

# 46th Transportation Working Group Meeting (TPT-WG 46)

## Administrative Circular 2

October 15<sup>th</sup> to 17<sup>th</sup> 2018, Lima - Peru<sup>1</sup>

Ministry of Transportation and Communications

---

<sup>1</sup> A pre-arrangement meeting has been scheduled between the Lead Shepherd, Deputy LS, EG Chairs, and Peru's team on Sunday, October 14<sup>th</sup>, 2018

## **Table of Contents**

- 1. INVITATION TO THE 46<sup>th</sup> APEC TPT-WG MEETING IN LIMA**
  - 2. WELCOME AND INTRODUCTION**
  - 3. MEETING VENUE**
  - 4. PROGRAM**
  - 5. MEETING SECRETARIAT**
  - 6. ADMINISTRATIVE ARRANGEMENTS**
    - 6.1. Delegation Liaison Officer Nomination
    - 6.2. Registration and Accreditation
    - 6.3. Delegates' Kit
    - 6.4. Non-Member Participation and Guest Registration
  - 7. DOCUMENT REPRODUCTION AND PRESENTATIONS**
    - 7.1. "Less Paper" Meeting System
    - 7.2. Submission of Meeting Documents
    - 7.3. PowerPoint Presentations
  - 8. ACCOMMODATION**
    - 8.1. Designated Hotels
    - 8.2. Reservation Procedure
  - 9. TRANSPORTATION**
  - 10. SOCIAL EVENTS**
    - 10.1. Working Lunch
    - 10.2. Welcome Reception & Official Dinner
  - 11. DRESS CODE**
  - 12. ARRIVALS AND ENTRY FORMALITIES**
    - 12.1. Visas
    - 12.2. Regular Passports
    - 12.3. APEC Business Travel Card (ABTC)
    - 12.4. Airport
  - 13. MEETING VENUE AND ADDITIONAL SERVICES**
    - 13.1. Bilateral Meeting Rooms
    - 13.2. Medical Services
  - 14. PROJECT WORKSHOPS**
  - 15. GENERAL INFORMATION**
    - 15.1. Weather
    - 15.2. Local Time
    - 15.3. Tipping
    - 15.4. Electricity and Water Supply
    - 15.5. Smoking
    - 15.6. Communications
    - 15.7. Credit Cards
    - 15.8. Currency and ATMs
    - 15.9. Restaurants
- ATTACHMENTS**
1. ANNEX A) FINAL PROGRAM OF TPT-WG46
  2. ANNEX B) DLO NOMINATION FORM
  3. ANNEX C) DELEGATION REGISTRATION FORM
  4. ANNEX D) NON-MEMBER PARTICIPTION(NMP) REQUEST FORM
  5. ANNEX E) DOCUMENT INFORMATION REQUEST FORM (DIRF)
  6. ANNEX F) HOTEL INFORMATION
  7. ANNEX G) BILATERAL MEETING REQUEST FORM
  8. ANNEX H) INVITATION & PARTICIPANT NOMINATION FORM ON SUPPLY CHAIN RESILIENCE WORKSHOP
  9. ANNEX I) INVITATION & PARTICIAPNT NOMINATION FORM ON WIT WORKSHOP

**1. INVITATION**



"Decenio de la Igualdad de Oportunidades para mujeres y hombres"  
"Año del Diálogo y la Reconciliación Nacional"

**46TH APEC Transportation Working Group (TPT-WG 46)  
October 15<sup>th</sup> – 17<sup>th</sup>, 2018 in Lima, Peru  
[www.apectpt-wg46.pe](http://www.apectpt-wg46.pe)**

## **INVITATION**

August 24<sup>th</sup>, 2018

Dear Head of Delegations, Program Director, Chairs of Experts Groups and Sub-groups, and Colleagues of the APEC Transportation Working Group:

On behalf of the Peruvian Government, it is my pleasure to invite you to the 46<sup>th</sup> Meeting of the APEC Transportation Working Group (TPT-WG 46) to be held in Lima, Peru from October 15 – 17, 2018.

The Transportation Working Group will help to promote sustainable development, boost economic development and enhance human capital in the Asia-Pacific region. It will also aim to further strengthen the connectivity, integration and cooperation between our economies.

I extend a very warm welcome to Peru, where we are proud of the advances we have made and we are optimistic about our futures.

I look forward to seeing you in Lima soon.

Yours sincerely,



Carlos Estremadoyro Mory  
Vice Minister of Transportation  
Ministry of Transportation and Communications  
Lima, Peru

## **2. WELCOME AND INTRODUCTION**

Peru is pleased to welcome all participants to the 46<sup>th</sup> APEC Transportation Working Group Meeting (TPT-WG 46) and Related Meetings to be held in Lima from Sunday, October 14<sup>th</sup> to Wednesday, October 17<sup>th</sup>, 2018.

This Administrative Circular provides relevant information as well as comprehensive details on administrative procedures, logistical arrangements, and requirements related to the TPT-WG 46 Meeting. **Inquiries, clarification or further information should be sent to the APEC TPT-WG 46 Meeting Secretariat via email at [tptwg46Peru@gmail.com](mailto:tptwg46Peru@gmail.com).**

Amendments to this Circular, if any, will be issued as necessary and sent via email to each DLO and HOD. The APEC Information Desk at the meeting venue will provide updated information regarding the contents of this Administrative Circular.

The Ministry of Transportation and Communications of Peru wishes all participants a productive discussion and a pleasant stay in Lima, Peru.

