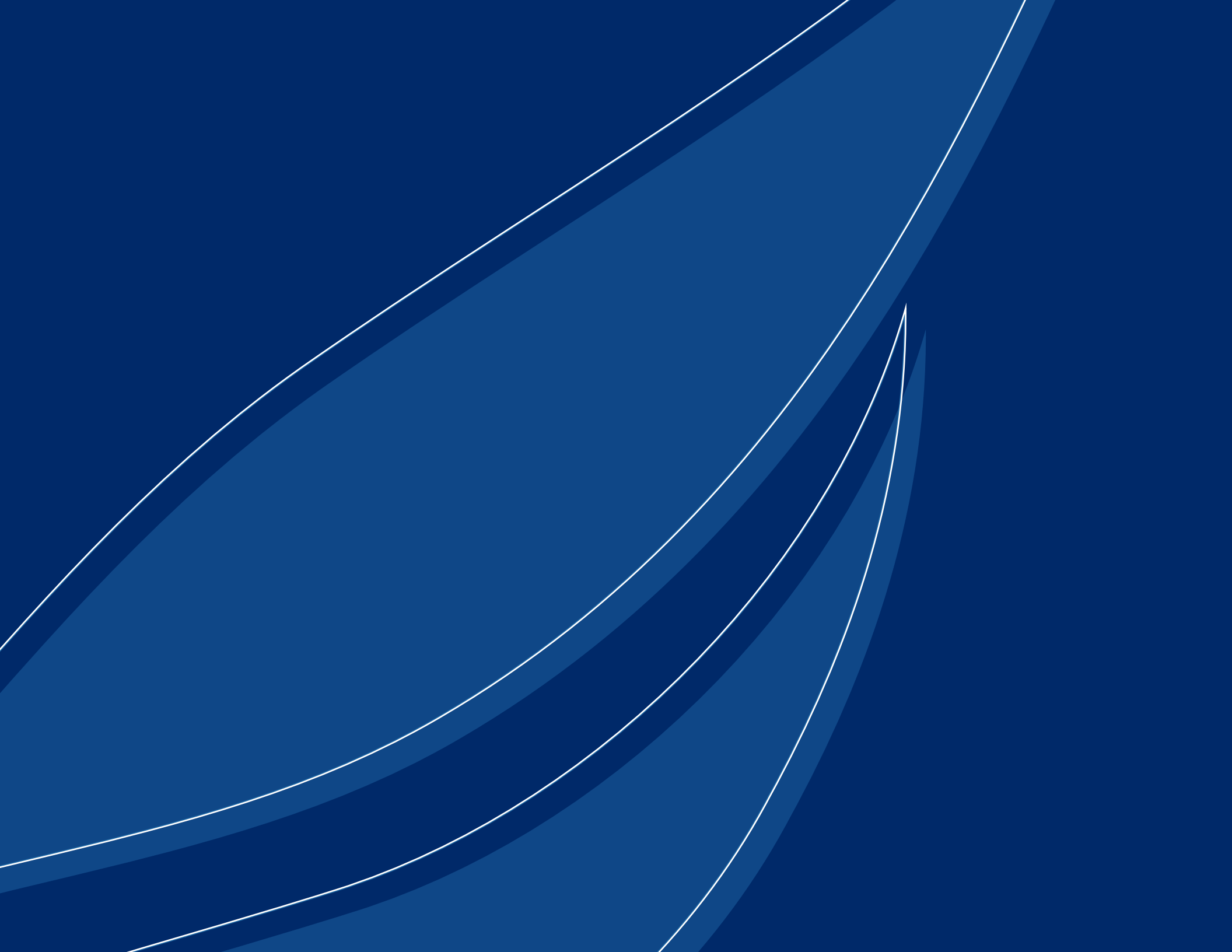




OPERATING MANUAL G77 +CHINA



SUMMIT ON CURRENT DEVELOPMENT CHALLENGES:

The role of Science, Technology and Innovation

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Summit Event and Venue

The Havana Summit, convened by the President of the Republic of Cuba, Miguel Díaz-Canel Bermúdez, in his capacity as Chairman of the G77 and China, will be held under the theme: *“Current Development Challenges: The Role of Science, Technology and Innovation.”*

The venue for the G77 and China Summit will be the Havana International Conference Center, located at Calle 146 entre 11 y 17D, Reparto Siboney, Playa municipality, Havana, Cuba.



G77 AND CHINA

Cuban Chairmanship of the G77 and China APK

The Cuban Chairmanship of the G77 and China APK is made available to all delegations by the Organizing Committee of the Summit, for further information that may be of interest about the event and its venue.

In the Havana Summit section of the Cuban Chairmanship of the G77+China APK you can access everything related to the event, in particular:

- Summit Program.
- Drive to download the information provided by the media pool about the Summit highlights.
- Information on recommended hotels, car rental, cell phone service, places of interest and medical emergency services.

THURS SEP 14

Arrival of delegations

Welcome at Terminal 1 of the "José Martí" International Airport

Heads of State and/or Government will be received by a designated minister. A welcoming ceremony will take place, including an honor guard, the national flags and the salute of the chief of the ceremonial guard. National anthems will not be played.

At the end of the honor guard the Head of State and/or Government will be provided with a microphone, should he/she wish to make a brief statement to the press.

