

**SEVENTH SPECIAL SESSION OF THE GOVERNING COUNCIL OF THE
UNITED NATIONS ENVIRONMENT PROGRAMME (UNEP)**

GLOBAL MINISTERIAL ENVIRONMENT FORUM

HANDBOOK

Version 5

Cartagena de Indias
12 –15 February 2002

INTRODUCTION

The seventh, Ministerial level, special session of the Governing Council of the United Nations Environment Programme will take place in Cartagena de Indias from 12 to 15 February 2002 at the Cartagena de Indias Convention Centre.

These general instructions contain all the guidelines which delegations should follow regarding the general programme, protocol, liaison, the airport, accreditation, accommodation, the Convention Centre, security, press and health.

Delegates' full compliance is of fundamental importance for the smooth running of the Meeting. We would therefore request you to send in all the information required by the organizers of the event as soon as possible.

For clarity and ease of use, this Handbook is divided into chapters; a table of contents immediately follows this introduction.

The organizers will spare no effort to make the event a success and to contribute to ensuring that the work of the delegates achieves the best possible results.

WELCOME!

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1 GENERAL INFORMATION ABOUT COLOMBIA

1.1 General information

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1 GENERAL INFORMATION ABOUT COLOMBIA

1.1 General information

Name: The Republic of Colombia.
Capital: Bogotá.
Principal cities: Medellín, Cali, Barranquilla, Cartagena, Manizales, San Juan de Pasto, Cúcuta and Bucaramanga.
Population: 40,000,000 (approx.).
Climate: Tropical, moderated by altitude.
Government: Participatory democracy, unitary republic.
Religion: Freedom of worship. Catholicism is the most established religion and has the greatest number of followers.
Head of State: Andrés Pastrana Arango.

“Colombia is a constitutional, social State organized as a unitary but decentralized republic with autonomy for its territorial entities, a pluralistic and participatory democracy based on respect for human dignity and for the labour and the solidarity of the people who constitute it and on the primacy of the common good.”
[Article 1 of the Constitution]



1.2 Location

Colombia is located at the north-western corner of the South American continent, on the equator. It has an area of 1,141,748 km² and a population of approximately 40,000,000. It is the fourth largest country in South America and the second largest in terms of population. Colombia comprises five major natural regions: the Atlantic Coast, the Pacific Coast, the Orinoco, the Amazon and the Andes. Seventy per cent of the population live in the Andes region.

1.3 History

The history of Man in the Americas can be traced back to over 14,000 years ago, as the evidence of palaeoindigenous groups shows. The indigenous cultures, such as the Tairona, the Chibchas or Muiscas and the Tumacos, among others who settled in what is now Colombia, are especially outstanding in the degree of development of their cultural activities. The stone, ceramic and gold artefacts discovered centuries later are proof of the intellectual wealth of the people who inhabited these lands before the arrival of Christopher Columbus. All the trends and styles of that pre-Columbian culture went into forging the **legend of El Dorado**, the dream of gold and riches which lured the Spanish conquerors.

With the arrival of the Spaniards at the beginning of the sixteenth century, there was an immediate cultural and technological syncretism. The fertility of the land led to definitive settlement by the Spaniards, who

began founding cities throughout the country in 1525. In the specific case of Colombia, interbreeding took place very rapidly and soon the Spanish language and the Catholic religion overtook the indigenous dialects and beliefs. This, however, was not the case with agricultural techniques, so that during the Colonial period Spaniards and African slaves applied native irrigation and sowing technologies.

Obviously, during the Colonial period the economic infrastructure underwent fundamental change: transport, the textile industry, metalworking and construction materials were all transformed. Gunpowder came into use, and cultivation of new crops such as wheat and sugarcane became extensive. The cultural and architectural legacy of Spain can still be appreciated in beautiful Colonial cities such as Cartagena de Indias, Mompox, Tunja, Villa de Leyva and Popayán. Strategic fortifications such as the walls and forts of Cartagena and magnificent churches with altars of gold and silver, which highlight the achievements of the blending of the cultures, still remain.