### **3. MEETING VENUE**

The TPT-WG 46 Meeting will be held from October 15<sup>th</sup> to 17<sup>th</sup>, 2018 at the Lima Convention Center (LCC), Floors 2, 5, 6 and 7 in Lima, Peru. Please refer to the APEC TPT-WG 46 meeting website ([www.apectpt-wg46.pe](http://www.apectpt-wg46.pe)) for a map of this venue.

The LCC is located in the residential district of San Borja, close to the National Museum, the National Grand Theatre, the National Bank and the National Library. Built in 2015 to host the 2015 Annual Meeting of the Boards of Governors of the World Bank Group and the International Monetary Fund, it occupies an area of 10,884 square meters and has the capacity to accommodate about 10,000 people.

**The Lima Convention Center**



### **4. PROGRAM**

The final program of the APEC TPT-WG 46 Meeting is attached as **ANNEX A**.

## 5. MEETING SECRETARIAT

The Ministry of Transportation and Communications of Peru will act as the APEC TPT-WG 46 Meeting Secretariat and will also be responsible for all administrative and logistic arrangements. Questions on accreditation procedures, facilities requirements and any other related information will be addressed as requested. **Please contact the APEC TPT-WG 46 Meeting Secretariat ([tptwg46Peru@gmail.com](mailto:tptwg46Peru@gmail.com))** for inquiries or further assistance. For particular matters, please contact as detailed below:

<u>Matters</u>	<u>Email</u>	<u>Contact Person</u>
Overall Coordinator	<a href="mailto:kgarrido@mtc.gob.pe">kgarrido@mtc.gob.pe</a>	Ms. Karen G. Garrido
General Inquiries	<a href="mailto:yvillanueva@mtc.gob.pe">yvillanueva@mtc.gob.pe</a> <a href="mailto:sdiaz@mtc.gob.pe">sdiaz@mtc.gob.pe</a>	Ms. Gladys Villanueva Ms. Samantha Diaz
Registration and Liaison		
Hotel reservation and Transportation		
Meeting, Facilities and Equipment		

## 6. ADMINISTRATIVE ARRANGEMENTS

### <Important Deadlines>

1. Nomination of DLO: 5:00PM in Singapore Time on September 21<sup>st</sup>
2. Delegation Registration: 5:00PM in Thailand Time on September 27<sup>th</sup>
3. Non-Member Participation: 5:00PM in Singapore Time on September 27<sup>th</sup>
4. Online Document Submission: 5:00PM in Singapore Time on October 5<sup>th</sup>
5. Hotel Reservation : First come, First serve basis  
 No reservation deadline for all the recommended hotels other than Novotel (September 24<sup>th</sup>) and Casa Andina Select (September 30<sup>th</sup>)

### 6-1. Nomination of Delegation Liaison Officer (DLO)

All economies are required to nominate a Delegation Liaison Officer (DLO) for the 46<sup>th</sup> Transportation Working Group Meeting (TPT-WG46). Each economy should fill in the DLO Nomination Form (ANNEX B) and send it to [tptwg46Peru@gmail.com](mailto:tptwg46Peru@gmail.com), Ms. Gladys Villanueva at [yvillanueva@mtc.gob.pe](mailto:yvillanueva@mtc.gob.pe) and Ms. Samantha Diaz at [sdiaz@mtc.gob.pe](mailto:sdiaz@mtc.gob.pe) no later than 5:00PM in Singapore Time on September 21<sup>st</sup>, 2018. Please copy Mr. Kyoocho Lee at [lkh@apec.org](mailto:lkh@apec.org) and Ms. Angeline Goh at [agsm@apec.org](mailto:agsm@apec.org).

DLOs will be the main channels of communication between the Host Economy

(Thailand) and attending economies. DLOs should be present for the duration of the TPT-WG46 meeting and available as point of contact regarding administrative or logistical matters that might arise.

The DLO duties will include the following:

1. To be constantly in touch with the TPT-WG46 Meeting Secretariat (Host Economy) during the meeting;
2. To pick up identification badges for his or her economy delegation; Please Avoid individual pick-ups of ID badges;
3. To submit requests of the bilateral meeting rooms.

## **6-2. Registration and Accreditation**

APEC Economies, APEC Secretariat, and APEC Official Observers as well as invited guests (including business and non-member participants) are requested to register online at [www.apectpt-wg46.pe](http://www.apectpt-wg46.pe).

**Online registration will be available until 5PM Singapore Time on Thursday, September 27<sup>th</sup>, 2018.** DLOs are requested to complete registration of their economies' delegates by the deadline to ensure efficient processing of information and proper issuance of ID documentation. Each DLO should fill in all the info in online Delegation Registration Forms (ANNEX C) at the aforementioned website. **One password and ID will be given to each DLO for delegation registration.**

**All registrations for each economy should go through DLOs.** This is to make sure that no unauthorized persons attend meetings claiming to be members of certain delegation. It is the responsibility of the Heads of Delegations to coordinate the registration process for their respective economies and to ensure that it is done in a centralized manner.

Please fill in any special needs of dietary requirements of the participants during online registration.

Delegates, who were not able to register on-line for the TPT-WG 46 Meeting before the deadline, will have to register on-site at the Registration Desk located at the LCC 2<sup>nd</sup> Floor. In this case, please let the TPT-WG 46 Meeting Secretariat ([tptwg46Peru@gmail.com](mailto:tptwg46Peru@gmail.com)) know it in advance by email or any contact.

