

Convention on Biological Diversity

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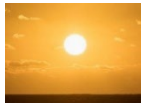
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**Regional dialogue on biodiversity monitoring and reporting with a focus
on ecosystem restoration for Latin American countries**
Bogota, Colombia 17-20 November 2025

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1. Opening and Registration

The Regional dialogue on biodiversity monitoring and reporting with a focus on ecosystem restoration for Latin American countries will be held in Bogota, Colombia from 17 to 20 November 2025. The meeting will start at 9:00 a.m. on 17 November 2025 and registration will take place at the venue of the meeting beginning at 8:30 a.m.

2. Venue

The meeting will be held at:

Universidad Externado de Colombia
Calle 12 #1-17 Este, Bogotá, Colombia
Block H, Room H-304
Bogota, Colombia

3. Working language of the meeting

The meeting will be held in Spanish.

4. Documents



Documents will be made available at: <https://www.cbd.int/meetings/NBSAP-OM-2025-06>.

5. General information on access to Bogota



Bogota is serviced by the El Dorado International Airport (15 km from downtown). Taxis are available at the airport, Uber is also available in Bogota. The cost of the taxi transfer is about COP 25,000-30,000 (about US 7-10) and the trip takes about 20 minutes depending on traffic.

6. Visa information



Information regarding visa for entry into Colombia is provided by the Ministry of Foreign Affairs of the Government of Colombia at the following link: https://www.cancilleria.gov.co/tramites_servicios/visa

Please check the “Do I need a visa” section for visa requirements: https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos.

List of countries not requiring a visa to enter Colombia for short stays: https://www.cancilleria.gov.co/tramites_servicios/visa/lista-a-b-c.

To facilitate the issuance of visas, the Secretariat will issue, **upon request**, invitation letters to be attached to the visa applications

Customs charges

Some participants may be subject to payment of an immigration control fee of approximately US \$85.00 at the customs area. Please ensure you have some funds to cover this cost.

7. Hotel information



Participants are kindly reminded that they must make their own hotel reservations and should do so as soon as possible. See attached Annex for recommended hotels.

Location and Population: Bogotá is in the central region of Colombia, in the southern part of the Andes mountain range. It has an average elevation of 2,640 meters above sea level and a population of approximately 7.5 million inhabitants.

Bogotá is organized into different localities, which are administrative divisions that group together neighbourhoods and sectors of the city. Bogotá currently has 20 localities, each with its own government and administration.

To find your way around the city you can be guided by the eastern hills. The eastern hills are a mountain range that crosses the city of Bogotá from south to north. These hills extend across several localities, from Usme in the south to Chapinero in the north. Identifying the eastern hills will help you to have a visual reference in the city. If you are near the eastern hills, you will know you are in the eastern part of the city. If you move away from the hills, you are moving towards the western part of Bogotá. Bogotá uses a nomenclature system based on calles (east to west) and carreras (north to south). As you approach the eastern hills from the west, the street and carrera numbers will decrease. For example, if you are on Calle 100 and move east, you will find Calle 90, then Calle 80, and so on. This will indicate that you are approaching the eastern hills.

8. Transportation

Bogotá has an extensive public transportation system that includes buses, TransMilenio (a rapid bus transit system), taxis, and transportation services through mobile applications like Uber and Cabify. You can also choose to walk or rent a bike if you have time to explore the city. Upon arrival in Bogotá, we recommend taking a taxi from the airport, which will charge you approximately US\$15. Using Uber is an option. Below you will find the route from the airport to the hotel in the annex (approx. 30-50 minutes).

9. Payment of the Daily Subsistence Allowance (DSA)

For all attendees from Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, and Venezuela, as well as Mexico and Cuba, payment will be made by the Instituto Alexander von Humboldt via bank transfer.

