

CLME+ PROJECT – Information Letter

UNDP-GEF Catalysing Implementation of the Strategic Action Programme for the Sustainable Management of shared Living Marine Resources in the Caribbean and North Brazil Shelf Large Marine Ecosystems (CLME+ Project)

Second Steering Committee Meeting

18 - 20 June, 2018
Panama City, Panama

The CLME+ Project Coordination Unit (PCU) and the CLME+ Implementing and Executing Agencies have the pleasure to welcome you to the Second Steering Committee Meeting (SCM), to be undertaken this year in Panama City, Panama. Please find below relevant information which will assist you in your preparation for this important event.

We look forward to meeting you all in Panama on Monday 18th – Wednesday 20th June 2018.

Wishing you safe travel,

The CLME+ Project Coordination Unit

1. Meeting Materials & Documents

The Steering Committee Meeting documents, in both English and Spanish, can be accessed by participants through the following link:

- <https://www.clmeproject.org/intranet/>
- **PASSWORD:** CLME+

If you are unable to access any of the documents on the intranet link, please inform us by sending an email to info@clmeproject.org and we will send you the documents electronically via email.

2. Accommodation and Meeting Venue

CLME+ PROJECT SPONSORED PARTICIPANTS:

- **For participants whose expenses are being covered by the CLME+ Project**, the CLME+ Project Coordination Unit (PCU) has made **reservations** at the **“Wynhdam Hotel Albbrook Mall”**, and this hotel is also the meeting venue.

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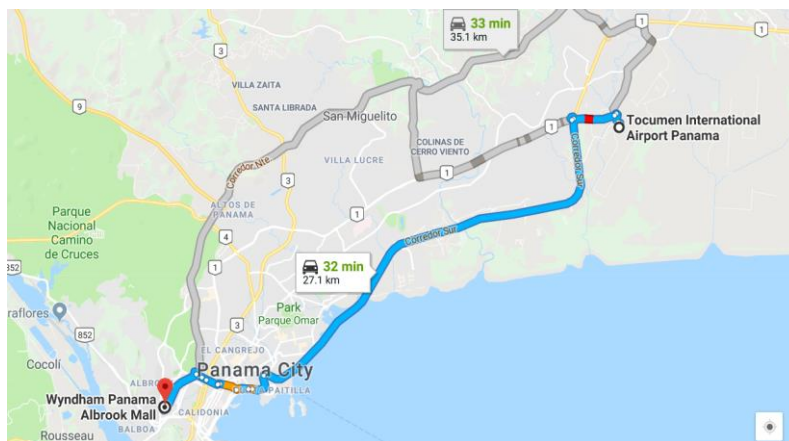


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The reservations made by the PCU include:

- Standard 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.

The hotel address is: **Wyndham Hotel Albrook Mall**

Ave. Marginal, Corregimiento de Ancon

Panama City, Panama

Tel +507-307-0300

Mail: reservations@wyndhampanamahotel-am.com

The hotel has check-in at 15:00 hours and check out at 12:00 hours. In case of earlier arrival, the Hotel will attempt to assign you a room if one is available.

NON-SPONSORED PARTICIPANTS:

For those participants whose costs are not being covered by the CLME+ Project, we encourage you to contact the travel agency we are working with and they can help arrange the room reservation on your behalf. Please contact **Genoveva Montoya** at genoveva.montoya@aviamarketing.com (with cc. Silvia Del Castillo at SilviaDCP@unops.org) and she will be able to assist with the room reservations under the meeting group reservation.

Please note that you would be required to provide the hotel with your credit card when checking in.

Hotel Special Rates

ROOM TYPE	SINGLE	DOUBLE
STANDARD	\$90.00 usd + 10% tax	\$120.00 usd + 10% tax

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3. Travel arrangements and Transportation to/from the hotel

For participants who are being supported by the CLME+ PCU, your DSA and Terminal Expenses (lump sum for transport to and from the airport) will be paid directly to your bank account and should be available to you upon your arrival in Panama. As the CLME+ PCU will pay directly to the hotel for your accommodation, in accordance with UNOPS standard travel policies and regulations you will receive a reduced DSA to cover expenses such as: dinner and incidentals.

In light of the foregoing, please note that we will not be distributing any cash DSA to participants supported by the Project. As such we advise participants to walk with sufficient cash to cover the cost of dinner and incidentals.

Lunches and breaks will be provided for all participants by the PCU. Please let us know as soon as possible if you have special food requirements.

