

October 2000



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

### Fourth Inter-sessional Meeting of the Contact Group

Neuchâtel, Switzerland, 12-17 November 2000

### INFORMATION NOTE FOR PARTICIPANTS

1. The Fourth Inter-sessional Meeting of the Contact Group of the Commission on Genetic Resources for Food and Agriculture will be held in the Hôtel Chaumont & Golf, near Neuchâtel, Switzerland (tel: +41-32-754 21 75; fax: +41-32-753 27 22), from 12 to 17 November 2000. The Opening Session will take place on Sunday 12 November 2000, at 10.00 hrs.
2. The Meeting will be conducted in Arabic, Chinese, English, French and Spanish.

### COMMUNICATIONS

3. 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  
AGD - C.710  
FAO - Viale delle Terme di Caracalla  
00100 Rome (Italy)  
Tel: (+39) 06 570 54986  
Fax: (+39) 06 570 56347  
e-mail: jose.esquinas@fao.org

4. Correspondence related to hotel reservations should be addressed to the Liaison Officer, Mr. Hans-Jörg Lehmann, at the following address:

Bundesamt für Landwirtschaft  
Ms. Isabella Lauper,  
Mattenhofstrasse 5  
CH-3003 Bern  
Tel: (+41) 31 322 25 69  
Mobile phone: (+41) (0)78 662 80 17  
Fax: (+41) 31 322 26 34  
E-mail: isabella.lauper@blw.admin.ch

A copy should be sent to the Commission Secretary for information.

### FORMALITIES FOR ENTRY INTO SWITZERLAND

5. Travellers arriving in Switzerland need no international certificates of vaccination. Before departure, information concerning possible temporary health regulations in force should be obtained from the airline company.

6. Participants requiring entry visas should obtain these from the Swiss Representation in the country of which they are a citizen or their country of residence. Information on Swiss Representations throughout the world is available on the internet at <http://www.eda.admin.ch/repadd/g/home/emb/addch.html>. Participants travelling from a country where there is no Swiss Representation should contact the liaison officer, Mr. Hans-Jörg Lehmann (fax: +41-31- 322 26 34, tel: + 41-31-322 25 69, email: [Hans-Joerg.Lehmann@blw.admin.ch](mailto:Hans-Joerg.Lehmann@blw.admin.ch)) **by 25 October 2000**, giving their full name, date and place of birth, nationality and passport number as well as their flight number, arrival date and address, including their email and fax addresses. Participants failing to comply with the above will not be allowed by the Swiss authorities to enter Switzerland.

### FOREIGN EXCHANGE AND BANKING FACILITIES

7. Travellers may bring with them reasonable amounts of foreign exchange (cash, traveller's cheques, bank drafts) in convertible currencies, for exchange into Swiss Francs (SF). The rate in October 2000 was about US\$ 1 = SF 1.74. Most credit cards are accepted.

### REGISTRATION

8. All members of delegations and observers should register soon after arrival with the Reception Desk in the Hôtel Chaumont & Golf, where they will be provided with badges and documents.

9. 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

10. The working documents of the Meeting will be sent to all members of the Contact Group and observers invited. Documents prepared during the Meeting will be obtainable from the Documents Distribution Desk outside the Meeting Hall.

### TRAVELLING

11. Participants may arrive at either Geneva or Zurich airports. There are direct trains:

- from Geneva Airport to Neuchâtel, every hour from 08.38 a.m. to 19.38 p.m.; the trip takes 1 hour 26 minutes; and
- from Zurich Airport to Neuchâtel, every hour from 07.39 a.m. to 21.39 p.m. The trip takes 2 hours 15 minutes.

12. From Neuchâtel station to the hotel, it is easiest to take a taxi to the hotel. It is about a ten-minute drive.

### HOTEL ACCOMMODATION

13. The organizers in Switzerland will arrange reservations at the Hôtel Chaumont & Golf, on request. The prices per person shown below include breakfast, lunch and dinner (drinks not included). They are in SF, with the approximate US\$ given in brackets. In order for all the participants to be accommodated in the same hotel, where also the meetings will be held,

participants are requested to consider sharing a room, and to indicate this on the attached registration form.

