

PRACTICAL INFORMATION FOR PARTICIPANTS

Latin America and the Caribbean regional preparatory meeting for the fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury



5 – 6 October 2023

Itamaraty Palace

Brasilia, Brazil

Secretariat of the Minamata Convention on Mercury

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NOTE: This document provides links to external and third-party websites, for the convenience of meeting participants, and for use at their discretion. The Secretariat of the Minamata Convention on Mercury cannot vouch for the accuracy or correctness of the information contained therein.

GENERAL

The **Latin America and the Caribbean regional preparatory meeting** for the fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5) is scheduled to be held in Brasilia, Brazil, on **5 and 6 October 2023**.

MEETING VENUE

The regional consultations will be held at:

San Tiago Dantas Room

-1 Level

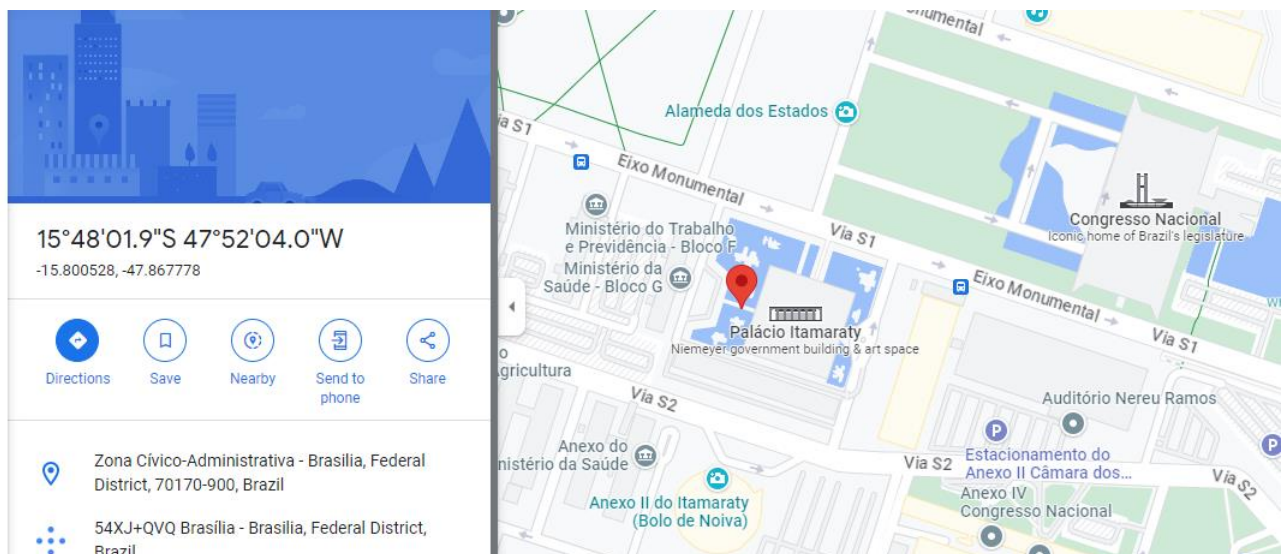
Itamaraty Palace

Esplanada dos Ministérios

Bloco H – 70170-900

Brasilia, Federal District, Brazil

Please [click here](#) for location on Google Maps.



PLEASE NOTE: *The link provided above takes you to the entrance that all Minamata COP-5 regional meeting delegates should use.* There are several entry points at the Itamaraty Palace. **Do not simply type "Itarmaty Palace" on Google Maps as it might take you to another entrance, where access is not allowed.** For access to the building, it will be necessary to present your passport.

For people with disabilities, access will be through the main entrance, called "**Ceremonial entrance**". Please [click here](#) for location on Google Maps.



SCHEDULE

The regional consultations will be held from 09h00 to 17h00 (UTC -3) on Thursday, 5 October and Friday, 6 October 2023.

REGISTRATION AND IDENTIFICATION BADGES

Registration of the participants will take place on Thursday, 5 October 2023, **from 9:00 to 9:30**. **Identification badges** will be issued to participants at registration.

