



**ELEVENTH SESSION OF THE INTERGOVERNMENTAL  
FOLLOW-UP AND COORDINATION COMMITTEE ON ECONOMIC  
COOPERATION AMONG DEVELOPING COUNTRIES  
(IFCC-XI)**

**Havana, Cuba, 21-23 March 2005**

**INFORMATIONAL NOTE**

**ORGANIZATION OF THE MEETING**

1. The 11<sup>th</sup> Session of the Intergovernmental Follow-up and Coordination Committee on Economic Cooperation among Developing Countries (IFCC) will take place at the Palacio de las Convenciones, in Havana, Cuba, from 21 to 23 March 2005. The opening ceremony will take place on 21 March 2005 at 10:00 a.m. in Conference Room 4 of the Palacio de las Convenciones.
2. The regular schedule of meetings will be from 9.00 am. to 1.00 pm. and from 2.30 pm to 6 pm.

**WORKING LANGUAGES**

3. Simultaneous interpretation services will be provided in Arabic, English, French and Spanish.

**PRESS**

4. The Executive Secretary of the G-77, with the assistance of a press officer to be designated by the host country, will be responsible for media relations and public information issues.
5. Media accreditations will be issued through the press office at the Palacio de las Convenciones. Journalist will be required to submit two passport-size photographs and an official letter from the sponsoring media organization.

**DOCUMENTATION**

6. Working documents will be circulated in advance to all governments and organizations invited prior to the opening of the meeting. They will also be available

online on the G-77 website ([www.g77.org](http://www.g77.org)). Documentation issued during the meeting will be available to delegations at the Documents Booth located within the conference room. There will be an Information Bureau located at the conference centre room through which delegations will be able to receive messages as well as other general information.

## STATEMENTS

7. To facilitate the work of the Secretariat and the interpreters, it would be appreciated if advance copies of statements are provided to the conference officers in English or Spanish.
8. Delegations interested in distributing other material related to the meeting programme should submit it to the G-77 Secretariat.

## CORRESPONDENCE

9. All the correspondence related to IFCC-XI should be sent to the G-77 Secretariat at the following address:

**Mr. Mourad Ahmia, Executive Secretary of the Group of 77**  
**Address: UN Headquarters, S-3953, New York, N.Y. 10017**  
**E-mail: [G77OFF@UNMAIL.ORG](mailto:G77OFF@UNMAIL.ORG)**  
**Fax: (212) 963-3515**  
**Tel. (212) 963-0192 / 3816**

10. Postal and communications services as well as travel and tourist information will be available to delegates and guests.
11. International telephone facilities will be available through pre-paid card public phones at the conference centre. Internet access will also be available in the conference area and in Hotel Palco if requested in advance.

## PROCEDURE FOR ENTERING AND LEAVING CUBA

12. All participating delegations must contact the Cuban Embassy or Consulate in their respective country. The Cuban Government will inform each representation about the organization of the event and provide support for the visa requirements if necessary. In the event that a Cuban diplomatic representation is not present in a given country, participants must inform the Cuban authorities and the G-77 Secretariat, and provide the **full name (as appears in the passport), place and date of birth, nationality; passport number, date and place of issuance as well as date of expiration and the planned period of stay in Cuba.**

**All correspondence related to visa issues must be sent to the following address:**

**Mr. Pedro Morales Carballo, Director DOEI, MINVEC**  
**Address: Ave. 1ra y 18, Miramar, La Habana, Cuba**  
**E-mail: pmorales@minvec.cu; jorge.garcia@minvec.cu; ileana.nunez@minvec.cu**  
**Fax: 537 2043183**  
**Tel: 537 2024218**

13. There are no vaccination requirements for international travelers.
14. All participants are requested to confirm their arrival date at least two weeks in advance. They must indicate the date and time of their arrival, the name of the airline, the flight number, and other relevant information. This information will facilitate the customs procedures as well as the transportation to the hotel.
15. Cuban authorities will prepare all the necessary arrangements upon the arrival of participants, providing assistance at the immigration office, customs, luggage and transport to the hotel. The same procedures will be arranged at departure. Upon arrival at José Martí International Airport, all participants must contact the representatives of the travel agency Havanatur S.A. for their transportation to the hotel. The travel agents will be easily identified by the Group of 77 and Havanatur S.A. logo.
16. Participants are advised to contact the travel desk located in Palco Hotel in order to confirm the date and the time of their departure flight as well as to obtain information about tourist activities.
17. Upon departure, the payment of an airport tax of 25.00 CUC is due at the José Martí International Airport.

