



Administrative Circular

Fourth Senior Finance Officials' Meeting (SFOM 4)

10 – 11 July, 2008

Cusco, Peru

(As of 31 March)

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1. **PURPOSE**

This document provides administrative, logistical and general information for the Fourth Senior Finance Officials' Meeting (SFOM 4), to be held in the city of Cusco, Peru from Thursday 10 to Friday 11 July 2008 at the Libertador Palacio Del Inka Hotel.

2. **PROGRAM**

The Program for the Senior Finance Officials' Meeting is included in **Annex A**.

3. **APEC 2008 TASK FORCE CONTACTS**

The APEC 2008 Task force is in charge of all administrative and logistical arrangements, including accommodation, transportation, accreditation, documentation, facilities, and others.

For information on **Venue Facilities, Equipment and Transportation**, please contact:

Mr. Gonzalo Ansola

Operations Director

APEC 2008 Taskforce

Tel: (511) 421-6833 / (511) 421-6836

gansola@apex2008.org.pe

For information on **Registration / Accreditation**, please contact:

Mrs. Inés Pando

Accreditation Director

APEC 2008 Taskforce

Tel: (511) 421-6833 / (511) 421-6836

ipando@apex2008.org.pe

For information on **Accommodation**, please contact:

Mr. Gabriel Albala

Accommodation Officer

APEC 2008 Taskforce

Tel: (511) 421-6833

Mobile: (511) 99501 8332

galbala@apex2008.org.pe

For information regarding **Health** issues, please contact:

Mrs. Silvana Sam

Health Officer

APEC 2008 Taskforce

Tel: (511) 421-6833 / (511) 421-6836

Mobile: (511) 99455 4491

ssam@apex2008.org.pe

4. THEMATIC ISSUES CONTACTS

For information on APEC's **Thematic Issues or Substantive Matters**, please contact:

Ms. Gabriela Carbajal
SFOM Chair Assistant
Ministry of Economy and Finance
Tel: (511) 3115930 ext. 2333
Fax: (511)311-9917
gcarbajal@mef.gob.pe

Ms. Silvana Huanqui
Advisor for APEC Matters
Ministry of Foreign Affairs
Tel:(511) 623-3017
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Mr. Alberto Gonzales Mejía
Counselor APEC Unit
Ministry of Foreign Affairs
Tel: (511) 623-3029
Fax: (511) 623-3009
agonzales@ree.gob.pe

5. MEETING VENUE

- 5.2** The venue for the Fourth Senior Finance Officials' Meeting is the Libertador Palacio del Inka Hotel.

LIBERTADOR PALACIO DEL INKA HOTEL

Phone: (511) 442-1995
Fax: (084) 233-152
Address: Plazoleta Santo Domingo N° 259 Cusco
Website: www.libertador.com.pe
E-Mail: reservas@libertador.com.pe
Contact: Milagros Calderón - Sales Manager

6. ACCREDITATION PROCESS

6.1 On-line Accreditation Process

All APEC Economies have designated a Delegation Liaison Officer (hereinafter referred to as DLO) who is the main channel of communication between the Host Economy and delegations. (Please see **Annex B** for a list of designated DLOs)

The DLOs of each economy are responsible for registering and accrediting all members of their delegation for all 2008 meetings, through the registration page of the APEC PERU 2008 official website: <http://www.apec2008.org.pe>.

On-line accreditation will be available **from Wednesday 21 May to Friday 20 June**. Compliance with this time limit will assure efficient processing of the information and the proper issuance of ID Badge.

See **Annex C** for a template of the on-line Registration Form.

ID Badge Issuance

Upon arrival, delegates will pick up their ID badges and other relevant information at the Accreditation Desks located in the meeting venue.

The Accreditation Desk for the Fourth Senior Finance Officials' Meeting (SFOM 4) will be open from **Wednesday 9 July to Friday 11 July** at the Libertador Palacio Del Inka Hotel. Operating hours are from 8:00 to 18:00.

ID badges **should be worn at all times** and will be required for entry to all venues and meeting areas.

Late registration will be available the meeting venue at the dates and operating hours mentioned above.

