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**OPERATING MANUAL FOR THE**

**21ST ORDINARY MEETING OF THE MINISTERIAL COUNCIL**

**OF THE**

**ASSOCIATION OF CARIBBEAN STATES**

**KARIBE HOTEL, PÉTION-VILLE, HAITI**

**18TH – 19TH JANUARY, 2016**

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**INTRODUCTION**

The 21st Ordinary Meeting of the Ministerial Council of the Association of Caribbean States (ACS) will take place at the Karibe Hotel in Pétion-Ville, a municipality situated in the metropolitan area of Port-au-Prince, the capital city of the Republic of Haiti.

The Manual contains all pertinent and detailed information on the organisation and conduct of the 21st Ordinary Meeting of the Ministerial Council, with particular reference to protocol, accreditations, and the arrival of Heads of State and Government, Ministers of Foreign Affairs, high-level officials, delegates and participants. It also provides information on accommodation, logistics, meeting rooms, security and safety of foreign delegates, health, telecommunications and press.

Strict compliance with all the provisions contained in this Operating Manual is crucial to the smooth conduct of the meeting. In this regard, it is requested that the attached forms be duly completed and returned promptly, within the stipulated timeframes.

The Government of the Republic of Haiti will put everything in place to ensure that the 21st Ordinary Meeting of the Ministerial Council is a great success in terms of its logistics, activities and programme, allowing the Secretariat of the Association of Caribbean States, Member States and Associate Members to consolidate the accomplishments of the organization and continue to work toward strengthening the process of regional integration and the sustainable development of the Greater Caribbean.

The Government of Haiti welcomes all participants in advance.

1. **GENERAL INFORMATION ON THE REPUBLIC OF HAITI**

**Geography and Demographics**

The Republic of Haiti has an area of 27,750 km2. It occupies the western third of the Island of Haiti, called Quisqueya or Bohio (a name of Amerindian inheritance), which it shares with the Dominican Republic, situated to the east. It is bordered in the north by the Atlantic Ocean and in the south and west by the Caribbean Sea. Haiti possesses 1530 km of coastline and encompasses various islands including Ile de Gonâve, Ile de la Tortue, Ile à Vache, Iles Cayemites, etc.

The capital city, Port-au-Prince, is also the biggest city in the country.

Since 1987, Haiti has had two official languages, namely Creole and French. The most widely practiced religions are Catholicism, Protestantism and Voodoo.

Although Haiti has not completely recovered from the earthquake of January 12th, 2010, the country is rebuilding itself little by little. Certain historical monuments that date back to the 19th century, such as the Citadelle Laferrière and the Sans-Souci Palace, former residence of King Henri I Christophe, have not been affected by this great disaster and so, the tourist attractions have been conserved.

The Haitian population is estimated at about 12 million inhabitants.

**Government and Political Life**

The Republic of Haiti is divided into 10 departments, 42 boroughs, 140 towns and 570 communal sections.

According to the Haitian Constitution, the President of the Republic is elected for a term of five years. He nominates the Prime Minister from the party or from a majority coalition in Parliament. In the event that no party makes up the majority, he nominates a Prime Minister in tandem with the Presidents of the two chambers.

Parliament is bicameral. It endorses the choice of Members of the Government and can dismiss them through a vote of no confidence.

The judiciary power is comprised of the Supreme Court, Court of Appeal, Civil Courts and the Peace Tribunals. Judges of the Supreme Court are proposed by the Senate to the Executive.

A delegate (representing the Executive) is headquartered in the administrative centre of every department, as well as the Court of Appeal and departmental divisions of the Ministries.

Vice-delegates of the Executive and the Civil Courts function at the borough level. The towns are led by mayors, generally referred to as “communal magistrates”, whereas each of the communal sections is led by an administrative council (CASEC).

**Art and Culture**

Haiti is country that is very culturally rich and is known particularly for its glorious history. Painting is the most popular cultural expression. It is characterized by the richness and variety of colours. Haitian painting is rooted in the fight against slavery, the fight for freedom and the will to conquer. Art Galleries offer an impressive range of pictorial works that always make it difficult for the visitor and even the collector to choose.