### **CURRENCY EXCHANGE AND BANKING SERVICES**

18. The official currency in Cuba is the Peso Convertible (CUC), which is equivalent to one US Dollar. All payments (hotel, guided tours, services) must be done in CUC. It is recommended to exchange the currency into CUC upon arrival, either at the airport or at other places available 24 hours. Hotels, banks and exchange offices (CADECAS) are available as well.
19. When exchanging US Dollars, a 10% charge will be applied. The exchange is also available for Euros, Canadian Dollars, Sterling Pounds, Yens, or Swiss Francs, according to the day's international exchange rate of the US Dollar. There is no charge when exchanging these currencies into CUC. The following credit cards are accepted: VISA, Master Card, CABAL y VISA Electron, as long as the issuing bank is not from the United States.

## FIRST AID

20. A 24-hour medical service and first aid facility will be available in the area of the Palacio de las Convenciones and Hotel Palco.

## REGISTRATION

21. Participants must fill an application form (**Annex A**) and submit it to the G-77 Secretariat or to the Cuban authorities at the following addresses:

**Mr. Mourad Ahmia, Executive Secretary, G-77**  
**Address: UN Headquarters, S-3953, New York, N.Y. 0017**  
**E-mail: [G77OFF@UNMAIL.ORG](mailto:G77OFF@UNMAIL.ORG)**  
**Fax: (212)963-3515**  
**Tel. (212)963-0192 / 3816**

**Mr. Pedro Morales Carballo, Director DOEI, MINVEC**  
**Address: Ave. 1ra y 18, Miramar, La Habana, Cuba**  
**E-mail: [pmorales@minvec.cu](mailto:pmorales@minvec.cu); [ileana.nunez@minvec.cu](mailto:ileana.nunez@minvec.cu)**  
**Fax: 537 2043183**  
**Tel: 537 2024218**

22. Identification passes will be issued to the participants beginning on Sunday, 20 March, in the Hall of Palco Hotel between 9:00 a.m. and 4:00 p.m., and on Monday, 21 March, from 8:00 a.m. in the Information Bureau of Palacio de las Convenciones. All participants are kindly requested to register as soon as possible at the registration desk.

23. A provisional list of participants will be available during the second day of the meeting. It will be revised later if necessary. Any change in the list must be notified to the G-77 Secretariat. Only registered participants will get an ID pass that would allow them to access all conference rooms.

## ACCREDITATION

24. Participants will have to submit appropriate credentials to be considered delegates of their country or institution.

## WEATHER CONDITIONS

25. Havana city is located at 23 degrees 17' north latitude and 82 degrees 28' west. In March, the temperature is 26 degrees Celsius, with fluctuations between 23 and 28 degrees Celsius.

## ELECTRICITY

26. Electricity in Cuba is 110 volts and 60.

## ACCOMODATION

27. For hotel reservations participants must fill in the application form **Annex B** and submit it to the address on the bottom of the **Annex B** as soon as possible. Please note that 7 March 2005 is the deadline to maintain a hotel reservation. A list of other hotels is contained in **Annex C**.

28. The G-77 Secretariat and Cuban authorities have arranged special rates to accommodate all participants in the Palacio de las Convenciones area, in Palco Hotel, through the travel agency Havanatur S.A. This area of 62.000 square feet enjoys a modern infrastructure suited for conferences, events, public and private communications, an in-site hotel, gastronomy, shopping area, swimming pools, business area, internet access, conference and event rooms, transport and tourism services, cable TV. For more information about the hotel visit the website of Palacio de las Convenciones:

[www.cpalco.com](http://www.cpalco.com)

Special fares with buffet breakfast included:

<i>Type of room</i>	<i>Single with breakfast (CUC)</i>	<i>Double with breakfast (CUC)</i>
<b>Standard</b>	<b>50</b>	<b>74</b>
<b>Suite Junior Standard</b>	<b>136</b>	<b>142</b>
<b>Suite Junior Superior</b>	<b>156</b>	<b>162</b>

Dinner is 14.00 CUC per person per day.

