



**Workshop on the Operation of Civil Registration, Vital Statistics and Identity Management Systems
for South American countries**
30 October to 3 November, 2017
Bogotá, Colombia

INFORMATION NOTE FOR PARTICIPANTS

A. Meeting-Related Information

1. Meeting venue and dates

The Workshop on the Operation of Civil Registration, Vital Statistics and Identity Management Systems for South American countries will be held from 30 October to 3 November 2017 at the Ceiba meeting room, NH Bogota Metrotel Royal located at Calle 74 No. 13 27, Bogota, Colombia.

2. Working language of the workshop

The Workshop will be conducted in English and Spanish. Simultaneous interpretation between both languages will be provided.

3. Officers to be contacted on meeting matters

The Workshop is being organized by UNSD and regional partners, such as ECLAC, Unicef, OAS and the Bloomberg Data for Health Initiative. Coordination is being handled by the following officers:

Questions on substantive matters related to the meeting may be addressed to Ms. María Isabel Cobos, Statistician, United Nations Statistics Division (cobos@un.org, (+1) 917 367 3072).

Questions on operational matters relating to the meeting may be addressed to:

If funded by UNSD: Ms. Wailan Wu (E-mail: wu16@un.org, Phone +1 212 963 0376, Fax: +1 212 963 9851) and

If funded by UNICEF: your UNICEF country office.

B. Travel

4. Immigration and Entry Visa

Participants are requested to carefully check the visa requirements for entry to Colombia and arrange their own eligible entry visas to Colombia. Before starting your visa application, either online or on-site, you must

always first fill out the online application form through the following link: http://www.cancilleria.gov.co/tramites_servicios/visas/solicitud-visa-linea and upload the required documentation. This must be done in all cases, either if you file your visa application at a Consulate.

5. Air tickets/Airline reservations

For participants funded by UNSD, please refer to the Administrative Instructions sent by UNSD along with the invitation letter.

For participants funded by UNICEF, please communicate directly with your UNICEF country office.

6. Hotel accommodation in Bogotá

Participants are requested to arrange their own accommodation. Please see below a list of selected hotels:

Hotel	Address	Contact Number	Web page/e-mail
Hotel Ramada Parque 93	Calle 95 No 13-35 Torre A	57 1 4894381	www.wyndhamhotels.com/ramada/bogota-dc-colombia Marcela Forero, ventas1@iemoperators.com
Hotel Tequendama	Carrera 10 No 26-21	57 1 3820300 57 1 3822903 (Fax)	www.tequendamahotel.com email info@sht.com.co
Hotel Estelar Windsor House	Calle 95 No 9 – 97	57 1 6343630	reservations@hotelesestelar.com
Hotel Hilton	Carrera 7 No 72-41	57 1 6006100 57 1 6005800 (Fax)	www.hiltonhotels.com
Hotel NH Metrotel Royal	Calle 74 No 13-27	57 1 3254445	egonzalez@metrotelroyalpark.com
Hotel Atton 93	Calle 93 No 12-41	57 1 5897744	www.atton.com/es/bogota-93
Hotel Cosmos 100	Ac 100 No 19A-83	57 1 6444000	www.hotelescosmos.com reservas@hotelescosmos.com
HOTEL CASA DANN CARLTON	Calle 93 B No 19-44	57 1 6338777	www.hotelesdann.com

			STEFFANNY CHICA ESCANDON, steffany.chica@hotelesdann.com
Embassy Suites Bogotá	Calle 70 # 6 - 22	57 1 317 1313 ext. 127	www.bogota.embassysuites.com Marcela Tobon Rios, ventas2@embassy-bogota.com.co
Jazz Apartments BLUEDOORS	Calle 87 # 15 – 35	57 4075000	jazzteescucha@jazzapartments.com Ana Rodriguez, comercial1.jazz@bluedoors.co
ESTELAR PARQUE de la 93	Calle 93 No. 11-19	57 1 5111555 Ext. 2030	www.hotelesestelar.com Gina Caballero, ginnaf.caballero@hotelesestelar.com
Hotel Porton Bogotá	Calle 84 No. 7- 55/65	57 6166611	www.hotelportonbogota.com.co Gissella Vera, dirventas@hotelportonbogota.com.co
HOTEL HABITEL	Avenida El Dorado 100- 97	57 1 4199999 Ext. 8015	www.hotelhabitel.com David Diaz Sanchez, aprendiz.ayb@hotelhabitel.com

