



INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTY-THIRD SESSION
27 November – 2 December 2017
Lima, Peru

GENERAL INFORMATION NOTES

GENERAL

1. The Fifty-third Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened in Lima, Peru, from 27 November to 2 December 2017.

2. All meetings of the Sessions will be held on the first and second floors of the Jose Antonio Deluxe Hotel, Calle Bellavista 133, Miraflores District, Lima. The Opening Session will commence in the Plenary Hall at 9:30 hours on Monday, 27 November 2017.

CREDENTIALS

3. In conformity with the decision of the Council, credentials of all delegations should be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission of each member country in Lima. These credentials should be submitted, in original form, to the Executive Director of ITTO at least one week before the beginning of the Session. Credentials sent by fax or e-mail will not be accepted.

4. Persons who wish to attend the Sessions of the Council and its Committees as observers should submit, together with the "Application Form for Participation", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedure, admission to attend Sessions of the Council and/or its Committees is subject to approval by the Council.

REGISTRATION

5. All participants attending the Sessions of the Council and Committees are required to register. Registration facilities will be provided during the following dates and times:

26 November 2017 (Sun.)	14:30 - 17:00 hours
27 November 2017 (Mon.)	08:30 - 12:30 hours 15:30 - 17:00 hours

For late registration after 27 November 2017, please contact the ITTO Secretariat staff in the ITTO Secretariat's room located on the second floor of the Jose Antonio Deluxe Hotel.

6. Identification badges will be issued at the time of registration. Badges will be issued in five colors:

- (i) White badges - Members,
- (ii) Yellow badges - Permanent Observers,
- (iii) Pink badges - Observers,
- (iv) Blue badges - Authorized Invitees, and
- (v) Green badges - ITTO Secretariat.

For purposes of identification and security, all participants are requested to wear the badges issued to them during all meetings of the Council and Committees as well as at all official functions.

VENUES OF MEETINGS

7. All meetings of the Council and Committees will be held on the first and second floors of the Jose Antonio Deluxe Hotel, located in the middle of the Miraflores District, the busiest tourist and business center of Lima. The hotel is surrounded by restaurants, other hotels, shopping malls, banks, pubs and recreational facilities, all in an area very close to the sea. The following is a list of meeting rooms and ITTO Secretariat offices:

(a) Meeting Rooms:

Plenary Hall */	Hall on first floor
Committee Meeting Room */	Room 4 on second floor
Informal Meeting Room	Room 5a on second floor
Chairperson's Bureau Meeting Room	Room 5b on second floor

*/ Interpretation facilities available.

(b) Secretariat Offices:

Chairperson of the Council	Room 326 on third floor
Executive Director of ITTO	Room 328 on third floor
ITTO Secretariat	Room 6a on second floor
Document Room	Room 6b on second floor
Computer Room for Delegates	Room 306 on third floor

8. Schedules and venues of meetings will be posted on the notice board in front of the Plenary Hall. All participants are advised to consult the notice board and LED screen for the most up-to-date schedules of meetings which may be amended or revised by the Chairperson of the Council at short notice to suit the changing circumstances. Please check regularly the pigeon boxes (one for each delegation) which are placed near the Plenary Hall for individual messages and the latest documents issued during the Session.

TRAVEL ARRANGEMENTS

(A) IMMIGRATION REQUIREMENTS

9. Participants are advised to contact the nearest Embassy or Consulate of Peru regarding an entry visa to Peru and other immigration requirements. In particular, participants are advised to visit the website of the Ministry of Foreign Affairs of Peru at <http://www.rree.gob.pe/servicioalciudadano/Documents/VisasXExtranEnero2012.pdf> (in Spanish only) to verify if they need to obtain an entry visa to Peru to participate in this Session of the Council. Additionally, participants may refer to Annex I: Visa requirements for foreign nationals entering Peru. An entry visa to Peru, if required, should be obtained in advance as the ITTO Secretariat cannot assist in facilitating an entry visa upon arrival. Please note that passports should have a validity of at least six months from the date of entry to Peru.

