



**Telecommunication  
Development Bureau (BDT)**

Geneva, 30 April 2012

**Contact:** Cosmas Zavazava  
**Telephone:** +41 22 730 54 47  
**Telefax:** +41 22 730 54 84  
**E-mail:** Cosmas.zavazava@itu.int

Administrations of ITU Member States,  
Regulators, ITU-D sector members, Associates,  
Regional Organizations, Representatives of  
Industries and Civil Societies.

**Subject:** **ITU Multi-stakeholder Forum on Emergency Telecommunications (Bogota, Colombia, 24-26 July 2012)**

Dear Sir/Madam,

The World Telecommunication Development Conference that was held in Hyderabad, India in 2010 (WTDC-2010), identified natural disasters as a major threat to socio-economic development and adopted emergency telecommunications as one of the regional initiatives for almost all the regions including in the Americas. In light of this, the International Telecommunication Union and the Ministry of Information and Communication Technologies of Colombia, are jointly organizing an event, "*Multi-stakeholder Forum on Emergency Telecommunications*," to be held in Bogota, Colombia, from 24 to 26 July, 2012.

This sub-regional event will bring together national agencies involved in disaster risk reduction and disaster management, private telecommunication entities, United Nations Agencies, and Non-Governmental Organizations to discuss and exchange views on how to assist countries and communities to mitigate, respond and cope with natural disasters.

At the end of the event, an Action Plan will be adopted covering regulatory, legal, technical, standard operating procedures and the designing of National Emergency Telecommunications Plans.

The agenda, information note and registration form are hereto attached. The Forum will be conducted in both Spanish and English.

I look forward to your participation at this important event.

Yours faithfully,

**Brahima Sanou**  
Director

**Annexes:**

1. Agenda
2. Registration Form
3. Information Note

## Multi-stakeholder Forum on the Role of Telecommunications/ICT in Disaster Management



**Bogota, Colombia  
24-26 July 2012**

### DRAFT PROGRAMME

<b>Day One, Tuesday 24 July 2012</b>	
08:00-09:00	Registration
09:00-10:00	Opening Ceremony <ul style="list-style-type: none"> <li>• <b>Hon.E. Mr. Diego Molano</b>, Minister, Ministry of Information and Communication Technologies</li> <li>• <b>Dr. Cosmas Zavazava</b>, Chief of Department, Project Support and Knowledge Management, ITU/BDT</li> <li>• <b>Hon. E. Mr. Angelino Garzón</b>, Vicepresident of Colombia (TBC)</li> </ul>
10:00-10:15	Photo group
10:15-10:30	<i>Coffee break</i>
<b>SESSION 1</b> <b>OVERVIEW OF THE LINK BETWEEN DISASTERS AND INFORMATION AND COMMUNICATION TECHNOLOGIES</b> <i>The first session will look at the role of telecommunications/ICT in disaster mitigation, in the face of increasing disasters. It will also look at the threat caused by disasters to the development agenda and plans.</i>	
10:30-12:30	<ul style="list-style-type: none"> <li>• <b>Dr. Cosmas Zavazava</b>, Chief of Department, Project Support and Knowledge Management, ITU/BDT</li> <li>• <b>Mr. Ivan Dario Gomez</b>, Director General, Instituto Geográfico Agustín Codazzi,</li> <li>• <b>Dra. Martha Calvache</b>, Deputy of Geological Hazards, Instituto Colombiano de Geología y Minería, INGEOMINAS,</li> <li>• <b>Discussions</b></li> </ul>
12:30-14:00	<i>Lunch break</i>

