



OPERATION MANUAL

**SIXTH SESSION
OF THE CONFERENCE OF THE PARTIES (CoP6)**

**United Nations Convention to Combat Desertification
In Those Countries Experiencing Serious Drought and/or
Desertification, particularly in Africa**

**Havana International Conference Center
Havana City, Cuba
25/8-5/9/2003**

INDEX

No.	SECTION	Pg.
I	General Introduction of the Republic of Cuba	4
1.	Cuba, venue of the CoP6	4
	Geographical Characteristics	4
	Climate	4
	History	4
	Cuban nationality	6
	Population	6
	The Flag	7
	The Coat of Arms	7
	The National Anthem	7
	The National Flower	8
	The National Bird	8
	The National Tree	8
	Currency	8
	Electricity	8
	Useful Telephones	8
2.	The Cuban State	9
	Organization of the Political Power	9
3.	Havana, Capital of Cuba	10
II	Authorities of the host country	11
III	Aides-de-Camp and Liaisons	12
IV	General Information	13
V	Visas	15
VI	Accommodation	17

VII	Transportation	18
VIII	Accreditation	20
IX	Security	22
X	Computer and Communications Services	25
XI	Press	32
XII	Methods of Payment and Bank Services	34
XIII	Aviation Information	36
XIV	Health Care Services	42
XV	Health Regulations	42
XVI	Customs Regulations	42

GENERAL INTRODUCTION OF THE REPUBLIC OF CUBA

1. Cuba, venue of the CoP6

1.1 Geographic characteristics

The Republic of Cuba is situated in the largest of the territories which form the group of the Antilles, located at the entrance of the Gulf of Mexico, between the Florida and Yucatan peninsulas. Its northern and eastern coasts are bathed by the Atlantic Ocean and its southern shores are bathed by the Caribbean Sea.

The Cuban Archipelago has a surface of 110 922 square kilometers and consists of the Island of Cuba, the Isle of Youth and more than 4 500 keys and islets. It is long and narrow in shape, similar to an alligator. It is 1 250 kilometers in length, with a 193 kilometers at its widest point and 32 kilometers at its narrowest point.

Cuba has almost 5 900 kilometers of coastline that are rich in beautiful beaches, especially in the northern coastline, among which is the famous Varadero.

Most of Cuba is formed by plains although there are also four mountain ranges: The mountain range of Guaniguanico in the west; the heights of Trinidad-Sancti Spiritus in the center and the mountain range Nipe-Sagua-Baracoa and the Sierra Maestra in the eastern region, where the highest peak in the country is found the Pico Real del Turquino, at 1974 meters above sea level.

There are no major rivers in Cuba. The most important is the Cauto river which is 370 kilometers long and springs from the Sierra Maestra, irrigates a wide plain in the center-west of the eastern provinces and spills out in a wide delta at the Gulf of Guacanayabo.

In the center-south of the Island is the Zapata Swamp, the largest wetlands area of the Caribbean and one of the most important in the world due to the preservation and protection of its topography, flora and fauna. Like this zone, there are other mountainous and coastal areas that are protected by Cuban and international laws and have been declared as ecological reserves of the biosphere. They play an essential role in maintaining biodiversity and the equilibrium of the ecosystems in the entire Caribbean basin and the Gulf of Mexico.

1.2 Climate

Cuba, also known as The Pearl of the Antilles, has a moderate subtropical climate. The Cuban territory is located near the Tropic of Cancer, and due to its long and narrow shape, stretching from East to West, it is cooled by trade winds and the marine breezes. The average annual temperature is 25°C, January and February are the coldest months, with an average temperature of 22°C and the hottest month is August with an average of approximately 28°C.

The average relative humidity is 81%, with two well defined pluviometric seasons: a dry season from November to April and a rainy season from May to October, with an average annual rainfall of 1375 mm. This last season coincides with the annual tropical hurricane season that affects the region every year sometimes causing terrible natural, economic and human disasters.

1.3 History

Cuba was discovered by the Genoves sailor Christopher Columbus on the 27th of October of 1492, but the true colonization did not begin until 1511, a mission that was entrusted to the commander Diego Velazquez who founded the first towns and settlements. The aboriginal population was quickly wiped out in their confrontation with the colonizers and led to the massive introduction of slave labor brought from Africa.

It was not until the 18th century that a new human and social grouping starts to appear in the descendents of the colonizers, as a consequence of the racial and cultural mixture and the emergence of ideas, economical interests, ways of thinking and tastes confronting those of their ancestors

Thus, the contradiction between the peninsulars and the creoles were heightened and on the 10th of October of 1868 the aristocrat Carlos Manuel de Céspedes separatist leader of the east proclaims the freedom of the slaves and calls for the liberation and independence of the country. This altruist and heroic gesture was given due recognition years later by the Cuban people when he was named father of the Homeland.

After ten years of continuous battle against immensely superior forces and of divisions and leadership the struggle came to an end without achieving the so long awaited liberty. Not until the 24th of February of 1895, after patiently working towards building foundation and unity was the definitive war against the colonial power is finally revitalized, under the leadership of a single party headed by the political leadership of Jose Marti, and the military force commanded by General Maximo Gomez and his Lieutenant General Antonio Maceo and Granjales.

Nevertheless, the activities did not conclude with the victory of the glorious Cuban troops or with the honorable and dignified retreat of the defeated forces. The United States of America, that since the 18th century coveted Cuba seeking to extend the borders of the its Union to include Cuba, and which in fact, had almost complete control of the economy of the Island by the end of the 19th century, intervened in the battle in 1898 and mocking the liberators and imposing their conditions

on the retreating colonizers in order to take control and dominate the country.

In 1940, after years of political and legal instability and by popular pressure a Constituent Assembly was convened, which wrote a new Magna Carta, the 1940 Constitution.

This Constitution was never able to fulfill its regulatory function since none of the successive governments or parliaments implemented its complimentary laws.

Suppressed all the democratic solutions to the Cuban crisis, once again the Cubans were faced with the dilemma of taking up arms. That is how from the heart of the Cuban youth emerged a revolutionary vanguard that in 1953, the year of the centenary of the birth of the Apostle Jose Marti, launched an attack on the Moncada garrison in Santiago de Cuba and the Carlos Manuel de Cespedes garrison in Bayamo.

Thus began a process of full emancipating in Cuba, abounding with unprecedented human, political, economical and social transformations that inevitably transcended all previous national and regional limits.

The essence of the Cuban Revolution is encapsulated in the phenomenon of mass participation that it unleashed, in the extraordinary exercise of communication and response between leadership and the great majorities of the society and the power exercised by the latter.

The policy of armed and biological aggression, media and psychological harassment, political and diplomatic isolation and above all the economic, commercial and financial blockade of the Washington administrations applied since the same year 1959 and reaffirmed by presidential edict in 1962 is not only still in effect but is also being implemented with greater force than ever.

Since 1992, with the approval of the Torricelli Act and since 1996 with the signing of the Helms-Burton act, the dense tangle of anti Cuban measures have been codified into laws that are increasingly more brutal, intrusive and extraterritorial.

Thanks to their efforts, between 1959 and 1985, the country achieved an average annual growth rate of 4,8 %. While this growth was not enough to fully overcome the profound consequences of underdevelopment and was hindered by inexperience and the mechanical transfer of outside models, it nonetheless surpassed the results obtained by other countries of the region in the same period.

Governed since 1959 by an interim fundamental Law, in 1976 Cuba adopted a new Constitution which was revised and updated in 1992, and introduces a parliamentary and government system with a vast representation of and participation by the population. The country created new ministries, organizations and institutions of new type, as well as scientific institutions that could meet the needs of a developing country. The people freely gathered in trade unions, social, mass and other organizations, all of non governmental character, although, undeniably patriotic.

Despite the intensification of the North American blockade and the world crisis installed the national economy started in 1994 its insertion in the world globalizing dynamics and started a process of recovery with an initial growth of 0.7 %. That year the exports improved and the budget deficit decreased to 7.4 % of the GDP.

Despite all the pressures applied in the attempt to isolate us, today Cuba has relations with 182 countries of the world including almost all the Latin-American and Caribbean nations that surround it. The United Nations, The European Union and even the Organization of American States, among other numerous international organizations, have rejected the extraterritorial and asphyxiating character of the policies and laws deployed by the United States against Cuba.

1.4 *The Cuban nationality*

Cuban nationality emerged from the racial, historical, economic, religious, social and cultural blending between the Spanish colonizers and the black slaves torn from their African homelands, after extinguishing the aboriginal inhabitants of the Island. To this melting pot were added among others Asiatic elements also enslaved and French settlers who established in Cuba after the Revolution in the

neighboring Haiti.

