



Forum of the Countries
of Latin America and
the Caribbean on
**SUSTAINABLE
DEVELOPMENT**
Mexico City
26 - 28 April **2017**

**FIRST MEETING OF THE FORUM OF THE COUNTRIES OF LATIN AMERICA
AND THE CARIBBEAN ON SUSTAINABLE DEVELOPMENT**

Mexico City, 26-28 April 2017

GENERAL INFORMATION



INTRODUCTION

The first meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will take place at the Secretariat of Foreign Affairs of Mexico, in Mexico City, from 26 to 28 April 2017.

The participant accreditation desk will be open from 10 a.m. on Monday 24 April, at the meeting venue.

The meeting is convened by the Government of Mexico in its capacity as Chair of the Committee of the Whole of the Economic Commission for Latin America and the Caribbean (ECLAC), and will be open to all Latin American and Caribbean countries

The purpose of this document is to provide delegates attending the session with useful background information and logistical support to facilitate their work at the meeting.

Meeting coordinators will be pleased to answer any questions concerning logistical or organizational matters either before or during the event.

1. Organization of work

Delegations are advised to time their arrival at the meeting venue as from Tuesday, 25 April, in order to take part in the activities set forth in the organization of work attached as annex 1:

Monday, 24 and Tuesday, 25 April, 10 a.m. onwards

- Registration on the ground floor of the Secretariat of Foreign Affairs of Mexico.

Tuesday, 25 April, 5-6 p.m. (room 1)

- Meeting of heads of delegation of the member countries of the Forum, at which the Chair of the Forum and the ECLAC secretariat will report on the activities planned for the three days of the meeting and documentation will be distributed. This meeting will take place in room 1 of Secretariat of Foreign Affairs of Mexico.

Tuesday, 25 April, 9-11 a.m. (room 2)

- Briefing meeting with civil society of Latin America and the Caribbean convened by the Secretariat of Foreign Affairs of Mexico and ECLAC

11 a.m. – 6 p.m. (room 2)

- Latin American and Caribbean civil society consultation

2. General information on Mexico City

Mexico City is the capital of the United Mexican States. It is located in the centre of the country, at an altitude of 2,300 meters above sea level. It covers a total area of 1,485 square kilometers and has a population of approximately 8.8 million.

Climate

During the day, the climate in May is warm to hot in Mexico City, with rain possible. The average temperature ranges between a low of 14° C and a high of 28°C.

Useful information

LOCAL CURRENCY	The national currency is the Mexican peso (\$). The exchange rate against the United States dollar fluctuates around 20.73 pesos. The current exchange rate can be found at: www.banxico.org.mx/portal-mercado-cambiario/index.html . Money may be exchanged in hotels, the airport, banks and bureaux de change. Banking hours are 9 a.m. to 4 p.m., Monday to Friday. Credit and debit cards are accepted in most commercial establishments; however, visitors are advised to carry some cash, as small establishments may not accept credit cards. Automated teller machines (ATM) are available at the Conference Centre of the Secretariat of Foreign Affairs.
LOCAL TIME	Mexico City's time zone is UTC/GMT-6.
ELECTRICITY	110 volts, 60 hertz (similar to the United States), and wall sockets may be for two- or three-pin plugs. Visitors wishing to use devices not designed for use in North America should bring an adapter with a voltage transformer.
WATER	Drinking tap water is not recommended; visitors are advised to consume only boiled or bottled water.
VACCINATIONS	No vaccinations are required to enter Mexico.
SALES TAX AND TIPPING	Value added tax (VAT) of 16% is levied on most products and services. In restaurants it is customary to leave a tip of between 10% and 15% of the total bill.
TAXIS	There are several kinds of taxis in the city, although the most common are white and pink, or gold and red. Visitors are advised to use official taxis only. There are also tourist taxis available for hire at the airport and various hotels. More information can be at: http://www.aicm.com.mx/pasajeros/transporte/taxis .
SAFETY AND SECURITY	Emergency phone numbers (within Mexico City) 066 Emergencies (Mexico City Department of Public Safety) 061 Public Prosecutor's Office (to report a crime) 065 Red Cross 068 Fire department 5683-2222 Civil Protection Agency 5658-1111 LOCATEL (public directory enquiries service)
HEALTH	Mexico City stands at 2,239 metres above sea level, and some visitors may experience discomfort owing to the altitude. Visitors are advised to drink plenty of liquid and to avoid alcoholic beverages and strenuous exercise.

