

Participant's Info

4th STEERING COMMITTEE MEETING of the CLME PROJECT

5-6 March 2013
Cartagena, Colombia

Sustainable Management of the Shared Living Marine Resources of the Caribbean Large Marine Ecosystem (CLME) and Adjacent Regions

The CLME Project Coordination Unit (PCU) and the CLME Implementing and Executing Agencies have the pleasure to welcome you to the 4th CLME Steering Committee (SC) Meeting, to be celebrated this year in Cartagena, Colombia. Please find below relevant information which will assist you in your preparation for this important event.

We look forward to meeting you all in Cartagena.

Wishing you safe travel,

The CLME Project Coordination Unit

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1. Meeting Materials & Documents

The latest versions of the materials and documents –**including the (draft) agenda and essential readings**– for the Steering Committee Meeting are being made available to all participants through the new CLME project website. We invite you to visit the CLME Project website at the following link: <http://www.clmeproject.org/intranet.html> or by following the INTRANET link located at the top right section of the CLME homepage. To access the intranet it is necessary that you log-in using the following password: **hotelsonesta**

2. Accommodation and Meeting Venue

For all participants whose expenses are being covered by the CLME Project, the CLME Project Coordination Unit (PCU) has made **reservations** at the “**Hotel Sonesta**”, located in the “**Anillo Vial**” of **Cartagena**. Hotel Sonesta is also the **Meeting Venue**. For more information on the hotel, please click on the following link: <http://www.sonesta.com/Cartagena/>

The hotel address is:

Hotel Sonesta, Cartagena de Indias, Colombia
Carrera 9 # 35-104 Anillo Vial, Zona Norte
Cartagena, Colombia
Tel 57.5.653 5656
Fax 57.5.668 5303

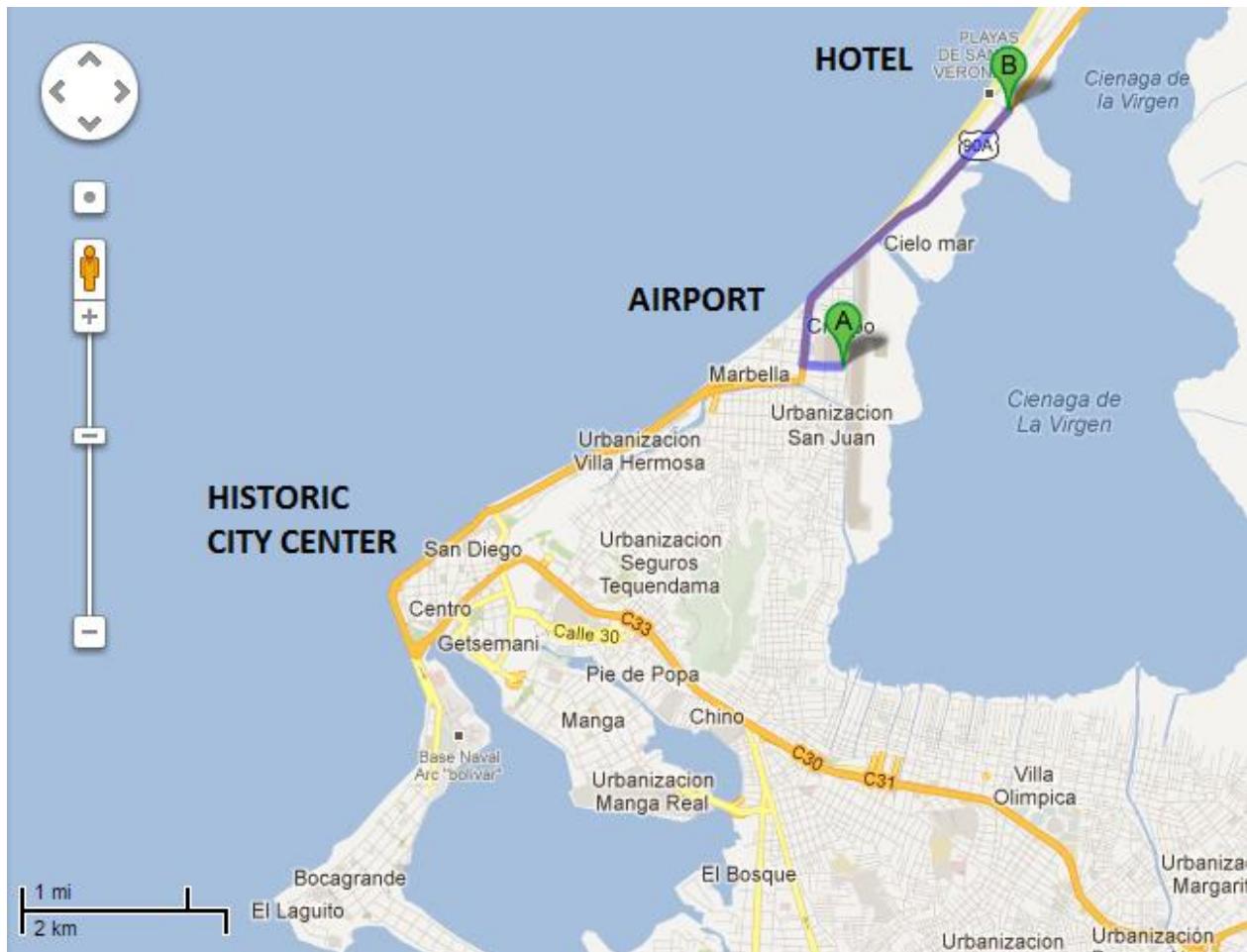
Participants reservations include:

