



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat

**REGIONAL UNFCCC REGIONAL WORKSHOP FOR LATIN AMERICAN AND THE  
CARIBBEAN REGION ON PROMOTING INTERNATIONAL COLLABORATION TO  
FACILITATE PREPARATION, SUBMISSION AND IMPLEMENTATION OF  
NATIONALLY APPROPRIATE MITIGATION ACTIONS**

Mexico City

10 to 13 December 2013

**INFORMATION NOTE**

**MEETING VENUE**

The UNFCCC regional workshop for Latin American and the Caribbean regions on promoting international collaboration to facilitate preparation, submission and implementation of nationally appropriate mitigation Actions will be held from 10 to 13 December 2013 (09:00 -18:00) at:

**Crown Plaza Hotel de México**  
Dakota No. 95 Col. Napoles CP 03810  
Nápoles, Benito Juárez,  
Ciudad de México, Distrito Federal  
Tel: + 52 55 1164 1164

**REGISTRATION OF PARTICIPANTS**

Registration of nominated experts for the Latin American and the Caribbean regions workshop will start on Tuesday 10 December from 08:30 to 09:00 am at the Crown Plaza Hotel.

**CONTACT IN CASE OF EMERGENCY**

Contact in Mexico City  
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## **VISAS AND AIRPORT FEES**

Persons holding regular, diplomatic or official passports should apply to the nearest Mexican embassy or consulate for the necessary visa.

**Please see Annex I “No visa required list.”**

Visa procedures, for those who need them, can take several weeks and you may be required to apply in your country of residence or citizenship.

Visa upon arrival shall be facilitated. Passport details of participants requiring visa should be sent to UNFCCC. Immigration letter will be sent to participants so that they will be allowed entry at the airport. A passport photo will be required for visa processing.

## **DAILY SUBSISTENCE ALLOWANCE (DSA)**

Funded participants are eligible for DSA in accordance with UNFCCC rules. The DSA for Mexico is currently US\$ 309 per day, calculated from the official arrival day for the workshop depending on the flight schedule, through the conclusion of the workshop with the expected departure the next day, in addition to one day DSA deemed to cover miscellaneous travel expenses including visa and airport taxes. The DSA described above represents the total entitlement to be provided at the meeting.

DSA will be available for collection at the meeting venue. Please make sure to present your passport, flight ticket and boarding passes on the first day of the meeting when claiming DSA.

### **Note on travel for funded participants**

Any changes made to the date of departure and/or arrival may incur a fee. Changes for private reasons are to be paid by the participant. The UNFCCC secretariat will not be responsible for costs associated with any changes you may wish to make to your ticket, for example upgrading, re-routing or stop-over.

## **TRANSPORTATION**

Most travelers arrive to Mexico City by air, to the Benito Juárez International Airport (IATA: MEX, ICAO: MMMX), located in the eastern part of the city. The airport has two terminals, T1 and T2 being the latter mostly used for Sky Team airlines. The two terminals are connected by a bus line and a light rail system, which is significantly faster than the bus.

Taxis are regulated and passengers should pay in advance at the taxi counter in Arrivals. Taxi fare from the airport to the Meeting venue and nearby hotels should be approximately 250 Pesos. Use only the clearly marked “AUTHORISED TAXI” service. These cars are white and yellow with black airplane stickers on the doors. It is not recommended to walk outside the airport terminal in search of cheaper taxi service unless you have pre-arranged your service. **Do not use the Green and White taxis.**

You should arrange taxi pick-up in advance as there are few taxis at the airport.

### **AIRPORT EMBARKATION TAX**

International Airport Departure Tax/Tourism Tax is levied on passengers departing from Mexico on international flights, which differs per airport and ranges USD 18-29.- each.

Exempt:

1. Holders of a diplomatic passport (not applicable to nationals of Ecuador).
2. Transit passengers complying with the TWOV conditions;
3. From Tourism Tax: nationals and residents of Mexico.

## ACCOMMODATION

**Participants should make their own hotel bookings.**

In order to facilitate your reservation other hotels are listed below. Participants who wish to make a reservation at one of the below mentioned hotels are kindly requested to contact the hotel directly.

Accommodation price list below is given in Pesos currency (approximate rate 1US\$ = 13.38 Pesos).

