COMMITTEE ON COMMODITY PROBLEMS

JOINT MEETING OF THE 38TH SESSION OF THE INTERGOVERNMENTAL GROUP ON HARD FIBRES AND THE  
40TH SESSION OF THE INTERGOVERNMENTAL GROUP ON  
JUTE, KENAF AND ALLIED FIBRES

Bogotá (Colombia), 25-27 November 2015

INFORMATION NOTE ON ARRANGEMENTS

**1.** **MEETING LOCATION**

By kind invitation of the Government of the Republic of Colombia, the 38th Joint Meeting of the Intergovernmental Groups on Hard Fibres and on Jute, Kenaf and Allied Fibres will be held in Bogotá D.C., Colombia, from 25 to 27 November 2015. The meeting will be held in:

Location: Universidad Jorge Tadeo Lozano, Bogotá  
Address: Carrera 4 # 22-61  
Telephone: (+57 1)2543300 ext: 5484 / (+57) 3007479552 - 3164064679  
Email: [cesar.oliveros@minagricultura.gov.co](mailto:cesar.oliveros@minagricultura.gov.co); cadena.fique@minagricultura.gov.co; rodolfo.medina@minagricultura.gov.co

**2.**  **INFORMATION**

a) All enquiries concerning the meeting, except those regarding local arrangements or hotel accommodation, may be addressed to:

Mr Kaison Chang  
Secretary  
Intergovernmental Groups on Hard Fibres and on Jute, Kenaf and Allied Fibres  
Telephone: +39 06 57054346  
Email: [Kaison:Chang@fao:org](mailto:Kaison.Chang@fao.org)  
Fax: +39 06 57054495

b) Information on local arrangements should be addressed to the Liaison Officer for the Meeting:

Carlos Riqui Oliveros Cárdenas   
Director of Agricultural and Forestry Chains   
Ministry of Agriculture and Rural Development of Colombia  
Telephone: (+57 1) 2543300 ext: 5375  
Email: [cesar.oliveros@minagricultura.gov.co](mailto:cesar.oliveros@minagricultura.gov.co); [cadena.fique@minagricultura.gov.co](mailto:cadena.fique@minagricultura.gov.co); rodolfo.medina@minagricultura.gov.co

**3.** **ENTRY FORMALITIES**

Any delegates and accompanying travellers who require visas because of their nationality should apply to the Colombian embassies or consulates in their respective countries of residence. If difficulties arise, they must notify the Liaison Officer, Alonso Lozada de la Cruz, who will handle information on visas, at the following email addresses: [alonso.lozada@cancilleria.gov.co](mailto:alonso.lozada@cancilleria.gov.co), [andrea.molina@cancilleria.gov.co](mailto:andrea.molina@cancilleria.gov.co) or telephone (+57 1) 3814000 ext: 4120/4132. The Colombian Foreign Ministry has also provided an email address for such matters to which the request may be addressed or copied: [autorizaciones@cancilleria.gov.co](mailto:visas.autorizaciones@cancilleria.gov.co).

Any delegates and accompanying travellers who require visas because of their nationality should apply to the Colombian embassies or consulates in their respective countries of residence. If difficulties arise, they must notify the Liaison Officer at least eight weeks before the meeting. If there is no Colombian embassy or consulate, they must notify the Liaison Officer at least six weeks before the meeting. Given that FAO member delegates will be attending from different countries around the world, we attach Resolution 572 of 2015 listing countries that do or do not require a visa to enter Colombia. Please note that guests who require a visa to enter the country may apply to the corresponding Consular Mission for a visa that will allow them to attend the event or apply directly for an electronic visa by registering through our online application system as follows:

a)         Fill out the visa form using our online application. Enter the website [www.cancilleria.gov.co](http://www.cancilleria.gov.co/); go to the *trámites y servicios* [procedures and services] option, select Visas, then enter *Solicitud en Línea* [online application] and fill out the form that appears.

b)          When filling in the form, choose the TP 1 (courtesy) visa and register a participant email address where we can send any notifications that may apply.

c)         Attach a Letter of Invitation or a *Nota Verbal* (in Spanish) signed by the entity supporting the event, as appropriate, a copy of the passport and a photo (in colour, full-face with a white background).

d)        Reply BOGOTÁ VISAS to the final question *¿En qué lugar se encuentra?* [What is the location?]. Although the visa is free, you must access the payment link to complete the registration.

e)         Users will receive an email with a PDF version of the visa that they can print out and use to travel and enter and remain in the country without the need to go to the Consulate.

