

## Forest Carbon Partnership Facility Global Consultation with Indigenous Peoples

Gaigirgordub (El Porvenir), Kuna Yala, Panama, September 27-29, 2011

### LOGISTICS INFORMATION

#### 1. VISA INFORMATION

##### Panamanian immigration procedures:

Please check whether you are required to obtain a visa for Panama at the website of the tourism authority of Panama:

[http://www.atp.gob.pa/index.php?option=com\\_content&view=article&id=53&Itemid=69](http://www.atp.gob.pa/index.php?option=com_content&view=article&id=53&Itemid=69)

Please note that those who hold a valid visa or permanent residency from any of the following countries: United States, United Kingdom, Canada, Australia, or any of the member countries of the European Union, which has been used at least once to enter those countries, do not require a Panamanian visa for a stay of up to 30 days.

Those who live in a country where a Panamanian embassy/consulate is located need to obtain visa before their departures from that embassy/consulate. If you have not obtained one, please do so immediately.

For those who live in a country where a Panamanian embassy/consulate is not located, the Facility Management Team (FMT) has submitted a special request the government of Panama to issue visas upon arrival at Panama's Tocumen International Airport. Please note that the FMT has done its utmost to secure a positive outcome, but we cannot guarantee that the Panamanian authorities will grant the request. We will know more in the coming week or so.

##### US immigration procedures:

The US no longer issues transit visas. All visas are regular visas and must be obtained from the US consulate/embassy of the country of origin. The US State Department has sent individual messages to the relevant consulates/embassies to support issuance of visas to the participants from Asia and the Pacific. However, nobody can guarantee that the visas will be issued given that each US consulate/embassy retains the right to grant or reject visa requests.

The US State Department is requesting that all applicants apply for the US visa from their embassy/consulate and **submit their visa application numbers to the FMT as soon as possible**. This would facilitate but not guarantee the issuance process. In light of the above, the FMT strongly encourages the participants from Asia and the Pacific to immediately apply for their US visas.

In parallel, the FMT has rerouted some participants from Africa through Nairobi and Amsterdam given that KLM has non-stop flights from Amsterdam to Panama City and some African nationalities can travel through Amsterdam without a visa. (However, **DRC, Ethiopia and Ghana still need an airport transit visa for Amsterdam**).

## 2. INTERNATIONAL TRAVEL TO/FROM PANAMA

For Indigenous Peoples representatives, American Express Travel (Amex), the World Bank's travel agency, has made or will book air tickets for their international travels. You will receive an itinerary from Amex, in economy fare, restricted and non-refundable. **You are requested to carefully read and confirm your itinerary** and let us know immediately in case if there is any mistake or if any change is necessary. After you confirm that your itinerary is ok, Amex will issue an electronic ticket.

## 3. AIRPORT – HOTEL TRANSFER IN PANAMA CITY (upon arrival)

For the indigenous peoples representatives funded by the FCPF, the Research and Development Institute of Kuna Yala (IIDKY), which is contracted out by the World Bank for organizing this event, will arrange an airport shuttle pick up at Panama Tocumen International Airport in accordance with their travel itineraries. Those participants who will stay at the RADISSON SUMMIT HOTEL & GOLF (see below) will be picked up by the hotel shuttle.

Depending on the time of day, the trip between Airport and the Radisson Summit Hotel takes approximately 50 – 70 minutes, more during rush hours. Taxi fares between Tocumen airport and the recommended hotel are around US\$ 45.

## 4. HOTEL IN PANAMA CITY (upon arrival and before returning)

For indigenous peoples representatives that are coming from outside Panama, IIDKY has made hotel reservation at RADISSON SUMMIT HOTEL & GOLF in Panama City on Sunday, September 25, 2011 and from September 29/30, 2011 to the day of departure, in accordance with their travel itineraries (For more information see [www.radisson.com/paraiso-panama-hotel-pa-0844-2014/pangolf](http://www.radisson.com/paraiso-panama-hotel-pa-0844-2014/pangolf)).

For other participants whose travel costs will not be covered by the FCPF, IIDKY has made a group booking of a number of rooms at the same hotel on the same dates mentioned above. We recommend all participants to stay at this hotel because of its close distance to Albrook airport from which the participants will be flown by light aircraft chartered by the FMT to the island of Gaigirgordub (formerly known as El Porvenir). You are encouraged to confirm your reservation at the hotel by email: [info@radissonsummit.com.pa](mailto:info@radissonsummit.com.pa) or calling in, at their office hours 09:00 to 17:00 Hrs (in Panama time, GMT minus 6 hours), telephone +507-232-4653 or +507-232-3700, and refer to the **reservation code KUNA YALA**.

