IOC Circular Letter No. 2616
(Available in English only)

IOC/VR/TA/BA/ba
29 January 2016

To: ICG/CARIBE-EWS Tsunami Warning Focal Points (TWFP)
ICG/CARIBE-EWS Tsunami National Contacts (TNC)
ICG/CARIBE-EWS Chair and Vice-Chairs

cc: Official National Coordinating Bodies for liaison with the IOC
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
IOC Officers
Permanent Observers to ICG/CARIBE-EWS
Director PTWC
Director US NTWC
UNESCO Offices in La Habana, Kingston, San José and Guatemala

Subject: Invitation to the Eleventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XI), Cartagena, Colombia, 5–7 April 2016

Established in 2005 by the IOC Assembly through Resolution XXIII-13, the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XI) will hold its 11th session in Cartagena, Colombia, from 5 to 7 April 2016. In this connection, I am pleased to invite you to nominate a delegation to attend ICG/CARIBE-EWS-XI and to communicate the names and positions of your representatives to the IOC Secretariat, and register their details directly on the session website http://www.ioc-tsunami.org/caribexi no later than 7 March 2016. For queries about registration please contact the ICG/CARIBE-EWS Secretariat at cartws@unesco.org.

With reference to IOC Resolution XXIII-13 the membership of the ICG/CARIBE-EWS should consist of:

- Member States of the IOC from the Caribbean and Adjacent Regions
- Observers from other IOC Member States, and
- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC rules and procedures.
The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. A copy of the Provisional Agenda and Timetable is appended to this invitation. The working languages of the meeting will be English, French and Spanish.

I am pleased to invite national reports, to the extent possible, as written reports. Member States may wish to include a summary of future plans as this would aid the development of the CARIBE-EWS Implementation Plan. A Template for national reports is attached hereafter. National reports should reach the Secretariat no later than 15 March 2016.

I would like to inform you that the ICG/CARIBE-EWS at its forthcoming session will elect the officers of the CARIBE-EWS, namely one Chairperson and three Vice-chairpersons, for the next biennium, according to the procedure attached. Nominations will be accepted until the end of the opening day of the session, Tuesday 5 April 2016. They can be also addressed in advance to the IOC Secretariat, to Mr Cesar Toro, c.toro@unesco.org, Head of the IOC Sub-Commission for the Caribbean and Adjacent Regions (IOCARIBE) with copy to Mr Bernardo Aliaga, b.aliaga@unesco.org, Technical Secretary of the ICG/CARIBE-EWS.

The venue of the meeting is Radisson Cartagena Ocean Pavillion where a block of rooms have been pre-reserved for ICG participants. Details of the venue and information on hotel reservations as well as general information about the meeting location is attached to this invitation.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures: (4)

Provisional Agenda
Provisional Timetable
Template for national reports
Procedure for Elections
Logistical Information note for national representatives
Eleventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XI)
Cartagena, Colombia
5–7 April 2016

PROVISIONAL AGENDA

1. WELCOME AND OPENING
   1.1. REPRESENTATIVE OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO
   1.2. CHRISTA VON HILLEBRANDT, ICG/CARIBE-EWS CHAIR
   1.3. WELCOME ADDRESS BY NATIONAL AUTHORITIES

2. ORGANIZATION OF THE SESSION
   2.1. ADOPTION OF AGENDA
   2.2. DESIGNATION OF THE RAPPORTEUR(S)
   2.3. CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION

3. REPORT ON INTERSESSIONAL ACTIVITIES
   3.1. IOC EXECUTIVE SECRETARY’S REPORT
   3.2. CHAIR’S REPORT
   3.3. CARIBE-EWS SECRETARIAT REPORT
   3.4. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)
   3.5. REPORTS FROM UN AND NON-UN ORGANISATIONS
   3.6. STATUS OF OTHER ICGs
   3.7. NATIONAL PROGRESS REPORTS
   3.8. INTERIM ADVISORY SERVICES REPORT (PTWC)
   3.9. REPORT OF CARIBE WAVE 2016