Moreover, Haitian craft is very popular worldwide and one of the most original in the region. Objects made of wood, jute, cut metal, papier-mâché, and recycled material attest to the creative vitality of the Haitian people.

Haiti is a country of rhythms, colours, and vibration. Haitians and their visitors dance to different musical rhythms: compas, racine, rara, twoubadou, calinda, rap créole and salsa, in addition to other forms of musical expression from abroad, which are infused with local flavour.

**Climate**

Haiti has a tropical climate, with a dry season from December to March and a rainy season from April to November. The average temperature ranges from 20oC to 30oC.

**Official Currency**

The official currency of the Republic of Haiti is the Gourde. However, the United States dollar is accepted at almost all the country’s shopping centres and exchanged at the daily rate. At the date of issue of this manual, November 19th, 2015 , the gourde - dollar reference rates quoted by the Bank of the Republic of Haiti (Central Bank) are as follows : Purchase, US $ 1 = HTG 55.0896 ; Sale , US $ 1 = 55.7959 HTG.

Major credit cards (Visa, Master Card and American Express) are accepted at all hotels, shopping centres and the majority of trading houses.

**Electricity**

Electricity in Haiti is 110 V, 60 cycles (60 Hz). Having the corresponding transformers and adaptors is recommended. There are two types of plugs: two- and three-pin.

**Local Time**

The time in Haiti is the same as in Miami and New York. Normal office hours are from 8a.m. to 4p.m., Monday to Friday. Commercial banks sometimes open for extended periods and also work on Saturdays.

**Telephone Services**

Two main mobile telephone companies offer their services on the Haitian market: Natcom and Digicel. Sales booths will be available at the International Airport and the hotel Convention Centre for foreign delegates and dignitaries.

1. **ACCREDITATION AND REGISTRATION**

In order to be fully accredited, the Ministry of Foreign Affairs or the authority responsible for the external relations of each Member State and Associate Member of the ACS, the Founding Organizations and Observer Countries, must send a diplomatic note to the Ministry of Foreign Affairs and Worship of the Republic of Haiti (Email: [accreditation@diplomatie.ht](mailto:accreditation@diplomatie.ht) and [jean.augustave@diplomatie.ht](mailto:jean.augustave@diplomatie.ht) ), communicating the list of the persons constituting the delegation of his country or organization.

The accreditation form attached must then be completed by each delegate. Once completed, the form, accompanied by a coloured identification photo, must be sent to the following addresses: [accreditation@diplomatie.ht](mailto:accreditation@diplomatie.ht) and [jean.augustave@diplomatie.ht](mailto:jean.augustave@diplomatie.ht).

Members of the delegations will receive the official accreditation documents as soon as they arrive. For security reasons, all delegates must ensure that their pins or badges are visibly displayed throughout all work sessions and meeting-related activities, and at the activity venues. The pins and badges are, by definition, personal and non-transferable. The following corresponding classification has been established:

| **Delegate Status** | **Type and/or colour of the accreditation document** |
| --- | --- |
| Minister or Vice-Minister | Gold Pin |
| Head of Non-Ministerial Delegation | Silver Pin |
| Official Delegation | Dark Blue |
| Delegation Support Staff | Light Blue |
| Hospitality and Protocol | Orange |
| ACS Secretariat | Yellow |
| Media | Brown |
| Security | Red |
| Logistics | Green |

**Special Distinguishing Marks**

Ministers and Vice-Ministers of Foreign Affairs will receive a pin to be attached to their lapels and consequently will not need to display a badge.

**Media Accreditation**

Journalists, cameramen, photographers and videographers are also required to complete the accreditation form to gain access to the activities of the 21st Ordinary Meeting of the Ministerial Council.

**Accreditation of Official Vehicles and Drivers**

Vehicles and drivers of official delegations shall be subject to security checks and measures.

Vehicles of Ministers and Vice-Ministers of Foreign Affairs will be suitably identified and will bear a number assigned by country.

