

# SECTOR MINISTERS' MEETING 2019

San José — Costa Rica — 4-5 April



## LOGISTICS NOTE

Dear participant, the SWA Secretariat looks forward to welcoming you to the 2019 Sector Ministers' Meeting. In this Logistics Note you will find information that we hope will make your travel to and stay in San Jose pleasant and hassle-free. It includes details about visas, accommodation, transport, and other useful information.

The upcoming SWA Sector Ministers' Meeting (SMM) will be convened in San José, Costa Rica, on 4-5 April 2019 to support the achievement of the water, sanitation and hygiene-related targets of the [Sustainable Development Goals](#). It will be held immediately after [LatinoSan V](#) Conference. The SMM is organized by the Sanitation and Water for All global partnership, co-convened by UNICEF and the Inter-American Development Bank and hosted by the Government of Costa Rica.

It will bring together ministers responsible for water, sanitation and hygiene and senior government officials from different regions, as well as leaders from [other stakeholders](#), including civil society, private sector, donors, development banks, UN agencies and academia.

Unique in the sector, the SMMs are the culmination of robust ongoing strategic dialogue at country level, involving multiple stakeholders bound together by the belief that good governance and mutual accountability are key to achieve water and sanitation for all, always and everywhere.

### CONTACT

SWA Secretariat focal points for the 2019 SMM:

**Marco Antonio Ortega Estébanez**  
SWA Secretariat Technical Adviser  
[marcoantonio.ortega@sanitationandwaterforall.org](mailto:marcoantonio.ortega@sanitationandwaterforall.org)

**Judith Magnaye**  
SWA SMM Project Coordinator  
[judith.magnaye@sanitationandwaterforall.org](mailto:judith.magnaye@sanitationandwaterforall.org)

### VENUE

The SWA SMM will take place at the [Costa Rica Convention Center](#).

### ACCOMODATION

# SECTOR MINISTERS' MEETING 2019

San José — Costa Rica — 4-5 April



Participants will be responsible for arranging their own accommodation. The secretariat has pre-booked a limited number of rooms for participants in the following hotels:

## Double Tree by Hilton Cariari

- Daily rate:
  - Standard single - 180.80 USD
  - Standard double - 197.75 USD
- Includes: Taxes, internet wi-fi, breakfast, transport from/to the airport.
- Walking distance from/to the Costa Rica Convention Center
- [For reservations](#)
- Contact for queries and transport coordination: [nathalie.sandoval@cariari.co.cr](mailto:nathalie.sandoval@cariari.co.cr)

## Hotel Radisson San José

- Daily rate:
  - Standard single/double - 96.05 USD
  - Premium single/double - 118.65 USD
- Includes: Taxes, internet wi-fi, breakfast
- Airport transport: 1-2 people 33 USD per way, 3-6 people 44 USD per way
- [For reservations](#)
- Contact for queries and transport coordination: [ycano@radisson.co.cr](mailto:ycano@radisson.co.cr)

## Hotel Hilton Garden Inn San José

- Daily rate:
  - Standard - 145.77 USD
  - Standard with balcony - 168.37 USD
- Includes: Taxes, internet wi-fi, breakfast
- Airport transport: 35 USD per way
- [For reservations](#)
- Contact for queries and transport coordination: [johanna.rodriquez@hilton.com](mailto:johanna.rodriquez@hilton.com)

## Gran Hotel Costa Rica

- Daily rate: standard - 202.27 USD
- Includes: Taxes, internet wi-fi, breakfast
- Airport transport: 35 USD per way
- Reservations: [johanna.rodriquez@hilton.com](mailto:johanna.rodriquez@hilton.com)
- Contact for queries and transport coordination: [johanna.rodriquez@hilton.com](mailto:johanna.rodriquez@hilton.com)

To book a room at the agreed rate, please contact the respective hotel through the details indicated no later than Sunday, 10 March 2019. After that date, the pre-booking will be cancelled, and participants will be responsible for arranging their accommodation.