## **6-3 Delegates' Kit**

DLOs are requested to collect delegates' name badges and kits from the Registration Desk located at the LCC 2<sup>nd</sup> Floor on Monday, October 15<sup>th</sup>, 2018 between 08:00 AM and 06:00 PM. An APEC Information Desk will be located on the same floor for any inquiry or further information.

## **6-4. Non-Member Participation and Guest Registration**

All requests for non-member participation should be sent by related economies via email with the attached form **ANNEX D** to Mr. Kyooho Lee, Program Director at [lkh@apcc.org](mailto:lkh@apcc.org) and Ms. Angeline Goh, Program Executive at [agsm@apcc.org](mailto:agsm@apcc.org) by **5:00PM in Singapore Time on September 27<sup>th</sup>, 2018.**



The APEC Secretariat will convey the requests to the TPTWG Lead Shepherd who will seek a consensus of the member economies for approval of non-member participation.

**All the non-member participants should register for the meeting.** The deadline for their registrations will be extended.

## 7. **DOCUMENT REPRODUCTION AND PRESENTATIONS**

### 7-1. “Less Paper” Meeting System

The TPT-WG46 Meeting will be a PAPERLESS meeting. No documents will be printed. Neither printers nor copy machines will be installed at the meeting venue. All documents should be submitted via the APEC Collaboration System (ACS) at <https://sgapec.sharepoint.com/sites/acs/SitePages/Home.aspx>.

APEC Collaboration System (ACS) is an online platform for document submission only by members. If you do not have an ACS account, just send your request to Mr. Kyoocho Lee at [lkh@aphec.org](mailto:lkh@aphec.org) and Ms. Angeline Goh at [agsm@aphec.org](mailto:agsm@aphec.org) via email.

All final documents, including PowerPoint presentations, should be submitted in electronic forms such as word and power point formats via the ACS by 5:00 PM in Singapore Time on October 5<sup>th</sup>, 2018. **Please avoid using PDFs and password-protection.**

All the final documents will be available for download from the Online Meeting System (OMS) at <https://aimp2.aphec.org/sites/oms/Pages/Default.aspx>. Online Meeting System (OMS) only provides access to the final meeting documents. A generic login/password will be circulated closer to the meeting.

All delegates are encouraged to bring their own laptops or tablets. Wi-Fi will be available in all the meeting rooms. The Host Economy Secretariat will not provide any adapters or transformers during the meeting.

### 7-2. Important Requirements for Submission of Meeting Documents

Any documents will not be accepted after the submission deadline, which is 5:00PM in Singapore Time on October 5<sup>th</sup>, 2018. **Please DO NOT present your documents at the meeting** if they have not been checked and approved by the APEC Secretariat. **On-site document submission will not be acceptable.**

Each economy should directly upload its documents onto ACS. No documents will be uploaded at the ACS unless it is submitted via the ACS in soft copy together with an online Document Information Request Form (DIRF) at ANNEX E.



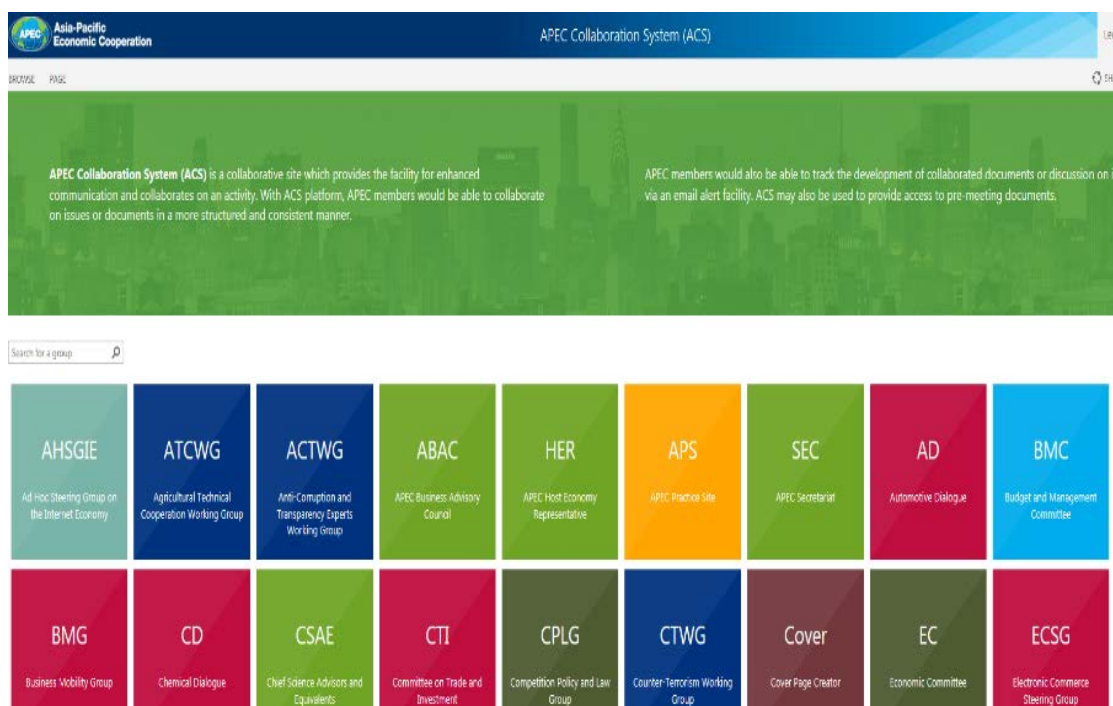
**All economies should be mindful of the following rules. The documents, which do not comply with these rules, will not be accepted.**

- **Do not use flags, emblems** or anything which may imply a “political status” of any member economy.
- **Avoid using maps showing borders between economies.** Don’t use names of ocean and sea.
- Members of APEC must be referred to as “member economies” or “members” or “economies”. **Do not use words “state”, “country”, “nation” or “national” (in most cases the latter can be substituted by “domestic” or “economy-wide”).**
- **Use only the following names of economies** : Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.