Security checks will be conducted in the areas adjacent to the site of the Ministerial Council activities and access will only be granted to vehicles bearing the corresponding distinctive marks allowing them to proceed to the areas assigned to them.

1. **ARRIVAL AND DEPARTURE OF DELEGATIONS**

**Visas**

The Haitian Government will grant exemption to duly accredited delegates and participants of the 21st Ordinary Meeting of the Ministerial Council of the ACS from prerequisite visa entry formalities. Visas will be granted upon arrival at the airport.

**Itinerary**

All delegates and participants of the 21st Ordinary Meeting of the Ministerial Council shall inform the Ministry of Foreign Affairs and Worship of the Republic of Haiti of their itinerary, by January 5th, 2016 at the latest, via the following addresses: [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht) and [jean.augustave@diplomatie.ht](mailto:jean.augustave@diplomatie.ht).

Delegations with diplomatic or consular representation in Haiti must designate and accredit an officer of the said mission, who will be responsible for identifying and retrieving baggage, and conducting immigration and customs procedures for delegates, with the assistance of the Protocol Officers.

In the event that a delegation has no diplomatic or consular representation in Haiti, at least one Protocol Officer from the Ministry of Foreign Affairs and Worship will provide the required assistance.

**Reception and Transport**

The Heads of Delegation (Ministers and Vice-Ministers of Foreign Affairs) will be welcomed upon arrival at the Toussaint L’Ouverture International Airport by the Director or a senior executive of the Protocol Directorate. Other delegates will be welcomed by Protocol Executives. The Government of Haiti will cover the transportation of all delegates who so desire, from the airport to their hotel as well as to the meeting venue, and vice versa.

**Motorcade of the Minister or Vice-Minister of Foreign Affairs**

* Two motorcycles at the front
* A VIP vehicle (in which the Protocol officer accompanying the VIP will be seated)

**Motorcade of Other Delegates**

* Two motorcycles at the front
* The delegates’ vehicle (in which 2 Protocol officers will be seated)

The security aspect of the processions will be reinforced where necessary.

**General Aspects**

To facilitate the procedures for baggage retrieval and distribution at the hotels, participants are asked to display their contact information visibly on their luggage (for example, using the labels provided by the airline), or to attach distinctive marks that would make it possible to identify members of the same delegation.

All Delegates must comply with regular immigration and customs procedures.

Private aircraft and their occupants are exempted from the payment of airport taxes.

1. **ACCOMMODATION**

The following hotels have been reserved for the 21st Ordinary Meeting of the Ministerial Council:

. Karibe Hotel (Meeting venue)

. Royal Oasis Hotel

. El Rancho Hotel

. Kinam I Hotel

. Best Western Hotel

These hotels are all situated in Pétion-Ville; the last three are situated back-to-back on Pan-American Street and are approximately ten minutes away from the first one.

The Heads of delegation will stay at the Hotel where the Ministerial Council meeting will be held. It is recommended that their closest collaborators make their reservations in this same hotel. The other delegation members can book their room in any other hotel in case there is no space at the Karibe Hotel.

The Government of Haiti will cover the cost of accommodation for the Heads of delegations of Member States and Associate Members who are Ministers and Vice-Ministers of Foreign Affairs. This courtesy will also be extended to the Secretary General of the ACS as well as other Secretaries General of Founding Organizations participating in the Meeting. The other delegates will be responsible for their own accommodation expenses.

**Hotel Facilities**

1. **Karibe** **Hotel** is situated in the area of Juvénat in Pétion-Ville. Clients are served by a fitness centre, spa and outdoor pool. The Botanik Spa at the Karibe Hotel offers a massage service as well as a health and beauty centre. The hotel also has 3 spacious meeting rooms and a convention centre.
2. **Royal Oasis Hotel** has 127 rooms, 7 suites, 25 junior suites and adjoining rooms;

- The hotel also offers restaurants, bars, boutiques, an outdoor café and spacious parking;

- Additionally, there is a large conference room that can accommodate 250 persons and two smaller meeting rooms that can accommodate 80 persons each.