After three centuries of domination by the Spanish Crown, the “Creoles”, or new inhabitants of what is present-day Colombia – then called the New Kingdom of Granada – began to talk about independence and liberty. Thus, on 20 July 1810, the first spark that led to independence was struck in Bogotá in what has come to be known in our history as the “first proclamation of independence”. It was not, however, until 1819 that Simón Bolívar the Liberator finally defeated the Spanish army at the battle of Puente de Boyacá. The Republic of Colombia, which was democratic from the outset, was established under the guidance of Bolívar himself.

The Republican period began after the achievement of full independence from Spain; this was characterized by the peaceful, negotiated separation of the Protocol territories in 1829 and 1830. The same year saw the establishment of the Republic of New Granada, the first official name of Colombia. It later came to be known also as the State of New Granada, the Grenadine Confederation and the United States of Colombia and finally was institutionalized as the Republic of Colombia in 1886 with the adoption of the National Constitution, which remained in force until its replacement in 1991 by the current Constitution.



1.4 Boundaries

Colombia has borders to the north-east with Panama (266 km), to the east with Venezuela (2,219 km) and Brazil (1,645 km), and to the south with Peru (1,626 km) and Ecuador (586 km). It has sea boundaries with Costa Rica, Haiti, the Dominican Republic, Nicaragua, Honduras, the Cayman Islands (United Kingdom) and Jamaica. Its island territories comprise the San Andrés archipelago and Providencia, and adjacent Keys, in the Atlantic Ocean, and also Malpelo and Gorgona in the Pacific. Its territorial extent is 1,147,748 km², with 988,000 km² of sea area, a total of 2,129,748 km².

1.5 Language

Spanish is the official language; however, there are still 65 indigenous groups speaking their own languages, in 14 different language families. Also, there are two Creole languages: 30,000 people originating from the San Andrés archipelago speak Creole of English origin, while Palenquero, of Spanish origin, is spoken by the Afro-Colombians of San Basilio de Palenque. A good number of Colombians also speak English.

2 INFORMATION ON CARTAGENA DE INDIAS

2.1 Temperatures

2.2 Urban transport

2.3 Restaurants

2. INFORMATION ON CARTAGENA DE INDIAS



Cartagena de Indias has a privileged location on the Caribbean coast of Colombia which makes it the country's most important international sea and air port.

Cartagena de Indias is an incomparable city as it offers its visitors more than any other Caribbean city can. This city's amazing military architecture constitutes the most important work of civil engineering of its type on the American continent.

Cartagena de Indias has a fascinating combination of Colonial Spanish architecture, beautiful beaches, the heavenly Islas del Rosario and delightful encounters in the picturesque pubs and cafes on its beautiful plazas.

Its monuments and history provide strong arguments for declaring Cartagena de Indias a world heritage site. It is especially attractive today for staging important events or conferences as it also has first-class hotels. It is a beautiful, hospitable and pleasant metropolis and a uniquely welcoming destination for visitors.

Many cultural, political, scientific and artistic events and festivals of great importance take place in the city all year round.

Almost 500 years have elapsed since the Spaniards landed on Cartagena bay. Much of historical importance has taken place since then. The Kalamari were the indigenous peoples who inhabited its beaches, islands and canals until 1533, when Pedro de Heredia founded the city after a relatively peaceful conquest. Within a very few years, Cartagena de Indias was already a privileged place of trade between the New World and Europe. It thus became an obligatory transit point for goods destined to the Spanish Crown. It was not long before attacks and sieges beset the city for its gold. Cote, Hawkins, Vernon and Drake were but a few of the famous characters whose deeds, battles and brawls kept the city in the limelight for over 200 years.

Phillip II ordered the construction of a system of walls, forts, and castles to prevent further pillaging of the city. These constituted the principal works of military architecture in the Colonial Americas. These very military installations were paradoxically later used, in 1811, by the natives and Creoles to defend their freedom against the forces of Fernando VII after the proclamation of independence. That is why since then and even today Cartagena also has the title "the Heroic City".

