



Cancillería

LOGISTICS MANUAL

CARTAGENA

27 – 29 MAY

**9th International Cooperation Conference
17th Business Forum of the Greater Caribbean
Preparatory Meeting to the 30th Ordinary Meeting of
the Ministerial Council
30th Ordinary Meeting of the Ministerial Council**



TABLE OF CONTENTS

INTRODUCTION	3
GENERAL INFORMATION	4
1. ACCREDITATION OF DELEGATIONS	7
2. VISAS.....	7
3. AIRPORTS	8
4. DIPLOMATIC LIAISONS	9
5. BILATERAL MEETINGS.....	10
6. TRANSPORT	10
7. ACCOMMODATION.....	11
8. SECURITY	12
9. HEALTH SERVICES.....	13
10. PRESS.....	13
ANNEXES.....	14

INTRODUCTION

It is with great pride and enthusiasm that Colombia, in its capacity as Chair of the Ministerial Council of the ACS for the period 2024-2025, assumes the prestigious role of host country for the 30th Ordinary Meeting of the Ministerial Council of the Association of Caribbean States (ACS) and its Preparatory Meeting, as well as other meetings related to its convening in May 2025 in **Cartagena de Indias**. The city where the Convention Establishing the Association of Caribbean States was signed some 30 years ago, will once again become the headquarters for our inspiration and unity in renewing our collective commitment to a more sustainable Greater Caribbean.

Colombia has the honour of welcoming all Heads of Delegation of Member States, Associate Members, Founding Observers, Observers, Observer Organisations, Social Actors and Special Invited Guests to a week of events. Guided by the principles of unity, collaboration and regional progress, Colombia is honoured to chair the 30th Ordinary Meeting of the Ministerial Council and its Preparatory Meeting, the 17th Business Forum of the Greater Caribbean and the 9th International Cooperation Conference, which will provide an opportunity for reflection on the advancements made thus far, in addition to the regional and global challenges that bring us together as an Association.

Colombia is convinced that through concerted action and regional integration, we will be able to overcome growing challenges and take advantage of opportunities to enhance our region. Our Chair is dedicated to fulfilling the mandate of the peoples by acknowledging that the Greater Caribbean is a home of cultural and linguistic diversity and wealth, as well as immense nature and biodiversity, and it is undoubtedly worthy of global recognition.

This logistics manual has been prepared to provide delegations with essential information that would guarantee them a fluid and productive experience during the meetings. It contains key details regarding meeting venues, credentials, transport, accommodation, health, security and focal points, among other crucial aspects.

In assuming the responsibility of hosting these exceptional events, Colombia extends a warm welcome to all participants. We hope that our time together would be marked by fruitful discussions, collaboration initiatives and a shared vision for a region that is stronger and more integrated.

WELCOME!

GENERAL INFORMATION

- ✓ **Official name:** Republic of Colombia
- ✓ **Capital:** Bogotá D.C.
- ✓ **President of the Republic:** His Excellency Gustavo Petro Urrego
- ✓ **Minister of Foreign Affairs:** Her Excellency Laura Camila Sarabia Torres
- ✓ **Population:** 51.8 million (2021)
- ✓ **Area:** 2,070,408 km²
- ✓ **Official language:** Spanish
- ✓ **Currency:** Colombian peso (COP)
- ✓ **Borders:** Venezuela, Brazil, Peru, Ecuador, Panama, the Caribbean Sea and the Pacific Ocean
- ✓ **Climate:** Tropical, with temperatures ranging between 18 and 28°C
- ✓ **Topography:** Mountainous, with the Andes Mountain range in the middle of the country
- ✓ **Religion:** Secular State
- ✓ **Administrative division:** 32 departments and one (1) capital district
- ✓ **System of Government:** Representative Democracy / Presidential Republic
- ✓ **Local Time:** Official Colombian time is 6 hours behind Greenwich Mean Time (-6 GMT).
- ✓ **Telephone system:**
 - (57) Colombia code
 - (1) Bogotá D. C. code
 - (5) Code for **Cartagena**
 - (60) Code for cellular phones in Colombia



Information on Cartagena

Cartagena is a city located on the shores of the Caribbean Sea. Its colourful streets full of charm make it the gateway to South America. In Colombia, it lies to the north of the country and is the capital of the Bolívar region. 'La Heroica', as it is called, has several archipelagos and islands surrounding it, which are havens for true rest.