1. **El Rancho Hotel** is a hotel that needs no introduction. This is a historic and legendary place of accommodation, in the heart of Petionville, and houses several conference rooms and enjoyable living amenities.
2. **Kinam I Hotel**

Kinam 1 Hotel has 118 rooms, including 33 vintage rooms in its old building and 85 in the new one.

Through the windows of their rooms, visitors can take in the entertainment of the neighbourhood and picturesque streets surrounding the hotel, see eastern side of St. Peter's Square, a place where the people of Pétionville go walking; in the west, one can photograph the small houses of Jalousie, a popular neighbourhood of Pétionville that has been newly painted in bright colours in tribute to the famous Haitian painter, Préfète Duffaut, or enjoy the view of the interior gardens of the entrance to the hotel.

1. **Best Western Premier Hotel**

The **Best Western Premier Hotel**, located at the corner of Toussaint Louverture Street and Geffrard Street in Pétionville, has 106 rooms, a restaurant and a conference room capable of accommodating 110 people. This hotel opened in January 2013. Best Western Premier is a high quality hotel with a distinct style, offering luxurious amenities and a great level of sophistication in terms of service and comfort.

The hotel has 106 rooms:

* 52 Standard rooms with Queen Size bed
* 12 rooms with King Size bed
* 1 Double room for persons with reduced mobility
* 1 room with King Size bed for persons with reduced mobility
* 12 rooms with large balcony
* 25 Junior suites with King Size bed
* 2 Executive suites
* 1 Imperial Suite

The pricing for hotels vary between 120 and 160 US dollars.

1. **ARRANGEMENTS FOR WORK SESSIONS AND RELATED INFORMATION**

**Working Languages**

The activities of the 21st Ordinary Meeting of the Ministerial Council will be conducted in the three official languages of the ACS, namely French, English and Spanish. The plenary meeting room will be equipped with a simultaneous interpretation service in the three languages.

**Meeting Rooms**

The plenary sessions will take place in the main conference room of the Karibe Hotel. Bilateral and multilateral meeting rooms will also be available upon request. To use these rooms, a request must be made in advance to the Head of the Logistics Subcommittee, Ms Yolande DUMORNAY, Tel.: 509 4890 1443, Email: [yolande.dumornay@diplomatie.ht](mailto:yolande.dumornay@diplomatie.ht); while copying [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht).

Journalists who require any support may request the services of the Communications Officer, Mr Max LYRON, Tel.: 509 4890-3795, Email: [max.lyron@communication.gouv.ht](mailto:max.lyron@communication.gouv.ht); or, depending on the circumstance, the IT Officer, Mr Eddy SIMEON, Tel.: 509 4874 4296, Email: [eddy.simeon@diplomatie.ht](mailto:eddy.simeon@diplomatie.ht).

**Welcome Cocktail and Cultural Events**

A welcome cocktail and a cultural performance will be organised at the Karibe Hotel, on the evening of January 18th, 2016, in honour of the Ministers, Delegates and Participants of the 21st Ordinary Meeting of the Ministerial Council of the ACS.

1. **LIAISON OFFICERS**

**Official Liaison Officer**

The Government of the Republic of Haiti will assign an official liaison officer to each delegation – upon arrival until departure – who will be responsible for guiding and assisting the delegation in all matters concerning the logistics and protocol of the Council Meeting, or in general terms.

**Liaison Officer for Diplomatic and Consular Missions**

In order to facilitate delegation participation in the 21st Ordinary Meeting of the Ministerial Council, it is suggested that countries with diplomatic or consular representations in Haiti accredit a liaison officer to the Ministry of Foreign Affairs and Worship of Haiti. The name and contact details of the designated person must be sent to the following email addresses: [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht) and [eddy.simeon@diplomatie.ht](mailto:eddy.simeon@diplomatie.ht).