3. Meeting venue

The first meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will take place in the José María Morelos y Pavón conference room in the Convention Centre of the Secretariat of Foreign Affairs of Mexico.

Secretariat of Foreign Affairs of Mexico

Address: Plaza Juárez 20. Floors 1 and 3. Colonia Centro
Delegación Cuauhtémoc, Mexico City

4. Coordination of the meeting

The meeting is being coordinated by ECLAC and the Secretariat of Foreign Affairs of Mexico. The contacts are:

Luis Fidel Yáñez

Officer-in-Charge
Office of the Secretary of the Commission
ECLAC, United Nations
Santiago
Telephone: (+56) 2 2210 2275
E-mail: luis.yanez@cepal.org

María Eugenia Johnson

Supervisor
Conference Services Unit
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Viridiana González Uribe

Head of the Sustainable Development Department
Directorate General for Global Issues
Secretariat of Foreign Affairs of Mexico
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Alberto Quiroz Ávila

Deputy Director for Biodiversity and Global Health
Directorate General for Global Issues
Secretariat of Foreign Affairs of Mexico
Telephone (+52 55) 3686 5631
E-mail: aquiroz@sre.gob.mx

5. Hotel reservations

The ECLAC Conference Services Unit has reserved a limited number of rooms with special rates at the following hotels:

- **Hotel Hilton Mexico City Reforma (5*)**

Av. Juárez 70, Colonia Centro

www.hiltonmexicocity.com

Single room: US\$ 202.30

Double room: US\$ 220.15

Reservations: Lourdes Rodríguez, Government Account Sales

lourdes.rodriquez@hilton.com

MEXRF_Reservaciones@hilton.com

(+52 55) 5130 5248

These rates include taxes, buffet breakfast, free access to the fitness centre and Internet in the room.

- **Hotel Fiesta Inn Centro Histórico (4*)**

Av. Juárez 76, Colonia Centro

www.fiestainn.com

Single or double room: US\$ 101

Reservations: Alencar González, Sales Executive

ventas1ficen@posadas.com

(+52 55) 5130 2907

These rates include taxes, buffet breakfast, free access to the fitness centre and Internet in the room.

- **Hotel Krystal Grand Reforma (5*)**

Av. Paseo de la Reforma No. 1, Col. Tabacalera

www.krystal-hotels.com

Single room: US\$ 140 (plus 16% taxes and 3% ISH)

Double room: US\$ 150 (plus 16% taxes and 3% ISH)

Reservations: Montserrat Ortega, Group Coordinator

coordinadora.reforma1@krystal-hotels.com

(+52 55) 5128 5020

These rates include breakfast and internet access

Reservations should be made directly with the hotel by **14 April 2017, using the form attached on page 11**. After this date, the hotel cannot guarantee the special rate or the availability of rooms. To be eligible for the special rate, when making the reservation please inform the hotel that you are attending the first meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development.

Delegates are responsible for making their own reservations and are advised to make sure that their reservation has been processed by the hotel and to request a confirmation number or code.

A credit card number is required to make the reservation. Hotels in Mexico apply a “no show” policy, whereby visitors may cancel reservations up to 48 hours before they are due to check in, failing which they will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

6. Entry requirements for Mexico

To enter Mexico, participants must complete all immigration procedures. All foreign citizens must be in possession of a valid passport.

Participants may require a visa to enter Mexico, depending on the type of passport they hold and their country of origin, among other factors, as detailed below.

Visitors must be advised that Mexico will not issue visas at ports of entry under any circumstances.

Visa-free entry

Non-Mexican nationals in possession of a passport and one of the following documents do not require a visa to enter Mexico:

- I. A valid, multiple-entry visa for Canada, Japan, the United States or the United Kingdom, or any of the countries of the Schengen area.
- II. A document certifying permanent residence in Canada, Japan, the United States or the United Kingdom, any country of the Schengen area, or any member country of the Pacific Alliance.
- III. A valid APEC Business Travel Card (ABTC) approved by Mexico.

Immigration officials may ask foreign visitors to Mexico for the following upon entry:

- I. Valid passport or identification document.
- II. Personal information requested by immigration authorities.
- III. The reason for travel. This information must be consistent with the visa issued, where applicable. If travelling as a tourist, you may be requested to provide proof of financial solvency and a hotel reservation (preferably paid). You may also be asked to show proof of your place of residence and origin.
- IV. Address in Mexico and length of stay. It is important to be able to show a return ticket to the country of origin and a hotel reservation consistent with your stay in the country.