- single room accommodation, incl. breakfast

Please note that consumptions from the room's mini-bar and meals delivered through room service are not covered by accommodation arrangements made for you by the PCU, and will be charged directly to you by the hotel.

Hotel Sonesta is located approximately 10 minutes by taxi from Cartagena's airport (“*Rafael Nuñez International Airport*”).

Please note that hotel check-in is at 15:00 hours and check out at 12:00 hours. However we have been assured by the hotel that they will try to accommodate early check-ins for participants who may arrive prior to the check in time.



The **Steering Committee Meeting (Tue-Wed 5-6 March)** will be held in the **Sonesta Hotel** conference room: (*room "India Catalina"*)

For the SCM, **instantaneous translation services** (English-Spanish-English) will be provided throughout the sessions. **Coffee breaks** and a **permanent coffee station** will be made available to the participants.

3. Travel arrangements and Transportation to/from the hotel

All participants whose travel will be covered by the CLME Project will be provided by the CLME Project Unit with their **final travel itineraries** as soon as these become available. Itineraries will be prepared based on the most direct, economic route from/to your place of departure/return. May we kindly ask you to **PLEASE KEEP YOUR BOARDING PASSES as they may be required by the PCU for administrative purposes.**

For participants whose travel is being covered by the PCU, please note that a reduced Daily Subsistence Allowance (DSA) along with **terminal expenses to and from your arrival and departure airports will be transferred directly into your bank account (once you have provided the PCU with the completed Vendor Form information) upon your arrival at the meeting. Transfers should be complete within two (2) days.** Further, please note that for participants who have an overnight stop as part of their travel itinerary, the PCU will also cover the cost of this, by transferring the required DSA into the participants account upon arrival in Cartagena.

No hotel shuttles have been programmed between the airport and the hotel. Instead, we ask participants to **arrange transport from the Cartagena airport to the Hotel Sonesta upon arrival in Cartagena with the airport taxis** which can be found directly outside of the airport building. The rate from the Airport to the Hotel is **approximately 11\$ USD** (20,000 Colombian pesos). The official taxis that are lined up in front of the airport have an airport/plane logo on their doors.

Depending on traffic conditions, the trip from Cartagena's Airport ("*Rafael Nuñez International Airport*") to Hotel Sonesta takes about 10 minutes.

4. Local Currency

National currency in Colombia is the Colombian Peso (COP). The official exchange rate varies slightly from day to day, however **1 US Dollar** corresponds to approx. **1.800 COP**. Most Credit Cards (i.e. Visa, Master Card, American Express) are well accepted in hotels, restaurants and major stores.

5. International calls and Internet connection

Direct international and local dialing is available in hotel rooms. Please note that this is at additional cost, and cannot be directly covered by the CLME project.

Free Wireless Internet connection will be available at the hotel rooms and meeting facilities for all participants.

6. Passport and Visa requirements

It is the **participant's responsibility** to be in the possession of a **passport** that is valid for transit and entry into Colombia, and to obtain an **entry visa** for Colombia, United States or any transit port if in the participant's case such visa is required.

Please confirm with the Colombian embassy or consulate in your country, or via their website, whether you will need a visa to attend the meeting. Please ensure that you have obtained such visa prior to initiating your travel. The Project Coordination Unit may assist you with an invitation letter for the purpose of obtaining your entry visa for Colombia.

For those of you whose itinerary includes a **stop-over in the USA**, please also **ensure that you have the necessary documents/visa** allowing your entry into the US.

7. Daily Subsistence Allowance (DSA)

For participants who are **eligible for financial support for attending the CLME SC Meetings**, please be advised that the **Project will cover the following costs**:

- roundtrip airfare, according to the most economic, direct route
- in Cartagena: single room accommodation, incl. breakfast
- in Cartagena. lunch is provided by the Project and will be organized by the PCU
- in Cartagena and stop-overs, as applicable: additional allowance covering terminal expenses and daily subsistence, as indicated below

A Terminal Expenses and Daily Subsistence Allowance (TE/DSA) will be provided to cover cost of transportation from and to departure (home) and arrival airports, and all other out-of-pocket expenses incl. meals not provided for by the Project/PCU. Full DSAs will be provided to those of you who have (an) additional obligatory overnight stay(s) at an intermediate point or in Cartagena, immediately prior to or following the meeting.