### 7-3. How to Use ACS for Online Submission of Documents

To submit documents via the ACS, please take the following steps:

#### 1. Visit the TPTWG page on the ACS website



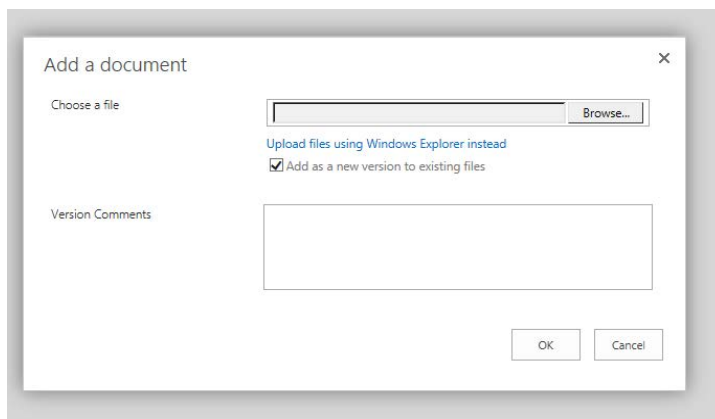
The screenshot shows the APEC Collaboration System (ACS) website. The header includes the APEC logo and the text "APEC Collaboration System (ACS)". Below the header, there is a search bar and a grid of 18 colored boxes, each representing a different working group or committee. The boxes are arranged in two rows of nine. The first row includes: AHSGIE (Ad Hoc Steering Group on the Internet Economy), ATCWG (Agricultural Technical Cooperation Working Group), ACTWG (Anti-Corruption and Transparency Experts Working Group), ABAC (APEC Business Advisory Council), HER (APEC Host Economy Representative), APS (APEC Practice Site), SEC (APEC Secretariat), AD (Automotive Dialogue), and BMC (Budget and Management Committee). The second row includes: BMG (Business Mobility Group), CD (Chemical Dialogue), CSAE (Chief Science Advisors and Equivalents), CTI (Committee on Trade and Investment), CPLG (Competition Policy and Law Group), CTWG (Counter-Terrorism Working Group), Cover (Cover Page Creator), EC (Economic Committee), and ECSG (Electronic Commerce Steering Group).

**2. Click “Doc Submission” and click “+Add a document”**

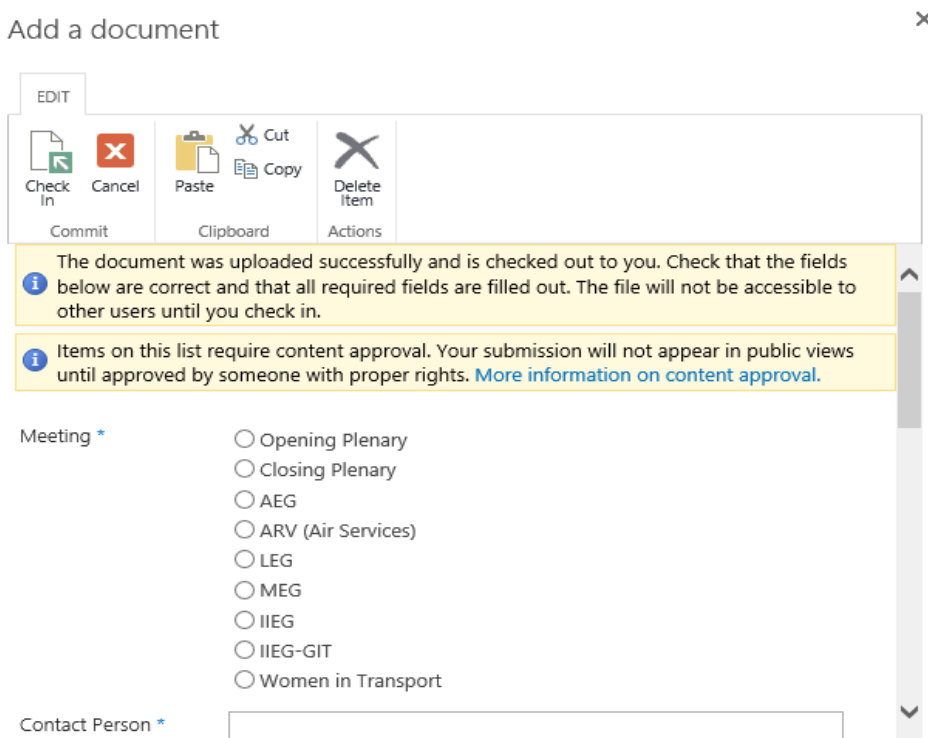
The screenshot shows the APEC Collaboration System (ACS) interface for the Transportation Working Group (TPTWG). The left-hand navigation menu includes options like 'Welcome Page', 'Message Board', 'Contact Lists', 'Group Events', and 'Document Libraries'. A red arrow points to the 'Doc Submission' link under 'Document Libraries'. The main content area displays a 'Message Board' with several recent posts, including an official template of APEC PPT and administrative circulars. On the right side, there are sections for 'Group Events', 'Useful Documents', and 'Useful Links'.

