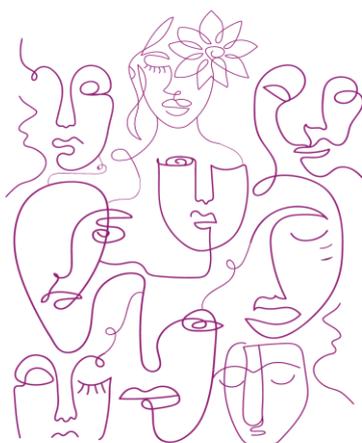


**LOGISTICS NOTE**



Latin America and the Caribbean  
**3<sup>rd</sup> OECD MINISTERIAL  
SUMMIT ON  
SOCIAL INCLUSION**  
Bogotá - Colombia 2024

***Productive Inclusion Revisited***

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## 1. INTRODUCTION

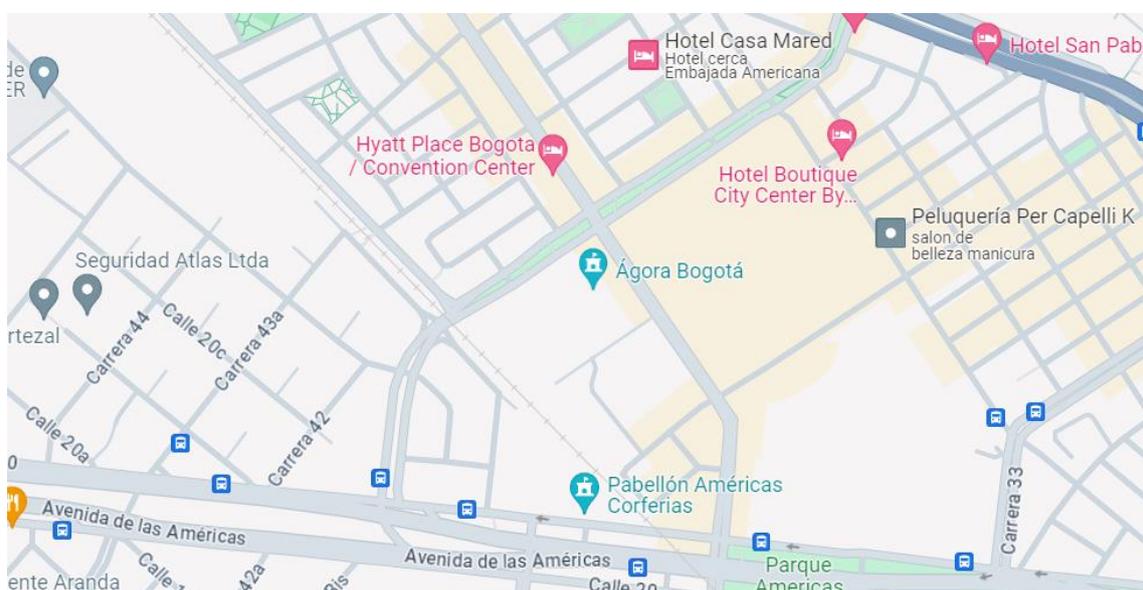
The Third Ministerial Summit on Social Inclusion of the Latin America and the Caribbean Regional Programme (LACRP) of the Organisation for Economic Co-operation and Development (OECD): 'Productive Inclusion Revisited', will take place in person in **Bogotá, Colombia, on Tuesday 22 October 2024**.

The Ministerial Summit will consist of four public sessions in the morning and three closed ministerial sessions in the afternoon for government officials, international organisations, and invited representatives from the private sector and civil society. The agenda of the event is available [here](#).

The event will be followed by the Steering Group meeting of the LACRP on **Wednesday 23 October 2024**, at the same venue, from **8.30 am to 12.00**, to discuss, among other topics, how best to define the priorities and scope of the OECD and the region's collaboration to advance social inclusion reforms. The agenda will be sent separately to member delegations of the Steering Group.

## 2. VENUE

The Ministerial Summit will be held at the International Convention Centre, [Agora Bogotá](#), located at Calle 24 No 38-71, Bogotá, Colombia.



The events will take place on Floor 2 of the Agora Convention Centre. More specific details on the venues will be updated in this note closer to the event.

