



Conference of the States Parties to the United Nations Convention against Corruption

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Fifth session

Panama City, Panama, 25-29 November 2013

Information for participants*

I. Date and venue

1. In its decision 3/1, entitled “Venues for the fourth and fifth sessions of the Conference of the States Parties to the United Nations Convention against Corruption”, the Conference of the States Parties to the United Nations Convention against Corruption, welcoming the offer of the Government of Panama to host the fifth session of the Conference, decided that the fifth session would be held in Panama in 2013.

2. Pursuant to that decision, the fifth session of the Conference will be held at the Atlapa Convention Center in Panama City, Panama, from 25 to 29 November 2013. A floor plan of the Center is provided in annex I.

II. National organizing committee

3. The host Government has appointed a national organizing committee, headed by Ms. Abigail Benzádon Cohen, National Director of the National Authority of Transparency and Access to Information, and composed of:

(a) Ms. Angiela Vega, Coordinator of Plans and Programmes of the National Authority of Transparency and Access to Information, e-mail: infocospv@setransparencia.gob.pa;

(b) Ms. Maricruz de Paredes, General Secretary of the National Authority of Transparency and Access to Information, e-mail: infocospv@setransparencia.gob.pa;

* For reasons of economy, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their copies of this and other Conference documents to the session.



(c) Mr. Antonio Lam, Attorney for the Legal Department to the National Authority of Transparency and Access to Information, e-mail: infocospv@setransparencia.gob.pa.

4. The National Director of the National Authority of Transparency and Access to Information, Ms. Abigail Benzadón Cohen, is in charge of coordinating all organizational aspects of the fifth session of the Conference. She can be contacted during office hours (9 a.m. to 4 p.m. local time) from Monday to Friday. Her contact information is as follows:

Ms. Abigail Benzadón Cohen
National Director
National Authority of Transparency and Access to Information
Ave. Del Prado, Edificio 713 Balboa
Corregimiento de Ancón
Distrito de Panamá,
P.O. Box 0843-02496,
Panama, Rep. of Panama

Telephone: 507 527 9270
507 527 9271
507 527 9272
507 527 9273

Facsimile: 507 527 9276
507 527 9277

E-mail: infocospv@setransparencia.gob.pa

III. Opening ceremony and seating arrangements

5. The opening ceremony will be held on Monday, 25 November 2013, in the Teatro Taboga (plenary hall) of the Atlapa Convention Center, beginning at 10 a.m. **Delegates are requested to be in their seats by 9.45 a.m.**

6. For the opening ceremony, each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

7. **Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.**

IV. Provisional agenda and proposed organization of work

8. The annotated provisional agenda and proposed organization of work of the session are contained in document CAC/COSP/2013/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session5.html).

9. **In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions,**

Government representation at the highest possible political level is strongly encouraged.

10. During the Conference, a number of special events will be organized by key partners of the Secretariat. Details on these special events will be provided on the website of UNODC (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session5.html).

V. Participation and costs

11. According to the rules of procedure for the Conference of the States Parties to the United Nations Convention against Corruption,¹ the following may take part in the proceedings of the Conference:

- (a) States parties to the Convention;
- (b) States and regional economic integration organizations that have signed the Convention;
- (c) Other States and regional economic integration organizations that have not signed the Convention;
- (d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices; representatives of United Nations bodies, specialized agencies and funds; and representatives of the functional commissions of the Economic and Social Council;
- (e) Representatives of any other relevant intergovernmental organization;
- (f) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (g) Other relevant non-governmental organizations.

12. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

VI. Credentials

13. Rule 18 of the rules of procedure, entitled “Submission of credentials”, provides that the credentials of representatives of each State party and the names of the persons constituting the State party’s delegation shall be submitted to the secretariat of the Conference if possible not later than 24 hours in advance of the opening of the session.

14. The rules of procedure also provide that the credentials shall be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the

¹ The full text of the rules of procedure is available on the UNODC website (www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure.html).

Permanent Representative to the United Nations of the State party in accordance with its domestic law or, in the case of a regional economic integration organization, by the competent authority of that organization.

15. Advance scanned copies of credentials should be sent by e-mail to the secretariat of the Conference (uncac.cop@unodc.org).

