



VI Summit of the Association of Caribbean States



*April 30
Mérida, Yucatán*

Preliminary Version dated March 7, 2014

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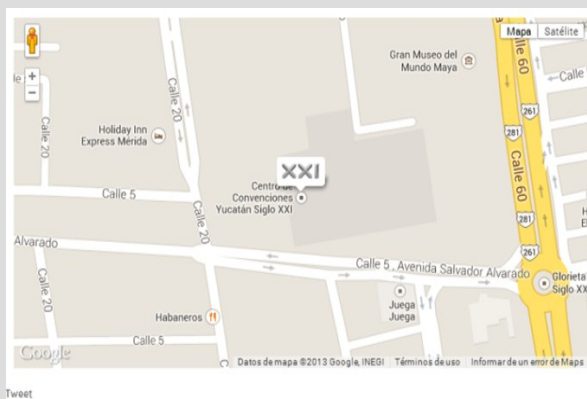
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OPERATING MANUAL

This manual contains useful and general information on the operating and logistical aspects in organising the VI Summit of the Association of Caribbean States (ACS). This information is subject to change. Delegations will be notified of any update.

1. GENERAL ORGANISATION

The VI Summit of the Association of Caribbean States (ACS) will be held at the “Yucatán Siglo XXI” Convention Centre in Mérida, Yucatán, on April 30, 2014. The Foreign Affairs Secretariat, with participation from various departments of the Federal Government, is responsible for the logistical planning and organisation of the different activities of the Summit.



2. GENERAL INFORMATION

The General Protocol Directorate of the Foreign Affairs Secretariat is responsible for the *online* accreditation system, the ceremonial aspects of the Summit and the link with the diplomatic representations accredited in Mexico. The Foreign Affairs Secretariat will appoint a **diplomatic liaison** for each participating delegation, who will settle any queries that the delegations may have.

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2.1 ACCREDITATIONS

All participants at the VI Summit of the Association of Caribbean States (ACS) in Mérida, must be accredited. All members of participating delegations will be issued a personal and non-transferable badge. For security reasons, the badge must be used at all times during the Summit.

Each delegation must appoint an official **responsible for the accreditation** of all members of his delegation, who will also serve as the link with the General Protocol Directorate to clarify any doubts concerning the online accreditation process.

Online registration of delegations will begin on **March 20, 2014** and conclude on **April 15, 2014**. The accreditations will be submitted to the diplomatic liaison who will distribute them to his delegation to ensure access to the areas designated for the Summit.

The General Protocol Directorate kindly requests that the name and contact information of the official responsible for accreditation be submitted no later than **March 15, 2014**.

2.2 TYPES OF ACCREDITATION

There will be badges with different colours that will identify the levels of access to the headquarters. The Heads of State and/or Government (Heads of Delegation, HD) and their spouses, as the case may be, will be identified with gold pins. The Ministers of Foreign Affairs will receive a silver pin. Before the termination of the period for the registration of delegations, the appointment of those bearing the different types of accreditations must be authenticated through a Diplomatic Note to the General Protocol Directorate.

Delegates wearing red and blue badges will be guaranteed access to the areas designated for the Summit. The rooms for the sessions of the leaders will be accessed only with a red badge or blue badge with an upper red strip. The following types of accreditations will be distributed to each delegation:

NUMBER	ACCREDITATIONS	CATEGORY
2	GOLD PINS	HEAD OF DELEGATION SPOUSE
1	SILVER PIN	MINISTER OF FOREIGN AFFAIRS
5	RED	OFFICIAL DELEGATION

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9	FLOATING RED	5 + 4 (*)
10	BLUE	WORK CONTINGENT
5	BLACK	SECURITY PERSONNEL
4	ORANGE	OFFICIAL POOL
-----	YELLOW	MEDIA

(*) The last four will be assigned exclusively to doctors, interpreters, assistants and protocol personnel.

If a badge is stolen or lost, the official appointed as the **one responsible for accrediting his delegation** must notify his diplomatic liaison immediately. In order for a replacement to be issued, the holder of the badge must present a report on the loss or theft, explaining the circumstances under which the loss occurred. The accreditation officer must submit said report to the Accreditation Centre.

