CIVIL SOCIETY PROGRAMME 2019

Global Forum on Migration and Development
Quito, Ecuador

“Civil society in an era of transforming global migration governance:
Strengthening implementation and enriching partnerships for migrants and communities”

Logistical note and practical information

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A. STRUCTURE OF THE GFMD 2019

The 2019 GFMD will take place from Tuesday 21 – Thursday 23 January 2020 in Quito, Ecuador; with the highlight of the civil society programme – the Civil Society Day – being held on Wednesday 22 January.

There will be a number of side events programmed on the Tuesday morning before registration, which all participants are invited to attend. The Quito GFMD Summit’s official inaugural ceremony will take place on Tuesday, 21st January. The following day, civil society will hold its own meeting, in parallel to governments and the other mechanisms.

For the first time ‘Common Space’ will be open to all participants, with civil society, governments, business and mayoral representatives all participating in the multi-stakeholder dialogue on Thursday, 23rd January.

Following the official closure of the Summit, a voluntary dialogue on the Global Compact for Migration (GCM) will take place on Friday 24th January, which is also open to all participants. All registered civil society delegates are invited to attend the above-mentioned events.

Please note that civil society delegates will need to show their GFMD CSD Badge to access the venue.

For more information about the programme and structure of the summit, or to consult the GFMD Civil Society Days concept note and other background documents, please consult our website: http://gfmdcivilsociety.org/documents/.

For more information about the other stakeholders’ meetings, please refer to the GFMD website.

B. GFMD VENUE AND GENERAL INFORMATION

The twelfth Global Forum on Migration and Development (GFMD) will be held on 20-24 January 2020 at Centro de Convenciones Metropolitano de Quito located at Parque Bicentenario (Av. Amazonas y Rio Curaray) in Quito, Ecuador.

Address: Av. Amazonas y Rio Curaray. Parque Bicentenario. 170104 Quito - Ecuador
Website: https://ccmq.ec/
Telephone: (+593)(2) 98 458 5995
Google Maps: https://goo.gl/maps/iB5EJcmSKdG9UA3r9
INTERNET/WIFI CONNECTIVITY
Wi-Fi will be available throughout conference area. Complimentary mobile and laptop charging stations will also be available.

N.B. PRINTING
For environmental reasons, the Twelfth GFMD Summit is a paperless meeting. Please take note that no printing or copying facilities will be made available in the conference building. All meeting related documents will be made available on the GFMD CSD website: www.gfmdcivilsociety.org.

All delegates are encouraged to bring their own electronic devices, such as smartphones, tablets or laptops. They may, if desired, bring their own hard copies of the background papers and other program related documents.

C. ACCESS TO VENUE AND PROCEDURE
A welcome desk will be set up at the Centro de Convenciones Metropolitano (21st-24th January) to assist GFMD delegations with any information needed about the Summit.

Participants are required to arrive at the venue by 1pm on January 21st to collect their badge, which they will be required to carry on them at all times. This badge will give you access to the CSD, Common Space and any related meetings.

Badges will be issued only upon presentation of valid, official ID/passport by the delegate or by a duly authorized representative to contact@gfmdcivilsociety.org, before the 15th of December 2019.

MEDIA ACCREDITATION FOR THE GFMD
Delegations that intend to bring media representative(s) must ensure that the latter is duly accredited. In order to proceed with the accreditation, please submit this application.

D. VISA AND IMMIGRATION CLEARANCE
All civil society delegates are required to send an email to contact@gfmdcivilsociety.org with:

1. A copy of their passport
2. A photo of themselves (passport photo)

Please visit the following link to find out if you require a visa for Ecuador. If you are a national of one of these countries, please indicate clearly that your need for a visa in your registration form (under question 21).

All foreign delegates entering Ecuador must have a valid passport, with validity of more than 6 months (i.e. until July 2020 or later).

Foreign nationals who are not required to present a visa before arrival can enter the country without a tourist visa for stays no longer than 90 days in a 12 months period.

