



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

**Brasilia, 20-24 March 2017**

**GENERAL INFORMATION**



UNITED NATIONS



**MINISTRY OF FOREIGN AFFAIRS  
BRAZIL**

## INTRODUCTION

The sixth meeting of the negotiating committee of the regional instrument on access to information, participation and justice in environmental matters in Latin America and the Caribbean will be held in Brasilia, from 20 to 24 March 2017.

This document is intended to provide delegations 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 event.

### 1. General information on Brazil

#### Geographical location

Brazil, whose official name is the Federative Republic of Brazil, lies on the east side of South America. With a surface area of 8,511,965 km<sup>2</sup> and an estimated 200 million inhabitants, Brazil is the world's fifth largest country in terms of both surface area and population. It shares borders with 10 other South American countries and has one of the longest continuous coastlines of any country, with 7,491 km.

#### Climate

Owing to its location, most of Brazil has a tropical climate, with some temperate regions in the south of the country. Brasilia has a savannah tropical climate, however, with daytime temperatures ranging from 14°C to 28°C and two well-defined seasons: one rainy (October to March) and one dry (June to August).

#### Useful information for visitors

<b>Local currency</b>	The currency unit is the real (R\$) (plural reais). Brazil maintains a floating exchange rate with daily variations. The current rate of exchange against the dollar: US\$ 1 = approximately R\$ 3.40.
<b>Local time</b>	UTC or GMT -3 hours.
<b>Electricity</b>	220 volts (60 cycles), but hotels have 100-volt (60 cycle) connections or transformers.
<b>Tipping</b>	Tips are not included in hotel or restaurant bills. It is usual to leave a tip of 10% of the total bill.

<b>Taxis</b>	Visitors are advised to use radio taxis, which are available outside hotels and charge according to the meter and the relevant price schedule. Rate 2 is applied on journeys between 10 p.m. and 6 a.m. and on all journeys to and from the airport.
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## 2. Meeting venue

The sixth meeting of the negotiating committee of the regional instrument on access to information, participation and justice in environmental matters in Latin America and the Caribbean will be held in the San Tiago Dantas conference room at the Ministry of Foreign Affairs (Itamaraty Palace):

### **Ministry of Foreign Affairs (Itamaraty Palace)**

Address: Esplanada dos Ministérios - Bloco H  
 Brasilia DF, Brazil  
 CEP 70170-900  
 Telephone: (+55) 61 2030 9296

**Official website:** <http://www.itamaraty.gov.br>

## 3. Meeting coordination

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

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

Questions on operational matters may be addressed to María Paz Rivera ([mariapaz.rivera@cepal.org](mailto:mariapaz.rivera@cepal.org), tel. (+56) 2 2210 2618).

## 4. Hotel reservations

A limited number of rooms have been reserved at special rates at special rates at the hotels indicated below:

- **HOTEL MELIÁ BRASIL 21 – Bloque D (5\*)**

SHS Quadra 06 - Conjunto A - Lote 01 - Bloco D  
 Telephone: (+55) 61 3218 5512  
 Fax: (+55) 61 3218 4703  
 FAO: Sra. Bianca Marinho  
 E-mail: [bianca.marinho@melia.com.br](mailto:bianca.marinho@melia.com.br)

Standard room: R\$ 399.00 + 5% services tax (ISS)

- **HOTEL BRASIL 21 CONVENTION – Bloque B (4\*)**

SHS Quadra 06 - Conjunto A - Lote 01 - Bloco B

Telephone: (+55) 61 3218 5512

Fax: (+55) 61 3218 4703

FAO: Sra. Bianca Marinho

E-mail: [bianca.marinho@melia.com.br](mailto:bianca.marinho@melia.com.br)

Standard room: R\$ 309.00 + 5% services tax (ISS)

These rates include breakfast and Wi-Fi Internet connection in the hotel room.

Reservations should be made directly with the hotel **by 3 March 2017**. After this date, the hotel cannot guarantee the special rate or the availability of rooms. **Please use the form on page 6** for making your reservation.

Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your reservation and to request a reservation number or code as confirmation.