**Map of the site:**



### 3. REGISTRATION AND ACCREDITATION

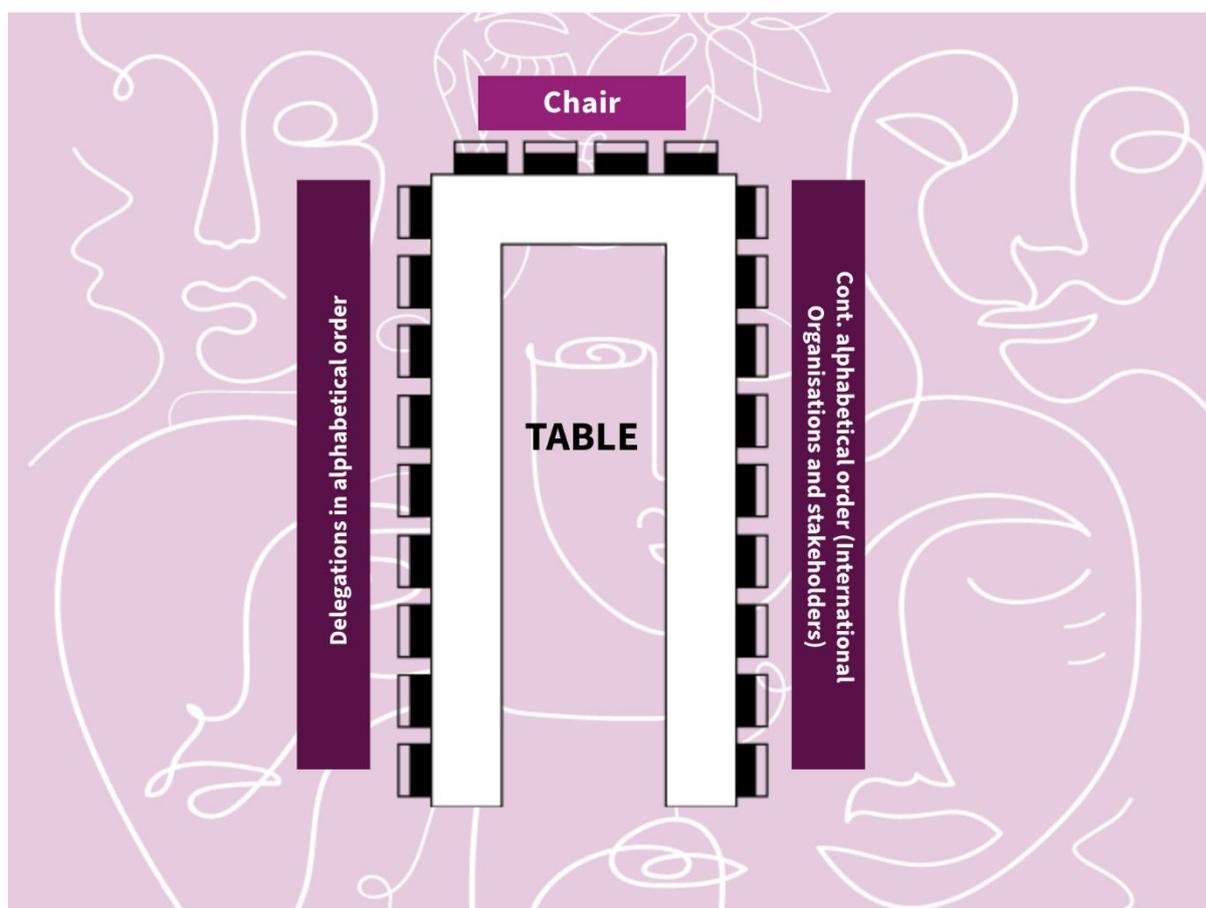
Delegations from countries and international organisations can register via the following [link](#).

This registration will also be valid for access to the morning public sessions, so there is no need to complete it twice. Due to the closed nature of a portion of the agenda, **please do not share this link**. Please use an official email address when registering, otherwise the registration will not be processed. Please confirm your participation as far in advance as possible.

For security reasons, badges are mandatory and must be worn at all times during the event. They can be collected on 21 October from 2pm, or on the day of the event from 7am, at the registration desks located in Agora, subject to ID verification. **We recommend arriving 30 minutes before the start of the event to avoid delays with registration and security controls.** For enquiries or further information, please contact: [secretariaocde@dn.gov.co](mailto:secretariaocde@dn.gov.co).