Foreign nationals who require an entry visa for Ecuador will be issued an electronic visa by the government of Ecuador, provided that:
1. They have registered to participate in the Civil Society Programme
2. They have indicated in their registration form that they need a visa for Ecuador and sent a copy of their passport to the GFMD Coordinating Office
3. They have filled out the special online form, as required by the Ecuadorian government (this form will be shared with all registered participants who require a visa later on)

More information about the visa procedure will be shared with registered participants by the Coordinating Office.

E. HOTEL RESERVATION

Funded participants will be hosted at the IBIS Hotel in Quito. The Civil Society Coordinating Office will arrange the accommodation directly and will share more details shortly.

Non-funded participants must book their own hotel room directly. Each delegate is responsible for his/her own reservation (including payment).

The Civil Society Coordinating Office has arranged for preferential rates at the following hotels:

**Best Western Plaza Hotel**
- **Address:** Av. Shyris N37.53 and Avenida United Nations, Quito, Ecuador
- **Price:** single room $70 (excl. tax), double room $87 (excl. tax)
- **To make a reservation,** please email: reservas@bwplazaquito.ec **before 15 December.** Kindly mention “ICMC BOOK JAN 20” in the subject of your email, specifying the desired check-in and check-out dates.

**IBIS Hotel**
- **Address:** Diego de Almagro E8-18 y Bello Horizonte
- **Price:** single room: $60 (excl. tax)
- **To make a reservation,** please email: ventas.quito@accor.com. Kindly mention “ICMC” in the subject of your email, specifying the desired check-in and check-out dates.

F. TRANSPORTATION

Transportation from the International Airport Mariscal Sucre in Quito, Ecuador to and from hotels will not be organized or covered.

Arrangements will be made to transport participants to and from the designated hotels to the meeting venue (see interactive map of hotels with ground transportation), including from the two CSD hotels (Ibis and Best Western). The transportation schedule will be disseminated in due course. No other transportation service will be provided outside of this schedule. **Please note that taxi fares will not be reimbursed.**

TRAVEL FROM/TO THE AIRPORT (TO/FROM THE CITY CENTER)
- **Aeroservicios** (private company): Company offering direct buses from Quito to the New Mariscal Sucre International Airport from Monday to Friday 3:30am to 11:30pm, Saturdays and Sundays from 4am to 10:30pm, every 30 minutes. The bus terminal in Quito is located at the former international arrivals section of the old airport (next to the Centro de Convenciones, the GFMD venue) and it costs USD 8.00 per journey per person. See: [www.aeroservicios.com.ec](http://www.aeroservicios.com.ec)

- **Taxi**: the fare is usually $25 one-way. Always require the use of a meter, and make sure the taxi’s license plate is orange. You can also use applications such as EasyTaxi, mitaxi JJ, Cabify, or Uber. It takes approximately 45 minutes to reach the city center, sometimes longer depending on the traffic.

- **Public buses**: from Quito’s Mariscal Sucre International Airport (UIO) to Downtown Quito (Centro) $2.00 “green” buses are available. They go from Quito Airport to the Rio Coca bus station, where one can transfer onto the Metrobus to the historic old town or take a cab from there to any hotel – a 30-45 minute journey (depending on traffic).

### MOVING AROUND THE CITY

- **Taxi**: The minimum fare during the day is $ 1.50 dollars, increasing to $ 1.75 at night. Always require the use of a meter, and make sure the taxi’s license plate is orange. You can also use applications such as EasyTaxi, mitaxi JJ, Cabify, or Uber.

- **Buses**: Local buses operate from 6am to 9pm. The primary and final stops are indicated above the front window. Keep a close watch on your bags and pockets. The green buses serve outlying districts and suburbs. The closest bus stop to the Convention Center (GFMD venue) (300m) is *De la prensa y homerosalas*. Buses n. 62, 74, 106, 113, 130 stop there.