Cartagena holds the secrets of history in its walled city, on its balconies, and along its narrow stone paths that served as inspiration for Gabriel García Márquez, Nobel Prize winner for Literature in 1982.

Framed by a beautiful bay, Cartagena de Indias is one of the most beautiful and best-preserved cities in the Americas; a treasure which, today, is one of the most visited tourist destinations in Colombia.

It has great architectural and cultural patrimony in its historical centre, **which is surrounded by many kilometres of old walls that make up the walled city**. The beauty and importance of this landscape of Cartagena led to it being declared an **Historic Patrimony of Humanity by UNESCO in 1984**.

Temperature

Temperature in Cartagena throughout the year is 27°C on average.

Meeting venue

The 30th Ordinary Meeting of the Ministerial Council and its Preparatory Meeting, the 17th Business Forum of the Greater Caribbean and the 9th International Cooperation Conference, will be held at the Cartagena de Indias Convention Centre, where special spaces will be provided for attending delegations.

Entry requirements

Visitors must have a valid passport for entry into Colombia. Delegates should enter and leave the country preferably through the Rafael Núñez de Cartagena International Airport, where arrangements have been made for the arrival and departure of visitors.

Delegates who require a visa (according to their nationality) must apply for a courtesy visa (Type V) International Convention on the Internal Working Group on Visas of the Ministry of Foreign Affairs.

To start the visa application, follow the link:

<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>

Currency Exchange

Major foreign currencies can be exchanged at the Rafael Núñez International Airport and at bureaux de change (currency exchange) in Cartagena and at banks in the city.

Currency

The currency of Colombia is the Colombian peso, whose official exchange rate on 28th April, 2025 was 4 195 pesos per United States dollar, which can change on a daily basis.

Taxes

Most purchases in Colombia are subject to 19% Value Added Tax (VAT) and 8% sales tax on food and beverages.

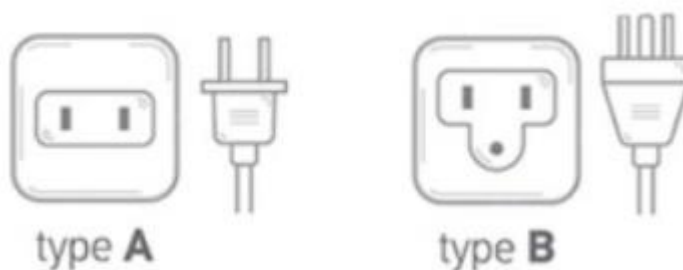
Tips

In Colombia, tips are voluntary. With the consent of the customer, establishments can include this percentage in the bill.

Electricity

Electricity in Colombia is 110 V, 60 cycles (60hz). It is therefore recommended to have the necessary converters and adapters. There are two types of plugs:

- Type A plug
- Type B plug



1. ACCREDITATION OF DELEGATIONS

The 30th Ordinary Meeting of the Ministerial Council and its Preparatory Meeting, the 17th Business Forum of the Greater Caribbean and the 9th International Cooperation Conference will be held at the Cartagena de Indias Convention Centre. Entry to this space requires the accreditation of all participants.

Therefore, a special badge will be provided for Ministers of Foreign Affairs and their accompanying delegates in the format established: 1+3

While the activities are underway, all delegates must always wear their badges, and they must be visible. Depending on the colour, the badges will allow access to the various spaces where the programme of activities will be developed. Said identification is personal and non-transferable.

Kindly contact the Accreditations Coordinator for information on the procedure for this special accreditation.

Accreditations Coordinator

Jaime Alberto Pinto Porras

jaime.pinto@cancilleria.gov.co CC: protocol@acs-aec.org

Telephone: +57 311 288 41 19

2. VISAS

It is important to mention that by virtue of Resolution 9315 of 2024, all United Nations Laissez Passer holders, regardless of their nationality, will be exempt from the visa requirement for entry into the national territory.