Participants from countries where there is no diplomatic mission of Peru may refer to the following link to obtain a list of Peruvian Embassies (in Spanish only):

http://www.rree.gob.pe/elministerio/Documents/Directorio_Embajadas_ORH_2013-02-14.pdf

(B) AIRLINE RESERVATIONS

10. Most international airlines operate regular services to the Jorge Chavez International Airport in Lima, Peru. Air traffic is always busy and participants are requested to secure their return air travel prior to their departure for Lima. If this is not possible, they are advised to make firm return bookings immediately upon arrival in Lima. Airline offices can easily be contacted by phone from Lima for reconfirmation or re-routing of

flights. Travel services will not be available at the conference site, although assistance may be obtained from the ITTO Secretariat.

If a travel agency is required, participants may visit the following website: www.irdeviajes.com, or contact the following e-mail address: claudia.jacobs@irdeviaje.com.

ACCESS TO LIMA

11. For those visiting Lima for the first time or for those who are not familiar with public transport in Lima, it is advised to take a taxi from the Jorge Chavez International Airport to the relevant hotels, located in the Miraflores District. The taxi fare will be about S/ 60.00 – S/ 120.00 (depending on the taxi service) and the ride will take approximately one to two hours depending on traffic conditions. For further information on taxi companies available at the airport and fares, please visit: <https://www.lima-airport.com/esp/para-pasajeros/traslados-desde-hacia-el-aeropuerto/reserva-de-taxi-seguro>.

However, the event co-organizing agency (SERFOR) may eventually coordinate with a transport (taxi) service for delegates who request it provided they send their flight arrival details in advance.

COMMUNICATION

12. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Attendance (of Observers) should be marked "**ITTC 53RD SESSION**" and forwarded to the following address:

Executive Director
International Tropical Timber Organization (ITTO)
International Organizations Center - 5th Floor, Pacifico-Yokohama,
1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama, 220-0012 Japan
Facsimile No.: (81-45) 223-1111 Telephone No.: (81-45) 223-1110
E-mail: itto@itto.int

13. All mail intended to be forwarded to participants may also be sent to the same address with the envelope bearing the name of the participant and the country or organization he/she represents.

DOCUMENTS

14. During the Sessions, only a limited number of documents will be available at the document distribution desks at the conference site. Therefore, all participants are requested to bring complete sets of the documents distributed prior to the Sessions. Documents for the Session will also be available on the ITTO website: <http://www.itto.int>.

15. Documents which participants wish to have circulated should be handed to the ITTO Secretariat at least 24 hours before the scheduled time of distribution. A minimum of 150 copies is required to ensure distribution to all delegations and representatives.

AUDIO-VISUAL PRESENTATIONS

16. Delegates who wish to make audio-visual presentations at the Sessions (using video tapes, slides, overhead projector and PowerPoint presentations, etc.) are requested to inform the ITTO Secretariat not later than 30 October 2017 of their requirements. Delegates will be advised accordingly regarding the availability of equipment and time as well as the feasibility for such use at the Sessions.

OTHER EVENTS

17. Side events: The ITTO Secretariat, at the request of duly accredited bodies and depending on time availability, may authorize the organization of side events for the presentation of lectures or discussion panels on issues related to ITTO objectives, between the morning and afternoon sessions, or at the end of the daily activities. To this end, interested parties should make their relevant enquiries/arrangements by the end of September 2017.

HOTEL ACCOMMODATION

18. A list of hotels is shown below. The rates are quoted in United States dollars. Payments are to be made directly to the hotel, which may request a credit card guarantee on arrival. The current rate of exchange as at September 2017 is USD.1.00 = Soles 3.23¹. All rooms are assigned by the hotels on a first-come-first-served basis and the ITTO assumes no responsibility in case of sudden change of room rates by the hotels or unavailability of rooms. SERFOR has managed to negotiate corporate rates with various hotels located in the Miraflores District (near the Session venue – Jose Antonio Deluxe Hotel). Please note that bookings should be made directly by the participants.

