

10TH SUMMIT OF ACS HEADS OF STATE AND/OR GOVERNMENT









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INTRODUCTION

It is with tremendous 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 10th Summit of ACS Heads of State and/or Government in **Montería**. This event is significant as it commemorates 30 years since the signing of the Convention Establishing the Association of Caribbean States on 24th July 1994 in Cartagena de Indias.

Montería will be, on this occasion, the city that will set the stage for a new era of inspiration and collective commitment to reflect on shared achievements and joint work towards an inclusive, equitable and sustainable future for the region.

Colombia has the honour of welcoming all Heads of Delegation of Member States, Associate Members, Observer Countries, Founding Observers, Observer Organisations, Social Partners 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 10th Summit of ACS Heads of State and/or Government, 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
- ✓ 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.







General Overview

Montería is the capital of the Department of Córdoba, located in the north of Colombia along the banks of the Sinú River. Founded on 1st May, 1777, the city, also known as the "City of Swallows", has undergone rapid developments in terms of urbanisation, trade and infrastructure. It is considered to be the farming capital of Colombia, with its main economic activity being cattle farming and agriculture.

The mix of different indigenous tribes, and descendants from Africa, as well as descendants from colonial Spain influences the city's rich cultural diversity. One its main attractions is a public park called "la Ronda del Sinú" which runs alongside the river and offers itself as a recreational and cultural space. Many important cultural events and fairs take place in Montería, including the National Farming Festival and the Sweets Fair.

Climate

Montería has a tropical savannah climate (according to the Köppen Climate Classification System), with an average yearly temperature of 28°C. There is a dry season from December to March and a rainy season from May to October. The city is moderately humid with an average index of 80% and annual rainfall levels that reach approximately 1.230 mm.

Meeting Location

The 10th Summit of Heads of State and/or Government of the ACS will take place in the **Córdoba Cultural Convention Centre**, located at the 3rd kilometer marker found along the route heading towards the Los Garzones International Airport. This modern and functional space can comfortably hold 2,000 people and boasts of versatile conference rooms, parking space, accommodation, terraces for exhibitions and a large multipurpose hall.

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 the illustrious 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 Los Garzones International Airport and at bureaux de change (currency exchange) in Montería 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.

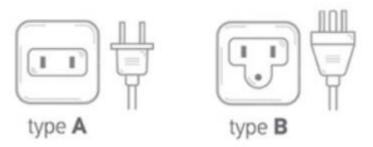
Tips

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

Electricity

Electricity in Colombia is 110V, 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 ATTENDING DELEGATIONS

The 10th Summit of ACS Heads of State and/or Government will take place in the Córdoba Cultural Convention Centre. To gain entry to this space, all participants are required to be officially accredited beforehand.

Therefore, special accreditation has been arranged for Heads of State and/or Government and their guests under the following established format: 1+3 in the Plenary Hall + 5 to enter the convention centre.

Similarly, special accreditation has been arranged for Ministers of Foreign Affairs and their guests under the following established format: 1+3 in the Plenary Hall + 3 to enter the convention centre.

During the course of each event, all delegates must wear and clearly display their accreditation badges at all times. Depending on the colour assigned, these credentials will grant access to the different rooms in which the scheduled activities will take place. This identification is personal and non-transferable. To learn more about the special accreditation process, kindly contact the Accreditation Coordinator whose details are listed below.

Accreditation Coordinator

Jaime Alberto Pinto Porras

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

Tel: +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.
- ✓ Biographic 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. AIRPORT PROCEDURES

Diplomatic Representatives will communicate the step-by-step procedure for receiving Heads of State and/or Government who arrive onboard official airplanes at both the Los Garzones Airport in Montería and the El Dorado International Airport in Bogotá.

Heads of State and/or Government using commercial airlines will be received with Presidential-level procedures, the details of which will be communicated by the Diplomatic Representative assigned to the delegation.

For further clarification, please note the following information:

Upon arrival in the city of Montería, Heads of State and/or Government will be received by a senior official of the Colombian Government, the Head of the Diplomatic Mission of their respective country, the Diplomatic Representative and up to a maximum of three (3) officials from the Diplomatic Mission (inclusive of the assigned Diplomatic Representative).

The Colombian Protocol staff will take note of the total number of visiting officials present at the port of entry at any given time to ensure that all courtesies are extended to all official delegations. This will be carefully coordinated, considering the possibility that different





delegations could arrive at the same time.

NB: Kindly communicate via email to the Coordination Committee before 24th May, the names of the three (3) Mission officials who will be present at the airport terminal (including the Diplomatic Representative).

Arrivals and Departures of Official Delegations NOT Presided over by Ministers of Foreign Affairs

Ministers of Foreign Affairs and Heads of International Organisations will be transported by the Colombian Government from the City of Cartagena de Indias to the city of Montería onboard an official early-morning flight on 30th May, which will subsequently return to the city of Cartagena de Indias once the activities related to the 10th Summit of ACS Heads of State and/or Government have concluded. All the relevant arrival procedures for this flight will be conducted at the Los Garzones airport in Montería and official delegations will later be transported to the Montería Cultural Convention Centre.

Each delegation must designate a Diplomatic Representative, who will be responsible for assisting the Coordination Committee with all related procedures at ports of entry for the official visiting delegations.