LANGUAGE

Official language in Brazil is Portuguese. The regional preparatory meeting will be conducted in English and Spanish.

MEETING DOCUMENTS

The **provisional agenda** for the meeting will be developed in cooperation with the COP-5 Bureau members for the region and posted on the [COP-5 webpage](#) in due course. It is expected that the agenda will include presentations of the documents for COP-5 (to be held from 30 October to 3 November 2023 in Geneva, Switzerland) followed by discussions among Governments and possible development of positions for the various issues to be addressed at COP-5.

VISA REQUIREMENTS

All participants are advised to consult with the Embassy of Brazil in their respective countries regarding the latest applicable immigration requirements prior to their departure to Brasilia.

Please note that it is obligatory to keep the receipt of the Migration Card, which is issued upon entering Brazil, this will need to be presented when exiting the country.

Participants who may need further assistance with their visa application should contact the Secretariat, well in advance, for necessary action.

Brazil adopts a visa reciprocity policy. This means that citizens of countries that require a visa for Brazilian citizens will need a visa to travel to Brazil. Under Brazilian law, Brazil must reciprocally agree to offer visa-free travel to nationals of another country. Brazil has signed visa waiver agreements with around 90 countries.

- [Visa requirements by country](#) (2022)
- [Visa application form](#)
- [Brazilian Representations abroad](#)

Take note that the Brazilian visa will never be granted in Brazilian territory. Therefore, it is not possible to obtain your visa in airports, ports of entry or any other point of the Brazilian border.

ARRANGEMENT FOR SPONSORED DELEGATES

Thanks to the donor contributions, financial assistance may be available to support the participation of **one delegate per eligible developing country Party and Party with economy in transition**. The assistance will include daily subsistence allowance (DSA) at United Nations rate and round-trip ticket. The sponsored participant must be clearly specified in the official nomination letter. We encourage that the required information is provided to the Secretariat at the earliest convenience, and **no later than 18 August 2023**.



Once confirmed for participation, the sponsored participants will receive additional instructions on their travel arrangements. Air travel will be arranged according to the United Nations regulations, via the most economical and direct means possible in all cases. Please note that changes to air tickets after they have been issued will not be permitted.

In order to facilitate the payment of subsistence allowance at the venue, sponsored participants will be requested to submit **copies of their passport and boarding passes** to the Secretariat staff at the meeting venue. For any query related to **travel and DSA**, sponsored participants are invited to contact the Secretariat at: mea-minamatameetings@un.org.

Please note that sponsored participants who are unable to stay for the entire duration of the meeting are requested to inform the secretariat as soon as possible after their arrival, so that their subsistence allowance can be adjusted accordingly.

ACCOMMODATION

NOTE: the Secretariat cannot vouch for accuracy of the hotel rates. Please confirm the room rates with the hotel directly.

Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

The following hotels are located relatively close to the meeting venue, have been designated as recommended hotels.

HOTELS
B Hotel SHN Quadra 5 Bloco J, Lote L - Asa Norte, Brasilia, 70705-100, Brazil Tel: +55 61 3962-2704 / +55 61 99143-7475
Windsor Brasília Hotel SHN Quadra 1 Bloco A, Conjunto A - Asa Norte, Brasilia, 70701-000, Brazil Tel: +55 61 2195-1900 / +55 61 2195-1911
Hotel Royal Tulip/ Golden Tulip SHTN Trecho 1, Bloco A-B, Conjunto 1B, Brasília, 70800-200, Brazil Tel: +55 61 3424-7137
Brasília Palace SHTN Trecho 1, Conjunto 1, Brasília, 70800-200, Brazil Tel: +55 61 3306-9000

LOCAL TRANSPORTATION

Taxi

- Use only registered taxis in the airport.
- Sit behind, on the passenger seats.
- Use the meter or confirm the cost beforehand.
- Visibly note the driver's ID number and license number.
- Call someone (or pretend to) and say out loud where you are.
- Ask to deactivate the door child lock.