For the FCPF-funded participants, accommodation and breakfast will be paid directly by the World Bank through IIDKY. Therefore you do not need to pay at check-out. However, you will need to cover any incidentals (such as room service, phone calls, etc).

**5. TRANSPORTATION FROM PANAMA CITY TO GAIGIRGORDUB** (on September 26/27)

Air Travel: The FMT has contracted reliable charter services connecting Panama City and the island for all the participants. Flights are planned with a tight schedule so all the participants are invited to observe the departure times of which the FMT will soon inform all the participants soon.

Flight time from Panama City to Gaigirgordub is approximately 30 minutes. According to your arrival times in Panama City, we will assign you to a flight, mainly on Monday, September 26.

On the day of travel to the island of Gaigirgordub (in the morning or afternoon of September 26 or on the early morning on September 27), all the participants staying at the RADISSON SUMMIT HOTEL & GOLF will be picked up by a shuttle, which will be arranged by IIDKY, and taken to the national Albrook Airport from which the chartered flights will leave for Gaigirgordub.

Those who will stay at a different hotel are requested to arrange transportation to the Albrook Airport in accordance with the flights to which they will be assigned by the FMT.

Over land: Travel times are between 3-5 hours depending on road conditions. Roads can be bumpy and only 4WD cars can be used. Therefore, we maintain only a limited number of cars as back-up and for special situations and, as a general rule, we cannot offer over-land transportation.

**6. ACCOMMODATION ON GAIGIRGORDUB AND SURROUNDING ISLANDS** (From September 26 to September 29/30, 2011)

From September 26 to September 29/30, 2011, the participants will stay in small simple hotels in Gaigirgordub and other surrounding islands. The contact information of the hotels will be made available a week prior to the event.

The Steering Committee and IIDKY will propose which hotel you will be staying at and with whom you will share a room, and send you the participants' list indicating the hotel name and your room mate via email by September 25, 2011. Due to the limited options for accommodation and the large number of participants in the consultation (about 90), the participants will have to share rooms.

Please note that all expenditures at the hotels and restaurants that are not being paid for by the FCPF, participants will need to be settled in cash only. The accommodation fee is \$70 per night including breakfast. Credit cards are not accepted. We therefore invite you to bring sufficient cash (US \$) with you if you intend to make purchases. The official currency, the Balboa, is identical to the US Dollar; however, in 1941 Panama stopped printing the Balboa in favor of using the US American dollar. Panama still mint coins in denominations of 1, 5, 10, 25, 50 and 100.

## 7. INTERNET ACCESS ON GAIGIRGORDUB AND SURROUNDING ISLANDS

Access to internet will be limited during your stay on the islands. There are neither internet cable services nor WiFi available. Access during certain times on the basis of a limited number of USB sticks will be available, but do not expect to be as effective as you are at home or in the office with your emails. **Please note that the Kuna authorities have requested that the participants refrain from using computers during sessions.**

## 8. REIMBURSEMENT OF TRAVEL COSTS AND PER DIEM FOR INDIGENOUS PEOPLES REPRESENTATIVES

### Travel costs and per diem for preliminary travels and travels to/from Panama:

IIDKY will pay travel costs and per diem to the indigenous peoples representatives for preliminary travels (to obtain visas) and travels to/from Panama at the meeting venue on the island of Gaigirgordub in US dollars in accordance with the Instructions on How to Claim Advance Payment/ Reimbursement of Travel Costs and Per Diem that the FMT sent to the indigenous peoples via email on September 9, 2011.

In accordance with these instructions, the indigenous peoples representatives can submit IIDKY a request form for reimbursement of the travel costs (transport, hotels, and visa fees) and per diem for their domestic and international travels to and from Panama. These forms can be used to claim costs for preliminary travels to visit the Panamanian embassy/consulate and those of other countries for visa applications, as needed. For details, please refer to the instructions sent on September 9, 2011.

Please note that per diem includes the costs for meals.

### Per diem during the stay in Panama:

IIDKY will pay per diem to the indigenous peoples representatives per diem for the days of their stay in Panama at the meeting venue on the island of Gaigirgordub in accordance with the World Bank per diem rates in US dollars. Please bring your passport or identification document to receive it.

Please note that amount of per diem will be deducted when the hotel and/or IIDKY arranges meals or other services for the participants (deducting by 20% for breakfast, 30% for lunch, 40% for dinner, and 10 % for miscellaneous).

For example, during three days in Gaigirgordub, the hotels will serve the guests breakfast; the IIDKY will arrange lunch and dinners. Therefore, the per diem for a day in Gaigirgordub is 10% (for miscellaneous) of the per diem value (\$36/day).