The Cuban nationality continued its development in the 20th century in the face of the violent political, economic, ideological and cultural invasion by the United States in the lives of the Cuban people. It toughened itself by fighting the “Plattism” of some people born here expecting nothing more from life than submission, servitude or at best, favoring annexation and assimilation by the United States.

That is how a human prototype emerged with defined characteristics capable of taking the reins of its history in its own hands, of undertaking the revolutionary transformation of their country and the foundation of a new Nation.

1.5 Population

At the end of 2001 Cuban population had ascended to 11 243 358 inhabitants, with a density of 101,4 inhabitants per square kilometer. Demographic studies indicate that the annual growth is one of the lowest in the hemisphere, with a life expectancy of 76 years. Approximately 74% of the population lives in urban zones. These statistics place Cuba at the same level as the First World nations. Despite the increasing aging of its population, Cuba still continues to be an eminently young nation with more than 50 % of its inhabitants being less than 35 years old and only 13 % of the Cubans are aged 60 or more. In this human conglomerate women constitute 50.1 % of the inhabitants and almost 44 % of the total work force. A 60 % of all the professionals and technicians are female.

The most distinctive attributes of the Cuban people is their dignity and freedom.

1.6 The Flag

The flag undulated for the first time in 1850 in the City of Cardenas (province of Matanzas), during one of the first separatist manifestation against Spanish colonial power. The three blue stripes represent the divisions of the Island at the time. The two white stripes evoke the purity of the independent ideals of the people. The equilateral triangle stands for liberty, equality and fraternity. The red color represents the

blood necessary to shed to achieve independence. The white solitary star symbolizes absolute freedom of the people.

When the Independence war started on the 10th of October of 1868, Carlos Manuel de Céspedes ordered the design of another flag with which to the cry of ¡Free Cuba! he set out to fight in the fields of the East.

The first Constituent Assembly of the Republic in Arms which met in 1869 in Gauimaro held a session with both flags on display and decoded upon the preeminence of the first while declaring the second as a symbol of the Country. Since 1976 both have presided together with the National Coat of Arms the sessions of the Cuban Parliament and while the National flag is flown from the flagpoles and masts of ships the Céspedes flag is raised to the bowsprit of vessels. The national flag is hoisted with joy and bugles at dawn and is lowered with solemnity at sunset.

1.7 The Coat of Arms

It has the configuration of a heart-shaped ogive; with a golden key against the blue sea set between two areas of land in its upper quarter symbolizes the key position of Cuba between the two Americas. The rising sun symbolizes the birth of a new nation. The three blue stripes separated by two white strips represent the districts in which Cuba was divided in the colonial period. The Royal Palm that appears in the third sector or quarter in the midst of a Cuban landscape represents the abundant nature and the nobility and the serene firmness of the Cuban people. The coat of arms is bordered by an olive branch and oak branch symbols of victory and strength and rests on a bundle of staffs which represent the unity of the Cuban people, crowned by the Phrygian cap of liberty with the solitary star symbol of a single and undivisible nation.

1.8 The National Anthem

In 1867 Pedro Figueredo, an illustrious patriot from Bayamo and fervent supporter of independent ideas, composed the music which was to become the National Anthem. It was written in the form of a march inspired by the chords of La Marseillaise and that by mid 1868

was played by the municipality band during a Te Deum provoking uneasiness and suspicion among the colonial authorities.

On the 20th of October of 1868, after the patriotic rebels fighting against Spain had taken the city of Bayamo, Perucho, as he was called by his compatriots, wrote the lyrics as he rides his horse in the midst of the battle. There and then he sang them out and the people jubilant with victory, joined with him in an unforgettable chorus.

Run to battle, sons of Bayamo
For the homeland looks proudly upon you
Do not fear a glorious death
For to die for the homeland is to live.

To live in chains, is to live
Submerged in dishonor and shame
Listen to the call of the bugle
¡And run to take up arms, you brave men!

1.9 The National Flower

The Mariposa Blanca (White Butterfly), a type of delicate, sweetly fragranced jasmine endemic to Cuba was used by the Cuban women during the wars of independence to pass messages to the battlefields. It symbolizes purity, rebellion and independence. It grows in humid places as borders of rivers and lakes, but it is also cultivated in patios and gardens of many Cuban homes.

1.10 The National Bird

The Toco-ro-ro (Priotelus temnurus). Native bird of the Quetzal family displays in its plumage the colors of the Cuban flag: red, blue and white. As such, it symbolizes freedom, since it cannot live in captivity.

1.11 The National Tree

The Royal Palm. Although it can be found throughout the Caribbean, it is predominant in Cuba's landscape, providing, since remote times, wood and thatching material for rural constructions, as well as material for baskets, gaiters, hats and tobacco bundles, and their fruits have fed the cattle and provided oil for the Cuban people. But, above all, it is the upright figure: supporting firm the most furious gales, which most of all evokes respect and awe, because it symbolizes the unbending character of the Cuban people.

1.12 Currency

The currency of Cuba is the peso that is equivalent to one hundred centavos (cents). Bills of 1, 3, 5, 10, 20, 50 and 100 pesos are in circulation as well as coins of 1; 2; 5; and 20 centavos, and others of 1 and 3 pesos. Cuban Peso, according to the official exchange rate, is equivalent to one US dollar for all official commercial transactions.

1.13 Electricity

In recent years and due to shortage of fuel availability, Cuba has faced difficulties in providing this basic service, which extends to 95% of all the national territory. This problem is gradually being resolved by increasing the installed capacities, the diversification energy

transmitters, modernizing central generators and introducing a national energy saving program, thus ensuring at present an improved level of uninterrupted service. Electrical equipment with round prongs must be used with an adapter that has flat prongs which is what the sockets of the country accept. The commonly used electrical current is 110V and 60 Hz, although the newly constructed hotels belonging to the Cubanacan chain are fitted with 220V sockets.

1.14 Useful Telephones

Some useful public telephones are the following:

National Revolutionary Police	106
"José Martí" International Airport	33 5777 y 33 5666
Cubana Airlines Tickets Agency	33 4446-49 y 33 4950
Taxis:	55 5555 y 24 2424

2. The Cuban State

2.1. Organization of the Political Power

As established in the Constitution, Cuba is a socialist workers' state; independent, sovereign and secular, organized with the participation of all the people and for the good of all the people, as a unified, democratic republic, where political freedom, social justice, individual and collective well-being and human solidarity are enjoyed, and whose highest guiding force is the Communist Party, the organizer and director of popular effort to build a better world.

In Cuba, sovereignty lies in the hands of the people, from them the State derives all its power, exercised through its different bodies, in a direct and widely participative manner. The States' supreme body of power is the National Assembly of Peoples' Power (Parliament), which in turn elects the State Council and this one elects the President of the Republic, the First Vice President and Vice Presidents, the Council of Ministers, the General Attorney of the Republic and the Peoples' Supreme Court, the highest body of legal power.

The President is Head of the Government and international representative of the Republic of Cuba; he guarantees national independence, the unit of the State and ensures that the democratic institutions function properly. As such, he is the Commander-in-Chief of all armed institutions.

The President of the Republic, Dr Fidel Castro Ruz, was re-elected by a period of five years, the 6th of March of 2003.

In 1992 the National Assembly approved modifications to the

Constitution of the Republic, among them was the consecration of the secular nature of the State, the introduction of new modalities of economic activity, the relaxation of foreign trade, and regulations regarding foreign status, defense and security, as well as on biodiversity, ecology and development. Of special interest are the modifications that apply to the general principles of the electoral system, which extended the exercise of the direct and secret vote to include the election of the delegates to the 14 provincial Assemblies and of the deputies to the National Assembly.

Throughout the entire Cuban electoral system, it is the citizens who nominate and directly elect the candidates to all the state bodies of power. In the case of the municipal and general elections, they are nominated by universal, free and secret suffrage. In January of 2003, elections were held to select the deputies to the 6th Legislature of the National Assembly and the delegates to the 14 Provincial Assemblies of the Peoples' Power. On that occasion 97.61% of the electorate, which numbers more than 8 million people, exercised their right to vote. Voting is not compulsory in Cuba.

In agreement with the law, the National Assembly of the Peoples' Power proportionally represents all the Cuban citizens; 50% of the 601 National Assembly deputies are local delegates and the rest are national or provincial figures, including politicians, industrialists, scientists, doctors, workers, teachers, intellectuals, athletes, artists, leaders from religious and of other spheres.

The 6th (el texto en español dice 5ta) Legislature of the National Assembly of the Peoples' formed as a result of the legislative elections of the 6th of March of 2003, is presided by the Dr Ricardo Alarcón de Quesada.

