



Memorandum of Understanding on the
Conservation and Management of Dugongs
and their Habitats throughout their Range

Distr. General
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Rev.2 – 27 September 2010

FIRST OFFICIAL SIGNATORY STATE MEETING
Abu Dhabi, United Arab Emirates, 4–6 October 2010

INFORMATION NOTE FOR PARTICIPANTS

General

1. The First Official Meeting of the Memorandum of Understanding on the Conservation and Management of Dugongs and their Habitats throughout their Range (UNEP/CMS Dugong MoU) will be held at the **Radisson Blu Hotel**, Yas Island, Abu Dhabi from 4 to 6 October 2010. The meeting will open at 0900 in the Galaxy Ballroom of the Radisson Blu Hotel, where all subsequent sessions will also be held from 0900 to 1200 in the morning and from 1330 to 1700 in the afternoon (subject to adjustment, as necessary).
2. The UNEP/CMS Office in Abu Dhabi will organise the meeting, and will be responsible for arranging the visa, travel and accommodation for the sponsored delegates.

Conference venue

3. The Radisson Blu Hotel is located in Yas Island about 15 minutes drive from Abu Dhabi International Airport, about 30 minutes drive from Abu Dhabi city centre, and about 1h 30 min drive from Dubai.

Address and contact details:

Radisson Blu Hotel
Golf Plaza, Yas Island, P.O. Box 93725
Abu Dhabi, United Arab Emirates
Phone: +971 2 656 2000
Fax: +971 2 656 2001
E-mail: info.abudhabi@radissonblu.com
<http://www.radissonblu.com/hotel-abudhabi>

Hotel accommodation

4. Arrangements have been made for all conference participants sponsored by the UNEP/CMS Office to stay in Park Inn Hotel, Yas Island. Participants attending on their own expense are advised to stay in Park Inn Hotel or Radisson Blu Hotel where special rates have been negotiated for meeting participants. Non-sponsored delegates should contact the hotel directly to reserve their rooms. Address and contact details for Park Inn Hotel below:

Park Inn
Golf Plaza, Yas Island, P.O. Box 93725
Abu Dhabi, United Arab Emirates
Phone: +971 2 656 2222
Fax: +971 2 656 2223
E-mail: info.abudhabi@rezidorparkinn.com
<http://www.abudhabi.rezidorparkinn.com>

5. If meeting participants wish to visit Abu Dhabi city center, the hotel provides a shuttle bus from the conference venue to and back from Abu Dhabi city center every evening after the meeting. Shuttle timings will be provided by the hotel upon arrival (welcome note in your room).

Catering services

6. The Radisson Blu Hotel will offer a buffet service where delegates can take their lunch during the meeting. Complimentary coffee/tea will be offered each morning and afternoon during the meeting. The UNEP/CMS Office – Abu Dhabi will also offer dinner Monday and Tuesday evening. (See Provisional Schedule on http://www.cms.int/species/dugong/meeting_of_sigs1.htm.)

Registration and identification badges

7. Participants are requested to register and obtain meeting badges in front of the Galaxy Ballroom in Radisson Blu Hotel on Sunday morning or Monday at 0800-0845 (see Provisional Schedule) to obtain meeting badges and to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, at social functions and in the Radisson Blu Hotel.

Credentials

Official representatives of Signatory States and potential Signatory States are reminded of the need to present their credentials, preferably prior to the meeting, or at the latest upon registration. Countries intending to sign the Dugong MoU are required to present an instrument of Full Powers. Explanation of arrangements for signing the Memorandum of Understanding, a sample letter of credentials and full powers model can be found on http://www.cms.int/species/dugong/meeting_of_sigs1.htm .

Working language of the meeting

8. The working language of the meeting will be English. As there will be no simultaneous interpretation into other languages, participants should have a good working knowledge of English.

Immigration requirements

The UNEP/CMS Office – Abu Dhabi is handling visa arrangements of the sponsored delegates. The visa is electronic, single entry, and will not be put in passport. The UNEP/CMS Office will send the visa to the delegate via e-mail and delegate should present it with air travel e-ticket at the check-in, and then upon arrival with passport in the Abu Dhabi or Dubai International Airport. Participants making their own arrangements should get the required information from the nearest Embassy of the United Arab Emirates or the agency through which they are obtaining their visa.

Note: Please ensure that your passport is valid for at least 6 months prior to your arrival.