7. ACCOMMODATION

There are 5 suggested hotels for delegates attending the SFOM 4 meeting:

- Libertador Palacio del Inka
- Casa Andina Catedral
- Casa Andina Korikancha
- El Dorado San Agustin
- Internacional San Agustin

A complete list with contact points and hotel rates is provided in **Annex D**.

The Taskforce has made pre-bookings with these suggested hotels; pre-bookings will be available until **1 July**.

Delegates are requested to reserve, guarantee and arrange payment of their rooms at these hotels directly.

For more information regarding **Accommodation Matters**, please contact:

Mr. Gabriel Albala
Accommodation Officer
APEC 2008 Taskforce
Tel: (511) 421-6833 / 511 421-6836
Mobile: (511) 99501 8332
galbala@appec2008.org.pe

8. ARRIVAL AND ENTRY FORMALITIES

All delegates are required to possess valid passports to enter Peru. Delegates from certain Economies require visas to enter the country. Delegates are responsible for arranging their visas, if required. For details related to visa requirements for entering Peru, please check **Chart 3**.

Chart 3: Visa Requirements to Enter Peru for APEC Economies' Passport Holders

Economy	Ordinary Passport	Diplomatic Passport	Official Passport
	Tourist/visitor Visa	Diplomatic Visa	Official Visa
Australia	No	Yes	Yes
Brunei	No	No	No
Canada	No	Yes	Yes
Chile	No	No	No
China	Yes	No	No
Hong Kong, China	No	No	No
Indonesia	No	No	No
Japan	No	Yes	Yes
Korea	No	No	No
Malaysia	No	No	No
Mexico	Yes	No	No
New Zealand	No	Yes	Yes
Papua New Guinea	No	Yes	Yes
Philippines	No	No	No
Russia	No	No	No
Singapore	No	No	No
Chinese Taipei	No	Yes	Yes
Thailand	No	No	No
United States	No	Yes	Yes
Viet Nam	Yes	No	No

In order to facilitate attendance to the APEC 2008 meetings in Peru, delegates who should require an entry visa (see Chart 3 above) may apply for a one year term official visa with multiple entries at the Peruvian diplomatic missions and consulates. This type of visa will also be available for those delegates who would prefer an official visa to the tourism visa (Mexico, China and Vietnam) or the tourism visa waiver in an ordinary passport.

For more information regarding this kind of issues, please contact:

Mr. Carlos García Palacios

APEC 2008 Taskforce

Tel. (511) 421 6833

Mobile: (511) 99455 4509

cgarcia@apex2008.org.pe

On arrival into Peru delegates are required to present a completed incoming form provided by the airline (in flight) to the immigration authorities. Declarations regarding any prohibited or restricted items must be made on this incoming passenger card.

Delegates will be able to use the fast lane through immigration on arrival and upon departure from Peru.

Delegates can contact the APEC Information Desk at the Cusco Airport for any inquiries concerning transportation, currency exchanges, hotels, and others.

8.2 Airport Departure Tax

An airport departure tax of US\$30.25 per person is payable cash by all passengers departing Lima International Airport for an international flight, and a departure tax of around US\$6.00 per person is payable cash when departing on any domestic flight. These taxes are payable only at special tellers inside airports.

9. TRANSPORTATION

9.1 Shuttle for Delegates

Service from airport to the hotel will be provided upon arrival from July 8 Service from hotel to airport will be provided only until 24 hours after the end of the official event period.

Shuttles from hotel to APEC meeting venue will operate at regular intervals from 07:30 to 19:00 from July 10 to July 11.

Timetables will be available at the APEC Information Desk, suggested hotels and meeting venue.

9.2 General Conditions for Providing Shuttle Service

The service will be available between Cusco Airport to suggested hotels and the APEC meeting venue.

Only accredited delegates who provided arrival and departure information on the registration process will be eligible for this service.

10. DOCUMENT REPRODUCTION AND PRESENTATIONS

10.1 Important requirements for submission of meeting document

Submit **all documents in soft copy**. No document will be accepted or reproduced **unless** it is submitted in soft copy together with a **Document Reproduction Request Form (DRRF)**. **Please check Annex E.**

Submit documents by Friday 30 May. This will allow papers to be produced in advance, and will allow time for their review before they are discussed, avoiding meeting disruption.