3. Havana, Capital of Cuba

Founded on its current present on the 16th of November of 1519, coveted by corsairs and pirates, occupied by the English during ten months in 1762, returned to the Spanish Metropolis, who in turn handed it over to the United States during the Spanish-Cuban-American war of 1898, and definitively recovered by the Cubans in 1959, Havana is the capital of the Republic of Cuba. Its geographic

position and its wide and safe harbor have for centuries made it the natural bridge between the two Americas and obligatory port for the gathering of the fleets that were setting out for the Old and the New World. The city originally known as the Villa of San Cristóbal de La Habana celebrated its 483 anniversary last year.

In every anniversary of the city, the Havana's inhabitants usually re-enact the midnight tradition of going three times around the leafy ceiba that grows in El Templete, the exact site where the first mass was celebrated and the first town council held session to found the Villa. This rite has become a historical and cultural ceremony.

The new city is guarded by centuries-old fortifications which, along with its historical center in resurrection, proudly bear the distinction of World Heritage sites. Standing out among its buildings are the baroque Havana Cathedral, the National Capitolio, a souvenir of the era of foolish northern imitation, and the Revolution Square, center of the island's highest political leadership and scenario of important massive and historical commemorations, celebrations and festivals. In that scenario stand the Jose Martí Memorial and an obelisk of 174 meters in height, the apex of the capital. Also one enjoys the majestic University of Havana, which with a history of more than 270 years of founded is the oldest of the almost 50 Centers of higher Education of the nation.

Simultaneously, like all great modern metropolis, Havana has locations for trade fairs and exhibitions. Expocuba and Pabexpo are the main ones.

Populated with symbols, the capital of Cuba also boasts of a large number of top-class sport facilities, including the emblematic Estadio Latinoamericano. The health care and science sectors include such prestigious institutions as the "Hermanos Ameijeiras" Hospital, a veritable five star health hotel, which provides its services free of charge to all Cubans and the Center for Genetic Engineering and Biotechnology, heart of a city of scientists and laboratories that make a science of peace, health and well-being.

Havana's greatest pride, however, is its inhabitants, the "Habaneros",

noble hard-working and dignified people, that have not lost the sense of community and solidarity typical of all neighborhoods, despite the urban modernizations. All have lived and live proud on their cultural ancestry and its lineage: politicians like Jose Martí, novelists as Jose Lesama Lima and Alejo Carpentier, poets like Dulce Maria Loynaz, musicians like Ernesto Lecuona, historians like Fernando Ortíz...

The love for their city felt by its most humble men and women, grandmothers and grandfathers, young people and children, whites, blacks, mixed races, believers or atheists of today, who walk and retrace their steps day and night, like a beloved fiancée will ensure the city continues to be more than what it was, more than what it is, and most of all, more than what it will be for centuries and centuries: the beautiful, heroic and hospitable capital of Cuba.

II. AUTHORITIES OF THE HOST COUNTRY

1. National Preparatory Committee

The National Preparatory Committee is the highest body within the Republic of Cuba, responsible for the preparation and development of the CoP6.

The National Preparatory Committee is presided by:

Dr. Rosa Elena Simeón Negrín

Minister of Science Technology and Environment.

Telephones: (53-7) 860 3411; 867 0756; 867 0779

Fax: (53-7) 33 86 54

E-mail: rosae@ceniai.inf.cu

Co-Preside:

Dr. Daniel Codorniú Pujals

First Deputy Minister of the Ministry of Science Technology and Environment.

Telephones: (53-7) 860 3411; 867 0627

Fax: (53-7) 867 06 00

E-mail: codorniu@citma.cu

2. National Preparation Committee Commissions

LOGISTICS COMMISSION

Presides:

Dr. Wenceslao Carrera Doral

Deputy Minister of the Ministry of Science Technology and Environment.

Telephone: (53-7) 867 06 20

Fax: (537) 862 65 28

E-mail: wenceslao@citma.cu

Co-preside:

Lic. Jorge L. Fernández Chamero
Director of International Collaboration
Ministry of Science Technology and Environment.
Telephone: (53-7) 867 0606
Fax: (53-7) 33 80 54
E-Mail: chamero@citma.cu

TEMATIC COMMISSION

Presides:

Dr. Fabio Fajardo Moros

Deputy Minister of the Ministry of Science, Technology and Environment.

Telephone: (53-7) 867 06 21

Fax: (53-7) 867 06 00

E-mail: fabio@ceniai.inf.cu

Co-preside:

Dr. Gisela Alonso Domínguez

President of the Environment Agency

Ministry of Science, Technology and Environment

Telephone: (53-7) 202 82 42

Fax: (53-7) 204 08 52

E-mail: gisel@ama.cu

III. CIVILIAN AIDES-DE-CAMP AND LIAISONS

1. Civilian Aides-de-Camp

The Government of the Republic of Cuba will designate a civilian aides-de-camp to each participating delegation to the CoP6, at the level of Head of State. The civilian Aides-de-Camp are diplomatic officials from the Cuban Foreign Ministry and other government bodies related to the foreign sector who will accompany the Heads of States of the visiting delegations throughout the development of the official program of the Conference. In addition to serving as the civilian Aides-de-Camp for visiting Heads of Delegations, they are also responsible for transmitting and solving all the concerns and interests expressed by the delegations they are attending, channeling them through the corresponding agencies of the national authorities.

2. Liaisons (no aparece subtítulo en texto en español)

All member countries participating in the Convention with embassies accredited in Cuba will designate an official that will serve as a Liaison

with the Organizing Committee of the CoP6, as a permanent link previous to the event. For the countries participating in the Convention that do not have embassies accredited in Havana, the contact route will be through the Secretary of the United Nations.

It is necessary for the diplomatic missions of the participating countries to provide the Organizing Committee with the names of two individuals from either the embassy itself or the country's delegation who will be responsible one of the passports and the other of the baggage brought on the flights bringing their respective Heads of States and/or governments and corresponding delegation

In the case of the participating countries that do not have embassies accredited in Havana, the Organizing Committee will designate a working group that will take care of the delegations' passports and baggage.

IV. GENERAL INFORMATION

1. Basic Information

The CoP6 will take place at the Havana International Conference Center from August 25 to September 5th 2003.

The International Conference Center is located at 20 kilometers from the center of the Havana City, on 146 Ave between 11 and 13 Streets. Playa, Havana City. It occupies an area of 60 000 square meters. It is backed by a record of two decades of outstanding organization, quality and security in the hosting of events, in addition to offering excellent translation and documentation services.

The delegations will receive in due time invitations to the social and cultural events to be held during the CoP6.

2. Arrival of Official Delegations and Guests

Reception at the Airport:

The delegations participating in the CoP6 will arrive at the "José Martí" International Airport of Havana located at 20 minutes from the center

of the city.

In the event of unforeseen circumstances two alternative airports have been designated: the "Juan Gualberto Gómez" International Airport of Varadero located at 130 Km of the "José Martí" airport and the "Ignacio Agramonte" in Camagüey, at 580 Km of the "José Martí" airport. The distance between these two alternate airports is 490 Km.

The heads of State or Government will be received by a Cuban Government Minister in the State Council protocol lounge of Terminal 1 of the "Jose Marti" International Airport.

Other delegation members and journalists participating in the CoP6 will arrive by Terminal 3 of the "Jose Marti" International Airport.

In both airport terminals, offices have been set up, signalized with the logotype of the CCD, to expedite immigration and customs procedures, along with mechanisms to guarantee the agile reception of the baggage brought by participants in the event.

There will be a Command Post of the Department of Immigration and Aliens (DIE) and of the General Customs Office of the Republic of Cuba that will work 24 hours a day to deal with the questions or concerns of the CoP6 participants regarding these matters, before, during and after the event. They can be reached at the following telephones and fax numbers:

Department of Immigration and Aliens Command Post (DIE):

Telephone: (537) 45-1465

Customs Command Post:

Telephone: (537) 81-5868 and 55-5466 though 71

Fax: (537) 81-5631

3. *Turism Information*

At the airport and the hotels designated for the official delegations and the press, an outlet of the Tourism Information Office (INFOTUR) will be set up to attend any tourist-related questions and requests from the CoP6 participants.

All of the hotels designated for the CoP6 feature shopping centers open from 09:00 to 20:00 hours. They will also offer the delegations lodged in these hotels, other services like restaurants, bars and other facilities.

4. Working facilities for the delegations

At the Event headquarters in the International Conference Center a work room will be set up for shared use by delegations, equipped with the technique and necessary accessories for good working conditions. These include: computers with Modem (Internet, e-mail), printers, fax, telephones, photocopy machines, among others.

5. Working language

The official working languages of the CoP6 will be: Spanish, English, French, Arabic, Chinese and Russian. Simultaneous interpretation and translation services will be provided in the mentioned languages during the official working sessions.