4. WORKING GROUP PROGRESS REPORTS
   4.1. WORKING GROUP 1: MONITORING AND DETECTION SYSTEMS
   4.2. WORKING GROUP 2: HAZARD ASSESSMENT
   4.3. WORKING GROUP 3: TSUNAMI RELATED SERVICES
   4.4. WORKING GROUP 4: PREPAREDNESS, READINESS AND RESILIENCE

5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM
   5.1. TBD COLOMBIA
   5.2. HONDURAS TSUNAMI EVACUATION MAPPING AND PLANNING
   5.3. ST KITTS AND NEVIS TSUNAMI READY PILOT
   5.4. EVIDA- Assessment, Visualisation and Dissemination of Warnings (Colombia)
6. **POLICY MATTERS**
   6.1. REPORT OF THE TASK TEAM ON TSUNAMI SERVICES MODEL
   6.2. EXERCISE CARIBE WAVE 2017
   6.3. REPORT OF THE TASK TEAM ON TSUNAMI RECOGNITION PROGRAMME
   6.4. TSUNAMI THREAT FROM VOLCANIC ACTIVITY: LESSONS LEARNT FROM THE KICK 'EM JENNY EVENT ON JUNE 2015

7. **PROGRAMME AND BUDGET FOR 2016–2017 (UPDATE)**

8. **NEXT SESSIONS**
   8.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-XII
   8.2. TARGET DATE FOR ICG/CARIBE EWS-XIII

9. **OFFICER’S ELECTION**

10. **ANY OTHER BUSINESS**

11. **ADOPTION OF DECISIONS AND RECOMMENDATIONS**

12. **CLOSE OF THE SESSION**
# Provisional Timetable

**Eleventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XI)**

Cartagena, Colombia, 5–7 April 2016

<table>
<thead>
<tr>
<th>Hour</th>
<th>Tuesday 5 April</th>
<th>Hour</th>
<th>Wednesday 6 April</th>
<th>Hour</th>
<th>Thursday 7 April</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00 – 9.00</td>
<td>Registration, logistics</td>
<td>8.00 – 9.00</td>
<td>INTRA-SESSION-WORKING GROUPS</td>
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<tr>
<td>9.00 – 10.00</td>
<td><strong>1. WELCOME AND OPENING</strong></td>
<td>9.00 – 11.00</td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>9.00 – 10.30</td>
<td>REPORT INTRASESSIONAL WGs</td>
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<tr>
<td></td>
<td>UNESCO/IOC</td>
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<td>4.1 Working group 1</td>
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<td></td>
<td>Christa von Hillebrandt-Andrade, ICG/CARIBE EWS Chair</td>
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<td>4.2 Working group 2</td>
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<tr>
<td></td>
<td>Welcome Address by National authorities</td>
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<td>4.3 Working group 3</td>
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<td>4.4 Working group 4</td>
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<tr>
<td>10:00 – 11.00</td>
<td><strong>COFFEE BREAK + Group Photo</strong></td>
<td>10:30 – 11.00</td>
<td><strong>COFFEE BREAK</strong></td>
<td>10:30 – 11.00</td>
<td><strong>COFFEE BREAK</strong></td>
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<tr>
<td>11.00 – 13.00</td>
<td><strong>2. ORGANIZATION OF THE SESSION</strong></td>
<td>11.00 – 13.00</td>
<td><strong>6. POLICY MATTERS</strong></td>
<td>11.00 – 13.00</td>
<td><strong>OFFICERS ELECTION</strong></td>
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<tr>
<td></td>
<td>2.1 Adoption of the Agenda</td>
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<td>6.1 Report of the Task Team on Tsunami Services Model</td>
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<td>2.2 Designation of the Rapporteur(s)</td>
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<td>6.2 Exercise CARIBE WAVE 17</td>
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<td>2.3 Conduct of Session, Timetable and Documentation</td>
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<td>6.3 Report of the Task Team on Tsunami Recognition Program</td>
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<td>3. REPORTS ON INTERSESSIONAL ACTIVITIES</td>
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<td>6.4 Tsunami Threat from Volcanic Activity</td>
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<td>3.1 IOC Executive Secretary’s report</td>
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<td><strong>ANY OTHER BUSINESS</strong></td>
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<td>3.2 Chairperson’s report</td>
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<td>3.3 CARIBE-EWS Secretariat report</td>
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<td></td>
<td><strong>ADOPTION OF DECISIONS AND RECOMMENDATIONS</strong></td>
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<tr>
<td>13.00 – 16.30</td>
<td><strong>LUNCH BREAK</strong></td>
<td>13.00 – 16.30</td>
<td><strong>LUNCH BREAK</strong></td>
<td>13.00 – 16.30</td>
<td><strong>CLOSE OF THE SESSION</strong></td>
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<td>3.5 Reports from UN &amp; non UN organisations</td>
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<td>3.6 Status of other ICGs</td>
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<tr>
<td>16.00 – 16.30</td>
<td><strong>COFFEE BREAK</strong></td>
<td>16.00 – 16.30</td>
<td><strong>COFFEE BREAK</strong></td>
<td>16.00 – 16.30</td>
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<td>16.30 – 18.00</td>
<td><strong>5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM</strong></td>
<td>16.30 – 18.00</td>
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<td>16.30 – 18.00</td>
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<td><strong>DEADLINE FOR SUBMITTING CANDIDATES FOR OFFICERS ELECTION: 18:00 HRS</strong></td>
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<td>19.30</td>
<td>Welcome Cocktail</td>
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TEMPLATE FOR NATIONAL REPORTS