16. Starting at 10 a.m. on Sunday, 24 November 2013, original credentials of representatives of each State party and the names of the persons constituting the State party's delegation should be submitted to the Office of the Secretariat of the Conference of the States Parties to the United Nations Convention against Corruption, located on the ground floor of the Atlapa Convention Center.

VII. Registration and list of participants

17. The names of delegates (the official composition of each delegation) should be sent — by e-mail, facsimile or post — to the secretariat of the Conference as soon as possible. **Please note that scanned copies of notes verbales or letters that are sent by e-mail will be accepted pending receipt of the original communications.**

Postal address: Secretariat of the Conference of the States Parties to the United Nations Convention against Corruption
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria

Facsimile: 431 26060 5841

E-mail: uncac.cop@unodc.org

18. **Governments pre-registering should ensure that the information on the composition of their delegation includes the individual e-mail address of each representative.** Providing the individual e-mail addresses will ensure that each representative receives an automatic e-mail response confirming his or her registration. The automatic e-mail response will also contain a link enabling each representative to upload a photograph. Please note that only if both requirements are met (the provision of an e-mail address and the uploading of a photograph) can security passes be pre-printed and ready to be picked up at the registration area. **The individual e-mail address of the representatives should be submitted to the secretariat not later than 14 November 2013.** Representatives who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and the security pass issued upon their arrival at the Atlapa Convention Center.

19. All other participants must register at the registration area located at the Atlapa Convention Center.

20. As part of the high-level security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area in the Atlapa Convention Center to register and obtain their security passes for the session. Passes

must be worn visibly at all times in the conference centre during the session. All persons and their bags and briefcases will be screened at the entrance of the conference centre.

21. Registration will begin on Friday, 22 November 2013; on that day, the registration desk will be open from 10 a.m. to 6 p.m. On Saturday, 23 November, and Sunday, 24 November, the registration desk will be open from 10 a.m. to 7 p.m. From 25 to 27 November, the registration desk will be open from 8 a.m. to 7 p.m. On 28 and 29 November, the registration desk will be open from 9 a.m. to 2 p.m. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

Registration of Heads of State or Government and ministers

22. It is strongly recommended that delegations submit the names of ministers or other delegates of similar or higher rank to the secretariat in advance in order to expedite preparation of VIP badges and minimize inconvenience. Those badges will be ready for collection by an authorized person at the registration area located at the Atlapa Convention Center. Questions regarding VIP badges should be sent by e-mail to Lieutenant Oleg Strelnikov (VICSecuritypassoffice@unvienna.org) of the United Nations Security and Safety Service.

Registration of members of the press and the media

23. Media representatives are required to apply for accreditation with the United Nations Information Service, Vienna, preferably in advance of the session. Accreditation is also possible at the press registration counter, located at the Atlapa Convention Center. For further information, please see section X, entitled “Information and the media”, below.

Registration of persons accompanying delegates and participants

24. The names of all persons accompanying delegates or other participants should be submitted to the secretariat as soon as possible. Those persons will be issued a special badge, which will allow them access to the Atlapa Convention Center.

VIII. Languages and documentation

25. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language of the Conference during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

26. Each seat in the conference halls of the conference centre for which simultaneous interpretation is available will be provided with a portable receiving set and headphone. Participants are requested not to remove that equipment from the

meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

27. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda for the session. Those documents may be downloaded from the Conference website (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session5.html) or from the official Panamanian website (www.cospvpanama.com).

28. As part of the secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, pre-session documents will be available at the conference venue in limited number. Each delegation will receive a single, complete set of the documents in the language (or languages) of its choice. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the session.**

29. **Memory sticks containing pre-session documentation and publications related to the Conference will be distributed to participants at the registration desk when the participants are issued their badges.**

30. The main documents distribution counter will be located near the Teatro Taboga (plenary hall) by the main entrance of the conference centre. At the documents distribution counter, each delegation will be assigned an individual box in which documents issued during the session will be placed.