Late submission of documents, though **strongly discouraged**, can be done at the Documentation Center at the meeting venue. Again, only soft copies will be accepted.

Indicate clearly, in the email subject field, the name of the meeting for which the papers are being submitted.

Use separate emails to submit papers for different meetings.

Please **do not** password-protect your files (Word, PPT, PDF etc) as the Documentation Center will need to insert the standard cover page into each document.

10.2 Submission of SFOM 4 papers

All documents and Power Point presentation for the SFOM 4 must be submitted in **soft copy** via email by **Friday 30 May 2008** to:

Susan Coles
APEC Secretariat
Tel: (65) 6775-6012
E-mail: sjc@apcc.org

Gabriela Carbajal
SFOM Chair Assistant
Tel: (511) 311-5930 ext: 2333
E-mail: gcarbajal@mef.gob.pe

10.3 Documentation Center

A Documentation Center will be available at the **Libertador Palacio del Inka Hotel** and will be open daily from 7:30am to 7.30pm.

10.4 Document Distribution

Documents for meetings will be distributed in the appropriate meeting rooms before the start of each meeting.

11. OFFICIAL LANGUAGE OF THE MEETING

English will be the official language for SFOM 4.

12. FACILITIES

12.1 Common Delegation Room

A Common Delegation Room will be provided at the Libertador Palacio del Inka Hotel for the Fourth Senior Finance Officials' Meeting. It will be open from 07:30 to 19:30 hrs

Common delegation rooms will be equipped with:

- Computers (with broadband Internet access);
- Internet connections for laptops;
- Printers; and
- Paper shredder

12.2 Bilateral Meetings Rooms

Bilateral meetings rooms will be available for the SFOM 4, and will be operational from Wednesday 9 to Friday 11 July 2008.

Delegates are encouraged to book bilateral meeting rooms in advance to secure an appropriate meeting space (subject to availability) by contacting:

Carlos Manchego
APEC 2008 Taskforce
Tel: (511) 421 6833 / (511) 421 6836
Mobile: (511) 99455 4502
E-mail: cmanchego@apex2008.org.pe

12.3 Prayer Rooms

Prayer Rooms will be available at the Libertador Palacio del Inka Hotel.

12.4 Media Center

A Media Center will provide facilities and services to meet requirements of accredited journalists, broadcasters and photographers. This center will be available from Wednesday 9 to Friday 11 July 2008, from 08:00 – 18:00 hrs.

The Media Center will be equipped with computers with Internet access, Internet connections for laptops, printer, cable TV.

13. MEDIA ARRANGEMENTS

13.1 Media Contact Person

For information on Media, please contact:

Mrs. Mónica Moreno
Press and Corporate Image Director
APEC 2008 Task Force
Tel: (511) 2221250 / (511) 222 0733
Mobile: (511) 9950 16455
mmoreno@apec2008.org.pe

13.2 Media Accreditation Process

All media representatives must fill in a Media Pre-registration Form and e-mail or fax it to the contact mentioned above.

News, trade and freelance journalists, photographers, sound and camera crews and technical staff will **need to apply** for accreditation

Access to media facilities, services and specified events will only be available to accredited media representatives.

ID Badges will be issued for media representatives; they must be worn at all times and will be required for entry to the authorized areas in the meeting venues.

Media representatives must arrange their accommodation reservation directly with the hotels in Cusco.

14. MEDICAL SERVICES

Basic first aid will be available at the meeting venue. An ambulance will also be located outside the venue.

Should delegates require referral to a specialist medical doctor or hospital, the cost of this service will be borne by the delegate.

All delegates are strongly advised to obtain international health insurance coverage before they travel to Peru.

Peru does not require a yellow fever vaccination; however, please be advised that some countries require yellow fever vaccination for travelers coming or in transit from South America, so please contact your local authorities on this regard.

Delegates that have a medical condition should fill out a medical form available in the on-line registration process. Please see **Annex F** for a template of the form.

Cusco is at 11,600 feet altitude. People react differently to altitude; some are not affected at all while others suffer considerably.

A few hours of rest are recommended upon arrival in Cusco to allow time to adjust to the altitude; in case you got a headache, try lying down and relaxing.

You can minimize the effects of the altitude by walking slowly, eating and drinking lightly.

