



## INFORMATION FOR DELEGATES

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

Tuesday 7 to Friday 10 March 2017

and to the Regional Consultations and Stakeholder Day

Monday 6 March 2017

## I. MEETING VENUE

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

Address:

Platz der Vereinten Nationen 2

53113 Bonn

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



Arrival by local public transportation to the meeting venue:

### 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 the Bundeshaus / World Conference Center Bonn
- Follow Heussallee to the junction with Platz der Vereinten Nationen. Turn left onto Platz der Vereinten Nationen
- The main entrance of the World Conference Center Bonn is located on the right 100 meters down the street

## Option 2. Bus

- At Bonn central station you can also take the buses number 610 and 611 (direction Pappelweg)
- Alight at the stop Deutsche Welle / World Conference Center
- Follow the Heussallee to the junction with Platz der Vereinten Nationen. Turn left onto Platz der Vereinten Nationen
- The main entrance of the World Conference Center Bonn is located on the right 100 meters down the street

## II. ACCOMMODATION

In cooperation with the City of Bonn, the IPBES Secretariat has blocked rooms in different hotels across the city varying from 3 to 5 stars.

You can book your accommodation online through the following website: <http://www.bonn-region.de/events/ipbes-5.html>

Please note that upon booking through this website, you will receive a free public transportation ticket within Bonn city covering your booking period.

## III. GETTING TO BONN

Bonn is located approximately 20 minutes south of Cologne/Köln 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 €60.00), or by the Airport Express bus (SB60), departing every 30 minutes from the bus stop at Terminal 1 to the city center (final stop "Hauptbahnhof", main railway station) at a cost of €8 (price November 2016). You can also use the train; take the train from Terminal 2, platform 4 D - F, direction Koblenz (regional express). The price is € 7.70 (Tarif 4, RegioTicket, price November 2016).

Delegates arriving at **Frankfurt International Airport** may wish to take the train to Bonn. There is a high-speed train service (ICE-Inter City Express) between the airport and Bonn/Cologne. Travel time is approximately 40 minutes and the ticket cost is about €61.00 (2nd class). Departure is from the long-distance train station (Fernbahnhof) in the airport

complex. Please get off at Bonn Siegburg. You can then take tram 66 from Siegburg to Bonn for € 5.00 (Tarif 3, RegioTicket, price November 2016). Taxis are also available for approximately €40.00 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 €41.00 (2nd class) for the direct train. (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 €17.60 (2nd class, NRW-Tarif).

You can find detailed train schedules at [www.bahn.de](http://www.bahn.de). On top of the page you might choose your preferred language (click on the word “Deutschland” next to the word Sitemap). Here you can also purchase already your ticket if you have an internationally accepted credit card. If you do so, you will need to have this credit card available in the train for verification. Also be advised that in case you purchase a special price ticket, this ticket is valid only for the train booked. Only the full price tickets allow you to use a later connection of the same kind. Bus and tram schedules can be found at <http://en.swb-busundbahn.de/index.php>

We encourage each participant to bring adequate funds (in Euros) to ensure that you can cover your transportation costs from the airport to the hotel and any incidentals.

#### **IV. DURATION AND SCHEDULE OF THE PLENARY SESSION**

Please refer to Annex 1 (IPBES/5/1 Provisional agenda)

##### **Duration and schedule of the session:**

The 5<sup>th</sup> session of the Plenary is expected to last for 4 days. It will open on Tuesday 7 March 2017 at 10:00 am and is expected to close on Friday 10 March 2017 at 6:00 p.m. The sessions will take place from 10:00 am to 1:00 pm and from 3:00 pm to 6:00 pm. Additional meetings may take place in contact groups.

Regional Consultation and Stakeholder meetings will take place on Monday 6 March 2017, from 9:00 am to 6:00 pm. The regional consultation meetings are self-organized by the regional groupings.

A reception hosted by the Government of Germany will take place on Tuesday 7 March, immediately after the afternoon session ends.

#### **V. REGISTRATION**

All delegates are requested to register to attend the meeting by filling in the online form here: <http://www.ipbes.net/eform/submit/registration-ipbes-5>. Delegates are reminded that the list of participants is based on the information provided by them at the time of online registration and that inclusion in the final list of participants will only be done when delegates physically attend the meeting.

All delegates are therefore requested to register upon arrival at the meeting venue.

Registration will open at the following times:

- Sunday 5 March 2017 from 9:00 a.m. to 6:00 p.m.
- Monday 6 March 2017 from 8:00 a.m. to 6:00 p.m.
- Tuesday 7 March 2017 from 8:00 a.m. to 6:00 p.m.
- Wednesday 8 March 2017 from 8:00 a.m. to 6:00 p.m.
- Thursday 9 March 2017 from 8:00 a.m. to 12:00 p.m.

**Credentials:** Each Member of the Platform is required to submit the official credentials of its representative(s), together with the names of alternate representatives and advisers, to the secretariat prior to the official opening. In accordance with the Rules of Procedure adopted by 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 to ([secretariat@ipbes.net](mailto:secretariat@ipbes.net)). 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 Plenary.