Cartagena de Indias offers to the visitor important historical sites such as the Castle of San Felipe de Barajas, the La Popa Convent, the Palace of the Inquisition, and visits to the Naval, Modern Art and Gold Museums. In addition, it offers there are beaches in Bocagrande, Marbella, la Boquilla, Bocachica, Barú, underwater swimming and lounging on the beaches on the Islas del Rosario and nights at pubs and cafes on the plazas and alleyways, and casinos and shows.

Like any tourist and trading city which welcomes large numbers of visitors from many parts of the world, Cartagena de Indias has a comprehensive system of hotels: there are over 30 five-, four- and three-star hotels facing the sea or in the historic city centre, whose architecture can be Caribbean, Colonial or modern, which

can be small and welcoming, or hostels in Colonial barracks, and welcome thousands of people who never fail to hurry back at all seasons of the year.

2.1 Temperatures

Cartagena de Indias has an average temperature of 28° Celsius (80° Fahrenheit). Its annual average rainfall is 881 mm and average humidity is 81%.

2.2 Urban transport

It is relatively easy to get about in Cartagena de Indias because of the way it is laid out. The city centre includes the Old City, Bocagrande, El Lagito (where most of the hotels are located), Castillogrande, the Convention Centre and Manga. Most of the hotels, restaurants, tourist sites, and other important places are well known to the city's taxi drivers.

There are public service vehicles equipped with two-way radios which can ferry clients from door to door. The average cost per trip is \$2.00, and an average of \$3.50 from the airport to any destination within the city.

2.3 Restaurants

Most of the city's restaurants are to be found in the historical centre. One may enjoy a wide range of gastronomic traditions including Arab, Spanish, French and local cuisine in addition to Mediterranean dishes and seafood.

Traditional and seafood dishes

Bodegón de la Candelaria
Café Santo Domingo
Capilla del Mar
Club de Pesca
Conde de la Cruz
El Ancora Café
El Tinajero
El Mar de Juan
La Casa del Pescado
La Olla Cartagenera
La Vitrola

International cuisine

Arabe Internacional
Restaurante San Pedro

Italian cuisine

Granditalia

Spanish cuisine

Chef Julián
El Burlador de Sevilla
El Pueblito
La Escollera de la Marina
Paco's

French cuisine

L'Escapade
Marcel

Mexican cuisine

Mister Babilla

3 USEFUL INFORMATION

3.1 Venue of the Meeting

3.2 Immigration

3.3 Currency exchange

3.4 Airport taxes

3.5 Tipping

3.6 Electricity

3.7 Local time

3.8 Commercial telephone system

3 USEFUL INFORMATION

3.1 Venue of the Meeting

The seventh special session of the Governing Council of the United Nations Environment Programme will take place at the Cartagena de Indias Convention Centre, which is equipped with the latest meeting infrastructure and also offers the following facilities and services:

Delegates' lounges; bilateral meeting rooms; telecommunication services (Telecom), passenger drop-off point; fully equipped press office; infirmary; information desk; travel agency, bilingual guide services; and a Colombia information service.



3.2 Immigration

To enter Colombia, visitors must be in possession of a valid passport. Delegates should preferably use the Cartagena and Bogotá international airports to enter and leave the country as entry and exit facilities have been put in place there for our distinguished visitors.

Citizens of countries for which a visa is required should contact the Colombian diplomatic mission or consulate for their country. **In the event that a visa cannot be obtained, as a result of circumstances not involving our missions, a visa will be issued at the first authorized port of entry.**

These requirements do not apply for countries with which there are visa exemption agreements or arrangements.

3.3 Currency exchange

Colombia has few restrictions on exchanging foreign currency. There are authorized foreign exchange facilities at the Rafael Nuñez airport and in hotels, and banks and bureaux de change are also authorized to exchange foreign currency. In the Convention Centre area a bank will be open for delegates who require this service.

Exchange rate: \$1 = 2,120 Colombian pesos (approx.), subject to variation from day to day.