2.3 PROCEDURE FOR ACCREDITATION

The procedure for the registration of delegations will be available at the website of the VI Summit of the Association of Caribbean States (ACS):

<http://6aec.sre.gob.mx>

Each Embassy and representation of Member Countries, international organisations and countries invited to attend the Summit in Mérida, will be given a username and password that will allow them to register the participating delegations. The accreditation officer must provide all the information required, as well as a photograph of each member of the delegation and support staff in **JPG** format, with the following characteristics:

- Minimum size of 480 x 600 pixels.
- Maximum size of 768 x 1024 pixels.
- The photograph must be at least 50 mm x 50 mm (2.0" x 2.0").
- The photograph must display completely a front view of the head with the face at the centre of the photo, including the upper part of the shoulders.
- The size of the head, from the chin upward must be between 31 mm (1¼") and 36 mm (1⁷/₁₆").

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The vehicles that will transport the delegations in Mérida must be accredited. For security reasons, any vehicle without the respective registration will not be allowed to enter the airport and restricted zones. **(See paragraph 2.10 on transport).**

2.4 PERMIT FORMS

At the same website, delegations will find the following forms:

- Permit for the temporary import and bearing of firearms (*);
- Overflight and landing Permit for civil or military aircraft;
- Permit for the use of radio frequencies;
- Registration of crew and general services on the ground;
- Medical form for the Head of Delegation and spouse

(*) The temporary importation into Mexico of a maximum of five (5) firearms is allowed. The entry of automatic weapons is prohibited.

2.5 INTERPRETATION SERVICES

The Government of Mexico will provide simultaneous interpretation services into Spanish, French and English, during the work sessions.

For the bilateral meetings and any activity other than the work meetings, each delegation will be responsible for providing their own interpreter. Interpreters travelling with delegations will be considered as members of the official delegation.

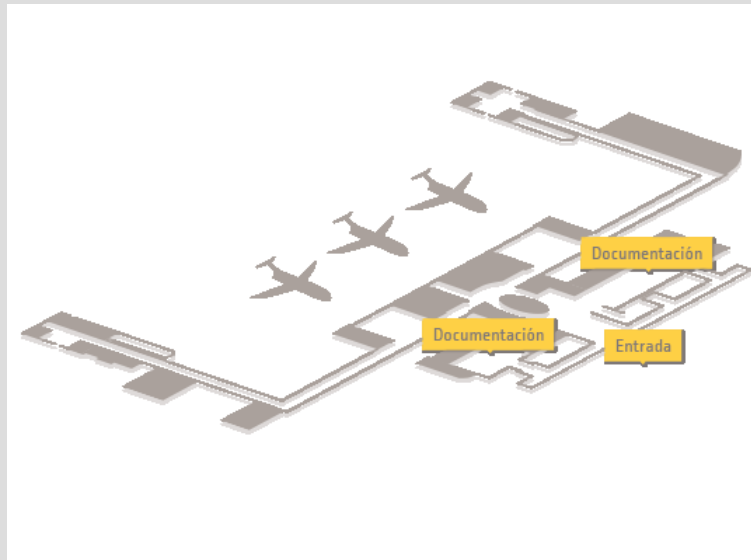
2.6 BILATERAL MEETING ROOMS

The Ek-Balam room at the Convention Centre will have three rooms for bilateral meetings. In order to book the rooms, delegations must complete the “*Form for requesting bilateral meetings*” that will be available at the website: <http://6aec.sre.gob.mx> Interpretation services will be provided by each delegation.

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2.7 ARRIVALS AND DEPARTURES

The “Manuel Crescencio Rejón” International Airport in Mérida has only one terminal.



The Mexican Government will place at the disposal of the **Heads of State and/or Government**, the **Ministers of Foreign Affairs** and up to three members of delegation, an aircraft that will transfer them from one point in the region (to be confirmed), to Mérida, Yucatán. Upon the conclusion of the ACS Summit, the aircraft will return them to that same point. The courtesy will not be extended to other heads of delegation.

There will be no official welcome ceremony. The committee receiving the Heads of State and/or Government will comprise:

- One representative of the Federal Government

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- One representative of the State Government
- One Protocol officer
- The diplomatic liaison
- A maximum of two officials from the Embassy in Mexico, in the case of resident representation or two members from the visiting delegations who would have arrived in Mérida prior to the arrival of their Head of State and/or Government.

Each delegation must appoint an **individual responsible for the airport**, accredited as a delegate, **who will be responsible for carrying out the immigration and customs procedures upon the arrival of his delegation**. The Protocol officers and diplomatic liaisons will not be responsible for the official documentation of the delegations.

The General Protocol Directorate kindly requests that all arrivals on commercial flights be recorded in the online accreditation system.

The Mérida International Airport can accommodate a limited number of aircraft. The Presidential General Staff – responsible for overall security during the Summit – will indicate, according to the number of special aircraft (official or private) the alternate airports for parking and layover.

In the case of private flights, it is suggested that parking and layover of aircraft be registered as soon as possible, since requests will be filled on a *“first come, first served”* basis.

