

October 2010



The International Treaty

ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE



E

FOURTH SESSION OF THE GOVERNING BODY

Bali, Indonesia, 14 – 18 March 2011

NOTE FOR PARTICIPANTS

Last Update: 13 January 2011

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For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.

Meeting documents are available on Internet at <http://www.planttreaty.org>

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1. MEETING ARRANGEMENTS

Date and place of meeting

1. The Fourth Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture (International Treaty) will be held in Nusa Dua, Bali, Indonesia, from 14 to 18 March 2011. The meeting will start on Monday, 14 March 2011, at 10.00 a.m. The meeting will be preceded by two days of informal regional consultations, on 12 and 13 March 2011.

The meeting place for the Regular Session will be announced by the Host Government in the month of January 2001.

2. At the initiative of the Government of Indonesia, a Ministerial Conference will be held back-to-back with the Fourth Session of the Governing Body, on 11 March 2011.

Communications with the Secretariat

3. All correspondence related to the meeting should be addressed to the Secretary of the International Treaty at the following address:

Mr Shakeel Bhatti
Secretary
International Treaty on Plant Genetic Resources for Food and Agriculture
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Rome
Italy
Tel: +39 06 5705 3554
Fax: +39 06 5705 6347
E-mail: PGRFA-Treaty@fao.org

4. Any queries or requests for information should also be addressed to the Secretariat of the International Treaty at the above address.

Invitation Letters

5. The invitation letters were dispatched by mail through the FAO official channels of communication. The model invitation letter is posted on the official website of the International Treaty at <http://www.planttreaty.org>

6. The Secretariat does not issue individual invitation letters.

Admission of participants

7. Sessions of the Governing Body are convened under the provisions of Article 19 of the International Treaty and are open to all Contracting Parties to the International Treaty as well as to observers.

States that are Contracting Parties

For States that are Contracting Parties, it is recommended to:

- Communicate to the Secretary the names and contact details (including mail address, telephone and fax number, and e-mail address) of the Contracting Party delegate, alternate, expert(s) and adviser(s), no later than **31 January 2011**.
- Submit credentials prior to the meeting, in order to facilitate the preliminary clearing of participants by the Secretariat. Credentials should be sent to the Secretary no later than **25 February 2011**. Credentials should be issued by, or on behalf of, the Head of State or Government, the Minister of Foreign Affairs or the Minister of the Department concerned. For more information, please read the note on credentials that is available at: ftp://ftp.fao.org/ag/agp/planttreaty/gb4/credgb4_en.pdf

8. Contracting Party delegates whose names and credentials have not been submitted before the session will be asked, upon registration, to submit their credentials. The title of the meeting must appear in the document.

States that are not Contracting Parties

9. States that are not Contracting Parties, as well as the United Nations, its specialized agencies and the International Atomic Energy Agency, may be represented as observers at the Session. As requested by the FAO Director-General in his letter of invitation, observers should communicate to the Secretary by **31 January 2011** the name(s) and contact details (including address, telephone and fax numbers, and e-mail address) of the person or persons designated to participate in the session. Observers whose names are not communicated before the session will be asked, upon registration, to show a letter, on official letter-headed paper, confirming their nomination to participate in this session.

Other international bodies or agencies

10. Any other international body or agency, whether governmental or non-governmental, qualified in fields relating to conservation and sustainable use of plant genetic resources for food and agriculture, may also be represented at the Session as observer. Admission of observers will be subject to the receipt by the Secretary of an official letter from the body or agency before the opening of the session, providing the name, official title and contact details (including address, telephone and fax numbers, and e-mail address) of the person(s) representing the body or agency. Observers will be asked upon registration to show a letter, on official letter-headed paper, from their body or agency confirming their nomination to participate in this session. For more information, please read the note on observers that is available on the website of the International Treaty.

2. REGISTRATION

Advance registration

11. For the first time, the Secretariat will facilitate online pre-registration. Those that pre-register will find their badges ready for collection at the meeting place on the day of their arrival. On line pre-registration can be completed at the following internet address:

<http://www.itpgrfa.net/International/civicrm/event/info?reset=1&id=10>

On-site registration

12. Registration of participants for the Fourth Session of the Governing Body will take place at the meeting venue. Registration will commence on 11 March 2011, from 15:00 to 17:00 hrs., and will continue the following days from 9:00 to 13:00 hrs. and from 15:00 to 18:00 hrs. It is recommended that all participants register at the meeting venue soon after arrival.

