

Intersessional Meeting of the Forum of Ministers of Environment of Latin America and the Caribbean and First Meeting of the Working Group of the Latin American and Caribbean States Community.

**Quito – Ecuador
1 - 3 April 2013.**

Information Note for Participants

Information about the City of Quito

San Francisco de Quito is the capital city of the Republic of Ecuador and of the province of Pichincha. It is also the main city of the metropolitan area, known as Metropolitan District of Quito.

Quito, along with Kraków in Poland, was the first city to be declared by UNESCO as a Cultural Heritage Site in 1978. In 2008, Quito was designated as the headquarters of the Union of South American Nations (Unasur).

Location: It is located in north-central Ecuador in the Guayllabamba river basin, on the eastern slopes of Pichincha, an active stratovolcano in the occidental part of the Andean mountains. Its average altitude is 2850 msl.

Official Language: Spanish.

Currency: U.S. dollar. Ecuador uses US dollar paper currency, but also has its own fractional Ecuadorian coin currency, which has the same value as the dollar coins.

Entry requirements

VISAS

Citizens of Latin American and the Caribbean countries do not need visa to cross the Ecuadorian border as tourists for a maximum of 90 days.

AIRPORT

The Mariscal Sucre International Airport of Quito is located 28 km from Quito – approximately 34 km from the downtown area. The airport has ATM cashpoints, banks, fax and telephone services at the exit area.

Upon arrival to the Mariscal Sucre Airport, members of official delegations will be attended by identified personnel for their transfer to the Sebastian Quito Hotel.

The airport also has authorized taxi cabs (tourism cabs).

Official venue

The official venue of the **Intersessional Meeting of the Forum of Ministers of Environment of Latin America and the Caribbean and the First Meeting of the Working Group of the Latin American and Caribbean States Community** is the Swissotel Quito Hotel, from April 1st to April 3rd. The Hotel information is as follows:

HOTEL SWISSOTEL QUITO

Address: 12 de Octubre 1820 y Cordero, Quito, Ecuador

Tel: (593-2) 2567600

Fax: (593-2) 2559203

Accommodation

For convenience and organization of the event we highly recommend staying at the “Sebastian Hotel” in Quito.

The Ministry of Environment of Ecuador will ensure the coordination of the hotel’s reservations (not cover expenses) and UNEP will be in charge of the air tickets for the delegates that will be sponsored by that agency. These delegates will have a reservation at the “Sebastian Hotel” in Quito and must fill out the attached form and send it to the Government of Ecuador with a copy to the Secretariat of the Forum to the attention of Mr. Gabriel Rosero: garosero@ambiente.gob.ec, (phone 593 3987600 ext 1611)Mr. Ricardo Valdivieso: rvaldivieso@ambiente.gob.ec (phone 593 3987600 ext 1611) and Ms. Vilma Aguina: vilma.aguina@unep.org

Name – last name:	
Itinerary:	
Room:	

Simple	\$87,62
Double	\$99,82
Triple	\$112,02
Suite 1 pax	\$112,02
Suite 2 pax	\$124,22
Suite 3 pax	\$136,42

The prices include: unlimited internet access, welcome cocktail, access to the gym and medical attention without cost.

Other services:	American breakfast – buffet	\$8,54
Lunch and dinner:		\$16,47

Accreditation

The accreditation of the official delegations and invitees to the Intersessional Meeting of the Forum of Ministers of Environment of Latin America and the Caribbean and the First Meeting of the Working Group of the Latin American and Caribbean States Community must be sent by E-mail to the Secretariat of the Forum to vilma.aguina@unep.org and garosero@ambiente.gob.ec, clearly stating the names and positions of each delegate.