3.4 Airport taxes

All purchases in Colombia are subject to 16% Value Added Tax (VAT). In Chapter 6 of this Handbook, information is given on airport taxes.

3.5 Tipping

Tipping is not obligatory in Colombia and is at the client's discretion. Some establishments, however include a 10% service charge in the bill. Hotel tips should be given in banknotes or coins and not as part of the bill.

3.6 Electricity

The electricity supply in Cartagena is 110 Volts , 60 Hz.

3.7 Local time

Official Colombian time is five hours behind Greenwich Mean Time (GMT -5).

3.8 Commercial telephone system

57 International dialing code for Colombia.

5 Code for Cartagena de Indias

1 Code for Bogotá

(09/07/05) Public dialling codes for national calls.

(009/007/005) Public dialling codes for making international calls from Colombia.

4. ORGANIZING COMMITTEE

4.1 Ministry of External Relations

4.1.1 Secretary-General of the Ministry of External Relations.

4.1.2 Directorate of Protocol

4.2 Committees

4.2.1 Airport

4.2.2 Transport

4.2.3 Accommodation

4.2.4 Health

4.2.5 Protocol Liaison

4.2.6 Thematic Support Committee

4.2.7 Press

4 ORGANIZING COMMITTEE

4.1 Ministry of External Relations

The Ministry of External Relations is the body responsible for running the session and its preparatory meetings.

The Committee is chaired by **Dr. JAIRO MONTOYA PEDROZA**, Vice-Minister for Multilateral Affairs of the Ministry of External Relations of the Republic of Colombia.

4.1.1 Secretary-General of the Ministry of External Relations

The Secretary-General of the Ministry of External Relations is responsible for coordinating all the necessary logistical aspects of preparing and organizing the events hosted by Colombia.

Dr. MARIA MARGARITA SALAS

Secretary-General

4.1.2 Directorate of Protocol

The Directorate of Protocol is responsible for coordinating all the ceremonial, formal and social acts to be held during the seventh special session of the Governing Council of the United Nations Environment Programme and will be in charge of the following committees:

Airport
Transport
Accommodation
Health

Ambassador CARLOS ALBERTO BERNAL ROMAN

Director of Protocol

Dr. CARLOS ARTURO MORALES

Master of Ceremonies

4.2 Committees

To facilitate the work of the session, committees have been set up to cater for each area. The committees under 4.2.1 to 4.2.5 below report to the Directorate of Protocol.

4.2.1 Airport

HUGO MUÑOZ HIGUERA

Committee Chair

4.2.2 Transport

ALBERTO GOMEZ

Committee Chair

4.2.3 Accommodation

MAURICIO BALLESTEROS

Committee Chair

4.2.4 Health

FANNY PEDRAZA DE PINILLA

Committee Chair

4.2.5 Protocol Liaison

HARRIZON IVAN FLOREZ

Protocol Directorate Liaison for the session.

All members of the committees reporting to the Directorate of Protocol may be contacted at the following telephone numbers:

Directorate of Protocol:

Telephone: +57 1 5627647/ 5627650/ 5627628/ 5627629

Fax: +57 1 5627656/ 5627632

4.2.6 Thematic Support Committee

ANDREA ALBAN

Liaison for thematic issues and organization.

4.2.7 Press

ROCIO PRIETO

Chief of Press, Ministry of External Relations

Telephone: +57 1 5627712/ 5627715

E-mail: dvjefatur@minrelext.gov.co

5. EMBASSY LIAISONS

5. EMBASSY LIAISONS

Participating delegations must appoint a liaison officer from their accredited Embassy in Colombia who will remain in permanent contact with the Directorate of Protocol in order to ensure efficient coordination both before and during the session so that the preparations and the session itself take place as planned, and in order to deal with any situations that may arise.

This officer must also be responsible for supervising luggage, together with designated Protocol officers, at the arrival port, and at the venue hotels (Santa Clara and Santa Teresa) on departure.