- In order to register, all participants must show proof of identity and, as applicable (see section on admission) a letter of credentials or other valid document (see section on admission).
- A *Provisional List of Participants* will be issued during the session, and revised as necessary. Corrections or additions to the list should be handed to the Secretariat.

3. DOCUMENTATION

13. Working and information documents for the Fourth Session of the Governing Body will be available on the website of the International Treaty at the following address

<http://www.itpgrfa.net/International/content/gb4>

The documents will be posted as soon as they are produced in the official languages of the session. A model invitation letter and the text of official notifications related to the session can also be found at the above link.

14. With a view to minimizing the environmental impact of the meeting, the Secretariat will limit the use of paper as much as possible. Accordingly, the complete set of pre-session documents will be made available in digital form to participants at the meeting venue. Paper copies will be available at the meeting venue only for a limited number of pre-session documents, such as the Provisional Annotated Agenda and the draft Programme of Work and Budget for the period 2012-2013.

15. Participants are therefore advised to bring their own copies of documents, as they deem appropriate, and to refrain from requesting additional copies from the document distribution desk. Those participants who are not in a position to bring their own copies of the documents should inform the Secretariat to that effect, and arrangements will be made for a full set of working documents to be ready in the language, or languages requested. Such requests should be made as soon as possible but no later than **11 February 2010**.

16. Documents issued during the session will be available at the document distribution desk. Delegations are requested to provide their addresses to the floor in written form to the Secretariat.

4. OFFICIAL LANGUAGES OF THE SESSION

17. The regular session will be conducted in Arabic, Chinese, English, French, Spanish and Russian.

5. FORMALITIES TO ENTRY INTO INDONESIA: VISA REQUIREMENTS

18. Entry in Indonesia is subject to presentation of a passport or other travel document that certifies the identity of the traveller and is valid under the international agreements signed by Indonesia and not subject to specific prohibitions. The Indonesian government grants Visas on Arrival (VoA) upon payment of a fee (USD 25 for stays not exceeding 30 days).

19. VoA is available to the nationals of countries listed in *Annex I* to this note. The list is based on information available at the time of preparation of this document. Nationals of Thailand, Malaysia, Singapore, Philippines, Morocco, Peru, Chile, and Vietnam are exempted from visa requirements for stays not exceeding 30 days.

20. Participants from eligible countries who intend to apply for VoA are advised to carry a small amount of USD to pay the visa fee at Ngurah Rai Airport. The Ministry of Agriculture of

Indonesia will set up an information desk at the airport and will be coordinating the arrival of participants.

21. Citizens of countries not on the VoA list or not exempted from visa, will be required to apply for a visa before entering Indonesia. A passport with a date of validity of at least 6 months from the date of entry in Indonesia and proof of onward passage (either by return or through tickets) are required.

22. Participants are advised to enquire at the nearest Embassy or Consulate of Indonesia whether visas are required to enter Indonesia, at least 30 days before the date of the meeting.

23. For international departures, a charge of Rp. 100.000 applies. The charge is Rp. 30.000 for domestic departures. The October 2010 exchange rate is 12443 Indonesian *rupiah* against Euro and 8926 *rupiah* against US Dollar.

24. A Host Government focal point at the airport will facilitate visa procedures. An information desk with the logos of the Ministry of Agriculture, FAO and the International Treaty will be available at the airport exits to coordinate the shuttle service to the hotels.

5. TRANSPORTATION

25. Participants coming by air will arrive at Ngurah Rai Airport, also known as Denpasar International Airport. The airport is located in southern Bali, 13 km south of Denpasar.

26. From 10 March to 14 March 2011, there will be a shuttle service provided by the Host Government. Some hotels also offer airport pick-up services. Please enquiry about this service when making your hotel reservation. A taxi service is also available from the airport. The average cost of a taxi from the airport to the hotels in Nusa Dua is Rp. 100.000 (9.5 USD/8.5 Euro approx.).

27. During the session, the Secretariat will establish, in coordination with the Host Government, an information and travel desk at the conference center to coordinate transportation from Nusa Dua to the airport.

6. VENUE AND HOTEL ACCOMMODATION

Venue

28. The meeting venue will be located in the Nusa Dua area. Nusa Dua is an enclave containing a wide range of hotels and resorts in South-Eastern Bali. It is 20 minutes away from the airport and 40 kilometres away from Denpasar, the provincial capital of Bali. The exact location of the meeting venue will be announced by the Host Government in January 2011.



Hotel Reservations

29. Participants are kindly requested to make their own reservations. Participants are advised to book a hotel room in Nusa Dua as soon as possible, to avoid last minute accommodation in hotels located far away from the meeting venue.