Hotel	Tel.	Room Rate	Website
Holiday Inn Express & Suites Mexico City at the WTCmás	01 800 837 1650	\$1,842.00	<a href="http://www.ihg.com/holidayinnexpress/hotels/us/en/mexico/mexhm/hoteldetail?cm_mmc=GoogleMaps-ex- -MXEN- -mexhm">http://www.ihg.com/holidayinnexpress/hotels/us/en/mexico/mexhm/hoteldetail?cm_mmc=GoogleMaps-ex- -MXEN- -mexhm</a>
Del Parque Hotel & Suites	01 55 5536 1450	\$1,535.00	<a href="http://www.hotelsuitesdelparque.com.mx/">http://www.hotelsuitesdelparque.com.mx/</a>
Novit hotel	55 5448-0490	\$1,743.00	<a href="http://www.hotelnovit.com/?s=4">http://www.hotelnovit.com/?s=4</a>
Hotel velmont	5543 3700 - 04	\$1,080.00	<a href="http://www.hotelvermont.com.mx/">http://www.hotelvermont.com.mx/</a>
Suites Batia	568 73839	\$1,205.00	<a href="http://www.suitesbatia.com/contactenos">http://www.suitesbatia.com/contactenos</a>

## HEALTH REQUIREMENTS

With respect to health requirements and precautions to be taken by participants travelling to Mexico City participants should consult and seek medical advice from their physicians/doctors and take medical precautions as advised.

Please make sure you have adequate travel health insurance and accessible funds to cover the cost of any medical treatment abroad, including evacuation by air and repatriation.

Make sure you are up-to-date on routine vaccines before every trip.

Get travel vaccines and medicines because there is a risk of these diseases in the country you are visiting.

You can get hepatitis A or typhoid through contaminated food or water in Mexico.

## GENERAL INFORMATION ON MEXICO CITY

The Republic of Mexico, the official name of the host country, which is located in North America and has a total area of 1,972,547 square km, is the United Mexican States. In terms of its territory, Mexico is the thirteenth largest country in the world, and the fifteenth largest in the Americas.

**Languages:** Spanish is Mexico's official language. Mexican Spanish is polite, clear and easy to understand by Latin American standards. Please see Annex II for "Important phrases."

The meeting will be held in English with **simultaneous interpretations into Spanish**

**Currency:** The official currency is Mexico's currency is the Mexican Peso. There are one hundred Mexican cents to every Peso. The symbol for the Mexican Peso is \$. To distinguish this from the Dollar, you sometimes

see it presented as MX\$ or e.g. \$100 MN.

**ATMs** are plentiful in Mexico City, and are the easiest source of cash. You can use major credit cards and some bank cards, such as those on the Cirrus and Plus systems, to withdraw pesos from ATMs. The exchange rate that banks use for ATM withdrawals is normally better than the 'tourist rate' for currency exchange.

To avoid the risk of 'card cloning' use ATMs only in secure indoor locations, not those in stand-alone booths.

### **Changing money**

You can exchange cash and traveler's checks in banks or at casas de cambio. Banks go through a more time-consuming procedure than casas de cambio, and usually have shorter exchange hours. There is often a better rate for efectivo (cash) than for documento (traveler's checks).

### **Travelers Cheque Advice**

These are accepted at the banks. To avoid additional exchange rate charges, travelers are advised to take traveler's cheques in US Dollars or Pounds Sterling.

### **Banking Hours**

Banks are open from 8:00 a.m. – 5:00 p.m. - from Monday to Friday although many are now also open for a half-day on Saturdays

### **Food & drink**

Although it is easy to assume that Mexico City is the world capital of tacos, you can find almost any kind of food in this city. There are regional specialties from all over Mexico as well as international cuisine.

The water is drinkable, but the water quality tends to affect people from outside Mexico due to the change in bacterial flora. Participants are therefore advised to drink bottled water.

### **Security**

Avoid pedestrian underpasses that are empty or nearly so. Crowded metro cars and buses are favorite haunts of pickpockets. Stay alert and keep your hand on your wallet and you'll be fine.

Most importantly, if you become a robbery victim, don't resist. Give the perpetrator your valuables rather than risking injury or death.

Think preventively when packing for your trip; consider leaving behind expensive jewelry, watches, and items of sentimental value. A smaller, inexpensive camera may be a better choice than larger, expensive models. You may not need to take an ATM card if your credit card and a limited amount of cash will suffice.

Make a copy of your passport to carry in your luggage separately from your actual passport. Consider storing a digital scan of your passport (and/or other critical documents) with family, friends, or your employer so that it could be emailed to you in an emergency.

Avoid displaying large amounts of cash if you use the exchanges at the Mexico City airport.

If you need to use a cash machine, use those located in hotels or banks. Avoid cash machines on streets or less busy areas. If you need help, ask an employee at the bank or hotel.

Keep your belongings in sight particularly in open areas like restaurants, bars, parks, and even in the rooms at the Meeting venue. Don't leave purses, laptop bags, or cameras hanging on chairs or on the floor.