Those individuals participating in the events who, by their nationality, are **NOT** exempt from the visa requirement for entry into Colombia and who **are accredited or invited officially to participate in the event as a member of an official delegation**, may apply for the **Type V COURTESY Visa** (at no cost) by following the link: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml> and selecting the relevant consular office based on their nationality or place of residence. Their application must be accompanied by the following documentation, which must be of good quality:

- ✓ Recent colour photo with white background, measuring 4 cm in height by 3 cm. The applicant must be facing front, and their head must be centred and visible in its entirety. Both eyes must be open, and the ears must be visible. There must be no reflections on the photo. Do not allow hair or other accessories to cover the face. Do not use the photo from the previous visa. The image format must be JPG, and the file size must not exceed 300 KB.
 - ✓ Biodata page of the passport, valid for up to a minimum of 6 months.
 - ✓ Letter of invitation or support for the visa application, signed by the representative of the entity responsible for the event.
- **Conditions for entry into the country due to the yellow fever health emergency**

Requirement of the international vaccination card for travellers: In accordance with the International Health Regulation, international travellers entering the country will be required to produce the yellow fever vaccination card. The vaccination must have been administered at least 10 days prior to entering high-risk zones.

3. AIRPORTS

The procedure for receiving, step by step, the Ministers of Foreign Affairs arriving via official aircraft, will be made known through the diplomatic liaisons and will be carried out at the Rafael Núñez International Airport in Cartagena, as well as the El Dorado International Airport in Bogotá.

Ministers of Foreign Affairs using commercial airlines will have a receiving procedure based on the point of arrival into the Colombian territory. This detailed procedure will also be made known through the diplomatic liaison assigned to the delegation.

In general, the following information is available:

Upon arrival in Cartagena or Bogotá, the Ministers of Foreign Affairs will be received by a high-level official of the Colombian Government, the Head of the Diplomatic Mission of the respective country, the diplomatic liaison and up to a maximum of three (3) officials from the Diplomatic Mission (including the Mission Liaison).

The Colombian Protocol staff will ensure full compliance with the number of officials established, to avoid heavy traffic that would impact negatively on the courtesy and on the

attention for the visiting official delegations. This decision is adopted considering that several delegations may arrive at the same time.

NOTE: Kindly forward by 26 May 2025, through written communication to the email address of the coordinator, the names of the three (3) Mission officials who will be present at the air terminal (including the Mission liaison).

Arrival and Departure of Official Delegations NOT Led by Ministers of Foreign Affairs

The various delegations will be received and sent off at the Rafael Núñez International Airport in Cartagena and at the El Dorado International Airport in Bogotá, where they will be provided with all the facilities for immigration procedures, luggage, customs and transport.

Bear in mind that each delegation must assign a Mission liaison, responsible for coordinating the abovementioned tasks, to facilitate all procedures with the Colombian airport authorities, together with a protocol officer.

Luggage

The Mission Liaison, with collaboration from the officials of the Protocol Department, will be responsible for retrieving the luggage of the Ministers of Foreign Affairs and their accompanying official delegations.

Bogotá Airport Coordinator

Roberts Andres Díaz Medina

roberts.diaz@cancilleria.gov.co

Cartagena Airport Coordinator

Hugo Solano

hugo.solano@cancilleria.gov.co

4. DIPLOMATIC LIAISONS

The Ministers of Foreign Affairs will be assigned a diplomatic liaison that will always accompany the delegation and to channel any requests or doubts that may arise.

Mission Liaisons

The Ministers of Foreign Affairs will be assigned a Diplomatic Liaison, who will always accompany the foreign delegation and will be responsible for channelling any requests that may arise before and during the visit.

The participating delegations are charged with appointing one official to serve as Mission Liaison, who will be responsible for maintaining permanent contact with the abovementioned Diplomatic Liaison. This is proposed to ensure efficient communication and coordinate necessary actions between the participating delegation and the Protocol Department.

Kindly forward via verbal note, the name and contact information of the official appointed as Mission Liaison to direcccionprotocolo@cancilleria.gov.co with a copy to margareth.rey@cancilleria.gov.co

Diplomatic Liaison Coordinator

Margareth Rey

margareth.rey@cancilleria.gov.co

5. BILATERAL MEETINGS

To request a space for a bilateral meeting, an email must be sent to monica.caraballo@cancilleria.gov.co. Once the meeting is confirmed, you are asked to report any change or cancellation of said meeting with proper advance notice.