1. **SECURITY**

The Government of the Republic of Haiti will put all the necessary security measures in place to ensure the smooth conduct of the 21st Ordinary Meeting of the Ministerial Council of the ACS and other related activities and events. It will do its utmost to guarantee the physical integrity of the Heads of Delegation and all other members of each delegation staying in the country for this occasion.

In addition, the Government of Haiti will work with the security forces of the United Nations Stabilisation Mission in Haiti (MINUSTAH), as well as other security and intelligence forces, to ensure the safety of all participants.

Should a delegate wish to visit a site that is not included in the regular programme for the Ministerial Council Meeting, he/she should inform the liaison officer 24 hours in advance, so that the necessary security measures and logistical arrangements can but put in place.

**Hotels and Adjacent Areas**

The Haitian National Police (PNH) will be responsible for the external security of the hotels and adjacent areas. Consequently, all mechanisms will be put in place for the screening of persons, and the security of the main physical facilities and objects. The PNH will be present in the hotel’s Operations Centre for the entire duration of the Ministerial Council Meeting. Access to the meeting rooms will be strictly controlled, monitored and limited to duly accredited and identified members of official delegations, support staff and security personnel. All delegates must take usual precautions when giving access to their rooms.

Security personnel will maintain a 24-hour presence in the hotels in which the delegations are accommodated. A delegation’s security officer, if applicable, will be authorized to remain in the corridor or at the door to the VIP’s room, and will contact the local security coordinator or liaison officer if necessary.

Access to the official activities will be exclusively reserved for persons in possession of the corresponding invitation and authorized accreditation documents in each case.

**Journalists’ Equipment**

The entry of radios, laptops, cellular and fixed telephones, and mobile line receivers, among others, will be authorized. Journalists, who have so requested, will be informed of the frequencies assigned for use in HF, VHF and UHF.

**Aircraft Security**

As part of the global security plan established for the 21st Ordinary Meeting of the Ministerial Council, a 24-hour special security arrangement will be put in place at the parking site for the official or private aircraft remaining in the country.

**Baggage Security**

All baggage must be specifically identified; should this not be the case, it will be handed over to Customs and undergo a security check before being delivered.

**Motorcade Security**

Security plans include the organisation of individual and joint motorcades for the movement of Ministers and Vice-Ministers of Foreign Affairs, as well as their delegations, upon their arrival in the country and to facilitate their travel to the activities in which they will participate.

1. **HEALTH SERVICE**

The Government of the Republic of Haiti will establish a medical assistance plan under the direction of the Ministry of Public Health and Population. This service will work in conjunction with the country’s leading health institutions. An equipped medical emergency service will be set up at the Meeting venue.

The health service will operate 24 hours a day. The Haitian Red Cross will also have a permanent presence at the event site.

Specific health-related requirements must be indicated in the form contained in the Annex.

1. **PERMITS AND AUTHORIZATIONS**

**Overflight and Landing of Aircraft**

Official delegations arriving by official private or military aircraft must inform the Ministry of Foreign Affairs and Worship of the Republic of Haiti. To this end, they must complete and send the Authorization Form contained in the Annex, by January 5th, 2016 at the latest, to the following email addresses: [frantz.dorsainville@diplomatie.ht](mailto:frantz.dorsainville@diplomatie.ht) and [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht).

The landing and take-off of aircraft will be determined by the competent Haitian authorities, according to the order of arrival of requests and the characteristics of the aircraft.

**Use of Radio Frequencies**

Portable and fixed communications equipment, regardless of the mode of operation, which will be temporarily used on Haitian territory, requires appropriate authorizations.

To this end, the delegations concerned must complete the authorization request form attached to the present Operating Manual and forward it, by January 5th, 2016 at the latest, to the Ministry of Foreign Affairs and Worship of the Republic of Haiti, via the following email addresses: [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht) and [frantz.dorsainville@diplomatie.ht](mailto:frantz.dorsainville@diplomatie.ht).