- Once in the car, keep the doors locked, windows closed, and valuables out of sight. A common trick for a thief is to reach through a car window and grab a watch from a person's wrist or a purse or package from the seat while driving slowly or must stop during traffic.
- Pay the driver inside the vehicle (to avoid exposing money) but pay outside when luggage is in your possession (in the door boot).
- Have an idea of the time and your itinerary to the destination.

Uber and other driver apps have no reports of significant incidents. Regardless, the official taxi remains the most reliable mode of transport.

HEALTH AND VACCINATION

The world is aware of the Zika virus transmitted by the *Aedes aegypti*, a mosquito that bites during the daytime. Its peak biting times are early in the morning and in the evening before dusk. It is the same mosquito that transmits Dengue, Chikungunya, Zika and yellow fever. These mosquitoes live in close quarters with humans and are often found in and around a house. They lay their eggs in water-filled containers. A few infected mosquitoes can cause large outbreaks.

Vaccines Recommended for All Travelers

Routine vaccinations: Consult your doctor to ensure that all routine vaccinations - such as for diphtheria, tetanus, polio, tuberculosis, influenza, measles, mumps, pertussis, rubella, varicella, H1N1, etc. - are up to date.

Despite the declaration of the end of the global Covid emergency by WHO, **the complete vaccination cycle is strongly recommended.**

Vaccines Recommended for Most Travelers

Hepatitis A: The vaccine is given in two doses, six months apart, and is nearly 100 percent effective. The WHO recommends integrating the vaccine into national routine immunization schedules for children aged one year or older.

Typhoid fever: The vaccine can be administered via injection (administered in one dose) or orally (four doses). The vaccine is only 50 - 80 percent effective, so travelers to areas with a risk of exposure to typhoid fever, a bacterial disease, should also take hygienic precautions (e.g., drink only bottled water, avoid undercooked foods, wash hands regularly, etc.). Children can be given the shot at two years of age (six for the oral vaccine).

Vaccines Recommended for Some Travelers

Hepatitis B: The WHO recommends that all infants receive their first dose of vaccine as soon as possible after birth, preferably within 24 hours. Two or three doses should follow the birth dose to complete the primary series. Routine booster doses are not routinely recommended for any age group.

Malaria: Currently, there is no malaria vaccine. However, various antimalarial prophylactics are available by prescription and can reduce the risk of infection by up to 90 percent. Different medications are prescribed depending on the risk level and the virus strains present in the destination. Antimalarial tablets need to be taken throughout the trip to be effective. Therefore, they may need to be taken for as long as four weeks following the trip.

Rabies: The rabies vaccination is typically only recommended for travel to remote areas and if the traveller will be at high risk of exposure (e.g., undertaking activities that will bring them into contact with dogs, cats, bats, or other mammals). The vaccination is administered in three doses over a three to four-week period. Post-exposure prophylaxis is also available and should be issued as soon as possible following contact with an animal suspected of being infected (e.g., bites and scratches).



Yellow fever: A yellow fever vaccination certificate is generally recommended for travellers to the states of Acre, Amapá, Amazonas, Distrito Federal (including the capital Brasília), Goiás, Maranhão, Mato Grosso, Mato Grosso do Sul, Minas Gerais, Pará, Rondônia, Roraima, and Tocantins states; designated areas of Bahia, Paraná, Piauí, Rio Grande do Sul, Santa Catarina, and São Paulo; and Iguazu Falls.

Based on the latest evidence that **Zika virus** infection during pregnancy may be linked to microcephaly in newborns, WHO recommends that pregnant women discuss travel plans with their physicians. All travellers, including pregnant women, going to an area where locally acquired Zika infection occurs should adhere closely to steps that can prevent mosquito bites during the trip. These include:

- Use **insect repellent** applied to exposed skin or clothing containing DEET, IR3535, or Icaridin.
- Wear clothes (preferably light-colored) that **cover as much of the body as possible**.
- Use **physical barriers** such as screens, closed doors, and windows.