Provisional Agenda

Opening - 1 April 2013

- Registration 8:30 – 9:00
- Welcome speech
Minister of Environment of Ecuador - MA. Lorena Tapia 9:00 – 9:10
- Importance of the construction of an Environmental Agenda for Sustainable Development, in order to strengthen regional integration.
Minister of Patrimonial's Coordination – Dra. María Moncayo 9:10 – 9:20
- Speech - Delegate of the Temporary Presidency of CELAC 9:20 – 9:30
- Speech - The Secretary of The Forum of Ministers of Environment AALC. 9:30 – 9:40

First Working Environment Group of CELAC 1 April 2013

1. Adoption of the agenda and other organizational matters. 9:40 – 9:55
2. Definition and positioning of the Ministers of Environment of CELAC like the representative mechanism of political agreement. 9:55 – 11:00
3. Coffee break 11:00 – 11:15
4. Design of the project of Regional Environmental Agenda CELAC 11:15 – 13:00
5. Lunch 13:00 – 14:00
6. Design of the project of Regional Environmental Agenda CELAC 14:00 – 15:45
7. Coffee break 15:45 – 16:00
8. Innovative Financial Mechanisms: Strengthening of the cooperation, coordination and harmonisation of environmental public policies. 16:00 – 17:30

**First Working Environment Group of CELAC
2 April 2013**

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| 9. | Debate about the creation of the multidisciplinary centre of knowledge for the institutional strengthening as community training for the management of water resources. | 8:30 – 9:50 |
| 10. | Other matters. | 9:50 – 10:30 |
| 11. | Coffee break | 10:30 – 10:45 |
| 12. | Adoption of the report of the meeting | 10:45 – 13:00 |
| 13. | Lunch | 13:00 – 14:00 |

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and the Caribbean
2 April 2013**

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| 1. | Adoption of the agenda and other organizational matters. | 14:00 – 14:15 |
| 2. | Current situation, monitoring decisions and perspectives of the Forum of Ministers of Environment of Latin America and the Caribbean | 14:15 – 15:45 |
| 3. | Coffee break | 15:45 -16:00 |
| 4. | Strengthening of the cooperation, coordination and harmonisation of environmental public policies | 16:00 – 17:30 |

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3 April 2013**

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| 5. | Strengthening measures / mechanisms of operation (Latin America and the Caribbean Initiative for Sustainable Development - ILAC, Interagency Technical Committee - ITC, Regional Action Plan-RAP). | 8:30 – 10:30 |
| 6. | Follow up of the results of the Rio + 20 Conference. | 10:30 – 11:00 |
| 7. | Coffee break | 11:00 – 11:15 |

8.	Follow up of the results of the Rio + 20 Conference.	11:15 – 13:00
9.	Lunch	13:00 – 14:00
10.	Information on upcoming meetings relevant to the regional environmental agenda	14:00 – 15:00
11.	Other matters.	15:00 – 15:45
12.	Lunch	15:45 – 16:00
13.	Adoption of the report of the meeting	16:00 – 17:30

WORKING DOCUMENTS

The documents will be compiled by UNEP. The working documents will be available in the website of UNEP's Regional Office for Latin America and the Caribbean and the website of the Ministry of Environment of Ecuador. The Secretariat will notify the official focal points, via e-mail, on the availability of the documents that will support the deliberations of the meeting.

We kindly request all participants to bring with them a laptop or a similar electronic reading device for the avoidance of printed documents. The Ministry of Environment of Ecuador will provide a digital copy in a USB memory drive.

IMPORTANT INFORMATION ABOUT THE COUNTRY

Area: 256.370 km²

Population: 14,306,876 (2010 Census)

Current President: Excellency Mr. Rafael Correa.

Time Zone: Ecuador is 5 hours behind Greenwich Meridian (GMT).

Climate: Quito has a subtropical highland climate. The city experiences only two seasons: dry season and rainy season. The dry season, June through September (4 months), is referred to as summer; the rainy season, October through May (8 months), is referred to as winter. Quito has a fairly constant cool climate, with springlike weather year-round with temperatures from 10 to 27 °C. **Nonetheless, be advised that Ecuador is currently in the raining season, with sunny mornings and cold nights; therefore it is suggested to take this into consideration in your logistic planning.**

Electricity: 110 volts, 60 cycles.

Communications

The international dialling code for access to Ecuador is "593" and to Quito "2".

Services

Participants will have access, with a charge to your own account, to international calls, fax services, internet access, postage, photocopies, travel agencies, medical service, etc. These services are available at the Hotel.