



INFORMATION FOR DELEGATES

Welcome to the third session of the plenary of the
Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem
Services (IPBES)

12 - 17 January 2015

and the preceding Regional Consultations and Stakeholder Day

11 January 2015

I. MEETING VENUE

The meeting will be held at the **World Conference Centre, Bonn (WCCB)**

Address:

Platz der Vereinten Nationen 2

53113 Bonn

Germany

Website: <http://www.worldccbonn.com/>



Legend: ➔ approach parking

●●● UN-Campus area (restricted area)

For navigation device please enter:

P = Charles-de-Gaulle-Straße / **P** = Welckerstraße



Arrival by local public transportation to the meeting venue:

Due to road constructions, the front door at Platz Der Vereinten Nationen will not be accessible. Please use the entrance from Carstens Str. Street as follows:

Option 1: Tram / Underground

At Bonn central station, take the tram / underground (towards "Bundesviertel"). You can use the lines going both to Königswinter/Bad Honnef and Bad Godesberg (trams 63/16 or 66)

- Alight at the Heussallee / Museumsmeile stop and follow the signs to Willy-Brandt-Allee
- Turn right toward Welckerstraße
- Turn left onto Karl Carstens Str.

Option 2: Bus

At Bonn central station you can also take the busses number 610 and 611 (direction Pappelweg)

- Alight at the Heussallee / Museumsmeile stop and follow the signs to Willy-Brandt-Allee
- Turn right toward Welckerstraße
- Turn left onto Karl Carstens Str.

II. ACCOMMODATION

For your comfort during the IPBES plenary session, the City of Bonn has negotiated for reduced prices in different hotels within the proximity of the meeting venue. These hotels can be booked on: <http://www.bonn-region.de/events/3rd-ipbes.html>. A free public transport ticket for the duration of Plenary is offered for bookings made on this website.

III. GETTING TO BONN

Bonn is located approximately 20 minutes south of Cologne/Koeln and 2 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 center either by taxi (the fare from the airport to the city center is approximately €50.00), or by bus (SB 60), departing from the bus stop at Terminal 1 to the city center (final stop "Hauptbahnhof", main railway station) at a cost of €7.70. You can also use the train; take the train from Terminal 2, platform 4D - F, direction Koblenz (regional express). The price is € 7.70 (Tarif 4, RegioTicke).

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 €60.00 (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 €35.00 from Siegburg to Bonn.

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 about €40.00 (2nd class) if booked in advance. (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 (RE train – regional express) and have a travel time of about 66 minutes and the ticket cost is €16.80 (2nd class, NRW-Tarif).

We encourage each participant to bring adequate funds (in Euros) to ensure that your transportation costs from the airport to the hotel are covered.

IV. DURATION AND SCHEDULE OF THE PLENARY SESSION

Please refer to Annex 1 (agenda)

V. REGISTRATION

Participants are required to register and obtain identification badges which will grant them access to the meeting venue. Registration will take place at WCCB and will be open from Saturday, 10 January 2015 to Monday, 12 January 2015 from 7:00 a.m. to 6:00 p.m. and on Tuesday, 13 January 2015 from 7:00 a.m. to 1:00 p.m. Kindly **bring along your credentials/nomination letter and personal identification for registration purposes**. For identification and security reasons, all participants should wear their badges at all times.

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 (secretariat@ipbes.net), and the original should be **submitted as soon as possible, but no later than 24 hours after the opening of the session. Only Members who have submitted valid credentials will have the right to take part in decision making at the meeting.**

Information for developing country government participants requiring financial support: For developing country government representatives, IPBES is able, upon request, to provide financial support to cover travel expenses corresponding to the most economical and direct flights to Bonn, for one representative from each country. Please note that IPBES 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 (secretariat@ipbes.net) by 30 October 2014 at the latest, enclosing a copy of their credentials and/or nomination letter.

List of participants: A print out of the list of participants based on the information provided at the time of registration 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.

VI. INFORMATION ON THE MEETING

Meeting documents: Working and information documents for the meeting are available at www.ipbes.net/plenary/ipbes-3

A reduced paper meeting: In an effort to make the meeting as environmentally friendly as possible, we will continue to apply the paperless meeting system introduced in previous sessions, whereby participants are encouraged to access the designated website (www.ipbes.net/plenary/ipbes-3) 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 with wireless capability to the meeting.