6. *Advanced party meetings*

The Organizing Committee of the CoP6 will hold advance party meetings, particularly for those delegations that come presided by Heads of State and/or Government, to inform the representatives of the participating countries about the organizational and logistical details, as well as about the development of the official program of the Conference. This meeting is planned to be held in the first fortnight of the month of July, but the exact date will be informed opportunely.

V. VISAS

The Republic of Cuba has Embassies or Consulates in the following countries:

AFGHANISTAN	GABON	PANAMA
ALBANIA	GERMANY	PARAGUAY
ALGERIA	GHANA	PERU
ARGENTINA	GREAT BRITAIN	POLAND
AUSTRALIA	GUATEMALA	PORTUGAL
AUSTRIA	GUINEA REP	QATAR
BAHAMAS, THE	GUINEA-BISSAU	ROMANIA
BARBADOS	EQUATORIAL	RUSSIA
BELIZE	GUINEA	SAINT KITTS AND
BELGIUM	GUYANA	NEVIS
BENIN	HAITÍ	HOLY SEA
BOLIVIA	GREECE	(VATICAN CITY)
BOSNIA- HERZEGOVINE	HONDURAS	SAO TOME AND
BOTSWANA	HUNGRY	PRÍNCIPE
BRAZIL	INDIA	SEYCHELLES
BULGARIA	INDONESIA	SLOVAKIA
BURKINA FASO	IRAN	SPAIN
BURUNDI	IRAK	SYRIA
CAPE VERDE	ITALY	SRI LANKA
CAMBODIA	JAMAICA	SOUTH AFRICA
CANADA	JAPAN	SWEDEN
CZECH REPUBLIC	KAZAKHSTAN	SWITZERLAND
CHINA	KOREA PDR	TANZANIA
CYPRUS	LAOS	TRINIDAD AND
COLOMBIA	LEBANON	TOBAGO
CONGO	LYBIA	TURKEY
COSTA RICA	MADAGASCAR	UKRAINE
DENMARK	MALAYSIA	UGANDA
DOMINICAN REP	MALI	UNITED STATES
ECUADOR	MEXICO	URUGUAY
EGYPT	MONGOLIA	VENEZUELA
ETHIOPIA	MOZAMBIQUE	VIETNAM
PHILIPPINES	NAMIBIA	ZAMBIA
	NETHERLANDS	ZIMBABWE

FINLAND FRANCE	NICARAGUA NIGERIA	
-------------------	----------------------	--

At these diplomatic representations the participants will be able to receive the corresponding visa. The visa request should be accompanied by the letters of invitation of the Ministry of Foreign Relations of the Republic of Cuba and the Secretariat of the Convention of the United Nations of Fight against Desertificación.

To facilitate this procedure it is recommended that the participants inform the Secretariat of the Convention their intention to attend at least 30 days in advance. In the countries where Cuban diplomatic representations do not exist, the participants will receive the flying visa in the Jose Martí International airport with previous copy via fax.

In these cases, you should contact the Ministry of Science, Tecnology and Environment of Cuba through the following electronic addresses and FAX numbers:

Direction of International Collaboration
 Ministry of Science, Technology and Environment
 Fax: (53-7) 867 0601
 E-MAIL: jorge@citma.cu
 E-MAIL: lucia@citma.cu

For obtaining a flying visa one should send to the aforementioned address the following information:

1. Name and Surname
2. Birth date
3. Birth place
4. Nationality
5. Passport Number
6. Type of Passport
7. Place of Passport emission
8. Date of Passport emission
9. Passport expire date

VI. ACCOMODATION

The Government of the Republic of Cuba will guarantee lodging in Houses of Protocol for the Heads of State and/or Government that preside over delegations to the CoP6.

Hotels designated for official delegations:

Price/pax/day/USD

HOTEL	CATEGOR Y	SINGLE ROOM	DOUBLE ROOM
MELIA COHIBA	5 *	190.00	120.00
MELIA HABANA	5 *	190.00	120.00
TRYP HABANA LIBRE	5 *	155.00	88.00
NACIONAL	5 *	120.00	85.00
NH PARQUE CENTRAL	5 *	185.00	125.00
RIVIERA	4 *	85.00	60.00
COPACABANA	4 *	80.00	60.00
PLAZA	4 *	80.00	60.00
OCCIDENTAL MIRAMAR	4 *	110.00	75.00
PALCO	4 *	97.00	62.00
TRITON	4 *	60.00	40.00
LTI PANORAMA	4 *	120.00	95.00
HOTELES MARINA HEMINGWAY	4 *	85.00	70.00

--	--	--	--

Includes:

- . Accomodation and breakfast
- . Transfer in / out
- . Guide service
- . Personalized assistance

Reservations should be requested to:

Travel Agency CUBATUR

Tels: (53-7) 860 8204 / 866 4082 / 860 2645

Fax: (53-7) 860 2644

e-mail: cop6@cbtevent.cbt.tur.cu

VII. TRANSPORTATION

The Government of the Republic of Cuba will provide the Heads of State and Government an official individual transportation module for attending the event and the activities included in the official programs from the time of their arrival until they return to their respective countries. The costs of this transportation will be by the Cuban State.

Transportation to and from Havana City airport before and after the Conference will also be provided for the personnel of the Secretariat and other civil employees of the United Nations, as agreed with the National Preparatory Committee.

The costs of this transportation will be the responsibility of the Cuban State.

1. The Government of the Republic of Cuba will establish a collective transportation system to ensure the participants in the CoP6 have a suitable transportion at reasonable prices to and from the airport, from their arrival and during and after the event, as well as between their hotels and the International Conference Center.

2. The Heads of State and Government will have the option to use the collective transportation (busses) for certain activities scheduled as part of the official program of the Conference, whose cost will be

covered by the Cuban State.

The official transportation modules of the Heads of State and Government to the CoP6, will comprise the following main vehicles:

INDIVIDUAL TRANSPORTATION	COLLECTIVE TRANSPORTATION
HEADS OF STATE OR GOVERNMENT	
Head of State or Government VIP Car	Heads of State or Government VIP Buses
Protocol Car	Protocol Buses
Escort Car	Escort Buses
	Escort Cars

The individual transportation modules assigned to the Heads of State and Government will also be assigned to other Heads of Delegations whose positions are equivalent to Heads of Parliament or Vice-president of State.

The Transportation Subcommittee will have available cars, minibuses and busses for rental by delegation that might need them.

Transportation for delegates

Regular shuttle busses will be provided, at reasonable prices, to transport delegates between their hotels and the International Conference Center.

Tickets for this service can be acquired in the tourism Bureau of CUBATUR in the different hotels at the following prices:

TRANSPORT Hotels-ConferenceCenter-Hotels	
DURATION	PRICE (USD)

5 DAYS	25
10-15 DAYS	50

In order to cover the additional transport needs of official delegations, as well as members of the press, media representatives, flightcrews and accompanying personnel, a wide fleet of rental vehicles will be made available to the participants in the CoP6. The cost of these vehicles will be the direct responsibility of the delegations or, of the individual participants in the CoP6, according to the case.

To guarantee the availability of rental of vehicles a Reservations Bureau has been created, to represent the country's various transportation companies. This Bureau will handle the vehicles rental needs and the signature of corresponding contracts of all the delegations participating in the CoP6.

VIII. ACCREDITATIONS

1. *Registration and Accreditation Office*

The Secretariat of the Conference Center has created an office for the registration and the accreditation of all the participants in this event.

The purpose of this Office is to facilitate the adequate identification of the participants and to do this it has established a complete accreditation system that contemplates security elements which guarantee maximum protection. The credentials are personal and non-transferable, and must be visibly displayed at all times.

The Registration and Accreditation office will be located in the PALCO Hotel, next to the Havana International Conference Center.

2. Access

The access to the Havana International Conference Center will be through the following entrances:

Presidential Zone Entrance: Heads of State or Government

Magisterial Staircase: High Officials, Heads of Delegations, Delegates, guests, security, Ambassadors and diplomatic officials.

Zone No.5 Entrance: National and foreign press.

Service Entrance: Technical and service personell.

3. *Registration and Accreditation Application Forms*

The Registratrion and Accreditation Office will proceed with the elaboration of credentials upon receiving the duly completed application forms (attached).

These application forms must be received at the Registration and Accreditation Office by no latter than No dice fecha en texto en espanol.

Application forms must be accopanied by two photographs of 2x2 cm in size, one affixed to the form and the the other with the full name of the individual written on the back.

4. *Destinctive Badges*

Distinctive badges will be worn only by the Heads of Delegations invested with the power of Heads of State or Government, and will be issued upon their arrival at the airport

5. *Credentials*

All participants, except the Heads of State or Government, will wear a credential desigating their category (see application form) and thus have access to areas in accordance with that category.

6. *Identification for parking of the vehicles*

Vehicles to be used during the CoP6 will be properly identified, up to a maximum of 4 (including the vehicle of the country's Ambassador to Cuba) per country, in addition to the vehicles provided by the Cuban government for the Heads of Delegations and Foreign Ministers.

