



**ECONOMIC COMMISSION FOR LATIN AMERICA
AND THE CARIBBEAN**

**TWENTY-NINTH SESSION OF THE ECONOMIC COMMISSION FOR
LATIN AMERICA AND THE CARIBBEAN (ECLAC)**

GENERAL INFORMATION

I. INTRODUCTION

The twenty-ninth session of the Economic Commission for Latin America and the Caribbean (ECLAC) will be held in Brasilia, Brazil, from 6 to 10 May 2002. At the twenty-eighth session of ECLAC (held in Mexico, D.F. from 3 to 7 April 2000), in resolution 584(XXVIII) the member states accepted the offer of the Government of Brazil to host the following session. This was later approved by the Economic and Social Council in resolution 2000/8.

The session is the most important event of each biennium for ECLAC. The session provides an opportunity to analyse issues that are important for the development of the countries of the region and to examine the progress of the activities conducted by the Commission.

The aim of this document is to provide delegates attending the session with useful background information to facilitate their work at the twenty-ninth session of ECLAC.

The staff members responsible for providing coordination services will be happy to answer any questions you may have concerning the logistics or organization of the event, either before or during the session.

II. OPERATIONAL MANUAL

1. General information about Brazil

(a) Federative Republic of Brazil

Brazil lies on the east flank of South America, and has a total area of 8,511,965 square km and an estimated population of 174 million. This makes Brazil the world's fifth largest country, by geographical area and by population size. It borders with 10 other countries, a figure outstripped only by Russia and China (which border with 14), and boasts 7,491 km of uninterrupted coastline, one of the longest in the world.

Most of Brazil has a tropical climate, given its location, although there are some temperate zones in the south of the country. Brasilia, however, where the activities of the twenty-ninth session of ECLAC are to take place, has a tropical savannah or inland climate, with daytime temperatures ranging from 14 to 28 degrees centigrade. It has two clearly defined seasons: a rainy season in the summer, from October to March, and a dry season from June to August. Rain is unlikely at the time of the May meeting, and the humidity will be below 50%.

The Federative Republic of Brazil comprises 26 states, a Federal District and over 5,000 municipalities. Brazil became an independent nation in 1822, after three centuries of Portuguese colonization, from which the country derives its language and cultural features.

Brazil has a democratic system of government, with elections for the main executive positions (President, governors and prefects) and for the legislative authorities (Senate and Chamber of Federal Deputies, state assemblies and municipal chambers). Elections for President, two thirds of the Federal Senate, the Chamber of Deputies, governors (including the Governor of the Federal District) and state assemblies are due in October 2002. Voting is obligatory for all Brazilians between the ages of 18 and 70, and optional for those from 16 to 18 and for the over-70s. The total voting population stands at approximately 110 million.

During the twentieth century, Brazil displayed the one of the world's highest annual average growth rates –close to 6%– especially before the 1980s. In the last eight years, the country has sought to recover its development capacity, with major efforts to stabilize the economy by means of inflation control and institutional reform. In addition, the authorities have pursued programmes to reduce the impact of social inequalities, which have translated into initiatives on agrarian reform, health care, better quality education and minimum wage programmes linked to social measures.

(b) Brasilia, a World Heritage Site

Brasilia was founded in 1960, when Brazil's capital was moved there from Rio de Janeiro. It is a planned city and was built according to the master plan developed by the urban planner Lucio Costa, with buildings by the architect Oscar Niemayer. The construction of Brasilia began in 1956, when President Juscelino Kubitschek determined to carry forward a mandate provided in the country's constitution to move the capital inland. The Federal District area of 5,782 square km was laid out in the region of the central high plains, at an altitude of about 1,000 metres above sea level. A lake was created within this area –Lake Paranoá– with a perimeter of 80 km.

Brasilia includes the Pilot Plan area and residential areas located close to the lake, which have a population of about 400,000. Another 14 satellite cities are located in the Federal District, with a population of over one and a half million. By virtue of the sheer scale of the urban planning proposal and of the buildings subsequently erected there, in 1987 UNESCO designated the city of Brasilia (especially its Pilot Plan area) a World Heritage Site.