Please note: While the city of Quito is relatively safe during the day, moving by taxi or by bus is preferable. To avoid being a victim of robbery or pickpocketing, avoid carrying valuables or hailing taxis on the street. Instead, it is highly recommended to use a service affiliated with a hotel. **It is not advised to walk on the streets at night. After sunset, we highly recommend taking a taxi or an Uber.**

### G. INTERNET ACCESS AND USE OF PHONES

All hotels and the GFMD venue have access to free Wi-Fi and internet (passwords will be available there). When dialing an Ecuadorian phone number, please use the international country code of Ecuador: +593.

There are three phone companies in Ecuador: Claro, Movistar, and CNT. All three operators offer 2G, 3G and 4G prepaid SIM cards which can be bought from shops, supermarkets, kiosks, pharmacies, official stores and at the airport. To add credit, prepaid SIM card machines can be found around towns and cities, and vouchers are stocked in shops and supermarkets.

### H. USE OF ELECTRIC AND ELECTRONIC ITEMS

Ecuador uses 110 volt, 60 cycle electricity. Plugs are typically the two-pronged flat type.
Participants from abroad may need adaptors to use their electronic devices.

I. LANGUAGE

The official language in Ecuador is Spanish.

The **CSD plenary sessions** will be held in English, Spanish and French, with simultaneous interpretation for all three languages, as well as for some other designated activities. For the **breakout sessions** and some activities such as side events interpretation will not be available.

In the interest of promoting more interactive discussions, some sessions may be organized according to languages (English, French or Spanish). In such cases, there will be no simultaneous interpretation except when the outcomes of these smaller sessions are reported back in plenary.

In order to receive a headset for interpretation, participants will be required to leave their ID card or passport at the equipment desk. Please take care of your headset during the entire Summit. Loss of the headset may result in a financial compensation for the loss.

J. OTHER EVENTS BESIDES THE GFMD

In addition to the GFMD CSD, other international events related to migration will take place on the 19th and 20th of January. A calendar with the different activities will be published on our website before the summit ([www.gfmdcivilsociety.org](http://www.gfmdcivilsociety.org)).

For more information and registration to other events taking place around the GFMD, please see the following links:

- For the **Peoples Global Action on Migration, Development and Human Rights**: [http://peoplesglobalaction.org](http://peoplesglobalaction.org)
- For the **Youth Forum on Migration** (open to under-30’s only) [https://www.unmgcy.org/gfmdyouthforum](https://www.unmgcy.org/gfmdyouthforum)

K. CURRENCY AND CREDIT

Ecuador’s official currency is the US dollar ($), indicative exchange rates can be found [here](http://www.gfmdcivilsociety.org).

Currency exchange services are available at the airport, hotel receptions (for smaller amounts in USD) and currency exchange offices (casa de cambio) located in the city center’s La Mariscal area (including Global Exchange, Inter Euro, Money Exchange).
The majority of commercial establishments accept the following credit cards: Visa, Mastercard, Diners Club.

Most banks open from 9:00 AM until 16:00 PM Monday to Friday. In the city center, delegates can find Banco Pichincha, Banco del Pacifico, Banco Guayaquil and Produbanco. These banks and ATMs are located around the venue area as well.

Please refer to these maps for the locations of main banks in the city center and the GFMD venue area.

L. MEDICAL SERVICES IN ECUADOR

COMMON MEDICAL ILLNESSES
Due to the altitude of Quito (2800m) and consequent lack of oxygen, delegates may experience breathing difficulties, tachycardia, dizziness and headaches. To counteract these effects, some home remedies such as sugared treats, drinking water and resting in lower altitude places are recommended.

If these effects persist, please contact the closest first aid services that will be provided at the venue or contact the emergency numbers below.

RECOMMENDATIONS
- It is preferable not to eat raw food (like fruits, vegetables, fish and meat) and prefer bottled water and drinks. It is highly recommended NOT to drink tap water.
- In order to access Ecuador, a yellow fever vaccination certificate is required for travelers departing from Africa (in particular from the Democratic Republic of the Congo and Uganda). Delegates planning to visit other areas in Ecuador, such as the rain forest, are highly advised to get a yellow vaccine before their trip, and to carry their certificate with them throughout their stay.