31. To determine exact requirements for in-session documents, each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

IX. Submission of papers

32. Copies of national statements and position papers prepared by participating States will be distributed during the session in the languages and quantities provided by Governments. It is suggested that the following minimum number of copies be provided:

<i>Language combination</i>	<i>Minimum number of copies</i>					
	<i>Arabic</i>	<i>Chinese</i>	<i>English</i>	<i>French</i>	<i>Russian</i>	<i>Spanish</i>
Arabic and English only	175	–	425	–	–	–
Chinese and English only	–	10	425	–	–	–
English only	–	–	600	–	–	–
English and French only	–	–	425	175	–	–
English, French and Spanish only	–	–	375	125	–	100
English and Russian only	–	–	425	–	100	–
English and Spanish only	–	–	425	–	–	175

33. If the suggested number of copies cannot be provided, 300 copies is the absolute minimum necessary for distribution to cover one copy per delegation and limited copies for secretariat use. Business centres located in the various hotels and at the Sheraton Panama Hotel, opposite the Atlapa Convention Center, offer reproduction facilities on a commercial basis. However, it is strongly recommended that delegations bring sufficient quantities of documents to the conference centre well before the opening of the session.

34. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration (see paras. 32 and 33 above for the recommended languages and quantities).

35. Informational copies of all national statements and position papers, as well as other relevant documents, should be sent by e-mail as soon as possible to the secretariat (uncac.cop@unodc.org).

X. Information and the media

36. Media facilities, including a press centre and a press briefing room, will be available on the first floor of the Atlapa Convention Center.

37. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the Accreditation Office of the United Nations Information Service, Vienna:

Ms. Veronika Crowe-Mayerhofer
United Nations Information Service
Telephone: 431 26060 3342
Facsimile: 431 26060 -7- 3342
E-mail: press@unvienna.org

38. Accreditation will be granted upon presentation of valid press credentials, including:

- A completed online accreditation form (available from www.unis.unvienna.org/unis/en/media/media_accreditation.html)
- A letter of assignment on official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
- A photocopy of a valid press card/work pass.

39. Credentials may be sent as attachments to the online form or as e-mail attachments to press@unvienna.org.

40. Media representatives covering the session should contact Ms. Veronika Crowe-Mayerhofer to provide exact details of the equipment that they wish to bring to Panama, as some equipment may require special permission from the national authorities.

41. Starting in the afternoon of Sunday, 24 November 2013, media representatives can receive accreditation by applying in person at the press registration counter, located at the Atlapa Convention Center. Press passes will be issued upon presentation of an official photograph-bearing identity document. Only those representatives of the media who have the special conference press passes will have access to meetings, special events and the press working area.

42. Further information on the session is available on the UNODC website (www.unodc.org/unodc/en/treaties/CAC/CAC-COSP-session5.html).

XI. Visas, travel and hotel reservations

43. All participants who are not citizens or legal residents of Panama must have a valid passport with the appropriate entry visa to enter Panama. As requirements vary, participants should contact the nearest Panamanian embassy or consulate for the applicable visa procedures. Related information on visa requirements may be found on the website of the National Migration Service (www.migracion.gob.pa) or the official Panamanian website of the session (www.cospvpanama.com).

44. Pursuant to the host country agreement signed by the United Nations and the Government of Panama regarding the arrangements for the session, all delegates designated to the Conference will not be charged a visa fee.

45. Participants from States in which Panama does not maintain an embassy or consulate and who require a supporting document from the Government of Panama for the issuance of a transit visa to reach Panama as their final destination should contact the national organizing committee at the address provided in paragraph 4 above.

46. Participants having difficulties obtaining visas are advised to contact the national organizing committee at the address provided in paragraph 4 above.

Accommodation

47. Participants are responsible for making their own hotel reservations for the Conference session (see annex II for a list of officially recommended hotels).

48. Only the hotels listed in annex II will offer during the session: security services provided by the host Government; and a shuttle bus service to take participants to the Atlapa Convention Center every morning and return them to their hotels every evening.

Airport reception

49. A welcome area, fast-track visitors' entry and information desk will be set up at Panama City's Tocumen International Airport to assist participants arriving for the Conference session.

Transportation to and from hotels

50. A shuttle bus service between the airport and the officially recommended hotels of the session will be available free of charge to participants. Taxicabs and rental cars are also available at the airport.

51. Shuttle buses will transport participants to and from the officially recommended hotels every morning and every evening during the session.