Remedies will be available to assist with the effects of the altitude and you will be given a tisane upon check-in at your hotel. It will help your body to adjust much better to the weather.

15. DRESS CODE

The dress code for all the meetings is business attire and smart casual at social functions unless otherwise announced.

16. GENERAL INFORMATION

16.1 Peru

Peru is a democracy with a multi-party system. The government is divided in three branches: the Executive, a unicameral Congress and the Judiciary. The President is the head of state and government. The presidential mandate lasts five years and there is no immediate re-election. Peru's exchange rate has been stable and inflation low for the last decade, which reflects prudent fiscal policies and its openness to trade and investment.

The Peruvian economy has grown by more than 4% per year since 2002, reaching 8.03% in 2006 and 8.3% in 2007. The forecast for the next few years is highly positive. Peru's real GDP growth in 2008 will likely be among the highest in the region, expected to be over 6.3%. Exports are growing at a pace of 25% and totaled US\$ 28 in 2007 and are expected to reach US\$ 50 billion by the end of 2010.

High technological investment is growing fast in Peru, and will be 10% of the GDP by 2010. Its main economic activities, which reflect the richness of its biodiversity and varied geography, include agriculture, fishing, mining, tourism and manufacturing of products.

Peru is located in the Pacific coast of South America, bordering with Ecuador and Colombia to the north, Brazil and Bolivia to the east and Chile to the south. Peru is

South America's third largest country, with a total land area of 1.28 million square kilometers (496,225 square miles); it encompasses three natural regions from west to east: Coast, Andes and Amazon Rainforest.

Peru is considered to be the birthplace of the most ancient civilization in America, with Caral (5,000 year-old city) and other important cultures such as: Chavin, Nazca, Mochica, Chimu, Tiahuanaco, Wari, Paracas, Chachapoyas, and the magnificent Inca Empire in the Andean region.

The Peruvian population, estimated at 28 million, is multiethnic, including Amerindians, Europeans, Africans and Asians. The main spoken language is Spanish, although some Peruvians still speak Quechua and other native languages. This mixture of cultural traditions has resulted in a wide diversity of expressions in fields such as art, cuisine, literature, and music.

Peruvian cuisine deserves a special chapter. It is a blend of Amerindian and Spanish food with strong influences from African, Arab, Italian, Chinese and Japanese cooking. All of this blending concludes in very special and delicious cuisines that has recently received acclaim due to its diversity of ingredients and techniques.

16.2 Cusco

Location: Highlands (Andes) in Southern Peru
Area: 72.104 km² / 27.839 miles²
Capital: Cusco (3399 masl / 11.156 fasl)
Altitude: Lowest point: 532 masl / 1745 fasl (Pilcopata)
Highest point: 4801 masl / 15.751 fasl (Suyckutambo)

Peru is divided into 24 territorial areas called Regions. The city of Cusco is the capital of the Cusco region.

History

The Tahuantinsuyo, the Inca name for their empire, reached as far as Pasto in Colombia and the Maule River in Chile, and its capital was Cusco, a sacred city to the Incas, thought to be the center of the world.

Two myths tell the story of the founding of Cusco: one about Manco Capac and the other about the Ayar brothers and sisters, which come closest to the actual facts based on historical and scientific evidence found in the archeological remains and on the chronicles from the first Spanish arrivals.

According to the legends and the stories, there have been thirteen Incas ruling over the Huatanay River valley around 1200 A.D., controlling it from Cusco, the city they had raised. From there, they fortified the Tahuantinsuyo in less than a century.

After the Conquest, the Spanish proceeded to found their own city (March 23, 1534). The rise of a new culture transformed the Inca temples and palaces into Colonial mansions and churches. Little by little, the city became the symbol of a mixture, not only architecturally, but also mostly culturally.

After the Declaration of Independence, the Liberator Jose de San Martin created the Department of Cusco on April 26, 1822.

Presently, Cusco is one of the centers of tourist activity in South America and disposes of modern tourist services and offers an interesting nightlife.

16.3 Climate / Clothing

The city has a semi-dry and cold climate. The annual average maximum temperature is 19.6°C (67.3°F) and the minimum is 4.2°C (39.6°F). On June and July, the temperature tends to decrease below zero to 5° and 7°C (23° and 19.4°F).