The Embassy liaison officer must be accredited by the Directorate of Protocol sufficiently in advance by submitting form number 1 annexed to this document.

In the event that the visitors' country does not have diplomatic representation in Colombia, the Directorate of Protocol will undertake these functions.

6 AIRPORTS

6.1 Arrival and departure of official delegations

6.2 Procedures for overflights and landing

6.3 Luggage

6.4 Airport taxes

6.5 Ground support for aircraft

6 AIRPORTS

6.1 Arrival and departure of official delegations

Delegations will be welcomed and seen off at Rafael Nuñez Airport, Cartagena de Indias, where they will have at their disposal all facilities for immigration processing, luggage handling and transport to and from their hotels.

Please note that each delegation must appoint an Embassy liaison officer with responsibility for the above matters in order to facilitate all procedures with the Colombian airport authorities.

In the event that the visitors' country does not have diplomatic representation in Colombia, the Directorate of Protocol will undertake these functions.

Should Ministers, Heads of delegations and their entourages intend to travel to Cartagena de Indias by official aircraft, they are requested to provide detailed information with sufficient advance notice in order to facilitate procedures for authorizing the overflight, landing, parking and aircraft security as specified in 6.2 below. Our distinguished visitors will receive all due attention and will be received by Protocol officers. Shared transport will be made available to their accommodation.

6.2 Procedures for overflights and landing

To obtain authorization to overfly and land, form number 2 annexed to this document should be duly completed and sent to the Directorate of Territorial Sovereignty headed by **Ambassador FABIO TORRIJOS QUINTERO**:

Telephone +57 1 5628854/ 5625220/ 5625217

Fax: +57 1 5625908

Each delegation must coordinate directly with the administration of Rafael Nuñez Airport, Cartagena concerning parking and ground services for official aircraft.

6.3 Luggage

The Embassy liaison officer, in collaboration with the Protocol Directorate officers, will be responsible for collecting the luggage of his or her delegation. The Government of Colombia will provide transport to the hotel. The same procedure will apply on departure, with prior coordination between the Embassy liaison and the Transport Committee.

To facilitate luggage identification, the Organizing Committee will send the relevant identification tags in due time.

6.4 Airport taxes

The international airport tax payable on departure from Cartagena de Indias is \$29. For connections on national flights, the tax is \$4 (8,500 pesos).

6.5 Ground support for aircraft

Delegations arriving in official aircraft that require ground handling at Rafael Nuñez Airport, Cartagena de Indias, may contact the following companies:

RAFAEL ESPINOSA G. & CÍA S. EN C
Management: +57 5 6661726/ 6661766
Superintendent: +57 5 6661924
Flight control: +57 5 6563504
Operations: +57 5 6664438
Fax: +57 5 6665796/ 6664438
Cartagena, Colombia

Sita

Management: CTGDUAV
Superintendent: CTGOUAV
Operations: CTGOAAV
E-mail: reg@celcaribe.net.co

DESACOL S. A.

Administration:

Cra. 10.96-25 Of. 303
Telephone: +57 1 6101885
Fax: +57 1 6101952 – Bogota, Colombia.
E-mail: ebarrero@desacol.com.co

Bogota Operations:

El Dorado Airport, Cargo Terminal No.1
Telephone: +57 1 4139494 or 4139552
Fax: +57 1 4138113 - Bogota, Colombia
E-mail: bogops@desacol.com.co

Cartagena Operations

Rafael Nuñez Airport
Telephone: +57 5 6562190
Fax: +57 5 6665868 - Cartagena, Colombia
E-mail: ctgops@desacol.com.co

7 TRANSPORT

7.1 General aspects

7.1.1 Restrictions

7.1.2 Recommendations

7.1.3 Vehicle accreditation

7.2 Vehicle rental

7.1 General aspects

Because of the specific characteristics of Cartagena de Indias, shared transport has been arranged for the various trips which the distinguished Ministers and Heads of delegations will make during the session.

Similarly, the Colombian Government will provide shared transport for other delegations members.

