1. Workshop venue
The workshop will take place at Fundación Ciudad del Saber
Address: edificio 104, calle Luis Bonilla, Ciudad del Saber, Clayton, Panamá
Apartado postal 0843 – 03081, Tel: (507) 306-3700; (507) 317-3799

2. Hotel recommendation
Holiday Inn Panama Canal
Address: Ave. Omar Torrijos Herrera, Panama, 7336 Panama

Contact person:
Edlin Chavarria | Gerente de ventas Internacionales| International sales Manager
Bern Hotels & Resorts Panamá
Tel.: 206-8858/6756-2793 echavarria@bernhotelspanama.com
Rate in Holiday Inn $75.00+10% tax per night

(This is for suggestion and recommendation only. All participants are responsible for securing their own accommodation.)
3. **Daily Subsistence Allowance for participants residing outside of Panama City**

*To note that participants based in Panama City don’t get DSA reimbursement.*

For the 12 participants residing outside of Panama City, DSA Daily Subsistence Allowance will be paid out on 30 Oct at the conference site during lunch break – details to be shared at a later date.

The current established rate for Panama City is US$230 daily. 3 day DSA plus transportation reimbursement will be paid to the 12 participants to support their accommodation and transportation. Please note that DSA payment is also dependent on full participation of the workshop. The corresponding sum will be called back for missing attendance.

Please ensure you bring proof of identity (valid national identity document, valid drivers licence or valid passport) with the name for ease of verification.

4. **Field trip**

In the morning of 1st November, a field trip to the Panama Canal will be arranged. – details to be shared at a later date

5. **Attendance sheet.**

All participants (residing both inside and outside of Panama City) need to sign the attendance sheet for each day of the workshop.

6. **Insurance**

- In issuing invitations to the meeting participants, the United Nations assumes that the participants concerned are in good health and have no illness or disability that might prevent them from travelling to or participating in the workshop as required by the United Nations.
- In light of the above, participants are responsibility for arranging, at their own expense, such life, health and other forms of insurance coverage for the duration of their services, as they deem appropriate.

**Contact details**

<table>
<thead>
<tr>
<th>Government of Panama</th>
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<tbody>
<tr>
<td>Mr. Victor Gómez</td>
</tr>
<tr>
<td>Contact person for the CDI in Panama</td>
</tr>
<tr>
<td>Ministry of Environment, Panama City, Panama</td>
</tr>
<tr>
<td>Email: <a href="mailto:vgquiroz@miamiambiente.gob.pa">vgquiroz@miamiambiente.gob.pa</a> / <a href="mailto:vdgomez04@gmail.com">vdgomez04@gmail.com</a></td>
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<tr>
<th>Ms. Karima Lince</th>
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<tr>
<td>Director of Water Security,</td>
</tr>
<tr>
<td>Ministry of Environment, Panama</td>
</tr>
<tr>
<td>Email: <a href="mailto:klince@miamiambiente.gob.pa">klince@miamiambiente.gob.pa</a></td>
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<tr>
<th>CDI Coordination Team</th>
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<tr>
<td>Mr. Tomoyuki Okada</td>
</tr>
<tr>
<td>Senior Programme Management Officer, UNDESA, New York, USA</td>
</tr>
<tr>
<td>Substantive issues of the workshop</td>
</tr>
<tr>
<td>Email: <a href="mailto:tomoyuki.okada@un.org">tomoyuki.okada@un.org</a></td>
</tr>
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Ms. Ruoshi Geng  
Division for Sustainable Development Goals, UNDESA  
Coordination for workshop logistics  
Email: ruoshi.geng@un.org

Ms. Rahmah Elfithri  
Chief of Capacity Development and Water Family Coordination (CDW) Section  
UNESCO’s Division of Water Sciences  
Email: r.elfithri@unesco.org

Mr. Jorge Ellis De Luca  
Programme Specialist  
Intergovernmental Hydrological Programme (IHP)  
UNESCO’s Division of Water Sciences  
Email: j.ellis@unesco.org

Mr. Alain Michel Tchadie  
CDI Consultant  
UNESCO’s Division of Water Sciences  
Email: am.tchadie@unesco.org

Mr. Klas Moldeus  
Technical Officer  
UN-Water  
Email: klas.moldeus@unwater.org