

March 2006



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

E

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

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

**Alnarp, Sweden, 24-28 April 2006**

**INFORMATION NOTE FOR PARTICIPANTS**

1. The second meeting of the Contact Group for the Drafting of the Standard Material Transfer Agreement will be held at the Swedish University of Agricultural Sciences, Alnarp, Sweden, from 24 to 28 April 2006, at the generous invitation of the Swedish International Development Cooperation Agency (SIDA). The Opening Session will take place on Monday, 24 April 2006, 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 21 April and Saturday 22 April, in the same venue. Sunday 23 April will be free.

**COMMUNICATIONS**

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

The 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: [cgrfa@fao.org](mailto:cgrfa@fao.org)

**REPRESENTATIVES AND ADVISERS**

5. 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.<sup>1</sup> 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 Sweden”, below, and that they make the necessary hotel bookings, by following the procedures described in paragraph 14 below.

## FORMALITIES FOR ENTRY INTO SWEDEN

### Medical Requirements

6. No vaccinations are required when travelling to Sweden.

### Visa Requirements

7. The Organization wishes to draw attention to the strict provisions in force regarding entry into Sweden, including the refusal of entry to persons not having the required visas. Sweden applies the Schengen rules on visas including the requirement for travel medical insurance. 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 Sweden in their country for a visa. Contact information can be found at: <http://www.swedenabroad.com/pages/welcome.asp>. More information on visa application, including forms, can be found at: <http://www.migrationsverket.se/english.jsp>

8. Copies of all visa applications should be sent to:

Kent Nnadozie  
Commission on Genetic Resources for Food and Agriculture  
FAO  
Viale delle Terme di Caracalla  
00100 Roma  
Italy  
Fax: +39 06 57053057  
E-mail: [Kent.Nnadozie@fao.org](mailto:Kent.Nnadozie@fao.org)

9. Any delegate experiencing difficulties in obtaining a visa should, as soon as possible, contact:

Mats Åberg  
Ministry for Foreign Affairs  
Department for Multilateral Development cooperation  
S - 103 39 Stockholm  
Phone: +46 8 405 11 44 Fax: +46 8 723 11 76  
[mats.j.aberg@foreign.ministry.se](mailto:mats.j.aberg@foreign.ministry.se)

## FOREIGN EXCHANGE AND BANKING FACILITIES

10. The currency in use in Sweden is the Swedish Crown (SEK), which in turn is divided into 100 öre. The exchange rate in March 2006 was about US\$ 1= SEK 7.94. Please note that Sweden does not use the Euro as currency. Most credit cards are accepted.

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<sup>1</sup> 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/cgmta2.htm>.

11. There are banks in central Malmö near to the hotels. Normal banking hours are 10.00 to 15.00. Cash (Swedish Crowns) can be withdrawn from “Bankomat” cash dispensers, if you have an international bank or credit card. There is a Forex foreign currency exchange service at Malmö-Sturup airport located in the domestic terminal at the entrance. Opening hours are Monday, Tuesday, Wednesday, and Friday 05.30 to 18.00, Thursday 04.00 to 18.00, Saturday 05.30 to 14.00 and Sunday 05.30 to 14.30. There is also a Forex office at Malmö Central Station that is open daily from 07.00 to 21.00.

### HOTEL ACCOMMODATION

12. Rooms have been provisionally booked at two hotels in the center of Malmö:

Scandic Hotel St Jörgen (3-star)

Stora Nygatan 35

203 12 Malmö

Sweden

Tel: +46 (0) 40 693 46 00

Fax: +46 (0) 40 693 46 11

E-mail: [stjorgen@scandic-hotels.com](mailto:stjorgen@scandic-hotels.com)

<http://www.scandic-hotels.se/stjorgen>

*Single room* SEK 1030, including breakfast;

*Double room* SEK 1180, including breakfast;

Radisson SAS Hotel (4-star)

Ostergatan 10

211 25 Malmö

Sweden

Tel: +46 (0) 40 698 40 00

Fax: +46 (0) 40 698 40 01

E-mail: [sales.malmo@RadissonSAS.com](mailto:sales.malmo@RadissonSAS.com)

<http://www.radissonsas.com/>

*Standard room* SEK 1215, breakfast included;

*Business Class room* SEK 1415, breakfast included;

13. Hotel accommodation for developing country Representatives will be arranged by SIDA through Academic Conferences. (See also paragraphs 23 and 24 below.)

14. For all other participants, including developing country Advisors, reservations can be made by completing the secure on-line reservation form at:

[www.timeoff.se/Apps/WebObjects/conference.woa/2/wa/registration?id=MTA2006](http://www.timeoff.se/Apps/WebObjects/conference.woa/2/wa/registration?id=MTA2006).

Alternatively, the reservation form at *Annex I* can be submitted by fax to the number given in the form.

Accommodation can only be guaranteed if a booking is made by **March 19 at the latest**.

