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INSTRUCTION MANUAL FOR THE III CUBA-CARICOM MINISTERIAL MEETING

I. GENERAL INFORMATION.

The III Cuba-CARICOM Ministerial Meeting will be held in Havana on September 17th, 2010.

For the purpose of facilitating the information needed by the delegations of member countries, the Organizing Committee of the Ministerial Meeting makes available the website: www.cubaminrex.cu.

During the event, the official dress code will consist of the long-sleeved white Guayabera.

I.1 Civilian Aides-de-Camp.

The Organizing Committee will have Civilian Aides-de-Camp available to the Heads of Delegation and the delegations accompanying them in order to assist them during their stay in Cuba.

I.2 Arrival and Welcome of Official Delegations and Guests

I.2.1 Private or Charter Flights.

Welcome will take place at José Martí International Airport in Havana. Protocol Lounge of the State Council, Terminal No. 1.

High-Ranking Representatives from Ministry of Foreign Affairs will be waiting at the foot of the steps of the airplane to welcome Dignitaries on behalf of the Cuban government.

A Protocol Ceremony is not included in the programme.

I.2.2 Commercial Flights.

Welcome will take place at José Martí International Airport in Havana. Protocol Lounge of the State Council, Terminal No. 3.

High-ranking officials and guests arriving on commercial flights will also be received by representatives of the Ministry of Foreign Affairs who will welcome them on behalf of the Cuban government.

A Protocol Ceremony is not included in the programme.

I.3 Working Languages.

Spanish, English and French will be the official working languages of the Ministerial Meeting.

Simultaneous interpretation and translation services will be provided in these languages at the official working sessions.

II. ACCOMMODATION

The Organizer Committee will only provide accommodation for the Heads of Delegation at Palco Hotel. In the case of the Heads of Government, accommodation will be provided at State Protocol Residences. The remainder of the delegation members shall be guaranteed reservations at Palco Hotel. The Cuban Ministry of Foreign Affairs (MINREX) will only cover the accommodation expenses of the heads of delegations. Rates for rooms at Palco Hotel for other delegates attending the Ministerial Meeting are as follows:

- Superior Junior Suite (single) 117 CUC.*
 - Superior Junior Suite (double) 122 CUC.*
 - Standard Junior Suite (single) 102 CUC.*
 - Standard Junior Suite (double) 107 CUC.*
 - Standard Room (single) 60 CUC.*
 - Standard Room (double) 80 CUC.*
- Breakfasts included.*

II.1 Accommodation for Representatives of the Foreign Press.

The Government of the Republic of Cuba and the Ministry of Tourism will provide all facilities for the accommodation of the foreign press accredited to the event, who will be able to rent the rooms they need prior arrangement with the Organizing Committee through the following phone numbers: (537) 832 0526, (537) 832 0527, (537) 832 0528 y (537) 832 6091 and the email address: actividadesprensa@cpi.minrex.gov.cu

III. TRANSPORTATION

All Heads of Delegation will have a VIP vehicle permanently at their disposal. In the case of Heads of Government, they shall be transported in individual security capsules made up of a VIP car, a security car and an 8-passenger mini-van.

First Ladies and the spouses of Foreign Ministers will have a VIP car at their disposal.

In the case of group transportation, executive buses will be provided for the transfer of the Heads of Delegation, protocol and security officers, who are duly identified.

IV. ACCREDITATION

IV. 1 Official Delegations.

The Organizing Committee has an office for the registration and accreditation of all participants in this event. This office will provide its services from June 1 to 19, 2010. The Registration and Accreditation Office will be located on 11th Street b/w 146th and 146thA, Playa Municipality, Havana, approximately 50 meters away from the Convention Centre.

The objective of this Office is to facilitate proper identification for all foreign participants in all their categories. For this purpose, a system of credentials has been established to regulate access, bearing in mind the essential security measures.

A group of credentials has been established that will provide access to the different event activities, both at functions directly related with the development of the meeting and at different entities that will provide indirect services.

Applications for registration and accreditation can be made through the following email address: cuba.caricom@minrex.gov.cu. These forms will be available in digital format and will appear on our website: www.cubaminrex.cu. Digital forms must be filled out as indicated in the Operations Manual. It is essential that the form is filled out thoroughly as requested. This will allow delegations to have their credentials ready for them at their arrival in Cuba. These forms can also be picked up and filled out at the said Office.

