

June 2005



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

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**COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE
ACTING AS
INTERIM COMMITTEE OF THE INTERNATIONAL TREATY
ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE**

**CONTACT GROUP FOR THE DRAFTING OF
THE STANDARD MATERIAL TRANSFER AGREEMENT**

Hammamet, 18-22 July 2005

INFORMATION NOTE FOR PARTICIPANTS

1. The meeting of the Contact Group for the Drafting of the Standard Material Transfer Agreement will be held at the Médina Méditerranéenne Hotel in Hammamet, Tunisia (tel: +216 71 454 000; fax: +216 71 455 738; e-mail: info@medina.com.tn; web-site: www.medina.com.tn), from 18 to 22 July 2005. The Opening Session will take place on Monday, 18 July 2005, at 10:00 am.
2. The meeting will be conducted in Arabic, Chinese, English, French and Spanish.
3. Regional meetings will take place on Friday 15 July and Saturday 16 July, in the same venue. Sunday 17 July will be free.

COMMUNICATIONS

4. All correspondence related to the meeting should be addressed to the Commission Secretary as follows:

Mr José T. Esquinas-Alcázar
Secretary
Commission on Genetic Resources for Food and Agriculture
FAO
Viale delle Terme di Caracalla
00100 Roma
Italy
Tel: +39 06 57054986
Fax: +39 06 57053057
E-mail: jose.esquinas@fao.org

FORMALITIES FOR ENTRY INTO TUNISIA

5. Vaccinations against hepatitis A and hepatitis B are recommended for all travellers. Yellow fever vaccinations may be required for travellers from an infected or an endemic country. Before departure, information concerning these and other possible temporary health regulations in force should be obtained from the airline company.
6. The Organization wishes to draw attention to the strict provisions in force regarding entry into Tunisia, including the refusal of entry to persons not having the required visas. Prior to their departure, and as soon as possible, participants should inform themselves as to whether they need a visa, and if so apply to the Diplomatic Mission of Tunisia in their country for a regular visa (application forms are available on the spot).
7. For countries where there is no Tunisian Diplomatic Mission, an entry visa can be obtained upon arrival at Tunis Carthage International Airport. However, for this to be possible, participants must request this procedure well in advance, at least five working days before date of arrival, by sending the form attached in **Annex 1**, and the attachments specified, by letter, fax or email, to:

FAO Representation in Tunisia
(Attention Mr Sinaceur, FAO Representative in Tunisia)
3 bis Rue Abdelmalek Ibn Marouan
1002 Tunis, Tunisia
Tel: +216 71 847 553, Extension 204
Fax: + 216 71 791.859
Email: fao-snea@fao.org or fao-tun@fao.org

8. This should be copied, for information (to ensure being met at the airport) to:

Center for Applied Training (CAT)
(Attention: Ms. Chema Makni)
Immeuble Byzance, Apt 104
1053 les Berges du Lac
Tunis, Tunisia
Tel: +216 71 964 302
Fax: +216 71 963 294
Email: cat@cat-tunisia.com

9. Please ensure that you at the same time send:
 - photocopies of the relevant pages of your passport; and
 - date of arrival; or
 - details of flights.
10. Anyone experiencing problems in obtaining a visa should contact the Representation in Tunisia at the address given in paragraph 8.

FOREIGN EXCHANGE AND BANKING FACILITIES

11. Import and export of Tunisian currency in banknotes or coins are forbidden. Travellers may bring with them unlimited foreign exchange (cash, traveller's cheques, bank drafts) in convertible currencies, for exchange into Tunisian Dinars (TND). In order to be able to re-export foreign exchange of over the equivalent of 1,000 TND, the amount of foreign exchange imported must be declared on entry to the country (see <http://www.bct.gov.tn/english/relations/reglementation.html>). The exchange rate in June 2005 was about US\$ 1=TND 1.32. Most credit cards are accepted.

12. There are banking facilities at the meeting place.

REPRESENTATIVES AND ADVISERS

13. The Contact Group is composed of Countries or Representatives nominated by the Region, in accordance with the Terms of Reference agreed by the Interim Committee for the International Treaty at its second Session.¹ They may be accompanied by advisers, but the Terms of reference stipulate that “A maximum of three advisers per country may be present in the meeting room, at any one time. Advisers will have no speaking rights.” The names of Representatives have been communicated to the Secretariat by the Regions, but the names of Advisers are not required beforehand. Representatives are asked, however, to ensure that their Advisers obtain a visa, if necessary, as described under “Formalities for entry into Tunisia”, above, and that they make the necessary hotel bookings, by use of the form in **Annex 2**.

REGISTRATION

14. All members of delegations (both Representatives and Advisers) as well as Organizations invited² should register soon after arrival at the Conference Centre in the Médina Méditerranée Hotel, Hammamet, where they will be provided with documents.

15. A Provisional List of Participants will be issued during the Meeting, and revised as necessary. Corrections or additions to the list should be handed to the Commission Secretary.

DOCUMENTATION

16. The working documents of the Meeting will be sent to all Representatives and Organizations invited. They will also be posted at the Internet site: <http://www.fao.org/ag/cgrfa/cgmta1.htm>. Documents prepared during the Meeting will be obtainable from the Documents Distribution Desk outside the Meeting Hall.

TRAVELLING

17. Participants coming by air should arrive at Tunis Carthage International Airport. A shuttle service will be available to take participants to their hotels in Hammamet. To benefit from this service, participants must complete the details regarding times of arrival at and departure from Tunis Carthage International Airport in section 3 of the hotel booking form at **Annex 2**.

