

III

Meeting of the negotiating committee
of the regional agreement
on access to information,
participation and justice
in environmental matters
in Latin America and the Caribbean

Montevideo, 5-8 April 2016

**THIRD MEETING OF THE NEGOTIATING COMMITTEE OF THE REGIONAL
AGREEMENT ON ACCESS TO INFORMATION, PARTICIPATION AND
JUSTICE IN ENVIRONMENTAL MATTERS IN LATIN AMERICA AND THE
CARIBBEAN**

Montevideo, 5-8 April 2016

GENERAL INFORMATION

PRESENTACIÓN

The third meeting of the negotiating committee of the regional agreement on access to information, participation and justice in environmental matters in Latin America and the Caribbean will be held in Montevideo from 5 to 8 April 2016.

This document is intended to provide delegates with useful information to facilitate their work at the meeting.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters that delegates may have before or during the meeting.

1. General information on Uruguay

The country

Uruguay, officially the Eastern Republic of Uruguay, is a South American country situated in the eastern part of the Southern Cone subregion. It borders Brazil to the north and Argentina to the west and has a coastline stretching from River Plate in the south to the Atlantic Ocean in the south-east.

The country is a presidential republic and is subdivided into 19 departments and 89 municipalities. The population is 3.4 million. The capital and largest city, Montevideo, has 1.4 million inhabitants and a metropolitan area of almost 2 million inhabitants, accounting for 58.8% of the national total.

Climate

Uruguay has a temperate, wet climate (average temperature 17° C), with warm summers and more or less constant precipitation levels throughout the year.

Useful information for your visit

MONEY	The local currency is the peso. The exchange rate fluctuates at around 32 Uruguayan pesos to the US dollar. Credit cards are welcome and automated teller machines (ATMs) are readily available in Montevideo. Most hotels, restaurants and large department stores accept major credit cards such as MasterCard, Visa, Diners Club and American Express. Bank opening hours are from 1 p.m. to 5 p.m., with some banks remaining open until 6 p.m.
LOCAL TIME	The time zone in Uruguay from March to October is UTC/GMT-3, while summer time (UTC/GMT-2) runs from the first Sunday in October to the second Sunday in March.
ELECTRICITY	220V, 50 Hz. Two types of plugs are used: with two round pins or three flat pins, two of which are angled in an inverted V-shape.
AIRPORT TAX	Airport tax is US\$40 for international flights at Carrasco airport in Montevideo.
TIPPING	The tip is not included in hotel or restaurant bills. It is customary to leave a tip of 10% of the total.
TAXIS/REMISES	Visitors are advised to use radio taxis and taxi services provided by hotels. All taxis in Montevideo charge according to the meter and the associated fare schedule. There are also unmarked taxis (remises), which charge on the basis of distance or time. The average fare from the airport to the hotel and meeting venue is approximately US\$ 45.

2. Meeting venue

The third meeting of the negotiating committee of the regional agreement on access to information, participation and justice in environmental matters in Latin America and the Caribbean will be held at the Sheraton Montevideo Hotel.

The hotel particulars are as follows:

Sheraton Montevideo Hotel (5*)

Address: Víctor Soliño 349
Montevideo, Uruguay
Telephone: (598) 2712 3474
Website: <http://www.sheratonmontevideo.com/es>

3. Meeting coordination

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Uruguay, through the Ministry of Foreign Affairs.

Questions on substantive matters related to the meeting may be addressed to Carlos de Miguel, Chief of the Policies for Sustainable Development Unit, and Valeria Torres, Economic Affairs Officer, of the Sustainable Development and Human Settlements Division of ECLAC (principio10.lac@cepal.org, tel. (+56) 2 2210 2224 and (+56) 2 2210 2310).

Questions regarding operational aspects of the meeting may be addressed to María Paz Rivera (mariapaz.rivera@cepal.org, tel. (+56) 2 2210 2618).