30. Special reduced rates have been negotiated with the following hotels. These hotels are located in the same area of Nusa Dua.

- **The Laguna Resort 5***

P.O. Box 77, Nusa Dua 80363, Bali - Indonesia

www.luxurycollection.com/bali

- **Melia Hotel & Resort 5***

Kawasan Wisata BTDC Lot 1, Nusa Dua 80363, Bali Indonesia

www.meliabali.com

Email: reservation@meliabali.com

Phone: +62-361-771510

- **Ayodya Resort Bali 5***

www.ayodyaresortbali.com

Jl. Pantai Mengiat Nusa Dua 80363 Bali

Phone: +62-361-771102

Fax: +62-361-771616

Email: sales@ayodyaresortbali.com

- **Grand Inna Putri Bali 4***

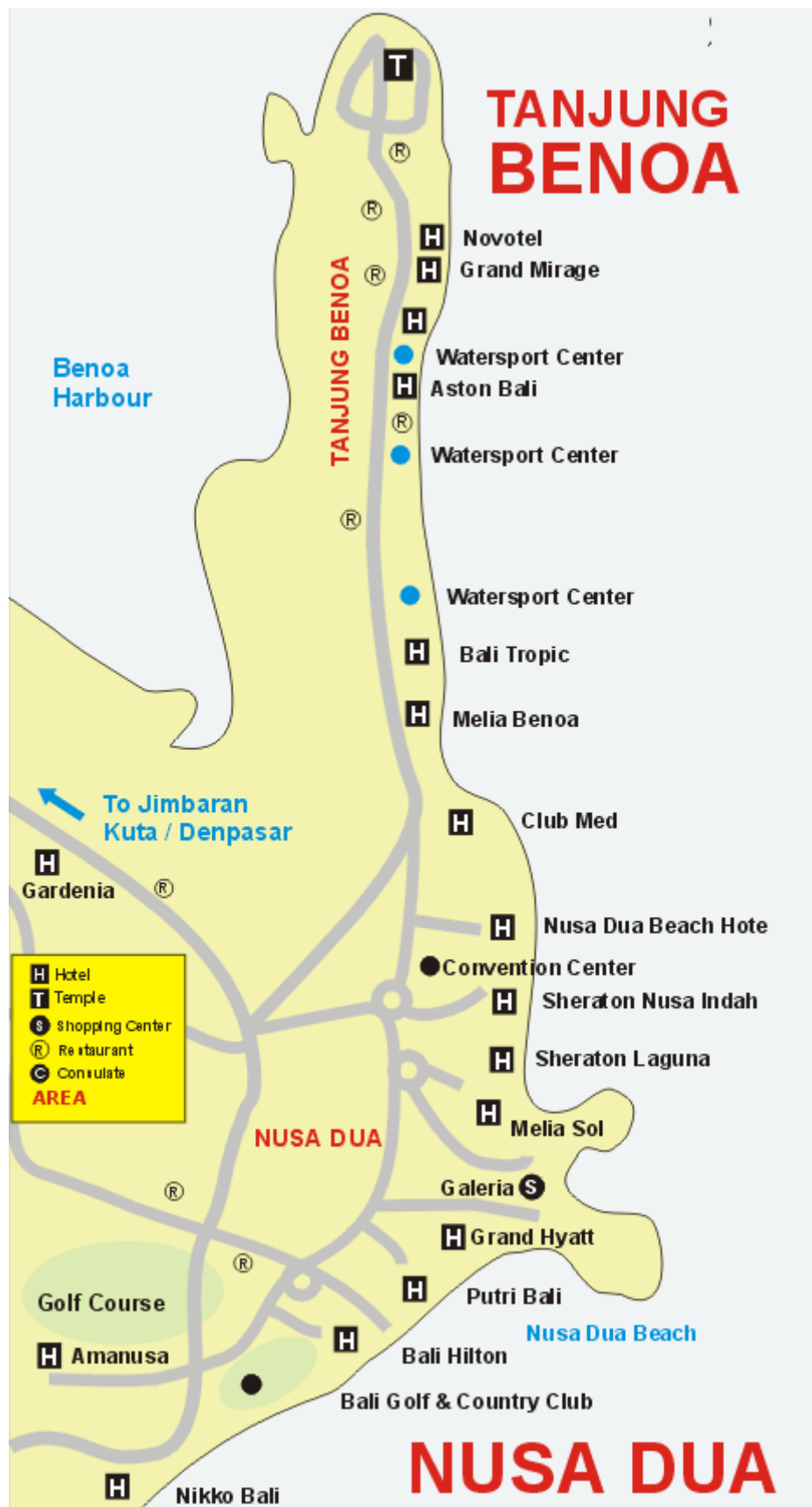
www.putribali.com

Phone: +62-361-771020

Fax : +62-361-771139

Email: sales@putribali.com

31. There are many other five-star hotels located in Nusa Dua. Four and three-star hotels are also available in Tanjung Benoa, an area in the proximity of Nusa Dua. However, the shuttle service to the meeting venue that is provided by the Host Government will only be available from the hotels listed above.



