



OAS | CICAD



INTER-AMERICAN DRUG ABUSE
CONTROL COMMISSION

CICAD

Secretariat for Multidimensional Security

**GROUP OF EXPERTS ON CHEMICAL SUBSTANCES
AND PHARMACEUTICAL PRODUCTS**
May 21 to 23, 2024
Brasilia, Brazil

CICAD/SRU/GoE
QUIM/INFO.1/24/Rev.1
April 8, 2024
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INFORMATION BULLETIN

1. VENUE AND DATES

The 2024 meeting of **CICAD's Group of Experts on Chemical Substances and Pharmaceutical Products**, chaired by Brazil, will take place in Brasilia, May 21-23, 2024. Sessions will be held at the Federal Police's *National Institute of Criminalistics*, located at [Sector Policial Sul, Lote 7, Asa Sul, Brasilia](#).



2. MEETING COORDINATION

The meeting will be coordinated by the Supply Reduction Unit (SRU) of the Executive Secretariat of the Inter-American Drug Abuse Control Commission (ES-CICAD) of the Organization of American States (OAS). If you have any questions, please contact:

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3. PARTICIPANTS REGISTRATION

Participants may register by emailing (name, job position, email and phone number) to Deborah Maestre (DMAestre@oas.org) and Mariana Dambolena (MDambolena@oas.org) **before April 30, 2024.**

4. REQUIREMENTS TO ENTER THE COUNTRY

Each participant is responsible for complying with the entry requirements established by the Government of Brazil, as well as ensuring that all their documents are current.

Nationals of MERCOSUR and Associated Member States (Peru, Colombia, Bolivia, Argentina, Chile, Uruguay, Ecuador, and Paraguay) do not require a visa to travel to Brazil and can enter with valid identity card or passport.

To confirm if you need a visa to enter Brazil as a **visitor**, it is recommended to consult the [General Framework of the Visa Regime for the entry of foreigners into Brazil](#).

NOTE: Due to possible changes in Brazil's visa policy as of April 10, 2024, we highly recommend checking the link periodically.

Participants who require a visa must contact the Brazilian Consulate in their respective countries.

5. WORKING LANGUAGES AND DOCUMENTS

The meeting will take place in English, Spanish and Portuguese, and simultaneous interpretation will be provided. All documentation distributed for the meeting will be in those languages.

Given that the OAS follows an eco-friendly policy, printing of documents will be limited.

6. ACCOMMODATION

Each participant is responsible for arranging and covering their own accommodation expenses. We suggest participants stay at the **Fusion Hplus Express+**, as daily transportation will be provided to the National Institute of Criminalistics, where the meeting will be held.

- **Fusion Hplus Express+:**

Address: Quadra 01, Bloco D, Área especial A, SHN - Asa Norte, DF, 70701-040

WhatsApp: +55 (61) 99229-1865

Phone Number: +55 (61) 3433-3888

Online Booking with Discount Code: <https://shre.ink/8O1H>

Participants may also opt to stay [at other hotels within the same group](#). These hotels also offer a 20% discount using the code OEAQUIMICOS.

- **Vision Hplus Express+:**
Address: Quadra 01, Bloco F, Área especial A, SHN - Asa Norte, DF, 70701-040
WhatsApp: +55 (61) 99229-1865
Phone Number: +55 (61) 3433-3888
Online Booking with Discount Code: <https://shre.ink/801a>

Kindly be advised that **the discount code remains valid until May 15**, so we highly recommend making your reservations prior to that date.

Considering the high demand in the area due to activities in Brasilia during the dates of the Group of Experts, you may encounter reduced availability when booking your hotel. In that case, please find below two additional options:

- **Mercure Brasilia Líder**
Address: Shn Qd 5 Bloco I, Asa Norte, Brasilia – DF, 70705912, Brasilia
Phone: +55 61 3426-4000
Email: h3627-re@accor.com
Online booking: <https://all.accor.com/hotel/3627/index.es.shtml>
- **Jade Hotel**
Address: SGCV Sul, 15 - Guar, Braslia - DF, 71215-100,
Phone/WhatsApp: +55 (61)32479071
Email: reservas@jadehotel.com.br
Online booking: <https://www.jadehotel.com.br/>

7. TRANSPORTATION

The Government of Brazil will provide daily transportation **from the entrance of Hotel Fusion Hplus Express+ and Jade** to the meeting venue, **at 8:15 a.m.**

Considering the current hotel availability situation, if you wish to stay at Jade Hotel, which is not in the downtown area, please let us know so we can include you in the transportation service.

However, **each participant must coordinate their own transportation from the airport to the hotel and vice versa.**

Official taxi services are accessible at Brasilia Airport. In Terminal 1, taxis are stationed in front of the domestic flight arrivals area, whereas in Terminal 2 they are located in front of the main entrance. To request a radio taxi, please dial +55 (61) 3224-7292. The estimated fare for a taxi ride from the airport to downtown Brasilia or the hotel ranges between R\$35 and R\$45. For more information about the airport or official taxi services, we recommend visiting the [Airport website](#).

For those who prefer an alternative, the Safer Black prepaid executive taxi service is also available. Participants have the option to pay a fixed amount for the trip, based on the destination. It is possible to contract the service directly at the airport or through the Safer application. For more information, please contact info_br@safeertaxi.com or by phone at +55 (21) 3090 0483.

8. EXPENDITURES

Each participant shall be responsible for covering all their expenses related to airfare, transportation, hotel accommodation and meals during the days of the meeting.

The Executive Secretariat of CICAD and the Federal Government of Brazil will provide lunch and coffee breaks during the three days of the meeting.

9. MEDICAL CARE

It is recommended that delegates have medical insurance with international coverage for major medical expenses.

10. DRESS CODE

Business attire is recommended. Military/law enforcement personnel are encouraged to wear the uniform of their institution.

11. CODE OF CONDUCT (ANNEX I)

The Secretariat for Multidimensional Security (SMS) of the 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: 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 to allow maximum engagement by all. Do not interrupt others based on 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). 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.