

Participants Information Sheet

COP12 Regional Preparatory Workshop for Asia – *Their Future is Our Future*

15-17 August 2017

Bonn, Germany

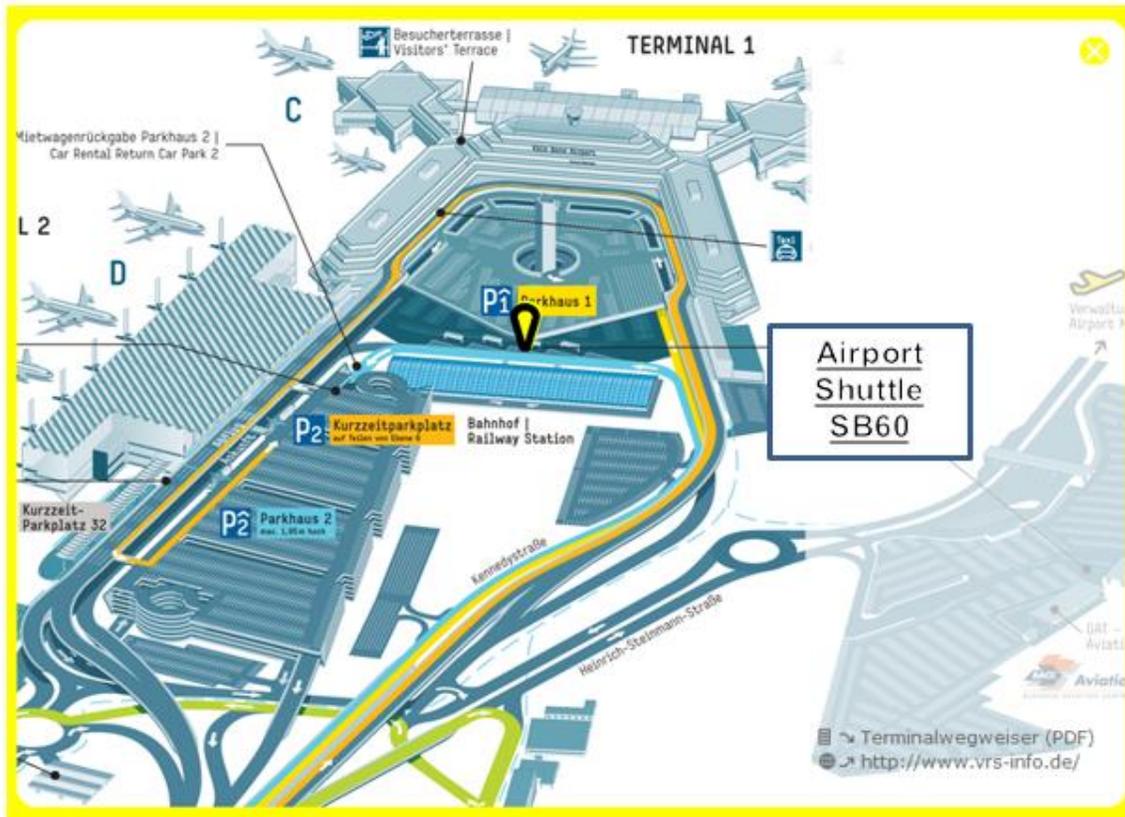


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1. GETTING TO BONN

Bonn is located approximately twenty-minute journey south of Cologne and two hours north-west of Frankfurt/Main and can be reached from three airports, Cologne/Bonn Airport, Frankfurt International Airport and Düsseldorf Airport.

Participants arriving at **Cologne/Bonn Airport** can reach Bonn city centre by taxi (the fare from the airport to the city centre is approximately €45.00), or by bus (SB 60), departing from the bus stop at Terminal 1 to the city centre (final stop “Hauptbahnhof”, main railway station) costing around €8.20. Please see the following map for directions to the bus stop:



Participants arriving at **Frankfurt International Airport** may wish to take the train to Siegburg/Bonn. There is high-speed train service (ICE) between the airport and Siegburg/Bonn. Travel time is approximately 40 minutes and a ticket costs around €61.00 (2nd class). Departure is from the long-distance train station (Fernbahnhof) in the airport complex. The direction is Cologne. The station stop for Bonn is the town of Siegburg (Please get off at: Siegburg/Bonn). Taxis are available for approximately €30.00 from Siegburg to Bonn. You can also catch the tram 66 from Siegburg to Bonn (ticket price €5.00, please select zone 3 on the ticket machine). The tram journey takes 25 minutes.

Normal train service between Frankfurt International Airport and Bonn main railway station (Hauptbahnhof) 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 €39.00 (2nd class). 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 and have a travel time of about 66 minutes. A ticket costs approximately €16.00 (2nd class).

