



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



REGIONAL CONSULTATION MEETING OF THE MAJOR GROUPS AND STAKEHOLDERS OF LATIN AMERICA AND THE CARIBBEAN 2015 AND REGIONAL CAPACITY BUILDING WORKSHOP ON FOOD WASTE

Panama City, Panama, 6 - 7 May 2015

United Nations Environment Programme Informative Note for Participants

Organizing Agency:

United Nations Environment Programme (UNEP)

Regional Office for Latin America and the Caribbean

Ave. Morse, Edificio # 103

Ciudad del Saber

Clayton, Panama City

Tel: + (507) 305 3100

Fax: + (507) 305-3105

Website: <http://www.pnuma.org/>

Contact persons:

Coordinator:

Montserrat Valeiras Taboada

Tel: +(507) 305-3167

montserrat.valeiras@pnuma.org

Administrative support in Panama:

Natividad Jaramillo

Tel: +(507) 305-3107

natividad.jaramillo.affiliate@pnuma.org

Accommodations and meals:

Participants covered by UNEP

UNEP will provide accommodations for all participants at the Hotel Country Inn & Suites Panama Canal (Amador): <http://www.countryinns.com/panama-city-hotel-pa-8001/pancanal>, in a single room, during the days of the meeting. Breakfast, lunch and dinner are also included. Participants who do not wish to stay at the hotel must cover their own lodging expenses.

Hotel Address: Transversal A, Ciudad de Panamá 8001, Panamá

UNEP will also provide a daily subsistence allowance (DSA) at the United Nations daily rate to cover transport (from and to the airports) as well as sundry expenses. Lunch and coffee breaks during the workshop will be covered directly by UNEP.



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



To receive the DSA, please submit a copy of your passport and the original boarding pass for your flight to Panama City. UNEP staff may not pay the allowance without the required documentation. The DSA will be delivered on the first day of the meeting.

For the reimbursement of airfare, the original invoice in the participant's name will be required.

Hotel: Country Inn & Suites Panama Canal



The *Country Inn and Suites Panama Canal* is close to the bay and in the vicinity of the Bridge of the Americas, just a few minutes from the marine exposition centre and the Smithsonian Institute of Panama.

Map:



Participants funded by their own

Participants who are funded by their own will be responsible for making their own hotel reservations and pay for their lodging, food and transportation during the days of the workshop. UNEP will provide lunch and coffee breaks during the workshop.



Visa requirements to enter Panama:

Participants are responsible for obtaining their own visa if required. Panama has visa waiver agreements with the following countries: Argentina, Barbados, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Jamaica, Mexico, Saint Lucia, Trinidad and Tobago, Honduras, Nicaragua and Perú.

Immigration, Safety, and Document Revision at the Tocumen International Airport:

You will need a valid passport to enter the country and you should bring the address of the hotel at hand, the letter of invitation to the event and the agenda for the immigration and security revision at the Tocumen International Airport.

At the airport passengers may be randomly asked to demonstrate their economic solvency for their stay in the country (US\$ 500). The letter of invitation from UNEP should be sufficient, but keep in mind that this process depends on the immigration authorities.

Arrival and transportation to and from the airport:

We recommend that such participants take a "Tourist Service" taxi at the airport. For safety reasons, you should avoid getting in taxis which already have passengers (that is, sharing a taxi, which happens very often in Panama). Taxi fares from the airport range from US\$ 30 to US\$ 40.

Those participants travelling the same day of the workshop's end, are reminded to arrange transportation to be three hours before the flight at the Tocumen International Airport.

Registration:

Registration will be at 9 a.m., Wednesday 6 May, and the meeting will begin at 9:30 am, at the Hotel Country Inn & Suites Panama Canal, in Panama City. The room name will be left at the reception.

UNEP supports the green-meetings policy and the limited use of paper. We ask that you consider the following environmental conservation practices:

1. Print out documents only when absolutely necessary.
2. Consider bringing a laptop in order to download the presentations and working papers.
3. If possible, bring your own notebook and pen.
4. Turn off the lights and electrical appliances when not in use.
5. Reuse the towels in your room if possible.

Banking Services:

In Panama most banks are open from 9 a.m. to 3 p.m. The currencies in circulation are the Panamanian balboa (at an exchange rate of 1:1 with the U.S. dollar) and the U.S. dollar.

Health:

- It is suggested that visitors from the following countries of South America should receive a yellow fever vaccination: Argentina, Bolivia, Brazil, Colombia, Ecuador, Peru and Trinidad and Tobago.



- You must be in good health in order to travel, and bring any medication you normally use. You must have a valid medical insurance policy or sufficient funds to cover the costs of medical care in the event of an illness or emergency.

Meals:

Breakfast and dinner will be served in the hotel restaurant (both included for funded participants). Lunch will be served at the time indicated on the event schedule.

Agenda and working papers:

The working papers for the meetings will be sent out electronically before the meeting. To ensure a green meeting, documents will be provided in digital format; hence, there will be a limited number of printed hand-outs.

Safety in Panama:

Although Panama is generally a safe country, and the hotel where the event will be held is in a safe area of the city, we recommend that participants take all normal precautions when away from the hotel. Walking alone at night is not recommended, and if you must walk alone do so only in well-lit areas. Take taxis only at the hotel. Do not carry large amounts of cash or other valuables, especially when you will be away from the immediate vicinity of the hotel.

Climate:

Panama has a humid tropical climate. In August, the average daytime temperature is 27°C, and it frequently rains. We recommend light clothing as well as a jacket because most buildings have air conditioning. Updated weather forecasts are available at: <http://espanol.weather.com/weather/today/PMXX0004:1:PM>.

Additional information:

- Time: Panama does not have daylight savings time; the time is UTC/GMT -5 hours throughout the year.
- Electricity: 110 V, 60 cycles.

The following websites offer further information on places to visit in Panama City:

<http://visitpanama.com/>

<http://panamainfo.com/en>

The UNEP team would like to extend you a warm welcome.

Welcome to Panama!