Delegate Manual

First High-Level Meeting of the Global Partnership for Effective Development Co-operation
Mexico City, Mexico 15-16 April 2014
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INTRODUCTION

Mexico will host the First High-Level Meeting of the Global Partnership for Effective Development Cooperation in Mexico City on April 15th to 16th 2014.

The Government of Mexico will be primarily responsible for organizing the event, with the support of the Joint UNDP-OECD Secretariat of the Global Partnership and in consultation with the three Co-Chairs of the Global Partnership, Indonesia, Nigeria, and the UK.

The purpose of this manual is to provide specific information pertaining to protocol and other arrangements for Delegates as well as to outline those arrangements for which the Government of Mexico will be responsible, including transportation, security, and immigration and customs arrangements.
FACILITIES
CENTRO BANAMEX

The meeting will take place at Centro Banamex Convention Center, located at Avenida Conscripto No. 211, Lomas de Sotelo, Miguel Hidalgo. The center is approximately fifteen minutes from the hotel area by car.

As Centro Banamex is very large it is suggested participants wear comfortable shoes and bring a light jacket for changes in temperature.

Participants are advised not to leave any electronic devices unattended at any time throughout the conference centre.

ACCESS

For access to Centro Banamex it is essential that you carry your Personal and non-transferable Official Identification badge.

No person who is not fully accredited may enter the Centro Banamex for security reasons. We appreciate your understanding on this matter.

There are two entrances:
- Access A: For Delegates in public transport: Shuttles from hotels (Entrance to Hipodromo)
- Access B: If you enter by your own: Main Entrance (Entrance to Av. Conscripto)

MOVEMENT WITHIN THE CENTER:

There are some areas during the conference that have restricted access, so please respect the indications from Security.

The areas allowed for free movement are identified on the **Code of Identification Badges**, which we have attached.
<table>
<thead>
<tr>
<th>ID</th>
<th>Color</th>
<th>Participants</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pin</td>
<td>• Heads of State • Special Guests (UN-OECD-UNDP) • Secretaries of State, Mexico • SRE Authorities • Presidents of Chambers</td>
<td>• Plenary • Halls 1 and 2 • Negotiating Room • Palace Canal (bilateral Room) • Focal Sessions • VIP Lounge • VIP Dining (Valparaiso Palace) • Breakfast Room</td>
</tr>
<tr>
<td>2</td>
<td>Gold</td>
<td>• Ministers • Heads of Delegations • Mexican Delegates • Governors • Academy</td>
<td>• Plenary • Halls 1 and 2 • Negotiating Room • Palace Canal (bilateral Room) • Focus Sessions • VIP Dining (Valparaiso Palace)</td>
</tr>
<tr>
<td>3</td>
<td>Green</td>
<td>• Delegates • Legislators • Civil Society</td>
<td>• Plenary • Halls 1 and 2 • Negotiating Room • Palace Canal (bilateral Room) • Focus Sessions • General Dining</td>
</tr>
<tr>
<td>4</td>
<td>Yellow</td>
<td>• Press • Restless Developers</td>
<td>• Valparaiso Palace (Press Room) • Press Conference Room 1 and 2 • Halls</td>
</tr>
<tr>
<td>5</td>
<td>Orange</td>
<td>• Press Pool</td>
<td>• Valparaiso Palace (Press Room) • Press Conference Room 1 and 2 • Halls</td>
</tr>
<tr>
<td>6</td>
<td>Blue with black</td>
<td>• Staff AMEXCID • Coordination Staff</td>
<td>• Plenary • Halls 1 and 2 • Negotiating Room • Palace Canal (bilateral Rooms) • Focus Sessions • Louge • Dining Rooms (Valparaiso Palace) • VIP Lounge • Breakfast Room</td>
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<tr>
<td>7</td>
<td>Blue</td>
<td>• Staff</td>
<td>• Plenary • Halls 1 and 2 • Negotiating Room • Palace de la Canal (bilateral Rooms) • Focus sessions • Dining Room (Valparaiso Palace)</td>
</tr>
<tr>
<td>8</td>
<td>Black</td>
<td>• Security Personnel</td>
<td>• Plenary • Halls 1 and 2 • Negotiating Room • Palace Canal (bilateral Rooms) • Focal Tables • VIP Lounge • Dining Room (Valparaiso Palace) • Breakfast Room</td>
</tr>
<tr>
<td>9</td>
<td>Grey</td>
<td>• Support Staff • Guards • Personal Assistants</td>
<td>• Halls 1 and 2 • Focus sessions • Palace de la Canal (bilateral Rooms)</td>
</tr>
<tr>
<td>10</td>
<td>Purple</td>
<td>• Focus Sessions Participants Knowledge and Innovation Marketplace</td>
<td>• Halls 1 and 2 • Focus sessions</td>
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</table>
BILATERAL MEETING ROOMS

The Organization has arranged three rooms for bilateral meetings on the same floor as the Plenary Sessions.