For information on Bonn and its region, please refer to: <http://www.bonn-region.de/english.html>.

2. PASSPORT AND VISA REQUIREMENTS

Upon request, an official letter of invitation will be sent to participants. This can be attached to the German visa application. Visas can be obtained from your nearest German embassy or consulate. Information and addresses can be downloaded from the website of the [German Foreign Office](#). See Annex 1 of this info sheet to find out if you need a visa for entry to Germany.

If you have any difficulties obtaining a visa, please contact the Secretariat: cms.secretariat@cms.int.

3. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

Funded participants will receive full DSA on the first day of the Workshop and are asked to make their own hotel reservations (see below). To assist with quick issuance of the DSA, please have your boarding pass and your passport ready for photocopying.

4. ACCOMODATION

The Secretariat has made a block-booking in the **Rheinland Hotel** in Bonn, already used to host the participants of previous meetings. 25 single rooms will be held as a block-booking for the pre-COP delegates **until 08.08.17**. The rooms are available from 14.08.17 – 18.08.17.

Hotel RHEINLAND

Berliner Freiheit 11

53111 Bonn

Tel +49(0)228 908 239 0

E-mail: info@rheinland-hotel.de, Website: <http://www.rheinland-hotel.de/en/>

Rates: 72 € per night/incl. breakfast

The participants who want to take advantage of these bookings will have to make their own reservation out of the block-booking by guaranteeing their reservation with their own credit card and paying directly to the hotel. **To access the block-booking, please mention that you are booking a room for the CMS pre-COP Asia meeting during the reservation.** It is advisable to make use of the room blockings or try to book any different preferred hotel as soon as possible. Kindly inform yourself with regard to the cancellation policy, as hotels can be fully booked during fairs and other conferences.

Leisure Tax

Since 1st July 2015, the city of Bonn has been charging an overnight stay tax of 5% of the room accommodation rate for leisure trips, which needs to be paid by the guests to the hotel. This tax is NOT INCLUDED in the hotel rates and needs to be paid additionally to the hotel.

Business travelers are EXEMPT from this tax when showing an adequate verification that they are in Bonn for business purposes! The Secretariat will provide the participants with personalized invitation letters to avoid payment of this tax.

5. PRE-COP12 VENUE

The meeting will take place at the historical building “Langer Eugen (LE)” inside the UN Campus. The LE building offers all modern meeting facilities and equipment.

UN Campus Bonn

Langer Eugen

Room 1916

Platz der Vereinten Nationen 1 (former Hermann-Ehlers-Strasse 10)

