as air cargo, please ensure to attach the following shipper information (Case Mark) to each container: title of the meeting (e.g. COP/MOP-5/or COP-10); the name of shipper and organization; the name of recipient and organization; the number of containers and destination.

15.4 Collection of shipped items

Participants can collect their boxes at the Nagoya Congress Center as of 7 October 2010. When the items are ready for collection, the recipient’s information will be shown on the ‘shipment arrival board’, at the desk of JAPAN POST SERVICE CO. LTD / SCHENKER-SEINO CO. LTD at the conference venue (NCC). For the collection of the items, participants need to present a photo ID and your sender’s receipt/waybill.

15.5 Shipment from NCC (conference venue)

Participants wishing to return shipments to their country can make the arrangement with either JAPAN POST SERVICE CO., LTD or SCHENKER-SEINO CO., LTD. at the conference venue.

16. PROMOTIONAL MATERIAL

16.1 Dedicated web site

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

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

16.2 Posters

Display space for posters will be made available within the meeting venue. The governments and organizations wishing to have display space for a poster need to send a request to the following focal point via e-mail or fax. Requests must include: country/organization, contact person's name and contact information, **title of the poster and outline of the poster in English of about 100 words**. The application period is from 1 July to 31 August, and spaces are allocated on a first-come, first-served basis. Space given for each poster is 84 cm×112 cm, and each accepted applicant will be given one space for a poster.

Mr. Munenori Kishida
The Secretariat of the Government of Japan for the 10th meeting of the
Conference of the Parties to the Convention on Biological Diversity
Tokyo, Japan.
E-mail: cop10-sgoj-poster@mofa.go.jp
Tel: +81-3-5501-8495
Fax: +81-3-5501-8175

16.3 Display tables for promotional materials

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

17. EXHIBITION STANDS - INTERACTIVE FAIR FOR BIODIVERSITY

The Aichi-Nagoya COP-10 CBD Promotion Committee has created an information web page for exhibitors at the MOP and the COP meetings (Interactive Fair for Biodiversity). The fair will take place at the Shirotori area adjacent to the COP-10 venue. All details related to the fair can be found at the following link: <http://www.cop10.jp/fair/en>.

Environmental protection is a high priority for COP-10. The aim is to avoid negative environmental impacts as much as possible during the whole conference, including side-events and exhibitions. Therefore, exhibitors are requested to commit to the environmental requirements when designing and operating their exhibition stands.

Participating governments and organizations wishing to book exhibition space are invited to submit their applications, **no later than 30 June 2010**, to the Aichi-Nagoya COP-10 CBD Promotion Committee, the focal organization designated by the Secretariat of the Government of Japan for CBD-COP-10, by e-mail or by fax; at the following coordinates:

Aichi-Nagoya COP-10 CBD Promotion Committee
Fax: +81-52-972-7822
E-mail: fair@cop10.jp

Should the number of applications exceed the available space, a selection process will be undertaken; you will be notified of the outcome by the end of July 2010.

Any request received after the deadline (30 June 2010) will not be considered. Any enquiry related to these exhibition stands should be sent to the Aichi-Nagoya COP-10 CBD Promotion Committee.

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

18. SIDE-EVENTS

Requests for side-events should be made using the **on-line** system available on the Secretariat's web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **15 July 2010**.

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

A list of all the accepted side-events will be posted on 3 August 2010 at: www.cbd.int/cop10/side-events.

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

(a) Rental of technical equipment

Congress Corporation
E-mail: side_event@congre.co.jp
Fax: +81-52-950-3370

(b) Catering

Meitetsu Grand Hotel
E-mail: ncc-cop10@meitetsu-gh.co.jp
Fax: +81-52-683-7730
Catering request form: <http://www.nagoya-congress-center.jp/english/catering.html>

(c) Interpreter services

Congress Corporation

E-mail: side_event@congre.co.jp

Fax: +81-52-950-3370

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

Ms. Lisa Pedicelli

Meeting Services Assistant

Secretariat of the Convention on Biological Diversity

World Trade Centre

413 St. Jacques Street, Suite 800

Montreal, Quebec, Canada H2Y 1N9

Tel.: +1-514-287-7058

Fax: +1-514-288-6588

E-mail: lisa.pedicelli@cbd.int

In order that the Secretariat may publish a compendium of side-events held during the meeting, side-event organizers are kindly requested to send to Ms. Pedicelli a short abstract on the objective of the side-event, as well as a summary of the side event **no later than 15 November 2010**. Any submission received after the deadline will not be included in the compendium.

19. HOST COUNTRY OFFICE

The Government of Japan has set up a secretariat for COP-MOP-5 in order to provide logistical support to the meeting; the contact point is as follows:

The Secretariat of the Government of Japan for the CBD COP-10

Tokyo, Japan

E-mail: cop10-sgoj@mofa.go.jp

Tel: +81-3-5501-8495

Fax: +81-3-5501-8175

The opening hours are from 9:30 a.m. to 6:15 p.m. (Japan time) on weekdays. Queries can be made and answered in English or Japanese.