SUPPORT FOR THE PARTICIPATION OF DEVELOPING COUNTRIES

18. The United States of America will be directly supporting the participation of the Representatives from developing countries who have been nominated by the Regions to the Contact Group. No support will be provided to Advisers. This support will take the form of:

- a. provision of a pre-paid full fare economy return ticket;
- b. bed and breakfast hotel accommodation; and
- c. a financial contribution to other costs.

¹ CGRFA/IC/CG-SMTA-1/05/Inf.1, *Terms of Reference of the Contact Group*, available on the Internet at <http://www.fao.org/ag/cgrfa/cgmta1.htm>.

² “The CGIAR is invited to nominate one representative to participate in his or her technical capacity in the work of the Contact Group. The CBD, WIPO and UPOV will be invited to send one representative each, to provide technical assistance at the request of the Contact Group.”

19. All questions regarding support for the participation of developing countries should be directed to:

Center for Applied Training (CAT)
 (Attention: Ms. Chema Makni)
 Immeuble Byzance, Apt 104
 1053 les Berges du Lac
 Tunis, Tunisia
 Tel: +216 71 964 302
 Fax: +216 71 963 294
 Email: cat@cat-tunisia.com

HOTEL ACCOMMODATION

20. The arrangements for accommodation are as follows:

- Participants will be lodged in 4- and 5-star hotels at TND 130 to 160 per person per night, including breakfast. The hotels are located near the **Médina**, where the meeting is to take place. Once your reservation is made you will receive confirmation of the hotel name and rate.
- Suites are available in the **Médina** complex itself for any participants that wish to share. Allocation will be on a first come first served basis. If you wish to book a suite, you must complete section 2 of the hotel booking form at **Annex 2**. Availability is as follows:
 - Senior suite* (for up to two persons: double room with separate sitting area) TND 185 per night, including breakfast;
 - Ambassador suite* (for up to 4 persons: two double rooms with separate sitting area) TND 240 per night, including breakfast;
 - Royal suite* (for up to 6 persons: three double rooms with separate sitting area) TND 380 per night, including breakfast;
- Representatives from developing countries will be provided with accommodation, financed by the United States of America (see paragraph 19 above).

21. Reservations are being coordinated by a specific agency and participants are advised to make their hotel reservations as soon as possible by completing and sending the form at **Annex 2** to the email address: destination@planet.tn. **When sending your completed Annex 2, please mention “FAO Group” in your covering e-mail.**

WEATHER

22. The weather in Tunis and Hammamet in mid-July is warm and dry:

Average Temperature (°C)		Rainfall		Insolation (Hours/month)
Minimal	Maximal	Quantity (mm)	Number of Days	
20.0	32.6	2	1	357

ELECTRICITY

23. The voltage in Tunisia is 220v.

FIRST AID

24. First aid will be available in the meeting place throughout the meeting.

ANNEX 1

INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

**Meeting of the Contact Group for the Drafting of the Standard Material Transfer Agreement,
Hammamet, 18 to 22 July 2005**

VISA REQUEST FORM³

Surname: First names:
 Nationality: Date of birth:
 Place of Birth:
 Traveller's email: Traveller's Telephone:
 Passport number: Date of Issue:
 Date of Expiry: Place of Issue:
 Flight number Date and time of arrival:

I have attached (please tick):

- A photocopy of the relevant pages of my passport.
 A photocopy of my full flight schedule.

Please send the completed form by e-mail or fax as soon as possible to:

FAO Representation in Tunisia(Attention Mr Sinaceur, FAO Representative in Tunisia)
 3 bis Rue Abdelmalek Ibn Marouan
 1002 Tunis, Tunisia
 Tel: +216 71 847.553 , Extension 204
 Fax: +216 71 791.859
 Email : fao-snea@fao.org or fao-tun@fao.org

With a copy to:

Center for Applied Training (CAT)
 (Attention: Ms. Chema Makni)
 Immeuble Byzance, Apt 104
 153 les Berges du Lac
 Tunis, Tunisia
 Tel: +216 71 964 302
 Fax: +216 71 963 294
 Email: cat@cat-tunisia.com

³ This form should be used by participants from countries where there is no Tunisian Diplomatic Mission.

ANNEX 2

INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

**Meeting of the Contact Group for the Drafting of the Standard Material Transfer Agreement,
Hammamet, 18 to 22 July 2005**

HOTEL AND SHUTTLE SERVICE BOOKING FORM

ALL PARTICIPANTS SHOULD COMPLETE SECTION 1 BELOW AND, AS APPROPRIATE, SECTIONS 2 AND 3. THE COMPLETED FORM SHOULD BE SUBMITTED AS SOON AS POSSIBLE IN ACCORDANCE WITH THE INSTRUCTIONS IN THE BOX BELOW

1. I would like to make a hotel reservation.

I will arrive on (date): I will leave on (date):

Surname: First name:

Address:
.....
.....

Nationality:

Telephone No: Fax No: Email:.....

2. I would like to be accommodated within a suite in the **Medina** as indicated below:

Senior suite

Ambassador suite

Royal suite

I will be sharing my suite with (name(s)):
.....

3. I would like to use the shuttle service for transit between Tunis-Carthage Airport and Hammamet.

I will be arriving on flight (number) at (time)..... on (date)

I will be departing on flight (number)..... at (time)..... on (date)

Comments:
.....
.....
.....

Please send the completed form by e-mail or fax as soon as possible to

destination@planet.tn

Fax: +216 71 791 514

With a copy to:

Center for Applied Training (CAT)

(Attention: Ms. Chema Makni)

Immeuble Byzance, Apt 104

1053 les Berges du Lac

Tunis, Tunisia

Tel: +216 71 964 302

Fax: +216 71 963 294

Email: cat@cat-tunisia.com