It should be noted that TE/DSA will be transferred to the participants bank account (upon receipt of a completed vendor form) once the participant has arrived at the meeting. Please allow approximately two days for the transfer to be completed. Breakdowns of TE/DSA calculations can be made available upon request.

8. Yellow Fever Vaccination

It is advisable that participants get vaccinated against the yellow fever virus before traveling to Colombia and that they have their vaccination card in their possession as it may be requested at immigration and customs upon arrival in the country.

9. Local Climate

Climate in Cartagena is tropical, and can be described as hot and humid. Rainfall is highest during October and November.

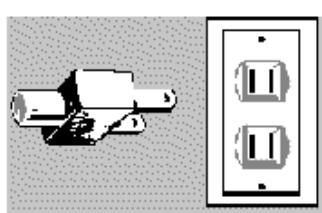
10. Emergency Telephones (dialed from landline phones)

Colombia country code is 57. Code for the city of Cartagena is 5

UN Security office	(57) (5) 6649054
National Police	123 / 112
Security Administrative Department	153
Attorney's Office	122
Army	146
Red Cross	132 / (57) (5) 662 5388
Fire Department	119
Airport	(57) (5) 656 9200

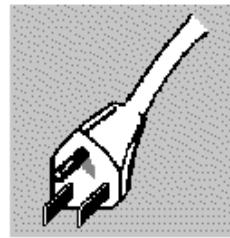
11. Electricity and Colombian plug system

- 110V 60Hz
- A & B type plugs



Plug Type A

A - 2 parallel flat prongs - "American" type



Plug Type B

B - Similar to A but with an earth connector

12. About Cartagena

Cartagena is an important touristic and commercial port, which has a growing industrial zone. In 1984 Cartagena was honored by UNESCO as a Cultural and Historic Heritage of Humankind. It is a destination full of history; an architectonic jewel located on the Caribbean Sea. As a military fortress, its ample and deep bay was the center of the colony and the final stop of the army or fleet of galleons.

13. Your safety while in Cartagena

The following section is based on Security Advice from the UN's Department of Security in Cartagena:

As in any other tourist place, common crime, muggings and pick-pocketing can take place. They are sometimes accompanied by violence and may thus constitute a risk for short-term visitors. Hailing taxis on the street may constitute a risk, and taxis with irregular markings and additional passengers must be particularly avoided. Please ask the hotel to assist you with your transportation arrangements or use radio taxi services during your stay.

Safety in areas in the old walled city (historical downtown) and the areas near the hotels in the tourist areas is quite good; nevertheless, the UN Safety Department recommends you not to move alone and be especially careful at nights. Always carry with you a copy of your passport, and pay special attention to people on motorcycles, who may attempt at stealing your money, cameras and jewelry while on the streets, sometimes with violence.

Be especially aware of sea food sellers; you should refrain from buying oysters, shrimps and other sea products from food sellers at the beach due to potentially poor sanitary conditions. It is recommended to drink bottled water only.

We recommend using credit cards during your visit; this is a secure means of payment and you may get a better exchange rate (but keep an eye on your card at all times).

In order to ensure your safety during your stay, the PCU asks you to please always bear in mind the following recommendations:

- We do not recommend walking alone at night outside the hotel premises
- Please be aware that wearing expensive jewelry and electronic equipment may attract undesired attention when walking outside of the hotel
- We recommend you to avoid crowded as well as lonely places you are not familiar with

- Never leave your valuables unattended. Hotel rooms are equipped with a safe: please use this to store your passport, airplane ticket and other valuables
- Carry only the necessary cash, and a copy of your passport
- Please take care of your carry-on luggage at all times, especially your personal laptop

14. PCU Contact Info

Please do not hesitate to contact the CLME PCU if you require any additional information:

For further information about **logistics and travel arrangements** or any related needs, please contact:

Ms. Carmen Beltran
CLME PCU Operations Assistant
E-mail: carmenbd@unops.org
Cell phone (57) 300 3701525

For any other queries please contact:

Mr. Gabriel García
CLME PCU Office Manager
E-mail: GabrielG@unops.org
Cell phone (57) 320 6389825

Mr. Patrick Debels
CLME Regional Project Coordinator
E-mail: PatrickD@unops.org
Cell phone (57) 314 5292462

Ms. Laverne Walker
CLME Senior Project Officer
E-mail: LaverneW@unops.org
Cell phone (57) 321 5532514

The Hotel Front Desk may also be able to assist you with your additional needs.

We look forward to welcoming you in Cartagena soon
The CLME Project Coordination Unit

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