Any additional transport needs will be the responsibility of delegations themselves; their Embassies will make the necessary arrangements. Each Mission may hire a maximum of two vehicles which will have access to the meeting venue. Requests for accreditation must be made in writing to the Transport Committee.

These vehicles will be appropriately identified and numbered with identification stickers which will be issued for that purpose by the Transport Committee.

7.1.1 Restrictions

Transport provided by the Colombian Government may not go beyond the Cartagena de Indias city limit.

7.1.2 Recommendations

Because of the parking restrictions around the Convention Centre, official delegations are kindly requested to use, whenever possible, the shared transport provided by the Colombian Government to hotels and events.

7.2 Vehicle accreditation

The Transport Committee will issue parking stickers for two additional vehicles, as stipulated in 7.1 above.

7.3 Vehicle rental

There are several specialized vehicle rental agencies in Cartagena, including:

AVIATUR
CONTACTOS
GEMA TOURS
INTERNATIONAL CAR
NATIONAL RENT CAR

8 ACCREDITATION AND IDENTIFICATION PASSES

8.1 General aspects

8 ACCREDITATION AND IDENTIFICATION PASSES

8.1 General aspects

The United Nations Environment Programme (UNEP) will coordinate all matters to do with accreditation of participants at the seventh special session of the Governing Council, for which it has issued registration forms. Information pertaining to the meeting may be found on the www.unep.org Website.

Access to the events planned for and in connection with the seventh special session of the Governing Council of the United Nations Environment Programme will be subject to security restrictions, as will be the venue hotels where our distinguished visitors and delegations will be accommodated and the Convention Centre itself.

Identification passes, as an effective means of control, are personal and non-transferable and must be carried at all times by all participants at all events and in all places to which they go as part of the programme.

All persons, whether or not they have previously registered, must present their passes in order to be allowed access.

Ministers and Heads of delegation will receive a small identification pass (a lapel pin) which will allow them access. This, however, does not exempt them from carrying their identification passes.

An accreditation office will open in the Cartagena de Indias Convention Centre at 8 a.m. on 12 February 2002.

Information

Secretary of the Governing Council of the
United Nations Environment Programme
P.O Box 30552
Nairobi, Kenya
Telephone: +254 2 623431/ 623411
Fax: +254 2 623929/ 623748/ 217119/ 626865
E-mail: beverly.miller@unep.org

9 ACCOMMODATION

- 9.1 Meeting venue hotels**
- 9.2 Reservations**
- 9.3 Aircrew**

9 ACCOMMODATION



9.1 Meeting venue hotels

The Santa Clara and Santa Teresa hotels have been selected to accommodate Ministers and Heads of delegation. These hotels were built during the Colonial period and are located within the walled city; they were extended during the Republican period and painstaking restoration work in keeping with the spirit of the buildings was carried out. Shared transport will be available from the hotels to the Cartagena de Indias Convention Centre and to social events.

Other members of delegations attending the seventh special session of the Governing Council may find accommodation either at the venue hotels or the hotels below:

HOTEL	ROOM RATES, Single/Double (in Colombian pesos)	INCLUDING	RESERVATIONS
Santa Clara	305,000 Single/Double	Breakfast	AVIATUR
Santa Teresa	217,800 Single 242,000 Double 279,000 Junior suite 360,000 Grand suite 583,000 Presidential suite	Breakfast	Directly with the hotel: Tel: +57 5 6649364/ 6649494 (Ingrid Polo) E-mail Reserv- charlesctg@hoteles- charleston.com
Almirante Estelar	175,000 Single/Double	Breakfast	AVIATUR
Caribe	135,000 Single/Double	Breakfast	AVIATUR
Capilla del Mar	145,000 Single/Double	Breakfast	AVIATUR
Las Americas	190,000 Single/Double	Breakfast	AVIATUR
Monterrey	105,000 Single/Double	Breakfast	AVIATUR

Hotel insurance of 2,500 pesos should be added to these rates.

Note: All participants are responsible for covering expenses incurred during their stay.