National Reports will be posted to the ICG/CARIBE EWS-XI web site without TWFP contact details.

NATIONAL REPORT
Submitted by (country name)

BASIC INFORMATION

1. ICG/CARIBE EWS Tsunami National Contact (TNC)

The person designated by a Member State to an Intergovernmental Coordination Group (ICG) to represent his/her country in the coordination of international tsunami warning and mitigation activities. The person is part of the main stakeholders of the national tsunami warning and mitigation system. The person may be the Tsunami Warning Focal Point, from the national disaster management organization, from a technical or scientific institution, or from another agency with tsunami warning and mitigation responsibilities.

Name:
Title:
Organization:
Postal Address:
E-mail Address:
Telephone Number:
Fax Number:
Cellular Telephone Number:

2. ICG/CARIBE EWS Tsunami Warning Focal Point (TWFP)

The 7x24 contact person, or other official point of contact or address, is available at the national level for rapidly receiving and issuing tsunami event information (such as warnings). The Tsunami Warning Focal Point either is the emergency authority (civil defense or other designated agency responsible for public safety), or has the responsibility of notifying the emergency authority of the event characteristics (earthquake and/or tsunami), in accordance with national standard operating procedures. The Tsunami Warning Focal Point receives international tsunami warnings from the PTWC, or other regional warning centres.

Name:
Title:
Responsible Organization:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:

National Tsunami Warning Centre (if different from the above)
Person in Charge:
Title:
Responsible Organization:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:
3. **Tsunami Advisor(s), if applicable**  
   *(Person, Committee or Agency managing Tsunami Mitigation in country)*  
   Name:  
   Title:  
   Postal Address:  
   E-mail Address:  
   Emergency Telephone Number:  
   Emergency Fax Number:  
   Emergency Cellular Telephone Number:  

4. **Tsunami Standard Operating Procedures for a Local Tsunami (when a local tsunami threat exists, less than 1 hour travel time)**

5. **Tsunami Standard Operating Procedures for a Regional Tsunami (when a regional tsunami threat exists, 1-3 hour travel time)**

6. **Tsunami Standard Operating Procedures for a Distant Tsunami (when a distant tsunami threat exists, more than 3 hour travel time)**

   *For each situation, please provide the following:*
   
   - What organization identifies and characterizes tsunamigenic events?  
   - What is the threshold or criteria for declaring a potential tsunami emergency?  
   - What organization acts on the information provided by the agency responsible for characterizing the potential tsunami threat?  
   - How is the tsunami information (warning, public safety action, etc) disseminated within country? Who is it disseminated to?  
   - How is the emergency situation terminated?  
   - For Distant Tsunami Procedures:  
     What actions were taken in response to warnings issued by PTWC and/or US NTWC, during the intersessional period?  