<b>SESSION 2</b> <b>COUNTRY EXPERIENCES</b>	
<i>This session will focus on how different Information and Communication Technologies can be used in all stages of Disaster Management, lessons learned from different countries</i>	
14:00-15:45	<ul style="list-style-type: none"> <li>• Japan (to be confirmed, Tsunami and earthquake)</li> <li>• Chile (to be confirmed)</li> <li>• Haiti (to be confirmed)</li> </ul>
15:45-16:00	<b>Coffee break</b>
16:00-17:30	<ul style="list-style-type: none"> <li>• USA (to be confirmed )</li> <li>• Philippines/Indonesia (to be confirmed)</li> <li>• Peru (to be confirmed)</li> <li>• <b>Discussions</b></li> </ul>

<b>Day two, Wednesday 25 July 2012</b>	
<b>SESSION 3</b> <b>LEGAL ASPECTS IN EMERGENCY TELECOMMUNICATIONS</b>	
<i>This session will focus on the legal frameworks for disaster management, look at the role of telecommunication regulation, and discuss policy issues related to effective deployment of telecommunications/ICT for disaster management</i>	
09.00- 9:45	<ul style="list-style-type: none"> <li>• <b>Tampere Convention</b> <b>Ms. Maritza Delgado</b>, Programme Officer, ITU/BDT</li> </ul>
9:45-10:00	<b>Coffee break</b>
10:00-12:30	<p style="text-align: center;"><b>Pannel of Regulators and Ministries</b></p> <ul style="list-style-type: none"> <li>• <b>Moderator: Dr. Cosmas Zavazava</b>, Chief of Department, Project Support and Knowledge Management, ITU/BDT</li> </ul> <p><b>Speakers:</b></p> <ul style="list-style-type: none"> <li>• Peru (regulator/ministry) (TBC)</li> <li>• Espana (regulator/ministry) (TBC)</li> <li>• Colombia Regulator/Ministry (TBC)</li> <li>• Costa Rica (regulator/ministry) TBC</li> <li>• El Salvador (regulator/ministry) TBC</li> </ul> <ul style="list-style-type: none"> <li>• <b>Discussions</b></li> </ul>
12:30-14:00	<b>Lunch break</b>

<b>SESSION 4</b> <b>ICT PRIVATE SECTOR IN ACTION FOR PUBLIC SAFETY</b>	
<p><i>This session will look at the key role that private telecommunication providers and their telecom services play in disaster mitigation, response and relief operations.</i></p>	
14:00-15:45	<ul style="list-style-type: none"> <li>• GSMA ( TBC)</li> <li>• Inmarsat (TBC)</li> <li>• Alcatel-Lucent (TBC)</li> <li>• Iridium (TBC)</li> <li>• Internal mobile provider (TBC)</li> <li>• Internal mobile provider (TBC)</li>   <li>• <b>Discussions</b></li> </ul>
15:45-16:00	<b>Coffee break</b>
<b>SESSION 5</b> <b>INTERNATIONAL ORGANIZATIONS AND NGOS IN DISASTER RELIEF OPERATIONS</b>	
<p><i>The session will focus on coordination of international response, assistance, services provided by international organizations and NGOs. It will also focus on how telecommunications/ICT can be used effectively in disaster warning and relief operations.</i></p>	
16:00-17:30	<ul style="list-style-type: none"> <li>• <b>Dr. Vadim Nozdrim</b>, Counsellor for ITU-R Study Group 7, ITU/BR</li> <li>• WMO (TBC)</li> <li>• ICRC (TBC)</li> <li>• OCHA (TBC)</li> <li>• UNHCR (TBC)</li>   <li>• <b>Discussions</b></li> </ul>
<b>Day three, Thursday 26 July 2012</b>	
<b>SESSION 6</b> <b>NATIONAL AGENCIES FOR DISASTER MANAGEMENT IN COLOMBIA</b>	
<p><i>This session will focus on debating the challenges by national stakeholders in using telecommunications/ICT resources for disaster relief. It will look at technological, policy, and regulatory issues</i></p>	
9:00- 10:45	<ul style="list-style-type: none"> <li>• <b>Mr. Carlos Ivan Marquez</b>, Director General, Colombian Risk Management Office</li> <li>• <b>Mr. Miguel Felipe Anzola</b>, Director, Department of Communication, Ministry of Information and Communication Technologies</li> <li>• <b>Mr. Walter Cotte</b>, Chief Executive, Red Cross, Colombia</li> <li>• <b>Mr. Ricardo Lozano</b>, Director General Instituto Colombiano de Hidrología, Meteorología y Estudios Ambientales, IDEAM</li> </ul>
10:45-11:00	<b>Coffee break</b>

