



I High-Level Meeting of the Global Partnership for Effective Development Cooperation

Preliminary Logistical Information

1. When and where will the event take place?

The event will take place in Mexico City on April 15 and 16, 2014. The venue will be the Centro Banamex Convention Centre, located at Avenida Conscripto 211, Lomas de Sotelo, Miguel Hidalgo, Mexico City.

2. What size should each national delegation be?

The Mexican Government looks forward to hosting up to 1500 participants from the international development community, including representatives from national and subnational governments, parliaments, international organisations, civil society organisations, foundations, and the private sector.

National delegations are invited to register up to five participants, and government ministries are highly encouraged to include other national stakeholders in their delegation, particularly parliamentarians.

There are a differentiated number of allocated delegation spaces for different stakeholders, depending on the needs of the Conference and limited exclusively by the capacity of the venue.

3. How can participants register for the event?

An online portal is open for registration at the following link:

<http://effectivecooperation.org/2014/02/03/first-high-level-meeting-of-the-global-partnership/>

Access to the portal will be restricted to one focal point from each delegation, whose e-mail will be given access to create an account and register all delegation participants. For delegations that have not already done so, the name and contact details of this focal point should be e-mailed to HLMRegistration@effectivecooperation.org as soon as possible, so that they may register their delegates. All questions regarding registration should also be directed to this e-mail address.

Registration for civil society and private sector participants will be through the Global Partnership Steering Committee Representatives of those constituencies.

Participants (i.e. panelists) having received an individual official invitation should also send their contact information to the above e-mail address.

Registration for participants in Focus Sessions who have not been invited under any of the categories outlined above, will be through the organizers of the FS. Please do get in contact with them.

4. What will the format of the event be?

A preliminary agenda is now online at the Global Partnership website. The meeting will consist of a number of plenary sessions and 35 “focus sessions” organised by various participants. Lunch will be provided on both days for Delegates.



5. When should delegates arrive in Mexico City?

There will be a number of preliminary events organised by different actors on April 14. Further information on these events can be found on the Global Partnership website. The High-Level Meeting itself will begin at 8am on April 15, and registration will take place throughout the 14th. Delegates participating only in the High-Level Meeting are advised to arrive in Mexico on April 14. Those participating in preliminary events are advised to arrive in Mexico City between April 11 and April 13, depending on the event they wish to participate in. For further information contact the organizers focal points, as follows:

- *Private Sector events*: Tim Stern, t-stern@dfid.gov.uk
- *Civil Society Forum*: Eden Gallardo, secretariat@csopartnership.org
- *Parliamentarian Forum*: Anders Johnsson, Secretario General, abj@mail.ipu.org
- *Busan implementation technical workshop*: Stacey Bradbury, stacey.bradbury@oecd.org

6. What arrangements are being made for accommodation?

The Mexican Government has secured a number of rooms at four hotels close to the convention centre: the JW Marriott, Hyatt Regency, and President Intercontinental (all located in Polanco) and the Fiesta America Grand Chapultepec. [Further information on hotel rooms can be found at the online registration portal.](#)

7. What arrangements are being made for transportation?

Shuttle transport between the designated hotels and the convention centre will be available on the days of the conference. Shuttle transport between the designated hotels and the airport will also be available starting on April 13 and concluding on April 17.

8. What arrangements are being made for meals?

All Delegates will be served lunch at the Centro Banamex Convention Centre on both days of the conference. Breakfast and dinner will be available at the designated hotels, but cost for these will not be covered by the Organizers.

9. Will there be funding for participants?

There is limited funding available for delegations from LDCs, low-income countries and lower middle-income countries. Low-income countries are entitled to funding for **four** delegates; lower middle-income countries are entitled to funding for **three** delegates.

Governments from eligible countries should contact rsclac.travel@undp.org **no later than April 1st** to provide the names and passport scans of their funded delegates, so that travel arrangements can be made in advance of the conference.

Funded delegates will be responsible for arranging their own accommodation through the link provided at the online registration portal. Daily subsistence allowance for Mexico City, as per International Civil Service Commission guidelines, is **\$309 USD**. DSA to cover official travel days only will be provided at the Centro Banamex on both days of the conference. **(7am to 6pm)**. Delegates will be able to collect their full DSA in person, and will be required to present their (original) passport.

There is also limited funding for **civil society participants**. This is being arranged through the CSO Partnership for Effective Development (CPDE). Please contact secretariat@csopartnership.org for more information.



10. What visa or other immigration arrangements do delegates need to make?

In order to enter Mexico, all participants must hold a passport that remains valid for the length of their stay. Visas are required for some nationalities. Individuals holding national, diplomatic, or official passports that are *not* exempt from visa requirements must make the appropriate visa arrangements at the appropriate Mexican Embassy or Consulate. A list of exempt nationalities, and other relevant visa information, can be found here: http://www.inm.gob.mx/index.php/page/pagina_principal/en.html

The following individuals do not require a visa to enter Mexico:

- a. Individuals who are citizens or permanent residents of Canada, the United States, Japan, the United Kingdom, or any Schengen country
- b. Individuals holding a valid United States visa
- c. Individuals holding a valid APEC Business Travel Card.