7. **National Sea Level Network**  
   *Please include a table with position and description of stations/sensors, and a map,*

8. **Information on Tsunami occurrences/Tsunami Exercises**  
   *Please include sea level observations, pictures, wave arrival descriptions, public, media, or other responses to warnings, lessons learned, etc.*

9. **Web sites (URLs) of national tsunami-related web sites**

10. **Summary plans of future tsunami warning and mitigation system improvements.**  
    *This information will be used to aid the development of the CARIBE EWS Implementation Plan.*

**NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION**

11. **EXECUTIVE SUMMARY**  
    *Brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report (below)*  
    ........................................
    ........................................
    ........................................
    ........................................
12. NARRATIVE

Detailed description of innovations or modifications to National tsunami warnings procedures or operations since last National Report, tsunami research projects, tsunami mitigation activities and best practices (especially in preparedness and emergency management), tsunami exercises, as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.

Date: ...................................... Name: ......................................
Elections of the Officers of the ICG

The Eleventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE-EWS), Cartagena, Colombia, 5-7 April 2016, shall elect the Officers of the ICG, namely, one Chairperson and three Vice-chairpersons, for the term 2016-2018.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. The Chairperson shall rule on points of order and, subject to these Rules, shall control the proceedings and maintain order and shall strive to work by consensus (Rule 38).

The Vice-chairpersons assist the Chairperson in his/her functions and substitute him/her where necessary.

The Chairperson and the Vice-chairpersons of a Subsidiary Body shall not remain in his/her mandate more than two successive terms (as this is the limit established for an IOC Chairperson, Rule 17.2. The time limit of a mandate is two years according to Article 7.2 of the IOC Statutes).

Nominations

Nominations of individuals to either the post of Chairperson or the posts of Vice-chairpersons shall be submitted by Member States through the officially designated Head of Delegation to the ICG/CARIBE EWS-XI, or through the IOC Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the Executive Secretary using Form A (Chairperson) or Form B (Vice-chairperson) and must reach the Executive Secretary or her representative on the first day of the meeting by close of business.

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which has been nominated and is willing to take on the obligations that would devolve upon him/her, should he/she be elected. Each nomination shall also contain a CV with the profile of the candidate (Form C).

Each candidate must be seconded by two Member States of the ICG/CARIBE EWS other than the nominating Member State.

Elections

The IOC general practice is working and deciding by consensus (Rule 38.2).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.2), by secret ballot.
Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)

Biennial Elections for Chairperson

Form A – Chairperson

Name of Member State: ……………………………………………………………………...

Name of Nominee: ……………………………………………………………………………

I declare that I am prepared to stand for election to the post of Chairperson of the ICG/CARIBE EWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ……………………………………………………………

Seconder 1

Member State of the ICG/CARIBE EWS ………………… …………………

Name in capitals ………………… …………………

Position ………………… …………………

Signature ………………… …………………

Date sent to the IOC Secretariat ………………………………………

Date and time received by the IOC Secretariat ………………………………………
Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)

Biennial Elections for Chairperson

**Form B – Vice-chairperson**

Name of Member State: …………………………………………………………………………..

Name of Nominee: ……………………………………………………………………………

I declare that I am prepared to stand for election to the post of Vice-chairperson of the ICG/CARIBE EWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ………………………………………………….

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<tr>
<th>Seconder 1</th>
<th>Seconder 2</th>
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<tbody>
<tr>
<td>Member State of the ICG/CARIBE EWS</td>
<td>………………</td>
</tr>
<tr>
<td>Name in capitals</td>
<td>………………</td>
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<tr>
<td>Position</td>
<td>………………</td>
</tr>
<tr>
<td>Signature</td>
<td>………………</td>
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</tbody>
</table>

Date sent to the IOC Secretariat | Date and time received by the IOC Secretariat

…………………………………… | ………………………………………………………..
Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)

Biennial Elections for Chairperson

Form C – CV of nominee

[NAME]

Date of birth:

Languages:

Address:

Phone number:

Fax number:

Email:

CURRENT POSITION

[Please insert text]

EDUCATION

[Please insert text]

PREVIOUS PROFESSIONAL EXPERIENCE

[Please insert text]
Logistical Information note for national representatives

ICG/CARIBE EWS-XI

Eleventh session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions

Cartagena D. T. y C. – Colombia, April 05–07, 2016

Cartagena de Indias located on the shores of the Caribbean Sea is a coastal city that hides its sea breeze and its sea is a unique charm to those who visit it. Because of its geographical location and its colonial infrastructure the city is among the most desired destinations for industries and organizations to perform corporate, cultural, musical, maritime and political events.

