



## Intergovernmental Platform on Biodiversity & Ecosystem Services

### INFORMATION FOR DELEGATES

Welcome to the first session of the plenary on the  
Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services  
(IPBES)  
21 to 26 January 2013

and the preceding Regional Consultations and Stakeholder Day  
19 and 20 January 2012

World Conference Centre Bonn, Germany

## I. MEETING VENUE

The meeting will be held in the former federal government Plenary Chamber (“Alter Plenarsaal”) at the World Conference Centre Bonn, Germany. The World Conference Center Bonn is located in the middle of Bonn’s former government quarter, in the immediate vicinity of the United Nations Campus, the international media broadcaster Deutsche Welle, and next to the River Rhine ([www.worldccbonn.com](http://www.worldccbonn.com)).

### Hotel reservations

Participants are kindly requested to make their own hotel reservations at [www.bonn-region.de/plenary\\_of\\_IPBES](http://www.bonn-region.de/plenary_of_IPBES). Special rates for delegates attending the meeting have been negotiated and a large number of rooms have been block-booked. When making your online booking, please reference the IPBES meeting, which will grant each participant a free public transportation ticket valid for the duration of your stay. It is only through booking online through this website that a free public transport voucher will be issued to participants.

### Getting to Bonn

Bonn is located approximately twenty minutes south of Cologne and two hours north-west of Frankfurt/Main and can be reached from three main airports, Cologne/Bonn Airport, Frankfurt International Airport and Düsseldorf Airport.

Delegates arriving at **Cologne/Bonn Airport** can reach Bonn city centre either by taxi (the fare from the airport to the city centre is approximately €45.00), or by bus (SB 60), departing from the bus stop at Terminal 1 to the city centre (final stop “Hauptbahnhof”, main railway station) at a cost of about €7.20. From the “Hauptbahnhof” take tram 63/16 or 66, stop at Heussallee/Museumsmeile (ticket price €2.60, please press 1b on ticket machine). If you have booked your hotel accommodation via the website provided above you will receive a free public transportation ticket for the duration of stay in Bonn.

Delegates arriving at **Frankfurt International Airport** may wish to take the train to Bonn. There is a high-speed train service (ICE) between the airport and Bonn/Cologne. Travel time is approximately 40 minutes and the ticket cost is about €58.00 (2nd class). Departure is from the long-distance train station (Fernbahnhof) in the airport complex. The destination is Cologne. The station stop for Bonn is the town of Siegburg (please get off at: Siegburg/Bonn). Taxis are available for approximately €30.00 from Siegburg to Bonn. One can also catch tram 66 from Siegburg to Bonn (ticket price €4.60, please press 3 on the ticket machine, and stop at Heussallee/Museumsmeile). Normal train service between Frankfurt International Airport and Bonn is also available (from the long-distance train station (Fernbahnhof) in the airport). Travel time is approximately 1 hour 45 minutes and a ticket costs round about €39.00 (2nd class). This trip along the Rhine River is one of the most scenic train trips in Germany and brings you directly into the city centre of Bonn.

From **Düsseldorf Airport** to Bonn there are direct trains, which run hourly and have a travel time of about 66 minutes and the ticket cost is about €16.00 (2nd class). From the main station take tram 63/16 or 66, stop at Heussallee/Museumsmeile (ticket price €2.60, please press 1b on ticket machine).

As mentioned above, if you have booked your hotel accommodation via the website ([www.bonn-region.de/plenary\\_of\\_IPBES](http://www.bonn-region.de/plenary_of_IPBES)) you will receive a free public transportation ticket for the duration of stay in Bonn. We encourage each participant to bring adequate funds to ensure that your transportation costs from the airport to the hotel are covered.

## II. REGISTRATION

**Registration of delegates:** All delegates are requested to register on arrival at the meeting venue.

Registration will open at the following times:

Saturday, 19 January 2013 from 8:00 a.m. to 6:00 p.m.

Sunday, 20 January 2013 from 8:00 a.m. to 6:00 p.m.

Monday, 21 January 2013 from 8:00 a.m. to 6:00 p.m.

Tuesday, 22 January 2013 from 8:00 to 1:00 p.m.

Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration. UN sponsored delegates are requested to obtain from the registration desk at the time of registration, information and procedures related to payment of their daily subsistence allowance.

A valid identification document with photo, such as a passport along with an official credential letter (for all IPBES Member representatives) will be required at registration.

**Credentials:** Each Member of the Platform is required to submit the official credentials of its representative, together with the names of alternate representatives and advisers, to the secretariat. In accordance with the Rules of Procedure adopted for IPBES, the credentials must be issued by or on behalf of the Member's Head of State or Government or Minister for Foreign Affairs consistent with each country's policies and law. Each Member is encouraged to send a copy of the credentials to the secretariat in advance of the meeting, preferably by e-mail ([ipbes.unep@unep.org](mailto:ipbes.unep@unep.org)), and the original should be **submitted as soon as possible, but no later than 24 hours after the opening of the session**. Only Members that have submitted valid credentials will have the right to take part in decision making at the meeting.

### **Accreditation of (non-Government) observers:**

Active participation by observers to the first plenary meeting of IPBES, which includes making statements to the intergovernmental meeting, requires accreditation according to the rules of the UNEP Governing Council. Organizations that are not yet fully accredited to IPBES or UNEP are encouraged to do so by following these guidelines: [www.unep.org/civil\\_society/About/accreditation](http://www.unep.org/civil_society/About/accreditation). Due to time constraints, organizations that are not yet fully accredited can apply for a one-time accreditation granted only for this meeting. To this end, the accreditation form below should be submitted to the secretariat via e-mail ([ipbes.unep@unep.org](mailto:ipbes.unep@unep.org)) **no later than 30 November 2012**. Those organizations that submitted and received accreditation during previous IPBES meetings do not need to apply again.