The screenshot shows the 'Doc Submission' document library within the APEC Collaboration System (ACS). The page title is 'Doc Submission' with a plus icon. Below the title, there is a table header with columns: 'Meeting', 'Doc Title', 'Agenda', 'Purpose', 'Access', 'Reason for Restriction', and 'Derestriction Date'. A message states: 'There are no items to show in this view of the "Doc Submission" document library. To add a new item, click "New" or "Upload".' Below this message is a '+ Add document' button. The left-hand navigation menu is visible, with 'Doc Submission' highlighted.

### 3. Upload your document file and click “OK.”



### 4. Fill in an online DIRF shown on a pop-up window and click “Check-in” **Please be correct on Agenda Item Number for your presentation.**



The above four steps are all the procedure that you should follow to upload documents onto ACS.

The submitted final documents will be stored in “**Doc Submission**” until the review by the APEC Secretariat. After those documents are reviewed and approved by the APEC Secretariat, all the documents will be moved to “**Pre-Meeting Docs**”. Standardized cover pages will be later created automatically after assignment of reference numbers.

Please resort to email submission only if you have some difficulties in having access to ACS. The document submitted by email will be processed only after online submissions are completed. Documents along with a completed DIRF (See ANNEX E) should be sent via email to Mr. Kyoocho Lee, Program Director at [lkh@apec.org](mailto:lkh@apec.org) and Ms. Angeline Goh, Program Executive at [agsm@apec.org](mailto:agsm@apec.org). **One DIRF per each document is required.**

Please note the following points when submitting documents and presentations via email:

- Use separate e-mails to submit documents for different meetings.
- Type the name of the meeting in the subject field.
- Indicate (in the body of the mail) which documents are being submitted.
- **Ensure documents (Word and PPT/ not PDFs) submitted are not password-protected and are compatible with Microsoft Office 2010.**

#### 7-4. PowerPoint Presentations

For the presentation during the meeting, delegates are recommended to appoint an officer to manage the PowerPoint slides at the control panel. The PowerPoint Template will be available at the ACS and attached below.

## 8. ACCOMMODATION

### 8-1. Designated Hotels

A group of four and five-star Hotels have been selected to accommodate TPT-WG46 Delegates in the districts of San Isidro, Miraflores and San Borja.

For reservations, please access the Hotel website of your preference. You shall be able to make your reservation by e-mail by indicating the **APEC – TPTWG 46 Code**. More info about hotels can be found in the attached document ANNEX F.

Please note:

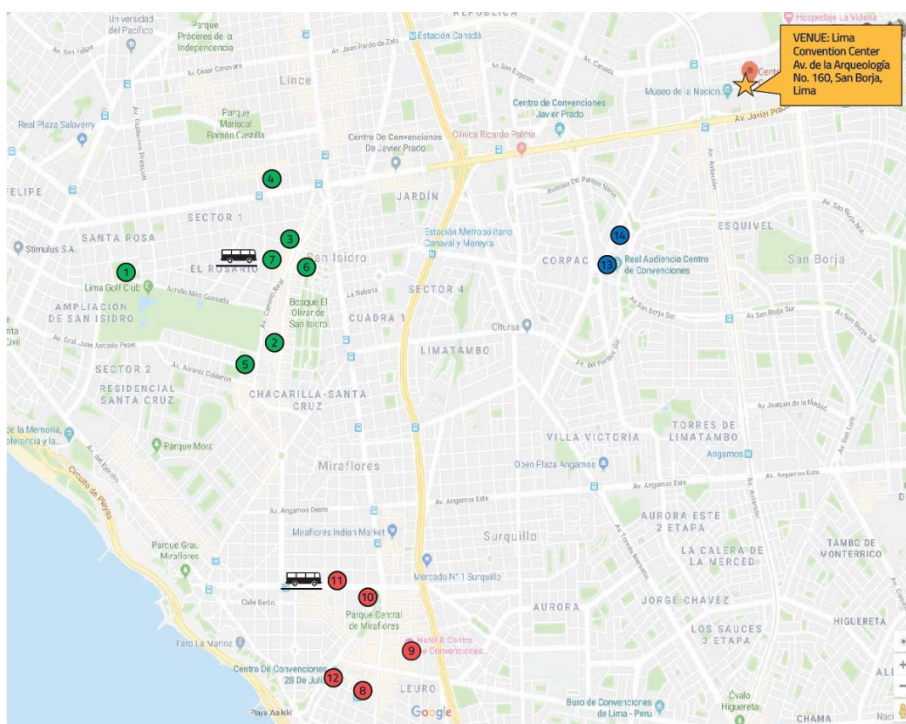
- Breakfast is included in all suggested hotels.
- Prices do not include tax (10% service tax and 18% sales tax). Participants who present a valid passport and require personal receipt are exempt from national sales tax (18%). However, tax per room may apply when: (i) booking/receipts are requested by an institution or organization; or (ii) a guest with resident status in Peru shares the room.
- Delegates are requested to reserve, guarantee and arrange payment and conditions of their rooms directly with suggested hotels. For further details on room rates and availability, or in order to request any additional services, delegates should contact hotel staff directly.
- **Shuttle services** will be available from and to the venue to and from both designated hotels located in the districts of San Isidro and Miraflores, respectively.
- Suggested Hotels located in the district of San Borja are by taxi ride or walking distance.