- V. Information concerning the activities to be carried out in Mexico and those undertaken in the country of origin.
- VI. Proof of financial solvency for the period of stay in Mexico. It is strongly recommended to carry an international credit card.

Visitors must retain the migration form stamped by the immigration officer upon entry to Mexico as it must be submitted upon departure from the country.

Holders of diplomatic, official or service passports

To check whether you require a visa to enter Mexico, please consult the information at the following link:

<http://www.gob.mx/cms/uploads/attachment/file/47882/visasnoordinarios.pdf>

If you do require a visa, please contact your nearest Mexican Consulate.

Holders of ordinary passports

To check whether you require a visa to enter Mexico, please consult the information at the following link

<http://www.gob.mx/cms/uploads/attachment/file/8932/visasordinarios.pdf>

Requirements for applications for a visitor's visa without permission to engage in paid activities

To obtain a Mexican visa in your ordinary passport you must present the following:

- I. Original and copy of a valid passport or identification document.
- II. One colour passport-size photo, not less than 32 mm x 26 mm and not more than 39 mm x 31 mm in size, displaying your face, without glasses, against a white background.
- III. Original and copy of documents proving legal residence, if the applicant is not a national of the country where the visa is requested.
- IV. The following documents, as applicable, in order to certify that the foreign visitor will not engage in paid activities while in Mexico:
 - A. Evidence of ties:
 - 1. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and proof of stable employment with at least two years of service, or
 - 2. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and a document attesting the ownership of or a stake in businesses issued by the relevant authorities of the respective country, with a minimum standing of two years.
 - B. Financial solvency:
 - 1. Originals and copies of documents attesting that the applicant has received a salary or pension providing monthly after-tax income of at least the equivalent of 100 days of the general minimum wage in force in Mexico City for the past three months and proof of stable employment with at least one year of service, or

2. Originals and copies of documents attesting that the applicant has held investments or bank accounts with an average monthly balance equivalent to 300 days of the general minimum wage in force in Mexico City for the past three months.
- C. Invitation from an organization or public or private institution:
1. Original letter from an organization or public or private institution inviting the applicant to participate in an event or unpaid activity in Mexico. The letter must contain the following information:
 - (a) Full name and nationality of the applicant.
 - (b) Name or trade name of the organization.
 - (c) Official registration number, if applicable.
 - (d) Activity or objective of the organization or institution.
 - (e) Full address and contact information of the organization or institution.
 - (f) Information on the event or activity in which the applicant will participate. The activity to be carried out by the applicant must be related to the objectives of the organization or institution issuing the invitation.
 - (g) Estimated duration or approximate date of conclusion of the activity to be carried out.
 - (h) A commitment to assume responsibility for the applicant's subsistence during his or her stay in Mexico and for his or her return journey to the country of origin or residence.
 - (i) Copy of official identification document, with signature and photograph, of the signatory to the letter of responsibility.
 2. In order to prove that the organization or public or private institution has sufficient financial resources to fulfil the commitment referred to in point 1(h), it must furnish originals and copies of documents attesting that it has held investments or bank accounts with an average balance of at least the equivalent of 1,000 days of the general minimum wage in force in Mexico City for the past 12 months.
 3. The applicant must furnish originals and copies of documents attesting that he or she has the experience, expertise, skills or knowledge necessary to carry out the activity covered by the invitation.
- D. Participation in an event promoted or sponsored by the federal government or an autonomous constitutional body:
1. Original letter from the federal government department or autonomous constitutional body inviting the applicant to participate in an event organized in accordance with an international commitment undertaken by the Government of Mexico. The letter must contain the following information:
 - (a) Full name of the applicant.
 - (b) Nationality.
 - (c) Name of the federal government department or the autonomous constitutional body.
 - (d) Information on the event in which the applicant will participate.
 - (e) Date and duration of the event.
 - (f) Signature and official title of the federal government official or staff member of the autonomous constitutional body responsible for coordinating the event.

2. Original of the letter or note from the institution sending the applicant in the country of origin.

For further information, please contact the Mexican Consulate nearest you or where you wish to submit your application, which you can locate using the following links:

List of Mexican embassies outside Mexico:

<http://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>

List of Mexican consulates outside Mexico:

<https://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

List of embassies and consulates in Mexico:

<http://directorio.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>

7. Local transport

Participants are responsible for their own transportation between the airport and the hotel.