Cartagena de Indias, whose historic centre was declared a world heritage site by UNESCO in 1984, is a destination that guarantees unforgettable activities to its visitors. The history and tradition within its walls along with the culture and Caribbean colours fascinate all those who visit the city.

Likewise, the industrial growth of the city has allowed new tourism markets embrace Cartagena de Indias as the preferred destination for meetings, trainings and congresses, allowing companies to solidify their strategies and knowledge while enjoying a dream city that always has plans to offer those who visit.

The 11 kilometres of ramparts having the Heroic City, are always open and willing to offer moments full of history, nature and romance. From 5 pm you can see from the ramparts, how sun slowly meets the Caribbean Sea, a sunset of unforgettable portrait.

http://www.colombia.travel/en/where-to-go/caribbean/cartagena-de-indias
http://www.cartagenadeindias.travel/?la=en&/inicio
1. **Date and meeting venue**

The ICG/CARIBE EWS-XI will be held at the Radisson Hotel from April 05-07, 2016. The full address is:

Radisson Ocean Pavillion Hotel  
Anillo Vial, Carrera 9 # 22-850, La Boquilla  
Cartagena de Indias, Colombia

2. **Accommodation**

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>ROOM TYPES</th>
<th>COST</th>
<th>DIST.</th>
</tr>
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<tbody>
<tr>
<td>Radisson Ocean Pavillion Hotel</td>
<td>Superior SGL</td>
<td>USD 100</td>
<td>0 meter</td>
</tr>
<tr>
<td></td>
<td>Superior DBL</td>
<td>USD 110</td>
<td></td>
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<tr>
<td></td>
<td>Junior Suite SGL</td>
<td>USD 150</td>
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<tr>
<td></td>
<td>Junior Suite DBL</td>
<td>USD 160</td>
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<tr>
<td>Vista Marina Casa Hotel</td>
<td>Standard Suite</td>
<td>USD 96</td>
<td>12 meter</td>
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<tr>
<td></td>
<td>Superior Suite</td>
<td>USD 126</td>
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<tr>
<td></td>
<td>Vista Marina Suite</td>
<td>USD 167</td>
<td></td>
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<tr>
<td>Holliday Inn Cartagena Morros</td>
<td>Standard Twin</td>
<td>USD 132</td>
<td>300 meter</td>
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<td></td>
<td>Standard</td>
<td>USD 150</td>
<td></td>
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<tr>
<td></td>
<td>King View</td>
<td>USD 173</td>
<td></td>
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<tr>
<td>Sonesta Hotel Cartagena</td>
<td>Standard Twin</td>
<td>USD 87</td>
<td>600 meter</td>
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<tr>
<td></td>
<td>Standard King</td>
<td>USD 87</td>
<td></td>
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<tr>
<td></td>
<td>Standard King Sea View</td>
<td>USD 106</td>
<td></td>
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<tr>
<td></td>
<td>Business Suite</td>
<td>USD 134</td>
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</table>

3. **Immigration**

A valid passport and an onward or return ticket is all that is required. However, some delegates may require a visa. Please consult with your consular officials before departure.

4. Transportation

Upon submission of delegates’ itineraries, the organization will arrange transportation from Rafael Nuñez International Airport to the delegates’ hotel (Radisson Hotel) and back.

5. Time

In Colombia the Time Zone is COT, i.e. GMT/UTC- 5. There is no offset for summer or winter time.

6. Languages

The official language is Spanish.

The meeting will be held in Spanish and simultaneous translation in English and French will be provided.