No hotel shuttles have been programmed between the airport and the hotel.

The rate from the Airport to the Hotel is approximately **\$40 – 60 USD** (depending on the time of arrival). Please note that the terminal expenses paid to the sponsored participants is of \$47 USD each trip. If the transportation costs more than the provided \$47 USD per trip, the PCU will be able to reimburse the exceeding fee upon submission of receipt.

4. Local Currency

National currency in Panama is the United States Dollar (USD).

5. International calls and Internet connection

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

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

6. Visa requirements

It is the **participant's responsibility** to be in the possession of a **valid passport** (must not expire within 30 days after entering the country) and to obtain an **entry visa** for Panama, for those of you for whom such visa is required.

Please confirm with the Panama 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 level for the purpose of obtaining your entry visa for Panama.

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. Yellow Fever Vaccination Certificate

Please note that it is **highly recommended** that you are in possession of a **valid yellow fever vaccination certificate** in order to travel to Panama.

8. Daily Subsistence Allowance (DSA)

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

- roundtrip airfare, according to the most economic, direct route
- standard room accommodation, incl. breakfast (paid directly to the hotel by the CLME+ PCU)
- lunch is provided by the Project and will be organized by the PCU
- additional allowance covering terminal expenses and daily subsistence

9. Local Climate

TEMPERATURE		28°C 82°F
HIGH TEMPERATURE		31°C 88°F
LOW TEMPERATURE		24°C 75°F
SUNSHINE HOURS		6 HRS
RAINFALL		272 MM
RAINFALL DAYS		16 DAYS
SEA TEMPERATURE		29°C 84°F

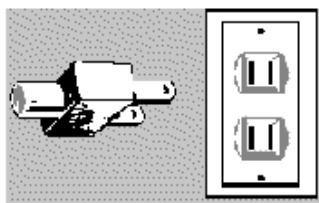
10. Emergency Telephones (dialed from landline phones)

Panama country code is 507.

UN Security office	+ 507 302 4597
National Police	104
Fire	103
Ambulance	911
Tourist Police	+507 511 9260

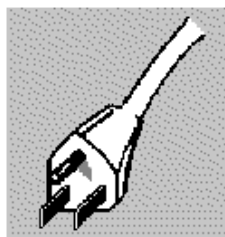
11. Electricity and Panama plug system

- 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 Panama City

Panama City is the capital and largest city in Panama. It is a diverse multicultural city of almost 1.3 million people and is located at the Pacific entrance of the Panama Canal, in the province of Panama. The city is the political and administrative center of the country, as well as a hub for banking and commerce. It is a modern, sophisticated metropolis that has established commerce, arts, fashion and dining.

Panama City offers a lot more than an up-close view of the Canal. The Old City is an atmospheric labyrinth of churches, plazas and palaces. Fifteen miles from downtown Panama City, Soberania National Park is an excellent destination for hiking and birding.

13. Your safety while in Panama

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

Present Security Situation in Panama: Panama's crime rate is significantly lower than in several other countries in the region. Armed violence is common in Panama City and Colón, police and media report roughly two murders per day. Based upon incidents reported to local police, the high-crime areas around Panama City are parts of San Miguelito, Rio Abajo, El Chorrillo, Ancon, Curundu, Veracruz Beach, Pedregal, San Joaquin, Panama Viejo, and the Madden Dam. Crimes range from armed robberies, drug trafficking-related crimes, rape, muggings, purse- snatchings to petty theft. Criminal Statistics over the past couple of years indicate a steady increase in drug use and related criminal activities. UN personnel have mainly been affected by car- and home burglaries, pickpockets, credit card and bank fraud.

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

- 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

- Use only licensed and registered taxis. Avoid taxis with passengers and instruct the driver not to pick up additional fares while en-route to your destination. Regular taxis are yellow in color. Many hotels also have “tourist taxis” that are not yellow but only pick up passengers in front of well-known hotels.

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. Silvia Del Castillo
CLME+ PCU Operations Associate
E-mail: SilviaDCP@unops.org
Ph (57 5) 664 8292 / 660 6800

For any other queries please contact:

Mr. Ivan Pavletich
CLME+ PCU Office Manager
E-mail: IvanP@unops.org
Ph (57 5) 664 8292 / 660 6800

Mr. Patrick Debels
CLME+ Regional Project Coordinator
E-mail: PatrickD@unops.org
Ph (57 5) 664 8292 / 660 6800

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

We look forward to welcoming you in Panama soon!

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