11:00-12:30	<ul style="list-style-type: none"> <li>• Chief Civil Defence</li> <li>• Chief Fire fighters Department</li> <li>• <b>Discussions</b></li> </ul>
12:30-14:00	<i><b>Lunch break</b></i>
<b>SESSION 7</b> <b>ACTION PLAN ON EMERGENCY TELECOMMUNICATIONS</b> <i>The session will focus on measures that each of the participating countries will take to disseminate the importance of ICTs on disaster management</i>	
14:00-15:30	<p>Chairman:</p> <p><b>Ms. Maria Carolina Hoyos Turbay</b>, Vice minister, Ministry of Information and Communication Technologies</p> <ul style="list-style-type: none"> <li>• <b>Plenary Discussion on the Action Plan</b></li> </ul>
15:30- 16:00	<b>closing remarks (TBC)</b>
15:30-15:45	<i><b>End of Forum</b></i>



## REGISTRATION

Please be advised that the registration process for the Multi-stakeholder Forum on the Role of Telecommunications/ICT in Disaster Management will be carried out **exclusively** on- line and the form can be found at:

[http://www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?\\_eventid=4000121](http://www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?_eventid=4000121)

In case of any questions or enquiries on the registration process, please do not hesitate to contact the designated ITU focal point for this event:

**Ms. Maritza Delgado**

[delgadod@itu.int](mailto:delgadod@itu.int)

Tel: +41 22 730 5430

We look forward to welcoming you to this important event which will focus on how to save life through the use of information and communication technologies.



## INFORMATION NOTE

### 1. VENUE

#### Hotel Marriott Bogotá

Av. El Dorado # 69b – 53

Tel. (57) 1 485 1111

Fax. (57) 1 485 1112

Bogotá / Colombia

Site: [www.marriott.com/bogmc](http://www.marriott.com/bogmc)

### 2. ACCOMMODATION

The following is the list of recommended hotels. Please remember that Participants are requested to book their hotel room directly to the hotel of their choice.

HOTEL NAMES	RATES US\$
<b>Hotel Marriott Bogotá</b>	
Av. El Dorado # 69b – 53	Single room US\$ 241
Tel. (57) 1 4851111   Fax. (57) 1 4851112	
Bogotá / Colombia	Includes: taxes, breakfast, Wi-Fi, and transport to/from the airport
<a href="http://www.espanol.marriott.com">www.espanol.marriott.com</a>	
<b>GHL Hotel Capital</b>	
Calle 25B # 69A – 50 (located half a block away from the event venue)	Single room US\$ 203
Tel. (57) 1 4233001   Fax. (57) 1 4233002	Double room US\$ 222
Bogotá / Colombia	Includes: taxes, breakfast, wi-Fi, and transport to/from the airport.