7. Payment of hotel accounts

Before departure from Bogotá, **participants should settle directly with their respective hotels all accounts** including room charges and other expenses such as local and long distance telephone calls, internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which adequate prior notice was not given.

8. Arrival at the airport and transport to the hotel

Participants should make their own transportation arrangements from “*Aeropuerto Internacional Eldorado*” to their respective hotels.

Once you pass customs, leave the main building through the sliding doors and go right. Right in front of you, you’ll see the authorized airport taxi office. They will ask you (in Spanish) the address of the hotel (make sure you have it on hand) and will give you a print out with the exact amount of money you’ll have to pay. **There are other taxi drivers around dressed just as the authorized ones so make sure you go straight to the office.**

9. Transport to attend meetings

Participants must make their own transport arrangements in order to attend meetings. They can take taxi, bus, or contact Uber service. Please ask assistance from respective hotels on the most appropriate and convenient mode of transport.

10. Internet services

To avoid international calling charges we suggest using Skype, Viber, WhatsApp or other similar systems on your smart phone via Wi-Fi for keeping in touch with those from home.

In addition, internet cafes are very common in all the major cities and tourist destinations around Bogota.

11. Communication

If you prefer calls the international telephone dialing code for Colombia is +57.

When using your own mobile phone on roaming in Colombia, you will be using a foreign mobile network. As a result, when receiving an incoming call, you will be charged the international leg of the call and may have to pay extra to listen to voicemail and send text messages, which can be very expensive. A few quick tips for saving on roaming charges while overseas:

- Call your service provider to verify that your phone will have service while traveling, as countries use different mobile phone networks. Be aware of the roaming rates for using your phone in your travel destination and ask how your unlimited plan translates overseas.
- We suggest looking into different options that may help you avoid roaming altogether. See about buying a prepaid SIM card to turn your device into a local phone.
- If you are using a smart phone, remember to turn off apps and data roaming; these will use up data. Set your phone to airplane mode. Resist the urge to upload pictures from your mobile while roaming. Wait until you have Internet access or are at home.
- You may need an international charger or adapter to recharge your phone.

Phone Codes: Colombia +57 Bogota +1

Emergency Number : 123: National Police, Emergencies, Fire Brigade, Civil Defense.

12. Catering services

Coffee breaks will be offered in the morning and in the afternoon.

Lunch will not be offered. Please see below a selected list of restaurants located near the workshop venue:

Place	Address	Contact Number	Web page/e-mail
Food court in the mall Centro Comercial Avenida Chile	Carrera 11 Calle 72	3127077	http://www.avenidachilecentrocomercial.com/
Club Colombia	Cra. 9 # 82-19	3210704	www.restaurantclubcolombia.com.co
Harry Sasson	Carrera 9 # 75-70	347-7155	http://www.harrysasson.com/
Criterión	Calle 69A #5-75 (Zona G)	3101377	http://www.criterion.com.co/criterion.html
Astrid y Gastón	Carrera 7 # 67-64 (Zona G)	2111400	http://astridygastonbogota.com/
La Biferia	Calle 69 A #5-61 (Zona G)	345 61 90	http://labiferia.com.co/

Misia	Carrera 7 #67-39 (Zona G)	7039032	http://restaurantemisia.com/
El Cielo	Calle 70 # 4-47 (Zona G)	7035585	http://elcielorestaurant.com/es/

C. OTHER INFORMATION

13. Weather

Bogota has a subtropical highland climate. The average temperature is 14.5 °C (58 °F), and it varies from 6 to 19 °C (43 to 66 °F) in fair skies days, to 10 to 18 °C (50 to 64 °F) in heavy rain days.