**Temporary Admission and Carrying of Firearms**

Security personnel escorting each delegation must be formally accredited. Delegations are also required to complete the annexed authorization form, detailing the characteristics of the weapons, the amount of ammunition, as well as the designation of the owner of the weapon, and send it, along with the first page of the relevant passport, to these addresses: [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht) and [frantz.dorsainville@diplomatie.ht](mailto:frantz.dorsainville@diplomatie.ht).

Please be reminded that all weapons and equipment which are temporarily admitted into the country must leave the same at the end of the Ministerial Council Meeting.

1. **MEDIA AND COMMUNICATIONS**

Journalists wishing to cover the 21st Ordinary Meeting of the Ministerial Council must complete the annexed accreditation form by January 5th, 2016 at the latest, and send it to these addresses: [accreditation@diplomatie.ht](mailto:accreditation@diplomatie.ht) and [max.lyron@communication.gouv.ht](mailto:max.lyron@communication.gouv.ht).

Journalists who require any support may request the services of the Communications Officer, Mr Max LYRON, Tel.: 509 4890-3795, Email: [max.lyron@communication.gouv.ht](mailto:max.lyron@communication.gouv.ht), or the IT Officer, Mr Eddy SIMEON, Tel.: 509 4874 4296, Email: [eddy.simeon@diplomatie.ht](mailto:eddy.simeon@diplomatie.ht).

Mobile telephone service companies will be present at the Ministerial Council Meeting venue. Journalists and delegates may – if necessary – request the services of said companies for the rental of a mobile telephone, or for any other related need.

1. **ANNEXES**
2. **Accreditation Form**

(Please send via email in Word of PDF format to the addresses: accreditation@diplomatie.ht and [jean.augustave@diplomatie.ht](mailto:jean.augustave@diplomatie.ht), and attach a photo, as well as the first page of the relevant passport)

|  |  |
| --- | --- |
| **ACCREDITATION FORM** | |
| **Questions** | **Responses** |
| Date |  |
| Country, Organisation, Media |  |
| Surname of Delegate or Participant |  |
| First Name |  |
| Date of Birth |  |
| Place of Birth |  |
| Nationality |  |
| Passport Number |  |
| Head of Delegation | Minister |
| Head of Delegation | Vice-Minister |
| Head of Delegation | Other, specify title/position |
| Delegate | Specify title/position |
| Local Protocol/Liaison Officer | Specify title/position |
| Foreign Protocol/Liaison Officer | Specify title/position |
| Local Security Personnel | Specify title/position |
| Foreign Security Personnel | Specify title/position |
| Local Support Staff | Specify title/position |
| Foreign Support Staff | Specify title/position |
| Media | Specify title/position |
| Other | Specify title/position |
| Name, Title/Position of person sending the form |  |

1. **Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
| ITINERARY | | | |
| Country, Organisation | |  | |
| Surname | |  | |
| First Name | |  | |
| Passport Number | |  | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | FLIGHT | |  | | --- | | Private |  |  | | --- | | Commercial | | Registration No. | | | | | |
|  | | | |
| |  |  |  | | --- | --- | --- | | Arrival Date |  |  | | | | |
| Arrival Time |  | | |
| |  |  |  | | --- | --- | --- | | Airline and Flight No. |  |  | | | | |
| |  | | --- | | Departure Date | |  | |  |
| Departure Time |  | |  |
| Airline and Flight No. |  | |  |
|  |  | |  |

1. **Authorization Request**

(Please send this form, in addition to the relevant cover page of passport, to the addresses: [jeanclaude.cenatus@diplomatie.ht](mailto:jeanclaude.cenatus@diplomatie.ht) and [frantz.dorsainville@diplomatie.ht](mailto:frantz.dorsainville@diplomatie.ht).)

|  |  |
| --- | --- |
| **AUTHORIZATION REQUEST** | |
| **Questions** | **Responses** |
| Country, Organisation, Media |  |
| Purpose of Request |  |
| Number and Specifications of aircraft, handgun, equipment or object |  |
| Official or Private |  |
| Name of Pilot/User, Passport number |  |
| Dates and Times of Arrival and Departure |  |
| Name, Title/Position of person sending the form |  |
| Date |  |