Identify and eliminate potential mosquito breeding sites by emptying, cleaning, or covering containers that can hold even small amounts of water, such as buckets, vases, and flowerpots.

Country-specific Vaccination and Health Guidance

Travelers should consult with their medical providers regarding immunization and vaccination requirements before travel. Travelers should have a documented yellow fever card. For specific vaccination requirements to travel to Brazil, please visit:

- WHO website at <http://www.who.int/countries/bra/en/>
- CDC website at <http://wwwnc.cdc.gov/travel/destinations/traveler/none/brazil>

Hospitals:

- Hospital Regional de Taguatinga – HRT
Address: QNC AE 24, Taguatinga Centro, Taguatinga – DF
Telephone: +55 61 3352-1212
- Hospital São Vicente de Paulo HSVP
Address: QSC, Área Especial 01, Setor C Sul, Taguatinga Centro Taguatinga – DF. CEP: 72016-010.
Telephone: (61)2017-1450 (Ramal 3663-Emergência)
- Hospital Regional do Guarú
Address: Guarú I, QE 6 AE C Guarú I, Guarú – DF
Telephone: (61) 3353-1500 Private.
- Hospital Sírio-Libanês
Address: SGAS 613/614 Conjunto E - Lote 95 Asa Sul – Brasília (DF) – CEP 70200-730.
Telephone: +55 (61) 3044-8888.
- Hospital Brasília SHIS QI 15, lote O
Address: St. Hab. Individuais Sul - Brasília - DF
Telephone: (61) 3248-2910
- Hospital Anchieta
Address: Área Especial 8, 9, 10 Setor C Norte Taguatinga
Telephone: (61) 3353-9000

UN doctor/clinic:

Dr. Plinio Caldeira Brant Tel. Office 61 3245-5609
Mobile 61 99981-2136
Address: SHIS 716 Centro Clínico Sul Torre II Sala t-0222



BANKING FACILITIES

Foreign currency can be changed at the Airport, banks, and foreign currency Exchange Bureaus. Banks in major centers are open from 10:00 to 14:00 hours Monday to Friday. Automated teller machines dispensing BRL are available within the Airport. All major cards (Visa, Mastercard etc.) are accepted. Foreign exchange services are available downtown. Major international credit cards are accepted in most hotels and restaurants in Brasília.

ATM/Credit & Debit card: If you need to withdraw money, use only ATMs located at main hotels, shopping centers, or banks during the daytime. Always protect your hands while entering the PIN (Personal Identification Number) and refuse help from strangers. Fraud related to the use of credit/debit cards is widespread; additionally, people may become targets for robbery or express kidnapping while withdrawing cash from an ATM. If you carry only cash or a prepaid debit card, you will limit your loss and avoid further retention. Contact your bank to inform them about your travel plans and check the validity of your PIN. It is also advisable to check your statement upon your return.

Bank: If you need to withdraw a large sum of money at the bank, ask the manager to use a private room for the procedures. Criminals keep watching at some banks and target customers who leave the premises with large sums of money. They usually follow the victim to the parking area and attack immediately. These criminals are usually armed with handguns.

CURRENCY AND RATE OF EXCHANGE

The official currency of the Federative Republic of Brazil is Real (BRL). The indicative exchange rate as of the 28th August is 1 BRL = USD 0,20; GBP 0,16; EURO 0,19.

ELECTRIC PLUG AND SOCKET

Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these.

In Brazil, the power plug sockets are of type N. Participants are advised to bring their own universal power adaptors. Brazil operates on a 127/220V supply voltage and 60Hz. In Brasilia the power voltage is 220V.



INTERNET SERVICES

Free Wi-Fi

In Brasilia, there are some free public internet points, such as the Plano Piloto bus station, the Planetarium, the Ulysses Guimarães Convention Center, some subway stations, some public **libraries, and hospitals**. **Also, Brasilia has 5G internet coverage and it is very common to have Wi-Fi available in commercial establishments (e.g., hotels, restaurants).**

Note: Free Wi-Fi is available in the meeting room.