8. Online and on-site registration of participants

An online registration system will be available on the meeting website (<http://foroalc2030.cepal.org/2017/en>) from 6 February onwards.

Registration of participants will begin on Monday, 24 April at 10 a.m., on the ground floor of the Secretariat of Foreign Affairs. Participants will be issued identification badges, which, for security reasons, must be shown at all meetings.

For any questions on registration, please contact Paula Warnken (paula.warnken@cepal.org, (+56) 2 2210 2651).

Online registration does not exempt delegations from the requirement to provide official notification to the Office of the Secretary of the Commission indicating the name of the head of delegation and all accompanying delegation members.

9. Internet

The offices and rooms set aside for the session will have wireless Internet access (Wi-Fi).

10. Languages

The official language of the session will be Spanish. Simultaneous interpretation into English will be provided.

11. Documents

The meeting documents will be posted on the meeting website (<http://foroalc2030.cepal.org/2017/en>) as they become available.

12. Medical services

The Government of Mexico will provide first aid services in case emergency medical assistance is required at the session venue. Any major medical expenses must be paid by the person concerned. Participants are advised to purchase international health insurance to cover major medical expenses.

13. International press centre

An international press centre will be set up in order to facilitate press coverage of the first meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development. Journalists wishing to cover the meeting must register online in advance at <http://foroalc2030.cepal.org/2017/es> and obtain accreditation with the press centre, which will be located in the Secretariat of Foreign Affairs and will be open on a daily basis from 9 a.m. onwards.

Questions relating to media coverage of the meeting may be addressed to Guido Camu, Officer in Charge of the Public Information Unit of ECLAC (email: guido.camu@cepal.org, tel (+56) 2 2210 2440).



UNITED NATIONS
FIRST MEETING OF THE FORUM OF THE COUNTRIES OF LATIN AMERICA AND
THE CARIBBEAN ON SUSTAINABLE DEVELOPMENT

Mexico City, 26-28 April 2017

HOTEL RESERVATION REQUEST

First name:		Surname:	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Title:			
Agency or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

<p>HILTON MEXICO CITY REFORMA (5*) <input type="checkbox"/></p> <p>Av. Juárez 70, Colonia Centro Telephone: (+52 55) 5130 5293</p> <p>Standard single room <input type="checkbox"/> US\$ 202.30 (includes taxes, breakfast and Internet access)</p> <p>Standard double room <input type="checkbox"/> US\$ 220.50 (includes taxes, breakfast and Internet access)</p> <p>Contact: Lourdes Rodríguez lourdes.rodriguez@hilton.com MEXRF_Reservaciones@hilton.com</p>	<p>FIESTA INN CENTRO HISTÓRICO (4*) <input type="checkbox"/></p> <p>Av. Juárez 76, Colonia Centro Telephone: (+52 55) 5130 2907</p> <p>Standard single room <input type="checkbox"/> US\$ 101 approx. (includes taxes, breakfast and Internet access)</p> <p>Standard double room <input type="checkbox"/> US\$ 101 approx. (includes taxes, breakfast and Internet access)</p> <p>Contact: Alencar González ventas1ficen@posadas.com</p> <p align="right">NO AVAILABILITY</p>	
<p>HOTEL KRYPSTAL GRAND REFORMA UNO (5*) <input type="checkbox"/></p> <p>Av. Paseo de la Reforma No. 1, Col. Tabacalera Telephone: (+52 55) 5128 5020</p> <p>Standard single room <input type="checkbox"/> USD 140 plus 16% taxes and 3% ISH (includes breakfast and internet access)</p> <p>Standard double room <input type="checkbox"/> USD 150 plus 16% taxes and 3% ISH (includes breakfast and internet access)</p> <p>Contact: Montserrat Ortega, Group Coordinator Email: coordinadora.reforma1@krystal-hotels.com reservaciones.reforma1@krystal-hotels.com Reservas2.reforma1@krystal-hotels.com</p> <p>Group Code: CEPAL-ONU</p>		
Date of arrival:	Flight No:	Time (approx):
Date of departure:	Flight No:	Time (approx):

I authorize the use of the following credit card to secure my reservation:

American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
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Credit card No. and security code:	Expiry date:
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