Event venue:

- (i) **José Antonio Deluxe ******
 Calle Bellavista No. 133, Miraflores
 Tel: 51 1 6415-050
 E-mail: hbravo@hotelesjoseantonio.com
 Attention: Ms. Heidi Bravo Díaz

Room rates:

- Single room: US\$130.00 plus taxes
 Rate includes buffet breakfast; internet access; use of gym, pool and business center; welcome drink
- Twin room: US\$150.00 plus taxes
 Rate includes buffet breakfast; internet access; use of gym, pool and business center; welcome drink

- (ii) **JW Marriott Lima *******
 Malecón de la Reserva No. 615, Miraflores
 Tel: 51 1 217-7125, Ext.6541
 Attention: Ms. Vanessa Pedraglio
 E-mail: vanessa.pedraglio@marriotthotels.com

Room rates:

- Deluxe Single Room: US\$231.00 plus taxes (*), per room/night
 Rate includes 01 daily buffet breakfast per room; internet access; access to sauna, steam room and gym
- Deluxe Double Room :US\$246.00 plus taxes, per room/night
 Rate includes 02 daily buffet breakfasts per room; internet access; access to sauna, steam room and gym

- (iii) **El Pardo Doubletree by Hilton *******
 Jr. Independencia No.141, Miraflores
 Tel: 51 1 617-1024
 E-mail: reservas@doubletreeelpardo.com.pe

Room rates:

- Deluxe Single Room: US\$149.00 plus taxes (*), per room/night
 Rate includes buffet breakfast; internet access; 24-hour access to business center; 24-hour service for medical emergencies; welcome drink; access to gym
- Deluxe Double Room: US\$169.00 plus taxes (*)
 Rate includes 02 daily buffet breakfasts per room; internet access; 24-hour access to business center; 24-hour service for medical emergencies; welcome drink; access to gym
- Suite /Single Room: US\$219.00 plus taxes (*)

¹ With minor daily variations; please visit www.sbs.gob.pe.

Rate includes buffet breakfast; internet access; 24-hour access to Business Center; 24-hour access to Medical Emergencies; welcome drink; access to gym

(iv) Sol de Oro Hotel & Suites ****

Calle San Martín No. 305, Miraflores

Tel: 51 1 610-7000

E-mail: reservas@soldeoro.com.pe

Room rates:

- Single Standard Room: US\$119.00 plus taxes (*)
Rate includes buffet breakfast at the hotel restaurant

- Double Standard Room: US\$134.00 plus taxes (*)
Rate includes buffet breakfast at the hotel restaurant

(v) Radisson ****

Av. 28 de Julio No. 151, Miraflores

Tel: 51 1 625-1200

E-mail: reservas@decapolisperu.com

Attention: Mr. Rolando Lizarme

Room rates:

- Deluxe Single Room: US\$149.00 plus taxes (*)
Rate includes daily buffet breakfast; internet access; daily US\$10 consumption of alcoholic and non-alcoholic drinks at hotel bars (not cumulative); access to gym, pool, sauna and business center; free late check-out until 18:00 h (subject to availability)

- Deluxe Double Room: US\$169.00
Rate includes daily buffet breakfast; internet access; daily US\$10 consumption of alcoholic and non-alcoholic drinks at hotel bars (not cumulative); access to gym, pool, sauna and business center; free late check-out until 18:00 h (subject to availability)

(vi) Courtyard Hotel ***

Calle Schell No. 400 Miraflores

Tel: 51 1 625-3838

E-mail: vanessa.pedraglio@marriotthotels.com

Attention: Vanessa Pedraglio

- Single Room: US\$144.00 plus taxes (*)
Rate includes breakfast

(*) Rates are subject to availability and change.

Taxes: 10% service tax and 18% IGV (*General Sales Tax*)

Non-resident individuals are exempt from paying 18% IGV when their stay does not exceed sixty (60) days from their date of entry to the country; a valid passport and corresponding Andean Migration Card (*Tarjeta Andina de Migración – TAM*)* must be presented and the invoice must be issued under the guest's name. If a company invoice is required, IGV payment will not be exempted.