In the sun it is quite warm, so you can take t-shirts. Long sleeves are also useful because once you are not in the sun, you might get a bit cold. At night, a wool sweatshirt and a coat will do. You can also bring gloves and a hat.

16.4 Local currency

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

Regarding currency exchange, foreign currencies can be exchanged at banks and moneychangers. Approximately 1US\$ is equivalent to 2.76 Nuevos Soles (as of March 2008). US dollars are widely accepted.

16.5 Time

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

16.6 Electricity and Water

Electric current in Peru is 220 volts and 60 Hz. Flat blade attachments and flat blades with round grounding pin and round pin attachment plugs are commonly used in Peru. In addition, most four and five-star hotels offer 110-volt electric current for shavers.

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

16.7 Phone services

Long distance calls can be made from hotel rooms and international public phones. Pre-paid phone cards are available at the hotel's front office. Please note that all charges for personal phone calls made in the hotel rooms are the responsible of delegates.

To make international calls dial: 001 + country code + area code + phone number.

APEC Economies International Codes

Country/Area	INT'L CODE	COUNTRY CODE
AUSTRALIA	00	61
BRUNEI	00	673
CANADA	00	1
CHILE	00	56
CHINA	00	86
HONG KONG CHINA	00	852
INDONESIA	00	852
JAPAN	00	62
KOREA	00	81
MALAYSIA	00	82
MEXICO	00	60
NEW ZEALAND	00	64
PAPUA NEW GUINEA	00	675
PERU	00	51
PHILIPPINES	00	63
RUSSIA	00	7
SINGAPORE	00	65
CHINESE TAIPEI	00	886
THAILAND	00	66
UNITED STATES	00	1
VIET NAM	00	84

16.8 Tipping

A 5-10% tip is always appreciated.

16.9 Business hours

Banks open Monday to Friday from 9.00 am to 5.30 pm. Shops open Monday to Sunday from 9.00 a.m. to 9.00 p.m.

PRELIMINARY PROGRAM

Wednesday 9 July 2008

9:00-18:00 Registration
18:45-20:45 Welcome Reception
Venue: To be confirmed

Thursday 10 July 2008

08:00-08:50 Registration
09:00-09:10 Opening remarks by the Chair
09:10-09:15 Adoption of the Agenda
09:15-10:45 **Session 1:**
Global Economic Issues (Suggested topics: inflationary pressures; food security, possible effects of global economic slowdown, credit market turbulence and pension system reform)
10:45-11:15 Coffee Break
11:15-13:15 **Session 2:**
Presentation and Discussion of Policy Theme1: Mechanisms to improve quality of public expenditure, in particular, Results Based Budgeting
Lead Discussants
13:15-14:15 Lunch
14:15-15:45 **Session 3:**
Presentation and Discussion of Policy Theme2: Strategies to implement the Capital Markets' Reform
Lead Discussants
15:45-16:15 Coffee break and photo session
16:15-17:45 **Session 3 (continued)**
18:15-20:30 Formal Dinner
Venue: To be confirmed

Friday 11 July 2008

09:00-11:00	Session 4 <ul style="list-style-type: none">• Medium-Term Agenda• Implementing Regional Economic Integration Agreed Actions• Policy initiatives
11:00-11:30	Coffee break
11:30-13:00	Session 5 <ul style="list-style-type: none">• Arrangements for Finance Ministers' meeting and Joint Ministerial Statement
13:00-14:15	Lunch
14:15-15:30	Session 6 <ul style="list-style-type: none">• Report from SOM's Chair Office and Economic Committee• Report from ABAC• Report from APEC Secretariat
15:30-16:00	Coffee break
16:00-17:30	Session 7 <ul style="list-style-type: none">• Capacity building within the FMP• Other business
17:30-18:00	Closing Session <ul style="list-style-type: none">• Concluding discussions• Remarks by Chair
18:30-21:00	Dinner and cultural activity <i>Venue: To be confirmed</i>