*In order to validate the forms, each delegation must send to the Registration and Accreditation Office, via **Note Verbale**, a list indicating the names and positions of the delegation members in an order of precedence.*

*Participants who, for any reason, have not sent their forms in digital format on time or those included due to changes in the composition of delegations, will also be provided the facilities to register at the **Registration and Accreditation Office**. In such cases, it is essential for them to present a **Note Verbale**.*

*Credentials should be picked up at the **Registration and Accreditation Office** by the Cuban Aide-de-Camp assisting the delegation. They should not be picked up by a driver or other staff not having decision-making authority.*

IV. 2 Foreign Press.

*Accreditation of the foreign press accredited to Cuba or in transit will be done as is regularly established, through the International Press Centre (CPI).
Email: actividadesprensa@cpi.minrex.gov.cu*

IV.3 System of Credentials.

Credentials allow access to various areas where the event is taking place, although only 3 persons per country or international organization may occupy seats around the meeting table. The Head of Delegation will take the main seat and the other two members will have 2 seats behind him/her. Protocol and Security Officers will be able to enter the meeting room accompanying their Heads of Delegation, but will not be able to take any seats or stay in the room.

Credentials are divided according to the categories of the participants. A form is attached as an annex. Please make use of this form to find out the category each participant is entitled.

Categories:

- *Head of Delegation*
 - *Heads of Governments and First Ladies*
 - *Ministers of Foreign Affairs*
- *Delegate*
- *Chief of Protocol*
- *Chief of Security*
- *Guest*
- *Protocol Officials*
- *Security Officers*
- *Security Officer carrying Weapons*
- *Foreign Press Official*
- *Foreign Press*

CREDENTIALS AS PROPOSED WILL BEAR THE LOGO AND NAME OF THE EVENT

V. SECURITY

The Ministry of the Interior of the Republic of Cuba, in coordination with the Revolutionary Armed Forces, will guarantee security for the Foreign Ministers and their respective delegations from their arrival in Cuba until their departure. For such purposes, both bodies have the responsibility to provide protection at all the activities of the program, places of accommodation for the Foreign Ministers, as well as during all transfers and any other activities of particular interest for attending delegations.

Officials of the Ministry of the Interior, in coordination with the Ministry of Foreign Affairs, will be in charge of processing entry and departure documents to and from Cuba for the visiting delegations. They will coordinate with the General Customs of the Republic of Cuba all matters concerning the entry of weapons, communications, protection and detection equipment, as well as luggage, as per established regulations.

Officials of the Ministry of the Interior will take measures to enforce the regulations and categories established by the Organizing Committee of the Ministerial Meeting, especially in all concerning access and access control to the different areas where the event is taking place.

The activities or visits that Foreign Ministers wish to make outside the official program of the event must be previously coordinated with the Cuban Aides-de-Camp.

V.1 Entry into the country of security agents, weapons and communications, protection and detection equipment and luggage.

Only handguns (pistols and revolvers) will be allowed entry, with a limit of five per delegation.

Procedures to bring weapons into Cuba must be processed through the Ministry of Foreign Relations of the Republic of Cuba and the information concerning those weapons being carried by security officers must be sent to the Protocol Division of the Cuban Foreign Ministry (See Annex No.2)

Portable, mobile, fixed and repeating radio equipment will be permitted to enter the country. These must be described in the corresponding form declaring this equipment.

Protection and detection elements such as manual explosive and metal detectors and X-ray equipment are authorized to enter the country. These must be listed in the item relating weapons.

The luggage of the Heads of Delegation will be guarded by officers of the Ministry of the Interior during its transfer from the airport to the accommodation facilities, and vice versa, thus guaranteeing suitable transportation and security.

VI. PRESS

Press professionals interested in covering the Ministerial Meeting shall apply for a corresponding visa at the Cuban embassies or consulates abroad, by presenting an official letter from the Press organ the journalist works for, designating him/her for the mission. It is recommended that a list of all the professional equipment the journalist is bringing into the country is included in the letter.

Press professionals willing to cover the Ministerial Meeting must observe the Cuban regulations currently in force, which establish that a credential must be issued for the temporary practice of journalism in Cuba.

That authorization is issued by the International Press Centre (CPI), located on the corner of 23rd and O Streets, Vedado municipality, Havana at a cost of \$ 60 Cuban Convertible Pesos (CUC) and after two ID sized photos have been submitted. This authorization will permit coverage of the Ministerial Meeting as well as carrying out all other types of journalistic work in the entire country. Accreditation for the Ministerial Meeting cannot be given unless this requisite has been met.