Please provide the full bank account details where you would like to receive your payment:

- Account holder's name:
- Account number:
- Account type (savings/checking):
- Bank name:
- SWIFT/BIC code (if applicable):
- ABA or IBAN code (if applicable):
- Country and city of the bank branch:

Note: Please ensure all information is accurate to avoid any delays in the transfer

Attendees from Panama, Honduras, El Salvador, Guatemala, Nicaragua, Costa Rica and Dominican Republic will be supported by the China Trust Fund (one participant per country), and by the travel funds from the GEF 8 Umbrella Programme to Support NBSAP Update and 7th National Reports (one participant per country). The National focal point should determine which of the participants will access which source of funds and should ensure to send the correct information accordingly.

For participants funded through China Trust Fund, tickets will be purchased by UNEP, DSA and terminals payment will be made via pre-paid debit card.

For these participants: If you were provided with a Swiss Bankers (SCBD) or UN Debit Card issued by UNEP for a previous meeting, and it is still valid, please submit a scanned copy of the card with the nomination form and bring it with you to the meeting.

Please make sure you remember the PIN associated with your card, otherwise contact the bank to request that they reset the PIN.

Swiss Bankers Contacts:

Swiss Bankers Prepaid Services Ltd, Customer Service
(forgotten PIN numbers, card replacements or transaction claims)

Tel: +41-31 710 12 15

Email: info@swissbankers.ch

Opening hours:

Mon-Sun: 8.00-22.00 Swiss time. Closed on Swiss bank holidays.

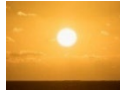
If you do not already have a pre-paid credit card issued by the SCBD or UNEP please inform the Secretariat when sending your nomination and you will be issued one. Please note that nominations submitted after the deadline will be provided with DSA via bank transfer after the completion of the meeting.

The participants funded through the GEF 8 Umbrella programme, should make contact with their UNDP country office (with UNEP/GEF for Nicaragua) to access the travel allocation in their GEF Enabling Activity Project budget. Once the Secretariat has the nominations we will also connect with the agencies through our channels.

10. Official language

The official language of Colombia is Spanish. However, many residents of Bogotá also speak English, especially in touristic areas, hotels, and restaurants. It is possible to communicate in English in the city, although it is recommended to have some basic phrases in Spanish to facilitate interaction with locals. In case you're interested, [this](#) website lists a few useful phrases for daily life..

11. Weather and time zone information

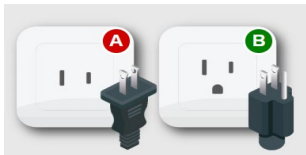


Bogotá has a subtropical mountainous climate. The average annual temperature is around 14°C (57°F). The city can experience rapid climate changes and can have sunny days followed by rainy days. Temperatures can vary dramatically during the day, with cool mornings and hot afternoons. Historically, in November the average temperatures in Bogota range between 16°C in the daytime and 7°C at night. Please bring an umbrella and clothing for rainy and cool temperatures. The current weather conditions may be found at: <https://worldweather.wmo.int/en/city.html?cityId=157>.

The standard time zone at the time of the meeting will be COT (Colombia Time) which is GMT/UTC - 5 hours.

12. Electricity

The electrical currents are 110 Volts, 60 Hertz, the plug types are A and B as shown below.



13. Currency



The official currency in Colombia is the Colombian Peso (COP). In Bogotá, you'll find ATMs and currency exchange offices where you can easily change US dollars and euros (other currencies can be difficult to change). It is also common to use credit cards in commercial establishment.

The current exchange rate as of 4 October 2025 is USD \$1 = COP 3,869.60 and €1 = COP 4,542.50 (source: www.xe.com, rates are subject to change).

Currency exchange facilities are readily available in banks and hotels.

Taxation: Colombia's purchase of goods and services is taxed at 19% Sales Tax (VAT).

Tipping: In Colombia, tipping is voluntary. Giving 10% of the total value of consumption in bars and restaurants is customary. Establishments may include this percentage in the bill with the customer's consent.