**List of Delegation Liaison Officers
DLOs**

Economy	DLO Name	DLO E-Mail
Australia	Mr. Chris Munn (Consul APEC)	chris.munn@dfat.gov.au
Australia	Mrs. Lorena Lopez de Herd	lorena.lopez.de.herd@dfat.gov.au
Brunei	Md. Hakashah H. A. Samad	hakashah.samad@mfa.gov.bn
Canada	Ms. Lyne Marengere	Lyne.Marengere@international.gc.ca
Chile	Mr. René Ruidíaz Pérez	rruidiaz@embachileperu.com.pe ividal@direcon.cl
China, People's Republic of	Ms. XU Lu	xulu@customs.gov.cn
China, People's Republic of	Zhou Ningyu	apec-china@mfa.gov.cn
Chinese Taipei	Mr. CHANG, Cheng-han (Rogelio Chan)	chchang02@mofa.gov.tw
Hong Kong, China	Mr. Chung-sing LAU	cslau@tid.gov.hk dianalee@tid.gov.hk
Hong Kong, China	Ms. Mabel T.M. YU	mabeltmyu@tid.gov.hk
Hong Kong, China	Mr. Adonis YUEN (DLO)	adonisyuen@tid.gov.hk
Indonesia	Mr. Muhammad Abdul Ghaffar	econ@indonesia-peru.org.pe
Japan	Mr. Mitsuhiro SUGITA	apec.japan@oregano.ocn.ne.jp
Japan	Mr. Takahiro Ogihara	takahiro.ogihara@mofa.go.jp
Korea, Republic of	Ms. Myoungjin Liu	apeco@mofat.go.kr jtslmj@mofat.go.kr
Malaysia	Nasreen Khanum Nawab Khan	nasreen@miti.gov.my
Mexico	Ms. Mónica Contreras Rosales	mcontreras@economia.gov.mx apecmex@yahoo.com.mx
New Zealand	Mr. Phil Houlding	Philip.Houlding@mfat.govt.nz
Papua New Guinea	Mr. John M. Emilio	dirmea@datec.net.pg
Peru	Ana del Pozo	adelpozo@mincetur.gob.pe
Peru	Cristobal Melgar	cmelgar@apec2008.org.pe
Philippines, Republic of	Mr. Lazaro M. Garcia	apecphil@yahoo.com ouier@dfa.gov.ph
Russian Federation	Mr. Vladimir FROLOV	frolov@economy.gov.ru
Russian Federation	Mr. Sergey Vasiliev	comercioruso@yahoo.com embrusa@infonegocio.net.pe
Singapore	Yuhua LI	LI_Yuhua@mti.gov.sg
Thailand	Mr. Kasem Sailuenam (ALO)	sailuenam@hotmail.com
Thailand	Mr. Vee Chansa-Ngavej (DLO)	veechansa@hotmail.com apecdesk@mfa.go.th
Unites States	Ms. Betty Brown (ALO)	brownbj@state.gov
Unites States	Ms. Marianne Chindgren (ALO)	ChindgrenML@state.gov
Unites States	Mr. Russell Schiebel	schiebelRA@state.gov
Viet Nam	Mr. Hoang Van PHUONG	hoanghuong@mot.gov.vn
Viet Nam		phuonghv@moit.gov.vn
Secretaría APEC	Mr. Luis Romero (DLO)	LR@apec.org
Secretaría APEC	Ms. Marlinda Sitam-Invited Guests	MS@apec.org
ABAC	Alicia Mac Lean	amaclean@comexperu.org.pe abacsec@pfgc.ph
ABAC	Evelyn Manaloto	abacsec@pfgc.ph

ANNEX C

ON-LINE REGISTRATION FORM TEMPLATE

Please be advised that the registration is made through www.apec2008.org.pe

Registry of Meeting

	Fourth Senior Finance Officials' Meeting – SFOM 4
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Personal Information

Title	<input type="checkbox"/> H.E. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
First Name			
Last Name			
Name to appear on ID Badge			
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male		
Date of Birth (dd / mm / yy)			
Permanent City of Residence			
Special Requirements	<input type="checkbox"/> dietary <input type="checkbox"/> health <input type="checkbox"/> physical		
Details			

Passport Information

Passport Type	<input type="checkbox"/> Ordinary <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic		
Passport N°			
Date of Issue (dd/mm/yy)		Place of Issue	
Date of Expiry (dd/ mm/ yy)		Nationality	

Organization Information

Organization/Ministry			
Department			
Position			
Business Address			
Business Phone			
Business Fax			
E-mail			
Economy			
Delegation Member	<input type="checkbox"/> Delegate <input type="checkbox"/> ABAC <input type="checkbox"/> Observer		
Position	<input type="checkbox"/> Invited Guest <input type="checkbox"/> APEC Secretariat		

Flight Details

Arrival Date to Lima		Time		Flight No.	
Departure Date from Lima		Time		Flight No.	