## 4. SEAT ALLOCATION

Seating during the Ministerial Sessions in this round-table format will be in alphabetical order in Spanish starting with countries, international organisations, with a representative of the OECD Private Sector Advisory Councils and Trade Unions, BIAC and TUAC, respectively. Each delegation will have one seat at the Ministerial Sessions for each Head of Delegation/Minister/Deputy Minister, plus two chairs on the back row.



## 5. INTERPRETATION

Simultaneous interpretation in English and Spanish will be provided at all sessions of the event. Headphones will be available for delegates.

## 6. SUPPORT DOCUMENTS

The Discussion Guide for the three Ministerial Sessions will be available at the following [link](#).

In addition, delegations are invited to take note of the other documents available in the [documents](#) section and the thematic policy briefs section.

## 7. BILATERAL MEETINGS

There is a large open space in the café area for informal exchanges. Two rooms are available for bilateral meetings. To reserve a room, please send an email to [secretariaocde@dnp.gov.co](mailto:secretariaocde@dnp.gov.co) with the subject 'Bilateral meeting request' and include the following information:

- Time when the room is requested;
- Delegation requesting the room and name of counterpart;
- Number of participants;
- Names of participants;
- Name of contact person on the day of the meeting;
- E-mail of contact person;
- Mobile phone number of contact person.

General information on bilateral rooms:

- Rooms will be allocated on a first-come, first-served basis, at 30-minute intervals, from 8.00 a.m. to 6.00 p.m.;
- Only two consecutive meetings may be booked. Delegations are kindly requested to leave the room at the end of their booking;
- There will be signage to help you find your meeting room.

Please be sure to notify us of any changes to your request by mail.

## 8. MINISTERIAL LUNCH AND DINNER

A lunch for Ministers/Vice Ministers/Heads of Delegation plus two accompanying persons will be offered on **Tuesday 22 October from 12h15 to 14h00 in Agora as well as a Dinner following the closing of the Ministerial Sessions**. Please indicate the names of the persons in the delegation who will be participating in the lunch, and any dietary restrictions, by filling in the following [form](#) before **15 October 2024**.

The organisers cannot be held responsible for incidents related to food allergies.

## 9. ACCOMMODATION

Information on hotels near the venue of the Ministerial Summit is provided below. Reservations should be made directly with the hotels. For your convenience, preferential rates have been negotiated for those attending the event:

Hotel	Net tarif USD
Hilton Bogotá Corferias	Standard Room: \$231

Hotel Embassy Park	Standard Room: \$58
Hotel Ibis Bogotá Museo	Standard Room: \$52
Fairfield by Marriot Bogotá Embajada	Standard Room: \$80 Suite: \$122
NH Bogotá Urban 26 Royal	Standard Room: \$70 Junior Suite: \$88
Hotel Grand Hyatt	Standard Room: \$339
Hyatt Place Bogotá/Convention Center	Business Room: \$116 Suite : \$153

**For Ministers of Labour participating in the Inter-American Conference of Ministers of Labour:**

The Ministry of Labor of Colombia has arranged with Tequendama Hotel for delegations stay at the hotel hosting the event. As a courtesy, the Government of Colombia is offering to cover accommodation for **the Heads of Delegation accredited** to the meeting, for three nights – October 22, 23, and 24. Accommodation for dates other than those indicated, either before or after, or accommodation for additional delegation members, as well as food and extra expenses at the hotel, must be covered and paid directly to the hotel by the delegations.

To guarantee accommodation at the host hotel, delegation members, except for the Head of Delegation, must make their reservations directly on the hotel website <https://www.tequendamahotel.com/>, specifying the booking dates, using the promotional code: **MINTRABAJO**. Reservations can also be made directly with Tequendama Hotel, by contacting Ms. Sandra Rocío Gutiérrez on her mobile phone, at: + 57 317 4043366 by e-mail to: [sandra.gutierrez@ghlhoteles.com](mailto:sandra.gutierrez@ghlhoteles.com). Due to its high occupancy, Hotel Tequendama has no deadline for reservations. Therefore, please make reservations as soon as possible so as not to run into availability problems.

## 10. VISAS

To enter Colombia, a valid passport is required for all persons travelling to the country. Each visitor must comply with the migration processes established in Law 2136 of 2021. There are no temporary migration measures in place under health emergencies at the time of this information. During their stay in Colombia, tourists must follow the health protocols established by private companies to participate in any activity. It is important that travellers

are informed about these requirements and follow the relevant indications to ensure a safe experience during their visit to Colombia.

