

**GROUP OF EXPERTS ON CHEMICAL SUBSTANCES AND  
PHARMACEUTICAL PRODUCTS**

**May 29 - 31 2018**

**Panama City, Panama**

**CICAD/SRU/GoE/**

**QUIM/INF.1/18**

**May 9 2018**

**Original: Español**

**INFORMATION BULLETIN**

**1. Venue and Dates:**

The Meeting of the Group of Experts on Chemical Substances and Pharmaceutical Products will take place in Panama City, Panama, from 29-32 May, 2018. All sessions will be held at “Hotel El Panamá”.

**2. Coordination:**

**Juliana Peralta**

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Lawyer - CONAPRED  
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**3. Code of Conduct:**

The Secretariat for Multidimensional Security (SMS) of the Organization of American States (OAS) aspires to create a working environment in which participants can share their opinions and perspectives, and fully participate in activities without fear of reprisal, intimidation or harassment. As a result, SMS expects all participants in its activities to be respectful of others and has developed the attached code of conduct. In the event of non-compliance with these rules, kindly note that SMS reserves the right to remove any participant from current or future SMS activities. (Annex I)



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#### 4. Accommodation:

##### Hotel El Panamá

Calle Eusebio A. Morales 111, Panamá

Tel: +(507) 215-9182 +(507) 215-9000 + (507) 215-9432

Web page: <http://www.elpanama.com/default-en.html>

Type of room, corporate rate:

	<b>Single</b>	<b>Double</b>
Standard	\$85.00	\$85.00
Junior Suite	\$115.00	\$135.00
Suite	\$155.00	\$175.00

Please add 10% hotel occupancy tax.

\$ 20.00 + 10% additional person and includes breakfast.

##### **Rate includes:**

- Buffet Breakfast in Molas restaurant
- WiFi in room
- Access to facilities (including Business Center)
- Free transfer from the hotel to the airport at 06:00 am, 09:00 am, 12:00 pm, 03:00 pm, coordinated 24 hours before.

Reservation phone numbers :+(507) 215-9182 – (507) 215-9000 – (507) 215-9432

[icarrillo@elpanama.com](mailto:icarrillo@elpanama.com) , cc: [grupos@elpanama.com](mailto:grupos@elpanama.com)

**Link for reservation:** <https://gc.synxis.com/rez.aspx?tps=fml&arrive=2018-5-28&depart=2018-6-2&adult=1&start=availresults&hotel=26904&shell=rPFNEP&chain=10237&template=rPFNEP&avcurrency=USD&group=GRPMPO>

**Group code:** GRPMPO

Please note that the hotel may require a credit card or a deposit as collateral for unforeseen expenses during your stay.

##### **Other hotels in the area:**

- Hotel Crowne Plaza Panama
- Hotel Hilton Garden Inn



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## 5. Participants Registration:

Participants may register online using CICAD web page:

[http://www.cicad.oas.org/Main/AboutCICAD/Activities\\_eng.asp?IE=PA021B](http://www.cicad.oas.org/Main/AboutCICAD/Activities_eng.asp?IE=PA021B)

If unable to register online, participants may complete the Registration Form attached (Annex II) and send it to [JPeralta@oas.org](mailto:JPeralta@oas.org) before **Monday May 21, 2018**.

Participants may register in person at the registration and accreditation desk located at “Hotel El Panama”, on May 29, from 8:00am prior to the start of the meeting.

For security reasons, participants are required to present their meeting ID at all sessions.

## 6. Working Languages and Documents

Simultaneous interpretation in English and Spanish will be provided. All documentation distributed at the meeting will be in those languages.

Delegations are encouraged to bring their personal laptops. Rooms will have access to Wi-Fi for delegations to access meeting documents, which will be available to download through the link: [http://www.cicad.oas.org/Main/AboutCICAD/Activities\\_eng.asp?IE=PA021B](http://www.cicad.oas.org/Main/AboutCICAD/Activities_eng.asp?IE=PA021B). The meeting will follow an eco-friendly “on demand” printing policy, and only documents that are strictly needed will be printed.

## 7. Expenditures:

Each participant will cover all their expenses in Panama related to transportation, hotel accommodation and meals during the days of the meeting. All extra expenses for calls, laundry, minibar, room service or other, must be paid by the participant.

CONAPRED will cover:

- Lunch: May 29, 30 and 31, 2018.
- AM and PM coffee breaks: May 29, 30 and 31, 2018.
- Reception Dinner on Tuesday May 29, 2018.

