



UNFCCC Regional Workshop on CDM and NAMAs for Latin America and the Caribbean

Bogotá, Colombia
31 August – 2 September, 2014

INFORMATION SHEET

MEETING VENUE

The Regional Workshop on Clean Development Mechanism (CDM) and Nationally Appropriate mitigation actions (NAMAs) for Latin America and the Caribbean will be held from 31 August – 2 September at:

HOTEL AR
Ave. Carrera 60 # 22 – 99 Salitre
Bogotá, Colombia
<http://hotelesar.com/en/>
Location: <http://hotelesar.com/en/location>
Reservations: Ms Yenny Gonzalez
Phone: +57-321-4903839

The special room rate for participants is USD 148.00 (incl. breakfast and internet usage).

ACCOMMODATION // REGISTRATION OF PARTICIPANTS

Participants shall make their own hotel and airport transfer bookings.

You may also consult <http://www.booking.com> for further hotels near the meeting venue. Please find a list of some other hotels in the vicinity of the event venue:

Hotel Capital (Calle 25 B No 69 A – 50)
Phone: (+57 1) 423 3000 / (+57 1) 423 3003
Email: reservas.capital@ghlhoteles.com
Daily rate single: USD 128.00 + taxes

Holiday Inn (Calle 26 # 69D - 91)
Phone: (+57 1) 4044141 / (+57 1) 800 9520052
Daily rate single: USD 143.50 + taxes

Sheraton (Calle 25 B N°69 C - 80)
Phone number: (+57 1) 2105000 / (+57 1) 2105001 / (+57 1) 2105003
Email: reservas@sheratonbogota.com
Daily rate single: USD 243.60 (includes taxes)

Marriott (Av. El Dorado # 69b - 53)
Phone number: (+57 1) 4851111
Daily rate single: USD 299.00 + taxes



The registration of the workshop participants will take place on Sunday, 31 August 2014 from 8:00 to 9:00 a.m. at Hotel AR. Identification badges will be issued to participants at registration. The UNFCCC funded participants are kindly requested to present their national passport AND original boarding passes at the registration desk, necessary for the DSA disbursement.

NOTE ON TRAVEL

For funded participants, the secretariat will make the necessary arrangements to provide a round trip air ticket, by the most direct route, at the least costly fare.

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 traveller.

For additional information please contact:

TRAVEL	LOGISTICS	SUBSTANTIVE MATTERS ON THE WORKSHOP
Mr. Victor Pavaloï email: vpavaloï@unfccc.int Phone: +49-228) 815 – 1970	National Focal Points (NFPs) Ms Marie-Therese Diouf-Sperling email: mdiouf-sperling@unfccc.int Designated National Authorities (DNAs) Ms. Nadejda Boyadjieva email: Moderator-DNA@unfccc.int Phone: +49-228) 815 – 1597	Ms. Tshering Sherpa Programme Officer email: tsherpa@unfccc.int Phone: +49 228 815 1240 AND Ms. Rocio Correia Programme Officer email: rcorreia@unfccc.int Phone: +49 228 815 1863

In Bogotá, the police emergency telephone is 112. Another emergency number that works throughout the country is 123. Further, please be informed of the following telephone numbers:

- Tourist Police: 1/337-4413 or 1/243-1175;
- Police Station in Bogotá: 156
- The Fire Department: 119

VISA

The citizens of the following LAC countries need to obtain entry VISA for Colombia: CUBA, HAITI and NICARAGUA.

Please secure your visas as soon as possible in order to be able to participate in the event.

To apply, please follow the instructions:

1) Visit the following website and apply for your temporary visa "TP_1":
<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>

2) Please have a PDF of your passport copy (personal details page) ready to upload
AND

3) A PDF of one color passport photo of you on a white background



4) Your personalized invitation letter for the events (already sent to you via email). Please make sure to take this invitation letter with you when traveling to Colombia and show it to the immigration authorities upon request.

5) The office in charge of processing your visa is the "Office in Bogotá". Please make sure to write it in the appropriate field on the visa website!

The Colombian visa is free-of-charge. You will obtain it electronically via email.