Note: On arrival in the country, participants who do not require a visa to enter Colombia must show a document certifying them as event attendees to the Colombian Migration Officer responsible for immigration control, who will stamp their passport with a *“Permiso de Ingreso y Permanencia* (PIP)” [permit to enter and stay] that will enable them to take part in the meetings.

Delegates and accompanying travellers who need information about privileges and immunities may apply to the Directorate of Protocol of the Ministry of Foreign Affairs, contacting Silvia María Mendoza Pimiento at the email address: [silvia.mendoza@cancilleria.gov.co](mailto:silvia.mendoza@cancilleria.gov.co) or telephone: (+57 1) 3814000 ext.: 1390.

**4.** **CUSTOMS**

Travellers arriving in Colombia from abroad will receive a form to complete the formalities and a luggage declaration to sign, specifying their personal effects, merchandise and the amount of money they are taking into the country.

**Personal effects**

Any new or used articles that travellers may reasonably require for their personal use during the trip, depending on the circumstances, which are located in their accompanied luggage or carried upon their persons or in their hand luggage, with the exception of any merchandise that constitutes a trade shipment.

**Accompanied luggage**

This is the luggage that arrives with travellers when they enter the country and can be made up of their personal effects and/or permitted articles.

**Unaccompanied luggage**

This is luggage that enters the country before or after the arrival of travellers, which must be delivered in their names. If part of the luggage has already entered or will enter as freight, it must be declared in the *Formulario de Declaración de Equipaje y Dinero* [luggage and currency declaration form] and the customs officer must be informed before leaving the customs area. Otherwise the shipped goods must undergo the ordinary nationalisation procedure.

Luggage that enters 30 days before or 90 days after the traveller's arrival date is subject to 15% taxation.

**Temporary importation**

Travellers who are not resident in Colombia are entitled to introduce temporarily and tax-free items for their personal or professional use or goods that they will use during their stay in the country, which must be taken away at the end of their stay in Colombia. These must be declared in the Luggage and Currency Declaration Form.

**Money**

If travellers bring into Colombia foreign currency in cash or in securities representing foreign currency or negotiable instruments to a total amount that exceeds ten thousand US dollars, or the equivalent in other currencies, including Colombian legal tender in cash amounting to more than this value, they are required by law to declare this importation in the luggage and currency declaration form. Failure to make the required declaration or making false, incomplete, defaced or incorrect statements will lead to the seizure of the securities and the imposition of corresponding currency penalties.

**Plant or animal material**

The importation of plants, parts thereof, animals or animal products must immediately be notified to the port health service officer of the Instituto Colombiano Agropecuario - ICA [Colombian Agricultural Institute], because their importation is restricted under Colombian health legislation.

**Export of specialty goods and items**

Export of goods from the country is subject to a maximum quota, which undergoes periodic changes. Travellers can carry items such as video cameras, equipment for professional use and other valuable merchandise for use abroad. In order to bring them back into the country tax-free, they must be presented to the airport Customs Office and a *Declaración de Exportación Temporal* [declaration of temporary export] must be filled in for such items.

For more information on all these customs aspects, it is advisable to consult the chapter on Travellers in Decree 2685 of 1999, the website www.dian.gov.co or contact the offices of the Dirección de Impuestos y Aduanas Nacionales DIAN [National Customs and Excise Department], telephone number (+57 1) 4251000 Ext: 2681. In El Dorado airport, in the DIAN Traveller Care Office located in the international passenger hall, entrance 7. For exports, in the DIAN Export Office at the airport, Tel: (+57 1) 4251000 Ext: 2687 – 2684.