<a href="http://www.hotelcapital.com.co">www.hotelcapital.com.co</a>	
<b>Holiday Inn Bogota Airport</b>	
Calle 26 # 69D - 91 (located half a block away from the event venue)	Single room US\$ 233
Tel. (57) 1 4044141   Fax. (57) 1 4049525	Double room US\$ 269
Bogotá / Colombia <a href="http://www.holidayinn.com">www.holidayinn.com</a>	Includes: taxes, breakfast, wiFi, and transport to/from the airport.
<b>Hotel Sheraton</b>	
Calle 25 B No 69C - 80 (located half a block away from the event venue)	Single room US\$ 225
Tel. (57) 1 2105001   Fax. (57) 1 2105003	Double room US\$ 252
Bogotá / Colombia	Includes: taxes, breakfast, wi-Fi, and transport to/from the airport
<a href="http://www.ghlhoteles.com">www.ghlhoteles.com</a>	
<b>Hotel AR Salitre</b>	
Avenida Carrera 60 No. 22-99 (located 2 Km away from the event venue)	Single room US\$ 166
Tel. (57) 1 7477333   Fax. (57) 1 7436701	Double room US\$ 191
Bogotá / Colombia	Includes: taxes, breakfast, wi-Fi, and transport to/from the airport
<a href="http://www.hotelesar.com">www.hotelesar.com</a>	

### 3. FLIGHTS AND TRANSPORTATION

El Dorado is the Colombian International Airport, which is situated within the city limits of the City of Bogota.

For the airport-hotel transfers it has been recommended by the Organizers, for security reasons, participants should only take the taxis located at the exit point of the airport, right after the arrivals and meeting point at the airport where both International and Domestic arrivals take place. For further information please visit: <http://www.elnuevodorado.com>

International Airlines with direct flights to Colombia are:

Aerogal, Aerolíneas Argentinas, Aeroméxico, Air Canada, Air France, Aires, American Airlines, AviancaTaca, Continental Airlines, Conviasa, Copa Airlines, DAE, Delta Airlines, Iberia, Insel Air, Jetblue Airways, LAN, Lufthansa, Oceanair, Spirit Airlines, TAME and Tiara Air.



#### 4. GENERAL INFORMATION

Colombia is a South American country, with the city of Bogotá as its capital. Bogotá is located in the center of the country at 2 600 metres above sea level. With a population of almost 8 million inhabitants, this city is considered as the most diverse and cultural place in the entire country, with many touristic sites to visit and activities to carry out.

For more information please visit: <http://www.bogotaturismo.gov.co>

##### ✓ WEATHER

Bogotá has an average temperature of 14 °C, which may vary between 9°C and 22 °C. The dry and rainy seasons alternate throughout the year, the driest months are December, January, February, June, July and August, and the rainiest are March, April, May, September, October and November.

##### ✓ TIME ZONE

Bogotá, Colombia is UTC/GMT -5 hours.

##### ✓ CURRENCY

The official currency in Colombia is the Colombian peso COP \$, which is emitted by the Colombian Republic Bank. The Exchange rate fluctuates daily and as of 26 April 2012 1 USD = 1757.50 COP. The exchange of the currency must be done exclusively in the authorized exchange bureau, airports, hotels and banks, never in the streets.

##### ✓ ELECTRICITY

Colombian appliances operate on 110 volts (60 Hz), which is identical to the US voltage. A universal adaptor is required for overseas electrical devices. Main wall sockets (or power outlets) and plugs for 110 volts are two parallel flat blades. If those sockets are different from the ones used in your country you will need a socket converter.

#### 5. VISA REQUIREMENTS

All foreign visitors entering Colombia must be in possession of a valid passport. Delegates, from countries who do not have visa exemption agreements with Colombia, should contact the Consular Section of the Embassy or Consulate General of Colombia in their country (or closest to their location), or information and advice on how to apply for an entry visa for Colombia. Information on countries that have restriction to enter to Colombia can be found in the following link:

[http://www.colombia.travel/es/descargas/documento\\_visas.pdf](http://www.colombia.travel/es/descargas/documento_visas.pdf)

## **6. OFFICIAL LANGUAGE**

Spanish is the official language. English is spoken widely, especially in the tourist sites. Concerning tourist services facility exists to provide guides in English and Spanish.

## **7. USEFUL INFORMATION**

For more information about Colombia and Bogotá, please visit: <http://www.colombia.travel/es> and <http://www.bogotaturismo.gov.co>