Reservation of the meeting rooms - with a capacity of 5 persons per delegation - is made through your Diplomat Liaison.

As we are expecting a high demand, participants are encouraged to book as early as possible. Bilateral meeting rooms can be booked for a maximum of 30 minutes at a time. Service hours will be from 08:00 to 18:00 hours on 15th and 16th of April only.
MEETING ROOMS FOR FOCUS SESSIONS

There will be 36 thematic Focus Sessions held during the two-day meeting. Focus Session organizers are responsible for providing language interpretation services, therefore, the availability may vary from session to session. When the rooms have reached their full capacity we would be grateful for you to kindly understand and go, to go to another one of your choice.

For further information on Focus session items please go to the organizers of the respective session. The rooms are located in the basement of Centro Banamex and properly identified.

MEALS

Two meals are planned during the 15th and 16th of April for the five delegates at the time reported in the official program. Nobody can enter the dining rooms without the proper identification badge with the proper access code. Participants not carrying them are requested not to insist.

For the rest of the staff you can find other restaurants to eat near Centro Banamex;

- Sanborns (cafe-restaurant)

- Galery Restaurant (international Cuisine)
  Phone: 52.68.20.72

- Caballo Bayo Restaurant (mexican Cuisine)
  Phone: 52.94.22.15
LIAISON

The Organization has arranged participation of Bilingual Personal (Spanish - English) to assist the members of various delegations to participate in the event.

DIPLOMATIC LIAISON – Are appointed for each country to provide guidance to the delegations, so please ensure that your delegation is in contact with them.

ADMINISTRATIVE LIAISON - Will coordinate the details of the event of the day and provide the relevant information to Delegates.

OPERATIONAL LIAISON - You may find them during the course of the conferences in the Plenary Session to orient Focal and Bilateral meeting.

All liaisons will have a badge so you will identify them easily.

CENTERS OF DELEGATES

There will be Information Booths where you can ask general information about the event and the activities on the Accreditation and Registration Desk at the W. Marriott Hotel.

PARKING

  o  IN HOTELS

The recommended hotels have large parking space, however the hotels in Polanco are often congested. Please do take the appropriate provisions.

  o  IN CENTRO BANAMEX

The Centro Banamex has sufficient public parking space.
HOTELS

The Organization has secured rooms near the place of the event; located in the Polanco zone.

- Hyatt Regency Mexico City
- Intercontinental President
- JW Marriott Mexico City
- Fiesta Americana Grand Chapultepec

The first three hotels are located next to each other on the same streets (Champs Elysees Avenue and Reform) and the forth, is located near Chapultepec Park in Mariano Escobedo.

All accommodation and subsistence costs must be covered by the participant. The Organization will not assume any responsibility. In case of any irregularity please contact the Hotel Administration.

In each Hotel you will find information booths to give information and guidance about the event. For more information about your hotel, please contact:

Name: Laura Ortega
Booking Adviser
Turismo y Convenciones
lortega@turycon.com.mx

HYATT REGENCY HOTEL
Campos Elíseos 204, Polanco
Phone: 5083 1234

HOTEL JW MARRIOT
Andres Bello no. 29, Polanco
Phone: 59.99.0000

INTERCONTINENTAL PRESIDENTE HOTEL
Campos Elíseos 219, Polanco
Phone: 53.27.7777

FIESTA AMERICANA GRAND CHAPULTEPEC
Mariano Escobedo 756, Anzures
Phone: 25.81.1500
VISAS

To enter Mexico, nationals from a number of countries need to obtain a visa from any Mexican Consulate or Embassy before their flight. THERE IS NO “VISA UPON ARRIVAL” PROCESS.