14. Foreign exchange and banking facilities

The local currency is Colombian Peso and the exchange rate as of 09 September 2017 is US\$1=COP 2908.

It is advisable to exchange dollars and other foreign currencies into Colombian Pesos at exchange houses at airports, hotels and banks. Never do this in the street. Also, consult the website of the Portfolio newspaper www.portafolio.co/indicadores/monedas, which publishes the daily representative exchange rate.

ATMS

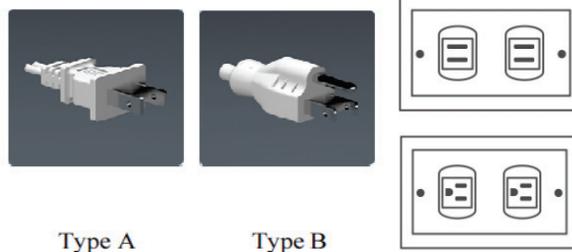
Capital cities have ATMs on major roads and shopping centers which mostly operate 24 hours in English. Do not give your card or reveal your password to strangers.

Debit and credit cards

Most high category department stores, shops, supermarkets, hotels and restaurants in Colombia accept debit and credit cards (Visa, Master Card and American Express).

15. Electric Plug and Socket

Domestic power is 110 volts AC at 60 Hz (110V AC, 60Hz). For industrial facilities it is 220 volts AC at 60 Hz (220V AC, 60Hz). Electrical connectors or plugs are used with two flat input pins or with a third round pin and it easy to buy adapters and voltage regulators. It is advisable to check the technical specifications of the devices that will be used in Colombia



16. Practical information about Bogota DC, Colombia

Colombia is a country on the northwestern coast of South America, bordered to the northwest by Panama; to the north by the Caribbean Sea; to the east by Venezuela and Brazil; to the south by Ecuador and Peru;

and to the west by the Pacific Ocean. It's the only country in South America with coast-lines on both the Pacific and the Atlantic.

Bogotá is the capital of Colombia, located in the center of the country on a vast plain at 2,600 meters above sea level and with a moderate temperature. The city has a total population of eight million people from all corners of Colombia. Declared World Book Capital by UNESCO and Iberoamerican Capital of Culture by the UCCI, Bogotá has become one of the most important cities of the continent, recognized by the variety of parks, public spaces, plazas and modern, commercial avenues.

Bogotá's mass transportation system is considered one of the most important in Latin America and a model for other cities in the country and the rest of continent. Bogotá has the world's largest bicycling network –the *Ciclovía*, which covers over 300 kilometers.

Official language: Spanish

Local time zone: Colombia Time: GMT – 5:00 hours

Local transport

To & From the Airport

Once you pass customs, leave the main building through the sliding doors and go right. Right in front of you, you'll see the authorized airport taxi office. They will ask you (in Spanish) the address of the hotel (make sure you have it to hand) and will give you a print out with the exact amount of money you'll have to pay. There are other taxi drivers around dressed just as the authorized ones so make sure you go straight to the office.

Taxi

You can call numerous companies that provide radio service such as Taxis Libres (Tel: 2111111-3111111), Telecooper (Tel 2222111) or Taxi Express (4111111). For your own safety do not take taxi in the street.

The minimum unit fare is '50 units,' which equates to, approximately, COP \$4,400. The meter should change every 100 meters. Taxi trips on Sundays and holidays, or after dark, include a COP\$2100 extra charge; trips to the airport have an additional COP \$4,400 surcharge. There is a COP \$800 surcharge for booking taxis.

Bogotá transportation apps, such as Tappsi and Uber are even better and eliminate the language barrier.