**Transport of pets**

Transporting pets on international flights requires a health certificate issued a maximum of 8 days previously, signed by a veterinary surgeon, and a current immunisation certificate, and pets must be taken to the office of the Agricultural Institute - ICA, (Port Health in the El Dorado international airport), 24 hours before travelling. More information is available on the following telephone number (+57 1) 4251000 Ext: 2297 – 2330.

**5.**  **HOTEL ACCOMMODATION**

The following special corporate rates are offered to meeting delegates, by night/room: the hotels are 3, 4 and 5 star category.

**Hotel Crowne Plaza Tequendama Bogotá**<http://www:ihg:com/crowneplaza/hotels/us/es/bogota/bogha/hoteldetail>  
Carrera 10 # 26-21, Bogotá, Colombia  
01 800 952 00 52 (Reservations)   
57-1-3820300 (Reception)

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| --- | --- | --- | --- |
| **TYPE OF ACCOMMODATION** | **DESCRIPTION** | **INCLUDES** | **COST PER DAY/ROOM** |
| **STANDARD DELUXE (SINGLE)** | The room offers a double bed (1.40m x 1.90m), luxury amenities exclusive to the Tequendama brand  Sleep amenities and bedding set  Wi-Fi Internet  Minibar  Electronic safe with enough room for laptops  Soundproof windows  CD player and alarm clock  Two phone lines  Iron and ironing board | Buffet breakfast  Lunch  Dinner  Taxes | U$D 123\* |
| **DELUXE (DOUBLE)** | The room offers two single beds (90m x 1.90m), luxury amenities exclusive to the Tequendama brand  Sleep amenities and bedding set  Wi-Fi Internet  Minibar  Electronic safe with enough room for laptops  Soundproof windows  CD player and alarm clock  Two phone lines  Iron and ironing board | Buffet breakfast  Lunch  Dinner  Taxes | U$D 129\* |

\*Prices subject to the dollar exchange rate

**Booking and payment method:**

Guarantee Policy: At the time of booking, a valid credit card number is required as a guarantee. Do not forget to provide the corporate code at the time of booking.

Cancellation policy: If you cancel your reservation two days before, you will not be charged any fee. If you cancel your reservation one day before or are a no-show, your credit card will be charged with the equivalent of your first night's stay per room. Taxes may be applied. If you do not call or do not arrive before the check-out time after the first night of the reservation, the rest of the reservation will be cancelled.

**Hotel Ibis Bogota Museo**<http://www.ibis.com/es/hotel-7318-ibis-bogota-museo/index.shtml>  
Reservas: [h7318-sl@accor.om](mailto:h7318-sl@accor.om)  
(+57) 1 3814666  
Camila Yandi Garzón  
Sales Representative   
Transversal 6 No. 27 - 85

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF ACCOMMODATION** | **DESCRIPTION** | **INCLUDES** | **COST PER DAY/ROOM** |
| **SIMPLE (SINGLE)** | This consists of a room with with a king size bed (2m x 2m), desk, 32" LCD TV with cable TV service, electronic safe, Wi-Fi, telephone. | Buffet breakfast  Lunch  Dinner  Taxes | U$D 72\* |
| **DOUBLE** | This consists of two single beds (90m x 1.90m), desk, telephone, 32" LCD TV with cable TV service, Wi-Fi and electronic safe. | Buffet breakfast  Lunch  Dinner  Taxes | U$D 72\* |

\*Prices subject to the dollar exchange rate (exchange rate as at 28 Ago/15 USD3.200 COP)

**RESERVATION AND PAYMENT METHOD**

Guarantee Policy: At the time of booking, a valid credit card number is required as a guarantee. Remember to quote the corporate code.

Cancellation policy: If you cancel your booking, you must do so within 24 hours prior to arrival. Failure to do so will mean that your credit card will be charged with one night's accommodation plus taxes as a penalty.

