Information and Logistical Note for Participants

Joint meeting of the Bureaux of the UN-Habitat Governing Bodies and field visit (Preparations towards the resumed Second session of the United Nations Habitat Assembly)

Introduction

UN-Habitat’s current governance structure is a three-tier structure made up of the UN-Habitat Assembly, the Executive Board and the Committee of Permanent Representatives. This is because, the General Assembly of the United Nations in its resolution A/RES/73/239 decided to dissolve the Governing Council of the United Nations Human Settlements Programme and to replace it with a United Nations Habitat Assembly of the United Nations Human Settlements Programme (UN-Habitat Assembly). UN-Habitat Assembly is a universal body composed of the 193 member states of the United Nations and convenes every four years at the Headquarters of UN-Habitat in Nairobi. The above referenced resolution also led to the creation of an Executive Board composed of 36 member states elected by the UN-Habitat Assembly and meets two to three times a year to further enhance the oversight by Member States of UN-Habitat operations. The resolution retained the Committee of Permanent Representatives of UN-Habitat (CPR) which meets twice every four years in an open-ended manner. The three Governing Bodies together are intended to strengthen the accountability and transparency of UN-Habitat and provide an effective oversight mechanism for UN-Habitat to enhance its normative and operational activities.

Each of the Governing Bodies have their respective Bureaux. Rule 29 of the rules of procedure of the UN-Habitat Assembly provides that “The respective Bureaux of the UN-Habitat Assembly, the Committee of Permanent Representatives and the Executive Board may, for the purpose of coordinating their activities, conduct joint Bureaux meetings.” Several meetings of the Joint Bureaux have been held in the past since the establishment of the Governing Bodies.

Accordingly, the first meeting of the Joint Bureaux of the UN-Habitat Governing Bodies for the year 2024 and field visit, will take place from March 21 to 23 in Mexico under the leadership of the President of the UN-Habitat Assembly. This note provides essential logistical information for participants.

Venue for the Joint Bureau Meeting

The Joint Bureaux meeting will be held on 21 March 2024 at the INFONAVIT offices (Mexican Federal Institute for Worker’s Housing) located at Barranca del Muerto, 280, Mexico City.

The programme for the joint Bureaux meeting has been shared with the participants in advance. The morning session of the meeting will be held from 9.00am to 12 noon while the afternoon session will be held from 15.00pm to 18.00pm.
General Information on Mexico City

Mexico, officially known as the United Mexican States, is located in North America, and is bordered by the United States to the north and Guatemala and Belize to the southeast.

Mexico City, the Capital, is the political, cultural and financial center of the Country. Spanish is the official language.

Mexico City is six hours behind GMT (GMT-6).

**CURRENCY**
The official currency is the Mexican peso (MXN), approximately:

1 USD = MXN 17  
1 EUR = MXN 23

Foreign currencies can be exchanged at banks and authorized bureaux de change.

Banks in the Country are generally open Monday-Friday from 08.30 to 16.00. ATMs are available at the airport, in shopping malls.

**Weather**
Mexico City has a humid subtropical climate, with average temperatures ranging from 12°C to 25°C in March.

**Electricity**
Mexico uses a voltage of 127 Volts, 60 Hertz, with plugs with two flat pins or three round pins.

Arriving in Mexico City

**Visas**
It is the participant’s own responsibility to obtain a visa for Mexico. Any participant who needs a visa should obtain one as early as possible. Visa requirements must be fulfilled by participants according to their country of origin. The information provided in the link below here acts only as a guide: https://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/

The Ministry of Foreign Affairs (SRE) is ready to provide support to participants in the Joint Bureaux meeting requesting support to fast track of visa issuance. In the event that any participant needs help obtaining a visa, it is a requirement that notice, up to 15 days before the trip, be given to the Ministry of Foreign Affairs (SRE) in Mexico City, to enable officials of the Government of Mexico make the necessary support and arrangements. Request for support may be sent to Mr Hugo Isaak Zepeda (hisaak@sre.gob.mx).

**Airport Reception**
Participants are encouraged to arrive at Benito Juarez International Airport Mexico City (AICM) and will be received by personnel from the Government of Mexico (SRE and SEDATU) at the Airport Protocols Rooms (T1 and T2). Government will provide transfer from airport to hotels for delegations if required.