4. Hotel reservations

The ECLAC Conference Services Unit has reserved a block of rooms at the following special rates:

- **Sheraton Montevideo Hotel (5*)**

Single room US\$ 135*
Double room US\$ 145*

*Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Melisa Piana
melisa.Piana@sheraton.com
(598) 2712 3474

The rate includes buffet breakfast and Internet connection in the hotel room. Non-residents of Uruguay are exempted from payment of 10% value added tax (VAT).

Reservations should be made directly with the hotel by **28 March 2016, using the form provided on page 6**. After this date, the hotel cannot guarantee the special rate or the availability of rooms.

Each delegate is responsible for his/her own reservation. It is advisable to check that the hotel has processed your reservation and to request a reservation number or confirmation code.

The hotel requires a credit card number to hold a reservation. Hotels in Uruguay apply a “no show” policy, whereby reservations may be cancelled up to 24 hours prior to arrival; otherwise, cardholders will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

5. Entry requirements for Uruguay

Holders of regular, diplomatic or official passports should apply for a visa at the nearest Uruguayan embassy or consulate. A list of the countries exempted from visa requirements to enter Uruguay is available via the following link:

https://migracion.minterior.gub.uy/index.php?option=com_content&view=article&id=1280

Information on embassies and consulates is provided on the website of the Ministry of Foreign Affairs of Uruguay: www.mrree.gub.uy.

Participants are responsible for arranging their own visas, if required.

6. Local transport

Meeting participants are responsible for their own transport between the airport and the hotel.

7. Registration of participants

An online registration system has been available on the ECLAC website (<http://negociacionp10.cepal.org/3/es>) since 18 February 2016.

Registration of delegates will take place from 8.30 a.m. on Tuesday, 5 April in the meeting room located on the twenty-fifth floor of the Sheraton Montevideo Hotel. Participants will be issued with identification badges which, for security purposes, must be shown at all meetings.

For any questions on registration, please contact Paula Warnken (paula.warnken@cepal.org, tel. (+56) 2 2210 2651) or María Paz Rivera (mariapaz.rivera@cepal.org, tel. (+56) 2 2210 2618).

Online registration **does not exempt** delegations from the requirement to send an official note to the ECLAC secretariat indicating the names of the head of delegation and all accompanying members.

8. Opening session

The opening session will start at 9.30 a.m. on Tuesday, 5 April.

9. Internet

The offices and conference rooms set aside for the meeting will have wireless Internet access (Wi-Fi).

10. Languages

The official languages of the meeting will be English and Spanish. Simultaneous interpretation will be provided.

11. Medical services

The Government will provide an emergency first aid service at the meeting venue.

12. Documents

This will be a paper-smart meeting; all the documents and official statements will be available for consultation and download on the website <http://negociacionp10.cepal.org/3/es>. You are advised to bring a laptop, tablet or other mobile device as only a limited number of printed documents will be available.



UNITED NATIONS
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ACCESS TO INFORMATION, PARTICIPATION AND JUSTICE IN ENVIRONMENTAL MATTERS IN
LATIN AMERICA AND THE CARIBBEAN

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HOTEL RESERVATION REQUEST FORM

Name:		Last name:	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official title:			
Organization or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

SHERATON MONTEVIDEO HOTEL (5*) Víctor Soliño 349 Telephone: (598) 2712 3474 Standard single <input type="checkbox"/> US\$ 135 (breakfast and Internet included) Standard double <input type="checkbox"/> US\$ 145 (breakfast and Internet included) Attn.: Melisa Piana melisa.piana@sheraton.com *Non-resident visitors are exempted from 10% VAT.		
Date of arrival in Uruguay:	Flight No.:	Arrival time:
Date of departure from Uruguay:	Flight No.:	Departure time:

I authorize the use of my credit card to guarantee my hotel reservation:

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card No./Security code:			Expiry date:

Reservations should be made directly with the Sheraton Montevideo Hotel **no later than 28 March 2016**. Each delegate is responsible for his/her own reservation. It is advisable to check that the hotel has processed your reservation and to request a reservation number or confirmation code. The reservation request must include the guest's flight number, arrival and departure dates and credit card type and number.