

# WORLD TRADE ORGANIZATION

RESTRICTED

**WT/MIN(03)/INF/3**

27 March 2003

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## **MINISTERIAL CONFERENCE**

### **Fifth Session**

**Cancún, 10 – 14 September 2003**

## **WTO MINISTERIAL CONFERENCE**

### **INFORMATION MEETING HELD ON 17 MARCH 2003**

#### **I. INTRODUCTION**

1. An Information Meeting for delegates on the logistical arrangements for the WTO 5<sup>th</sup> Ministerial Conference to be held in Cancún was organized on 17 March 2003 at the Centre William Rappard. Mr. Jacques E. Chabert, Chairman of the WTO Task Force for logistical arrangements opened the meeting and welcomed the representatives from the Mexican Organizing Committee (MOC) and the Permanent Mission of Mexico in Geneva as well as the participants.

2. Ambassador Eduardo Pérez Motta, from the Permanent Mission of Mexico in Geneva introduced Ms. Mónica Ruiz, General Coordinator of the MOC. Ms. Ruiz introduced her colleagues:

Admiral José Luis Figueroa, Security  
Ambassador Gonzalo Aguirre, Protocol and Dignataries  
Mr. Mario Vallejo, Administration and Finance  
Mr. Gonzalo Gómez, Operations  
Mr. Marco Victoria, IT and Telecommunications  
Ms. Maria del Carmen Palafox, Accommodation and Services  
Mr. Salvador Musalem, Press and Media  
Ms. Belén Carrasco, Assistant Coordinator  
Ms. Dolores Mejia, Assistant Coordinator

3. The Mexican Organizing Committee gave a presentation of the facilities in Cancún. It covered the following subjects: Cancún area, Cancún Convention Centre, accreditation procedures, accommodation, visas, security, transport, telecommunications, etc. Delegations were informed that an Information File containing details of all these items will to be distributed to all delegations by the WTO Secretariat before the end of March 2003.

4. In order to facilitate contacts for arrangements between the delegations and the MOC, each delegation was requested to nominate a "Delegation Coordinator". This person should preferably be someone who will be going to Cancún. The "Delegation Coordinator Form" should be completed and returned to the WTO by 15 April 2003 (this form is included in document WT/MIN(03)/INF/4).

#### **II. CANCUN CONVENTION CENTRE**

5. The 5th WTO Ministerial Conference will be held at the Convention Centre which is located on Boulevard Kukulcán Km 9, Cancún. Office space will be made available for the LDCs on the first floor. There is a large number of rooms of various sizes which will allow bilateral and regional meetings to be easily arranged. The Convention Centre will have numerous facilities including money exchange, travel agency, medical centre, telecommunication services, car rental, restaurants, cyber café and delegates PC area.

### **III. ACCREDITATION**

6. Delegations will register for the WTO 5<sup>th</sup> Ministerial Conference on-line through the internet. In order to access the registration section available on the website, Delegation Coordinators will receive a users ID and password from the MOC through the WTO (see document WT/MIN(03)/INF/4). Delegations will be able to register (in English, French or Spanish) from capitals, missions or from an office at the WTO which will be set up with PCs, internet connections, digital camera and a scanner for this purpose. Staff members from the Language Services and Documentation Division will be available to assist delegations in this process.

7. A list of participants ranked in order of hierarchy from each delegation will need to be submitted to the WTO Conference Office at a later stage.

### **IV. ACCOMMODATION**

8. The MOC has blocked off rooms in hotels from 9 to 15 September 2003. All participants accredited to the Conference should book their rooms directly with the hotel of their choice. There is no restriction on the number of nights that have to be reserved. Reservations may be made from 1 April 2003 to 30 June 2003. An "authorization code" will be given to delegations by the MOC, through the WTO as from 1 April 2003, to facilitate the booking of their rooms. The confirmation of the booking(s) will be communicated to the "Delegation Coordinator" together with deposit and payment instructions as necessary. Details of the recommended and official hotels as well as general information on hotels will be found in the Information File as well as on the MOC website: [www.omcmexico.org.mx](http://www.omcmexico.org.mx). This information will be available on this site from 1 April 2003. The Delegation Coordinator has to inform the WTO of the name of the Hotel that was chosen and the number of rooms blocked.

9. Special rates have been negotiated in the hotels selected; prices are in accordance with the category of hotel. The rates include service taxes but not tips. Delegations requiring junior or presidential suites should negotiate a price directly with the hotel. Cancellation fees may be charged for "no show" according to the normal practice in hotels.

10. Many of the hotels are only a few minutes' walk from the Convention Centre. It should be noted that as from 30 June 2003 the hotels will unblock the rooms that have been reserved for the Conference and the special rates that were negotiated by the MOC may change; it is therefore recommended that delegations make their bookings as soon as they can.

11. Delegations requiring meeting room space in the hotels or other special facilities should contact the hotels directly.

### **V. TRANSPORT**

12. Cancún International Airport is serviced by 8 major airline companies (3 with international flights and 5 national flights) and has all the facilities for dealing with diplomatic arrivals. The Delegation Coordinator for each delegation should inform the MOC of flight details of their delegation as well as details of the accompanying person(s) on the same flight.

13. Each Head of Delegation will be provided with a chauffeur-driven car during the dates of the WTO Ministerial Conference and only for official purposes, including the necessary period of arrival and departure defined previously with the MOC.

14. The Head of Delegation may be met at the airport by a maximum of three persons.

15. Participants in the Conference will have a shuttle service at their disposal covering the airport/hotel zones/Convention Centre and the NGO Centre.

## **VI. SECURITY**

16. The MOC will ensure the security of participants in the Convention Centre, Press Centre, NGO Centre, hotel areas and the airport both on arrival and departure.

17. The temporary importation of firearms is permitted (revolvers or pistols) but no automatic guns. These arms should not be visible or displayed at any time. They must be declared by completing the form in the Information File.

18. A highly efficient medical service will be made available for the duration of the conference.

19. Identity badges for the Conference will be handed over to delegations in Cancún; exact details of the procedure will be communicated at a later stage.

## **VII. VISA REQUIREMENTS**

20. All participants will need a valid passport to enter Mexico. A list of countries requiring visas to enter Mexico is contained in the Information File together with as a list of Embassies/Consulates of Mexico in the different countries. For Geneva-based delegations a visa section in the Permanent Mission of Mexico at Geneva will operate nearer the time of the Conference. Once this service is in place, delegates will be informed. Queries can also be addressed by e-mail to: [gaguirre@omcmexico.org.mx](mailto:gaguirre@omcmexico.org.mx).

## **VIII. TELECOMMUNICATIONS**

21. TDMA and GSM (1900 mhz bands) mobile phones will function in Mexico. Special “roaming” tariffs have been negotiated for the duration of the Conference. Telephone equipment will also be available for rental in Cancún and pre-paid phone cards may be purchased. A cyber café will be available with printers, fax, telephones as well as sockets where laptops can be connected. Delegations wishing to have special telecommunication services may do so through a rental agreement with suppliers. Importation of radio equipment must be declared.

## **IX. LIAISON OFFICERS**

22. Liaison Officers will be provided to delegations to assist them throughout their stay in Cancún. He/she will ensure coordination between the host country and the delegations to which they are assigned by the host Government. They will also help delegations with local services, etc. and will be available from 8 a.m. to 8 p.m.

## **X. OTHER**

XI. An accompanying persons programme will be drawn up.

XII. A second information meeting is foreseen in July.

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