Other vehicles rented by the participating countries that exceed the aforementioned limit of four, will be provided with a circulation pass, which will not give them the right to parking in the parking lots established for the event.

IX. SECURITY

1. Generalities

In preparation of the celebration of the CoP6 in Cuba the Ministry of the Interior of the Republic of Cuba, in cooperation with the Revolutionary Armed Forces has been designated to guarantee the security of the Heads of State and delegations attending the event, from the time of their arrival until the time of their departure, providing them with protection during the activities scheduled in the program, in their lodgings, during transportation and during activities of particular interest of the individual delegations.

These security measures, will be applied in coordination with the homologous organs of the United Nations in correspondence with the ambiance of tranquillity and control prevailing in the country and with the necessary discretion to guarantee a safe stay for the foreign dignitaries, delegates and other guests.

2. Security of the Installations

Places of Accommodation

The security in places of accommodation will be guaranteed by the application of an integral system of measures, that guarantees the control of entrance access and internal movements, ensuring that only properly accredited individuals and vehicles are allowed entry.

Specialized forces trained in anti explosive techniques and others will inspect all correspondence, gifts or other objects before they are passed on to the Heads of State or Government.

Any visits that the Heads of State or Government wish to receive in their accommodation places will have to be previously coordinated with

the Cuban security through the Ministry of Foreign Relations of Cuba.

“José Martí” International Airport

The reception of the Heads of State and Government and their accompanying delegation will take place in terminal 1 of the José Martí International Airport, where the security of the dignitaries and their aircrafts will be guaranteed by controlling the access to the area using the preestablished credential system.

The only vehicles that will be allowed to the inner area of the airport are the Heads of State or Government security module, the vehicle of the Ambassador and the advance party, as well as the vehicles for transporting the delegation accompanying the Heads of State or Government and their baggage all duly accredited.

Officers of the Ministry of the Interior in coordination with the Protocol Department of the Ministry of Foreign Relations, will be in charge of handling all of the documents document and procedures involved in the arrival and departure of delegations to and from the country, as well as working in coordination with the General Customs Office of the Republic to attend to all aspects concerning the entrance to the country of communications equipment or other needs of the delegations.

International Conference Center

Access to this facility and its surrounding areas will be limited by the identification system designed for the event that includes the differentiated access for the different categories of people or vehicles.

The Heads of State and Government will not be required to pass through the metal detecting equipment (RX, ELECTRICAL ARCS and OTHERS) during their access to the Conference Center, while the rest of the personnel participating in the activities of the Conference Center must be checked.

The accesses to the Convention Center will be controlled by the security officers of the Ministry of the Interior of the United Nations, aided by the RX and Electrical Arcs equipment as well as manual

detection systems of explosives and other substances.

Only up to 8 safety officers per country will be accredited for the event.

During the sessions access to the International Conference Center with the Heads of State or Government will be limited to the local and corresponding country aides-de-camp and heads of security.

Other Facilities

In all venues scheduled for use as part of the official program the Interior Ministry will adopt measures to guarantee the security of the dignitaries and other participants.

The activities or visits that the dignitaries wish to make outside the official program of the event will have to be previously coordinated with the Cuban security through the Ministry of Foreign Relations of Cuba to properly guarantee security.

Security during transportation

Protection will be provided for the Heads of State or Government and delegations through security modules organized in the following manner:

Module for Heads of State or Government (individual movements)

Patrol Motorcycle (2)
Heads of State VIP Car
Protocol Car
Escort Car (one place for visiting security)

Module for Heads of State or Government (collective movements)

Two Patrol Motorcycles
One Patrol Car
Two Security Cars
Heads of State or Government VIP Busses
Security and Military Aides-de-Camp Busses
Reserve Busses
Ambulance
One Patrol Car

First Ladies

A VIP car (one security official)

Foreign Ministers

A VIP car

Entry into the country of security agents and weapons, communications, protection, detection equipment and baggage.

Security agents entering the country are required to submit by the deadline indicated the application for accreditation and if applicable, the firearms declaration form, fully completed with all the information requested.

For agents who have registered a firearm their credentials will be marked to indicate this fact.

Weapons

Only handguns will be allowed with a maximum of 8 per delegation.

In order to obtain the necessary permits to carry a weapon, the firearms declaration forms should be accompanied by a list indicating the name of the security agents who will be carrying the weapon, the type of weapon, brand and make, caliber, amount of ammunition and clips.

Communications Equipment

Delegations are permitted to enter the country with portable, mobile and stationary radio receivers and mobile repeaters, which must be described in detail on the corresponding declaration form (attached). To allow for their use VHF and UHF operation frequencies will be determined and delegations will be informed of the ranges through their embassies or at the advance party meeting.

Protection and Detection Devices

There is authorization for entry into the country of protection and detection devices such as manual explosive detectors which should be described in detail on the list of firearms as well other equipment which should be cleared in advance with Cuban security.

Baggage

Baggage brought by the Heads of State or Government will be guarded by officers of the Ministry of the Interior during transportation from the airport to the places of accommodation and vice versa.

X. COMPUTER AND COMMUNICATIONS SERVICES

The Cuban Telecommunications Company S.A., ETECSA, is the organization in charge of providing basic national and international telephone services to the entire country as well as radio and television transmissions, data transmission, telex services, phone booths, value-added telecommunications, and future interactive and multimedia services.

International Conference Center

At the the International Conference Center a work room will be set up for shared use by delegations, equipped with the technique and necessary accessories for good working conditions. These include: computers with Modem (Internet, e-mail), printers, fax, telephones, photocopy machines, among others.

In order to use the telephone services the participants will be able to

purchase prepaid cards at outlets set up in the International Conference Center. To make direct international calls by international teleselección dial 119, the country code, the area code and the telephone number required.

Celular Phones rentals

Cubacel, S.A.

This Company provides cellular phone service in Cuba with AMPS technology. In order to have access to this service simply read the following indications carefully:

In order to receive the service you will have to complete the application form below providing all the information requested. In case that the name of the specific user can not be provided, give the name of the person who will be heading the delegation.

Send us the completed form by fax to the following numbers **537-880-0000 and 537- 880-0445**, or to our email address (cubacel@cubacel.com), or mail it to this address **Calle 28 No. 510 entre 5ta y 7ma. Miramar. Playa, Havana City, Cuba.**

Cubacel, S.A. has offices in all the capitals of Province.

Or cellular telephone service in Cuba you Can bring your own telephone equipment as long as it is compatible with American norm A.M.P.S. standard. In case you do not have a telephone of your own, **Cubacel, S.A. will provide you with one free of charge, for as long as you subscribe to its services.**

Each call you make will be deducted from the prepayment that you made upon opening your contract, for an amount at least of 400.00 USD. When your charges have reached the limit of the prepayment you made, the telephone will be left out of service. **Cubacel, S.A.** suggests you calculate your usage in advance in order to establish an adequate prepayment upon opening a contract so as to avoid any inconveniences.

The rate for calls is 0.50 USD a minute in the air and there is no

daily rental fee. Long distance calls will be charged in accordance with the usual long distance tariffs, depending upon the destination of the call.

Prepayment can be made in advance and a number will be reserved for you. Send your prepayment to the **Cubacel, S.A.** account No. 412-01-336 at the Banco Financiero Internacional. You can also make the prepayment upon your arrival to Cuba by cash, check or credit card (credit cards issued by U.S. banks will not be accepted in Cuba).

If you wish after the end of your stay in Cuba, a receipt for cellular phone service can be sent to a fax number or address specified in the contract no more than 30 days after the closing of the contract.

For more information contact:

Calle 28 No. 510, entre 5ta. y 7ma. Miramar. C. Habana. Telephone: 537-880-2222,

fax: 537-880-0000.

Terminal 2 José Martí International Airport. Telephone: 537-880-0043, fax: 537-880-0400.