Transmilenio

TransMilenio is a bus system with dedicated bus lanes which run through Bogota. For further information <http://www.transmilenio.gov.co/en>

Buses SITP

Buses – SITP – The Integrated Public Transport System of Bogotá has a mobile web application to help passengers identify the best routes. The application used is MOOV IT and can be downloaded and used at the following address: Sitp.gov.co

Vaccination and Health

Vaccination

You must be vaccinated against yellow fever at least 15 days before departure to these departments: Santander, Norte de Santander, Bolivar, Boyacá, Huila, Arauca, Caquetá, Casanare, Cesar, Guainía, Guaviare, La Guajira, Meta, Putumayo, Vichada, Amazonas and Vaupés.

Medical care and purchase of medicines

Those wishing to visit Colombia should buy travel insurance giving them medical and emergency hospital care coverage. As regards medication and prescription drugs, these can be obtained without restriction in drugstores and pharmacies.

Water consumption

Tap water is only safe to drink and use for cooking in Bogota. Other capital cities have very good water supply services, with water that can be used for bathing. In rural areas and small towns it is advisable to buy bottled water or in treatment plants.

Places of interest in Bogota

Gold Museum: It is home to one of the largest collections of pre-Hispanic gold in the world. After a decade of renovations, the museum reopened in 2008. There are exhibited more than 55,000 pieces of gold and other materials of all pre-Hispanic cultures in Colombia.

Hours: Tuesday to Saturday from 9:00 am to 6:00 pm; Sundays and holidays from 10:00 am to 4:00 pm
Tuesday to Saturday, the museum offers a free one - hour (at 11:00 am and 4:00 pm).

Address: Carrera 6 # 15 – 88

Museo Botero: Fernando Botero is the most famous in the world thanks to its voluminous figures Colombian artist. In this museum, located in a house in the colonial era, you can see more than 100 paintings in watercolors, oils, pastels and sculptures; as well as works by Picasso, Renoir, Matisse and Dali. Next to the Botero Museum is the Mint, which explores the history of the Colombian currency.

Hours: Monday through Saturday 9:00 am to 7:00 pm; Sundays and holidays from 10:00 am to 5:00 pm
Closed Tuesdays.

Address: Calle 11 # 4-41

Gabriel García Márquez Cultural Center: Named in honor of Gabo, this cultural center an icon of contemporary Colombian architecture. Here you will find a library with over 80,000 books, plus an art gallery, a record store and a book store. After your visit, forget not pass by Juan Valdez, located on the ground floor of the center, and enjoy a cup of the best coffee in the world.

Hours: Monday through Friday from 8:00 am to 8:00 pm; Saturdays and Sundays from 8:00 am to 6:00 pm

Address: Calle 11 # 5-60

Luis Ángel Arango Library: Visit this masterpiece of Colombian architecture, home to the largest collection of books in Latin America. In addition to a library it is a cultural and artistic center for the capital.

Hours: Monday through Saturday 8:00 am to 8:00 pm; Sundays from 8:00 am to 4:00 pm

Address: Calle 11 # 4-14

Art Museum of the Bank of the Republic: Founded in 1957 to protect and spread the history of Colombian art, the museum houses more than 5,000 works of European Colombian artists, Latin American and.

Hours: Monday through Saturday 9:00 am to 7:00 pm; Sundays and holidays from 10:00 am to 5:00 pm
Closed Tuesdays.

Address: Calle 11 # 4-21

Average time Route: 6 hours

Budget: Between \$ 15,000 and \$ 25,000 Colombian pesos.

Plaza de Bolivar: After your visit to the museums of the capital can stroll through the Plaza de Bolivar in the heart of the city. Full of pigeons, it is the perfect place for people watching place. Around them are the National Capitol building, the Palace of Justice, the Cathedral of Bogota and the city.

Address: Plaza de Bolivar, between 10th and 11th Streets (Carrera 7 Calle 10 – 11)

False Door: One of the most typical plans to do in Bogotá is to visit this traditional restaurant where you can enjoy traditional santafereño ajiaco; a thick soup made with potatoes, served with shredded

chicken cob, rice and avocado. Other famous local dishes are tamales and full chocolate, hot chocolate with cheese and bread with butter.