The Pilot Plan sector is the city's main area. It is laid out in the form of an aeroplane, with residential and commercial sectors located on the two wings and the main public buildings in the centre. The airport is located some 8 km from the city centre. Brasilia's design includes broad avenues, which have helped to avoid serious traffic problems. The collective transport system is not very efficient, however, and it is advisable to use taxis or the transport services offered by the meeting organizers.

The city of Brasilia is designed to have commercial and residential sectors, and areas for hotels, hospitals and clubs, for example, all clearly defined. With the exception of a few commercial premises, the city's neighbourhoods do not conform to the typical mixture of residential areas, shops and public offices. In addition, addresses in Brasilia and its satellite cities are designated by a system of acronyms and numbers. Except for a few highways, the streets and avenues do not have proper names. The main arteries are denominated according to their geographical position, such as W-3 in the west sector and L-2 in the east. Domestic residences have addresses such as SQS 308 (*Superquadra Sur*, or Superblock South, number 308), or SHIN QL 10 (Individual Habitational Sector North, Lake Block 10, in the North Lake sector). The ECLAC office in Brasilia is located at SBS (Banking Sector South), *Quadra* or Block 1, *Bloco* or Building J (BNDES Building), 17th floor. Once learned, this Cartesian style segmentation facilitates the location of addresses.

In the early years, it was difficult for Brasilia to generate an atmosphere comparable to other Brazilian cities. Today, however, the city offers a large variety of restaurants, cafes and bars; there are a number of cinemas in the Pilot Plan area and its surroundings. There are at least four shopping centres within the Pilot Plan area (Conjunto Nacional, Patio Brasil, Brasilia Shopping and Liberty Mall) and two in the outlying areas (Parkshopping and Terraço Shopping). There is a leisure centre with cinemas and restaurants at Pier 21, on the shores of Lake Paranoá.

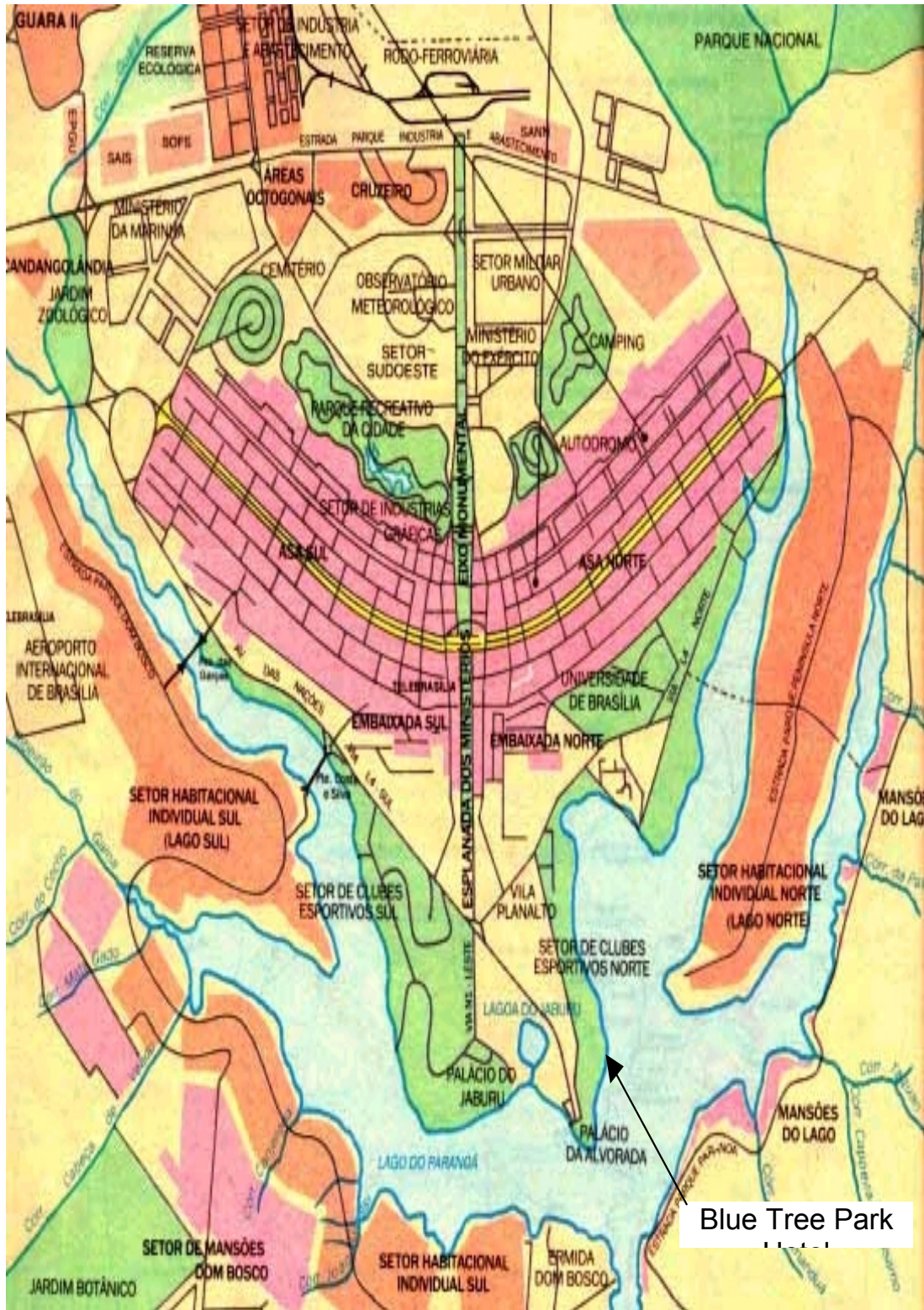
A list of Internet sites is attached for further perusal. These provide extensive information about the city of Brasilia and the surrounding area. Most of these sites are available in English or Spanish.