7. SUPPORT TO THE PARTICIPATION OF DEVELOPING COUNTRY CONTRACTING PARTIES

32. Limited extra-budgetary funds have been made available to the Secretariat, for the purpose of supporting one representative per developing country Contracting Parties. Support will be provided upon request. Countries wishing to avail themselves of such support should inform the Secretariat before 15 January 2011.

33. For assistance with financial support to the participation of developing country Contracting Parties, please contact Ms. Ariella Braslavsky by email at Ariella.Braslavsky@fao.org, or by phone at +39 06 570 54917. Please, copy PGRFA-Treaty@fao.org in all your correspondence with the Secretariat.

8. SIDE EVENTS AND PROMOTIONAL MATERIALS

34. Side events are scheduled to take place at the meeting venue from Monday to Thursday, from 13.00 to 14.00 and from 18.00 to 19.00 hrs. The side event rooms are equipped with TV screens. If you wish to organize a side event, please register online at: <http://www.itpgrfa.net/International/content/side-event-registration>

35. Organizers of side events whose request cannot be accommodated are encouraged to consider combining their events with other relevant scheduled side events. Side events may be rescheduled to accommodate requests from the Plenary or by decision of the Secretariat.

36. Once a side event is scheduled, it will be announced and posted in an online calendar on the International Treaty's website. The organizers will be contacted by the Secretariat and further information on catering arrangements will be provided.

37. A number of tables will be set up at the meeting venue to display promotional materials.

38. For assistance on side event requests, please contact Mr Francisco López by email at Francisco.Lopez@fao.org or by phone at +39 06 570 56343.

9. USEFUL INFORMATION ABOUT INDONESIA

Indonesia

39. Indonesia is situated between two continents and two oceans. It is the largest archipelagic nation, spread in a 50,000-km-long arc from mainland South East Asia to Papua New Guinea, with more than 80,000 km of coastline and 3.1 million sq km of territorial waters.

40. The geology and landscape of Indonesia is dotted with volcanoes, which were created millions of years ago by the collision of three geodesic plates. The Indonesian archipelagus is covered with thick tropical vegetation and bright-green rice fields, and surrounded by coral reefs. It varies in landscape and climate, from wet and lush in the west, to dry and arid on many of the eastern islands.

41. Migration over centuries and the uneven distribution of economic resources have contributed to a very special cultural mix that is found nowhere else in the world. Standing as the 4th biggest population in the world with 240 million citizens and remarkable cultural diversity, Indonesia welcomes the opportunity to host the Fourth Session of the Governing Body.

42. Bali is one of the country's 33 provinces with the reputation of being one of the most

beautiful and diverse tourist spots in Asia. It is in a chain with Java to the West and Lombok to the East. Bali is also known for its highly developed arts, including dance, sculpture, painting, leather and metalworking, and music. Unlike most of Muslim-majority Indonesia, about 92% of Bali population adheres to Balinese Hinduism, formed as a combination of existing local beliefs and Hindu influences from mainland Southeast Asia and South Asia.

Climate

43. Indonesia's tropical climate is characterized by hot days and high humidity. In the lowlands the temperature is between 21°C and 33° C and the humidity between 60 and 100 percent. During the wet season, tropical showers and thunderstorms are frequent with rainfall in short, intense burst. In West Indonesia, the wet season is from November to April, and the dry season is from April to October. East Indonesia has no specific wet season, but in general two wet seasons, which differ from place to place.

44. Bali has a tropical climate appropriate to its proximity to the Equator. Year round temperatures average 31 degrees Celsius. High humidity can be expected during the wet season between the months of October and April.

45. The wet season brings daily rain and quiet overcast days with the most rain recorded between December and February. Occasional rainfall can also be expected during the dry season but usually at night or very early morning. The central mountain area is typically cooler than the lower coastal areas, especially at night.

46. These are the average temperature and humidity for the month of March in Bali:

Month	Temp Range (C / F)	Humidity
March	17 / 62 - 29 / 84	70%

Language

47. About 300 languages are spoken through-out the archipelago. Balinese and Indonesian are the most widely spoken languages in Bali, and many Balinese people are bilingual or even trilingual. The official Indonesian language is called *Bahasa Indonesia*, a modern variant of Malay which has long served as the lingua franca of trade in Indonesia. English is widely spoken.