The event organizers will provide regular circular shuttle transport to and from the aforementioned hotels only.

9.2 Reservations

Reservations for the hotels mentioned above should be made through

AVIATUR CARTAGENA PRINCIPAL

El Laguito Centro Comercial Pierino Gallo, Plazoleta, piso 2, local 2-9

Telephone: +57 5 6650101/ 6650986/ 6650209/ 6653384

Piedad Colina, Sales Manager

E-mail: p_colina@ctg.aviatur.com.co

Congresos@ctgred.net.co

AVIATUR

PEPE SIERRA BOGOTA

Zilia Maria Michelsen - Manager

Avenida carrera 7 N° 115-33, local 3

Telephone: 6400996/ 6400997/ 6400998

E-mail: z_pinedo@aviatur.com.co

AVIATUR

CAPITAL TOWER BOGOTA

Claudia Correa - Manager

Carrera 7 N° 99-15, local 105

Telephone: 5233113/ 5233052

E-mail: c_correa@aviatur.com.co

9.3 Aircrew

Crew members may find accommodation in whatever hotel they choose by reserving through the aforementioned agencies.

- 10 SECURITY**
- 10.1 General aspects**
- 10.2 Security of conference and other facilities**
- 10.2.1 Aircraft – Airports**
- 10.2.2 Hotels**
- 10.2.3 Convention Centre**
- 10.2.4 Other facilities**

10 SECURITY

10.1 General aspects

The Ministry of National Defence of the Republic of Colombia will organize all aspects of the security of our distinguished visitors, in collaboration with Military Forces Headquarters and the various Colombian military bodies.

10.2 Security of conference and other facilities

The Convention Centre, hotels, airport and other places where activities to do with the seventh special session of the Governing Council are programmed will have strict security arrangements in place.

10.2.1 Aircraft – Airport

Security forces provided by the city of Cartagena de Indias and by the airport administration will provide the necessary security for official aircraft at Cartagena.

10.2.2 Hotels

Hotels will have security forces on duty 24 hours a day to ensure the safety and security of the members of all delegations.

10.2.3 Convention Centre

The security arrangements established by the Colombian Government do not allow access by persons or vehicles without proper accreditation to participate in events programmed for and in connection with the session.

All participants must wear their identification lapel pins and carry their identification passes in such a way that they are visible.

10.2.4 Other facilities

The police force will be responsible for security at the venues of events programmed for and in connection with the seventh special session of the Governing Council.

11 TELECOMMUNICATIONS

11.1 Telephone and data transmission lines

11.2 Mobile telephone rental

11 TELECOMMUNICATIONS

11.1 Telephone and data transmission lines

Delegations may lease the following services from the National Telecommunications Company of Colombia TELECOM in Cartagena de Indias :

Four- or two-wire point-to-point voice circuits (hotlines), with or without signalling;
IDD (international direct dial) telephone lines;
Fax equipment with IDD
Data transmission lines
Satellite television signal transmission service;
Internet – e-mail.

11.3 Mobile telephone rental

There are various companies in Cartagena which offer a whole range of mobile phone quality and price options. Nevertheless, the Bell South company will have a stall in the Convention Centre where mobile phones may be rented.

12 PRESS

12.1 Passes

12.2 International Press Centre

12.1 Passes

In order to gain access to the events programmed for the seventh special session of the Governing Council of the United Nations Environment Programme, journalists and Colombian national press representatives must wear their identification passes, which are personal and not transferable. Accreditation for journalists will be processed by the Office of Internal and External Communication of the Ministry of External Relations of Colombia on completion of the accreditation form annexed to this document (form no.3).

ROCIO PRIETO P.

Telephone: +57 1 567712/ 5627715

Fax: 5627736

Ministry of External Relations

International journalists must obtain accreditation directly from United Nations Environment Programme Headquarters in Nairobi:

Secretary of the Governing Council of the
United Nations Environment Programme,

P.O. Box 30552

Nairobi, Kenya

Telephone: +254 2 623431/ 623411

Fax: +254 2 623929/ 623748/ 217119/ 626865

E-mail: beverly.miller@unep.org

12.2 International Press Centre (IPC)

In order to facilitate news coverage of the session, the Organizing Committee will set up an INTERNATIONAL PRESS CENTRE (IPC) at the Pegasus Room at the Cartagena de Indias Convention Centre.