http://www.geocities.com/TheTropics/3416/bsb_port.htm (English version available)
http://www.geocities.com/TheTropics/3416/links_i.htm (English, French and Spanish versions available)
<http://www.infobrasilia.com.br/brasilia.htm> (with lists of restaurants and hotels)
<http://viaecologica.com.br/ecoguias/planalto/roteiros/brasilia.htm> (information on the area around Brasilia)
<http://www.brasiliaconvention.com.br/portugues/default.asp> (English version available, includes interactive maps)

Information on Brasilia provided by the Ministry of Foreign Affairs:

http://www.mre.gov.br/ndsg/textos/turbra_i.htm (in English)
http://www.mre.gov.br/ndsg/textos/turbra_f.htm (in French)
http://www.mre.gov.br/ndsg/textos/turbra_e.htm (in Spanish)

Although Brasilia does not suffer the levels of violence seen in some other Latin American cities, it is nevertheless advisable to take basic safety precautions. It is best to avoid carrying large quantities of money, photographic equipment and valuable articles in busy areas. Such articles should not be left visible in parked cars. Care should also be taken when using credit cards in shops, restaurants or fuel stations, to avoid duplications. Poorly lit sectors or areas isolated from the main thoroughways should also be avoided.



Blue Tree Park

(c) **Information to help you during your stay**

LOCAL CURRENCY REAL (R\$)	Brazil operates a floating exchange rate system. On 6 March 2002 the exchange rate with respect to the United States dollar was: Buying rate: 2.28 reais to the dollar Selling rate: 2.42 reais to the dollar To facilitate currency exchange, bear in mind that Brazilian banks use mainly the United States dollar for currency transactions. Problems of price availability and liquidity may arise with other currencies.
LOCAL TIME	GMT -3 hours
VOLTAGE	220 volts (60 cycles), but hotels also provide connections of 110 volts (50 cycles) or transformers.
TAXES	Goods prices shown in Brazil include taxes.
AIRPORT TAX	The airport tax in most of Brazil's airports is R\$ 8.25 –but R\$ 9.15 in Brasilia– for domestic flights and R\$ 84 for international flights.
TIPPING	Tips are not included in hotel rates or in prices shown on menus. It is customary to tip 10% of the total bill.
TAXIS	If you need to use a taxi, it is best to use “radiotaxi” services or the taxi stands located outside hotels, which calculate their fares using meters. Journeys from the airport and journeys between 10:00 p.m. and 6:00 a.m. are charged at rate 2 on the meter. Journeys to the airport are always charged at rate 2, whatever the time of day.
BUSINESS HOURS	Stores and offices: 8:00 a.m. to 6:00 p.m. Shopping centres: 10:00 a.m. to 10:00 p.m. Banks: 11:00 a.m. to 4:00 p.m. Automatic Teller Machines (ATMs) operate from 6:00 a.m. until 10:00 p.m.
TELEPHONE SERVICE	55+61 (Country code + city code for Brasilia) 00+ International long distance carrier 0+ National long distance carrier In Brazil, users can choose the carrier they wish to use for national or international long distance calls. The two main firms are Embratel (21) and Intelig (23). Before dialling, check that the telephone you are using is programmed for one of these carriers. Reverse charge calls (collect calls) can be placed using the number of international operators (Home Direct or equivalent in other countries) or the assistance number of Embratel and Intelig. Public telephones are operated with cards which can be purchased. Collect calls can be made without a card by dialling 9090 (for local calls) and 90+carrier+area code (for national long distance calls). Cellular telephones can be rented.