Because special hotel rates have been arranged for a limited number of rooms in each hotel (see Appendix I), we would be grateful if delegates could confirm their bookings as soon as possible.

**6.** **TRANSPORT**

Delegates who inform the hotel of their flight details and arrival date will be met at Bogota airport. Transfer to hotels will be provided: a taxi to the hotel costs approximately 20 USD.

**7.** **BANKING SERVICES**

The local currency is the Colombian Peso. The Dollar TRM [representative market exchange rate] for 06 August 2015 is $2,955.55 and the Euro TRM for today, 06 August 2015 is $ 3,203.83. It is advisable to check the exchange rate daily for the necessary transactions:

Money can be exchanged at the airport through various exchange bureaux, which are open to the public from 9:00 to 21:00.

If you have a credit card, you can take Colombian pesos from the ATMs 24 hours a day. Banks are open from 9:00 to 16:00.

**8.** **CLIMATE**

Bogota has a moderately cold climate, with an average of approximately 14ºC. However, because it is a tropical climate, the cold is accentuated on days when it rains or is not very sunny. On very sunny days, however, the temperature may feel like 23ºC or more. Even when the humidity nears 80%, the local inhabitants and visitors to the city do not feel the humidity because this excess water is partly offset by impressive *ráfagas* or gusts of wind that keep the city a little drier. Sometimes there are *aguaceros* (torrential rain).

The average forecast temperature for November is 15ºC, with a minimum of 10ºC and a maximum of 19ºC. The weather may be spring-like at this time of year.

**8.** **PROVISIONAL TIMETABLE**

The opening ceremony will take place at 08:00 on Wednesday, 25 November 2015 and the meeting is expected to conclude its work on the afternoon of Friday, 27 November 2015. The provisional timetable will be distributed as document CCP:TE 16/Inf.2.

**9. COLOMBIAN VISA REQUIREMENTS** (see Resolution 0572 of 2015, in Appendix I.)

**APPENDIX I**

**EXTRACT FROM RESOLUTION NO 0572 OF THE MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF COLOMBIA LAYING DOWN PROVISIONS ON VISAS**

"…**Article 1.** Nationals of the countries listed below may enter without a visa and stay temporarily in the country under a *Permiso de Ingreso y Permanencia* – PIP [permit to enter and stay] or a *Permiso Temporal de Permanencia* – PTP [temporary stay permit]:

1. Germany 37. France  
2. Andorra 38. Georgia   
3. Antigua and Barbuda 39. Granada   
4. Argentina 40. Greece   
5. Australia 41. Guatemala  
6. Austria 42. Guyana  
7. Azerbaijan 43. Honduras  
8. Bahamas 44. Hungary  
9. Barbados 45. Indonesia  
10. Belgium 46. Ireland  
11. Belize 47. Iceland  
12. Bolivia 48. Marshall Islands  
13. Brazil 49. Solomon Islands  
14. Brunei-Darussalam 50. Israel  
15. Bulgaria 51. Italy  
16. Bhutan 52. Jamaica  
17. Canada 53. Japan  
18. Czech Republic 54. Kazakhstan  
19. Chile 55. Latvia  
20. Cyprus 56. Liechtenstein  
21. Korea (Republic of) 57. Lithuania  
22. Costa Rica 58. Luxembourg  
23. Croatia 59. Malaysia  
24. Denmark 60. Malta  
25. Dominica 61. Mexico  
26. Ecuador 62. Micronesia  
27. El Salvador 63. Monaco  
28. United Arab Emirates 64. Norway  
29. Slovakia 65. New Zealand  
30. Slovenia 66. Netherlands  
31. Spain 67. Palau  
32. United States of America 68. Panama  
33. Estonia 69. Papua New Guinea   
34. Fiji 70. Paraguay  
35. Philippines 71. Peru  
36. Finland 72. Poland

73. Portugal 83. St Vincent and the Grenadines  
74. United Kingdom of Great Britain 84. Singapore  
 and Northern Ireland 85. South Africa  
75. Dominican Republic 86. Sweden  
76. Romania 87. Switzerland  
77. Russian Federation 88. Suriname  
78. Saint Kitts and Nevis 89. Trinidad and Tobago  
79. Samoa 90. Turkey  
80. San Marino 91. Uruguay  
81. St Lucia 92. Venezuela  
82. Holy See

**Paragraph 1.** Passport holders from Hong Kong - China SARG; Sovereign Military Order of Malta and Taiwan-China do not require a visa to enter and remain temporarily in the country either.