Hours: Sunday through Sunday from 7:00 am to 8:30 pm

Address: Calle 11 # 6-50 (near to Plaza de Bolivar)

Montserrat: With an altitude of 3.152 meters, the Cerro de Monserrate offers an incredible view of the capital. At its summit is the Sanctuary of Monserrate, a church with a figure of Christ XVII century that attracts pilgrims and tourists from all over the world throughout the year. You will also find several souvenir shops and refreshments.

One of the most popular plans in Bogota's climb to the top of the hill. For this you can take the funicular or cable car. A roundtrip ticket is worth approximately \$ 16,400 Colombian pesos. If yours is exercise, venture and walk down the mountain. The journey takes about an hour and a half.

Hours: The funicular runs Monday through Friday from 7:00 am to 11:45 pm; Saturdays from 7:00 am to 4:00 pm; Sunday from 5:30 am to 5:00 pm and holidays from 11:45 am to 6:30 am The cable car runs from Monday to Saturday from 12:00 pm to 12:00 am; Saturdays from 9:00 am to 5:00 pm and Sunday from 12:00 pm to 5:00 pm

Address: Carrera 2 This # 21 - 48. Position yourself at the main entrance of the University of the Andes, and from there walk about 10 minutes to the base of the mountain, where you will find the ticket sales booths.

Colón Theater: This is the oldest opera house in South America and the current home of the Symphony Orchestra of Bogota. Columbus opened in 1982, and after six years of renovation, reopened in July 2014.

Hours: Monday through Friday from 10:00 am to 8:00 pm; Saturdays, Sundays and holidays from 9:00 am until the start of the presentation scheduled for that day.

Address: Calle 10 # 5-32

National Museum: This site offers a wide display of thousands of historical and archaeological artifacts that were once prison cells. There you can also enjoy temporary exhibitions and a café.

Hours: Tuesday to Saturday 10:00 am to 6:00 pm and Sundays from 10:00 am to 5:00 pm

Address: Carrera 7 # 28 – 66

José Celestino Mutis Botanical Garden: Enjoy an oasis of 50 acres of palm trees and lush tropical gardens in the middle of the city. The Botanical Garden has a sundial, orchid gallery, a waterfall and a lake, among others.

Hours: Monday through Friday from 8:00 am to 5:00 pm; Saturdays, Sundays and holidays from 9:00 am to 5:00 pm

Address: Calle 63 # 68-95

Ciclovía: Sundays from 7:00 am to 2:00 pm more than 120 kilometers of roads in the city become a space for citizens to run, walk, bike traveling on the capital, practice aerobics or learn to dance. Throughout the Ciclovía you will find kiosks selling snacks and fruit juices. This program has more than 40 years and is considered the first of its kind in the world.

If you want to rent a bicycle to explore the city, visit Bogotá Bike Tours located at Carrera 3 # 12 - 72. The average rental value is \$ 15,000 Colombian pesos per half day.

Flea Market: Another plan in Bogota for Sunday is to visit the traditional flea market in the sector of Usaquén, north of the city. There you can buy handicrafts and appreciate the architectural beauty of the town, which became part of Bogota in the 1950s If you are hungry try the brunch Abasto, a restaurant and rustic style deli.

Address: Carrera 6A between 119 and 120A streets

Zipaquira Salt Cathedral: Located approximately 50 kilometers north of Bogota, this underground church is built in the salt mine of Zipaquirá and attracts thousands of visitors every month. The Salt

Cathedral is considered one of the architectural jewels of Colombia and one of the tourist sites near major Bogotá.

Hours: Daily from 9:00 am to 5:30 pm

Address: Carrera 6 with lane 1

Basic Rate adults: \$ 23,000 Colombian pesos.

Basic rate children from 4 to 12 years: \$ 16,000 Colombian pesos.