The Press Centre will be provided with computers, Internet service, terminals, data transmission points, telephone booths with direct national and international dialling, and fax services.

13. HEALTH SERVICES

13.1 Medical cards

13.2 Medical services

13.3 Additional information

13 HEALTH SERVICES

13.1 Medical cards

Annexed to this Handbook is form no. 4, "Medical Card", which should be completed in full by the Minister or Head of delegation and sent in to the Health Committee (see under 4.2.4 above).

13.2 Medical services

The various hospitals in Cartagena de Indias are equipped to provide medical care for our distinguished visitors. Also, the Convention Centre and the venue hotels will have first aid stations coordinated by the Colombian Red Cross.

13.3 Additional information

Specialized medical and paramedical personnel will cover all social events. Ambulances will be available at the various programme events and venues.

The costs of hospitalization, surgery and medical supplies must be met by delegations requiring those services.

14 MEETING PROGRAMME

14.1 Programme of the seventh special session of the Governing Council

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Annex

SEVENTH SPECIAL SESSION OF THE GOVERNING COUNCIL/ GLOBAL MINISTERIAL ENVIRONMENT FORUM: PROVISIONAL SCHEDULE OF MEETINGS

WEDNESDAY, 13 FEBRUARY 2002

Meeting of the Bureau of the Governing Council
Unofficial consultations with regional groups
PLENARY (MINISTERIAL CONSULTATIONS)

10 a.m.

- | | |
|-------------|---|
| Item 1: | Opening of the session. |
| Item 2: | Organization of the session. |
| Item 2 (a): | Adoption of the programme. |
| Item 2 (b): | Organization of the work of the session. |
| Item 4: | Report on international environmental governance. |

LUNCH (1 p.m. to 3 p.m.)

PARALLEL EVENT ON: (to be decided)

PLENARY (MINISTERIAL CONSULTATIONS)

3 p.m.

- | | |
|---------|--|
| Item 4: | Report on international environmental governance. |
| Item 5: | Contribution of the United Nations Environment Programme to the World Summit on Sustainable Development. |

RECEPTION ORGANIZED BY THE HOST GOVERNMENT (to be decided)

THURSDAY, 14 FEBRUARY 2002

PLENARY (MINISTERIAL CONSULTATIONS)

10 a.m.	
Item 4:	Report on international environmental governance.
Item 5:	Contribution of the United Nations Environment Programme to the World Summit on Sustainable Development.
Item 6:	Report on the implementation of the decisions of the twenty-first session of the Governing Council /Global Ministerial Environment Forum.

LUNCH (1 p.m. to 3 p.m.)

PARALLEL EVENT ON: (to be decided)

PLENARY (MINISTERIAL CONSULTATIONS)

3 p.m.	
Item 4:	Report on international environmental governance.
Item 5:	Contribution of the United Nations Environment Programme to the World Summit on Sustainable Development.
Item 6:	Report on the implementation of the decisions of the twenty-first session of the Governing Council /Global Ministerial Environment Forum.

RECEPTION HOSTED BY THE EXECUTIVE DIRECTOR AND THE PRESIDENT OF THE GOVERNING COUNCIL

FRIDAY, 15 FEBRUARY 2002

PLENARY (MINISTERIAL CONSULTATIONS)

10 a.m.	
Item 4:	Report on international environmental management
Item 5:	Contribution of the United Nations Environment Programme to the World Summit on Sustainable Development.

LUNCH (1 p.m. to 3 p.m.)

PLENARY (MINISTERIAL CONSULTATIONS)

3 p.m.	
Item 3:	Credentials of delegates.
Item 7:	Other matters.
Item 8:	Adoption of the report.
Item 9:	Closure of the session.
