

***Caribbean Large Marine Ecosystem (CLME+) Project Ecosystem Based Management Workshop (EBM),  
10-11 March 2017***

***Ninth Meeting of the Contracting Parties to the Protocol Concerning Specially Protected Areas and Wildlife in the Wider Caribbean Region (SPAW),  
13 March 2017***

***Development of the State of Convention Area Report (SOCAR) Meeting (to be attended by LBS Focal Points)  
13 March 2017***

***Third Meeting of the Contracting Parties to the Protocol Concerning Pollution from Land-Based Sources and Activities in the Wider Caribbean Region (LBS),  
14 March 2017***

***Seventeenth Intergovernmental Meeting on the Action Plan for the Caribbean Environment Programme and Fourteenth Meeting of the Contracting Parties to the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region,  
15-17 March 2017***

***Cayenne, French Guiana***



## Meetings Information Note

The United Nations Environment-Caribbean Environment Programme, Secretariat to the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region with the generous support of the Government of France will be hosting four Intergovernmental Meetings from *13-17 March in Cayenne, French Guiana*, as follows:

*The agendas for these meetings can be found on the Caribbean Environment Programme Meeting page at <http://cep.unep.org/meetings>*

## General Information

### **1. Venue**

All meetings will be held at the



### **Grand Hotel Montabo**

Chemin St Hilaire - rue de Montabo,  
Cayenne 97300, French Guiana  
Main Meeting Room – Maroni/Oyapock

Tel +594 594 30 88 88

**Reservation Code: UNEP/GHM2017**

### **Reservation contacts:**

Name: Marie-Claude William  
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### **2. Travel to French Guiana**

#### Visa Information

**Participants from countries listed are encouraged to check visa requirements. As applicable, participants are strongly advised to contact the nearest Embassy of the France or consular mission as soon as possible in order to secure the required entry visa in a timely manner, prior to departure.**

## **NB: Visa**

<http://www.diplomatie.gouv.fr/fr/venir-en-france/formalites-d-entree-en-france/> (French)

<http://www.diplomatie.gouv.fr/en/coming-to-france/getting-a-visa/> (English)

<http://www.diplomatie.gouv.fr/es/venir-a-francia/entrar-en-francia/> (Spanish)

**French Embassies overseas** (by country) – <http://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-maedi/ambassades-et-consulats-francais-a-l-etranger/article/annuaire-des-representations-francaises-a-l-etranger>

### **3. General information on access to Venue**

Grand Hotel Montabo is serviced by the Felix Eboue International Airport (CAY), 10 ½ miles from the hotel.

[Link to Google Map](#) from the airport to the meeting venue.

Taxi Service will be available between the hotel to the airport at a cost of 35€ each way. Arrangements for the taxi service can also be arranged by sending an email to [info@guyane-evasion.com](mailto:info@guyane-evasion.com) with the following information: name, mobile phone number, flight number & date, pick-up place & time (hotel or airport). This information must be emailed at least 24 hours prior to the reservation.

### **4. Participants Information**

#### *Sponsored participants*

The Secretariat is **not** permitted to facilitate payment of hand-carried daily subsistence allowance given changes in administration systems to Umoja.

The Secretariat will provide funds via electronic transfer to sponsored participants. The funds will also cover meals, accommodation and miscellaneous expenses.

For sponsored participants who are unable to receive electronic transfers to individual accounts, the Secretariat will make provisions with United Nations Development Programme offices within the relevant country to facilitate payment.

In the case of delays with required fund transfer request form and bank statements to validate the account, the Secretariat will not be able to cover expenses prior to travel given the processing time. This payment will be made at the end of the trip following submission of boarding passes.

In accordance with the guidelines governing the funding received to facilitate participants' air travel, each funded participant is required to submit all original boarding passes for **both** the **inbound and outbound** legs of their air travel. Each delegate is therefore required to submit all **original** Boarding Pass(es) for the inbound leg of his/her air travel to the designated UN Environment representative at the Registration Desk.

#### *Non-sponsored participants*

Accommodation, including breakfast will need to be paid directly to the hotel by all non-sponsored participants. All non-sponsored delegates and participants from CEP Member Governments, other UN organisations, and other governmental or non-governmental observers are expected to meet the full costs of their participation in the Meeting. Such additional delegates and observers are expected to contact the hotel directly to confirm their hotel arrangements. Once you have been fully registered for the meeting through UNEP CEP's registration system, participants are to contact the hotel directly, at the information above, to book your reservation at the negotiated rate.

## **5. Meals**

Lunch Option

Salad Buffett + Barbecue plate: 18€

Barbecue plate + dessert: 18€

Salad buffet + barbecue pate + dessert: 25€

## **6. Opening and Registration**

Registration will be held on the first day of the start of each meeting, that is, **Monday, March 13, 2017** beginning at **8:30 a.m.** for the SPAW COP9, and **Tuesday, March 14, 2017** starting at **8:30 a.m.** for the LBS COP3. *All participants are requested to register on the first day of the meeting to which you will attend.*

## **7. Working Language of the Meetings**

The meetings will have simultaneous interpretation in three working languages of the United Nations, English, French and Spanish. All Working documents will be available in English, Spanish and French.

## **8. Meeting documents and Greening of the Meeting**

In order to minimize the environmental footprint of the meetings and in line with the policy towards greener meetings, participants are encouraged to visit the UNEP CEP website meeting page to access the latest version of documents. All documents for the meeting are made available on the Secretariat's website at <http://cep.unep.org/meetings>. Our website will also include information on greening practices that will be encouraged at the meetings.

## **9. Funding**

### Travel and Daily Subsistence Allowance Arrangements

Flight arrangements will be made for each funded participant who will also be provided with Seventy-five percent (75%) of the reduced amount is expected to be made 5 days prior to travel, time permitting. The balance will be paid following receipt of return

boarding passes from participants and the submission/approval of expense report by UN Environment CEP.

## **10. Conference officials**

The following persons will be responsible for servicing the meeting:

Mr. Martin Okun

Philippa Jackson-Forbes

### Travel and Daily Subsistence Allowance Arrangements

For any other query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact the designated conference officials indicated above.

## **11. Services**

### Internet

Free internet available in meeting rooms, private and public areas.

### Business centre

Scanning, faxing and photocopying services will be provided by the CEP Secretariat.

## **12. Weather and time zone information**

The standard time zone is GFT: [://www.timeanddate.com/time/zone/france/cayenne](http://www.timeanddate.com/time/zone/france/cayenne). Please click the [Weather](#) link to access an update on the weather conditions in French Guiana.

## **13. Health Requirements**

The United Nations Environment-Caribbean Environment Programme 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 this context, it is strongly recommended that participants secure, prior to departure, international medical insurance for the period of participation and to endeavour to safeguard all personal belongings while attending the meeting.

The Government of French Guiana requires proof of yellow fever vaccination for all travellers, except infants.

## 14. *Electricity*

French Guiana operates on voltage: 220 Volts, 50 hertz. The following types of electrical outlets are used:



## 15. *Currency*

The Credit cards are accepted in most stores, hotels, and restaurants throughout the country. You can get cash from the ATMs, located in the hotel, banks and gas stations.

## 16. *Disclaimer*

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Further information and documentation for the meeting will be made available on the UN-Caribbean Environment Programme website:

[www.cep.unep.org](http://www.cep.unep.org)

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