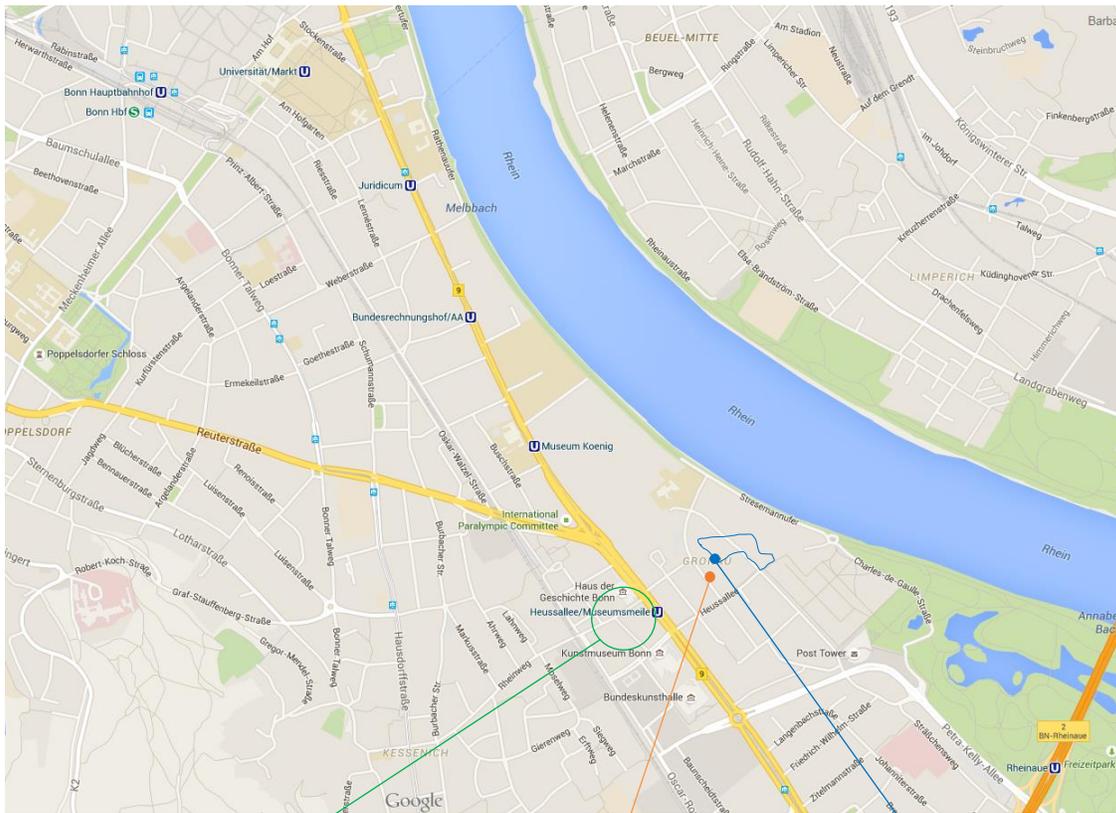
53113 Bonn

Tel: (+49 228) 815 2401

All participants must present their passports/national ID cards at the UN security guardhouse at the main entrance when they first enter the campus.

The Workshop will start at 9:00 a.m. on 15 August. The registration will open at the meeting venue at 8.30 a.m. on the same day.

Map showing the UNEP/CMS Secretariat:



Tram 63/16 or 66
Heussallee/Museumsmeile

610/611 Bus stop
Deutsche Welle

Main Entrance
To UN Campus

How to get to the meeting venue:

By tram (U-Bahn):

From the main railway station (Hauptbahnhof) in the city centre: take tram 63 or 16 (direction Bad Godesberg) or tram 66 (direction Bad Honnef or Ramersdorf) to the stop “Heussallee/Museumsmeile”.

From Bad Godesberg station (Bahnhof): take tram 63/16 (direction Bonn Hauptbahnhof) to the stop “Heussallee/Museumsmeile”. < [Tram 63/Tram 16](#) >.

Upon arrival at the stop Heussallee/Museumsmeile, exit the station by following the sign “UN Campus” and continue walking straight ahead for about 5 minutes till you see a large building with the UN logo on top in front of a higher building being the **Langer Eugen** (UN building).

By bus:

From Bonn city centre (Hauptbahnhof) or Bad Godesberg city centre, take Bus 610 or 611 to the stop “Deutsche Welle”. < [Bus 610](#) > < [Bus 611](#) >. After getting off, continue walking down Heussallee for about 5 minutes till you see a large white building in front of a higher building with the UN Logo on top, this being the **Langer Eugen** (UN building).

Tram or bus tickets can be obtained from ticket machines in the stations or on the bus or tram itself. If you are travelling in and around Bonn, please select zone 1b, a one-way ticket (1 trip) costs €2.80 and a multiple ticket (4 trips) costs €10.70.

By taxi:

The fare for a taxi ride to the Langer Eugen from Bonn city centre (Hauptbahnhof/ Main station) is around €10.00 and from Bad Godesberg city centre about €15.00. The central phone number for Bonn taxis is +49 (0)228 555 555.

6. WORKING LANGUAGES

The pre-COP12 Asia Workshop will be conducted in English only.

7. DOCUMENTS

The documents for the meeting are available on the workshop [webpage](#).

Please note that the CMS Secretariat will not distribute copies of the documents during the meeting. Therefore, the participants are kindly advised to bring their own copies of the documents for the workshop.

8. TIME ZONE AND WEATHER

The meeting is being held in August, which is summertime in Bonn. The weather in Bonn is usually mild and pleasant during these days. The average temperatures in August fluctuate between 24°C in the day and 15°C at night. However, do not forget to bring your raincoat, umbrella and a jumper/sweater since weather in Northern Europe can be unpredictable and cool.

More information on the current weather conditions in Bonn can be found [here](#).

Germany is in the Central European Time zone. GMT +1 hour.

9. VOLTAGE AND TYPE OF PINS

In Germany, the electrical plug/ outlet and voltage 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.



Internet: WiFi will be provided free of charge in the meeting rooms and for the duration of the meeting. Hotels, cafés and restaurants in the city also have WiFi connection.

10. CURRENCY

Germany's currency is the Euro (€). As of 20 June 2017, the exchange rate was €0.89 for 1 USD. Credit cards are accepted in hotels and in most restaurants in Bonn, but not in many shops.