For more information on entry requirements according to your nationality, please consult the following websites:

[http://www.secretariasenado.gov.co/senado/basedoc/ley\\_2136\\_2021.html](http://www.secretariasenado.gov.co/senado/basedoc/ley_2136_2021.html) for more information about the current legislation or,

[https://www.cancilleria.gov.co/tramites\\_servicios/visa](https://www.cancilleria.gov.co/tramites_servicios/visa) for more information about visa procedures.

## 11. TRANSPORTATION

Hotel-airport-hotel transfers are the responsibility of each participant.

### Taxi services

Official taxis are yellow in colour. The cost of taxi service within the city is affordable and depends on the number of taxis on the meter. Transfers to and from the airport and services provided during the night and on public holidays are subject to a surcharge. **The use of unofficial taxis is not recommended.**

Taxi services are available 24 hours a day at El Dorado International Airport to any destination.

## 12. GENERAL INFORMATION

### Geographical location

The Republic of Colombia is located in South America, with a territorial extension of 1,141,748 km<sup>2</sup>. It borders Panama to the northeast, Venezuela to the east, Peru to the south, Brazil to the southeast and Ecuador to the southwest, forming a geographic mosaic of exceptional beauty. At the epicentre of the nation is Bogotá, the country's capital and administrative centre. The capital is situated 2,640 metres above sea level, making it the third highest capital city in the world, after La Paz and Quito. It has a territorial extension of 350 km<sup>2</sup>, and is mostly surrounded by the municipalities of Cundinamarca, as well as by the provinces of Sumapaz, Soacha, Sabana Occidente, Sabana Centro, Guavio and Oriente, and other departments such as Huila to the south and Meta to the southeast (SGC, 2000).

### Language

Spanish is the official and most widely spoken language in Colombia, but there is a wide linguistic diversity. Among these, there are around 65 indigenous languages, two Creole languages, English in the San Andrés Archipelago, among other languages. Indigenous languages include Wayuunaiki, Arawak, Witoto, Chibcha, among others. The nationality of its citizens is Colombian.

### Climate of Bogotá

Temperatures average 14°C (57°F) during the day and 10°C (50°F) at night. Despite this, its mountainous climate is unpredictable, with sudden changes from bright sunshine to torrential rain in a matter of hours. In October, Bogotá experiences daily highs of around 18°C (64°F), while lows are usually around 9°C (36°F). This month marks the start of the dry season in the city, with generally sunny days and cool nights. It is important to note that weather conditions may vary, and occasional rainfall may occur during this period (IDEAM, 2018).

### Gastronomy

Colombia is divided into five geographical regions, each with unique characteristics in terms of climate, economy, and culture, which are reflected in the dishes that distinguish each region:

**1. Caribbean region:** Caribbean cuisine is dominated by the flavours of cassava, plantains, fish and seafood, rice and beans, spices and citrus fruits.

**2. Andean Region:** The foods that are typical of this region are based on coffee, bananas, cocoa, gulupa, uchuva, sugar cane.

**3. Pacific Region:** The gastronomy of the Colombian Pacific has stood out for its close relationship with seafood. Shrimp, squid, among other seafood, are the main ingredients in the culinary offerings of homes and restaurants in the region.

**4. Orinoquía region:** The gastronomy of this region is based on local foods, such as corn, avocado, yucca, and other local products, such as fish, meat and fruits.

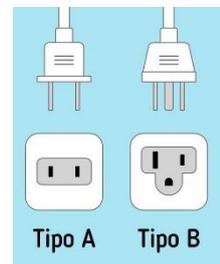
**5. Amazonian region:** Fried fish or fish soup, accompanied by fried plantain, cooked cassava and chilli peppers.

On the other hand, there are typical recipes of the country that are called national dishes, known and prepared by Colombians throughout the country, these are: ajiaco, bandeja paisa, sancocho, lechona, arepas, among many others. For its part, Bogotá is a gastronomic capital due to the diversity of restaurants that offer cuisine from traditional Colombian dishes to dishes from different cultures and parts of the world, with several internationally recognised restaurants. Typical dishes include ajiaco santafereño, mazamorra chiquita, tamales, changua and chocolate santafereño. For desserts, there are options such as brevas con arequipe and strawberries with cream. In addition, canelazo is a traditional hot drink. In the surrounding area, you can find delicacies such as pandeyucas, pandebonos and almojábanas.

## Electricity

The most common power supply in Colombia is 110 volts, and plugs are type A and B (see image).