**Accreditation of (non-Government) observers:** Active participation by observers to the fifth plenary session of IPBES, which includes making statements to the intergovernmental meeting, requires accreditation according to the IPBES rules and procedures adopted.

The interim procedure for the admission of observers to sessions of the Plenary, as described in paragraph 22 of the report of the first session of the Plenary and applied for its second, third and fourth sessions, will also be applied at its fifth session. Participants from non-accredited organizations, who would like to get their organization considered for accreditation as an observer for this session of the plenary, are requested to provide information about their organisations when registering on <http://www.ipbes.net/eform/submit/registration-ipbes-5>

**Information for government participants from developing countries 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 upload their official nomination letter at the time of their registration online here: <http://www.ipbes.net/eform/submit/registration-ipbes-5> by 15 November 2016 at the latest.

**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. UN supported 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 (DSA).

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

**List of delegates:** A print out of the draft list of registered participants will be available at the registration desk and on the IPBES website (<http://www.ipbes.net/plenary/ipbes-5>) at the start of the meeting. Delegates are requested to check their information for correctness and inform the registration assistants if there are any changes to be made.

## VI. INFORMATION ON THE MEETING

**Meeting documents:** Working and information documents for the meeting are available at <http://www.ipbes.net/plenary/ipbes-5>

**A reduced paper meeting:** In an effort to make the meeting as environmentally friendly as possible, and as was the case previously, the meeting will aim at being paperless. Participants are encouraged to access the designated websites for pre-session documents (<http://www.ipbes.net/plenary/ipbes-5>) and in-session documents (<http://www.ipbes.net/plenary/ipbes-5/in-session/ipbes-5>). To that end, participants are strongly encouraged to bring their personal laptop to the meeting, and to ensure that it is loaded with an up-to-date antivirus software. A limited number of paper copies will also be made available for specific documents produced at the session.

**Interpretation:** Simultaneous interpretation will be available for the plenary sessions in all 6 UN languages: Arabic, Chinese, English, French, Russian and Spanish.

**Daily coverage of the meeting:**



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

**Tweeting:** Tweets will be posted on the IPBES Twitter feed (@IPBES) using the dedicated event hashtag #IPBES5. Participants are strongly encouraged to use this hashtag in their own social media updates about and from the meeting.

## 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 01 October 2016 the exchange rate was € 0.89 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:** March corresponds to the end of winter/early spring. The weather can be cold with a slight possibility of snow and an average temperature of 5 C. Please, check [here](#) for up-to-date information.

**Electricity:** Electrical Plug/Outlet and Voltage Information for Germany 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, (but you will need a plug adaptor that can fit into the recessed wall socket/point).



## VIII. VISA

Please refer to list of countries requiring visas from the German Federal Foreign Office:  
[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

Upon request, an attestation letter will be sent to participants to support their visa applications. This can be attached to the German visa application form which could be filled online through [www.your.city.of.application.diplo.de](http://www.your.city.of.application.diplo.de). For example, if you are applying from Istanbul, Turkey, the website is [www.istanbul.diplo.de/](http://www.istanbul.diplo.de/), or if you apply from Doha, Bahrain <http://www.doha.diplo.de/>, etc. 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 should go to the visa section of the embassy or consulate in case no appointment is available. Applicants should always point out that they are participants to 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 months beyond the foreseen stay in Germany)
3. Note Verbale / attestation letter received from the Secretariat
4. Health insurance to cover your stay in Germany (IPBES does not cover health insurance)

## Annex I - Provisional agenda of IPBES-5

(sent on 14 September 2016, available at [www.ipbes.net/plenary/ipbes-5](http://www.ipbes.net/plenary/ipbes-5))

UNITED  
NATIONS



**BES**

IPBES/5/1



**Intergovernmental Science-  
Policy Platform on Biodiversity  
and Ecosystem Services**

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**Plenary of the Intergovernmental Science-Policy  
Platform on Biodiversity and Ecosystem Services  
Fifth session**

Bonn, Germany, 7–10 March 2017

### Provisional agenda

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.
3. Admission of observers to the fifth session of the Plenary of the Platform.
4. Credentials of representatives.
5. Report of the Executive Secretary on the implementation of the work programme for the period 2014–2018.
6. Work programme of the Platform:
  - (a) Capacity-building;
  - (b) Indigenous and local knowledge systems;
  - (c) Knowledge and data;
  - (d) Methodological assessment regarding the diverse conceptualization of multiple values of nature and its benefits;
  - (e) Thematic assessment on invasive alien species;
  - (f) Thematic assessment on the sustainable use of biodiversity;
  - (g) Policy support tools and methodologies;
  - (h) Communication, stakeholder engagement and strategic partnerships.
7. Financial and budgetary arrangements for the Platform:
  - (a) Budget and expenditure for the period 2014–2018;
  - (b) Trust Fund.
8. Review of the Platform.

9. Organization of work of the Plenary and provisional agenda, date and venue of future sessions of the Plenary.
  10. Institutional arrangements: United Nations collaborative partnership arrangements for the work of the Platform and its secretariat.
  11. Adoption of the decisions and report of the session.
  12. Closure of the session.
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