1. **Health Form**

|  |  |
| --- | --- |
| **HEALTH FORM** | |
| **Questions** | **Responses** |
| Country, Organisation |  |
| Surname and First Name |  |
| Illness specifications |  |
| Description of special needs |  |
| Name, Title/Position of person sending the form |  |
| Date |  |

1. **Hotel Contact Details**

|  |  |  |
| --- | --- | --- |
| **Hotels** | **Website** | **Telephone** |
| Karibe | [www.karibehotel.com](http://www.karibehotel.com)  [info@karibehotel.com](mailto:info@karibehotel.com) | 509-2812-000/3701-1143 / 3701-1140 |
| Royal Oasis | [www.occidentaloasis.com](http://www.occidentaloasis.com) | 509-2229-2030 |
| El Rancho | [www.nh-hotels.com](http://www.nh-hotels.com)  [nhaitielrancho@nh-hotels.com](mailto:nhaitielrancho@nh-hotels.com) | 509-2815-1000 |
| Kinam 1 | [www.hotelkinam.com](http://www.hotelkinam.com)  [reservation@hotelkinam.com](mailto:reservation@hotelkinam.com)  [info@hotelkinam.com](mailto:info@hotelkinam.com) | 509-2944-6000/28158000 |
| Best Western Premier | [www.bestwesternpremierhaiti.com](http://www.bestwesternpremierhaiti.com)  [reservationsbwh@gmail.com](mailto:reservationsbwh@gmail.com) | 509-2814-2222  **509-3868-6582** |

1. **LIST OF CONTACTS**

|  |  |  |
| --- | --- | --- |
| **CONTACT LIST** | | |
| **Name** | **Telephone** | **Email Address** |
| **Coordinating Team**  Mr Jean AUGUSTAVE | 509-3836-4343 | [Jean.augustave@diplomatie.ht](mailto:Jean.augustave@diplomatie.ht) |
| Ms Sandra DORZIN | 509-3483-6974 | [Sandra.dorzin@diplomatie.ht](mailto:Sandra.dorzin@diplomatie.ht) |
| Ms Suzette POTEAU | 509-3170-4711 | [Suzette.poteau@diplomatie.ht](mailto:Suzette.poteau@diplomatie.ht) |
| Mr Guensy BETOR | 509-4890-6291 | [Guensy.betor@diplomatie.ht](mailto:Guensy.betor@diplomatie.ht) |
| Ms Ketly DUNOIS | 509-3170-4511 | [Ketly.dunois@diplomatie.ht](mailto:Ketly.dunois@diplomatie.ht) |
|  | | |
| **Chief of Protocol**  Mr Jean-Claude CENATUS | 509-3170-4694 | [Jeanclaude.cenatus@diplomatie.ht](mailto:Jeanclaude.cenatus@diplomatie.ht) |
|  | | |
| **Chief IT and Accreditation Officer**  Mr Eddy SIMEON | 509-4874-4296 | [Eddy.simeon@diplomatie.ht](mailto:Eddy.simeon@diplomatie.ht) |
|  | | |
| **Communications Officer**  Mr Max LYRON | 509-4890-3795 | [Max.lyron@communication.gouv.ht](mailto:Max.lyron@communication.gouv.ht) |
|  | | |
| **Head of Transport**  Ms Yolande DUMORNAY | 509-4890-1443 | [Yolande.dumornay@diplomatie.ht](mailto:Yolande.dumornay@diplomatie.ht) |
|  | | |
| **Licensing and Authorization Officers**  Mr Jean Claude CENATUS  Mr Frantz DORSAINVILLE | 509-3170-4694  509-4890-5468 | [Jeanclaude.cenatus@diplomatie.ht](mailto:Jeanclaude.cenatus@diplomatie.ht) [Frantz.dorsainville@diplomatie.ht](mailto:Frantz.dorsainville@diplomatie.ht) |
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| **Cultural Officer**  Ms Yvrose GREEN | 509-3806-4343 | [Yvrose.green@diplomatie.ht](mailto:Yvrose.green@diplomatie.ht) |