HOLDERS OF ORDINARY PASSPORT

If you have a regular passport, please check the link below to see which nationalities require a Mexican visa:


If the national passport you will travel with requires a Mexican visa, please contact the closest Mexican Embassy / Consulate to find out the visa requirements, you can find the closet office to you in the following web pages:

Embassies: http://www.sre.gob.mx/index.php/representaciones/embajadas-de-mexico-en-el-exterior and

Consulates: http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior

There are migratory facilities that allow you to travel to Mexico without first obtaining a visa if you have any of the following documents:

a) Permanent Resident Card from Canada, USA, Japan, the United Kingdom of Great Britain and Northern Ireland, or any of the countries of the Schengen Area;
b) Visa valid and in force from the United States of America;
c) APEC Business Traveler Card (ABTC), approved by Mexico;

HOLDERS OF DIPLOMATIC, OFFICIAL OR SERVICE PASSPORT

If you travel with a non ordinary passport: diplomatic, official or service passport, please check the link below to see if your non ordinary national passport requires a Mexican visa:


If you require a Mexican visa, please go to the following web pages to find the closest Mexican Embassy / Consulate to contact them and inquiry about the visa requirements:

Embassies: http://www.sre.gob.mx/index.php/representaciones/embajadas-de-mexico-en-el-exterior and

Consulates: http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior
GENERAL INFORMATION

Electrical current: Mexico’s electricity runs at 110 Volts. Outlets are the same as those in the United States (dual flat prongs; Figure A) or dual flat prongs with an earthed third prong (Figure B).

Weather: Mexico City is located in a high-altitude valley, and its average weather in April is warm and dry. The average temperature for mid-April is 20.5 degrees centigrade. Days will likely be sunny and clear. April is within the rainy season.

Exchange rate: US$1= 13.04 pesos (as of April 10, subject to rate fluctuations)
Euro 1= 18.02 pesos (as of April 10, subject to rate fluctuations)
All payments in Mexico City must be made in pesos (including hotels and restaurants). Some hotels may have exchange facilities for receiving payment in dollars at the day’s rate, but this is not guaranteed. The host country recommends that delegates exchange currency prior to departure or upon arrival to Mexico, at either the airport or their hotel.

International credit cards are accepted across the country. Automatic teller machines linked to major international banks are available at most bank branches. There will be ATMs at Banamex Convention Center.
Taxes: All purchases in Mexico are subject to a 16% VAT charge. This amount is included in advertised prices.

Airport tax: For national and international commercial flights, airport tax is 17 US dollars or its equivalent in Mexican pesos. This tax is included in the price of the airline ticket.

Tipping: Tips are not normally included in hotel charges, or in prices on restaurant menus. At restaurants, it is customary to tip 10 to 15 per cent of the total bill.

Taxis: Those delegates wishing to travel within Mexico City by taxi are advised to use either the taxi service provided by their hotel or taxis from an authorised taxi rank. Authorised taxi ranks are clearly marked “SITIO”. Hotels may also be able to call for a taxi while travelling in the city.

Business hours: Commercial outlets—most retail business opens from 10:00am to 8:00pm, from Monday to Sunday.

Banks—Open from 9:00am to 4:00pm from Monday to Friday (ATM network functions 24 hours)

Museums and landmarks—Open 9:00am to 5:00pm from Tuesday to Sunday (some museums offer free entry on the weekends)

Dialing codes:
- 00 for international long distance
- 01 for national long distance
- 52 Mexico dialing code
- 55 Mexico City local code
- 044 prefix for Mexico City mobile telephones
- 045 prefix for Mexican mobile telephones from outside Mexico City

Emergency numbers:
- Fire department: 5768-2532
- Red Cross: 065
- Police: 066

Forbidden items: The following are prohibited by law across Mexico:
1. Possession, consumption, or sale of any drug (natural or chemical)
2. Possession, transport, or sale of any archaeological or colonial item
3. The purchase or sale of any endangered species, or of any product derived from an endangered species
4. Removal or damage of any coral/coral reefs
Smoking legislation: Smoking is prohibited in enclosed spaces and public buildings. Some restaurants, nightclubs, etc. will have a designated smoking area. Some government offices may have a similar facility.

Time zones: Mexico City’s time zone is GMT +6 (US Central time). Most of Mexico is in the same time zone.

REGISTRATION AND ACCREDITATION

Registration

All delegation members wishing to attend the Global Partnership Conference at Centro Banamex must register through the portal provided by the Mexican Ministry of Foreign Affairs: http://effectivecooperation.com

Each national delegation must provide contact details for a focal point; s/he will be provided with credentials to register the members of the delegation through the portal.

In order to access the first High-Level Meeting all registered participants will need to obtain their badges in advance. The badges will be distributed at the JW Marriott Hotel (Andres Bello 29, Mexico Distrito Federal, 11560 Mexico).

The accreditation table at the Hotel JW Marriott will be open during the following times:

- Saturday 12 April from 8:00 to 21:00
- Sunday 13 April from 8:00 to 21:00
- Monday 14 April from 8:00 to 24:00

Please note that the other hotels recommended by the organisers are located at close distance from the JW Marriott.