Please let us know if you have any difficulties and if you have obtained the visa at the end. We will then inform the immigration authorities of Colombia about your arrival.

Foreign citizens who do not need tourist or visitor's visa may enter the country in compliance with the normal procedures of the Colombian migratory control authority, "Migración Colombia".

The following table provides the list of countries exempted from the Tourist or Visitor's Visa to enter Colombia, either by nationality or diplomatic passport:

Albania	Germany	Peru
Andorra	Greece	Philippines
Antigua and Barbuda	Grenada	Poland
Argentina	Guatemala	Portugal
Armenia	Guyana	Qatar
Australia	Holy See	Republic of Korea
Austria	Honduras	Romania
Bahamas	Hungary	Russia
Barbados	Iceland	Saint Kitts and Nevis
Belarus	Indonesia	Saint Vincent and the Grenadines
Belgium	Ireland	Samoa
Belize	Israel	San Marino
Bhutan	Italy	Santa Lucia
Bolivia	Jamaica	Serbia
Bosnia and Herzegovina	Japan	Singapore
Brazil	Kosovo	Slovakia
Brunei-Darussalam	Kuwait	Slovenia
Bulgaria	Latvia	Solomon Islands
Canada	Liechtenstein	South Africa
Chile	Lithuania	Spain
Costa Rica	Luxembourg	Suriname
Croatia	Macedonia	Sweden
Cyprus	Malaysia	Switzerland
Czech Republic	Malta	Trinidad and Tobago
Denmark	Marshall Islands	Turkey
Dominica	Micronesia	U.S.
Dominican Republic	Moldova	Ukraine
Ecuador	Monaco	United Arab Emirates
El Salvador	Montenegro	United Kingdom of England and Northern Ireland
Estonia	Netherlands	United States of Mexico
Fiji	New Zealand	Uruguay
Finland	Palau	Venezuela
France	Papua New Guinea	
Georgia	Paraguay	

Before departing for Colombia, participants should ensure that their passport is valid for travel for the whole period of the event plus six months.



Note: Check the nearest Colombian Consulate here:

<http://mre.cancilleria.gov.co/wps/portal/espanol/directoriomisiones>

AIRPORT FEES

Departure tax is approximately USD\$ 66, which may be paid in American dollars or Colombian pesos, according to the exchange rate at the day of exit. This amount is subject to variations by the national aviation authorities. Some airlines include this fee in the price of the ticket.

The UNFCCC secretariat will be happy to provide further assistance or advice, if required.

DAILY SUBSISTENCE ALLOWANCE (DSA)

Funded participants are eligible for DSA in accordance with UNFCCC rules.

Please note that the DSA is calculated as follows:

- i. Official arrival day for the meeting (or later depending upon flight schedule) through the conclusion of the official meeting with the expected departure the next day.
- ii. Plus 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.

The current DSA rate for Bogotá, Colombia is USD205.00 (effective 01 August 2014).

All participants eligible for DSA **must bring their passport, plane ticket and boarding pass(es) to the meeting** to allow payment to be made or to verify the bank transfer.

Please ensure that you bring those documents with you to avoid delay of your DSA payment.

***Note on travel for participants funded by UNFCCC secretariat:** 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 traveller. 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-overs.

TRANSPORTATION

Bogota is served by one airport:

The **Dorado** (SKRG/MDE) is located in the City and serves as the International Airport. The airport can be reached by taxi, Transmilenio, or by bus, payable in pesos.

To **get to your destination (in this case, the venue of the event) from the airport** use a regulated taxi: please search for the taxi line where you will be able to let the personnel know your destination. You will have to pay what the taximeter indicates at the end of your trip.

Cash advances on credit cards are available at most of the major banks; most of them also have ATMs that accept foreign credit and debit cards. The banks may also change cash, but you will probably get similar or better rates (and will save time) at casas de cambio (currency-exchange offices).

The city's public transport system includes diesel buses, taxis, Transmilenio, and UBER.