2.8 HANDLING OF LUGGAGE

Delegations are asked to appoint an **individual responsible for luggage**, accredited as a delegate, who will be in charge of identifying and handling the luggage of the official delegation.

2.9 REQUIREMENTS FOR ENTRY INTO MEXICO

In order to enter Mexico, each delegate must present his valid passport and if necessary, the corresponding visa. It is recommended to the delegates who will travel to Mexico, that they obtain their entry visa well in advance, presenting the necessary documentation at the Mexican Embassy or Consulate closest to their country of residence.

The individual responsible for airport-related matters must ensure that all members of the delegation present the customs and immigration forms, duly completed and signed, together with valid passports, to the corresponding authorities at the port of entry.

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In order to enter the Immigration Office at the Mérida International Airport, the individual responsible for airport-related matters must wear his accreditation badge for the Summit.

2.10 TRANSPORT

The Mexican Government will grant to each delegation as a courtesy, from their arrival in Mérida up to their departure, the following vehicles:

- 1 vehicle for the Head of Delegation led by the Head of State and/or Government
- Support with vehicles for luggage, at delegations' request.

Should additional vehicles be needed, this must be evaluated by the delegations themselves. Both vehicles and drivers must be accredited. Once vehicles are accredited, the respective passes will be issued for circulation and these will be given to the accreditation officer. It is recommended that minibuses be rented to transport delegates.

The accreditation of vehicles **is non-transferable** since it will contain specific information such as registration, number plate and name of driver.

In order to maintain fluidity in the transport system for delegations, the Government of Mexico will set up a route between the hotel zone and the Convention Centre on April 29 and 30. The Foreign Affairs Secretariat kindly requests that the use of this system be considered by all delegations.

2.11 SECURITY

The Presidential General Staff will be responsible for providing 24 hour security, at all areas of the Summit where the Heads of Delegation would be present.

A permit needs to be obtained for the temporary entry of firearms into Mexico. The number of firearms imported cannot exceed five per delegation. The entry of automatic weapons into Mexico is prohibited.

The security personnel who will temporarily carry a firearm in Mexico must be accredited before April 15, 2014. Visit: <http://6aec.sre.gob.mx>

The requirements for accrediting security staff include full names and surnames, date and place of birth and passport number. Firearms will be accredited simultaneously with the bearer.

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IMPORTANT: Firearms whose information does not match that provided in the application will not be allowed entry.

2.12 MEDICAL SERVICES

The Government of Mexico has provided 24 hour emergency medical services for Heads of Delegation and their contingents, including ambulance transfers to designated local hospitals. There will also be medical attention at the Convention Centre and the hotels hosting the Summit.

Delegations are asked to complete the medical form of the Head of Delegation and spouse – as the case may be – which is provided in the online accreditation system and which also includes a section on food restrictions.

Delegates are advised to obtain international medical insurance that would cover major medical expenses. No type of vaccination certificate is required for entry into Mexico.

3 ACCOMMODATION

3.1 ACCOMMODATION

The accommodation requirements for the delegations participating in the Summit will be arranged and handled by a specialised agency. The Mexican Government will afford accommodation courtesies to the **Heads of State and/or Government** and to the **Ministers of Foreign Affairs** of ACS Member and Associate Member States.

The Mexican Government has reserved a total of eight rooms per delegation, including those that will be given as a courtesy.

3.2 HOST HOTELS

The Mexican Government has selected three host hotels in the city of Mérida, at which rooms have been reserved for official contingents. This selection ensures the security and logistical requirements necessary to facilitate the effectiveness of delegations.

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Hotel Fiesta Americana

Paseo Montejo No. 451, esq. Av. Colón
Col. Centro, 97000

Mérida, Yucatán

Tel: +52 (999) 9421111

<http://www.fiestamericana.com/es/merida/hotel-merida>



Hotel Presidente InterContinental

Ave. Colón 500

Col. Centro, 97000

Mérida, Yucatán

Tel: +52 (999) 9429000

<http://www.ihg.com/intercontinental/hotels/gb/en/merida/midha/hoteldetail/>



Hotel Hyatt Regency Mérida

Ave. Colón esq. Calle 60,
a 100 metros del Paseo Montejo, 97000

Mérida, Yucatán

Tel: +52 (999) 9421234

<http://merida.regency.hyatt.com/en/hotel/home.html>



Other hotels also recommended are listed below. Delegations are asked to advise of the number of rooms they will require as soon as possible so that the corresponding assignments could be made.