20. LIST OF FOCAL POINTS

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

- **Focal point for indigenous and local communities**
Mr. John Scott
Programme Officer – Traditional Knowledge
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7042
Fax: +1-514-288-6588
E-mail: john.scott@cbd.int
- **Focal point for 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
- **Focal point for gender**
Ms. Marie Aminata Khan
Programme Officer - Gender
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: +1-514-287-8701
Fax: +1-514-288-6588
E-mail: marie.khan@cbd.int
- **Focal point for business**
Mr. Ravi Sharma
Principal Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel.: +1-514-287-7018
Fax: +1-514-288-6588
E-mail: ravi.sharma@cbd.int

- **Focal point for local authorities and cities**
Mr. Oliver Hillel
Programme Officer, Sustainable Use/Tourism/Islands
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel.: + 1-514-287-7009
Fax: + 1-514-288-6588
E-mail: oliver.hillel@cbd.int
- **Focal point for parliamentarians**
Mr. Oliver Hillel
Programme Officer, Sustainable Use/Tourism/Islands
Secretariat of the Convention on Biological Diversity
413 St. Jacques St., Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel.: + 1-514-287-7009
Fax: + 1-514-288-6588
E-mail: oliver.hillel@cbd.int
- **Focal point for United Nations and other intergovernmental organizations**
Ms. Nandhini Krishna
Liaison Officer, United Nations (CBD & UNCCD)
1 UN Plaza DC1 Room 1170C
New York, New York
U.S.A.
Tel.: +1-917-367-2806
Fax +1-917-367-3441
E-mail: krishna1@un.org
- **Focal points for exhibition – within conference centre**
Mr. David Ainsworth
Information Officer and Focal Point for the IYB
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel.: +1-514-287-7025
Fax: + 1-514-288-6588
E-mail: david.ainsworth@cbd.int
- **Focal Point for Security**
Mr. Peter B. Marshall
Chief Security Adviser and Chief Security and Safety Service
Department of Safety & Security
UNON, Nairobi, Kenya
Tel.: (+254)-20-762-2326
Fax: (+254)-20-762-3939
E-mail: peter.marshall@unon.org
Web site: www.unon.org

21. BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY

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

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

22. CURRENCY AND RATE OF EXCHANGE

The currency in Japan is the Japanese Yen (JPY). The current exchange rate (June 2010) is approximately 1 Euro = 115.28 JPY and 1 US \$ = 92.79 JPY. Currency exchange facilities are readily available in banks and hotels.

23. OFFICIAL LANGUAGE

The official language in Japan is Japanese. However, English is spoken and understood in some hotels and restaurants.

24. WEATHER AND TIME ZONE INFORMATION

In October, temperatures in Nagoya range between a maximum of 22°C in the daytime and a minimum of 12°C at night. The time zone is GMT/UTC + 9 hours.

25. ELECTRICITY

The voltage and frequency in Nagoya, Japan is 100 Volts, 60 Hertz as illustrated below.



26. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure international medical insurance for the period of participation.

Annex A

SAMPLE FORMAT FOR CREDENTIALS FOR THE FIFTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister for Foreign Affairs*] hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the fifth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety to be held in Nagoya, Japan, from the eleventh to the fifteenth of October in the year two thousand and ten.

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

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

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

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

Seal and Signature

Annex B

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER JAPAN AS VISITORS (AS LISTED ON THE WEBSITE OF MINISTRY OF FOREIGN AFFAIRS OF JAPAN)

Citizens of the following countries and territories do not require a visa to **visit** or **transit** Japan:

A

Andorra
Argentina
Australia
Austria

B

Bahamas
Barbados(*)
Belgium
Brunei Darussalam(**)
Bulgaria

C

Canada
Chile
Costa Rica
Croatia
Cyprus
Czech Republic

D

Denmark
Dominican Republic

E

El Salvador
Estonia

F

Finland
France

G

Germany
Greece
Guatemala

H

Honduras
Hungary

I

Iceland
Ireland
Israel
Italy

K

Korea, Republic of

L

Latvia
Liechtenstein
Lithuania
Luxembourg

M

Malta
Mauritius
Mexico
Monaco

N

Netherlands
New Zealand
Norway

P

Poland
Portugal

R

Romania

S

San Marino
Singapore
Slovakia
Slovenia
Spain
Suriname
Sweden
Switzerland

T

Tunisia
Turkey

U

United Kingdom of Great
Britain and Northern Ireland
United States of America
Uruguay

(*) Nationals of Barbados who possess “Non-Machine-Readable passports” will be encouraged to obtain visas before entering Japan. Nationals without visas will be strictly examined when entering Japan.

(**) 14 days or less.