Getting around the city by taxi and bus

Taxis are cheap and plentiful. All taxis have meters and make sure they use them. Minimal fee costs about 4200 COP. For safety reasons, it is not recommended to hail any taxi on the street but rather call it using by phone or an App on your smartphone (Tapsi and Uber are recommended). As in most Latin American countries, their driving can be harrowing, so hold on tight.

Lock the doors of the taxi, especially after dark. If you experience a problem in a taxi or with the driver, dial 123 or 112 to report a complaint with the police. You should also call the company with which the taxi is registered.



Public and tourist taxi phone numbers:

- Radio Taxi: + 57 (1) 288-8888
- Taxi Real: + 57 (1) 333-3333
- Taxi Estrella: + 57 (1) 212-1212
- Taxi Elite: + 57 (1) 222-2222
- Taxis Libres: + 57 (1) 311-1111
- Taxi Express: + 57 (1) 411-1111

HEALTH REQUIREMENTS

With respect to health requirements and precautions to be taken by participants travelling to Colombia the secretariat of the United Nations Framework Convention on Climate Change and its Kyoto Protocol (the secretariat) informs all participants that they should consult and seek medical advice from their physicians/doctors and take medical precautions as advised.

You are strongly advised to obtain international travel and medical insurance to cover the period of your departure for the meeting until the time of your return as indicated above.

The UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation in the meeting.

In Bogotá, you are at no risk of tropical diseases like malaria, cholera or yellow fever because of its altitude. Altitude sickness is a possibility. Though it generally goes away after 2 to 5 days, it may be helpful to bring along Tylenol, Advil, or another over-the-counter painkiller. Symptoms include headache, shortness of breath, fatigue, nausea, and sleepiness.

Participants are free to choose their medical insurance program, however, we suggest:

<http://www.assist-card.com>

GENERAL INFORMATION ON DURING YOUR STAY IN COLOMBIA

- **Local Customs:** Clothing is usually business casual, avoid shorts or bermuda pants on weekdays. Sweaters and jackets are usually needed.
- **Time Zone:** Colombia is UTC/GMT -5 hours Greenwich Mean Time.
 - **Language:** The official languages of the meeting will be English. Simultaneous translation service from/to Spanish will be available throughout the meeting.

Except for a tiny percentage of rural indigenous communities, Spanish is universally spoken in Colombia. It's hard to find Colombians who speak English, even in Bogotá, so it's important to brush up on you skills before your trip. Outside of Bogotá and the major cities, you'll be hard-pressed to find any English speakers, which can make traveling in a non-touristy country quite difficult if you don't speak any Spanish.

Please see Annex I for “Spanish words or phrases for beginners.”

- **Currency:** The Colombian currency is known as the “Colombian Peso”, and the currency is abbreviated as COP. The COP is accepted everywhere. Dollars and Euros can be exchanged almost anywhere in the country, with other major currencies also easy to exchange.

The exchange rate is approximately COP 2000 = USD 1 or COP 2800 = Euro 1 (February 2014)

- **ATMs:** ATM limits: ATMs strictly limit withdrawals on foreign and domestic cards. You may only be able to withdraw COP 1.2 million per day. There are 5 major international banks with local offices, namely, Citibank, HSBC, RBS, Santander and BBVA; if by chance you hold a card of any of these banks your rates are usually lower. The largest Colombian bank is Bancolombia with ATM's everywhere.



When withdrawing money from an ATM, for security reasons it is highly advisable to avoid any machine located on streets. Participants are urged to use ATMs only inside shopping malls or other indoor locations. Be sure not to take a taxi straight after withdrawing money, it is not unusual for people to be followed out and mugged soon after making a withdrawal. Keep an eye out to be sure you are not followed.

- **Credit cards**

Using Credit and Debit Cards is frequent in Colombia. Nevertheless, you will often need any ID, such as your passport or government ID to pay with a card. You may sometimes be able to use a copy of your passport, but not always.

- **Drinking Water:** The water in Bogotá is potable. However, bottled water is always available everywhere for the extra-cautious. Mineral water will be provided by the hotel and tap water is also suitable for drinking, brushing teeth, etc.