Interpretation: Simultaneous interpretation will be available for the official plenary meetings and work programme discussions¹ in all 6 UN languages: Arabic, Chinese, English, French, Russian and Spanish. Limited interpretation will be available for regional discussions on the IPBES work programme on regional and subregional assessments, deliverable 2(b): Africa (English and French), Americas (English and Spanish), Asia-Pacific (English, Arabic, and Chinese), Europe and Central Asia (English and Russian). Interpretation will also be available for all Africa regional consultation meetings in English and French. All other meetings will be in English only.

Duration and schedule of the meeting:

The meeting will be held from Monday, 12 January 2015 from 10:00 a.m. to Saturday, 17 January 2015 at 6:00 p.m. The morning plenary meetings are scheduled from 10 a.m. to 12:30 p.m. and the afternoon meetings from 3:00 p.m. to 5:30 p.m. Evening sessions are planned for Tuesday, 13 January 2015 to Friday, 16 January 2015 from 7:30 p.m. to 10:30 p.m. Participants are requested to be present at the meetings on time. Meeting rooms will be available for regional and stakeholder consultations from 7:00 a.m. to 10:00 a.m. every day.

In addition, Africa regional consultation meetings will take place at AHH from 9:00 a.m. to 5 p.m. on Saturday, 10 January 2015 to Sunday, 11 January 2015. Other Regional Consultation meetings and a Stakeholder Day will take place on Sunday, 11th January 2015 from 9 a.m to 5 p.m. at WCCB.

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: Supported delegates will need to bring along their passport or other official identification (with photo ID), flight ticket and boarding pass stubs when

¹ English only for the evening sessions on Tuesday, 13 January 2015 and Thursday, 15 January 2015

claiming DSA. The venue and timings for collections of daily subsistence allowance (DSA) will be communicated at the time of registration.

VII. GENERAL INFORMATION ON BONN

Location: Bonn is located in the center of Europe, in the Rhineland, at the Rhine River. More information about Bonn is available [here](#)

Currency: The Euro (€) is the currency in Germany. As of 25 September 2014 the exchange rate was € 0.79 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 average temperature is 4°C with possibility of snow. Please, check [here](#) for up-to-date information.

Electricity: In Germany, the electrical plug/outlet and voltage operates on 220 volts, 50 Hz, with round-prong European-style plugs that fit into recessed wall sockets/points. Many appliances with their own power adapters (such as laptop computers and digital cameras) can be plugged into either 110 - 120 volt or 220 - 240 volt sockets/points and will adapt to the voltage automatically. However, a plug adaptor similar to the one below may be required.



VIII. VISA

Please refer to **Annex 2** to see if you require a visa to Germany.

Upon request, an invitation letter will be sent to participants that require visas. This can be attached to the German visa application form which could be filled online through www.yourcityofapplication.diplo.de, for example if you are applying from Istanbul, Turkey, the website is www.istanbul.diplo.de/, or if you apply from Doha, Bahrain <http://www.doha.diplo.de/> and so on. Applications should be submitted in person to the German Embassy. Videx (<https://videx.diplo.de/videx/?1>) is a recommended website to assist you in fulfilling the online application to Germany. You are encouraged to use the online booking system for visa appointments and you have the opportunity to address to the visa section of the embassy or consulate in case no appointment is available. Applicants

should point out that they are participants of a UN conference to get a quicker appointment. The appointment-booking should be done directly after registration.

Please make sure to submit the following documents along with your application:

1. 2 biometric pictures
2. Passport and passport copy (passport should be not older than 10 years and valid at least 3 month beyond the foreseen stay in Germany)
3. Invitation letter received from the Secretariat
4. Health insurance to cover your stay in Germany

Annex 1

Provisional agenda of the third session of the IPBES Plenary, Bonn, Germany, 12–17 January 2015