USEFUL TELEPHONE NUMBERS	190 Military police 193 Fire service 101 National long-distance operator 000101 International long-distance operator (Embratel) 102 Information

2. Location of the session

The twenty-ninth session of ECLAC will be held in the Brasilia Hotel Blue Tree Park, which is located at SHTN Trecho 01 conj. 1B Bloco C - Cep 70.800-200 Brasilia - D.F. Tel: (61) 424 7000; fax (61) 424 7001.

Approximately 200 government delegates and nearly 100 representatives of specialized agencies of United Nations and non-governmental organizations, special guests and members of the ECLAC secretariat are expected to attend.

3. Coordination of the session

ECLAC and the Brazilian Ministry of Foreign Affairs will be responsible for organizing the session.

Conference Services Unit
ECLAC, United Nations
Supervisor: Ms. Cecilia Guarachi
Telephone: (56-2) 210 2667
Fax: (56-2) 210 2279
e-mail: cguarachi@eclac.cl
Santiago, Chile

Coordenação de Organizações Econômicas
Departamento Econômico
Ministerio de Relações Exteriores
Telephone: (55-61) 411 6912 or 411 6913
Fax: (55-61) 226 3413
Brasilia, D.F.

4. Schedule of activities

The ECLAC secretariat has organized the work of the twenty-ninth session into two phases. The first, which has been denominated the “technical phase”, will be held from Monday 6 to Wednesday 8 May, and the second, the “ministerial phase”, will take place on 9 and 10 May. On Monday 6, in addition to the meeting of heads of delegation and the opening ceremony of the technical phase, two working sessions will be held with the government delegates to examine the substantive issue and to make appropriate recommendations which will then be submitted to the Commission for consideration during the ministerial phase.

On Tuesday 7 and the morning of Wednesday 8 the delegates will meet to examine the activities report and the schedule of work. Concurrently with this, on Tuesday 7 the Ad Hoc Committee on Population and Development will convene. The Presiding Officers of the Regional Council for Planning of the Latin American and Caribbean Institute for Economic and Social Planning (ILPES) will assemble all day

Wednesday 8, and the Committee on Cooperation among Developing Countries and Regions will meet in the afternoon.

The ministerial phase will begin in the morning of Thursday 9 May, and the rest of that day and Friday morning will be devoted to a high-level seminar entitled “Latin America and the Caribbean in an era of globalization”.

A number of social events will also take place, including a reception hosted by the Government of Brazil on Thursday 9 May, at Itamaraty Palace, immediately after the inauguration of the ministerial phase of the meeting, and a reception hosted by the Executive Secretary of ECLAC, also on 9 May, at 8:00 p.m.

The provisional schedule is attached as annex 1.

5. Hotel reservations

Requests for hotel reservations should be addressed directly to the Hotel Blue Tree Park, before 22 April 2002. A form is attached as annex 2 for this purpose. After 22 April, the hotel reserves the right to alter the rate offered and will not guarantee availability.

Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your reservation and to request a reservation number or code for confirmation.

Delegates are also requested to forward a copy of their reservation form to the firm that is responsible for servicing the meeting: DMF Congressos, Planejamento e Assessoria Ltda, for the attention of Sra. Joaquina Ferreira, fax: (55-61) 323 4730. This will enable the firm to coordinate support for delegations upon their arrival at Brasilia International Airport and transport of delegations staying in other hotels to the Hotel Blue Tree Park. In the event of any difficulty in obtaining accommodation in Brasilia, contact DMF using the fax number above for information on alternative hotels.

HOTEL	ROOM	RATE*
BLUE TREE PARK SHTN Trecho 01 Conj. 1B Bloco C - CEP 70.800-200 Brasilia - D.F. http://www.bluetree.com.br/btpbrasil/index.cfm Tel: (61) 424 7000 Fax: (61) 424 7001 BLUE TREE TOWERS Attn: Marcia de Araújo, Groups and Events Coordinator	Superior Single	R\$ 180.00
	Superior Double	R\$ 190.000 Includes breakfast
	Executive Junior Suite Single or Double	R\$ 175.00 Includes breakfast

(*) Plus a 10% tax and a tax of R\$1 per room per day.

NOTE: The prices offered by the Hotel are group rates, so when making the reservation directly please mention the code “ECLAC group” in order to get the special rates.

A credit card number is required in order to reserve a hotel room. Hotels in Brasilia maintain a “no show” policy, which means that once a reservation has been made, the first night must be paid for. Hotel bills are paid directly by each delegate at the end of his or her stay in the hotel.

6. Brazilian entry requirements

Persons holding regular, diplomatic or official passports should apply to the nearest Brazilian Embassy or Consulate for the necessary visa.

In addition, Brazil requires visitors from some South American and African countries to show certificates of vaccination against yellow fever, which must have been given at least ten days before entering the country. The South American countries subject to this requirement are: Bolivia, Colombia, Ecuador, French Guyana, Peru and Venezuela. It is advisable to consult the updated list available in Brazilian Embassies and Consulates, and on the following Internet sites:

<http://www.anvisa.gov.br/portos/febre/index.htm>

http://www.anvisa.gov.br/legis/resol/1_01re.htm

7. Local transport

Transport will be provided for the delegates between their hotels and Itamaraty Palace, where the opening of the ministerial phase of the meeting will be held. Delegates are asked to arrange for their own transport to the airport when they depart from Brasilia.

8. Additional services in the Conference area

A currency-exchange desk, ATM machines, a travel agency and a special module for secretarial services for delegates will be available in the conference area.

9. Registration

Registration of delegates participating in the session will take place on 6 May in the lobby of the conference area of the Hotel Blue Tree Park from 8:30 on. Participants will receive an identification badge which, for security reasons, will have to be shown at all meetings.

10. Communications

International fax and telephone services will be available to delegates in the conference area. The cost of calls must be defrayed by each delegate individually, either by calling collect or by using a telephone or credit card.

11. Languages

The official languages of the session will be English, French, Spanish and Portuguese.

12. Medical service

A medical service equipped to administer first aid in the event of an emergency will be located in the conference area.

13. Climate

The temperatures in Brasilia during the month of May range from a high of 27 degrees centigrade during the day to a low of 11 degrees centigrade at night. Rain is unlikely. The relative humidity averages 47%.

14. Meals

Meal arrangements will need to be made by each delegate individually. Coffee will be provided in the conference area of the hotel during the meetings.

15. International press centre

In order to facilitate press coverage of the twenty-ninth session of ECLAC, the organizing committee will set up an International Press Centre (IPC) in the conference area of the hotel.

Members of the press wishing to cover the event will require to be accredited by IPC. They may apply for accreditation from 9:00 a.m. on 6 May and throughout the duration of the session, for which they must present a valid credential issued by the media organization they represent.

The IPC will have an information and documentation office, special cubicles for official press representatives and working areas for newspaper reporters, camerapersons and representatives of the electronic media (radio, television and news agencies).