Terminal 3 José Martí International Airport. Telephone: 537-880-0222, fax: 537-880-0445.

e-mail address: cubacel@cubacel.com

CELULAR PHONE SERVICE REQUEST PROFORM

Name of Client _____

Contract duration _____ **Contract**
signature Date _____

Passport No. of person who will sign
contracts _____

Number of Phones _____ Client's Property _____ or
Cubacel's Property _____

Journalist Delegation Security Turism

Cubacel office where equipment and contracts will be received:

Address in Cuba

Name of Representative making Request

C_COM

The Celular Telecommunications of the Caribbean Company S.A., commercially identify as **C_COM**, provides celular phones services with GSM norm in Cuba in the 900 MHZ band. At present we offer services in Havana City, Matanzas and Varadero. Additionally it offers ***International Automatic Roaming*** services with the following operators: Mobile Telephones, Airtel Vodaphones and Amena of Spain. Bouygues Telecom, SFR and Orange France of France. Omnitel Vodaphone, Wind, TIM and Blu of Italy. Telia and Vodaphone Sweden. Tele Ring, T_Mobile and Mobilkom of Austria. Mobilkom of Liechtenstein. BT Cellnet, T-Mobile UK and Orange UK of England. Meteor and Vodaphone Ireland (Eircell) of Irland. North West GSM, MTS and KB Impuls of Russia. Digitel of Venezuela. TMN, Vodaphone and Optimus of Portugal. Globtel and Eurotel Bratislava of Slovakia. Sonera, Radiolinja and Telia of Finland. VIAG Intelkom, T-Mobile and E-Plus of Germany. KPN Orange, Mobistar and Belgacom of Belgium. Stet Hellas of Greece. Swisscom, Orange and Sunrise of Switzerland. Partner and Cellcom of Israel. Eurotel Praha and Radio Mobil (T-Mobile) of the Czech Republic. Orange Caraibe and Bouygues Telecom Caraibe of Guadalupe, Martinica and Guayana. France Telecom Dominicana of Dominican Republic. Libertel Vodaphone, Ben and KPN of Netherlands. TDC Mobil and Telia of Dinamarca. Netcom y Telenor Mobil de Noruega. Telcel de Mexico. Landssimin de Islandia. TIM de Peru. Cosmorom of Romania. Entel of Bolivia. Tango of Luxemburg. TDM of Mozambique. STA of Andorra. ERA and Polkomtel of Poland. CSL of Hong Kong. Entel PCS of Chile. Pannon and Westel of Hungry. TIM of Brazil. MTN of Sri Lanka. MTN of South Africa. Turkcell, Telsim and Aria of Turkey. Kyivstar and UMC of Ukraine. Rogers & Wireless of Canada. Microcell Telecommunications of Canada. Mobitel of Bulgaria.

We offer other services as: MoviExpress-Easy

MoviExpress-Easy is a prepaid service of C_COM that offers you the option of controlling the cost of your calls reactivating your credit through recharging cards.

TEMPORARY MoviExpress-Easy

Activation Quota: Free of Charge		
Hours	Peak Monday to Friday: 8:00 am-8:00 pm	Non Peak Remaining hours and Holidays
Outward call	0,68	0,56
Inward call	0,64	0,52

The activation quota is free of charge as well as the dailyt rent of the telephone. The client will only have to make a guarantee deposit in case of renting a telephone. The client can recharge the service with cards of 10, 20 or 40 USD. The additional recharges will be made using cards of 10, 20 and 40 USD that can be acquired in different points of sale:

C_COM Central Office, Calle 3ra. A entre 94 y 96. Miramar.

José Martí International Airport (Terminal 3, between gates 8 and 9),

Old Havana Office, Calle Teniente Rey Street y Mercaderes, Gómez Vila Building, Plaza Vieja.

Address	Hours
ORO NEGRO GASOLINE STATIONS	
Santa Fe: 5ta Ave. # 28010	24 hours
Capdevila y Boyeros	24 hours
17 y 12, Vedado.	24 hours
El Tunel: 7ma. A y 2. Miramar	24 hours
Rotonda: 5ta y 146. Playa	24 hours
13 y 84. Playa	24 hours
Vía Blanca y Guanabo Intersection	24 hours
Ave. Viaducto y Merced, Matanzas.	24 hours
Vista Alegre, General Betancourt y Muelle, Matanzas.	24 hours
Kawama, Calle 1ra entre 2 y 2A, Sta.	24 hours

Marta, Varadero.	
PALCO Hotel 9na y 146, Playa	8:00 am to 6:00 pm.
MELIA COHIBA Hotel 1era y Paseo	9:00 am to 11:00 pm
PLAZA Hotel Ignacio Agramonte 267, H. Vieja	24 hours
Presidente Hotel	24 hours
Nacional Hotel	24 hours
Deaville Hotel	24 hours
Palma Real Hotel, Varadero	24 hours
RENTADORA TRANSTUR, Varadero	8:00 am to 5:00 pm
Cubanacán Travel Agency	8:00 am to 8:00 pm
Havantur Offices	8:00 am to 8:00 pm
Abdala Studio	24 hours
Infotur	8:00 am to 8:00 pm

The client will be able to enjoy FREE of CHARGE, an ample range of GSM services: Easy MoviExpress- Menu (* 666). Identification of the calling number. Call in Delay Voice Mailbox. Call Retention. Call Blockade. Multiconference of up to 6 lines. In addition, you will have the possibility of enjoying Short Message Service (SMS) with all the mobile of C_COM and those of operators with whom C_COM has agreements of Roaming: Sending SMS: 0.16 USD Reception of SMS: free of charge.

Alphanumeric paging services

Movitel Company supplies the alphanumeric paging services. The Conference Secretariat can rent paging service at a tariff of \$1.00 USD daily. This Company also offers paging renting service for the rest of the participants; but the tariffs and conditions of contract will be others, that well be agreed with the client.

Fixed telephonic services

The Cuban Telecommunications Company S.A. (ETECSA) guarantees your telecommunications needs in fairs, conventions and events through the services offered below:

Hiring of Telephone Lines

Cost of installation: \$ 100,00 USD each/service.

	Hours	USD/min
Local Traffic	07:00 – 19:00	0,080
	19:00 – 07:00	0,053
National Traffic	06:00 – 18:00	Values between 0,080 and 1,500 According to the zones
	18:00 - 06:00	
International Traffic		
North America	00:00 – 24:00	2,450
Central America, Mexico and Caribbean	00:00 – 24:00	3,400
South America	00:00 – 24:00	4,450
Rest of the World	00:00 – 24:00	5,850

Note: For the calls to the United States of America (USA) add 10 % of the cost in USD/min.

Renting of dedicated lines with access to Internet through our ISP

Band Width (Kbps)	Cost of Service (USD)
64	200,00
128	300,00

Navegation in Internet

At ETECSA's booth you will find Internet facilitates through their ISP.

PIN Cards sales for local, national or international calls

Rates are of \$10.00 and \$25.00 USD.

Public telephose services by prepaid phonecards

Rates are of \$5.00, \$10.00 and \$ 20.00 USD to perform your call to any part of Cuba and the World through the network of Intelligent Public Telephones.

Fax transmission and reception

Reception: \$1,00 USD per page.

Photocopies and impression

Type of Service	Characteristics	Tariff in USD
Photocopy associated to Telecommunications service	Side/page	0,30
Documents printing	each/page	0,40

Video Conference Service

This system offers bilateral interactive communications between people in video, audio and data real time at the National and International level.

National Video Conferences

Quotas by 1 hour according to the speed used (it includes traffic use and room).

Band Width	USD/hour
-------------------	-----------------

128	\$100,00
384	\$124,00

International Video Conferences

Quotas by 1 hour of traffic use according to the speed and the destiny (it includes the room).

Band Width	Tarifs by Zones USD/ Hour		
	Zone1	Zone 2	Zone 3
128	\$257,00	\$380,00	\$493,85
384	\$341,00	\$506,00	\$659,00

International Tariff Zones	
Zona 1	United States, Canada, Central America, Mexico and the Caribbean
Zona 2	South America
Zona 3	Rest of the World

For Multilateral Video conferencia (between more than two video conference rooms) the rate will be the sum of the rates corresponding to the connections from your room with the remaining participant video conference rooms, according to the tariffs by zones, reserves and bandwidth of each connection.

Discounts for time of use of the rooms will be applied according to the following intervals:

MONTHLY HOURS OF USE	DISCOUNT (%)
From 0 to 3 hours	0
Over 3 and until 5 hours	10
Over 5 and until 7 hours	15
Over 7 and until 10 hours	20
Over 10 hours	25

Video Calls Service

In our booth using a video telephone you will be able to perform interactive bilateral connections in video and audio real time at National and International level.

North and Central America, the Caribbean	
Time Contracted	Normal Quality

First 10 minutes	\$25,20
Additional Minute	\$2,65

South America	
Time Contracted	Normal Quality
Frist 10 minutes	\$35,60
Additional minute	\$3,75

Rest of the World	
Time Contracted	Normal Quality
Frist 10 minutes	\$46,00
Additional minute	\$4,85

RDSI (ISDN) Service

You can request ISDN lines that allow the integration of multiple services in a single access, independently of the nature of the information to transmit and of the terminal equipment that it generates.