Luggage

Each head of delegation is responsible for his or her own luggage. Upon arrival in Montería, the Diplomatic Representative, together with officials of the Protocol Directorate, will proceed to the baggage claim area to collect the luggage for the Ministers of Foreign Affairs and their accompanying official delegations.

Bogota Airport Coordinator

Roberts Andrés Díaz Medina roberts.diaz@cancilleria.gov.co

Cartagena/Montería Airport Coordinator

Hugo Solano hugo.solano@cancilleria.gov.co





4. DIPLOMATIC LIAISONS

The Heads of State and/or Government will be assigned a diplomatic liaison to accompany the delegation always 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 <u>direcccionprotocolo@cancilleria.gov.co</u> with a copy to <u>margareth.rey@cancilleria.gov.co</u>

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 Secretary General of the ACS, 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 CC: protocol@acs-aec.org.

6.TRANSPORT

To facilitate the ease of movement of the Heads of State and/or Government participating in the 10th Summit of ACS Heads of State and/or Government, the Government of Colombia will provide the following means of transportation as a courtesy:

- For Heads of State and/or Government: individual transportation
- For Ministers of Foreign Affairs: Group transportation from the Airport to the Cultural Convention Centre (provided that they arrive on the official flight provided by the Colombian Government)

Vehicle Accreditation

All vehicles used during the event must be duly accredited for use on official roadways, access to restricted areas and recognition when attached to diplomatic convoys.

Diplomatic Missions wishing to use additional vehicles must request the necessary accreditation via filling out the official form and including the driver's details (driver's license and ID card), as well as documentation relevant to the vehicle. Please note that these vehicles may not be parked at the Cultural Convention Centre.

NOTE: The deadline for accreditation and number of authorised vehicles is 24th May. For this procedure, a Note Verbale and the Completion of the official form via Forms (https://forms.office.com/r/kEq6gBT8SV), with the required information attached must be sent, addressed to the Transportation Coordinator or the assigned official liaison.

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:
 - o 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 Room Allocation:

Rooms within the designated hotel will be assigned to Heads of State in accordance with the date and time on which the Verbal or Diplomatic Note indicating the participation and composition of the official delegation is officially received at the Ministry of Foreign Affairs - Protocol Directorate – before 24^{th} May.

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.

Security Coordinator of the National Police of Colombia

9. HEALTH SERVICES

Medical Form

Attached to this handbook 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 COVERAGE

All members of the national, international, business and official press must be accredited in advance to be able to cover the activities that will take place around the meetings scheduled for 30th May 2025 in the city of Montería, Colombia.

To complete the accreditation process, please visit the website and follow the steps to obtain your credentials. In the case of delegations travelling with unofficial journalists who are going to cover the event, as well as to obtain all logistical details related to media coverage, please communicate with the Press Liaison via email.

Press Liaison – Ministry of Foreign Affairs of Colombia 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

FORMATO SOLICITUD SOBREVUELO EN ESPACIO AÉREO NACIONAL Y/O ATERRIZAJE DE AERONAVES DE ESTADO EXTRANJERAS

Código:	OA-JEMOV-FR-071
Versión N°:	05
Vigencia:	24-07-2024

Señor General (General Sir) Comandante Fuerza Aérea Colombiana (Commander, Colombian Air Force) Bogotá D.C.													
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	de conta												
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SKBO	17 AGO 2023 11:00Z				OREGA	A UN77	76		GAVUT	2	AGO 2023 2:30	SETN	



FUERZA AÉREA COLOMBIANA

FORMATO SOLICITUD SOBREVUELO EN ESPACIO AÉREO NACIONAL Y/O ATERRIZAJE DE AERONAVES DE ESTADO EXTRANJERAS

Código:	OA-JEMOV-FR-071
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									
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Itinerario de Visitors Itinera							
	Fecha de llegada (DD/MM/AAAA) Date of arrival (DD/MM/YYYY)	(DI	cha de salida D/MM/AAAA) e of departure D/MM/YYYY)		Lug	ar (Municipio, Departar	nento)

Firma Signature	
Signature	

ANEXO 4 - FICHA MÉDICA CONFIDENCIAL

JEFES DE ESTADO Y/O DE GOBIERNO, PRIMERAS DAMAS, PRÍNCIPES HEREDEROS DE CASAS REINANTES, VICEPRESIDENTES DE ESTADO Y/O MINISTROS DE RELACIONES EXTERIORES

ATTACHMENT 4 - CONFIDENTIAL MEDICAL RECORD

HEADS OF	STATE AND / O	or governi				VICE-PRESIDENTS OF STAT	E AND		
			/ OR MI	NISTERS OF FOREIGN	AFFAIRS				
	iciada por (Cor	mpleted by)							
Informacio General inf									
Jefe de Est	tado o de Gob	ierno	Vicepro	esidente		Ministro de Relaciones			
Head of State or Government			Vice Pre			Exteriores			
						Minister of Foreign Affairs			
País									
Country									
Cargo									
Position									
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endocrina			Others	(specify)					
Metabolic/	endocrine diso	rders							
4. Antece	4. Antecedentes quirúrgicos, especificar								

Specify surgical history

Problemas actuale	s de salud, especificar				
Specify current hea	ith problems				
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Current medical tre	atments, medication and	l dosage			
		-			
Otra información	que considere relevante	e sobre enfermeda	des o cuidados m	édicos especiales	
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	` '	,			
Médico personal					
Personal physician					
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i					