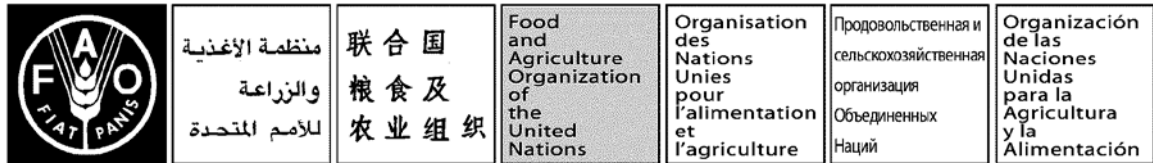


October 2012

E**WESTERN CENTRAL ATLANTIC FISHERY COMMISSION (WECAFC)****FOURTEENTH SESSION****Panama City, Panama, 6-9 February 2012****INFORMATION NOTE****MEETING ARRANGEMENTS**

1. The Fourteenth Session of the Western Central Atlantic Fishery Commission (WECAFC) will be held at Hotel El Panama, Panama City, Panama, from Monday, 6 to Thursday, 9 February 2012. The Meeting will commence on Monday, 6 February at 09.00 hours with an Opening ceremony.
2. The proposed working hours of the Sessions will be from 09.00 to 12.00 hours and from 13.30 to 17.00 hours, unless otherwise decided by the Meeting.

WORKING LANGUAGES

3. The Sessions will be conducted in English, French and Spanish. The documentation will also be issued in English, French and Spanish.

DOCUMENTATION

4. The meeting documents will be posted periodically on the WECAFC website, as they become available. Participants, who are not able to access the website, should inform the FAO Subregional Office and the meeting documents will be sent to them via E-mail. Please check the following dedicated site for the meeting: <http://www.fao.org/fishery/nems/39359/en> or navigate through the FAO Fisheries and Aquaculture Department Home Page <http://www.fao.org/fishery/en> to meetings. On the top of the page you can select the language of the site.
5. Participants are being requested to travel with all background documents as copies of these documents will not be provided at the session.

CORRESPONDENCE

ALL CORRESPONDENCE CONCERNING THE SESSIONS SHOULD BE ADDRESSED TO:

FAO Subregional Office for the Caribbean (SLC)

2nd Floor, United Nations House
Marine Gardens
Hastings, Christ Church BB 11000/
P.O. Box 631-C
Bridgetown, Barbados
Tel: 1(246) 426-7110/11
Fax: 1(246) 427-6075

Mr Raymon Van Anrooy
Fishery and Aquaculture Officer/Secretary of WECAFC
E-mail: Raymon.VanAnrooy@fao.org

OR

WECAFC-Secretariat@fao.org, with copy to SLC-Registry@fao.org

FORMALITIES FOR ENTRY INTO PANAMA

6. A valid passport and return ticket are required for all visitors. Please verify with the Ministry of Foreign Affairs in your country whether an entry visa is required for travel to Panama. A quick review of various websites suggest that citizens of the majority of WECAFC member countries do not require visas to enter Panama. You should access the following websites for more information: <http://www.visitpanama.com/index.php?lang=en> and click under Visit Panama on Getting to Panama and [http:// www.panamaenelexterior.gob.pa](http://www.panamaenelexterior.gob.pa)

7. Generally no vaccinations are required. However, the host recommends consulting the following website in case you plan to travel outside Panama City: <http://wwwnc.cdc.gov/travel/destinations/panama.htm>.

FOREIGN EXCHANGE AND BANKING FACILITIES

8. The local currency of Panama is the US dollar. Major credit cards are generally accepted and ATMs are prevalent. The banking hours are from 09.00 to 15.30 hours.

AIRPORT TRANSFERS

9. Taxis are available from the airport. Please note that the taxi rate from the Tocumen International Airport (<http://www.tocumenpanama.aero/>) to the city Capital Centre is approximately US\$30.00.

10. Transportation from the airport will be arranged for participants who inform the National Liaison Officer of their arrival details at least one week prior to the meeting.

11. Airport tax is not applicable.

REGISTRATION, OPENING CEREMONY AND OTHER ARRANGEMENTS

12. Registration for the session will be held on Monday, 6 February from 08.00 hours onwards. The meeting will officially commence on Monday, 6 February at 09.00 hours with an Opening ceremony.

13. Coffee breaks and lunches will be provided for by the host as well as a study tour on Wednesday, 8 February in the afternoon between 14.00 and 17.00 hours.

ELECTRICITY

14. Electricity in Panama is 110 Volts, alternating at 60 cycles per second.

HOTEL ACCOMMODATION

15. **Hotel El Panama**, the venue for the meeting, is offering both Single and Double room accommodation at a preferential, nightly rate of US\$120.00 and US\$140.00 respectively. These rates include the 10% VAT charge, daily buffet breakfast, Wi-Fi internet and the use of the hotel facilities. The information on Hotel El Panama is as follows:

Contact person: Ludy Guerra, Sales Manager
 Tel: (507) 215-9181/82
 E-mail: reservas@elpanama.com
 Web: www.elpanama.com

Alternative hotels for participants

16. The following are nearby hotels (3–5 minutes walking distance to the meeting venue), where participants can also stay:

Hotel	Contact Information	Single Room (US\$)	Double Room (US\$)
Torres de Alba	Viodelda Montenegro Tel. (507) 306-9383 www.torresdealba.com.pa ventas@torresdealba.com.pa Includes buffet breakfast, tax, Wi-Fi internet and the use of all hotel facilities.	77.00	92.00
Double Tree by Hilton	Nilka Sanchez Tel. (507) 395-9100 www.doubletreepanama.com reservas1@doubletreepanama.com Includes buffet breakfast, tax, Wi-Fi internet and the use of all hotel facilities.	115.00	135.00

17. Hotel reservations should be made directly with the hotel and as early as possible. When making reservations, you should inform the hotel that you would be attending the WECAFC Session and request the corporate rate, where applicable. The FAO Sub-regional Office in

Barbados, the National Liaison Officer and the FAO Representation in Panama should also be informed of your hotel reservations, for security reasons. It is recommended that you visit the respective hotel websites before selecting your hotel, since the rates are subject to change.

National Liaison Officer in Panama for this meeting

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Sub-director
Research and Development
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NOTIFICATION OF PARTICIPATION

18. Please remember to notify the FAO Subregional Office for the Caribbean in Barbados of your participation and provide us with your E-mail address so that you can be updated regularly regarding arrangements.