We offer the Basic Access at the following tariffs:

CONNECTION QUOTA	\$250,00 USD
QUOTA BY CONSUMPTION	According to telephone line rates (first supply)

If you are interested in our services or wish some other information please contact:

Events and Fairs

Telephones: (537)662881

FAX: (537)330204

E-mail: eventos@tel.etecsa.cu

XI. PRESS

1. Accreditation for members of the press

For journalistic coverage of the CoP6 members of the press should request accreditation by filling out and submitting by July 15, 2003 in the Embassies or Consulates of Cuba in their countries the corresponding application form accompanied by an official letter from the organization to which they belong or for which they are working designating them to this assignment. It is recommended you include a list of the professional equipment you are bringing with you.

These forms can be obtained entering the Conference Web page: www.unccd.int

In those missions journalists will receive a **D-6 visa** in correspondence with their professional category as members of the press once the request is approved. The Embassy will charge a tariff for visa transaction.

Accreditation for press coverage of the CoP6 is subject to current regulations in Cuba which establishes a temporary working authorization or credential must be obtained to be able to perform their functions as a journalist in the country.

Said authorization is granted by the International Press Center (CPI), located the following address: Calle 23 y O, in Vedado, Havana. A charge of \$60,00 US dollars and two photos is established for foreign press accreditation. CPI working hours is Monday to Friday from 8:30 am to 5:00 p.m. If coordinated in advance you can obtain the authorization in hours outside the normal working hours. Said authorization gives you faculties for press coverage of the CoP6 and journalistic works of other nature in all the country.

It is recommended you present yourself at CPI as soon as possible after your arrival in the country. **You will not be able to accredit to CoP6 without previously fulfilling this requirement.**

CPI telephones are (537) the 832-0526 up to 28. The fax number is (537) 33-3836 and the email address is cpi@cpi.minrex.gov.cu.

The accreditation for the CoP6 will be provided at the International Conference Center, venue of the event. The Press credential emitted by CPI must be presented. Press credentials should be displayed at all times whenever CoP6 activities are underway. Accredited press

representatives will have free access to the Press Center of the CoP6 within the hours activities are underway.

Accreditation requests for official press, up to a maximum of 3, accompanying the Heads of Delegations will also be performed through the Cuban Embassies or Missions accredited in the countries of origin of the press representatives or the countries where they are working

The members of the official press, up to a maximum of 3 will obtain their complimentary authorization from the CPI (free of charge) but they must present themselves at CPI before requesting accreditation from the CoP6.

The foreign press permanently accredited in Cuba will be able to go directly CoP6 accreditation Secretariat and request their accreditation to the event showing their credential of permanent press correspondent.

The national press will request their accreditation to CoP6 through the National Information Agency (AIN).

The equipment, bags, suitcases and other personal belongings of members of the press will be submitted to a security check prior to access to facilities where CoP6 activities will take place.

2. Press Center

A communications area will be designated with computers with online internet access and connections for personal computers. International telephone lines and fax service will be available. The use of these lines will be based on a commercial agreement with the telephone company ETECSA

The newsroom will be equipped with monitors connected to the interanl circuit that receive in RF signal the main activities of the day of free access to the press.

Television transmissions are performed through Cubavisión Internacional, belonging to the Cuban Radio and Television Institute.

To book transmissions you must call the following number: (537) 333717. Miss Sofía Ulianova will be the contact person for this purpose. Cubavisión Internacional informs all those interested the cost of the transmissions.

The Press Center will also offer an area for the holding of press conferences.

4. *Accommodation*

The Organizing Commission has issued a list of Hotels recommended for the accommodation of the press representatives.

The press members who wish to make hotel reservations should follow the instructions provided in the chapter of accommodation.

5. *Parking and accreditation of vehicles*

There will be a parking lot available for the members of the press who wish to use their own vehicles, for which accreditation must be requested from the CoP6 Accreditation Sub Commission.

XII. METHODS OF PAYMENT AND BANK SERVICES

a) *Methods of Payment*

In addition to the Cuban Peso, which can be used to pay for all the obligations contracted in this currency within the national territory, in the tourist facilities and other business centers and public services, the prices are set in US dollars and, therefore, it is recommended to pay in cash with this currency. Any convertible currency may be changed into US dollars. Likewise, Credit cards such as MasterCard, VISA, Cabal and BFI are accepted, as long as they have not been issued by US banks. Traveler's checks are not accepted. American Express credit cards are not accepted

b) *Cash Advance Service*

In Havana City

CASH Banco Financiero Internacional (BFI) 3ra. and 18 Branch

Calle 3ra. y 18, Miramar, Playa. Ph: (537) 24-2732

Hours: Monday to Friday, from 08:00 to 15:00 hours.

CASH BFI Línea and O Branch

Calle Línea y O, Vedado, Plaza de la Revolución, Ph: (537) 33-3870

Hours: Monday to Friday, from 08:00 to 15:00 hours.

CASH BFI at Habana Libre Tryp Hotel

Calle L y 23, Vedado, Plaza de la Revolución, Ph: (537) 33-3580

Hours: Monday to Friday, from 08:00 to 15:00 hours.

CASH BFI Commercial Trade Center

Calle 3ra. y 78, Miramar, Playa Ph: (537) No aparece en texto en español

Hours: Monday to Friday, from 08:00 to 15:00 hours.

CASH Banco Nacional de Cuba (BNC) at the Airport

"José Martí" International Airport, Terminal 1, Ph: (537) 33-5900

Hours: 24 hours, every day.

c) Currency Exchange

There is a parallel currency exchange system backed and organized by the State, and provided by the joint stock company CADECA S.A.. The current exchange rate for US dollars at all CADECA branches is as follows:

To buy =26 Cuban pesos

To sell =26 Cuban pesos

Main CADECA branches in Havana City:

CASH CADECA Airport branch

"Jose Marti" International Airport, Terminal 3, Ph: (537) 66-9425

Hours: 24 hours, every day.

CASH CADECA branch at the Chateau Miramar Hotel

Calle 1ra. entre 60 y 70, Miramar, Playa, Ph: (537) 24-9447

Hours: Monday to Friday, from 08:30 to 19:30.

CASH CADECA branch at the Hotel Nacional

Calle O y 21, Vedado, Plaza de la Revolución, Ph: (537) 33-4883

Hours: Monday to Friday, from 09:00 to 21:00

CASH CADECA branch at the Riviera Hotel

Paseo y Malecón, Vedado, Plaza de la Revolución, Ph: (537) 33-4051
ext. 365

Hours: Monday to Friday, from 09:00 to 20:00

III. AVIATION INFORMATION

1. *General Information*

1.1. *Aviation Authority*

The authority responsible for civil aviation in the Republic for Cuba is the **Institute of Civil Aeronautics of Cuba (IACC)** that is located in:

Calle 23 No.64
La Rampa, Vedado
Havana City, Cuba

Ph: (537) 33 4949 y 55 1120
FAX: (537) 33 4553

President of the IACC

The Honorable Rogelio Acevedo González
Ph: (537) 55 1144
Fax: (537) 33 3082

Vice President of the IACC for the Aviation Sector

Mr. Argimiro Ojeda Vives
Ph: (537) 55 1145
Fax: (537) 33 4450

Aerocivil-Habana

Tlf: (537) 55 1126
Fax: (537) 33 4579

Aerodromes

Telefax: (537) 55 1127

Aeronavegation

Ph: (537) 55 1121 y 55 1146
Fax: (537) 33 4553

Aviation Information Service

Ph: (537) 55 1121 y 55 1146
Fax: (537) 33 4553

1.2. Procedures for applying for permits for overflights and landing

Requests for the carrying out of flights by civilian aircrafts should be made to the Cuban Civil Aviation Institute (IACC) through AEROCIVIL at:

Phone: (537) 55-1126

Fax: (537) 33-4579

E-mail: ppv@iacc.avianet.cu

Requests for official or state flights (civilian and military executive flights) should be made through the established diplomatic channels, at least seven days in advance of the flight in question. The aircraft will be parked in the various airport platforms.

The Cuban Airport and Aviation Services Enterprise (ECASA) will provide all necessary services with guaranteed security and quality. Cross incurred by the aircraft transporting Heads of State and Government should be covered by the corresponding entities.

2. Cuban Airport and Aviation Services Enterprise (ECASA)

ECASA is an economically independent service company directly overseen by the IACC, with the goal of maintaining and promoting the country's network of airports and aviation services, while guaranteeing security and quality. It is located at the following address:

Ave Independencia, km 15 ½ S/N
Boyerros,
Havana City, Cuba

3. Main Authorities

General Director
Luis Isidro Ibáñez Cruz
Ph: (537) 2664001
Fax: (537) 33 5724
E-Mail: ecasadir@ecasa.avianet.cu

Director of Operations

Carlos Gil

Ph: (537) 66 6218

Fax: (537) 33 5963

E-Mail: carlos.gil@cacsa.avianet.cu

Director of Aviation Services

Orestes G. Fabelo Corzo

Ph: (537) 45 1013

Fax: (537) 66 6005

E-Mail: nurelys@ntatc.aeronet.cu

4. Aviation services provided by ECASA

Air traffic Control, provided by:

Havana Air Control Center

Ph: (537) 33 1185

E-mail: jefeatc@ntatc.aeronet.cu

AFTN. MUFHZQZX

5. Meteorological service provided by:

Meteorological Monitoring and Forecasting Office

Telefax: (537) 66 6168

E-mail: meteof@ntatc.aeronet.cu

AFTN. MUHAYMYX

6. NOTAM Service, provided by:

International NOTAM Office

Ph: (537) 45 4644/81 0054/33 5177/33 5179 ext.2345 ó 2128

7. International airports to be used for the CoP6

The principal airport to be used for the CoP6 is the Jose Marti International Airport in Havana.