The table below is an example of the per diem calculation. It assumes that a person will arrive in Panama City on September 25, spend four nights in Gaigirgordub; and return to Panama City from Gaigirgordub on September 29; and depart from Panama City on the same day before

dinner time. Please note that depending on the travel itineraries, the amount of the per diem will vary.

**Table: Example of per diem calculation for the days in Panama**

\*B=Breakfast, \*L=Lunch, \*D=Dinner, \*M=Misc

September 25, 2011 (Arrival in Panama City)	LDM	72	Depending on itinerary - Per diem to cover meals, tips, valet (80% of per diem rate for Panama City)
September 26, 2011 (Transfer to Gaigirgordub)	LM	36	To cover lunch, tips and valet (50% of per diem rate for Panama City)
September 27, 2011 (Meeting day 1)	M	4	To cover tips and valet (rounded up as the per diem need to be paid in cash.)
September 28, 2011 (Meeting day 2)	M	4	To cover tips and valet (rounded up as the per diem need to be paid in cash.)
September 29, 2011 (Meeting day 3)	M	4	To cover tips and valet (rounded up as the per diem need to be paid in cash.)
September 30, 2011 (Transfer to Panama City and Departure)	LDM	72	Depending on itinerary - To cover tips, valet, lunch and dinner (80% of per diem rate for Panama City)
	<b>TOTAL</b>	<b>\$ 192</b>	Decimal fractions will be rounded up as the per diem need to be paid in cash.

**9. TRANSPORTATION FROM GAIGIRGORDUB TO PANAMA CITY** (on September 29/30)

Chartered airplanes will be arranged by the FMT to transfer back the participants to the Albrook Airport in Panama City on September 29 and 30. The FMT will assign all the participants to one of those flights in accordance with their itineraries of international flights. The FMT will soon inform all the participants of the departure schedule.

At the Albrook Airport, an airport shuttle will pick up the participants who will stay at the RADISSON SUMMIT HOTEL & GOLF or to the Tocumen International Airport.

Other participants who will stay at different hotels are requested to arrange transportation from the Albrook Airport to their hotels or to the Tocumen International Airport on their own.

**10. HOTEL - AIRPORT TRANSFER IN PANAMA CITY** (for departure)

For the indigenous peoples representatives funded by the FCPF, IIDKY will arrange an airport shuttle from the the RADISSON SUMMIT HOTEL & GOLF to Panama Tocumen International Airport in accordance with their travel itineraries.

Other participants are requested to arrange transport to the hotel/airport on their own.

## 11. WHAT TO BRING WITH YOU

Gaigirgordub is located on the Atlantic Coast of Panama in the Caribbean. Expect tropical weather with hot and mostly sunny days, regular rainfalls, often in the morning hours, Temperatures are around 25 – 32 degrees Celsius or 77 – 90 degrees Fahrenheit, the air is humid but with a constant breeze. The facilities on the islands do not have air conditioning.

For current Weather conditions consult: [www.hidroment.com.pa](http://www.hidroment.com.pa)

### Clothing:

The event in this very special Caribbean setting among Kuna Indigenous Peoples will be very informal. We suggest that you bring light clothes, slippers and a swim suit. It is a good idea to also bring a light sweater for the evenings and a light rain jacket.

### Other things to bring:

A good, waterproof sun screen is a must, as are sunglasses and a cap or hat.

Do not forget an insect repellent even though we do not expect many mosquitoes to “co-host” the meeting. Long-sleeved shirts and pants are always a good way of prophylaxis against insects.

We will have medical assistance 24 hours a day. However, we urge you to bring medicines. As power comes from generators that are switched off at late night, a small flashlight may be useful.

### Important note on luggage:

Transportation between Panama City and the island will be done via two-engine aircrafts with limited carrying capacity. **Please pack light and small (max. 15 kg per person) and leave heavy luggage and big suitcases in the hotel in Panama.** A respective service is available at no extra cost.

## 12. OTHER IMPORTANT NOTICE AND REQUESTS

### Food restrictions and preference:

During the three-day consultation, breakfast and dinner will be served in your hotel except for the dinner on Wednesday, September 28 when the Kuna authorities will host a joint dinner and cultural event. Lunch will be served at the venue on the island of Gaigirgordub. Given that all the meals will be served at a table in accordance with the Kuna tradition, **please inform the FMT ([fcpfsecretariat@worldbank.org](mailto:fcpfsecretariat@worldbank.org)) if you have allergies, special diet, and/or preference on vegetarian food by September 16, 2011.**

### Water availability on the islands:

While on the islands, please be water-conscious; water is a precious good and economizing its use helps inhabitants to maintain a hydrological balance. Drinking water will be provided to all participants in sufficient quantities.

### **13. CONTACT INFORMATION**

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