

WORLD TRADE ORGANIZATION

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MINISTERIAL CONFERENCE
Fifth Session
Cancún, 10 - 14 September 2003

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WTO MINISTERIAL CONFERENCE

Communication from the Mexican Organizing Committee

Please find attached a communication that we have received from the Mexican Organizing Committee.

Mexico City, 25 July 2003

**TO ALL DELEGATES ATTENDING THE
FIFTH WTO MINISTERIAL CONFERENCE**

Following the recent visit of the Mexican Organizing Committee to Geneva on 17 and 18 July and the meeting in which it reported to delegates of WTO Member countries on the logistical progress made thus far, we would like to make the following observations.

Dress code

Dress code is smart casual or national dress for all meetings of the Fifth WTO Ministerial Conference (including the inaugural ceremony).

Accommodation

There were a number of comments to the effect that certain hotels lacked flexibility with respect to contracts, guarantees and payment.

As agreed beforehand, the room reservation takes place directly between the delegations and the hotel of their choice. However, in view of the concern expressed by delegations, the Accommodation and Services Coordination Office of the Mexican Organizing Committee will ask the hotels to respect the following guidelines:

- Contracts or agreements should be concluded with delegations specifying the number and type of rooms, the rate and what it covers, the hotel's policy with respect to guarantees, cancellation and reduction in the number of rooms, and the payment conditions. Once these agreements or contracts have been signed, they represent a commitment by both parties, and as long as their terms have not been violated, they will serve as a confirmation of the rooms.
- Should hotels require a deposit, it is important that the amount should be mutually agreed between the delegation and the hotel, and that the hotel should try to set its deadline for the deposit as close as possible to the actual Conference dates.
- More flexibility should be shown as regards the deadlines for cancellation or reduction in the number of rooms without any penalty.
- Assistance should be provided to countries that do not have representations in Mexico and do not have the facilities to provide advanced payment or guarantees of any kind, by accepting letters of commitment from their governments or their missions to the WTO.
- The deadline for submitting the definitive list of guests should be extended on the grounds that it is difficult to determine beforehand who will be attending this kind of event when the agenda has not yet been established.
- It should be borne in mind that the majority of delegates will be travelling on per diems, so that they will be paying for their food and accommodation individually and will be paying for their rooms upon arrival.

It should be stressed that regardless of what the hotels should decide with respect to the above points, delegates may contact the Accommodation and Services Coordination Office for assistance and advice on any problem they encounter with respect to accommodation for the Ministerial Conference at the following e-mail address: hospedaje@omcmexico.org.mx.

Visas

During the above-mentioned visit, African Member countries asked the Mexican Organizing Committee for assistance in obtaining Mexican visas for their delegations, since most of them lacked the facilities to deal with the required formalities. The Organizing Committee will intervene with the Mexican authorities to find a solution.

Cars for observers

The Mexican Organizing Committee reverted to the question of vehicles for Heads of Delegation from 8 to 15 September, noting that it was essential that the Committee be informed of the itinerary of ministers and vice-ministers within the established dates.

Yours sincerely,

Mónica Ruiz Huerta
General Coordinator