	<i>Price for a single person SF (US\$)</i>	<i>Price for two persons sharing SF (US\$)</i>
Suites		200 (120)
Junior suites	270 (160)	190 (115)
Double Room	210 (125)	160 (95)
Single Room	200 (120)	

14. There are banking facilities in the city of Neuchâtel, and internet and email facilities at the hotel. The hotel address is:

Hôtel Chaumont & Golf  
Chemin du Grand Hôtel, 1  
CH-2067 Chaumont/Neuchâtel  
Tel: +41-32-754 21 75  
Fax: +41-32-753 27 22  
email: hotel-chaumont@bluewin.ch

15. Participants are advised to request their hotel reservations **before 28 October 2000**, by sending the attached form to the address shown in paragraph 4.

#### **WEATHER**

16. The weather in Switzerland in mid-November is cold: the average daily maximum temperature is 5-10° C, and the average night minimum temperature 0-5° C.

#### **ELECTRICITY**

17. The voltage in Switzerland is 220 volts AC.

#### **FIRST AID**

18. First aid will be available in the meeting site, as well as at the hotel, throughout the Meeting.



**FOURTH INTER-SESSIONAL MEETING OF THE CONTACT GROUP GROUP OF THE  
COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE**

**Neuchâtel– Switzerland, 12 – 17 November 2000**

**Visa Application Form**

1. NAME Prénom – Nombre	
2. SURNAME Nom de famille – Apellidos	
3. DATE OF BIRTH Date de naissance – Fecha de nacimiento	
4. PLACE OF BIRTH Lieu de naissance – Lugar de nacimiento	
5. FATHER'S NAME Nom du père – Nombre del padre	
6. NATIONALITY Nationalité – Nacionalidad	
7. PASSPORT NO. No. du passeport – No. del pasaporte	
8. TYPE OF PASSPORT Type de passeport – Tipo de pasaporte	
9. DATE & PLACE OF ISSUE Date et lieu d'issuance – Fecha y lugar de expedición	
10. EXPIRY DATE Date d'échéance – Fecha de caducidad	
11. OCCUPATION Métier – Profesión	
12. PLACE VISA TO BE COLLECTED Lieu de collection du Visa Lugar de retirada del Visado	
14. DURATION OF STAY IN SWITZERLAND Duration du séjour en Suisse – Duración de la estancia en Suiza	
15. LAST DATE OF ENTRY IN SWITZERLAND Date de la dernière entrée en Suisse – Ultima fecha de entrada en Suiza	
16 AIRPORT OF ENTRY INTO SWITZERLAND – Aéroport d'entrée en Suisse – Aeropuerto de entrada en Suiza	
17. DATE OF ENTRY INTO SWITZERLAND Date d'entrée en Suisse – Fecha de entrada en Suiza	

**FOURTH INTER-SESSIONAL MEETING OF THE CONTACT GROUP OF THE  
COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE  
(12 NOVEMBER – 17 NOVEMBER 2000)**

***RESERVATION FORM FOR THE HÔTEL CHAUMONT & GOLF,  
NEUCHÂTEL, SWITZERLAND***

**Surname:** .....

**First name:** .....

**Organisation:** .....

**Address:** .....

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.....

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**Domicile:** .....

**Country:** .....

**Phone no :** .....

**Fax no.:** .....

**Email:** .....

**Single Room or Double Room?:** .....

**Are you prepared to share a room with another participant?:** .....

**If so, do you have a preference? (Name):** .....

**Date and time of arrival:** .....

**Date and time of departure:** .....

**Remarks:** .....

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Please send the completed form to the Liaison Officer, Mr. Hans-Jörg Lehmann, by fax: (+41) 31 322 26 34, or by email: [isabella.lauper@blw.admin.ch](mailto:isabella.lauper@blw.admin.ch), with a copy to the Secretary of the Commission, Mr. José Esquinas, fax: (+39) 06 570 56347, or email: [jose.esquinas@fao.org](mailto:jose.esquinas@fao.org), **before 28 October 2000**