PRIVATE HOSPITALS

- **Hospital Metropolitano de Quito**
  Av. Mariana de Jesús s/n, Quito 170129 (+593)(2) 399-8000

- **AXXIS Integral Medical Center**
  N39-158 (260 Av. Vozandes and Av. America, 170104 (+593)(2) 382-4440

- **Hospital Vozandes**
  Villalengua Oe2-37 and Av. 10 de Agosto (+593)(2) 397-1000
toll free: 1700 700 700

- **Clínica Internacional**
  Av. América N32-82 and Atahualpa (+593)(2) 252-1140

- **Hospital de los Valles**
  Av. Interoceànica Km 12.5 and Av. Florencia 1800 VALLES (+593)(2) 297-7900
M. RESTAURANTS AND SHOPS

SHOPS
Shops are usually open from Monday – Saturday from 9am – 6 pm, while malls and supermarkets are usually open 7/7 from 9am – 8:30 pm. Opening times may vary.

RESTAURANTS
The city offers different types of restaurants, from fine dining to casual, generally located around the city center area (Plaza de la Independencia). Both local and international cuisine can be found.

Some examples of typical Ecuadorian dishes are encebollada (consisting mostly of tuna, red onion, yuca and cilantro), churrasco (grilled steaks topped with a fried egg and served with rice, fries, plantains and salad) and langostinos (shrimp) prepared in a range of tasty ways. In Quito, you will find a number of farmers markets, usually open from 7am to 5pm, where kiosks also sell traditional food.

N. QUITO POINTS OF INTEREST

Quito is located in the heart of Ecuador. With an altitude of 2,850m, the capital city lies over an ancient Incan city that stood upon the highlands, and it was also one of the first Spanish colonial cities in South America. In 1978, UNESCO named the city Cultural Heritage of Humanity because of its old town centre, which is considered as one of the largest and best preserved colonial towns in the Americas.

For further information about what to do in Quito visit the following link:
https://quitotravel.ec/en/

O. CLIMATE

The weather of Ecuador varies by region, due to differences in elevation (2,850m in Quito) and, to a certain degree, proximity to the Equator. The average weather in Quito is characterized by a constant temperature year-round. January is, on average, the warmest month and temperatures vary from 60-70 °F (17-21 °C) during the day, and generally fall to an average of 50 °F (10 °C) at night.

Practical tips: During the morning, it is typically very sunny, but it can get colder during the afternoon and at night, with frequent rain showers at the end of the day; it is therefore convenient to wear long pants and a sweater. We also recommend that you carry an umbrella or a rain jacket all the time.

For more information:
https://www.accuweather.com/it/ec/quito/129846/weather-forecast/129846

P. TIME

UTC/GMT - 05 hours
SECURITY INFORMATION

The entire venue will be a secured area. Only those with an accreditation badge will be able to access the premises of the conference venue. Every person will be checked at the entrance of the Centro de Convenciones Metropolitano de Quito.

A. PARTICIPANTS’ RESPONSIBILITY

It is the responsibility of each participant to exercise appropriate vigilance, common sense and judgment on health and security matters. All participants should carry their passport and have a copy of it with them.

It is the responsibility of each delegate to have his/her own health insurance.

A nurse will be present at the GFMD venue.

B. IMPORTANT CONTACT NUMBERS

- Emergency number: 911
- Red Cross: 131
- Police: 101
- Firefighters: 102
- Information: 104
- International Airport Mariscal Sucre: (+593)(2) 395-4200
- Ministry of Foreign Affairs: (+593)(2) 299-3200

For questions or any other assistance, please contact:

**Civil Society Coordinating Office in Geneva:**
International Catholic Migration Commission (ICMC) / MADE
1, Rue de Varembé
1202 Geneva
Switzerland
Tel: +41 22 919 10 37
Email: contact@gfmdcivilsociety.org

**Civil Society Assistant in Quito:**
Samantha Andrade
Email: samantha.andradev@gmail.com
Mobile phone: +593 984 834 861

*Please note: this document is proposed as a support for all CSD delegates. However, the GFMD CSD Coordinating Office cannot be held responsible for the accuracy of the above information.*