No	HOTELES	CATEGORY	SINGLE	TWIN	CONTAC FOR RESERVATION
<b>DISTRICT OF SAN ISIDRO</b>					
1	Country Club Lima Hotel	*****	USD 190.00	USD 210.00	Ms. Paola Araoz Salas (511) 611 9000 paraoz@losportales.com.pe <a href="http://www.countryclublimahotel.com/">http://www.countryclublimahotel.com/</a>
2	Foresta Hotel Lima	****	USD 127.00	USD 127.00	Mr. Renato Arbulu (511) 630 0000 rarbulu@forestahotellima.com www.forestahotellima.com
3	Novotel Lima	*****	USD 115.00	USD 125.00	Ms. Gloria Pauca (511) 315 9999 novotellimareservas@accor.com www.accorhotels.com
4	Radisson Hotel & Suites San Isidro	*****	USD 124.00	USD 124.00	Mr. Rolando Lizarme (511) 618 0180 rolando.lizarme@hge.pe / marlene.aparicio@hge.pe <a href="http://www.radisson.com/sanisdrome/">http://www.radisson.com/sanisdrome/</a>
5	Royal Park Hotel	*****	USD 175.00	USD 210.00	Mrs. Hector Rodriguez (511) 215 1616 anexo 216 hector.rodriguez@royalparkhotel.com.pe www.slh.com/royalparkhotel
6	Sonesta Hotel El Olivar	*****	USD 115.00	USD 125.00	Ms. Angela Gomez (511) 712 6000 anexo 1048 angela.gomez@ghlhoteles.com www.sonestaelolivar.com
7	Swissotel Lima	*****	USD 115.00	USD 125.00	Ms. Alejandra Trujillo (511) 6114421 alejandra.trujillo@swissotel.com <a href="http://www.swissotellima.com.pe/">http://www.swissotellima.com.pe/</a>
<b>DISTRICT OF MIRAFLORES</b>					
8	Arawi Lima Hotel	****	USD 115.00	USD 125.00	Ms. Lizbeth Terán (511) 446 76 76 ventas1@arawihotels.com www.arawihotels.com
9	Casa Andina Select	*****	USD 140.00	USD 170.00	Reservas (511) 416 7500 empresaslima@casa-andina.com www.casa-andina.com



10	Del Pilar Apart Hotel	****	USD 100.00	USD 125.00	Ms. Patricia Cota (511) 712 0712 Ext 4611 pcota@delpilarhotels.com www.delpilarhotels.com
11	Hotel Double Tree El Pardo	*****	USD 149.00	USD 169.00	Ms. Ornella Centurión (511) 617 1000 ANEXO 262 ornella.centurion@hilton.com www.lima.doubletree.com
12	Radisson Decapolis Miraflores	****	USD 144.00	USD 184.00	Mr. Rolando Lizarme (511) 625 1200 rolando.lizarme@hge.pe / marlene.aparicio@hge.pe http://www.radisson.com/miraflor espe/
<b>DISTRICT OF SAN BORJA</b>					
13	BTH Hotel	****	USD 119.00	USD 139.00	Ms. Selene Montemayor (511) 319 5300 smontemayor@bth.pe www.bth.pe
14	LYZ Business Hotel	****	USD 89.00	USD 99.00	Ms. Carola Aguilar Elejalde (511) 500 3773 ventas1@lyzhotel.com www.lyzhotel.com

**8-2. Hotel Location**



1. Country Club Lima Hotel (5\*) – San Isidro
2. Foresta Hotel Lima (4\*) - San Isidro
3. Novotel Lima (5\*) – San Isidro
4. Radisson Hotel & Suite San Isidro (5\*) – San Isidro
5. Royal Park Hotel (5\*) – San Isidro
6. Sonesta Hotel EL Olivar (5\*) – San Isidro
7. Swissôtel Lima (5\*) – San Isidro
8. Arawi Lima Hotel (4\*) – Miraflores
9. Casa Andina Select (5\*) – Miraflores
10. Del Pilar Apart Hotel (4\*) – Miraflores
11. Hotel Double Tree El Pardo by Hilton (5\*) - Miraflores
12. Radisson Decapolis (4\*) Miraflores
13. BTH Hotel (4\*)
14. LYZ Business Hotel (4\*)



Lima Convention Center (LCC) – VENUE



Pick Up / Drop Off Points – SHUTTLE  
SERVICES (See Transportation)

### 8-3. Reservation Procedure

In order to book hotel rooms for the APEC TPT-WG 46 Meeting, participants should contact the hotel directly through its webpage, e-mail or by phone. The reference code to access the above-mentioned rates is **APEC – TPTWG 46**.

Please note:

- **Reservation Policy Deadline:** Novotel reservation deadline is September 24<sup>th</sup>, 2018. Casa Andina Select reservation deadline is September 30<sup>th</sup>, 2018. No reservation deadline for all other suggested hotels.
- **Reservation Policy:** Participants are strongly advised to book your accommodation as early as possible to guarantee their reservation. Rooms will be available on a “first come, first served” basis. Be aware of the **Terms and Conditions** associated with bookings and cancellations in every suggested hotel before confirming your booking.
- Further inquiries regarding reservation or deadline reservation procedures may be addressed to: [tptwg46Peru@gmail.com](mailto:tptwg46Peru@gmail.com)

## 9. TRANSPORTATION FOR DELEGATES

Participants will be provided with route-organized shuttle service (buses) to and from the Lima Convention Center (LCC), venue of the APEC TPT-WG 46 Meeting. Two (02) designated hotels (see Section 9) located in the districts of San Isidro and Miraflores, respectively, have been selected to be the Pick-up and Drop-off Points for transportation purposes as follows:

- Swissôtel Lima (5\*) in San Isidro
- Hotel Double Tree El Pardo by Hilton (5\*) in Miraflores

Suggested Hotels located in the district of San Borja are by taxi ride or walking distance. Shuttle services are free. Vehicles hold up to fifty (50) passengers each. Vehicles will be at the Initial Destination / Pick-up Point 20 minutes before Departure Time. Routes are programmed as follows:

- **Route 1:** Two (02) buses. Pick-up service in two (02) schedules from the **Swissôtel Lima (5\*)**, located in the District of **San Isidro** (Initial Destination / Pick-up Point), to the Lima Convention Center (Final Destination / Drop-off Point), based on the following schedules:
  - Bus A: Departure time at 07:30 a.m. (no tolerance); and
  - Bus B: Departure time at 07:45 a.m. (no tolerance)



Please follow Schedule A to avoid congestion in Schedule B.