For arrival protocol, please contact:

**Mrs. Martha Peña**
Email: martha.pena@sedatu.gob.mx  
Telephone Number: +52 5541179978

**Mr. Hugo Isaak Zepeda**
Email: hisaak@sre.gob.mx  
Telephone Number: +52 5529172796

**Chris Mensah**
Email: Chris.mensah@un.org  
Telephone Number: +254 732689199

**Eugenia De Grazia**
Email: eugenia.de-grazia@un.org  
Telephone Number: +52 5531401586

**Security**
Security measures are in place to ensure the safety of participants both at the event site and in the City. Specific security guidelines are provided for off-site travel.

Participants are, however, responsible for their movements outside, taking into account the following recommendations:
Avoid crowded areas.

- When walking, keep to the main roads and avoid shortcuts through back alleys and similar routes. However, where possible, take a taxi rather than walking.
- Never walk at night in the City center even for a short distance – always take a taxi.
- Carry identification at all times.
- Have emergency numbers registered on your phone.
- Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls.
- Make use of safes in hotel rooms and DO NOT carry large sums of money.
- Avoid carrying credit cards, wearing expensive jewelry or watches when walking on the streets.
- Do not accept food and drinks from strangers.

**Paper-Smart meeting**

Participants are encouraged to bring laptops or iPads and smartphones, as all documents will be made available online or via email.

**Wi-Fi**

Free Wi-Fi facility will be available in the meeting room.

**Canteen Services**

The Government of Mexico has secured caterers within the meeting site to provide courtesy food and beverages for breakfast, lunches and snacks.

**Restaurants near INFONAVIT**

**Saks Barranca**
Av. de los Insurgentes Sur 1641, San José Insurgentes, Benito Juárez, 03900 Mexico City (+525556151500)
https://maps.app.goo.gl/Hp5rH1oxvx6kCQWPA

**Los Almendros**
Av. Insurgentes Sur 1759, Guadalupe Inn, Álvaro Obregón, 01020 Mexico City (+52555635151)  
https://maps.app.goo.gl/rs11H1Z6mNdd4ykeA

**La Mansión Guadalupe Inn**
Av. Insurgentes Sur 1891, Guadalupe Inn, Álvaro Obregón, 01020 Mexico City (+52555625335)  
https://maps.app.goo.gl/WxjFX7vAxWaLyrSA

**Coffee Station**

**Tierra Garat Insurgentes 1722**
Av. de los Insurgentes Sur 1722-Local A, Florida, Álvaro Obregón, 01030 Mexico City  
https://maps.app.goo.gl/eD9Akiwtqw9nKyd6

**Starbucks**
Av. Insurgentes Sur 1743, Guadalupe Inn, Álvaro Obregón, 01020 Mexico City  
https://maps.app.goo.gl/ZbFJykMRjibqHPNq5

**Medical Services**

Medical costs incurred in Mexico City will be the direct responsibility of the participant. It is therefore strongly recommended that participants arrange their own travel health insurance prior to arrival.

**Public hospital in Mexico City**

**Hospital General Dr. Dario Fernandez Fierro**
Revolucion Avenue 1182, San José Insurgentes, Benito Juárez, 03900 Mexico City  
https://maps.app.goo.gl/7oLzSZ3w2zPoqBxy6  
+525555935300

**Private Hospitals in Mexico city**

**Hospital San Ángel Inn Patriotismo**
Patriotismo Avenue 67, San Juan, Benito Juárez, 03730 Mexico City  
https://www.hospitalsanangelinn.mx/  
+525547704870

**Hospital San Angel Inn**
Chapultepec Avenue 489, Juárez, Cuauhtémoc, 06600 Mexico City  
https://www.hospitalsanangelinn.mx/  
+525552411700

**Hospital Español**
Ejército Nacional Mexicano Avenue 613, Granada, Miguel Hidalgo, 11520 Mexico City  
http://www.hespanol.com/  
+525552559600

**Emergency Numbers in Mexico City**

55 1084 9000 Mexican Red Cross
911 Emergencies
55 5768 3700 Firefighters
## Other Information

**Accommodation in Mexico City**
Participants should make their own hotel reservations for their stay in Mexico City. The list of suggested hotels close to the venue are included in the following links:

### Preferential
**Krystal Grand Suites Insurgentes**
- EXECUTIVE SUITE 1 KING BED cost per night || 1,849 MXN taxes included (110 USD approx)
- Av. de los Insurgentes Sur 1991, Guadalupe Inn, Álvaro Obregón, 01020 Mexico City
  - [https://maps.app.goo.gl/za38R1Yiu19oyXXSA](https://maps.app.goo.gl/za38R1Yiu19oyXXSA)
  - +525553221580