A credit card number must be included in the hotel booking form for a booking to be guaranteed. The card number will NOT be used by the conference secretariat or by the hotel for any other purpose without your authorization. However, the hotel will charge a no-show fee for one night if you fail to arrive on the expected date.

15. Academic Conferences will do its best to find accommodation for any participant that cannot book within the deadline and is unable to find a room in either of the hotels. In such cases, the participants should, as soon as possible, contact:

Erik Melander  
 Academic Conferences  
 PO Box 7059  
 SE-750 07 UPPSALA  
 Sweden  
 Tel: +46 (0) 18 67 22 90  
 Fax: +46 (0) 18 67 35 30  
 E-mail: [mta@slu.se](mailto:mta@slu.se)

### MEETING ARRANGEMENTS

16. The pre-meeting regional consultations and the meeting of the Contact Group will be held at the Swedish University of Agricultural Sciences in Alnarp, which is located about 30 minutes drive from Malmö. Facilities will be made available for any necessary additional regional consultations at the University on other days. These will be held outside of plenary sessions and without translation, in the periods 08:30 to 10:00 and 14:00 to 15:00.

17. Transport will be provided to take delegates from their hotel to the University at the following times:

	<u>Malmö to Alnarp</u>	<u>Alnarp to Malmö</u>
21 and 22 April:	09:30	18:15
24 to 28 April	08:00	18:15

### REGISTRATION

18. All members of delegations (both Representatives and Advisers) as well as Organizations invited<sup>2</sup> should register soon after arrival at Alnarp at the Registration Desk located outside the meeting hall.

19. 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

20. 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/cgmta2.htm>. Documents prepared during the Meeting will be obtainable from the Documents Distribution Desk located outside the meeting hall.

### TRAVEL

21. Participants arriving by air will arrive at either Sturup Airport (Malmö, Sweden) or Kastrup Airport (Copenhagen, Denmark). There is an airport coach from Sturup Airport to Malmö that takes approximately 45 minutes and costs 90 SEK. Transfer from Kastrup Airport to Malmö can be by train or by bus. Trains depart every 20 minutes during the day and once every hour during the night from a station within the airport complex and costs SEK 90. Gråhund bus number 999 departs from Terminal 3 / Hilton and costs SEK 70. The bus leaves once every hour during the day, with the exception of Sundays. The trains arrive in Malmö at Malmö Central Station and the buses at Gustav Adolfs Square.

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<sup>2</sup> "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."

22. For further information regarding these two airports, see the links:  
Sturup Airport: [http://www.lfv.se/templates/LFV\\_AirportStartPage\\_4125.aspx](http://www.lfv.se/templates/LFV_AirportStartPage_4125.aspx)  
Kastrup Airport: <http://www.cph.dk/CPH/DK/MAIN/>

### **SUPPORT FOR THE PARTICIPATION OF DEVELOPING COUNTRIES**

23. SIDA will support 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 includes provision of a pre-paid economy return ticket, hotel accommodation and food. Those benefiting from support will be contacted directly by the staff at Academic Conferences.

24. All questions regarding support for the participation of developing countries should be directed to Mr Erik Melander at the address given in paragraph 14 above.

### **CULTURAL VISITS**

25. The possibility of arranging a choice of cultural visits for Sunday 23 April is being explored. If it is possible to make such arrangements the information will be put on the FAO website, including the means by which a booking can be made.

### **WEATHER**

26. The temperature in April varies between -5° C to +20° C, with the possibility of rain. It is advisable to bring a good coat and rain gear.

### **ELECTRICITY**

27. The voltage in Sweden is 220v.

### **FIRST AID**

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

Annex I

**2nd Meeting of the Contact Group for the Drafting of the Standard Material Transfer Agreement - Alnarp, Sweden, April 24-28, 2006**

**REGISTRATION FORM (Please use block letters or type)**

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**Delegate (Only one delegate per form)**

Male  Female  Title \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Organization \_\_\_\_\_

Dept/Unit \_\_\_\_\_

Street or P.O Box \_\_\_\_\_

Zip code and city \_\_\_\_\_

Country \_\_\_\_\_

Phone no \_\_\_\_\_

Fax no \_\_\_\_\_

Incl. country and area cod \_\_\_\_\_

Incl. country and area code \_\_\_\_\_

E-mail \_\_\_\_\_

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**Accommodation**

Please state your preferences. Accommodation is not sponsored by the organizers. You pay the bill directly to the hotel upon departure. Please find hotel options in the information note. To guarantee your reservation, you need to register by March 19 2006 at the latest and state a credit card number on page 2 of this form. The reservations are made on a first come - first served basis.

Hotel choice: \_\_\_\_\_

Single room (one person)

Double room (two persons, double bed or twin beds)

Date of arrival \_\_\_\_\_

Date of departure \_\_\_\_\_

(Please state the date of the morning of your departure, not the last evening of your stay)

I wish to share accommodation with (name of a person): \_\_\_\_\_

Special requests (non-smoking room etc.): \_\_\_\_\_

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**Special requests regarding meals (e.g. vegetarian food, allergies etc.)**

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