- **Route 2:** Two (02) buses. Pick-up in two (02) schedules from the **Hotel Double Tree El Pardo by Hilton (5\*)**, located in the district of **Miraflores** (Initial Destination / Pick-up Point), to the Lima Convention Center (Final Destination / Drop-off Point), based on the following schedules:

- Bus A: Departure time at 07:30 a.m. (no tolerance); and
- Bus B: Departure time at 07:45 a.m. (no tolerance)

Please follow Schedule A to avoid congestion in Schedule B.

- **Route 3:** Two (02) buses. Pick-up in two (02) schedules from the Lima Convention Center (Initial Destination / Pick-up Point), to the **Swissôtel Lima (5\*)** in **San Isidro** (Final Destination/ Drop-off Point), based on the following schedules.

- Bus A: Departure time at 05:45 p.m. (no tolerance); and
- Bus B: Departure time at 06:00 p.m. (no tolerance)

Please follow schedule A to avoid congestion in schedule B.

An additional pick-up schedule will be added on Monday 15<sup>th</sup> due to the Welcome Reception:

- Bus A: Departure time at 08:00 p.m. (no tolerance); and
- Bus B: Departure time at 08:30 p.m. (no tolerance)

- **Route 4:** Two (02) buses. Pick-up in two (02) schedules from the Lima Convention Center (Initial Destination / Pick-up Point), to the **Hotel Double Tree El Pardo by Hilton (5\*)** in **Miraflores** (Final Destination / Drop-off Point).

- Bus A: Departure time at 05:45 p.m. (no tolerance); and
- Bus B: Departure time at 06:00 p.m. (no tolerance)

Please follow schedule A to avoid congestion in schedule B.

An additional pick-up schedule will be added on Monday 15<sup>th</sup> due to the Welcome Reception:

- Bus A: Departure time at 08:00 p.m. (no tolerance); and
- Bus B: Departure time at 08:30 p.m. (no tolerance).

## 10. SOCIAL EVENTS

### 10-1. Working Lunch

All working lunches will be provided at the LCC, 5th Floor. Please, let us know any special dietary requirements during registration.

### 10-2. Welcome Reception & Official Dinner

The official dinner is scheduled on Monday, October 15<sup>th</sup>, 2018 from 6:00PM to 8:30PM.

## 11. PROJECT WORKSHOPS

The following two Project Workshops are scheduled to be held in Lima, Peru before the 46<sup>th</sup> Meeting of TPT-WG.

- Workshop: Reviewing Progress on the Seven Principles for Promoting Supply Chain Resilience in the Asia Pacific Region, Lima Convention Center, **13 October 2018**
- Women in Transport Roundtable : Reflecting on the WiT Initiative and Setting the

Pathway Forward, Lima Convention Center, **14 October 2018**

The detailed information on these workshops are contained in the attached invitation documents drafted by the US Project Overseers (Annex H, I). **Pease fill in the nomination forms** attached with the invitation documents and send them to relevant staff presented in the invitation documents.

## **12. DRESS CODE**

Participants are advised to wear business or business casual attire for all meetings. Since all rooms are air conditioned, it is highly advised to bring a light jacket or a shawl.

## **13. ARRIVALS AND ENTRY FORMALITIES**

### **13-1. Visas**

Holders of Diplomatic, Official, Special and Service passports from the following economies do not require a visa by virtue of bilateral agreements:

- Brunei Darussalam
- Chile
- People´s Republic of China
- Indonesia
- Republic of Korea
- Malaysia
- Mexico
- The Philippines
- Russia
- Singapore
- Thailand
- Viet Nam

All the other delegates who are holders of Diplomatic, Special, Official and Service passports that have not been mentioned in the list above require a visa.

### **13-2. Regular Passports**

Delegates of Economies holding regular passports do not require a visa to enter Peru as tourists, for a period of up to 90 days from their date of arrival, with the exception of regular passport holders from the People´s Republic of China (except for passport holders with tourist and business visa with a minimum validity of 6 months or with the permanent resident of the following economies: United States, Canada, United Kingdom of Great Britain and Northern Ireland, Australia and from a State belonging to the Schengen Area) and Viet Nam, who do require a tourist visa, which must be requested in a Peruvian Consular section or Consulate .

For specific queries regarding visas to Peru, **please contact Mr. Jose Emanuel at [jmanuel@rree.gob.pe](mailto:jmanuel@rree.gob.pe)**

### **13-3. APEC Business Travel Card (ABTC)**

Holders of “APEC Business Travel Card (ABTC)” do not require a visa to enter Peru for a maximum period of 183 days.

#### 13-4. Airport

The Jorge Chávez International Airport (IATA: LIM) is the main international airport that serves Lima and its neighboring cities ([www.lima-airport.com](http://www.lima-airport.com)).

It is located in El Callao, near Peru's main seaport, at sixteen (16) kilometers from Downtown Lima and at that same distance from the Lima Convention Center.