Flight information

52. The national organizing committee has designated Copa Airlines as the official carrier of the session. Copa Airlines is offering participants a discount of 10 per cent on fares to Panama City. To receive the discount, each participant should provide Copa Airlines with a copy of his or her letter of invitation and a document identifying him or her as a member of a delegation. Alternatively, participants can visit the Copa web page (www.copaair.com) and enter the following discount code: B5521. The contact information for the airline in Panama is as follows:

Mrs. Lina de Maldonado
Panama Hub Sales Manager
Sales Department
Telephone: 507 304 2100
507 6613 7292
E-mail: lmaldonado@copaair.com

XII. Facilities at the Atlapa Convention Center

53. The following facilities will be available to participants at the Atlapa Convention Center:

- (a) Delegates lounge, with a coffee and snack bar (Los Cayucos area);
- (b) Cybercafe;
- (c) Wireless connectivity, available throughout the conference centre at no additional cost to participants;
- (d) First aid room;
- (e) Bank and post office providing an automated teller machine (ATM);
- (f) Travel assistance: a professional conference organizer will have a representative at the conference centre for participants wishing to reconfirm or change flights, rent cars or book tours;
- (g) Information counter for participants.

XIII. Useful information about Panama

Medical insurance

54. Upon arrival in Panama at Tocumen International Airport, delegates will be given a pass for free emergency medical insurance lasting for a period of 30 days.

Geography

55. Panama is the southernmost country in Central America. Located on the narrow Isthmus of Panama, it is bordered by Costa Rica to the west, Colombia to the south-east, the Caribbean Sea to the north and the Pacific Ocean to the south.

Climate

56. Panama City has a tropical monsoon climate with a short dry season.

57. The average temperature in November in Panama City is 30°C (86°F). During November, it is the rainy season in Panama.

Language

58. Spanish is the official language of Panama. English is widely used.

Currency

59. Panama uses both the Panamanian Balboa (PAB) and the United States dollar (USD), with the exchange rate fixed at parity (1 PAB = 1 USD) Panama has its own coinage but uses dollars for all its paper currency.

60. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in major currencies are generally accepted in large hotels, restaurants and department stores, as well as in several large stores. Traveller's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available.

Time

61. Panama uses Eastern Standard Time.

Taxes and tipping

62. Value added tax (VAT) is seven per cent. Visitors commonly leave a tip of 10 per cent (for example, in restaurants). Hotels in Panama apply a service tax of 10 per cent.

Electricity

63. Electrical power in Panama is supplied at 110 volts (60 hertz).

Telephone services and useful telephone numbers

64. Telephone services are available in hotels, restaurants and cafes. Prepaid mobile telephone cards are available at hotels and local shops. Dialling is as follows:

- For local calls: 0 + city code + number
For example, for a local call in Panama City, dial 0 + (2) + number.
- For international calls: 00 + country code + number

65. Flight information may be obtained from Panama City-Tocumen International Airport by accessing the following website: www.tocumenpanama.aero.

66. Information on tourism may be obtained from the official tourism website of Panama (www.visitpanama.com).

Postal, facsimile and Internet services

67. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, as well as in cybercafes around Panama City and at the Atlapa Convention Center.