Participants have to present an ID and the individual Registration PDF document. To facilitate the process, one of the representatives would be able to pick up the badges for their entire delegation.

IMPORTANT: Due to security control to access the BANAMEX Center, we strongly advise you to arrive in advance, particularly considering that the first Focus Sessions will start at 8h00 sharp. The official bus service will start at 6:45.

For those arriving in Mexico on Tuesday 15 or Wednesday 16 April, there will be an emergency registration booth at the BANAMEX Center to pick up your badges. Please be aware that picking up your badge at the venue on the days of the event may imply additional delays and queues.
Accreditation for security teams

The First High-Level Meeting of the Global Partnership will follow United Nations Department of Safety and Security (UNDSS) guidelines. As per these guidelines, only Heads of State and/or Government may be accompanied by a close protection team/security detail. This close protection team must be accredited with the Government of Mexico prior to arrival in Mexico. They must wear the pins assigned by the Government of Mexico all times.

Only one close protection officer may accompany a Head of State and/or Government during official events inside Centro Banamex. The Presidential Guard (Estado Mayor Presidencial) (Federal Police) will secure the conference area.

All delegations with security details are kindly requested to contact dgprotocolo@sre.gob.mx, Security Coordinator for the First High-Level Meeting of the Global Partnership, who can provide further information regarding procedures and regulations that apply to security officers.

Each delegation that includes a security detail must provide information on the composition of this detail. The following information should be provided on each security officer: name, rank, a colour photograph, and details of any firearm carried. This information should be submitted no fewer than fifteen days in advance to dgprotocolo@sre.gob.mx, who will provide an official pin that the security officer must wear throughout the duration of the conference.

For further information about formats to request permission to bear arms import, please write to: dgprotocolo@sre.gob.mx

Accreditation for drivers and vehicle registration

The Estado Mayor Presidencial has designed the guidelines for accreditation of drivers and registration of official vehicles transporting Heads of State and/or Government. An official vehicle will be designated by the Government of Mexico for all delegations represented by a Head of State and/or Government. Each delegation headed by a Minister may also register a vehicle for his/her transportation. Delegations headed by a Minister wishing to register a vehicle should address a Note Verbale providing details of said vehicle to your Diplomatic Liaison with a time in advance.

Vehicles registered with the Ministry of Foreign Affairs and the Estado Mayor Presidencial may carry up to eight delegates (and one driver); each delegate must be accredited for participation in the meeting. These vehicles will be inspected by Mexican security services at the entry to Centro Banamex. All delegates (except for Heads of State and/or Government) must pass through a metal detector prior to entering Centro Banamex.
For further information regarding security measures, delegations may contact your Diplomatic Liaisons or please write to dgprotocolo@sre.gob.mx.

Press accreditation

Members of the national and international press must register for participation in the conference through the portal provided by the Mexican Ministry of Foreign Affairs: http://effectivecooperation.com

Press can obtain further information on the registration and accreditation process by contacting the Global Partnership Joint Secretariat through the following e-mail address: HLMPressRegistration@effectivecooperation.org

Press should collect their identification badges at either the accreditation table at the Hotel JW Marriott Mexico City (Andrés Bello 29, Polanco, Miguel Hidalgo, 11560 Mexico City, DF) or the accreditation table at Centro Banamex (further information is provided in section 2.1).

In order to access the Media Centre, members of the press corps must travel to Centro Banamex; they will be subject to the same security procedures as all other delegates.
DELEGATION PROTOCOL

As per the United Nations Protocol and Liaison Service, the following order of precedence will be observed, in alphabetical order (of countries’ English name):

1. Delegations headed by a Head of State
2. Delegations headed by a Head of Government
3. Delegations headed by Vice-Presidents and Vice Prime Ministers
4. Delegations headed by Ministers of Foreign Affairs
5. Delegations headed by other Secretaries of State
6. Delegations headed by Executive Heads of International Organisations
7. Delegations headed by Vice-Secretaries of State
8. Delegations headed by Ambassadors accredited in Mexico

TRANSPORTATION

Travel times from the airport to the recommended hotels is at least an hour. Delegates are encouraged to plan accordingly to ensure timely arrival for flight departures.

Airlines recommend that travellers on domestic flights arrive at least two hours prior to departure; travellers for international flights are encouraged to arrive at least three hours prior to their departure time. Delegates are encouraged to confirm this information with their airline. For flight adjustments or changes, you can consult the TuryCom travel agent: lortega@turycon.com.mx

Transport from the airport to the recommended hotels will depart every two hours. Individual transportation will not be available, unless delegates arrange it. If you are taking a taxi from the airport, please ensure it is an official taxi licensed by the airport (booths for these are clearly marked inside the terminals).