INFORMATION NOTES ON LIMA

General

Lima is the capital of the Republic of Peru. Located on the central coast of the country, overlooking the Pacific Ocean, it forms an extensive and densely populated (approximately 10 million people) urban area known as the Lima Metropolitan Area, bordered to the West by the coastal desert and extending into the valleys of the Chillón, Rímac and Lurín rivers, at an altitude of 154 meters above sea level, with the Andes Range to the East.

The city of Lima is the capital of the department of the same name, in which the colonial and neo-republican styles are predominant, achieving perfect harmony between traditional and contemporary architecture. In 1991 its Historic Center was declared a World Heritage Site.

Lima has access to the sea. Its beaches are perfect for surfing and all along its coastal promenades, bike rides and long walks are ruffled by the gentle sea breeze. It is also a prime spot for paragliding over the Pacific Ocean.

In this noble historic city, founded in 1535, the wealth of natural produce and the fusion of techniques and cultures forged a unique mestizo gastronomy over the centuries. Because of the excellence, quality and passion of Peruvian chefs, Lima has been named the *Gastronomic Capital of Latin America*.

Climate

Given its geographic location, the city of Lima has a unique climate. It combines the almost complete lack of rainfall with an extremely high level of air humidity and a persistent cloud cover during winter. These strange climatic features are indeed surprising as Lima is located in the tropics, at 12° latitude south and almost at sea level.

The average annual temperature in the months of October to December ranges from 16°C to 24°C (61°F to 75°F), with a predominantly high level of relative humidity. During the summer months (December-April) the weather is sunny and humid.

It is recommended that you wear cotton clothing during the day and a warm coat during the afternoon-evening. Furthermore, the intensity of ultraviolet radiation is very high (a UV index of 10), particularly during the summer months, so a suitable sunscreen is highly recommended.

Language

The official languages of Peru are Spanish, mainly used in urban areas, Quechua, used by 30% of the population in the Andean or Highlands region, and Aymara, used by 2% of the population in the Altiplano Region. In addition, there are many indigenous languages used by the native communities of the Amazon Region.

Time Zone

Time Zone: GMT (UTC) -5:00 hours, valid throughout Peru, all year round.

Electricity

The standard household electricity throughout Peru is 220 volts and 60 Hz. In general, electricity plugs have 2 flat or 2 round prongs.



Most hotels usually provide adaptors for their guests. In the meeting rooms, we recommend that you bring your own adaptors.

Banks / Money Changers / Credit Cards

Peru's national currency is the SOL; the available coins are S/0.10, S/0.20, S/0.50, S/1.00, S/2.00 and S/5.00 and notes are available in S/10.00, S/20.00, S/50.00, S/100.00 and S/200.00 denominations.

The US dollar circulates freely and is generally accepted by most commercial establishments.

Credit cards are accepted by most commercial establishments and hotels in Peru. The most commonly accepted credit cards are Visa and Mastercard; some establishments also accept Diners and American Express cards (the latter is accepted through the Mastercard system).

Reference rate: 3.23² Soles for 1.00 US dollar (Lima soles as at September 2017). The exchange of foreign currencies can be carried out in banks or authorized foreign exchange agencies. However, there are many individual money changers ("Cambistas") working in the streets near the banks, but it is always advisable to use banks, hotels or foreign exchange agencies.

Tipping

Tipping is voluntary. In restaurants it is customary to leave a tip of approximately 10% of the total bill.

Communications

You can call (direct dialing) and send a fax to anywhere in the world from Miraflores - Lima, using the facilities at your hotel or at Long Distance Call offices. SIM cards can be purchased locally from telephone companies like Entel, Claro, Bitel or Movistar. Prepaid phone cards can be purchased throughout town. Internet access is available throughout Miraflores – Lima, especially at the hotels (by consulting the reception desk at the respective hotels). Free wi-fi connection is available in the meeting areas and throughout the José Antonio Deluxe Hotel for guests staying at this hotel.

