



**United Nations  
Verification Mission  
in Colombia**

## DPPA Partners' Field Visit Colombia, 5-6 June 2023

### Logistics Note

#### Arrival and departure

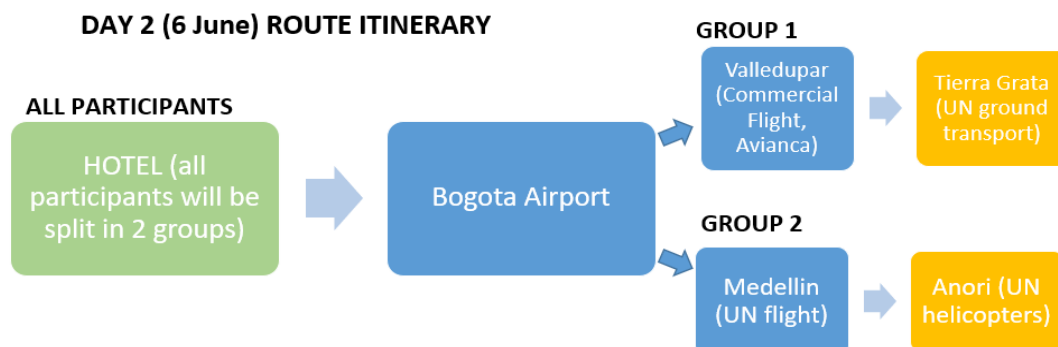
Participants are requested to arrive in Bogotá on 4 June, ahead of the start of the programme in the morning on 5 June. The Verification Mission will arrange for pick-up at Bogotá airport upon arrival. Participants will be met by a driver at the airport whose contact details will be provided before the trip. The Mission will also arrange for drop-off at the airport upon departure.

#### Visit to field locations on 6 June

The visit is organized over two full days (see draft programme): the first day (5 June) is spent in Bogotá and starts off at the Hotel Dorado, while on the second day (6 June) participants will split into two groups to travel to a rural area of Colombia where the Mission implements its mandate. The visit to two field locations requires domestic transportation. The Mission is making the necessary arrangements for in-country travel which will be facilitated by commercial and/or UN fixed or rotary wing assets.

**GROUP 1** will travel by commercial flight from Bogotá to Valledupar followed by UN ground transportation to **Tierra Grata** (César Department). The flight is scheduled for 6:00 AM departure (Bogota airport) and 6:30 PM return. **Participants will gather in the Hotel El Dorado Lobby (Calle 95 #13-66, Bogotá) for airport departure at 4:00 AM sharp.**

**GROUP 2** will travel by UN flight from Bogotá to Medellín followed by UN helicopter to **Anorí** (Antioquia Department). The flight is scheduled for 7:30 AM departure (Bogota airport) and 5:45 PM return. **Participants will gather in the Hotel El Dorado Lobby (Calle 95 #13-66, Bogotá) for airport departure at 5:30 AM sharp.**



Please see the list of participants at the end of this note.

While every measure will be taken to avoid changes to the agenda, unforeseen delays in the programme on 6 June cannot be ruled out. Participants are therefore advised to make arrangements to fly out of Bogotá, on 7 June. On day 1, participants will be asked to fill out and sign a Movement of Personnel (MOP) form and a waiver, which will be shared prior to the visit to the field locations.

Participants are encouraged to wear trekking boots, and to bring mosquito repellent, sun screen, sun glasses and a hat. Water will be provided by the Mission.

### Visa requirements

Participants are responsible for arranging their entry visa to Colombia, if so required.

### Accommodation and meals

In Bogota, most participants are staying at Hotel El Dorado Bogota ([www.hoteleldoradobogota.com](http://www.hoteleldoradobogota.com)). This hotel offers all the required facilities and is located in close proximity to the Mission's headquarters. The Verification Mission has made a group reservation for all confirmed participants who requested a room reservation, and will also ensure the necessary security and logistical arrangements for this location. Participants, upon checking in/out of the hotel, will be responsible for making direct payment at the hotel reception. The estimated price per room per night is COP 300,000.00 (USD 65).

The Hotel El Dorado Bogotá ota offers a complimentary breakfast to all in-house guests.

The Mission will make additional arrangements for lunch on 5 and 6 June, at no cost for participants as well as coffee breaks, etc. Participants are kindly requested to indicate if they have any dietary restrictions.

Please note that dinners are not complimentary and should be paid by participants.

### Interpretation to English

The Mission has arranged for interpretation from Spanish to English. Participants who do not speak Spanish have been asked to mention this information in the google form in order for the Mission to make the necessary arrangements.

### Security and health

Participants are strongly encouraged to attend a security briefing which are offered by the UN Department for Safety and Security (UNDSS). The security briefing are offered via Microsoft Teams a few days before departure and should take 30 minutes.

For your convenience, two slots have been made available for the DSS briefing: **Wednesday 31 May** or **Thursday 1 June**

- **UNDSS security briefing Wednesday, 31 May, 3:00 PM-3:30 PM (NYT):**  
**Microsoft Teams meeting**  
[Click here to join the meeting](#)  
Meeting ID: 340 006 568 698  
Passcode: xntGQE

- **UNDSS Security Briefing, Thursday 01 June, 10:00 AM-10:30 AM (NYT)**

**Microsoft Teams meeting**

[Click here to join the meeting](#)

Meeting ID: 346 857 615 635

Passcode: SZgyn3

**UNDSS will be available throughout the trip** and will be present at the sites during the field visit.

Participants that have special security requirements are requested to inform the DPPA focal point as soon as possible. Participants with any pre-existing medical conditions are also requested to inform DPPA's focal point as soon as possible. Vaccination requirements, etc., are outside the scope of the Mission and is under each participant's responsibility.

**Many airlines request visitors to fill out the 'Check-Mig' Migration form 48 hours** before arrival in Bogota. The form can be found following this link:

<https://apps.migracioncolombia.gov.co/pre-registro/public/preregistro.jsf>.

All airlines usually communicate this separately to their customers as well via email.

### **Main Focal Points contact information**

For general information prior to the trip, please contact DPPA's focal point: **Ms. Solomia Stahiv** [solomia.stahiv@un.org](mailto:solomia.stahiv@un.org).

In Colombia, the main DPPA focal point from the Verification Mission is **Ms. Jenna Dixon**:

Email: [dixon3@un.org](mailto:dixon3@un.org)

Cell phone/WhatsApp: +57 310 275 4427

**Pick up/drop off:** Participants will be met by a driver at the airport. 24-48 hours before departure all participants will receive an email with a phone number of their driver for airport pick up and drop off. The phone number of security personell for any accidents/issues will also be provided.

The participants will receive a physical card on the first day with additional numbers for use during their official visit days.

### **Additional contact information**

**Emergency Number in Colombia:** 123

**Hotel El Dorado Bogotá 24/7 Reception and WhatsApp:** +57 315 658 1599

**Hotel El Dorado Bogotá Address:** Calle 95 #13 – 66

## Participants divided into two groups on 6 June

GROUP 1 (Tierra Grata)				GROUP 2 (Anori)			
Canada	Alexandra MacAulay Abdelwahab	Senior Desk Officer, Colombia, Global Affairs Canada	<a href="mailto:alexandra.macaulayabdelwahab@international.gc.ca">alexandra.macaulayabdelwahab@international.gc.ca</a> +1 613 698 6011	UNPDF	Ziyi Zhou	Senior Programme Management Officer	<a href="mailto:ziyi.zhou@un.org">ziyi.zhou@un.org</a> +1 917 293 9589
Slovakia	Zuzana Kostalikova	Third Secretary, Second Committee	<a href="mailto:zuzana.kostalikova@mzv.sk">zuzana.kostalikova@mzv.sk</a> +1 917 207 9883	Türkiye	Ilknur Demir	Third Secretary	<a href="mailto:ilknur.demir@mfa.gov.tr">ilknur.demir@mfa.gov.tr</a> + 1 929 677 0640
Japan	Natsue Kaneko	First Secretary	<a href="mailto:natsue.kaneko@mofa.go.jp">natsue.kaneko@mofa.go.jp</a> +57 315 836 9227	Switzerland	Stefanie Herko	Policy Officer	<a href="mailto:stefanie.herko@eda.admin.ch">stefanie.herko@eda.admin.ch</a> +1 917 224 7884
Japan	Akira Nishiyama	Second Secretary	<a href="mailto:akira.nishiyama@mofa.go.jp">akira.nishiyama@mofa.go.jp</a> +1 646 826 9126	Netherlands	Bo-Joe Brans	First Secretary	<a href="mailto:bojoe.brans@minbuza.nl">bojoe.brans@minbuza.nl</a> +1 917 476 4518
Belgium	Marieke Anaf	First Secretary	<a href="mailto:marieke.anaf@diplobel.fed.be">marieke.anaf@diplobel.fed.be</a> +1 917 496 0134	Norway	Ingrid Erno	Senior Policy Advisor	<a href="mailto:ingrid.erno@mfa.no">ingrid.erno@mfa.no</a> +1 347 951 4064
Malta	Justine Micallef	First Secretary	<a href="mailto:justine.micallef@gov.mt">justine.micallef@gov.mt</a> +1 646 946 9988	Finland	Mari Ahmed	Head of Unit for Peace and Security	<a href="mailto:mari.ahmed@formin.fi">mari.ahmed@formin.fi</a> +1 917 294 3917

Estonia	Kristel Louk	Deputy Permanent Representative	<a href="mailto:kristel.louk@mfa.ee">kristel.louk@mfa.ee</a> +1 202 215 1534	Denmark	Maria Stage	Policy Advisor, Peace and Security	<a href="mailto:mariastage30@gmail.com">mariastage30@gmail.com</a> +1 917 292 1170
UK	Matilda Lucy Silvestro	Second Secretary	<a href="mailto:matilda.silvestro@fcdo.gov.uk">matilda.silvestro@fcdo.gov.uk</a> +1 917 750 8984	DPPA	Jose Luis Diaz	Senior Programme Management Officer, OUSG	<a href="mailto:diaz8@un.org">diaz8@un.org</a> +1 646 496 6075
UK	James Martin	Capability, Programmes and Research Lead, Negotiations and Peace Processes Department	<a href="mailto:james.martin@fcdo.gov.uk">james.martin@fcdo.gov.uk</a> +44 755 168 0669	DPPA	Delphine Bost	Senior Officer, Donor Relations Team, OUSG	<a href="mailto:bostd@un.org">bostd@un.org</a> +1 917 547 5775
Türkiye	Hüsamettin Burak Öztepe	Third Secretary	<a href="mailto:burak.oztepe@mfa.gov.tr">burak.oztepe@mfa.gov.tr</a>				
Ireland	Anna Louise Wilson	Deputy Head of Mission	<a href="mailto:louise.wilson@dfa.ie">louise.wilson@dfa.ie</a>				
Italy	Luca de Paoli	Technical Manager, Rural Development	<a href="mailto:lucadepaoli@hotmail.com">lucadepaoli@hotmail.com</a>				
DPPA	Markus Bouillon	Chief of Office, OUSG	<a href="mailto:bouillonm@un.org">bouillonm@un.org</a> +1 917 664 9311				
DPPA	Wouter Van Quickelborne	Political Affairs Officer, Americas Division	<a href="mailto:vanquickelborne@un.org">vanquickelborne@un.org</a> +1 347 302 4382				