Arrival at the airport and transportation

9. Metered taxis can be obtained outside the terminal in Abu Dhabi International Airport. Estimated cost of taxi ride from the airport to Yas Island should not exceed 70 AED (ca. 20 USD). Also, metered taxis can be obtained outside the terminal in Dubai International Airport. Estimated cost taxi ride from Dubai to Yas Island Abu Dhabi should not exceed 200 AED (ca. 55 USD).

10. Should you wish to travel to Abu Dhabi city centre, you can take a metered taxi Al Ghazal Regular or Al Ghazal Limousine (flat rate of 70 AED from Abu Dhabi Airport). Also public bus 901 heads to the city from Abu Dhabi Airport (destination: Main Bus Terminal) in regular intervals and costs 3 AED.

Trans AD: 600 535353

Al Ghazal Dubai: +971 4 339 0002

Al Ghazal Taxi: +971 2 444 7787

Al Ghazal Express: +971 2 444 5885

11. For prohibited and restricted items and duty free allowances please check the information on Abu Dhabi and Dubai International Airports' websites <http://www.abudhabiairport.ae/travelinfo/index.asp> and <http://www.dubaiairport.com/DIA/English/MainMenu/Airport+Guide/Airport+Security/> .

Daily subsistence allowance (only if applicable)

12. Sponsored delegates will be provided with an appropriate daily subsistence allowance base on prevailing United Nations rates in US dollars. In order to facilitate the payment of subsistence allowance, eligible participants are requested to present their passports and boarding passes to the Secretariat staff during the meeting.

13. Sponsored delegates will be personally responsible for payment of any other incidental and room service charges (such as telephone calls, faxes, internet connection, mini-bar, and other).

14. Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

Financial and administrative arrangements

15. Those cases where the participation costs are borne by the CMS secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

Return bookings

16. Participants not sponsored by UNEP/CMS Office – Abu Dhabi are advised to ensure that their return bookings are confirmed soon after their arrival to Abu Dhabi.

17. Participants who are sponsored by UNEP/CMS Office – Abu Dhabi, please note the terms and conditions of issued air ticket: any ticket change, cancellation or no-show charges will be at participant's own cost.

Other practical information

18. Working and business hours: The average working week runs from Sunday to Thursday. Government operates from 8 am to 3 pm, banks from 8 am to 7 pm, and commercial shops from 9 am to 8 pm (a break might be taken during the day) whereas shopping malls can be open until 10 pm.

19. Local time: UAE is four hours ahead of Greenwich Mean Time (GMT +4).

20. Currency: The official currency of the UAE is Dirham (Dh or AED). 1 Dirham = 100 Fils. The current rate of exchange is approximately AED 3.67 to USD 1.

21. Weather and dress code: Abu Dhabi has a hot arid climate. The weather during October is expected to be sunny and warm. During day time the average temperature is about 30°C, and during night time about 20°C. Lightweight summer clothing is suitable for most of the year. However, as the conference room where the meeting is to be held is air-conditioned, you might consider bringing appropriate clothing to keep comfortable and warm. Be sure to take some sort of jacket or sweater when visiting hotels, offices, shopping malls, cinemas, etc. as the air conditioning can be strong. Abu Dhabi is generally conservative, but tolerant when it comes to dress code. Residents and visitors are advised to respect local culture and customs by not wearing revealing clothing in public places. It is respectful for men and women to cover shoulders and knees when in public.

22. Electricity: Electric current in UAE is 220V. Socket adapters are usually available in the hotel.

23. Vaccinations: Hepatitis A and B, and Tetanus vaccinations should be valid. For diphtheria and rabies precautions may be required, depending on the season and region visited. Inoculation regulations can change at short notice. Please seek medical advice in case of doubt.

24. Health care: Medical facilities are of very high quality but are extremely expensive. Private health insurance is essential. Pharmacies are well supplied and many pharmacists speak English. Note: Some prescription/over the counter medicines are illegal in UAE. For details contact the UAE Registration & Drug Control Department drugcl.csc@moh.gov.ae.

25. Water: Tap water in Abu Dhabi is safe to drink.

26. Alcohol: Alcohol is served only in licensed outlets associated with hotel restaurants and bars, and a few clubs (e.g. golf clubs) and associations.

Useful links: <http://www.abudhabi.com>
<http://www.visitabudhabi.ae>
<http://www.abudhabairport.ae>

Contact details of the organiser:

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c/o Environment Agency – Abu Dhabi
P.O.Box 45553, Abu Dhabi, UAE
Phone: +971 2 6934 437 / 541
Email: CmsOffice.ae@cms.int
<http://www.cms.int/species/dugong/index.htm>

Contact persons:

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NOTE: The content of this Information Note was accurate at the time of writing