



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**South American Regional Office - Regional Project RLA/99/901**  
*Regional Safety Oversight Cooperation System*  
**Twenty Third Ordinary Meeting of the General Board**  
(Cartagena de Indias, Colombia, 26 July 2011)

---

**GENERAL INFORMATION**

(Presented by the Secretariat)

**1. Place and date**

The Twenty Third Ordinary Meeting of the General Board of the Regional Safety Oversight Cooperation System (JG/23), will be held in Cartagena de Indias, Colombia, on 26 July 2011, at the Las Américas Resort y Centro de Convenciones Hotel.

**2. Registration of participants**

Registration of participants will take place at the site of the event on Tuesday 26 July 2011, from 08:30 to 09:00 hours. Participants are requested to fill in the registration form and submit it duly completed to [mail@lima.icao.int](mailto:mail@lima.icao.int) and confirm their data at the registration desk.

**3. Opening session**

Tuesday 26 July 2011

Opening session: 09:00 hrs

Place: Las Américas Resort and Centro de Convenciones Hotel.

**4. Documentation**

The documentation for the meeting will be posted on the ICAO SAM Regional Office website <http://www.lima.icao.int/> Participants should check the website frequently to download the documentation.

**5. Arrival and transportation**

International airlines that flight to Cartagena de Indias arrive at Aeropuerto Internacional Rafael Núñez, located in the urban perimeter allowing easy access to any place in the city. The host hotel offers airport-hotel-airport transfers. This service should be arranged directly with the hotel and are subject to time and vehicles availability (08:00 to 20:00 hrs.) with approximately one hour intervals.

**6. Local time**

Standard time zone: UTC -5 hours. Summer schedule is not used.

## **7. Temperature (°C)**

Cartagena de Indias features a tropical wet and hot climate and averages around 90% humidity. May-July is considered transition period and is called *veranillo de San Juan*. The average temperature during July is 28°C with a minimum of 24.7°C and a maximum of 32°C. It is worth mentioning that when the climate is warm the whole year is usually windy, issue that makes it comfortable.

## **8. Currency**

The Colombian currency is the Peso Colombiano. Cents are not used. The coin denominations are: \$50, \$100, \$200 and \$500. Circulating notes are of \$1,000, \$2,000, \$5,000, \$10,000, \$20,000 and \$50,000.

## **9. Money Exchange**

Money can be changed in commercial banks or authorized money exchange agencies. Additionally some hotels provide this service to their guests.

## **10. Money Exchange rate**

Subject to variation. Present exchange rate (11 May 2011) is \$1 791.72 pesos colombianos per USD 1.00, approximately.

## **11. Credit Cards**

Credit cards as American Express, Master Card, VISA, Diners Club, etc. are usually welcome in hotels, shopping centres and restaurants.

## **12. Electricity**

110 V AC, 60 Hz.

The electrical connectors or plugs used in Colombia are of American type, with two flat pins of entrance (connects Type A) or with a third round pin (B Type fits). In the market it is possible to find adapters for these plugs, in special for the apparatuses with European connectors (Type C or europlug fits), nevertheless for other types of connectors is necessary to resort to stores specialized in electricity.

## **13. Dress code**

Meeting: formal.

Other activities: casual.

## **14. Vaccination**

There are no special recommendations.

**15. Business schedule**

The business schedule is from Monday through Saturday from 10:00 hrs until 20:00 hrs.

**16. Travel documentation**

Foreign citizens must credit themselves with passport. Depending on the country of origin it is possible that a visa is required.

**17. Airport tax**

It is generally included in the ticket. If not, the international boarding tax in the International Rafael Núñez Airport is USD 83.

**18. Tips and taxes**

Suggested tip is 10% of the bill. Most of the time tips are suggested at the bottom of the bill and is optional to include it or not.

Sales tax *Impuesto al Valor Agregado (IVA)*: 16%

**19. Security recommendations**

Security recommendations are the common ones to all great cities, such as to carry only the necessary money, not to exhibit valuable jewels and to ask for taxi at the hotels to go to any part of the city.

