

Dear Participants,

Welcome to the PROCARIBE+ Project Inception Workshop and First Steering Committee Meeting, to be held in Cartagena (Colombia) and through the “Zoom Meeting” virtual platform from February 19 to 21, 2024. To facilitate your preparations, please find below information on the logistical arrangements for the meeting:

1. Meeting Venue


The meeting will take place at the:

ESTELAR CARTAGENA DE INDIAS HOTEL & CONVENTION CENTRE

Meeting Room: Salon Cartagena

Address: Bocagrande, Cra 1 #11-116. Cartagena de Indias, Colombia

<https://en.estelarcartagenadeindias.com/>

Google maps location:  ESTELAR Cartagena de Indias Hotel & Centro de Convenciones

The hotel is on the front line of the beach, only a 5-minute taxi ride from the historic center and 15 minutes from the Rafael Núñez International Airport.

2. PROCARIBE+ Project Management and Coordination Unit (PMCU)

Regional Project Coordinator	Patrick Debels	PatrickD@unops.org
Senior Project Officer	Sonia Gautreau	Soniag@unops.org
Senior Portfolio Officer	Ivan Pavletich	IvanP@unops.org
Project Management Support Associate	Angelica Carrillo	Angelicac@unops.org
Gender and Participation Specialist	Aracely Pazmino	aracelyp@unops.org
Safeguard Specialist	Ugo Ribet	ugovictorr@unops.org

Ms. Carrillo will facilitate participants with all the information regarding tickets, accommodation and logistics of the meeting. If you need general assistance please contact the PMCU at info@procaribeplus.org or directly to Ms. Carrillo at her email or phone number +573017683359.

3. Meeting agenda

The Meeting agenda can be accessed at the following [link](#).

The on-site registration for the meeting will take place at 9:00 am in the meeting room.

4. Meeting Materials

Links to meeting materials will be included in the agenda as they become available.

5. Lodging, Meals and DSA

Participants funded by the PROCARIBE+ Project:

Please note that the Project Management and Coordination Unit (PMCU) will make reservations for all meeting participants that have confirmed their participation at the Estelar Cartagena de Indias Hotel (Meeting venue). Please note that for participants who are being supported by the PROCARIBE+ Project their reduced DSA and terminal expenses will be paid by bank transfer. The reduced DSA includes: terminal expenses, dinners not covered by the project and incidentals in accordance with UNOPS and UNDP/GEF standard travel policies and regulations. Lodging, breakfast, lunches and dinner (Feb 21) will be provided for all Project sponsored participants.

Non-funded Participants:

For those participants whose costs are not being covered by the PROCARIBE+ Project, the project will cover lunches for the 3 days of the meeting and dinner on February 21st.

The PROCARIBE+ PMCU has coordinated with the Estelar Cartagena de Indias Hotel to offer special rates for non-funded participants. For reservations please contact:

- Ms. Eliana Cuadrado at the following email address: elianap.cuadrado@hotelesestelar.com

When making reservations please refer to:

Event: PROCARIBE+ Project Inception Workshop and First Steering Committee Meeting
Organizer: UNOPS - DNP

6. Online Platform

The platform for remote participation in the PROCARIBE+ Project Inception Workshop and First Steering Committee Meeting is **Zoom**. The hyperlink to be used to connect to the meeting virtually is:

<https://us02web.zoom.us/j/83367889631?pwd=N2g3bFVXUk1EUUZqcEV5c0R6MIIIUT09>

Meeting ID: 833 6788 9631
Access code: 661415

It is recommended to download, install and use the latest version of the Zoom application (currently 5.17.7) on your PC or laptop, otherwise certain platform functionalities may not work properly (e.g. access to interpretation). If you connect using a web browser (Chrome, for example), interpretation and some other functions may not be available. You may download the latest version of Zoom at the following link: <https://zoom.us/download>.

7. Languages

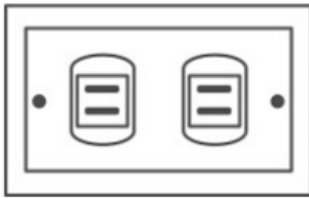
The working languages of the meetings are English, French and Spanish. Simultaneous interpretation in the three working languages will be provided. All working documents will be available in English, French, and Spanish.

8. Local Currency

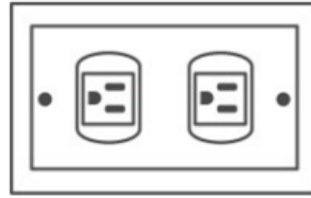
National currency in Colombia is the Colombian Peso (COP). The official exchange rate varies slightly from day to day, however **1 US Dollar** corresponds to approx. **3,919 COP**. Most Credit Cards (i.e. Visa, Master Card, American Express) are well accepted in hotels, restaurants and major stores. Exchange facilities and ATMs are available at the airport and main hotels, local banks and shopping malls.

9. Electricity and Colombian plug system

Electricity voltage is 110 or 120 volts



PLUG TYPE A
with two flat input pins



PLUG TYPE B
with two flat input pins

10. Additional Information

Meeting participants should travel in good health, and bring with them any regular medication that they need. Each participant should carry valid medical insurance, or cover the costs of healthcare in the case of medical treatment or emergency.

Should you have queries concerning the information provided in this document, please contact the PROCARIBE+ Project Management and Coordination Unit at info@procaribeplus.org