Data Roaming

You can also choose to use your own current package to connect to the Internet during your stay. We recommend checking the options with your telephone operator.

CATERING SERVICES

In Brazil's capital, you can find countless restaurants offering cuisine from all regions of the country and many other countries. Brasília is home to renowned chefs who delight lovers of good cuisine. According to data from the Brazilian Association of Bars and Restaurants (Abrasel), the capital is the country's third largest gastronomic center.

ACCESSIBILITY SUPPORT FOR PERSONS WITH DISABILITY

Brasilia is poorly prepared and developed in accessibility support for persons with disability, with some spaces having better accessibility infrastructure than others. On the streets of the Federal District, it is easy to spot damaged sidewalks and potholes. In the central region of the capital, the situation is no different. People with disabilities (PcD, in Portuguese) and the elderly face problems when walking between the blocks and in the local shops of the Plano Piloto.

During the regional meeting, people with disabilities will be able to access the meeting room through the main entrance, called "Ceremonial entrance".

SAFETY AND SECURITY

At the hotel

UNDSS Brazil approves all 4-star hotels (or above) in the hotel industry. As visitors spend more time at the hotel, this is the place where special attention is needed. Although security and a partnership with the police are provided, the hotel is not free from incidents. Follow the tips below and have a pleasant stay.

- While checking in/out, try to leave luggage with an employee or put it between you and the reception desk.
- Do not leave your wallet, mobile phone, or other belongings on the table if you need to leave. When having meals, leave your belongings in your room. If you prefer, leave your belongings in the luggage room during your meal.
- When using the hotel common area, keep an eye on your belongings.
- Do not take strange people into the hotel.
- Please ask the hotel concierge for information on recommended places and restaurants to go to.
- Use the safety box available in your room.
- Avoid talking about important issues close to strange people, mainly if you are talking about amounts and values.
- Never accept help from strangers at the hotel. If you need help or assistance, please approach hotel staff. All staff at the hotel are properly identified and dressed and have been trained to serve guests.

Around town

Brasília is a charming city to visit and live in. The central area, known as "Plano Piloto," is considered safe. There are no reports of threats against UN personnel. Nevertheless, some precautions should be taken since Brasília is a big city with the same characteristics as any major cities worldwide. Therefore, it is advisable to take the same precaution when visiting a major metropolitan destination, especially at nighttime.



As you walk around town, especially when walking in crowded areas, expensive cameras and jewelry should be worn discreetly. It is also good to make copies of passports and ID documents and carry this with you instead of the originals. Whenever you need to get cash, choose the ATMs located inside shopping centers or other commercial centers.

Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide, preferably a Portuguese speaker.

Avoid walking in the "Plano Piloto" Bus Station area and surroundings where pickpocketing and robberies have been reported. By night, avoid walking in the "Asa Sul" Hotel area. Pickpockets are also found in crowded places.

Although it is safe to take any regular taxi in Brasília, give preference to radio taxis. Ask your hotel concierge for advice which taxis are recommended. Once in the taxi, keep doors locked, windows closed, and valuables out of sight. A common trick for a thief is to reach through a car window and grab a watch from a person's wrist or a purse or package from the seat while driving slowly or must stop during traffic.

If you are driving a car, do not park it in isolated areas nor stay in the car while waiting for someone after you park. Most crimes follow the Opportunity Theory - avoiding giving the thief the opportunity will enhance your safety.

Always carry an emergency contact information with you that includes contact in Brazil and from home.

If you are a victim of a crime, immediately call 190 if you speak Portuguese. If not, call the Rio Branco Battalion (please see the item "Useful Contacts" below). The Officer on duty often speaks English. As soon as possible, report the crime to the nearest Police Station.

The highlighted areas shown below are the most targeted. Most incidents are express kidnapping, street robbery, and pickpocketing, most of them with violence.



