

## **35<sup>TH</sup> ANNUAL PARLIAMENTARY FORUM OF PARLIAMENTARIANS FOR GLOBAL ACTION**

### ***Building a Stable and Durable Peace: The Role of Parliamentarians in Support of Peace Processes***

Bogota, Colombia 9 & 10 December 2013

#### **Information Note (self-funded)**

##### **VERY IMPORTANT – TRAVEL**

We kindly request your travel itinerary noting airline carrier, flight number and dates of arrival and departure to Mr. Thiago Carvalho ([Thiago@pgaction.org](mailto:Thiago@pgaction.org)) to ensure your pick up at the airport and transfer to the hotel.

*If you are unable to join us, please communicate as soon as possible **your cancellation** to Mr. Michael Agbeko ([agbeko@pgaction.org](mailto:agbeko@pgaction.org)) and Thiago Carvalho to liaise with local protocol.*

##### **VERY IMPORTANT - VISA**

The Ministry of Foreign Affairs of Colombia will grant a visa upon arrival to those delegates who require visa (please see attachment). If you are a national of a country on this list, please send the following details of your passport to **Ms. Mónica Adame** ([monica.adame@pgaction.org](mailto:monica.adame@pgaction.org)) at your earliest convenience:

NAME (AS PER PASSPORT)

PASSPORT NUMBER

DATE OF BIRTH

TYPE OF PASSPORT (OFFICIAL/DIPLOMATIC/ORDINARY)

COUNTRY

##### **Reception at the Airport and Transfer to Hotel**

The Protocol's office from the Chamber of Representatives will be welcoming participants holding the meeting logo. Transportation will then be arranged from the airport to the hotel.

*Please remember to send your travel itinerary noting airline carrier, flight number and dates of arrival and departure to Mr. Thiago Carvalho ([Thiago@pgaction.org](mailto:Thiago@pgaction.org)) to ensure your reception at the airport.*

##### **Hotel**

*A special rate has been negotiated at the following hotel where you can book your own reservation:*

**Crowne Plaza Tequendama Bogota**

Carrera 10 No. 26-21

P.O. Box 240112, Bogotá Colombia

Tel. 0800-556-5565, 011-571-382-2930

Fax: 011-571-282-2860

Website: <http://www.ihg.com/crowneplaza/hotels/us/en/bogota/bogha/hoteldetail>

Contact person at hotel: Ms. Andrea Perez at [andrea.perez@sht.com.co](mailto:andrea.perez@sht.com.co)

**Standard single room 278,600 Colombian pesos per night**

**(Approx. US\$135 and 100 Euros)**

*Suites and other rooms may be available upon request*

To qualify for the reduced rate, please inform the hotel that you will be a delegate at the PGA Annual Forum giving the following code: **Forum2013PGA**.

Breakfast is served beginning at 6h00 and is included in the hotel room charge.

#### **Transfer from the Hotel to the Conference Venue**

The Protocol's office from the Chamber of Representatives will provide transportation from the hotel to the Forum venue.

#### **WE KINDLY REQUEST YOU TO RESPECT THE STRICT DEPARTURE TIME FROM THE LOBBY OF THE HOTEL:**

**Monday 9 December:** departure from Hotel Lobby at 8h30. A complicated and long security procedure is required to enter the Chamber. Only MPs and Parliamentary staff that have registered for the Forum and provided their passport number will be allowed to enter the Chamber.

**Tuesday 10 December:** departure from Hotel Lobby at 8h30

#### **Attire**

Dress code for the Annual Forum: business attire. Traditional dresses are welcome. Otherwise, for men a jacket and shirt is required.

**WEATHER:** Regardless of the time of the year, you can expect a low in the mid 40's and a high in the mid 60's in Bogotá. The city receives a considerable amount of rain during the year, and due to its elevation (8800ft) above sea level it never sees very high temperatures. The driest months are Dec, Jan and Feb. However weather patterns are constantly changing and in Bogotá rain is always a possibility. A tip for Bogotá travelers, bring a raincoat and an umbrella.

#### **Defender for Democracy Award 9 December 18h15, City Hall of Bogotá**

Since 1996, PGA has held the Defender of Democracy Awards (DDA) Ceremony in parallel with its Annual Forum. The Award is presented to individuals who, through their own commitment and active engagement, have made significant progress in strengthening democracy and democratic practices. Past recipients include Rt. Hon. Helen Clark, Former Prime Minister of New Zealand; Ms. Mary Robinson, former United Nations High Commissioner for Human Rights; and Mr. Lakhdar Brahimi, former Special Representative of the UN Secretary-General for Afghanistan.

You are cordially invited to attend the DDA Ceremony and Dinner (hosted by the Mayor of Bogotá and the Presidents of the Chamber of Representatives and the Senate) on 9 December at 18h15.

The 2013 DDA will be granted to **Mr. Samuela 'Akilisi Pohiva**, Member of Parliament from Tonga, and **Dr. Noor Jehan Panezai**, former Member of Parliament, and **Mr. Naveed Qamar**, MP, on behalf of the **PGA National Group of Pakistan**. Mr. Pohiva is being honored for his contributions to democracy in Tonga and the Asia Pacific. On behalf of the PGA National Group in Pakistan, Dr. Panezai and Mr. Qamar are being recognized for their contributions to democracy, peace, and women's empowerment in Pakistan and South Asia.

### **35<sup>th</sup> Annual Forum Programme 9 & 10 December**

SUNDAY DECEMBER 8: Arrivals / Free time

#### MONDAY DECEMBER 9

***Only registered MPs and parliamentary staff are allowed to enter the Chamber of Representatives***

- 8h30      Departure from Lobby of Hotel
- 9h15      Chamber of Representatives, Annual Forum Day 1
- 13h15     Lunch offered by the Chamber of Representatives -
- 18h        End of Day 1
- Direct Walk to the City Hall (in front of Chamber of Representatives)
- 18h15     Defender of Democracy Award (DDA) 2013 Ceremony hosted by the Mayor of Bogotá at City Hall
- Transfer from City Hall to Hotel
- 20h        DDA Dinner hosted by the President of the Senate and the Speaker of the House of Representatives at Hotel Tequendama Crowne Plaza Bogotá

#### TUESDAY DECEMBER 10

***Only registered MPs and parliamentary staff are allowed to enter the Chamber of Deputies***

- 8h30      Departure from Lobby of Hotel
- 9h15      Chamber of Representatives, Annual Forum Day 2
- 13h15     Lunch offered by the Chamber of Representatives
- 17h30     Closing of 35<sup>th</sup> Annual Forum
- Transfer from the Chamber of Representatives to the hotel
- 20h        Dinner hosted by the Congress of Colombia – venue and time to be confirmed

### **Addresses & Contact numbers**

Venue of PGA's 35<sup>th</sup> Annual Forum:

**Chamber of Representatives of Colombia**

*Capitolio Nacional*

*Calle 10 no. 7-50*

Bogotá, Colombia

Venue for the Defender for Democracy Award 2013

**City Hall**

*Alcaldía Mayor de Bogotá*

*Cra. 8 no. 10-65*

Bogotá, Colombia

#### **PGA STAFF**

Office in The Netherlands:

+31703604433

Office in NY: + 12126877755

Mobile in Colombia: + 573-1020-84465  
(beginning on December 4th only)