Annex C

EXHIBITION: THE “INTERACTIVE FAIR FOR BIODIVERSITY”, NAGOYA, JAPAN

1. ABOUT THE FAIR

The Interactive Fair for Biodiversity, taking place in the Shirotori area adjacent to the Nagoya Congress Center (the COP-MOP-5 venue), will be an international exhibition providing opportunities for presentations and interaction under the theme of biodiversity. At the Fair, national and local governments, international organizations, non governmental organizations, non-profit organizations, academic institutions, private enterprises, and many other exhibitors from around the world will present their projects, initiatives, ideas, and issues related to biodiversity at display booths and through other means. Exhibitors will also be encouraged to learn about the successes and challenges of others while gaining the inspiration to continue implementing their projects and initiatives. In addition, visitors will be highly motivated by what they see and hear at the Fair to preserve biodiversity in their respective regions.

2. PERIOD

11-29 October, 2010

3. HOURS OF OPERATION

Weekdays: 9:30-18:30 (9:30-15:00 on 29 October)

Saturdays and Sundays: 10:00-16:00

4. VENUES

Shirotori area (Shirotori Park, Atsuta Jingu Park, Nagoya Gakuin University Gymnasium)

5. PROMOTION COMMITTEE FOR MOP-5

Aichi-Nagoya COP-10 CBD Promotion Committee

Fax: +81-52-972-7822

E-mail: fair@cop10.jp

6. EXHIBITORS

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

7. PROGRAM OF THE FAIR

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

(a) Display Booths

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

(b) Stage Performances

A special stage on the site will be used to present an interesting programme focused on biodiversity. Visitors will also learn about the focus of the sessions at the MOP-5 venue and will be treated to presentations by various organizations as well as concerts, live shows, talk shows, and other forms of entertainment.

(c) Forums

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

(d) Other Events

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

8. EXHIBIT CATEGORIES AND TIME PERIODS

Select one of the four categories of exhibit indicated below.

Category	Period
COP-MOP-5 and COP-10	11-29 October
COP-10	18-29 October
COP-MOP-5	11-15 October
2 nd week of COP-10	23-29 October

9. BOOTH SPECIFICATIONS AND EQUIPMENT

Basic booth size: 2.7m x 3.6m (approx 9.7m²).

Standard equipment (included in the basic booth fee): basic lighting, one long table (1,800mm x 450mm), two chairs, two receptacles, and 100-V power supply (up to 1,200W)

For more information of other booth sizes and their equipment, please visit the web site: <http://www.cop10.jp/fair/en>.

Other items are available for rental. Please contact the Promotion Committee for details.

10. EXHIBITOR FEE (BASIC CHARGE)

(Prices are listed in Japanese Yen)

Category		COP-MOP-5 and COP-10	COP-10	COP-MOP-5	2 nd week of COP-10
Commercial Businesses	Private enterprises and organizations	240,000	240,000	160,000	160,000
Non- commercial Businesses	Administrative agencies, international organizations, NGOs, NPOs, academic institutions, and quasi-public organizations	120,000	120,000	80,000	80,000

For more information on the fees for the booths, please visit the web site: <http://www.cop10.jp/fair/en>.

11. REGISTRATION PROCESS FOR EXHIBITORS

(a) Application

Please submit the online application form http://cop10.jp/fair/en/en_entry.html to Aichi-Nagoya COP-10 CBD Promotion Committee by E-mail: (fair@cop10.jp) or fax (+81-52-972-7822).

(b) Selection Process and Confirmation

The Promotion Committee will verify applications and determine the location and size of the booths. Should the number of applications exceed the available space, a selection process will be undertaken after which you will be notified of the outcome by the end of July 2010.

(c) Payment

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

12. APPLICATION DEADLINE

30 June 2010.

13. CONTACT DETAILS

For additional information, please contact:

Aichi-Nagoya COP10 CBD Promotion Committee
3-2-1, Sannomaru, Naka-ku, Nagoya 460-0001, Japan
Fax: +81-52-972-7822
E-mail: fair@cop10.jp

Annex D – Side-Event Request Form



CBD



Convention on Biological Diversity

Deadline: 15 July 2010

SIDE-EVENT REQUEST FORM

CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY
Nagoya, Japan, 11-15 October 2010

Please ensure that all the information below is completed

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

1. Event Title: _____

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

3. Expected number of Participants: _____

4. Preferred date and time:

(a)	First Choice:	____/10/2010	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/10/2010	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/10/2010	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>

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

(a)	LCD Projector with PC (for PowerPoint presentations)	<input type="checkbox"/>
(b)	Other* (Please specify and refer to note below):	<input type="checkbox"/>

6. Date of submission: (____ / ____ / ____) dd/mm/yy

7. Short event description:

* For any catering arrangements, please refer to page 15 under heading 18. Any event requiring special equipment is at the expense of the organizer; for queries and assistance, please contact: secretariat@cbd.int.

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES
COP-MOP 5 – 11 to 15 October 2010 - COP-10 – 18 to 29 October 2010 - Nagoya Japan

(Please type or print clearly)

- ## DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

- Date:* _____ *Signature:* _____