Avoiding those areas is recommended, especially during the time and day shown in the following table. The most critical time for a person to become a victim of a common crime is on Friday, from 6 pm to Midnight, as can be observed in the table below. Extra caution should be taken regarding the Map and the Time Matrix information. Consider avoiding the worse areas and times.



DAY OF THE WEEK	TIME								TOTAL
	MORNING		AFTERNOON		NIGHT		DAWN		
	06h00 to 08h59	09h00 to 11h59	12h00 to 14h59	15h00 to 17h59	18h00 to 20h59	21h00 to 23h59	00h00 to 02h59	03h00 to 05h59	
MONDAY		1	3	3	2	1	1		11
TUESDAY	1		1	6	4	1			13
WEDNESDAY	2	2		2	1	2	2		1
THURSDAY		1	1	3	4	3	1	1	14
FRIDAY	2	1	2		4	3	1	1	14
SATURDAY		1		2		4	2	2	11
SUNDAY			2		1	2	3		8
TOTAL	5	6	9	16	16	15	9	3	79

USEFUL CONTACTS

- Military Police – 190
- Civil Police - 197
- Fire Brigade - 193
- Mobile Emergency Service (SAMU) – 192
- Federal Highway Police (PRF) – 191
- 112 and 911 can be called by foreigners from Europe and the United States who are in Brasilia and call from their cell phones.

TIME ZONE AND WEATHER INFORMATION

Brasília enjoys a pleasant tropical climate of altitude typical of tropical savannas. The average maximum temperature in Brasilia in October is 36° and the average minimum is 23°. In October there are 2 days of precipitation with a total of 1 mm and 29 days are dry on average in Brasilia.

Brasília's time zone is GMT -3 hours.

INFORMATION ABOUT THE CITY

Created as the Brazilian capital in the central western part of the country from 1956 to 1960 as part of President Juscelino Kubitschek's national modernization project, the city brought together ideas of grand administrative centers and public spaces with new ideas of urban principles of the Modernist Movement. The city's planning is noteworthy for the remarkable congruence of Lucio Costa's urban design (the 'Plano Piloto' in the shape of an airplane) and Oscar Niemeyer's architectural creations. In 1990, the Urban Framework of Brasilia was officially recognized as a UNESCO national historical heritage site.

It is the third largest city in Brazil. Considered a high-income center, its economy is highly concentrated in the third sector, especially in public administration. Brasília is located in Brazil's Central Plateau, within the Cerrado biome (Brazilian Savannah), considered Brazil's "cradle of the waters" - it shelters the springs of important South American watersheds. The region is a famous eco-tourism destination (waterfalls, hiking trails) and has many environmental protection areas, such as the Chapada dos Veadeiros National Park (260km).



USEFUL WORDS

Obrigado! – Thank you!
Com licença! – Excuse me
Bom dia! – Good morning
Boa tarde! – Good afternoon
Boa noite! – Good Evening
Polícia - Police
Socorro / Ajuda– Help!
Informação - Information
Internet - Internet
Taxi / Uber – Taxi or Uber
Adeus! – Goodbye
Até logo! – See you soon
Sim – Yes
Não – No
Sinto muito – I am sorry
Eu não falo português – I do not speak Portuguese
Eu não entendo – I do not understand
Pode repetir? – Could you repeat?
Eu me chamo... – My name is...

CODE OF CONDUCT

As [notified by the Executive Secretary](#) on 11 January 2023, the United Nations issued the Code of Conduct to prevent harassment, including sexual harassment, at UN System events, which include meetings, conferences, side events, workshops and other events organized under the Minamata Convention on Mercury. The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly.

The Secretariat of the Minamata Convention is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. Delegates are invited to familiarize themselves with the [Code of Conduct document](#).

GREENING THE COP

The Minamata Convention Secretariat has taken steps to enhance and promote the environmental sustainability of its activities, including in the preparation and conduct of its regional preparatory meetings. For more information, please visit: <https://mercuryconvention.org/en/meetings/cop5#information-participants>.

DISCLAIMER

The United Nations Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure insurance for the period of participation.
