

Information for participants to the:

Meeting of the Ecosystem Approach Correspondence Group on Monitoring (CORMON) Biodiversity and Fisheries, (Marseille, France, 12-13 February 2019)

Meeting of National Correspondents of the Strategic Action Programme for the conservation of Biological Diversity in the Mediterranean region (SAP BIO), (Marseille, France, 13-14 February 2019)

Venue

SPA/RAC is organizing the following meetings:

- i. Meeting of the EcAp Correspondence Group on Monitoring (CORMON), Biodiversity and Fisheries; (one day and a half, 12-13 February 2019)
- ii. Meeting of National Correspondents of the Strategic Action Programme for the conservation of Biological Diversity in the Mediterranean region (SAP BIO); (two half days, 13-14 February 2019)
- iii. Workshop on the progress in the elaboration of the Report on the State of the Environment and Development in the Mediterranean-Chapters on Marine Biological Diversity (SoED 2019); (14 February 2019, afternoon)

These meetings will take place, back to back, from 12 to 14 February 2019 at the:

Hôtel Mercure Vieux port
1, Rue Neuve St Martin 13001, Marseille, France
Tel: 00 33 4 96 17 22 22
E-mail: h1148@accor.com



Meeting documents

The documents prepared for the meeting of the Ecosystem Approach Correspondence Group on monitoring (CORMON) are available at the following dedicated link (http://www.rac-spa.org/cormon_2019.html). Meeting documents will not be distributed in paper copies. Delegates are kindly requested to bring their own copies.

Meeting Language

Working languages of the Meetings will be English and French. Simultaneous translation will be provided during the plenary sessions of the Meetings.

Accommodation

Designated representatives to the meetings are covered by SPA/RAC following the rules shared in the meetings invitation letter.

Delegates will be accommodated at Hotel Mercure Vieux port, on half board basis. Single rooms are already booked by SPA/RAC.

Travel arrangements and DSA for participants whose travel is covered by SPA/RAC

SPA/RAC will arrange the participants travel by the most direct and appropriate means of transport. The flight itinerary will be shared with the designated representatives for their approval prior to purchasing the tickets.

Designated participants are kindly requested to share with us their airport departure and a scanned copy of their passport by e-mail.

A Complement of Daily Subsistence Allowance (DSA) for the duration of the participants and terminal expenses, will be handed over to the participants in Marseille.

Travel expenses will be reimbursed after submission of the following documents to **Ms. Imtinen Kefi**:

- Copy of the visa, departing taxes and related fees;
- Boarding pass(es) for the inbound journey (originals);
- Copy of the full ticket;
- Return boarding passes (originals) to be sent to the Administration Department at the end of the mission; and
- Original invoice (s) and proof of payment air ticket, train ticket and other claimed expenses.

The reimbursement will be done in prepaid debit card in Marseille.

Visas

Designated representatives should ensure that they are in possession of any necessary entry and/or transit visas prior to their departure. Whilst the Secretariat will try to facilitate the issue of the relative visas, final responsibility to obtain any required visa shall rest with the participant. It is suggested that visa applications are submitted at the Embassy of France as early as possible.

Transport from/to MARSEILLE MARIGNANE Airport TO/FROM Hotel Mercure

A. Airport shuttle

- ✓ Airport shuttle to Marseille Saint-Charles train station (departure every 15 minutes, from 4h30 to 23h30), 25 minutes transfer time. Price for one-way ticket is 8.50 Euros. You can buy tickets at the airport ticket counter and online on the website <https://store.marseille.aeroport.fr/bus.html>
- ✓ Then, from Marseille Saint Charles train station to Hotel Mercure Vieux Port: Take metro line N° 1 in direction of ‘la Fourragère’ and stop at ‘Colbert - Hôtel de la Région’ station.
- ✓ Hotel Mercure Centre Marseille Vieux Port is located at 2 min walk from the metro station:
 - follow Rue Sainte-Barbe toward Rue Puvis de Chavannes,
 - continue onto Rue Place de l’Hôtel des Postes,
 - then turn left onto Rue Neuve Saint-Martin.
 - The Hotel Mercure will be on your right at 1, Rue Neuve St Martin.

B. Taxi

Taxi station is located between the Hall 1 and Hall 4. Price: around 50 euros (daily rate)

Measures to reduce the environmental impact of the Meetings

The meeting will be paperless to the extent possible.

The working documents will be made available online on SPA/RAC website (http://www.rac-spa.org/cormon_2019.html).

Designated delegates are strongly encouraged to follow these suggestions:

- Each representative is advised to bring a laptop computer, which should be pre-checked for viruses prior to arrival at the meeting.
- Laptops should be configured for a standard wireless (wi-fi) connection. If in doubt, please check with your local information technology expert.
- Each representative should bring an appropriate adaptor to enable laptops to be connected to EU power sockets.
- Each representative should include a current e-mail address when completing the meeting registration form in order to be able to receive correspondence about the meetings.

Contact persons for the meetings

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