1. Opening of the session.
2. Organizational matters:
 - a) Adoption of the agenda and organization of work;
 - b) Status of the membership of the Platform;
 - c) Admission of observers to the third session of the Plenary of the Platform.
3. Credentials of representatives.
4. Report of the Executive Secretary on the implementation of the work programme 2014–2018.
5. Initial work programme of the Platform:
 - a) Task forces on capacity-building, knowledge and data (including data and management plan/system) and indigenous and local knowledge systems;
 - b) Guides on assessments, policy support tools and methodologies, and preliminary guides on scenario analysis and modelling and the conceptualization of values;
 - c) Scoping documents for regional assessments, land degradation and restoration and the conceptualization of values.
6. Financial and budgetary arrangements for the Platform:
 - a) Budget and expenditure for 2014–2018;
 - b) Trust Fund;
 - c) Technical support units.
7. Rules and procedures for the operation of the Platform:
 - a) Nomination and selection of members of the Multidisciplinary Expert Panel;
 - b) Procedures for the preparation of Platform deliverables;
 - c) Procedure for the review of the Platform;
 - d) Policy and procedures for the admission of observers;
 - e) Conflict of interest policy.
8. Communications and stakeholder engagement:
 - a) Communications and outreach strategy;
 - b) Stakeholder engagement strategy;
 - c) Guidance on strategic partnerships.
9. Institutional arrangements: United Nations collaborative partnership arrangements for the work of the Platform and its secretariat.
10. Provisional agenda, date and venue of future sessions of the Plenary.
11. Adoption of decisions and report of the session.
12. Closure of the session.

Annex 2

Nationalities that require visas

Afghanistan, Algeria, Angola, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, People's Republic of China, Colombia, Comoros, Côte d'Ivoire (Ivory Coast), Cuba, Democratic People's Republic, Democratic Republic of the Congo, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kosovo, Kuwait, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Montserrat, Morocco, Mozambique, Myanmar (Burma), Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Palestinian territories, Papua New Guinea, Peru, Philippines, Qatar, Republic of the Congo, Russian Federation, Rwanda, Saint Lucia, Saint Vincent and the Grenadines, Samoa, São Tomé and Príncipe, Saudi Arabia, Senegal, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Timor-Leste (East Timor), Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, Uzbekistan, Vanuatu, Viet Nam, White Russia, Yemen, Zambia, and Zimbabwe.

Nationalities/Territories that do not require visas

Albania (5), Andorra (4), Antigua and Barbuda, Argentina, Austria (2), Australia (including the Cocos Islands, Norfolk Island, Christmas Island) (3), Bahamas, Barbados, Belgium (2), Bosnia and Herzegovina (5), Brazil (4), Brunei Darussalam, Bulgaria (2), Canada (3), Chile, Costa Rica, Croatia, Cyprus (2), Czech Republic (2), Denmark (2), El Salvador (4), Estonia (2), Finland (2), France (2) (including French Guiana, French Polynesia, Guadeloupe, Martinique, New Caledonia, Réunion, St Pierre and Miquelon), Greece (2), Guatemala, Honduras (4), Hong Kong (6), Hungary (2), Iceland (3), Ireland (2), Israel (3), Italy (2), Japan (3), Korea (Republic of Korea, South Korea) (3), Latvia (2), Liechtenstein (3), Lithuania (2), Luxembourg (2), Macao (6), Macedonia (The former Yugoslav Republic of Macedonia) (5), Malaysia, Malta (2), Mauritius, Mexico, Moldova (5), Monaco (4), Montenegro (5), Netherlands (2), New Zealand (including the Cook Islands, Niue, Tokelau) (3), Nicaragua, Norway (2), Panama, Paraguay, Poland (2), Portugal (2), Romania (2), Saint Kitts and Nevis, San Marino (4), Serbia (8), Seychelles, Singapore, Slovak Republic (2), Slovenia (2), Spain (2) (including Spanish territories in North Africa with Ceuta and Melilla), Sweden (2), Switzerland (3), Taiwan (9), United Kingdom of Great Britain and Northern Ireland (2), (7), United States of America (including Virgin Islands of the United States, American Samoa, Guam, Puerto Rico) (3), Uruguay, Vatican City, and Venezuela.

1. Persons who do not require a visa to enter Germany may not remain on German territory for more than 90 days in any six month period or take up gainful employment during this period.
2. Nationals of these states are not subject to the restrictions specified in (1) above.
3. Residence permits (also for stays of more than 3 months) may be applied for after entering Germany without a visa.
4. (3) also applies provided gainful employment is not taken up.
5. The visa waiver applies only to holders of biometric passports.
6. The visa waiver applies to holders of Special Administrative Region (SAR) passports.
7. The visa waiver also applies to British Nationals (Overseas).
8. The visa waiver applies only to holders of biometric passports (excluding holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian: Koordinaciona uprava)

9. The exemption from the visa requirement applies only to holders of passports issued by Taiwan which include an identity card number.