Business hours

68. Banking hours are from 9 a.m. to 2 p.m. from Monday to Friday and from 9 a.m. to 12 p.m. on Saturday.

XIV. Social events

69. Participants wishing to arrange social events during the session are kindly asked to contact Ms. Judith Fraguela:

Telephone: 507 221 2001
507 6675 7056

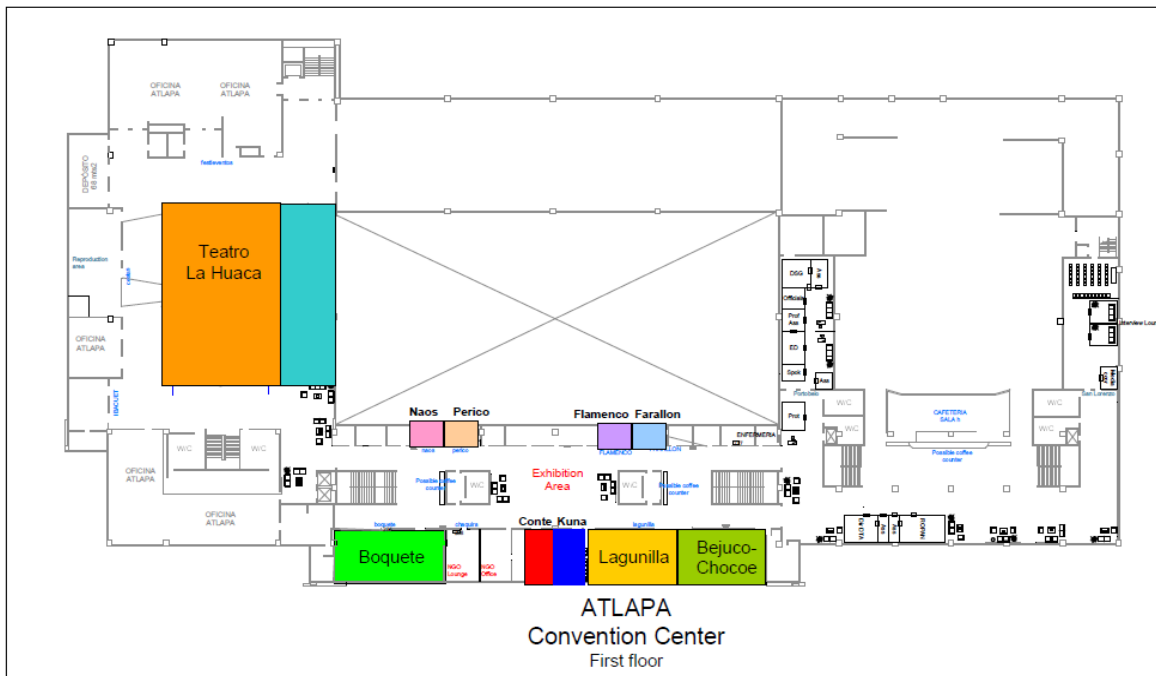
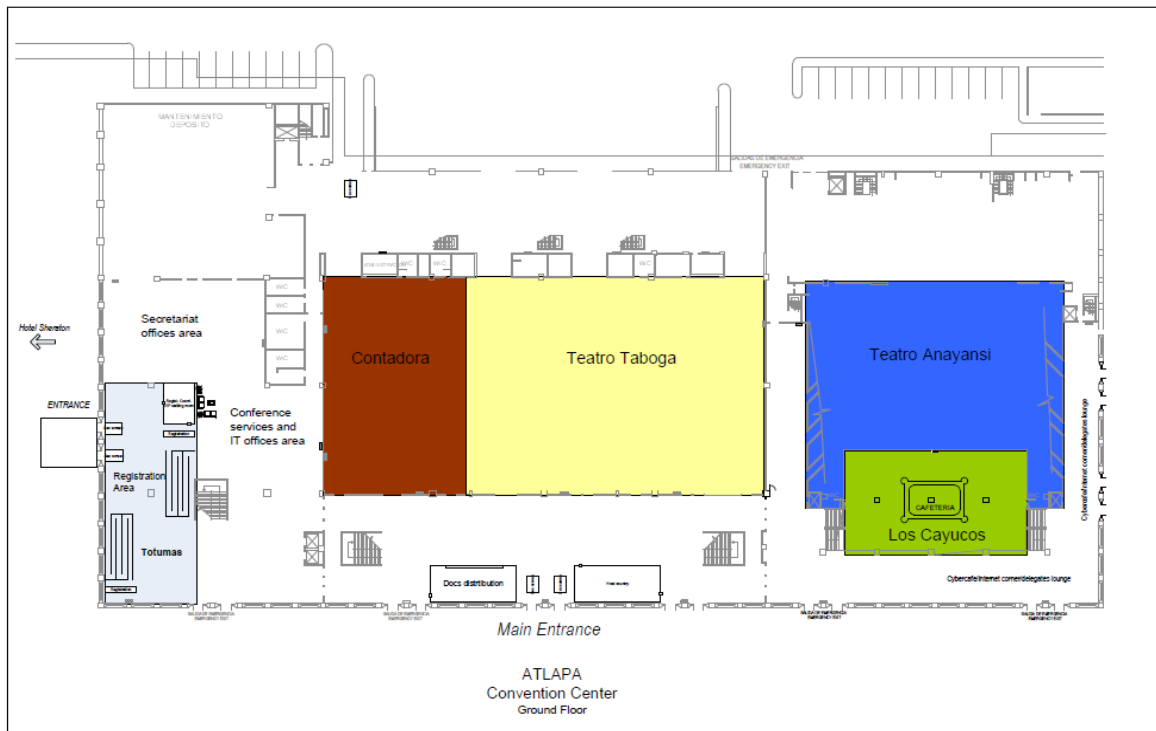
E-mail: jfraguela@festieventospanama.com