**20. Communications**

Additionally to public phones (for local, national and international phone calls), several communications centers offer internet, fax and phone services.

For international calls dial 00X, where X is the code of the local operator that could be: 444 (Comcel), 5 (Orbitel), 7 (ETB) or 9 (Telefónica).

Por example, for calling from Colombia using Orbitel, dial 005 + country code + area code + telephone number.

**21. Hotel accommodation**

Reservations should be made **directly with the hotel** selected. It is advisable to book well in advance.

Hotel	Rate
<p><b>HOST HOTEL</b></p> <p><b>Las Américas Resort y Centro de Convenciones</b>  <a href="http://hotellasamericas.com.co/">http://hotellasamericas.com.co/</a>            Phone: (575) 656 7222            Fax: (575) 656 8100            Toll free: 01 8000 513777            Reservations: Cindy Rocha            E-mail: <a href="mailto:reservas5@hotellasamericas.com.co">reservas5@hotellasamericas.com.co</a>.</p> <p>Anillo Vial, Sector Cielo Mar, Cartagena de Indias, Colombia</p> <p>Located in front of La Boquilla beach, in the northern zone of Cartagena de Indias, a few minutes from the Rafael Nuñez International Airport, close to the legendary historic walled city (10 minutes) and the modern neighborhoods of Bocagrande, Castillogrande and El Laguito.</p> <p>The hotel provides a special rate for the event. Participants should mention that are attending the LACAC event arranged by the Aeronautical Civil Administration of Colombia.</p> <p>Reservation contact: Cindy Rocha            E-mail: <a href="mailto:reservas5@hotellasamericas.com.co">reservas5@hotellasamericas.com.co</a>.</p>	<p>Single: USD 190</p> <p>Double : USD 193</p> <p>Additional: USD 65</p> <p>Includes breakfast in the Mesón de Don Cristóbal.</p> <p>Hotel insurance included.</p> <p>Taxes not included.</p>
<p><b>Hotel Estelar Oceanía (Línea Esencial)</b></p> <p><a href="http://www.hotelesestelar.com/es/linea-esencial/hotel-estelar-oceania">http://www.hotelesestelar.com/es/linea-esencial/hotel-estelar-oceania</a>            El Laguito, Calle 1 No. 3-231 Cartagena, Colombia            Phone: (575) 655 0085 / 655 0989            Fax: (575) 655 0853</p> <p>Reservations +57 (1) 608 8080 / +57 (1) 593 1900            Toll Free: 01 8000 97 8000            E-mail: <a href="mailto:reservas@hotelesestelar.com">reservas@hotelesestelar.com</a></p> <p>Located in front of Hilton Hotel and two minutes walk from the bahia El Laguito.</p> <p>The hotel provides a special rate for the event. Participants should mention that are attending the LACAC event arranged by the Aeronautical Civil Administration of Colombia.</p> <p>Approximately 25 minutes away from the Hotel Las Americas.</p> <p>Transportation fare airport – hotel – airport is de \$30.000 each way.</p>	<p>Single: USD 112</p> <p>Double: USD 135</p> <p>Subject to changes.</p> <p>Rate includes:            Accommodation,            breakfast, internet,            light dinner, tax10%            and hotel insurance.</p>

**23. Contact information**

**International Civil Aviation Organization  
South American Office - Lima**

Telephone: (511) 611 8686

Fax: (511) 611 8689

E-mail: [mail@lima.icao.int](mailto:mail@lima.icao.int)

**Unidad Administrativa Especial de Aeronáutica Civil de Colombia - UAEAC**

Claudia Esguerra Barragán

Jefe Grupo Asuntos Internacionales

Oficina Transporte Aéreo

Telephone: (57 1) 296 3161

E-mail: [claudia.esguerra@aerocivil.gov.co](mailto:claudia.esguerra@aerocivil.gov.co)

Alexandra Palomino Pineda

Abogada Grupo Asuntos Internacionales y Regulatorios

Oficina Transporte Aéreo

Telephone: (57 1) 296 3184 / 296 3418

E-mail: [jazmin.palomino@aerocivil.co](mailto:jazmin.palomino@aerocivil.co)

-----