Send accommodation requests to:

<p><b>Mrs. Caridad Sago Rivera, Especialist on Comercial Events</b>  <b>Havanatur S.A.</b>  <b>Address: Edificio Sierra Maestra, calle 1ra, esq. O Miramar, La Habana, Cuba</b>  <b>E-mail: <a href="mailto:sago@cimex.com.cu">sago@cimex.com.cu</a></b>  <b>Tel: 537 203 9099 Fax: 537 203 9130</b></p>
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<p><b>ELEVENTH SESSION OF THE INTERGOVERNMENTAL FOLLOW-UP AND COORDINATION COMMITTEE ON ECONOMIC COOPERATION AMONG DEVELOPING COUNTRIES (IFCC-XI) Havana, Cuba, 21-23 March 2005</b></p>
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**ANNEX A  
Application form for Accreditation**

- 1. Name and surname.....
- 2. Country.....
- 3. Position.....
- 4. Institution.....
- 5. Postal address.....
- 6. Phone number..... Fax.....
- 7. E-mail.....
- 8. Participates in capacity as: Head of Delegation  Delegate   
Guest  Secretariat
- 9. Dates of stay in Havana  
From..... To .....

**NOTE: All participants must fill in this application form and send it as soon as possible by e-mail or fax to the following addresses:**

<p><b>Mr. Pedro Morales Carballo, Director DOEI, MINVEC</b> E-mail: <a href="mailto:pmorales@minvec.cu">pmorales@minvec.cu</a>; <a href="mailto:jorge.garcia@minvec.cu">jorge.garcia@minvec.cu</a>; ileana.nunez@minvec.cu Fax: 537 2043183</p>
<p><b>Mr. Mourad Ahmia, Executive Secretary, G-77</b> E-mail: <a href="mailto:G77OFF@UNMAIL.ORG">G77OFF@UNMAIL.ORG</a> Fax: (212) 963-3515</p>

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**ANNEX B  
Application form for accommodation**

1. Name and surname.....
2. Country.....
3. Position.....
4. Institution.....
5. Phone number.....Fax.....
6. E-mail.....
7. Participates in capacity as: Head of Delegation  Delegate   
Guest  Secretariat
8. Arrival in Cuba: Date.....Time.....  
Airline/ Flight number.....Coming from.....
9. Departure: Date.....Time.....  
Airline/ Flight number.....
10. Type of room:
- |  |                                 |                                 |
|--|---------------------------------|---------------------------------|
| Standard <input type="checkbox"/>              | Single <input type="checkbox"/> | Double <input type="checkbox"/> |
| Junior Suite <input type="checkbox"/>          | Single <input type="checkbox"/> | Double <input type="checkbox"/> |
| Junior Suite Superior <input type="checkbox"/> | Single <input type="checkbox"/> | Double <input type="checkbox"/> |
- Internet access in room: Yes  No   
(Initial cost of 30 CUC plus 10 CUC per day)
11. Special needs.....

**NOTE: All participants must fill in this application form and send it as soon as possible by e-mail or fax to the following addresses:**

**Mrs. Caridad Sago Rivera**  
E-mail: [sago@cimex.com.cu](mailto:sago@cimex.com.cu)  
Fax: 537 203 9130

**For hotel reservations, application forms must be sent before 7 March 2005. All the information related to flights can be sent after this date.**

**OTHER HOTELS**

<b><i>Hotel</i></b>	<b><i>Single Room (CUC)</i></b>	<b><i>Double Room (CUC)</i></b>
<b>Meliá Habana</b>	<b>225.00</b>	<b>225.00</b>
<b>Nacional</b>	<b>120.00</b>	<b>170.00</b>
<b>Occidental Miramar</b>	<b>70.00</b>	<b>90.00</b>
<b>Occidental Miramar (Piso ejecutivo)</b>	<b>90.00</b>	<b>131.00</b>
<b>Meliá Cohíba</b>	<b>180.00</b>	<b>180.00</b>
<b>Panorama</b>	<b>60.00</b>	<b>90.00</b>
<b>Parque Central</b>	<b>205.00</b>	<b>270.00</b>
<b>Santa Isabel</b>	<b>190.00</b>	<b>240.00</b>
<b>Habana Libre Tryp</b>	<b>200.00</b>	<b>200.00</b>