Accreditation for the Ministerial Meeting will be made effective through the CPI officials and it will be provided in accordance with the criteria established for the purpose.

The foreign press permanently accredited to Cuba will be able to directly obtain accreditation for the event at the International Press Centre of the Ministry of Foreign Affairs.

The national press will do so through the National Information Agency (AIN).

Credentials of press correspondents must be permanently visible at all the locations where Ministerial Meeting activities are taking place.

Applications for the accreditation of the official press, up to a maximum of 4 persons, accompanying the Heads of Delegation, will be authorized by the CPI as a courtesy, free of charge. The official press will receive accreditations for the Ministerial Meeting through CPI officials.

Equipment, bags, cases and other personal articles belonging to members of the press shall undergo security screening for access to the facilities where Ministerial Meeting activities will take place, including the Press Centre.

Television Channels interested in broadcasting the activities related to the Ministerial Meeting must coordinate with the Centre for International Operations (COI) of the Cuban Radio and Television Institute (ICRT) and the Cuban Telecommunications Company (ETECSA). It is suggested that requests are made as soon as possible to the ICRT Booking Department. The contact persons are Migdalia Dominguez, Director of the COI, or Sofía Vallejo, Booking representative, at the following Email: booking@coi.icrt.cu. Telephone numbers: (537) 8384043 and (537) 8384078.

VII. THE OFFICIAL PROGRAMME

PROGRAMME FOR THE III CUBA –CARICOM MINISTERIAL MEETING 16-17 September, 2010

Thursday, September 16th

Welcome at the *José Martí* International Airport. Protocol Lounge of the State Council.

Departure for the place of accommodation.

Accommodation and presentation of the programme.

Private dinner.

Free evening.

Friday, September 17th

Private breakfast.

08:45 hrs. Departure for the Multi-purpose Hall of Palco Hotel.

09:00 hrs. Opening ceremony of the III Cuba-CARICOM Ministerial Meeting.

09:30 hrs. First Working Session.

Venue: Multi-purpose Hall. Palco Hotel.

12:00 hrs. Official Photo.

Place: Protocol Room. Palco Hotel.

12:15 hrs. Private lunch. "La Finca" Restaurant.

14:30 hrs. Second Working Session.

Venue: Multi-purpose Hall. Palco Hotel.

18:00 hrs. Closing Ceremony of the III Cuba-CARICOM Ministerial Meeting.

18:00 hrs. Reception hosted by His Excellency Mr. Bruno Rodríguez Parrilla, Minister of Foreign Affairs, in honour of Their Excellencies, the Ministers of Foreign Affairs of the CARICOM member countries.

Venue: Protocol Room, Palco Hotel.

Saturday, September 18th

Private breakfast.

Farewell to the delegations.

Useful information.

Telephone numbers:

- Palco Hotel: 204-7235.
- Protocol Division: 832-2611 and 836-4128.
- Latin America and the Caribbean Division: 836-4469 y 8364317
- Protocol Division: 8326111 and 8364128.

ANNEXES

Annex No.1. Accreditation Form

**ACCREDITATION FORM FOR FOREIGN PARTICIPANTS
TO THE III CUBA - CARICOM MINISTERIAL MEETING**

(This form may be photocopied.)

(Fill out using capital letters.)

Full Name: _____

Employer: _____

Position or Function: _____

Date of Birth: ____/____/____ **Country:** _____

Nationality: _____

Passport No. _____

Issued at: _____

Date: ____/____/____

Fax or E-mail: _____

Please indicate with an "X" your category in the delegation:

HEAD OF DELEGATION _____

DELEGATE _____

GUEST _____

PROTOCOL OFFICIAL _____

SECURITY OFFICER _____

OFFICIAL PRESS _____

FOREIGN PRESS _____

Countries or Organizations invited

Guest

Date: ____/____/____

Signature: _____

THIS FORM MAY BE SENT OR DELIVERED IN PERSON BEFORE SEPTEMBER 10TH, 2010, AT THE REGISTRATION AND ACCREDITATION OFFICE IN HAVANA, CUBA.

Tel: 203-8592-208-0634 and 202-8382

E-mail; cuba.caricom@minrex.gov.cu

Annex No.2.Permit for Importing Firearms

APPLICATION FOR AUTHORIZATION OF FIREARMS
CUBA-CARICOM MINISTERAL MEETING -2010
HAVANA-CUBA

COUNTRY:

FULL NAME OF BEARER:

SERIAL NUMBER:

AMOUNT OF AMMUNITION:

CALIBER:

MODEL: