

INFORMATION BULLETIN

1. VENUE AND DATES:

The 2023 meeting of the **CICAD's Group of Experts on Maritime Narcotrafficking**, chaired by Guatemala, will take place in Guatemala City, November 27-29, 2023. Sessions will be held at the [Hotel Clarion Suites](#), (14 Calle 3-08, Zona 10) at **SALÓN CLARION**.



2. MEETING COORDINATION:

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3. FIELD VISIT TO PACIFIC NAVAL COMMAND BASE:

On the last day of the meeting, Wednesday November 29, the Executive Secretariat of the Commission Against Addictions and Illicit Drug Trafficking (SECCATID, for its Spanish acronym) and the Ministry of National Defense have organized a technical visit to the [Pacific Naval Command Base](#). In this regard, please be advised of the following:

- SECCATID, in coordination with the Ministry of National Defense, will provide transportation from the Hotel Clarion to the Naval Command Base.
- Departure will be at 07:30AM. We thank you in advance for your punctuality, arriving at the lobby at 07:15AM.
- This is a region with warm weather; therefore, we suggest wearing comfortable and cool clothing.

- The visit will consist of a tour of the Naval Command Base and its facilities, as well as the waters of the Pacific Ocean. If you suffer vertigo, motion sickness, dizziness, or other condition that will prevent you from taking part in this activity, please let us know.

4. PARTICIPANTS REGISTRATION:

Participants may register by emailing their full name, title, email, and phone number to Juliana Peralta (JPeralta@oas.org) and Guillermo Calzada (GCalzada@oas.org) **before November 7, 2023.**

When registering, please also confirm your interest in participating in the technical visit on November 29.

5. ACCOMMODATION:

The meeting will take place at the [Hotel Clarion Suites](#), located at 14 Calle 3-08 Zona 10, Guatemala City, Guatemala.

Kindly note that participants are responsible for making their own reservations and lodging arrangements.

The hotel has offered a special rate for participants of the Group of Experts:

- \$85.00 USD plus tax, per night, inclusive of breakfast.

If you wish to stay at the Hotel Clarion with the special rate, please make your reservations by writing to reservas@clarionguatemala.com and dcortave@clarionguatemala.com, identifying yourself as a participant of the meeting of *CICAD's Group of Experts on Maritime Narcotrafficking*.

A valid credit card is required to guarantee room reservations.

6. EXPENDITURES:

Each participant will cover all expenses related to their participation in the meeting, including accommodation, meals, and transportation.

7. TRANSPORTATION TO AND FROM THE AIRPORT IN GUATEMALA:

For transportation to and from La Aurora International Airport in Guatemala City, we strongly recommend the use of official taxis or Uber. [This link provides several taxi companies that provide transportation services to and from the airport and can be scheduled in advance.](#)

8. REQUIREMENTS TO ENTER THE COUNTRY:

Delegates will be responsible for meeting all entry requirements established by the Government of Guatemala, including any COVID-19 restrictions and vaccine requirements, and making sure their documents are valid. Participants who require a visa to enter the country, should contact the Consulate of Guatemala in their respective countries.

9. DRESS CODE:

Participants are recommended to wear cool, comfortable clothing during the technical visit scheduled for the third day of the meeting. During the first day, please wear business attire for the official photograph. Military/law enforcement personnel are encouraged to wear the uniform of their institution.

10. WORKING LANGUAGES AND DOCUMENTS:

The meeting will be conducted in English and Spanish. There will be simultaneous interpretation and documents will be offered in both languages.

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

11. MEDICAL CARE:

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

12. SECURITY PROTOCOLS RELATED TO THE COVID-19 PANDEMIC:

It is recommended to follow the following protocols:

- Use of face coverings in indoor spaces.
- Maintain social distancing.
- Wash your hands properly with soap and water.
- Use of antibacterial gel/alcohol.
- Avoiding close contact with sick people.
- If you have cold symptoms, please stay isolated.

Any signs of symptoms should be reported to the event's organizers, which will inform the pertinent authorities.

13. CODE OF CONDUCT (ANNEX I):

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, the SMS expects all participants in the activities to be respectful of others and has therefore developed the attached code of conduct found below in Annex I. In the event of non-compliance with these rules, please note that the 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 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.