**Paragraph 2.** The Colombian Special Administrative Unit for Migration may grant nationals of countries covered by this Article the corresponding PIP and PTP Permits referred to in Chapter I of Title II of Decree No 0834 of 24 April 2013 when they enter the country.

**Paragraph 3.** Consulate Offices or the Internal Working Group on Visas and Immigration may issue TP-12 and TP-13 visas to nationals of countries covered by this Article.

**Article 2.** Nationals of countries not indicated in Article 1 of this resolution require a visa to enter the country.

For this to be issued the Consular Offices of the Republic of Colombia must apply for advance authorisation from the Internal Working Group on Visas and Immigration, except in the case of nationals of the following countries:

1. Albania 19. Ethiopia  
2. Algeria 20. Gabon  
3. Armenia 21. Gambia  
4. Bahrein 22. Ghana  
5. Benin 23. Guinea  
6. Belarus 24. Guinea Bissau  
7. Bosnia and Herzegovina 25. Equatorial Guinea  
8. Botswana 26. Haiti  
9. Burkina Faso 27. India  
10. Burundi 28. Kenya  
11. Cape Verde 29. Kyrgyzstan  
12. Cameroon 30. Kiribati  
13. Chad 31. Kosovo  
14. Comoras 32. Kuwait  
15. Congo 33. Lesotho  
16. Côte d'Ivoire 34. Macedonia  
17. Egypt 35. Madagascar  
18. Eritrea 36. Malawi

37. Maldives 56. Serbia   
38. Mali 57. Seychelles   
39. Morocco 58. Swaziland   
40. Mauritius 59. Thailand   
41. Mauritania 60. United Republic of Tanzania  
42. Moldavia 61. Tajikistan   
43. Mongolia 62. East Timor   
44. Montenegro 63. Togo   
45. Namibia 64. Tonga   
46. Nauru 65. Tunisia   
47. Nepal 66. Turkmenistan   
48. Nicaragua 67. Tuvalu   
49. Niger 68. Ukraine   
50. Oman 69. Uzbekistan   
51. Qatar 70. Vanuatu   
52. Central African Republic 71. Vietnam   
53. Rwanda 72. Zambia   
54. Sao Tome and Principe 73. Zimbabwe  
55. Senegal

**Article 3.** Nationals of India, People's Republic of China, Thailand and Vietnam may be allowed entry without visas and temporary stay in the country under a *Permiso de Ingreso y Permanencia* – PIP or *Permiso Temporal de Permanencia* – PTP, provided they meet at least one of the following conditions:

a. Hold a residence permit in a Member State of the Schengen Area or of the United States of America.

b. Hold a type C or D Schengen visa or a United States visa in any category other than the C-1 transit class category.

The Colombian Special Administrative Unit for Migration may grant the corresponding PIP Permit referred to in Chapter I of Title II of Decree No 0834 of 24 April 2013 when they enter the country.

**Article 4.** The head of the Diplomatic Mission of the Republic of Colombia to the People's Republic of China may authorise the granting of NE-1, NE-2, NE-3, NE-4 and TP-1 visas to nationals of the People's Republic of China when they are applied for in that country. The prior authorisation of the Internal Working Group on Visas and Immigration will not be required.

**Article 5.** The Diplomatic Missions and the Consular Offices of the Republic do not require prior authorisation to refuse the issue of a visa. However, in all cases where this occurs, a clear and detailed explanation must be entered in the Integrated System for Public Procedures (SITAC)….”