Bilateral meetings with the organising country – Colombia – will be coordinated by the Protocol Office of the Ministry of Foreign Affairs and the request will be arranged via email at monica.caraballo@cancilleria.gov.co.

Information on the venue, date and schedule of the meetings will be released via the same channel, once the Colombian delegation has a proper space for its meetings to be held.

Bilateral meetings held outside these spaces will not be supported by the Bilateral Meeting Committee and their organisation will be the responsibility of the delegations involved.

To request bilateral meetings with the ACS Secretary General, a verbal note outlining the request and the suggested topics must be forwarded to secgen@acs-aec.org with a copy to equiceno@acs-aec.org and protocol@acs-aec.org.

6. TRANSPORT

To facilitate the movement of the Ministers of Foreign Affairs participating in the 30th Ordinary Meeting of the Ministerial Council and its Preparatory Meeting, the 17th Business Forum of the

Greater Caribbean and the 9th International Cooperation, the Colombian Government will provide as a courtesy, the following transport:

- For Ministers of Foreign Affairs: individual transport

Additionally, since the 10th Summit of Heads of State and/or Government of the Association of Caribbean States (ACS) will be convened in Montería on 30th May 2025, the Colombian Government will provide one official flight in which it will transfer the Ministers of Foreign Affairs and Secretaries General to Montería, Córdoba, on May 30, 2025, which will return to Cartagena de Indias upon the completion of the 10th Summit of Heads of State and/or Government.

- **Vehicle Accreditation**

All vehicles used during the event must be duly accredited for their use on official routes, for access to restricted zones and for connecting with diplomatic motorcades.

The Government of the Republic of Colombia will assign one (1) courtesy vehicle, duly accredited to each Minister of Foreign Affairs, per delegation.

Those Diplomatic Missions that wish to use additional vehicles, must arrange their accreditation by way of an official form, providing details on the driver (drivers licence and identification document), as well as the vehicle documents.

NOTE: The deadline for accreditation and number of authorised vehicles is **15th May 2025**.

Toward that end, it is mandatory to forward a Verbal Note and Complete a Form at <https://forms.office.com/r/kEq6gBT8SV>, providing the information required, addressed to the Transport Coordinator or the liaison officer assigned.

Transport Coordinator

Cristopher Alex Polanco Nuñez

cristopher.polanco@cancilleria.gov.co

7. ACCOMMODATION

The Colombian Government will provide one (1) room as a courtesy for the nights of May 28, 29 and 30, for the Heads of State and/or Government, Vice Presidents and Ministers of Foreign Affairs.

- The courtesies include:
 - Accommodation
 - Breakfast

Expenses incurred for international calls and/or calls to cellular phones, tips, cigarettes, alcohol, laundry service, spa, hair salon and similar services, will be covered by each delegation.

Hotel Assignment:

Each of the rooms for the Ministers of Foreign Affairs at the headquarters hotels will be assigned based on precedence, determined by the date and time of the official receipt by the Ministry of Foreign Affairs – Protocol Department – of the Verbal or Diplomatic Note indicating the participation and composition of the official delegation before **19th May 2025**.

The Accommodation Coordinator will advise each delegation of the hotel assigned to them.

Accommodation Coordinator

Patricia Josefina Polanco Polo

patricia.polanco@cancilleria.gov.co

8. SECURITY

Overflight and Landing Procedure

Overflight and landing permits must be applied for through the Ministry of Foreign Affairs, by completing the form “*Application for Overflight in the National Airspace and/or Landing of Foreign Aircraft*” (Annex 1), which must be forwarded to: madelyn.arevalo@cancilleria.gov.co

Applications for the Entry and Carrying of Weapons

The corresponding application for the entry and carrying of small calibre weapons (pistol or revolver) will be forwarded by way of an official note. This application must be submitted with all technical specifications to privilegios@cancilleria.gov.co so that it could be processed by the Protocol Department – Internal Working Group on Privileges and Immunities -, which will take the necessary steps with the Department for the Control of the Trade in Arms, Ammunition and Explosives, the body issuing the permit.

Applications for Frequencies for Radiocommunications

The corresponding application for the entry of communications equipment, having completed the “Radiocommunications Form” (Annex 3) attached to this document, will be forwarded by way of an official note. This application must be submitted to privilegios@cancilleria.gov.co so that it could be processed by the Protocol Department – Internal Working Group on Privileges

and Immunities -, which will take the necessary steps with the Ministry of Information and Communications Technologies, the body that issues the permit.