Recommended hotels are located in the district of San Isidro, approximately thirteen (13) kilometers from the airport; and Miraflores, approximately eighteen (18) kilometers from the airport.

Going from the airport to the hotel and vice versa will depend on the time because of traffic. From 07:00 to 22:00, the ride could take up to approximately two (02) hours. From 23:00 to 06:00, the ride could take up to forty (40) minutes. This two referential ride times are considered for recommended hotels and the Lima Convention Center.

#### 14. MEETING VENUE AND ADDITIONAL SERVICES

##### 14-1. Bilateral Meeting Rooms

Two (02) bilateral meeting rooms are located at the Lima Convention Center, 7<sup>th</sup> Floor and shall be available at no cost to delegations on a reservation basis from 08:00 to 18:00 during the APEC TPT-WG 46 Meeting (October 15-17). There will be capacity of ten (10) seats and time slots available in 30-minute increments for each room. There shall be a five (5) minute interval between bilateral meetings for room setup. Audio-visual equipment is not included.

Bilateral Meeting Rooms must be reserved in advance **by emailing a duly accomplished Bilateral Meeting Room Booking Form (ANNEX G) to [tptwg46Peru@gmail.com](mailto:tptwg46Peru@gmail.com), no later than Friday, October 5<sup>th</sup>, 2018.** Meeting rooms are assigned on a first come, first served basis. On-site reservations for the use of the bilateral meeting rooms may be addressed to the aforementioned email address.

##### 14-2. Medical Services

Basic and emergency medical services will be provided at no cost to registered meeting participants who require medical attention. However, charges for medicines and any subsequent treatment provided by hospitals, clinics, pharmacies, ambulances or other medical providers must be paid directly by the delegate to the service providers. It is highly recommended that delegates are covered by health insurance.

Participants must report any information on chronic diseases or special conditions that may cause health risks (diabetes, immunosuppression, allergies, pregnancy, others) in order to adopt necessary health measures.

Details on hospital locations and operation hours are available at the APEC Information Desk.

## 15. GENERAL INFORMATION

### 15-1. Weather

The climate of the city is predominantly humid in winter (from July to September). The average relative humidity is 90 to 95%. The average temperature during the month of October is approximately 20°C. Delegates are advised to wear warm clothing during the day and night.

### 15-2. Local Time

Local Time: Eastern Standard Time (GMT - 5).

### 15-3. Tipping

Service charge is included in most restaurants and hotels. However, rounding-up bills up to 10% is always appreciated.

### 15-4. Electricity and Water Supply

The power supply in Peru is 220 volts and 60 Hz. Outlets are mainly made for two-flat-pronged or two-round-pronged plugs. Most four and five-star hotels offer 110-volt power supply for shavers.



It is not advised to drink tap water in Lima. However, bottled mineral water is safe and available everywhere. Ice in drinks is generally safe in good standard hotels and restaurants, but it is best to avoid it on street stalls or in rural areas.

### 15-5. Smoking

Smoking in public areas is against the law. However, there are some designated smoking zones or rooms in some hotels and recreational areas.

### 15.6 Communications

Local phone services are reliable. Mobile suppliers include Movistar, Claro, Entel and Bitel. Many of these operators have stands at the airport or at outlets near the recommended hotels.

Long distance calls may be made from hotel rooms and international public phones. Pre-paid phone cards may be available at the hotel's front office. Please note that all charges for personal phone calls made from hotel rooms must be paid by users.

To make international calls dial 00 + country code + area code + phone number.

City emergency services:  
Police.....105

Firefighters .....116  
Ambulance .....106

### **15-7. Credit Cards**

Visa, MasterCard, American Express, Diners Club and other major credit cards are widely accepted at hotels, restaurants, and shops. However, some restaurants and small shops accept only cash payments. Please, be aware that most restaurant and establishments have portable POS (Point of Sale) for credit cards.

### **15-8. Currency and ATMs**

Peruvian currency is known as “Sol” (S/. or PEN). Peruvian coins have the following denominations: 5 cents, 10 cents, 20 cents and 50 cents; 1 Sol, 2 Soles and 5 Soles. Currency notes are issued in denominations of 10, 20, 50, 100 and 200 Soles.

Foreign currencies can be exchanged at banks, exchange bureaus, shopping malls and hotels. Be aware of exchanging money with “street dealers”.

USD are widely exchanged, less so in regards to Euros. There is no local market for other foreign currencies. USD can also be directly used as a means of payment in most establishments.

Currently, USD 1 is roughly equivalent to PEN 3.30.

You may find ATMs in some hotels, pharmacies, drugstores, supermarkets and shopping malls.

### **15-10. Restaurants**

Information on local restaurants shall be available at the APEC TPT-WG 46 Information Desk in the meeting venue.

## **ATTACHMENTS**

1. ANNEX A) FINAL PROGRAM OF TPT-WG46
2. ANNEX B) DLO NOMINATION FORM
3. ANNEX C) DELEGATION REGISTRATION FORM
4. ANNEX D) NON-MEMBER PARTICIPTION(NMP) REQUEST FORM
5. ANNEX E) DOCUMENT INFORMATION REQUEST FORM (DIRF)
6. ANNEX F) HOTEL INFORMATION
7. ANNEX G) BILATERAL MEETING REQUEST FORM
8. ANNEX H) IINVITATION AND NOMINATION FORM FOR SUPPLY CHAIN RESILIENCE WORKSHOP
9. ANNEX I) INVITATION AND NOMINATION FORM FOR WIT WORKSHOP. END.