A credit card number is required in order to make a reservation. Hotels in Brazil apply a no show policy, whereby reservations may be cancelled up to 24 hours prior to expected arrival, failing which, cardholders who do not show up will be charged for the first night.

## **5. Entry requirements for Brazil**

Holders of regular, diplomatic or official passports who require visas to enter Brazil should contact their nearest Brazilian embassy or consulate. Visitors should also check health requirements for entry to Brazil, such as compulsory vaccinations.

Information on countries whose citizens require a visa to enter Brazil is available online at <http://www.portalconsular.itamaraty.gov.br/vistos-para-viajar-ao-brasil>.

## **6. Local transport**

Participants are responsible for their own transport to and from the airport and the hotel, and between the hotel and the meeting venue.

## **7. Online registration and participant registration**

An online registration system will be available on the ECLAC website (<http://negociacionp10.cepal.org/6/es>) as from **Monday 27 January**.

Accreditation of participants will begin at 6.30 a.m. on Monday 20 March in the lobby of the San Tiago Dantas conference room at Itamaraty Palace.

Participants will be issued with identification badges, which, for security purposes, must be kept visible and shown at all meetings.

For any further information on participant accreditation, please contact Paula Warnken ([paula.warnken@cepal.org](mailto:paula.warnken@cepal.org), tel. (+56) 2 2210 2651) or María Paz Rivera ([mariapaz.rivera@cepal.org](mailto:mariapaz.rivera@cepal.org), tel. (+56) 2 2210 2618).

Online registration **does not exempt** participants from the requirement to send an official note to the Secretary of the Commission indicating the names of the head of delegation and accompanying members.

## **8. Opening session**

The contact groups established to review the outstanding matters on articles 6 and 7 (Group 1) and 8 (Group 2) will meet in the morning of Monday, 20 March.

The opening session will take place in the afternoon of Monday, 20 March 2017.

## **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 of Brazil will provide medical services in case of an emergency at the meeting venue.

## **12. Documents**

This will be a paper-smart meeting. All official documents and statements will be made available to read or download at the ECLAC website <http://negociacionp10.cepal.org/6/en>. Participants are advised to bring their laptop computer, tablet or other mobile device to the meeting, since only a limited number of printed documents will be available.





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**TO INFORMATION, PARTICIPATION AND JUSTICE IN ENVIRONMENTAL MATTERS IN LATIN AMERICA**  
**AND THE CARIBBEAN**

Brasilia, 20 - 24 March 2017

**HOTEL RESERVATION REQUEST**

First name:		Surname:	
Head of Delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Title:		Agency:	
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

<p><b>HOTEL MELIÁ BRASIL 21 (5*)</b>          SHS Quadra 06 - Conjunto A - Lote 01 - Bloco D          Telephone: (+55) 61 3218 5512          Fax: (+55) 61 3218 4703          Premier room <input type="checkbox"/> R\$ <b>399.00 + 5% ISS</b></p> <p>*Rate includes breakfast and Internet access.          FAO: Bianca Marinho          E-mail: <a href="mailto:bianca.marinho@melia.com.br">bianca.marinho@melia.com.br</a></p>	<p><b>HOTEL BRASIL 21 CONVENTION – Bloque B (4*)</b>          SHS Quadra 06 - Conjunto A - Lote 01 - Bloco B          Telephone: (+55) 61 3218 5512          Fax: (+55) 61 3218 4703          Executive room <input type="checkbox"/> R\$ <b>309.00 + 5% ISS</b></p> <p>* Rate includes breakfast and Internet access.          E-mail:          FAO: Bianca Marinho  <a href="mailto:bianca.marinho@melia.com.br">bianca.marinho@melia.com.br</a></p>	
Date of arrival in Brazil:	Flight No:	Approx time:
Date of departure from Brazil:	Flight No:	Approx 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"/>
Card number/security code:			Expiry date:

Reservation requests should be addressed directly to the hotel **by 3 March**. Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your request and to ask for a reservation number or confirmation code. To guarantee reservations, delegates are required to indicate their flight number and time and date of arrival in and departure from Brazil, as well as credit card details.