Banking hours: banks are open Monday through Friday from 9 a.m. to 4 p.m. in Bogota.

14. Emergency Telephone Numbers

EMERGENCY LINE: 123

This is the single national emergency line, which allows Colombians to access all emergency and security services offered by the State (Police, Mobility, Firefighters, Risk Management, Health Secretariat) 24 hours a day, every day of the year, through a single number. Additional available phone numbers are:

- (a) National Police: 112
- (b) Traffic Police: 127
- (c) Civil Defense: 144
- (d) Fire Brigade: 119
- (e) Red Cross: 132
- (f) Ambulance Service: 125
- (g) GAULA – Group Anti-kidnapping: 165
- (h) Attention to Disasters: 111
- (i) Helpline for women victims of violence: 155

15. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Información sobre alojamiento y transporte – T2 Road Map

El presente documento tiene como objetivo brindar información práctica sobre la ciudad y orientar a los asistentes en aspectos clave como el alojamiento cercano al lugar del evento, las opciones de transporte desde el aeropuerto, así como datos generales sobre Bogotá que facilitarán su estadía.

Fechas: 17–20 de noviembre de 2025

Lugar: Universidad Externado, Bloque H

Dirección: Cl. 10b, Bogotá, Colombia

Google maps: [Universidad Externado, Bloque H](#)

Alojamiento recomendado cerca de la Universidad Externado

Existen dos posibilidades de alojamiento para los participantes, ambas convenientes, aunque la elección dependerá de las preferencias personales:

1. **Hoteles en La zona histórica de la Candelaria:** Estos hoteles se encuentran muy cerca de la Universidad Externado, a una distancia que se puede recorrer caminando:
 - Hotel Casa Deco – <https://www.hotelcasadeco.com/>
 - Hotel Casa de la Vega – <https://www.hotelcasadelavega.com/>
 - Hotel De la Ópera – <https://www.hotelopera.com.co/es/>
 - Camelia by Masaya Collection – <https://www.masaya-experience.com/collection/bogota/>
 - Hotel Muisca – <https://www.hotelmuisca.com/>

IMPORTANTE: Aunque la cercanía es una ventaja, es importante tener en cuenta que el campus se encuentra en una zona con altas pendientes. Sumado a la altitud de Bogotá (2.640 m s. n. m.), puede resultar retador para quienes no están habituados a la altura.

2. **Hoteles en el Centro Internacional:** Otra opción recomendable son los hoteles del Centro Internacional, a 10–15 minutos en taxi o Uber del lugar del evento. Esta zona ofrece una experiencia urbana más plana para caminar y acceso fácil a servicios y restaurantes. Algunos hoteles sugeridos son:
 - Hotel Tequendama Bogotá: <https://www.hotelestequendama.com.co/es/tequendama-suites-bogota>
 - ibis Bogotá Museo <https://www.hotelestequendama.com.co/es/tequendama-suites-bogota>
 - Hotel Grand Park:
https://hotelgrandpark.com.co/reservaciones/?gad_source=1&gad_campaignid=23037234235&gbraid=0AAAABBYnxDY2PA06fbsN_WJGg2s2bwffz&gclid=CjwKCAjw_-3GBhAYEiwAjh9fUE_0JYh4vhT17L4LvHhHo29Motbdqz6UsfqYGyQaHB0qRjAd8w5MUIRoC_G-sQAvD_BwE
 - Hotel BH Bicentenario https://www.bhhoteles.com/bh-bicentenario?gad_source=1&gad_campaignid=22877067075&gbraid=0AAAAAozCENOXv6KdXZV3dQAS0k5u1GP1G&gclid=CjwKCAjw_-

3. **Otras opciones:** Además de los hoteles mencionados arriba, en La localidad de la Candelaria, en Bogotá encontrará guest houses y hostales de buena calidad, recomendados para quienes prefieran un ambiente más comunitario o tarifas más económicas. Entre ellos: Socialtel La Candelaria, Granada Hostel, Viajero Bogotá Hostel & Spa y Villa Candelaria Hostel.