11. USEFUL NUMBERS

Country dialling code: +49

City dialling code: (0)228

Railway Station Bonn: 0228 19419

Emergency: 112

Police: 110

Fire: 112

Doctors: 0228 364567 or 0228 19257

UNEP/CMS Secretariat: 0228 815 2401

12. SECURITY REQUIREMENTS IN THE BUILDING

Please note the standard security requirements that you need to be familiar with when you visit us here at the UN Campus in Bonn:

- All participants will receive an identification badge to access the venue. You are requested to wear this badge at all times when you are on the UN Campus.
- No friends or family members can enter the UN Campus unless they are participants.
- Participants cannot use the facilities of other offices on the conference floor.
- Smoking is only allowed outside the building in the designated areas.
- All participants will be checked against their passports/national ID cards and need to go through a metal detector.
- The participants are not allowed to move freely within the building unless attended by Secretariat Staff.

- In case you lose your visitor badge, please report to the Security for corrective action regarding the access.
- Participants should not leave their personal items of value unattended.
- Participants should arrive at the entrance of the building at least fifteen minutes before registration to allow enough time for eventual delays.

13. DISCLAIMER

The CMS Secretariat disclaims all responsibility for medical, accident and travel insurance, compensation for death or disability compensation, loss of or damage to personal property and any other loss that may be incurred during travel time or the duration of the meetings/workshop. **In this context, it is strongly recommended to secure international medical and travel insurance for the period of travel and participation at the meetings/workshop, prior to departure from home country.**



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1. Annex 1 – Visa Information

Nationalities that require visas

Afghanistan, Algeria, Angola, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, People's Republic of China, Colombia, Comoros, Côte d'Ivoire (Ivory Coast), Cuba, Democratic People's Republic, Democratic Republic of the Congo, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea - Bissau, Guyana, Haiti, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kosovo, Kuwait, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Montserrat, Morocco, Mozambique, Myanmar (Burma), Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Palestinian territories, Papua New Guinea, Peru, Philippines, Qatar, Republic of the Congo, Russian Federation, Rwanda, Saint Lucia, Saint Vincent and the Grenadines, Samoa, São Tomé and Príncipe, Saudi Arabia, Senegal, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Timor - Leste (East Timor), Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, Uzbekistan, Vanuatu, Viet Nam, White Russia, Yemen, Zambia, and Zimbabwe.

Nationalities / Territories that do not require visas

Albania (5), Andorra (4), Antigua and Barbuda, Argentina, Austria (2), Australia (including the Cocos Islands, Norfolk Island, Christmas Island) (3), Bahamas, Barbados, Belgium (2), Bosnia and Herzegovina (5), Brazil (4), Brunei Darussalam, Bulgaria (2), Canada (3), Chile, Costa Rica, Croatia, Cyprus (2), Czech Republic (2), Denmark (2), El Salvador (4), Estonia (2), Finland (2), France (2) (including French Guiana, French Polynesia, Guadeloupe, Martinique, New Caledonia, Réunion, St Pierre and Miquelon), Greece (2), Guatemala, Honduras (4), Hong Kong (6), Hungary (2), Iceland (3), Ireland (2), Israel (3), Italy (2), Japan (3), Korea (Republic of Korea, South Korea) (3), Latvia (2), Liechtenstein (3), Lithuania (2), Luxembourg (2), Macao (6), Macedonia (The former Yugoslav Republic of Macedonia) (5), Malaysia, Malta (2), Mauritius, Mexico, Moldova (5), Monaco (4), Montenegro (5), Netherlands (2), New Zealand (including the Cook Islands, Niue, Tokelau) (3), Nicaragua, Norway (2), Panama, Paraguay, Poland (2), Portugal (2), Romania (2), Saint Kitts and Nevis, San Marino (4), Serbia (8), Seychelles, Singapore, Slovak Republic (2), Slovenia (2), Spain (2) (including Spanish territories in North Africa with Ceuta and Melilla), Sweden (2), Switzerland (3), Taiwan (9), United Kingdom of Great Britain and Northern Ireland (2), (7), United States of America (including Virgin Islands of the United States, American Samoa, Guam, Puerto Rico) (3), Uruguay, Vatican City, and Venezuela.

1. Persons who do not require a visa to enter Germany may not remain on German territory for more than 90 days in any six month period or take up gainful employment during this period.

2. Nationals of these states are not subject to the restrictions specified in (1) above.

3. Residence permits (also for stays of more than 3 months) may be applied for after entering Germany without a visa.

4. (3) also applies provided gainful employment is not taken up.

5. The visa waiver applies only to holders of biometric passports.

6. The visa waiver applies to holders of Special Administrative Region (SAR) passports.

7. The visa waiver also applies to British Nationals (Overseas).

8. The visa waiver applies only to holders of biometric passports (excluding holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian: Koordinaciona uprava)