Accommodation in Lima (Overnight only)

Please check chosen hotel:

- ☐ Airport Hotel Costa del Sol Ramada
 ☐ Melia Hotel Lima
 ☐ El Bosque Hotel
☐ Lima Sheraton Hotel

Connecting Flight to Cusco

Lima-Cusco	Date		Time		Flight No.	
Cusco- Lima	Date		Time		Flight No.	

Accommodation in Cusco

Please check chosen hotel:

- ☐ Libertador Palacio del Inka
 ☐ Casa Andina Catedral
 ☐ Casa Andina Korikancha
☐ El Dorado San Agustin
 ☐ Internacional San Agustin
 ☐ Others _____

Transportation Details

Free shuttle from airport to hotel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------------------	--

*Please attach photograph with the following specifications:

File: JPEG format

Size: 100 kb (standard passport size)

Resolution: 320 x 240 pix

Color Depth: 24 bit color

SUGGESTED HOTELS IN CUSCO: RATES AND CONTACT POINTS

HOTEL LIBERTADOR PALACIO DEL INKA*****
CONTACT MILAGROS CALDERON
SALES MANAGER
PHONE (51-1) 442-1995
FAX (084) 233-152
E-Mail reservas@libertador.com.pe
WEB SITE www.libertador.com.pe
ADDRESS Plazoleta Santo Domingo 259 Cusco
RATE SUPERIOR ROOM USD\$ 270.00 + taxes

HOTEL CASA ANDINA CATEDRAL***
CONTACT KARINA DEL AGUILA
EXECUTIVE SALES
PHONE (51-1) 213-9724
FAX (51-1)) 213-9710
E-Mail kdelaguila@casa-andina.com
WEB SITE www.casa-andina.com
ADDRESS Santa Catalina Angosta 149 Cusco
RATE SUPERIOR ROOM USD\$ 125.70 + taxes

HOTEL CASA ANDINA KORIKANCHA***
CONTACT KARINA DEL AGUILA
EXECUTIVE SALES
PHONE (51-1) 213-9724
FAX (51-1)) 213-9710
E-Mail kdelaguila@casa-andina.com
WEB SITE www.casa-andina.com
ADDRESS Calle San Agustin 371 Cusco
RATE SUPERIOR ROOM USD\$ 125.70 + taxes

HOTEL EL DORADO SAN AGUSTIN***
CONTACT DAFNE DIAZ
EXECUTIVE SALES
PHONE 084-244-848
FAX 511-330 9638
E-Mail reservacusco@hotelessangustin.com.pe
WEB SITE www.hoptelessanagustin.com.pe
ADDRESS Av. El Sol 390 Cusco
RATE SUPERIOR ROOM USD\$ 65.00 taxes i ncluded

HOTEL INTERNACIONAL SAN AGUSTIN***
CONTACT DAFNE DIAZ
EXECUTIVE SALES
PHONE 084-244-848
FAX 511-330 9638
E-Mail reservacusco@hotelessangustin.com.pe
WEB SITE www.hoptelessanagustin.com.pe
ADDRESS Calle Maruri 390 Cusco
RATE SUPERIOR ROOM USD\$ 55.00 taxes i ncluded



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EXECUTIVE SUMMARY

Required Action/Decision Points

(e.g. note, approve, recommend to APEC Ministers)

It is recommended that:

- 1.
- 2.

ANNEX F

MEDICAL INFORMATION TEMPLATE APEC PERU 2008

Medical Information

First Name	
Last Name	
Economy	

Blood Type Rh factor Positive Negative

Allergies

Treatments

Medicines in use

Drug name - chemical	Brand - Trade name	Strength	Dose	Purpose

Reference doctor

Doctor's e-mail

Doctor's phone

International Insurance Information

Company

Member (ID) Number

Other Specifications

ANNEX G

Map of Cusco