The organisers of the High-Level Meeting will arrange shared transportation for delegates.

Airport-hotel routes will start running on the 14th of April
Hotel-Centro Banamex-Ciudadela-Hotel routes will run on the 15th of April
Hotel-Centro Banamex-Hotel routes will run on the 16th of April
Hotel-Airport routes will run until the 17th of April

Transportation from the recommended hotels to the Centro Banamex will be on an hourly shuttle service. This service will begin at 7:00am on both days. As conference activities begin at 8:00am on both days, delegates are advised to make their way to a transportation hub for departure no later than 7:30am, and ideally earlier.

The shuttle buses will be clearly marked with the logo of the event; buses will be numbered.
Please note that you will need your badge to access the official buses that will transport you to and from the recommended hotels and the convention centre (BANAMEX), starting on the first day of the conference (15 April).

Please ensure you collect your badge prior to departure.

Delegates are encouraged to make use of the arranged transportation. Delegates wishing to move around the city on their own or travel to Centro Banamex individually are encouraged to seek guidance at the Delegates Information and Attention Centre, or with their hotels.

Please note that hailing taxis on the street in Mexico poses potential security risks. Use a taxi from a rank (SITIO) or one arranged by your hotel.

Taxis in Mexico do not provide receipts or accept credit cards (all payments must be made in local currency). Drivers are very rarely bilingual and travellers should expect to communicate in Spanish.

Transportation for Ministers and other delegates

Heads of delegation at the Ministerial level may register a vehicle as per the guidelines in section 2.4 of this manual. These vehicles will be able to enter the parking facilities at Centro Banamex and Ministers and other delegation members will be able to proceed to security checkpoints from there.

For those Ministers who choose not to register an individual vehicle, as well as any delegates not travelling in registered vehicles, the Government of Mexico has made arrangements for a shuttle service to transport delegations between the hotel area and the Centro Banamex, between the airport and the hotel area, and between hotel and the airport. This shuttle service will conform to UNDSS transport guidelines.

Delegates should take into account that travel times may fluctuate by up to one hour depending on transit conditions, and that upon entering Centro Banamex they must clear the appropriate security checkpoint.

Air transport liaison

Each delegation arriving in official or private air craft must designate a focal point that will be responsible for consolidating passports, immigration forms, customs forms, and other relevant documents and for working directly with staff from the Mexican Ministry of Foreign Affairs’ Protocol Office upon landing in Mexico City. The Protocol office will do their utmost to ensure that arrival procedures are swift so that delegations may depart the airport as soon as possible (dgprotocolo@sre.gob.mx).

SECURITY

Security measures

Access to Centro Banamex will be through a security checkpoint. Delegates must carry and visibly wear their identification at all times. All delegates, except for Heads of State/and or Government, must clear this checkpoint prior to entering the conference grounds. It is estimated that delegates will be able to clear the security checkpoint within 10 minutes, with some fluctuations at peak times.

Security within Centro Banamex and in the surrounding areas
The Government of Mexico will make all the relevant security arrangements for the conference space. The Mexican Army and the Federal Police Force will provide immediate security for the conference area, the hotel area, and their surroundings.

MEDICAL SERVICES

AT HOTEL:

If you require any medical attention whilst at the hotel please contact the Hotel Administration for any support. Any medical consultation, medicine or any request will be covered by the host.

The hotels have their own protocols of security in case of emergency or accident, therefore, They will appreciate your collaboration on the measures assigned if necessary.

CENTRO BANAMEX

Centro Banamex will have a medical service or first aiders. The organization doesn’t assume any responsibility for accident or negligence from the participant.

In case of emergency, delegations will have access to medical and hospital services and support. Any charges incurred for these services, however, must be paid by the delegations themselves.

The Civil Protection of the Centro Banamex is trained to implement evacuation protocols in case of any contingency. They will appreciate your collaboration on the measures assigned if necessary.

DRESS CODE

Business dress code
AIRPORT LOGISTICS

The Benito Juarez International Airport has two terminals in which you will find at your arrival the Booths of Information where they can help and will arrange the transportation to the Hotel Zone located in Polanco. (Mexico City)

For international protocols you must submit with the requirements of customs and immigration that are required, however, and in order to make faster your arrival to Mexico City, airport authorities will help to expedite access and review customs.

It is planned the service of shuttle (Airport -Hotel- Airport), to support your arrival and departure from Mexico City. It is important to send your itinerary in advance to the following email: rpadillat@sre.gob.mx; Rodolfo Torres Padilla, Liaison of Airport.