The IPC will also have special facilities for interviews and press conferences.

Annex 1

PROVISIONAL SCHEDULE OF THE TWENTY-NINTH SESSION OF ECLAC
(Brasilia, Brazil, 6-10 May 2002)

TECHNICAL PHASE					MINISTERIAL PHASE	
Monday 6	Tuesday 7		Wednesday 8		Thursday 9	Friday 10
9:00 - 9:30 a.m.	9:00 a.m. - 1:00 p.m.		9:00 a.m. - 1:00 p.m.		9:00 - 10:30 a.m.	9:00 - 11:00 a.m.
Room 1 Meeting of Heads of Delegation	Room 1 Report of activities of the Commission	Room 2 Ad hoc Committee on Population and Development	Room 1 Presentation of the Programme of Work of ECLAC for the biennium 2004-2005	Room 2 Presiding Officers of the Regional Council for Planning of ILPES	Itamaraty Palace Opening meeting of the twenty-ninth session of ECLAC	Room 1 Panel 4: "Globalization and equity"
9:30 - 10:00 a.m.					11:30 a.m. - 1:30 p.m.	
Room 1 Opening meeting of Technical Phase					Itamaraty Palace High-level Seminar "Latin America and the Caribbean in an era of globalization" Panel 1: "The region and the challenges of globalization"	Room 1 Panel 5: "Environmental sustainability in a globalized world"
10:00 a.m. - 1:00 p.m.					Room 1 Presentation and discussion of the substantive documents	
3:00 - 6:00 p.m.	3:00 - 6:00 p.m.		3:00 - 6:00 p.m.		2:30 - 6:45 p.m.	2:30 - 4:00 p.m.
Room 1 Discussion of the substantive documents	Room 1 Presentation of the Programme of Work of ECLAC for the biennium 2004-2005	Room 2 Ad hoc Committee on Population and Development	Room 1 Committee on Cooperation among Developing Countries and Regions	Room 2 Presiding Officers of the Regional Council for Planning of ILPES	Room 1 Panel 2: "Macroeconomic policies in a globalized economy" Panel 3: "Production and technological policies in the global era"	Room 1 General ministerial-level debate, consideration and adoption of the resolutions of the twenty-ninth session of ECLAC
					4:30 p.m.	
					Room 1 Closing ceremony	

UNITED NATIONS

**TWENTY-NINTH SESSION OF THE ECONOMIC COMMISSION FOR
LATIN AMERICA AND THE CARIBBEAN (ECLAC)**

Brasilia, Brazil, 6-10 May 2002

HOTEL RESERVATION FORM

Name		Last name	
Head of Delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special Guest <input type="checkbox"/>
Official title:			
Organization or Institution:			
Address:			
City:		Country:	
Telephone	Fax:	E-mail	

Hotel reservation:

BLUE TREE PARK <input type="checkbox"/> SHTN Trecho 01 Conj. 1B Bloco C - CEP 70.800-200 Brasilia - D.F. Tel: (61) 424 7000 Fax: (61) 424 7001 BLUE TREE TOWERS <input type="checkbox"/> Plus a 10% tax and a tax of R\$1 per room per day	Superior Single Superior Double	R\$ 180.00 R\$ 190.000 Includes breakfast
	Executive Junior Suite Single or Double	R\$ 175.00 Includes breakfast
Type of accommodation Single <input type="checkbox"/>	Double <input type="checkbox"/>	Suite <input type="checkbox"/>
Date of arrival in Brasilia:	Flight N°:	Approx. Time:
Date of departure from Brasilia:	Flight N°:	Approx. Time:

I authorize the use of my credit card to guarantee my hotel reservation:

American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit Card N°:			Expiry date:

Reservations should be made directly with the Hotel Blue Tree Park (see address above). Each delegate is responsible for his/her own reservation. It is advisable to check that the hotel has processed your reservation and to request the reservation number or code for confirmation. Please send a copy of this form to DMF (fax no. 55-61-323 4730), which is the firm servicing the meeting, so that they can programme support for your arrival at Brasilia International Airport.