## 8. Transportation from the Airport:

A. Participants traveling from other countries arriving to Tocumen International Airport:

Please send flight information to the points of contact mentioned above before Monday May 21, 2018. The transportation department will have a driver waiting at the airport waiting to drive participants to the hotel.



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## 9. Requirements to enter the country

Passport and visa (in case it is required). Participants will be responsible for meeting all entry requirements established by the Government of Panama. Please verify requirements and procedures to enter Panama. The Government of Panama requires travelers to present a passport, which must have a minimum validity of six months, and a copy of the round-trip ticket.

## 10. Agenda:

### Participants' arrival:

Monday May 28, 2018

### Meeting schedule:

Tuesday May 29 to Thursday May 31, 2018: 8:00am – 5:00pm

### Reception Dinner – Social Event:

Tuesday May 29, 2018: 7:00pm – 8:00pm

Hotel El Panama

## 11. Additional Information:

### **Currency:**

US dollars are used as legal tender in Panama. Currency exchange is available at the airport.

### **Weather:**

Panama has a humid-tropical climate, with rainy season currently taking place. Temperatures average 30°C to 32°C, humidity index of 35°C.

### **Security**

Panama has *medium security*, however, recreation sites have traditionally been considered safe. It is recommended to take precautions in the evening hours. Caution should be exercised in leisure facilities that serve alcohol.

### **Emergency Numbers:**

Police: 104

Ambulance: 911

Firefighters: 103



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## ANNEX I: CODE OF CONDUCT

### **In support of a harassment-free workplace: Rules for participation in activities organized by the Secretariat for Multidimensional Security**

The Secretariat for Multidimensional Security (SMS) aspires to create a working environment in which participants can share their opinions and perspectives, and fully participate in activities without fear of reprisal, intimidation or harassment. As a result, SMS expects all participants in its activities to be respectful of others and to adhere to the following rules:

- **Respect and Dignity.** SMS, in compliance with GS/OAS policies, strives for a positive professional work environment in which every participant is treated with respect and dignity. Therefore, all participants must respect personal space and common courtesy for personal interaction; refrain from making exclusionary comments, even in jest; and not address others aggressively or in a demeaning manner.
- **Harassment free environment.** All participants have the right to a harassment-free and respectful environment. Harassment is any form of unwanted and unwelcome behavior, which may range from mildly unpleasant remarks to physical violence. Harassment, regardless of its manifestation, is hurtful and interferes with another person's experience and participation in SMS activities. The SMS and the GS/OAS have a zero tolerance policy for harassment or any other type of unlawful discrimination.
- **Be considerate of other participants' ability to contribute to the activity,** including use of allocated time. Everyone should have an opportunity to be heard. In group sessions, please keep comments succinct so as to allow maximum engagement by all. Do not interrupt others on the basis of disagreement; hold such comment until they have finished speaking.

These rules apply to all types of activities, including social events, and are aligned with Executive Order No. 15-02, "Policy and Conflict Resolution System for Prevention and Elimination of All Forms of Workplace Harassment," a copy of which is available for your information at <http://www.oas.org/legal/english/gensec/EXOR1502.htm>.

Promptly report any behavior that makes you or others feel uncomfortable to Adam E. Namm, Executive Secretary of the Inter-American Drug Abuse Control Commission (CICAD). You can report issues (even anonymously) by going to the link: <http://www.CICAD.oas.org/Code> and filling out the form. Please use an email address where you'll be able to receive replies. Once a report has been received, GS/OAS will take all applicable steps pursuant to Executive Order No. 15-02 to ensure the issue is addressed in the most confidential and expedient matter possible.

In the event of non-compliance with these rules, kindly note that SMS reserves the right to remove any participant from current or future SMS activities.

Thank you for your understanding and for your anticipated cooperation.



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**ANNEX II: REGISTRATION FORM**

<b>PERSONAL INFORMATION / INFORMACION PERSONAL</b>	
<b>Country / País:</b>	
<b>Organization/Organización:</b>	<b>Occupation / Ocupación:</b>
<b>First Name / Nombre:</b>	<b>Last Name / Apellido:</b>
<b>E-Mail:</b>	<b>Phone /Teléfono:</b>

Please submit this form no later than **Monday May 21, 2018** to:

Juliana Peralta

Fax: 1 (202) 458-3654

E-mail: [JPeralta@oas.org](mailto:JPeralta@oas.org)