Transporte desde el aeropuerto Internacional El Dorado

Los participantes llegarán en vuelos internacionales al Aeropuerto El Dorado (BOG). Cada persona deberá organizar su traslado hacia su alojamiento.

- La opción más recomendable es usar taxis autorizados del aeropuerto, disponibles en las zonas de llegada, con tarifas reguladas.
- Uber y otras aplicaciones están disponibles en Bogotá; sin embargo, su uso en el área de llegadas puede ser engorroso, ya que los puntos de recogida no siempre están claramente señalizados.
- El trayecto hasta La Candelaria suele tomar entre 40 minutos y 1 hora, dependiendo del tráfico.

Acerca de Bogotá

Bogotá es la capital de Colombia, ubicada en la región central del país, a una altitud de 2.640 metros sobre el nivel del mar. La ciudad tiene una población de aproximadamente 7,5 millones de habitantes. Es el centro cultural, político y económico de Colombia, y ofrece una amplia variedad de museos, teatros, bibliotecas y barrios históricos.

Orientación

La ciudad está dividida en 20 localidades. Los cerros orientales son un punto natural de referencia que corre de norte a sur; si se encuentra cerca de ellos, estará en la zona oriental de la ciudad. Las calles (este-oeste) y las carreras (norte-sur) disminuyen en numeración a medida que uno se acerca a los cerros orientales.

Clima

Bogotá tiene un clima de montaña subtropical. Las temperaturas promedio oscilan entre 9 °C y 20 °C. El clima puede cambiar rápidamente, con períodos soleados seguidos de lluvias. En noviembre, se esperan lluvias ocasionales, por lo que se recomienda traer paraguas o impermeable, además de ropa por capas.

Idioma

El idioma oficial es el español. En hoteles, restaurantes y áreas turísticas muchas personas también hablan inglés, aunque se recomienda aprender algunas frases básicas en español para facilitar la interacción.

Moneda y pagos

La moneda local es el Peso Colombiano (COP). Hay cajeros automáticos y casas de cambio disponibles en toda la ciudad. Es posible cambiar dólares estadounidenses y euros con facilidad, mientras que otras monedas pueden ser más difíciles de cambiar. Las tarjetas de crédito y débito se aceptan en la mayoría de establecimientos.

Gastronomía

La gastronomía de Bogotá es variada. Entre los platos tradicionales destacan el ajiaco (sopa espesa de papa y pollo), los tamales, las arepas y el chocolate santafereño con queso. La ciudad también ofrece una vibrante escena de alta cocina. Postres como el merengón y los buñuelos son muy populares.

Conectividad

La mayoría de los hoteles ofrecen servicio de Wi-Fi. Los principales operadores móviles son Claro, Movistar y Tigo. Se recomienda llevar baterías portátiles para cargar los equipos electrónicos.

Información práctica

- Zona horaria: GMT-5 (no hay horario de verano).
- Electricidad: 110V, 60Hz (enchufes tipo A y B). Se recomienda llevar adaptadores ya que los enchufes universales no son comunes en la ciudad.
- Agua: El agua del grifo en Bogotá es segura para el consumo humano.
- IVA: 19% en la mayoría de bienes y servicios.
- Propinas: Voluntarias, aunque se acostumbra dejar el 10% en restaurantes.

Teléfonos de emergencia

- Línea única de emergencias: 123
- Policía Nacional: 112
- Policía de Tránsito: 127
- Bomberos: 119
- Cruz Roja: 132
- Ambulancia: 125
- Línea de atención a mujeres víctimas de violencia: 155

Nota importante

La información detallada sobre la logística del taller (salones, programación, etc.) se confirmará en próximas comunicaciones.