7. Climate and weather.

Cartagena de Indias is a city on the northern coast of Colombia in the Caribbean Coast Region and capital of the Bolívar Department. This city is just located in 10°24′N and 75°30′W. The port city had a population of 892,545 as of the 2005 census. The climate is tropical and an average temperature of 28°C, and a relative humidity of 90%. Normally has a rainy season between April-May and October-November. The climate tends to be warm all year round; the presence of wind makes the climate pleasant. The months of November to February are the windiest of the year. While the months of September and October are the most cloudy and rainy, the Sun is often present in every day. The sea temperature varies between 27 and 29°C.

http://www.colombia.travel/en/practical-information/climate#ctsections

8. Currency

The currency in Colombia is the peso. There are $ 1,000, $ 2,000, $ 5,000, $ 10,000, $ 20,000 and $50.00 bills and $50 $ 100, $ 200, $ 500 and $ 1,000 coins. Then you can convert other currencies.

It is advisable to exchange dollars and other foreign currencies into pesos at exchange houses at airports, hotels and banks. Never do this in the street. Also, consult the website of the Portfolio newspaper (www.portafolio.co/indicadores/monedas), which publishes the daily representative exchange rate. In January 2016 the exchange rate is 1 US Dollar = 3357 COP.

Those who bring in to Colombia over US $ 10,000 or its equivalent in other currencies, including Colombian pesos in cash must declare this in the Baggage and Money Declaration Form. If the traveller does not declare the entry of foreign currency or makes false, incomplete, defaced or misstatements, authorities may retain the currency and impose sanctions. You can bring in temporarily and without taxes goods for personal and professional use that should be mentioned in the Baggage and Money Declaration Form then taken out of the country by the traveller.


9. Banking hours

Banks are open Monday through Friday. Banking hours vary slightly based on location, but generally they are open from 9:00 a.m. to 3:00 p.m. In the commercial sector, the banking hours are 9:00 am to 3:00 pm, but in the Malls the banking hours are from 10:00 am to 5:00 pm.

Capital cities have ATMs on major roads and shopping centers which mostly operate 24 hours in English. Do not give your card or reveal your password to strangers.
Most high category department stores, shops, supermarkets, hotels and restaurants in Colombia accept debit cards.

Most hotels, restaurants and commercial establishments accept credit cards like Visa and MasterCard. Some places accept American Express and Diners Club.

10. Measures and Electricity

In Colombia the International Unit System (IUS), heir to the metric system, is used. Measurements for distances are derived from the meter (centimetres -cm-, metres -m- kilometres -km-) and for mass the from the kilogramme (gram -g- kilogram -kg-, tonne-t). The unit of measurement for speed is the kilometre per hour (km / h); the temperature is Celsius or Centigrade (° C) and the volume level is the litre (l). Informally measures such as the pound (equivalent to 500 grams or 1/2 pound) and bushel (12.5 kg) were used.

Domestic power is 110 volts AC at 60 Hz (110V AC, 60Hz). Electrical connectors or plugs are used with two flat input pins or with a third round pin and it easy to buy adapters and voltage regulators. It is advisable to check the technical specifications of the devices that will be used in Colombia.

11. Restaurants

Restaurants, cafes, clubs and casinos at the historic centre and Bocagrande, offer locals and tourists menus and varied services, to meet the tastes and flavours of national and international visitors.

Cartagena's black beef, tempting sweet plantains, and a wide variety of fruit juices are integral to the gastronomy of Cartagena. Take a look through some of the local flavors below.

Meat empanadas, egg arepas, stews, and soups such as cheese and yam mote are some of the treats that can be tasted in and around Cartagena.

http://www.colombia.travel/en/where-to-go/caribe/cartagena-de-indiaswhat-to-eat#ctsections
http://www.cartagenadeindias.travel/?la=en/&resultados-guia_restaurants-12

12. Tipping

In Colombia the tipping is entirely voluntary. Usually in restaurant and bars is added a 10% service that is charge to the bill. Most hotels add a 10% service charge to the bill.

All purchases in Colombia are taxable with 16% of the value added tax (IVA).
13. **Taxi Service:**

Taxis are available at the hotel to get you to and from any destination of your choice. There is also a large number of independent taxi companies whose telephone numbers are available in the local yellow pages.

14. **Entertainment & Events**

Cartagena de Indias has many museums, monuments, streets, ramparts, colonial houses and various sites for the likes of all travelers, ideal to rediscover the story, or why not create your own.

You can start the tour where you prefer and always find something to take at heart!

http://www.cartagenadeindias.travel/?la=en&/descubre

15. **Important Phone numbers**

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