White Town Hotel Mérida

Avenida Colon Esquina con Calle 6,
Colonia Centro, C.P. 97000

Mérida, Yucatán

Tel: +52 (999) 2863333

<http://www.whitetownhotel.com/>

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Hotel Conquistador

Avenida Paseo de Montejo, 458. Colonia Centro, 97000
Mérida, Yucatán
Tel: +52 (999) 9406400
<http://www.elconquistador.com.mx/>



Hotel Ibis Mérida

Calle 58-A, No. 495
Col. Centro, C.P. 97000
Mérida, Yucatán
Tel: +52 (999) 9304141
<http://www.ibis.com/es/hotel-6928-ibis-merida/index.shtml>



4. ROOM FOR DELEGATES

Delegates will have at their disposal, a space with computer services, Internet access and printer located at the Chichén Itzá Room at the “Yucatán Siglo XXI” Convention Centre and one in the Celestún Room at the Hotel Fiesta Americana.

5. MEDIA

Representatives of the national and international media covering the VI Summit of the Association of Caribbean States (ACS) must be accredited. To do so, visit the website of the Summit. All media representatives will be identified with yellow badges.

The “Yucatán Siglo XXI” Convention Centre in Mérida will have a press room, with a space available for press conferences.

6. INFORMATION OF INTEREST

Mérida is the capital and most populated city in the Yucatán state. The city was founded on January 6, 1542 on the remains of the Mayan city called T'Hó, which was already uninhabited when the Europeans conquered the Yucatán peninsula.

In 2010, the population of the city was 777,615, making it the largest population centre in south east Mexico.

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The Mexican currency is the Peso, whose exchange rate is \$13.14 pesos per United States dollar on average and this rate may vary.

Foreign currency can be changed at hotels, at the airport, at banks and exchange offices. Business hours are Monday to Friday from 9:00 to 16:00 hrs.

Credit and debit cards are accepted at most business establishments. However, it is recommended that visitors carry cash since there are small establishments that do not accept credit cards. Automatic tellers (ATM's) are available at most banks, malls and hotels.

In April, the minimum temperature in Mérida is 20° C and can reach up to 35° C.

The time zone in Mexico is UTC/GMT -6 hours (Central time).

For telephone calls, the country code is 52, while the code for Mérida is 999. To call local landlines from outside Mexico, dial +52 999 and the seven digit number. In the case of cellular phones, dial +52 (1) 999 and the seven digit number.

In Mérida, when calling landlines, you need only dial the seven digit number. To call a cellular phone from a landline, you must dial the prefix and the number. If the call is made from another local cellular phone or while roaming, dial 999 and then the seven digit number.

All purchases in Mexico are subject to 16% value added tax (VAT). This does not apply to medication and food, but it does at restaurants. The tax is always included in the sale price for the public.

Tips are not included. It is the practice to give a tip ranging between 10% and 15% of the total bill at restaurants, depending on the quality of service.

It is considered a recommended courtesy, to give a symbolic token such as a tip to the hotel staff.

7. VISA SYSTEM

Nationalities that require a visa for entry into Mexico can be verified at the following link:

<http://www.sre.gob.mx/index.php/visas-para-extranjeros>

Requirements for the acquisition of visas by regular passport holders, as the case may be, are as follows:

- I. Passport or identification and travel document, valid and in force, both the original and a copy.

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- II. One colour photograph with the face visible and without spectacles, passport size, measuring a minimum of 32.0 millimetres x 26 millimetres and a maximum of 39.0 millimetres x 31.0 millimetres, with a white background and facing front.
- III. Original and copy of the document confirming your legal stay, if the foreigner is not a national of the country in which the visa is requested.
- IV. Confirm any of the cases provided under article 104 of the Regulations, by presenting the following documents as the case may be:
 - a. Property:
 - 1. Original and copy of the deed, duly registered in the name of the applicant or interested party and proof of permanent employment with at least one year of service, or
 - 2. Original and copy of the deed, duly registered in the name of the interested party and document confirming ownership or participation in businesses issued by the relevant authorities of each country with at least two years of service.
 - b. Economic solvency:
 - 1. Original and copy of statement of investments or bank accounts with an average monthly balance equivalent to 500 days of the general minimum salary in force in the Federal District, over the last six months, or
 - 2. Original and copy of documents indicating that you are employed or receiving a pension with a tax-free monthly income greater than the equivalent of 150 days of the general minimum salary in force in the Federal District, over the last six months.

In the case of foreigners studying regularly at higher education institutions, they must present the original proof of registration and original proof of permanent employment, pension or scholarship with a monthly income equivalent to one hundred days of the general minimum salary in force in the Federal District.
 - 3. Letter of invitation (check requirements on invitation letter).