**Information for developing country government participants requiring financial support:** For developing country government representatives, UNEP is able, upon request, to provide financial support to cover travel expenses corresponding to the most economical and direct flights to Bonn, Germany for one representative from each country. Please note that UNEP will only be able to provide such funding for participants holding valid credentials or otherwise officially nominated by the Government to attend the meeting. Duly accredited representatives requiring financial assistance are requested to notify the secretariat by e-mail ([ipbes.unep@unep.org](mailto:ipbes.unep@unep.org)) by 30 November 2012 at the latest, enclosing a copy of their credentials and/or nomination letter..

**Badges:** Identity badges will be issued to participants upon registration. For security reasons, all delegates are requested to wear the badges at all times.

**List of delegates:** A print out of list of participants for each delegation will be available in the meeting room as soon as possible after the start of the meeting. Delegates are requested to check the entries carefully and hand in any corrections to the registration desk. The timeline for this exercise will be communicated by the Secretariat during the meeting.

### III. INFORMATION ON THE MEETING

**General Information:** The Information Desk , located next to the Registration Counter, provides information about the meetings and the venues.

**Venue maps (will be provided in due course)**

**Meeting documents:** Working and information documents for the meeting are available at [www.ipbes.net/plenary/ipbes-1](http://www.ipbes.net/plenary/ipbes-1).

**A reduced paper meeting:** In an effort to make the meeting as environmentally friendly as possible, a paperless meeting system is introduced, whereby participants are encouraged to access the designated website ([www.ipbes.net/plenary/ipbes-1](http://www.ipbes.net/plenary/ipbes-1)) for all pre-session and in-session documentation. A limited number of paper copies will also be made available. To that end, participants are strongly encouraged to bring their personal laptops to the meeting. Ensure that your laptop is loaded with Antivirus software that is up-to-date. A web-based system will be used in the meeting, therefore the only requirement is a laptop which has wireless capability to connect to the Wi-Fi network at the conference venue and a browser to access the paperless system, e.g. Internet Explorer, Firefox or Netscape.

**Interpretation:** Simultaneous interpretation will be available for the official plenary meetings in all 6 UN languages: Arabic, Chinese, English, French, Russian and Spanish. Interpretation will not be available for regional or working group meetings.

#### **Duration and schedule of the meeting**

The meeting will be held from Monday 21 January 2013 from 10 am to Saturday 26 January 2013 at 6 p.m. The morning plenary meetings are scheduled from 10 am to 1 pm and the afternoon meetings from 3 pm to 6 pm. A number of evening sessions may also be required. Participants are requested to be present at the meetings on time.

In addition, an Africa Regional Consultation will take place from 9am to 5pm on Saturday 19<sup>th</sup> and Sunday 20<sup>th</sup> January 2013, and all other Regional Consultations and a Stakeholder Day will take place from 9am to 5pm on Sunday 20 January 2013.

**Side events and exhibitions:** There are no side-events scheduled by the secretariat, as it is envisaged that the agenda will be very full during the week, but in the event that any group(s) would like to host a side-event or exhibit products, please contact the secretariat [ipbes.unep@unep.org](mailto:ipbes.unep@unep.org) and we will provide you with the relevant information including contact details at the venue.

## Daily coverage of the meeting:



Daily IISD coverage of the meeting will be made available at <http://www.iisd.ca>

Regular Tweets will also be posted on the dedicated IPBES Twitter Account at <https://twitter.com/#!/IPBES>

**DSA disbursement and travel:** Delegates from Parties eligible for funding will need a copy of their passport or other official identification (with photo ID), flight ticket and boarding pass stubs when claiming DSA. The venue and timings for collections of daily subsistence allowance (DSA) will be communicated at the time of registration.

## IV. GENERAL INFORMATION ON BONN

**Location:** Bonn is located in the center of Europe, in the hospitable Rhineland, directly at the wonderful river of the same name. More information about Bonn is available at [www.bonn.de/index.html?lang=en](http://www.bonn.de/index.html?lang=en)

**Official Language:** German (although English is widely spoken in the City)

**Currency:** The Euro (€) is the paper currency in Germany, and it circulates freely in the country. As of 1 November 2012 the exchange rate was € 0.75 for 1 USD.

**Credit cards:** Major credit cards are accepted in most hotels and restaurants in the city in Bonn, but not in all shops.

**Standard Time Zone:** Germany is in the Central European Time zone. GMT +1 hour

**Weather:** Throughout January, the most common forms of precipitation are moderate rain and light snow with an average temperature of 2,0 degrees. Please, check here for up-to-date information:

[www.weather24.com/Bonn/Germany/DE0001330](http://www.weather24.com/Bonn/Germany/DE0001330)

**Electricity:** Electrical Plug/Outlet and Voltage Information for Germany (Deutschland)

- Voltage: 220-240 Volts
- Primary Socket Type: Europlug, Schuko
- Multi-voltage appliances (laptops, etc.): Plug adapter



## **V. VISAS**

Upon request, an official letter of invitation will be sent to participants. This can be attached to the German visa application. Visas can be obtained from your nearest German embassy or consulate. Addresses can be downloaded from the website of the: < [German Foreign Office](#) >. If you have any difficulties obtaining a visa, please contact the Secretariat: [ipbes.unep@unep.org](mailto:ipbes.unep@unep.org).