

**Launching meeting of the Regional Thematic Programme Network on Integrated Water Resource Management (TPN 3) in the framework of the United Nations Convention to Combat Desertification and Drought (UNCCD)**

*(Caracas, Venezuela, 13-15 December 2004)*

**Information note for participants**

**1. Venue**

**Contacts in Caracas**

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| <p><b>Hotel President</b><br/>Calle Valparaíso, Urbanización Los Caobos.<br/>Detrás de La Previsora.<br/>Caracas, Venezuela.<br/>Tel: (+58.212) 7930411 Master<br/><u>Toll free:</u> 0800-PRESIDE<br/>Fax: (+58.212) 7936375 and 7826144<br/>Email: presidentventas@cantv.net<br/>Web-site: www.hotelpresidentcaracas.com</p> | <p><b>Mr. Rodolfo Roa</b><br/>General Director of Watershed<br/>Tel: (+58.212) 4082175 and 4082176<br/>Fax: (+58-212) 408. 21.77<br/>Email: rroa@marn.gov.ve</p> <p><b>Mr. Roberto Hidalgo</b><br/>Tel: (+58.212) 4082199 and 4082196<br/>Email: rhidalgo@marn.gov.ve</p> |
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**2. Hotel**

For security reasons, arrangements have been made to book all participants in the Hotel President that will host the conference. Participants are strongly advised to lodge in the mentioned hotel. Participants will pay for their own accommodation. Participants should book their rooms directly by sending a fax at the following numbers: +58-212.793.6375 or +58-212.782.6144 preferably **before 01/12/2004**. In the fax exact dates of the staying should be specified.

All rooms have bathrooms and the rate include a buffet breakfast at the Café Grill:

| <b>Negotiated rates for bed and breakfast</b> |        |
|---|--------|
| Single  | 65 USD |
| Double  | 65 USD |

In order to benefit from the special tariff negotiated with the hotel, the participant should indicate that s/he would attend the conferences organised by the Government of Venezuela and the UNCCD Secretariat. Participants should provide for their lunch and dinner.

**3. Visas**

Participants are responsible for obtaining any transit visa and the entry visa in Venezuela for their travel. For delegates that do not have a Venezuelan Embassy or Consulate in their country of residence, Venezuelan authorities will arrange visas to be issued upon arrival at the airport in Caracas. Delegates who live in such countries are therefore strongly advised to send to the contact persons in Caracas (Mr. Rodolfo Roa or Mr. Roberto Hidalgo), with copies to the UNCCD Secretariat in Bonn, by the **26<sup>th</sup> of November 2004** a photocopy of their passports with the following information:

|                      |                                |
|----------------------|--------------------------------|
| 1. Full names        | 4. Date of issue and expiry    |
| 2. Passport numbers  | 5. Details of travel itinerary |
| 3. Country of origin | 6. Place and date of birth     |



## 7. Allowances

Allowances /DSA shall be paid on the first and second day of the conference to participants sponsored by the UNCCD Secretariat, in accordance with the United Nations Rules and Regulations, enabling participants to cover incidental expenses during their stay in Caracas, to cover the costs of accommodation and meals. In addition, UNCCD sponsored delegates will receive terminal allowances to cover transport and visa charges. Should the participants change their plan and leave Caracas earlier than originally authorised, the UNCCD Secretariat shall reserve the right to reclaim the portion of the allowance payment beyond the entitlement to their stay in Caracas.

## 8. Airport

Venezuelan partners shall arrange attendants to receive the participants upon their arrival at the airport to assist in immigration and transportation matters. For security reasons, participants should avoid taking any other form of transport that is not provided by the organisers of the meeting. Please make efforts to identify attendants holding a "UNCCD" placard. Should you fail to meet these attendants, please only use an official taxi that displays the sign TAXI and proceed directly to the Hotel. Taxis cost approximately twenty-one dollars (21 USD) from the Airport to the Hotel.

Moreover, please be aware that airport taxes should be paid when leaving Venezuela for an amount of around twenty-one dollars (21 USD).

## 9. Exchange Rate

US\$1,00 = 1.920 Bolivares. Money can be changed in any hotel and in the city.

## 10. Climate

The Forum will be held in the dry season, although weather can vary. Expected temperature is 20.6 °C as an average (between 26.3 °C the average maximum and 16.7 °C the average minimum). The average rainfall in December is 44.1 mm (4.9% of the total average rain in the year). Moderate possibilities of rain are foreseen during the meeting.

## 11. Miscellaneous

Health requirements: (a) malaria prevention  
(b) vaccination against yellow fever

**Note:** The organisers shall not be responsible for health insurance coverage and participants must have adequate insurance to cover any medical services required.

## 12. Contact persons at the UNCCD Secretariat, Bonn, Germany:

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| Ms. Loredana Profeta<br><b>Programme Officer</b> – UNCCD/LAC Unit<br>Tel.: (49.228) 8152831,<br>Fax: (49.228) 8152898 / 99,<br>Email: lprofeta@unccd.int | Ms. Lucila Jimenez<br>Secretary – UNCCD/LAC Unit<br>Tel: (+49.228) 8152826,<br>Fax: (+49.228) 8152898 / 99<br>Email: ljimenez@unccd.int |
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