### Second option
**Hotel Diplomático**
- STANDARD ROOM cost per night || 1,320 MXN taxes included (77 USD approx)
- SUITE cost per night || 1,600 MXN taxes included (93 USD approx)
- Av. Insurgentes Sur 1105, Noche Buena, Benito Juárez, 03720 Mexico City
  - [https://maps.app.goo.gl/C258MyFaUqJ45fHr6](https://maps.app.goo.gl/C258MyFaUqJ45fHr6)
  - +525555636066
Mexico has undergone a moment of structural change, reflected in the promotion of an economic and social policy that offers opportunities for well-being in each of its regions through the provision of infrastructure with a high territorial impact. The South-Southeast region of the Country, made up of the States of Chiapas, Campeche, Quintana Roo, Tabasco and Yucatan, has a rich natural, social, cultural and patrimonial diversity; but it also presents a great socio-spatial inequality with respect to the rest of the Country, which is why a series of projects have been implemented with the objective of detonating its economic development.

The municipality of Tulum is part of this region as it is located in the State of Quintana Roo and benefits from priority projects such as the Mayan Train and the recent Tulum International Airport. Its importance and growth as one of the busiest tourist destinations in Mexico in recent years, makes it a favorable scenario for the development of urban development policies that are aligned with the three pillars of sustainable development: environmental, social and economic.

In this context, many efforts have been made to develop planning instruments that incorporate the principles of environmental responsibility, social inclusion and local economy, through the participation of various actors such as the Ministry of Agrarian, Territorial and Urban Development (Sedatu, by its spanish acronym) and other Federal Government Agencies, as well as UN-Habitat in collaboration with the National Fund for Tourism Development (FONATUR, by its spanish acronym), which have intervened in the municipality based on a regional vision focused on the development of the South-Southeast of Mexico.

In particular, the Jaguar Park has been selected as one of the most representative projects of interventions that have reorganized a Natural Protected Area, with the purpose of promoting economic activities, while respecting its natural and cultural heritage. This has been done through the Urban Improvement Program (PMU, by its spanish acronym), in charge of Sedatu, and represents an example of the contribution of specific actions implemented at the local level, with repercussions at various scales, including their alignment with international agendas.

In this regard, the interventions at the Jaguar Park, which is part of the filed visit are linked to SDG 11 “Resilient Cities and Communities”, as its main vision is to protect and safeguard the cultural and natural heritage of this Natural Protected Area, as well as to provide universal access to green areas and public spaces that are safe, inclusive and accessible to all people.

Likewise, it meets the precepts of the New Urban Agenda, is linked to the creation of safe, inclusive, accessible, green and quality public spaces, with a multifunctional sense that allows for the sustainable use of cultural heritage.

Weather
Tulum has a warm sub-humid climate, with average temperatures ranging from 27°C to 32°C in March.

Arriving in Tulum
Transport from the Hotel to Mexico City International Airport
With respect to the field visit, the Government of Mexico will provide the transportation from the hotel to Mexico City International Airport for the departure to Tulum on 22 March 2024. There are two options of flying to Tulum: the first option will be a direct flight from Mexico City International Airport to Tulum International Airport while the second option will be to fly from Mexico City International Airport to Cancun International Airport followed by a 50-minute drive from Cancun to Tulum. The flight details are as follows:
**Flights**

<table>
<thead>
<tr>
<th>Option 1 - Mexico City to Tulum</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>Departure 08:55</strong> Mexico City International Airport, Terminal 2</td>
<td>3,944 MXN</td>
</tr>
<tr>
<td><strong>Arrival 11:55</strong> Tulum International Airport</td>
<td>229 USD</td>
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<tr>
<td>AM 592 2h</td>
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<tr>
<td>Operated by Aerolitoral, DBA Aeromexico Connect</td>
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<tr>
<td><a href="https://maps.app.goo.gl/xLSovzKKN2XA4YGr9">https://maps.app.goo.gl/xLSovzKKN2XA4YGr9</a></td>
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<table>
<thead>
<tr>
<th>Option 2 – Mexico City to Cancun</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mexico City International Airport, Terminal 2 to Cancun International Airport</td>
<td>5,988 MXN</td>
</tr>
<tr>
<td><strong>Departure 06:05</strong> Mexico City International Airport, Terminal 2</td>
<td>348 USD</td>
</tr>
<tr>
<td><strong>Arrival 09:31</strong> Cancun International Airport</td>
<td></td>
</tr>
<tr>
<td>AM 500 2h 26 min</td>
<td></td>
</tr>
<tr>
<td>Operated by Aeromexico</td>
<td></td>
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<tr>
<td><a href="https://maps.app.goo.gl/hBHBp2aAFF9ez9ar5">https://maps.app.goo.gl/hBHBp2aAFF9ez9ar5</a></td>
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<tr>
<td>Followed by 50 min drive from Cancún to Tulum</td>
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**Airport Reception**

Participants arriving at Felipe Carrillo Puerto Tulum International Airport and Cancun International Airport will be assisted by the Government of Mexico staff.