Power adapters can be found in the airport shops, but it is recommended to bring one in your luggage.



## Local time

Colombia is in a single time zone, known as Colombian Standard Time (COT), with UTC/GMT-5.

There is no distinction between summer and winter time.

## Phone

The access code for Colombia is +57 and the telephone numbers have 10 digits (example: +57 123 456 7890). The exit code is 00, followed by the country code of the country you wish to call.

## Emergencies Services

<b>Emergencies (medical, fire and police)</b>	123
<b>National Toxicology Hotline</b>	01 800 09 16 012
<b>Directorate General for Migration</b>	01 800 01 28 662

## Currency, foreign exchange, and use of credit cards

The Colombian peso is the legal currency in the country. It can be identified by the abbreviation COP and, locally, by the sign pesos (\$). Colombian banknotes and coins represent the country's cultural and natural diversity and have security features such as ribbons, watermarks, matching images, and colour and motion effects. Banknotes are available in denominations of \$2,000, \$5,000, \$10,000, \$20,000, \$50,000, and \$100,000, while coins are minted in denominations of \$50, \$100, \$200, \$500, and \$1,000 (BanRep, 2022).

You can check the current exchange rate on the Banco de la República's website.

In Colombia, the use of debit and credit cards is widely accepted in most commercial establishments, from supermarkets and restaurants to retail shops and public services. The main card networks are Visa, MasterCard and American Express. In addition, many transactions are carried out using contactless payment technology, which speeds up the purchasing process. Digital applications such as Nequi and Daviplata are now widely accepted at most commercial outlets.

## Places to visit in Colombia

Colombia has been recognised by the World Travel Awards (2023) with 14 distinctions, highlighting destinations such as San Andrés for its beaches, Medellín as an emerging city, Bogotá as a business destination, Cali for its culture, Barranquilla for its festivities and events, and Cartagena as an ideal honeymoon destination. In addition, the country is a natural paradise, with 10% of the planet's biodiversity, including a great variety of birds, butterflies, and orchids that can be visited in its 122 national protected areas, 228 regional protected areas and 933 local protected areas (SINAP, 2020).

With six tourist regions offering everything from beaches to snow-capped mountains, in the Caribbean, destinations such as Cartagena de Indias captivate with their colonial architecture; in San Andrés and Providencia with white sandy beaches and the seven-coloured sea. Santa Marta offers the history of Simón Bolívar and the majesty of the Sierra Nevada, home to the Lost City and the Tayrona National Park. The Andean region is home to the Nevado del Ruiz and the Tatacoa Desert. Also cities such as Bogotá, Medellín and Cali, with their rich culture

and tourist attractions, while in Boyacá there are historical treasures such as Villa de Leyva and breathtaking landscapes such as the Candelaria Desert. The Colombian Pacific dazzles with its biodiversity and destinations such as Bahía Solano, Nuquí and Gorgona Island, while the Orinoquía offers everything from Llanero Safaris to cultural experiences in cities such as Villavicencio. Finally, the Amazon region, from La Serranía de Chiribiquete to Leticia, the starting point for exploring the Amazon River and its surroundings. Colombia also offers festivals and cultural events such as the Barranquilla Carnival, Feria de Manizales, Carnaval de Negros y Blancos, and the Feria de las Flores in Medellín.

Bogotá stands out as a major international tourist destination, ranking 21st out of 53 selected by The New York Times. It is the main arrival point for foreign visitors to Colombia. Among its emblematic sites for day trips are the José Celestino Mutis Botanical Garden, the Gold Museum, the Quinta de Bolívar, the Planetarium, Monserrate, the Botero Museum, and the historic Candelaria. The city offers a wide variety of accommodation, from backpacker inns to five-star hotels, with options tailored to different types of travellers. There is also the Sabana de Bogotá Tourist Train, which runs on weekends and holidays to places such as Jaime Duque Park, the Salt Cathedral in Zipaquirá, and Nemocón.

## **13. EVENT CONTACTS**

### **GLOBAL RELATIONS AND CO-OPERATION DIRECTORATE**

Latin America and the Caribbean Regional Programme

[LACRegionalProgramme@oecd.org](mailto:LACRegionalProgramme@oecd.org)

### **CONTACT COLOMBIA**

Technical Secretary for OECD Affairs of the DNP

[secretariaocde@dnp.gov.co](mailto:secretariaocde@dnp.gov.co)