Information on social events should also be copied to:

Mr. Teymuraz Gogolashvili
Protocol Officer
Office of the Director General/Office of the Executive Director
UNOV/UNODC
Room E1414
P.O. Box 500
1400 Vienna
Austria
Telephone: 431 26060 3955
Facsimile: 431 26060 5929
E-mail: teymuraz.gogolashvili@unvienna.org

Annex I

Floor plan of the Atlapa Convention Center



Annex II

Hotel arrangements

A. Hotel reservations

1. Participants are requested to make their own reservations with the hotels directly through the official Panamanian website of the session (www.cospvpanama.com). Below is the list of hotels that have been officially designated by the host Government and the special rates being offered to participants. Only the hotels listed will have shuttle services to/from Tocumen International Airport and to/from the Atlapa Convention Center.

2. Participants experiencing difficulties with reservations should contact Mrs. Marta Caballero or Mr. Eric Gonzalez:

Telephone: 507 221 2001, 507 221 9217 or 507 221 9152

Mobile phone: 507 6246 3633, 507 6400 9723 or 507 6949 1452

Facsimile: 507 224 7468

E-mail address for information: mcfestiwom@cwpanama.net

B. List of recommended hotels

The table below shows the special rates negotiated for rooms in the various recommended hotels. Price is per night including breakfast. Taxes are not included. When making the reservation, please give the name of the event: “Conference of the States Parties to the United Nations Convention against Corruption”.

<i>Shuttle bus route</i>	<i>Hotel</i>	<i>Rates</i>	<i>Contact</i>	<i>Website</i>
1	Miramar	Single: \$150-\$175 Double: \$160-\$185	Jessenia Ahino Tel.: 507 206-8850 or 507 6679 4413 E-mail: yanino@bernhotelspanama.com	www.ihg.com/intercontinental/hotels/gb/en/panama-city/pcyha/hoteldetail
1	Plaza Patilla Inn	Single: \$94 Double: \$104	Itzel Lopolito Tel.: 507 208 0625, 507 6948 8920 or 507 6948-8925 E-mail: ilopolito@plazapaitillainn.com	www.plazapaitillainn.com
1	Radisson Decapolis	Deluxe: \$135 Executive: \$155 Suite: \$195	Itza Martínez Tel.: 507 215-5790, 507 294 4192 or 507 6672-5118 E-mail: Itza.martínez@decapolishotel.com	www.radisson.com/panamacitypan
1	Hard Rock Hotel Panama Megapolis	Single or double: \$165 Deluxe w/ balcony: \$180	Itza Martínez Tel.: 507 215 5790, 507 294 4192 or 507 6672 5118 E-mail: Itza.martínez@hrhpanamamegapolis.com	www.hrhpanamamegapolis.com
1	Sheraton Panama	Deluxe single: \$155 Deluxe double: \$165	Massiel Rangel Tel.: 507 305 5180 E-mail: massiel.rangel@sheratonpanama.com.pa	www.sheratonpanama.com.pa
2	El Panama	Superior single: \$100 Double: \$110 Pool view premium Single: \$125 Double: \$145	Jennifer Kernahan Tel.: 507 215 9445 E-mail: jkernahan@elpanama.com	www.elpanama.com
2	Grand International Hotel	Single: \$65 Double: \$75 Junior suite: \$85	Kenia Peña Tel.: 507 396 0563 or 507 6905 6527 E-mail: grandinter@cableonda.net	www.grandinterhotel.com
2	The Saba Hotel	Standard (king bed): \$95 Double (queen bed): \$105	Michelle Rucas Tel.: 507 201 6100 E-mail: michelle@thesabahotel.com	www.thesabahotel.com

<i>Shuttle bus route</i>	<i>Hotel</i>	<i>Rates</i>	<i>Contact</i>	<i>Website</i>
2	Torres de Alba Hotel & Suites	Standard single suite: \$89 Standard double suite: \$99 Superior single suite: \$119 Superior double suite: \$134	Viodelda Montenegro Tel.: 507 306 9383 or 507 6983 4947 E-mail: ventas@torresdealba.com.pa	www.torresdealba.com.pa
2	Tryp Panama Centro	Single or double: \$89	Ricardo Gelabert Tel.: 507 297 4321 or 507 6379 2903 E-mail: rgelabert@wyndham.com	www.grupowyndham.com/panamacentro