The designated alternate airports are:

"Juan G Gómez" International Airport, Varadero, at 130 km from José

Martí Airport "Ignacio Agramonte" International Airport, Camaguey at 580 km from José Martí Airport.

The Distance between Juan G. Gomez and Igancio Agramonte Airports is 490 Km.

All of the aforementioned airports are equipped with VIP lounge facilities.

The Jose Marti International Airport has three terminals that handle international flights, Terminal 2, 3 and 5.

All aircrafts used to transport Heads of State or Government will be parked on the various platforms of the Jose Marti International Airport.

The Jose Marti Interntional Airport has a catering facility that provides service to aircrafts 24 hours a day, with a variety of menus conforming to international standards.

General Director of Catering

Eugenio López Rodríguez

Ph: (537) 33 5343

Fax: (537) 33 0408

E-mail: pre@aerocatering.avianet.cu

8. Exemptions from payment of cargo fees

All aircrafts transporting Heads of State or Government classified as State Aircraft:

Air navigation services
Landing fees
Parking fees
Customs services
Immigration services
Dispatch services
Departure tax

9. Fees for other categories of aircrafts

Air navigation services

Maximum weight of take-off (MTOW) in Kg	Routes over Cuban Territories	Trans-Oceanic Routes FIR/CTA
Up to 15 000	70,32 USD	58,59 USD
From 15 001 to 30 000	113,73 USD	94,70 USD
From 30 001 to 70 000	144,68 USD	120,61 USD
From 70 001 to 100 000	186,04 USD	156,51 USD
From 10 001 to 200 000	237,71 USD	198,08 USD
200 001 and over	382,60 USD	318,85 USD

Note: Aircraft that enter the Cuban FIR/CTA and land at or take off from one of the airports within its territory and travel up to 500 km will be subject to the fixed established tariff. Those that travel more than 500 km will be charged an additional 20 %.

Maximum takeoff weight (MTOW) in Kg	Tariff
Up to 15 000	68,90 USD
From 15 001 to 30 000	81,29 USD
From 30 001 to 70 000	152,95 USD
From 70 001 to 100 000	254,89 USD
From 10 001 to 200 000	275,60 USD

200 001 and over	305,91 USD
------------------	------------

10. Landing fees

Tariff by metric ton of weight (maximum weight of the aircraft according to aerial navigability certificate):

"José Martí" International Airport	5,99 USD
"Juan G. Gómez" International Airport	5,99 USD
"Ignacio Agramonte" International Airport	5,46 USD

There will be a surcharge of 20 % on Sundays and holidays. Does not apply to take-offs or landings cancelled by aviation authorities.

11. Parking fees

The 3 first hours are free of charge. Subsequently, the charge will be equivalent of 20% of the corresponding landing fee per partial or full day.

Tariff per metric ton/day:

"José Martí" International Airport	1,15 USD
"Juan G. Gómez" International Airport	1,15 USD
Ignacio Agramonte" International Airport	1,05 USD

12. Customs services

Passenger aircraft

From 1 to 50 seats	48,00 USD
From 51 to 150 seats	72,00 USD
From 151 to 250 seats	96,00 USD
250 seats and more	120,00 USD

Cargo aircrafts

From 1 to 5 tons.	50,00 USD
-------------------	-----------

From 6 to 15 tons.	105,00 USD
From 16 to 30 tons.	155,00 USD
Over 30 tons.	205,00 USD

13. Departure tax

25.00 USD

Exemptions:

1. Diplomatic personnel accredited in Cuba.
2. Persons exempted through international agreements and bilateral reciprocity treaties.
3. Children up to 2 years of age.
4. Members of high-level foreign delegations officially invited to the Republic of Cuba by the Cuban Government.

Basic information of the "José Martí" International airport, Havana

Head office: Air Terminal No.3
Carretera Panamericana
Reparto "Abel Santamaría", Rancho Boyeros
Havana City

General Director: Manuel López Bello
Ph: (537) 2664513
Fax: (537) 33 5723

Aviation Authority: Cuban Civil Aviation Institute (IACC)

Authority supervising aeródromes: Cuban Airport and Aviation Services Enterprise (ECASA).

Reference Coordinates: 22° 59'19" N/082° 24'33"W.

Distance and address from city: 14 km South.

Overnight accomodation: city hotels.

Airport restaurants and cafeterias: 24 hours service.

Medical Services: first aid, 24-hours ambulance service and a hospital at 8 km.

Transportation services: Busses and taxis.

Aerodrome service hours: 24 hours.

Aerodrome elevation: 64 meters.

Aerodrome reference temperature: 32,0 C (August).

Runway designator: 06/24.

Runway dimensions: 4000 meters long x 45 meters wide

Stopways: 60 meters on both ends.

Clearways: 100 meters on the head of runway 06.

Declared distances:

Runway:	06	24
Take-off run available:	4000	4000
Accelerate-stop distance available: 4060		4060
Take-off distance available:	4000	4100
Landing distance available:	4000	4000

Runway surface: asphalt concrete

Resistance: pcn 57 /f/b/x/t

Runway illumination: approach lights, threshold lights, runway lights, mobile street lights, obstacle lights, aerodrome beacon.

Land services: Jet A-1 with technical requirements derd 249491-91 2da. edition May 1996, fuel avgas 100/130.

Fire protection: category 9.

Hours of the aviation services (ats/com/ais/met): 24 hours.

Approach frequency: 120,3 mhz.

Call sign: Havana approach

Automatic Terminal Information Service (ATIS) frequency: 132,5 mhz.

Control tower frequency: 118,1 mhz.

Call sign: Marti Tower

XIV. HEALTH CARE SERVICES

The Ministry of Public Health of the Republic of Cuba will guarantee the satisfaction of any health care needs that may arise during the stay in Cuba of participating Heads of State or Government, Foreign Ministers and High Officials, as well as delegates and journalists.

The country has available emergency health care service facilities in the International Conference Center and National Hospital facilities that might be needed.

XV. HEALTH REGULATIONS

There are health regulations in force in Cuba which serve to maintain the country's international prestige. These are only restrictive for visitors coming from countries where yellow fever or cholera are endemic or have been declared zones of infection by the World and Pan-American Health Organizations. In such cases an International Vaccination Certificate is required and certain brief information is requested of the traveller.

The importation of natural animal or vegetable products contrary to the international phytosanitary norms is restricted. Live animals can be brought into the country upon the presentation of the corresponding veterinary certificate.

XVI CUSTOMS REGULATIONS

Passengers:

The General Customs of the Republic of Cuba authorizes free of cost the import of:

Passengers' Personal effects

Gift articles of a price up to 50,00 USD

Up to 10 kg of medicines in their original packages

Freely convertible currency (which does not have to be declared nor is subject to a specific amount).

In addition the temporary entry of articles of professional use or for its use in the event is authorized.

Cuba does not demand guarantee for articles of professional use or to be used in the event.

Subject to payment of a tariff of 100%, the passenger can import gifts objects and articles for a value of up to 200,00 USD, added to the 50,00 (el texto en español dice 250.00) exent from payment, adds to a total of 250,00 USD.

The Republic of Cuba prohibits importing:

Drugs, narcotics and psicotrópicas substances, except for those of personal use accompanied by corresponding facultative prescription.

Blood derivatives

Obscene or pornographic Books, Magazines, Articles and objects or those that attempt against the general interests of the nation.

Explosives.

Vehicles of all type.

Household-electric Equipment of high electrical consumption.

Videocassettes or DVD.

Wireless Telephones and microphones.

For any additional information you can visit the Customs Web site (<http://www.aduana.islagrande.com>).

Departing visitors may take with them:

Their personal effects.

The products or articles imported with temporary character

Gifts, memorabilia and articles for a value up to 1000,00 USD.

Tobaccos Twisted (Habanos) up to 50 units.

A larger amount of cigars and up to a value of 2000,00 USD requires of an invoice issued by one of the qualified stores.

There are 19 specialized stores in the country authorized to sell habanos for up to a value of 25000,00 USD.

Works of art and cultural objects with the Permission of the Ministry of Culture.