**Security**

Security measures are in place to ensure the safety of participants both at the event site and in the city. Specific security guidelines are provided for off-site travel.

Participants are, however, responsible for their movements outside and in accordance with the following recommendations:

- Avoid crowded areas.
  - When walking, keep to the main roads and avoid shortcuts through back alleys and similar routes. However, where possible, take a taxi rather than walking.
  - Never walk at night in the city center even for a short distance – always take a taxi.
  - Carry identification at all times.
- Have emergency numbers registered on your phone.
- Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls.
- Make use of safes in hotel rooms and DO NOT carry large sums of money.
- Avoid carrying credit cards, wearing expensive jewelry or watches when walking on the streets.
- Do not accept food and drinks from strangers.

For the visit to the Jaguar Park, the recommendations are as follows:

- Insect repellent
- Sunscreen
- Hat/cap
- Long sleeve shirt/shirt
- Comfortable trousers
- Tennis shoes/hiking boots (do not use flat soles)
- Avoid interacting with flora and fauna on the route
Restaurants near Tulum

**Alma Verde Tulum**
Coba Sur Avenue local 1A, Centro,
77760 Tulum, Q.R.
https://www.almaverde.com.mx/tulum
+529842317473

**Del Cielo**
Satélite Sur Avenue 5, Tulum Centro,
77760 Tulum, Q.R.
http://qrco.de/bbdCIQ
+529842110752

**Rincon Jaguar**
Coba Norte Avenue, between 2 y 4 oriente,
Centro, 77760 Tulum, Q.R.
https://drive.google.com/drive/
folders/1B4D5a1D94pHCReB3b23-6j_cuhV3noB4
+529841154811

**Medical services**
Medical costs incurred in Tulum will be the direct responsibility of the participant. It is therefore strongly recommended that participants arrange their own travel health insurance prior to arrival.

**Private Hospitals in Tulum**

**AMERIMED Playa del Carmen Hospital**
Federal Highway Mz 155, lot 3 between
20th Street and 22nd Street, Ejidal,
77712 Playa del Carmen, Q.R.
https://maps.app.goo.gl/Xo585psXihhRy56Z8
+529842065450

**Hospital Costamed Tulum**
C. 3 Sur s/n-Lote 8, Villas Tulum,
77760 Tulum, Q.R.
+529841240830

**Emergency Numbers in Tulum**
(984) 871 3732 Firefighters
(984) 802 5521 Mexican Red Cross
(984) 871 20 55 Police

**Other Information**

**Accommodation in Tulum**
Participants should make their own hotel reservations for their stay in Tulum. A list of hotels are included in the following links:

**Preferential**

**Motto by Hilton**
FLEX ROOM 1 QUEEN BED cost per night
2,941 MXN taxes included (171 USD approx)
Coba Sur Avenue S/N, entre Calle, Colonia Centro, 77765 Tulum, Q.R.
https://www.hilton.com/es/hotels/czmtuamotto-tulum/
+529843906000

**Second option**

**Irie Tulum Boutique Hotel**
SINGLE ROOM cost per night
1,548 MXN taxes included (90 USD approx)
Av. Central #43, Complejo Mayasana,
77760 Tulum, Q.R.
https://maps.app.goo.gl/bgRhu3i8eEB2FSKSA

**Support to Members of the Bureaux from Least Developed Countries**
For Members of the Bureaux from Least Developed Countries who confirm their participation in the joint Bureaux meeting and Field visit and require support, the Government of Mexico will make arrangements to cover the costs of flights, travel and accommodation. The focal point for such support is Mrs. Martha Peña, email: martha.pena@sedatu.gob.mx. Kindly copy Mr Chris Mensah, email: chris.mensah@un.org.

**Additional Information:**
Further enquiries regarding the Joint Bureaux Meeting and field Visit should be directed to:

**Chris Mensah**
Secretary to the Governing Bodies
United Nations Human Settlements Programme (UN-Habitat)
P.O. Box 30030, 00100, Nairobi, Kenya
Email: chris.mensah@un.org and unhabitat-sgb@un.org
Tel.: +254 20 762 5521/3216; mobile: +254 732689199
A better quality of life for all in an urbanizing world