Security for Delegations

Security for the delegations taking part in the activities carried out during the week in **Cartagena** will be coordinated by several State entities and bodies.

Specific information on each delegation will be provided by the diplomatic liaison assigned.

9. HEALTH SERVICES

Medical Form

Attached to this manual is the “*Confidential Medical Form*” (Annex 4), a form that must be completed in its entirety and forwarded to the diplomatic liaison assigned.

10. PRESS

All members of the national, international, business and official press must be accredited beforehand to cover the activities that will be developed during the meetings scheduled to take place on 27th – 29th May 2025, in **Cartagena**, Colombia.

To carry out the accreditation process, kindly visit the website and follow the steps to obtain your credentials. In the case where delegations bring on their aircraft, journalists (unofficial) who will be covering the event, and to obtain all logistical details pertaining to the press, they must contact us via email.

Press Liaison – Ministry of Foreign Affairs

Jaimer Cantillo Bello

jaimer.cantillo@cancilleria.gov.co

Press Liaison – Association of Caribbean States

Joshua Green Miller

jmiller@acs-aec.org

ANNEXES

Annex 1

Application for Overflight in the National Airspace and/or Landing of Foreign Aircraft

Annex 2


Vehicle Accreditation

Annex 3


Radiocommunications

Annex 4

Confidential medical form for Heads of State and/or Government, Reigning Crown Princes, Vice Presidents and/or Ministers of Foreign Affairs

	FUERZA AÉREA COLOMBIANA	Código:	OA-JEMOV-FR-071
	FORMATO SOLICITUD SOBREVUELO EN ESPACIO AÉREO NACIONAL Y/O ATERRIZAJE DE AERONAVES DE ESTADO EXTRANJERAS	Versión N°:	05
		Vigencia:	24-07-2024

Señor General <i>(General Sir)</i> Comandante Fuerza Aérea Colombiana <i>(Commander, Colombian Air Force)</i> Bogotá D.C.									
Numero de solicitud: <i>(Application number)</i>									
Fecha <i>(Date)</i> :									
INFORMACIÓN GENERAL <i>(General Information)</i>									
País solicitante <i>(Requesting country)</i>									
Teléfono de contacto <i>(Contact phone number)</i>									
Email:									
INFORMACIÓN DEL VUELO <i>(Flight Information)</i>									
Fecha solicitada <i>(Requested date)</i>									
Propósito del vuelo <i>(Flight purpose)</i>									
Itinerario <i>(Itinerary)</i>									
Transporta carga peligrosa / equipos fotográficos o de reconocimiento / la aeronave esta artillada? SI O NO <i>(Does it transport hazardous cargo / photographic or reconnaissance equipment / Is the aircraft armed?) yes or no</i>								SI <i>(yes)</i>	NO <i>(no)</i>
Especifique tipo de carga peligrosa / equipos fotográficos o de reconocimiento / armamento de la aeronave <i>(Specify type of hazardous cargo / photographic or reconnaissance equipment / aircraft weaponry)</i>									
EN CASO DE INGRESO A UN AERÓDROMO Y/O RAMPA MILITAR, INDICAR SI / NO <i>(In case of entry to a military aerodrome and/or ramp, indicate YES / NO)</i>									
Ingreso a aeródromo y/o rampa militar <i>(Entry to a military aerodrome and/or ramp)</i>							Pernocta en rampa militar <i>(Overnight stay at a military ramp)</i>		
Nombre base aérea o rampa militar a la que solicita el ingreso: <i>(Name of the military airbase or ramp you are requesting access to:)</i>									
Aeródromos internacionales alternos: <i>(Alternate international aerodromes)</i>									
AERONAVES <i>(Aircraft)</i>					MATRICULA <i>(Registration number)</i>		TIPO DE AERONAVE <i>(Aircraft Type)</i>		INDICATIVO DE LLAMADA <i>(Call Sign)</i>
Aeronave principal <i>(Main aircraft)</i>									
Aeronaves alternas <i>(Alternate aircraft)</i>									
DESCRIPCIÓN DE LA RUTA <i>(Route Description)</i>									
ICAO de salida <i>(Last Dept. Point)</i>	Fecha/Hora ZULU de despegue <i>(Date/Time of Takeoff)</i>	ICAO de ingreso <i>(Entry Point into COL Airspace)</i>	Fecha/Hora ZULU de ingreso a Colombia <i>(Date/Time into COL Airspace)</i>	Ruta <i>(Route)</i>		ICAO de salida <i>(Exit Point from COL Airspace)</i>	Fecha/Hora ZULU de salida de Colombia <i>(Date/Time exiting COL Airspace)</i>	ICAO de destino <i>(Dest. Point)</i>	Fecha/Hora ZULU de aterrizaje <i>(Date/Time of Landing)</i>
KMIA	16 AGO 2023 16:30Z	AGUJA	16 AGO 2023 18:30Z	GUJA UM782 MEVUB UP406 AKPEK UQ121 ISVAT				SKBO	16 AGO 2023 19:30Z
SKBO	17 AGO 2023 11:00Z			OREGA UN776		GAVUT	17 AGO 2023 12:30	SETN	