- **Security:** The security situation in Bogota has dramatically improved. The murder rate in Colombian capital Bogota has fallen to its lowest point in 27 years, following a citywide ban on carrying guns in public. Bogotá today has a lower murder rate than Washington, D.C., Caracas, São Paulo, Mexico City, Panama City, Detroit, Chicago and Rio de Janeiro.

The poor outer suburbs can still be dangerous, but the city center and the place of the venue are safe during the day. Exercise caution after hours in the city center, and rely on taxis for late-night outings.

Generally speaking, if you are the victim of a robbery, you should not resist.

Theft also remains a significant problem in many urban and rural areas. There has been an increase in petty crime, including a significant increase in pick pocketing of passports and smartphones, especially in public transportation; you should take extra care with your belongings on crowded places.

Beware of muggers and beggars on the street. Avoid walking alone, particularly at night, and also avoid catching a taxi on the streets; call them by phone or use one of the recommended Apps!

- **Electrical Standard:** The electricity is 110 volts. The plugs have two entry pins.



- **Shopping Hours:** Stores are generally open between 9am to 5pm, while department stores and large supermarkets generally stay open until around 9pm

- **Telephone and dialing Code:** The international dialling code for Colombia is (+57), Bogota code is 1. Outgoing international calls can be made by dialling: 00 followed by the country, city code
When calling a mobile from outside Colombia dial 57 (i.e. +57 xxx xxx xx xx).

To make an international call from Colombia, dial the access code 005 (Orbitel), 007 (ETB) or 009 (Telecom), followed by the country code, area code and party's number.

Many local phones are blocked for direct international calling, but calling through an operator will work many phones: Call 159 for the operator..

- **Temperature/Weather:** Bogotá has a subtropical highland climate. The average temperature is 14.5 °C (58 °F), and it varies from 6 to 19 °C (43 to 66 °F) in fair skies days, to 10 to 18 °C (50 to 64 °F) in heavy rain days. Dry and rainy seasons alternate throughout the year. The driest months are December, January, July and August. The warmest month is March, bringing a maximum of 19.7 °C (67.5 °F). The coolest nights occur in January, with an average of 7.6 °C (45.7 °F) in the city.

- **Tipping:** Increasingly mid to high price range restaurants include up to 10% onto the bill as service charge/tip (propina) You must read your check/bill or you may end up doubling the tip, and most waitresses/waiters will say nothing. . It's not common to tip in budget restaurants or in taxis, so there's no need to do so unless you're feeling generous.

- **Business hours:**

- General: From 08:00 to 12:00 and from 13:00 to 17:00 hours.



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- Banks: The opening hours are Monday to Friday from 08:00 to 11:30 and from 14:00 to 16:30 hours.
 - Stores: from Monday to Friday from 09:00 to 19:00 hours, some of them attend to 21:00 hours, Saturday and Sunday too.
 - Public Administration: From Monday to Friday from 08:00 to 12:00 and from 14:00 to 18:00 hours.
 - Offices: From Monday to Friday, sometimes on Saturday. The general schedule is from 13:00 to 17:00 hours.
- **Interesting places to visit in Colombia:**

Information regarding tourism will be provided at 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.



Annex I

Words or Phrases for Beginners:

- Hola = Hello.
- Gracias = Thank You.
- Por Favor = Please.
- ¿Dónde? = Where?
- ¿Dónde esta el baño? = Where is the restroom?
- Aquí = Here.
- Qué? = What?
- Cómo te llamas? = What is your name?
- Cómo se dice en español? = How do you say in Spanish?
- Cómo se dice en inglés? = How do you say in English?
- Hambre = Hungry.
- Restaurante = Restaurant.
- Café = Coffee.
- Café con Leche = Coffee with milk.
- Café Tinto = Coffee black.
- Vino = Wine.
- Una cerveza por favor = One beer please.
- La Cuenta = The bill
- Taxi = Taxi.
- Terminal de transporte = Bus Station.
- Hotel = Hotel.
- Aeropuerto = Airport.
- Dinero = Money.
- Cambio de dinero = Money exchange.
- Bonita = Beautiful.
- Lo siento = I am sorry.
- Centro Comercial = Shopping Center.
- Disco = Disco.
- Quieres bailar? You want to dance?