Currency

48. The currency unit of Indonesia is the *rupiah* (Rp). The *rupiah* comes in coins of 25, 50, 100, 500 and 1,000 and in notes of 1,000, 5,000, 10,000, 20,000, 50,000 and 100,000. The October 2010 currency exchange is approximately USD 1 = 8926 Indonesian *rupiah* and EUR 1= 12443 Indonesian *rupiah*. The currency exchange rate fluctuates regularly. Please check for the latest exchange rates.

49. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in main currencies are generally accepted in leading hotels, restaurants, department stores and several large stores. Traveller's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATMs are also available.

Time

50. Indonesia has three time zones. Sumatra, Java, West and Central Kalimantan are on the

West Indonesia Time (GMT +7 hours). Bali, South and East Kalimantan, Sulawesi and Nusa Tenggara are on Central Indonesia Time (GMT +8 hours). Maluku and Irian Jaya are on East Indonesia Time (GMT +9 hours).

Taxes and tipping

51. A government value added tax of 10 percent is charged. It is commonly accepted in big cities to add a charge of 5 percent for service in restaurants.

52. Tipping is not compulsory but highly appreciated, usually at a level of no more than 20 percent.

Electricity

53. Electrical power in Indonesia is mostly 220-230 volts at 50 Hz and plugs are of the European two-pronged variety.

Telephone services and useful telephone numbers

54. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at hotels and local shops. The dialling codes are as follows:

- (a) Local calls: direct dial phone number;
- (b) Provincial calls: dial area code (for Jakarta 021, for Bali 0361) + phone number;
- (c) International direct calls: dial the International Direct Dial Phone (dial 001 or 008) + dial country code + dial area code + phone number;
- (d) International calls to Indonesia: dial the International Direct Dial Phone + dial country code (062) + dial area code + phone number

55. Emergency telephone numbers are as follows:

- (a) Bali Emergency Response Centre: (+ 62 361) 112
- (b) Ambulance: (+ 62 361) 108
- (c) Fire: (+ 62 361) 113
- (d) Police: (+62 361) 110
- (e) Search and Rescue: (+62 361) 51111
- (f) Red Cross: (+ 62 361) 26465
- (g) Operator Assisted Calls,

within Indonesia: (+ 62 361) 100

international: (+62 361) 101

56. Flight information may be obtained by calling Soekarno-Hatta Jakarta International Airport at (+62 21) 550 5177, 550 5189, 550 5655, or Ngurah Rai International Airport at (+62 361) 751 011.

57. Information on tourism may be obtained from the following contacts: Government Tourist Info Center, telephone: (+ 62 361) 251419; Information Center, telephone: (+ 62 361) 51011; Bali Tourism Authority (telephone: (+ 62 361) 222387, 226313; Bali Tourist Information Center: (+ 62 361) 225649, 233474.

Postal, facsimile and internet services

58. Postal and facsimile services are available at post offices and in most major hotels. Internet services are also available at most major hotels.

Business hours

59. Banking hours are from Monday to Friday between 8.00 am and 14.00 pm.

10. DISCLAIMER

60. FAO 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 the session. In this context, it is strongly recommended that participants obtain, prior to departure, international medical insurance for the period of participation in the session.

Annex I**LIST OF COUNTRIES ELIGIBLE FOR VISA ON ARRIVAL**

This information may change. Participants are advised to enquiry at the nearest Embassy or Consulate of Indonesia whether visas are required to enter Indonesia, at least 30 days before the date of the meeting.

The designations employed in this information document do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Algeria	Luxembourg
Argentina	Maldives
Australia	Malta
Austria	Mexico
Bahrain	Monaco
Belgium	Netherlands
Brazil	New Zealand
Bulgaria	Norway
Cambodia	Oman
Canada	Panama
Cyprus	Poland
China	Portugal
Czech Republic	Qatar
Denmark	Republic of Korea
Egypt	Romania
Estonia	Russian Federation
Fiji	Saudi Arabia
Finland	Slovakia
France	Slovenia
Germany	Spain
Greece	South Africa
Hungary	Suriname
Iceland	Sweden
India	Switzerland
Iran (Islamic Republic of)	Tunisia
Ireland	United Arab Emirates
Italy	United Kingdom
Japan	United States of America
Kuwait	
Latvia	
Libyan Arab Jamahiriya	
Lao People's Democratic Republic	
Lithuania	