When leaving your hotel room to go out at night, take only the cash you need for each excursion and consider leaving your credit cards, watch, and jewelry behind in the hotel room safe.

**Electricity:** 110 Volts (50 cycles). The voltage in Mexico City is 127 VAC.

Mexico City operates on the same electrical current as do most cities in the U.S. You can buy an adapter for plugs with two sized prongs at a minimal cost if needed.

**Telephone country code:** The international dialing code for Mexico City is (+52 1).

**Temperature/Weather**

The area has two main seasons. The rainy season runs from June to October when winds bring in tropical moisture from the sea. The dry season runs from November to May, when the air is relatively drier.

May – October: 18 – 23 C

**Time:** GMT-6 to -8. Summer: -5 to -7.

**Tipping:** In Mexico, not only is it customary, it is expected and appreciated in return for good service.

Most people working in Mexico's tourism and service sectors rely on your tips to supplement their basic pay and they give good service to prove that it makes a significant difference to them.

When you are traveling in Mexico, always keep some loose change in your pocket because you never know when you're going to need some of it for a tip.

Even fringe services like someone at a taxi rank opening the door for you (and perhaps putting your cases in the car's trunk) should receive a small tip (just 1 or 2 pesos will suffice in these cases).

Some hotels and tours indicate that "all tips are included in the price"; if this is the case, fair enough, and there is no need to tip further. You may still wish to leave a small tip for the maids at the rooms you stay in, or offer the tour guide a small tip at the end of the program.

Although tips are frequent in Mexico, the amounts are relatively small, and they really can make a difference to the person whom you are rewarding.

**Business hours**

Stores: 9:00 a.m. – 9:00 p.m.

The tourist information will be provided on the workshop venue.

**IMPORTANT NOTICE**

**Please note that all participants are responsible for medical, accident and travel insurance, for death or disability compensation, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation. In this context, it is strongly recommended that appropriate insurance be obtained for the period of participation in the workshop.**

ANNEX I

NO VISA REQUIRED LIST

(PAÍSES Y REGIONES QUE NO REQUIEREN VISA PARA VIAJAR A MÉXICO)

Alemania	Islas Pitcairn
Argentina	Islas Cocos
Andorra	Islas Reunión
Aruba	Islas Cook
Anguila	Islas Vírgenes de los EUA
Australia	Islas Faroe
Antillas Holandesas	Islas Wallis y Futura
Austria	Islas Guam
Bahamas (Comonwealth)	Islas Vírgenes Británicas
Belice	Islas Malvinas
Barbados	Israel
Brasil	Islas Marianas
Bélgica	Italia
Bulgaria	Jamaica
Canadá	Japón
Corea del Sur	Letonia
Chile	Lituania
Costa Rica	Liechtenstein
Chipre	Luxemburgo
Croacia	Macao
Colombia	Martinica
Dinamarca	Mahore
Eslovaquia	Micronesia
Estados Unidos de América	Malasia
Eslovenia	Mónaco
Estonia	Malta
España	Montserrat
Finlandia	Noruega
Francia	Nueva Caledonia
Gibraltar	Nueva Zelanda
Guadalupe	Omán
Grecia	Países Bajos (Holanda)
Guayana Francesa	Polinesia Francesa
Groenlandia	Palau
Hong Kong	Polonia
Hungría	Panamá
Irlanda	Portugal
Islas Marshall	Paraguay
Islandia	Puerto Rico
Islas Navidad	Perú

Islas Azores	Reino Unido de la Gran Bretaña
Islas Niue	Rumania
Islas Bermudas	República Checa
Islas Norfolk	Samoa Americana
Islas Caimán	Singapur
San Marino	Trinidad y Tobago
Suecia	Tokelau
Santa Helena	Turcos y Caicos
Suiza	Uruguay
Territorio Británico del Océano Índico	Venezuela

## ANNEX II

### IMPORTANT PHRASES

Hello	hola
Hi	hola
Good morning	Buenos días
Good evening	Buenas noches
Good night.	Buenas noches.
Excuse me	Con permiso
Yes.	sí
No	no
Please.	por favor
I am sorry.	Lo siento.
Thank you.	gracias
You're Welcome	de nada
What is your name?	¿Cómo te llamas?
My name is...	mi nombre es
Can you help me?	¿Puede usted ayudarme?
Can you speak more slowly?	¿Puede hablar más despacio?
Do you speak English?	¿Habla Inglés?
Does anyone here speak English?	¿Hay alguien aquí habla Inglés?
How are you?	¿Cómo estás?
How much?	¿Cuánto?
I'm fine.	Yo estoy bien.
I don't understand.	No lo entiendo.



I am very glad to meet you.	Me alegro de conocerte.
Pleased to meet you	Encantado de conocerte

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