## TRANSPORTATION

# SECTOR MINISTERS' MEETING 2019

San José — Costa Rica — 4-5 April



As traffic is very complicated especially during rush hours, transportation to and from the venue will be provided by the organizers for all participants accommodated in the selected hotels free of cost. Please note that no transportation from other hotels to the SMM venue will be provided. No transportation from/to the airport will be provided by the organizers. In addition to the transport provided by the hotels, taxis are available at the exit of the airport (orange airport taxi or red regular taxi). They will charge according to distances, with varying rates between 30.00 USD - 40.00 USD (24h [taxi services are available](#)).

## MEALS

Coffee breaks and lunches will be provided during the SMM (4-5 April) at the venue. Participants will be responsible for their own arrangements during the evening, as well as before and after the dates of the SMM.

## VISA AND PASSPORT REQUIREMENTS<sup>1</sup>

**Citizens from the following countries and their territories do not need a visa to enter Costa Rica (the passport must be valid for a minimum of one day from the day of entry in Costa Rica):**

Andorra, Argentina, Australia, Austria, Bahamas, Barbados, Belgium, Brazil, Bulgaria, Canada, Croatia, Chile, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, Monaco, Montenegro, Norway, New Zealand, Netherlands, Panama, Paraguay, Peru, Poland, Portugal, Puerto Rico, Qatar, Romania, San Marino, Serbia, Singapore, South Africa, Slovakia, Slovenia, Spain, Sweden, Switzerland, Trinidad And Tobago, United Arab Emirates, United Kingdom Of Great Britain And Northern Ireland, United States Of America, Uruguay, Vatican.

**Citizens from the following countries do not need a visa to enter Costa Rica (the passport must be valid for a minimum of 3 months from the day of entry in Costa Rica):**

Antigua And Barbuda, Belize, Bolivia, Brunei, Dominica, El Salvador, Fiji, Grenada, Guatemala, Guyana, Honduras, Kazakhstan, Kiribati, Malaysia, Maldives, Marshall Islands, Mauritius, Micronesia, Nauru, Northern Mariana Islands, Palau, Philippines, Russian Federation, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And The Grenadines, Samoa, São Tomé And Príncipe, Seychelles, Solomon Islands, Surinam, Taiwan (Region), Tonga, Tuvalu, Turkey, Ukraine, Vanuatu, Venezuela.

**Citizens of other countries need a visa to enter Costa Rica. In these cases the following procedures must be followed:**

**a) Countries with no Costa Rica diplomatic representations and consulates** authorized for the concession of diplomatic or official visas (see list on Annex I, page 6): Diplomatic or official visa can be obtained on arrival. Participants are kindly invited to send to the Ministry of Foreign Affairs of Costa Rica a Note Verbale with the names of the Government Delegation, type of passports and respective numbers, as well as entry and exit dates. The Note Verbale indicating the SWA SMM participation and requesting diplomatic or official visa should be sent to: [dservicioexterior@rree.go.cr](mailto:dservicioexterior@rree.go.cr) and with copy to [azuniga@rree.go.cr](mailto:azuniga@rree.go.cr)

<sup>1</sup> For further information see attached document.

# SECTOR MINISTERS' MEETING 2019

San José — Costa Rica — 4-5 April



Before 4<sup>th</sup> of March, Monday, a copy of the Note Verbale and the following information and documents should be sent also to the SWA Secretariat ([Ms. Judith Magnaye](#)):

- Full name and surnames
- Nationality
- Profession or occupation
- Copy of travel itinerary (entry and exit dates) – air ticket
- Exact address intended in Costa Rica and telephone
- Copy of the first page of the passport containing the photo and personal details. This document must have at least six months of validity.

**b) For countries with Costa Rica diplomatic representations and consulates** authorized for the concession of diplomatic or official visas (see list on Annex I, page 6): participants should follow the process mentioned above (under **a**) and obtain visas before travel at their respective diplomatic representations.