	FUERZA AÉREA COLOMBIANA	Código:	OA-JEMOV-FR-071
	FORMATO SOLICITUD SOBREVUELO EN ESPACIO AÉREO NACIONAL Y/O ATERRIZAJE DE AERONAVES DE ESTADO EXTRANJERAS	Versión N°:	05
		Vigencia:	24-07-2024

INFORMACION DE LA TRIPULACION (Crew information)		
	Nombre (Name)	Identificación (Identification)
Piloto (Pilot)		
Copiloto (Copilot)		

Declaro que las Aeronaves Propuestas **SI**_/NO__ están armadas, **SI**_/NO__ tienen instalado a bordo equipos de aerofotografía ni sistemas de vigilancia, seguimiento y alerta temprana o cualquier otro equipo de detección, **SI**_/NO__ está activado de reaprovisionamiento de combustible en vuelo, **SI**_/NO__ está activado el equipo de inteligencia técnica o electrónica.

I declare that the Proposed Aircraft YES_/NO__ are armed, YES_/NO__ have onboard aerial photography equipment or surveillance, tracking, and early warning systems, or any other detection equipment, YES_/NO__ in-flight refueling is activated, YES_/NO__ the technical or electronic intelligence equipment is activated.

Firma del Solicitante (Applicant's Signature) _____

Nombre del Solicitante (Applicant's Name) _____

ANEXO 2 - ACREDITACIÓN VEHÍCULOS ATTACHMENT 2 - VEHICLE ACCREDITATION			
DATOS PERSONALES – Personal Details			Foto Photo
PRIMER APELLIDO – Surname	SEGUNDO APELLIDO – Mother's Maiden Name	NOMBRE – Name	
PAIS – Country	DELEGADO – Delegate	APOYO – Support	
TELÉFONO – Telephone:		CORREO ELECTRÓNICO: E-MAIL:	
DATOS VEHICULOS – Vehicle Details			
MARCA – Make	TIPO – Model	PLACA – Number-plate	
FIRMA SOLICITADO			
FIRMA RECIBIDO			

ANEXO 3 – RADIOCOMUNICACIONES
ATTACHMENT 3 - RADIOCOMMUNICATIONS

Marca Brand	Modelo Model	Potencia máxima de transmisión (dBm) Maximum permitted transmission power (dBm)	Frecuencia mínima de operación (MHz) Minimum operating frequency (MHz)	Frecuencia máxima de operación (MHz) Maximum operating frequency (MHz)	Ancho de banda del canal (kHz) Channel Bandwidth (kHz)	Opcional: Frecuencia preferida (MHz) Preferred frequency (MHz) *Not required

Itinerario de visita

Visitors Itinerary

Fecha de llegada (DD/MM/AAAA) Date of arrival (DD/MM/YYYY)	Fecha de salida (DD/MM/AAAA) Date of departure (DD/MM/YYYY)	Lugar (Municipio, Departamento) Place (City, State)

Firma Signature		

Problemas actuales de salud, especificar

Specify current health problems

Tratamientos actuales, medicamentos, dosis

Current medical treatments, medication and dosage

Otra información que considere relevante sobre enfermedades o cuidados médicos especiales

Other relevant information (illness or special health care)

Médico personal

Personal physician