Emergency telephone numbers in the Miraflores District

Volunteer Fire Brigade – Lima	116
National Police of Peru –San Antonio de Miraflores Police Station, Miraflores	51- 4451793
National Police of Peru – POLICE STATION: CPNP Miraflores	51- 4463018
National Police of Peru – Emergency Division PNP	51- 482-8988
Municipal Civil Security (Serenazgo) – Miraflores	51- 617-7578

² With minor daily variations, please visit www.sbs.gob.pe

Additional Information:

TOURISM:

Lima is only between 1 to 2 hours away by air from the main tourist centers of the country: Cusco, Arequipa, Puno, Lambayeque, Trujillo, Iquitos and Madre de Dios; in most cases there are several daily flights available and about 4 local airlines.

Road trips to tourist destinations that are relatively close to Lima, including Ica, Paracas, Nazca and Trujillo along the coastline, as well as Huancayo, Tarma and Oxapampa in the Andean region and in the upper Amazon region, can be made in comfortable sleeper buses that depart from Lima at different times and frequencies.

For enquiries and bookings to these tourist destinations, we suggest you contact the following sites:

<http://www.peru.travel/es-pe/donde-ir/lima.aspx>

https://www.tripadvisor.com.pe/Tourism-g294316-Lima_Lima_Region-Vacations.html

www.irdeviajes.com

claudia.jacobs@irdeviaje.com

GASTRONOMY

Peruvian cuisine is very diverse. Peru is a country of ancient tradition and a promising future that does not lose sight of its roots and where the art of fine eating is one of the most distinctive traits of its people's identity. The city of Lima has been declared the *Gastronomic Capital of Latin America* thanks to the wide range and exquisite taste of its many local dishes which have been categorically endorsed and approved by the most prestigious chefs and specialists in this field.

For further information, visit: http://www.go2peru.com/spa/guia_viajes/lima/cocina_lima.htm

Participants will find more information in the conference registration desk located in the lobby of the first floor of the hotel.

SPORTS AND SHOWS

Lima offers a great variety of cultural and artistic shows in theaters, museums and restaurants, as well as sporting events for all. Interested participants should visit the following webpage: <http://www.enlima.pe/>.

ANNEX I

VISA REQUIREMENTS FOR FOREIGN NATIONALS ENTERING PERU

CENTRAL AMERICA/CARIBBEAN	
	Up to 183 days (Non-extendable)
COUNTRY	TOURIST
Costa Rica	YES
Guatemala	YES
Honduras	YES
Panama	NO
Trinidad & Tobago	NO
NORTH AMERICA	
Mexico	NO
United States of America	NO
SOUTH AMERICA	
Brazil	NO
Colombia	NO
Ecuador	NO
Guyana	NO
Suriname	NO
AFRICA	
Benin	YES
Cameroon	YES
Central African Republic	YES
Congo	YES
Côte d'Ivoire	YES
Democratic Republic of the Congo	YES
Gabon	YES
Ghana	YES
Liberia	YES

Madagascar	YES
Mali	YES
Mozambique	YES
Togo	YES
ASIA	
Cambodia	YES
India	YES
Indonesia	NO
Japan	NO
Malaysia	NO
Myanmar	YES
People's Republic of China	YES
Philippines	NO
Republic of Korea	NO
Thailand	NO
Viet Nam	YES
OCEANIA	
Australia	NO
Fiji	NO
New Zealand	NO
Papua New Guinea	NO
EUROPE	
Albania	YES
Austria	NO
Belgium	NO
Bulgaria	NO
Croatia	NO
Cyprus	NO
Czech Republic	NO
Denmark	NO

Estonia	NO
Finland	NO
France	NO
Germany	NO
Greece	NO
Hungary	NO
Ireland	NO
Italy	NO
Latvia	NO
Lithuania	NO
Luxembourg	NO
Malta	NO
Netherlands	NO
Norway	NO
Poland	NO
Portugal	NO
Romania	NO
Slovakia	NO
Slovenia	NO
Spain	NO
Sweden	NO
Switzerland	NO
United Kingdom	NO