## Visa Procedure's Waivers:

Nationals of those countries that require a visa to enter in Costa Rica, may be dispensed from the visa procedures to Costa Rica in the following cases:

- If they possess a multiple entry visa (tourism visa, crewmember visa or business visa) to the United States of America (exclusively a B1-B2, B1 or B2 type visas, a D type visa or a C1/D multiple entry visa) or Canada (exclusively a multiple entry visa), may be dispensed from the consular visa for the purpose of entering into Costa Rica, with the exceptions of the specific regulations for Colombian and Nicaraguan nationals.
- If they possess a legal permanence that allows for multiple entries and a minimum validity of six months in the United States of America, Canada and the countries of the European Union, with the exception of the specific regulations for Colombian and Nicaraguan nationals.

### Important regarding transit visas

The SWA Secretariat is not able to provide assistance for obtaining transit visas. It is the responsibility of each participant to ensure they have the appropriate transit visas in accordance with their itinerary to Costa Rica.

Additional information for transit visa for the Schengen area [can be found here.](#)

Additional information for transit visa for the USA [can be found here.](#)

## YELLOW FEVER VACCINATION REQUIREMENTS

If you are traveling to Costa Rica from Sub-Saharan Africa and/or South America, you will need to bring with you an "International Certificate of Vaccination against Yellow Fever" The affected countries and territories are: Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, South-Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Bolivia, Brazil, Colombia, Ecuador, French Guyana, Guyana, Paraguay, Peru, Surinam, Venezuela, and Trinidad and Tobago.

You can travel to Costa Rica ten days after shot the vaccine.

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San José — Costa Rica — 4-5 April



## TRAVEL AND MEDICAL INSURANCE

All participants travelling are responsible for having valid travel and medical insurance covering the period of stay in Costa Rica.

Medical facilities, ambulance services and pharmacies are available. However, participants are advised to bring enough prescription or chronic medication.

## SECURITY MEASURES

Basic security measures are suggested for all participants:

- Do not leave your personal belongings disregarded on common areas or on public spaces. 
- Use the safe deposit on the hotel rooms to leave your passport, money and any other value item.
- Always carry a copy of your passport and contact numbers in case of an emergency. 

Emergencies number: **911**

## EXCHANGE RATE

The national currency in Costa Rica is the “colon”. Average exchange rate is around 609 “colones” per dollar. Upon arrival in the country, visitors may exchange currency at their personal convenience at the airport or other exchange offices/banks/facilities, which have international currency exchange services.

## ELECTRICAL POWER

Electronic equipment must be compatible with the country’s voltage, which is 110 volts to 60-Hertz alternative voltage. Electronic systems that operate under 220-240 volts require converters or adapters, which must be supplied by the user. [Plug type A&B](#).

# SECTOR MINISTERS' MEETING 2019

San José — Costa Rica — 4-5 April



## **Annex I - List of diplomatic representations and consulates authorized for the concession of diplomatic or official visas.**

### **Africa**

Kenya (Nairobi)

### **Asia**

Azerbaijan (Baku), Qatar (Doha), China (Beijing and Shanghai), Korea (Seoul) India (Nueva Delhi), Indonesia (Jakarta), Israel (Ramat Gan), Japan (Tokyo) Singapore, Turkey (Ankara), United Arab Emirates (Abu Dhabi)

### **Europe**

Austria (Vienna), Belgium (Brussels), France (Paris), Germany (Berlin), Italy (Rome), Netherlands (The Hague), Spain (Madrid), Switzerland (Bern) United Kingdom (London)

### **Latin America and the Caribbean**

Argentina (Buenos Aires), Belize (Belmopan), Bolivia (La Paz), Brazil (Brasilia), Chile (Santiago), Colombia (Bogota), Ecuador (Quito), El Salvador (San Salvador), Guatemala (Ciudad de Guatemala), Honduras (Tegucigalpa), Mexico (Ciudad de Mexico), Nicaragua (Managua and Chinandega) Panama (Ciudad de Panama), Paraguay (Asuncion), Peru (Lima), Uruguay (Montevideo), Venezuela (Caracas)

Dominican Republic (Santo Domingo), Trinidad and Tobago (Port of Spain), Jamaica (Kingston)

### **North America**

Canada (Ottawa and Toronto), United States of America (Atlanta, Chicago, Houston, Los Angeles, Miami, Nueva York, Washington D.C.)

### **Oceania**

Australia (Canberra and Sidney)