Departure for the hotel Accommodation

SUMMIT PROGRAM

*DRAFT PROGRAM OF THE SUMMIT ON THE CURRENT DEVELOPMENT CHALLENGES:
THE ROLE OF SCIENCE, TECHNOLOGY AND INNOVATION*

FRI SEP 15

08:45. Departure from hotels to the International Conference Center

09:00. Arrival at the International Conference Center. Greeting to the Heads of State and/or Government

The Heads of State and/or Government will be greeted by the President upon arrival at the International Conference Center.

10:45. Opening Ceremony

- Screening of a multimedia on the Summit's theme.
- Opening remarks by President Miguel Díaz-Canel Bermúdez.
- Statement by UN Secretary-General, Antonio Guterres.

Format: 1+3 for participating delegations

Format: 1+1 for representatives of International Agencies

11:15. Break

11:30. General debate

Delegations headed by Heads of State or Government, speakers representing regional groups, and senior international officials shall be allotted 7 minutes for their statements; and 5 minutes shall be allotted to all other delegations.

13:15. Official photo of Heads of Delegation

Official photo of Heads of Delegation
The official photo will be taken in the gardens of the International Conference Center.



13:30. Private lunch

15:30. Afternoon Session begins

General Debate (continuation)

19:00. Transfer to Reception venue

Format: 1+3 for participating delegations

Format: 1+1 for representatives of
International Agencies

**19:15. Arrival at the reception venue.
Greeting of the Heads of Delegation by
the President**

The President will greet the Heads of State and/or Government, Vice-Presidents and Speakers of Parliaments upon their arrival at the Palacio de la Revolución. Heads of delegations at other levels will proceed directly to the main hall.

**20:00. Official Reception hosted by the
President of the Republic for the Heads
of Delegations**

Format: 1+3 for participating delegations

Format: 1+1 for representatives of
International Agencies

**22:00. Official Dinner or Reception
concludes**

SAT SEP 16

**08:30. Departure from the hotels by
collective transportation to the
International Conference Center**

**09:00. Arrival of Heads of Delegations to
the International Conference Center**

09:30. General Debate (continuation)

**13:00. Presentation of the Summit Final
Declaration**

**13:15. Adoption of the Summit Final
Declaration**

**13:20. Closing remarks by President Miguel
Díaz-Canel Bermúdez**

THE G77 AND CHINA SUMMIT CONCLUDES

SUN SEP 17

Departure of delegations

The Heads of State and/or Government will be seen off by a designated minister upon their departure. No official ceremony is foreseen.

G77 AND CHINA

Authorities of the Host Country

National Preparatory Committee

It is the highest body in charge of the political, organizational and logistical preparations for the Summit of Heads of State and Government of the Group of 77 and China. The Committee is chaired by H.E. Mr. Miguel Díaz-Canel Bermúdez, President of the Republic of Cuba. This committee is comprised of two main commissions, namely, the Political Commission and the Organization and Logistics Commission.

Political Commission

The Political Commission is chaired by H.E. Mrs. Anayansi Rodríguez Camejo, Deputy Minister for Foreign Affairs.

The Commission also includes representatives of different Cuban state institutions.

E-mail: cpolitica-cumbre@minrex.gob.cu

Organization and Logistics Commission

The Organization and Logistics

Commission is chaired by H.E. Mr. Elio Rodríguez Perdomo, Deputy Minister for Foreign Affairs.

E-mail: clogistica-cumbre@minrex.gob.cu

Several subcommissions are part of this Commission, including the following:

Protocol, Programs and Operational

Manual Sub-commission: H.E. Mr. Miguel Lamazares Puello, Ambassador, Director General, General Protocol Division.

Aides and Liaison Officials

Subcommission: H.E. Mr. Jorge Martí Martínez, Ambassador, official of the General Latin America and the Caribbean Division.

E-mail: edecanes_cumbre@minrex.gob.cu

Security Subcommission: Brigadier General Emir Mesa Corona.

G77 AND CHINA

General Information

Precedence

The order of precedence shall be as follows:

- Heads of State and/or Government
- Vice-presidents of State or Government
- Speakers of Parliaments
- Foreign Ministers
- Ministers
- Representatives of International Agencies
- Guests

For precedence purposes, the Spanish alphabetical order of the names of the countries as well as the hierarchical level of representation of each country shall be followed.

Working facilities for delegations

The International Conference Center, venue of the event, has a Plenary Hall and several rooms with the working conditions required. Two rooms will be transmitting the plenary session and a third room will be available for negotiation sessions, if necessary.

In addition, rooms will be available for bilateral meetings at the Hotel Palco, located next to the International Conference Center.

Working languages

Translation and simultaneous interpretation services will be provided in Spanish, English, French, Arabic and Chinese.

Aides

Delegations will be provided with an Aide who will accompany them upon their arrival in the country.

Pre-Summit Meeting

A pre-summit meeting will be held in August to inform the representatives of the G77+China member countries about organizational and logistical matters and the official program of the event. This meeting will be held on-line in Spanish,

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General Information

English and French, and will be preceded by a presentation to the diplomatic corps accredited in Havana.

Due to the difference in time zones, the pre-summit meeting will be organized in two groups. The link for the connection and technical test will be sent prior to the meeting. The technical test will be done on Friday, August 4.

- Group I: Monday, August 7, 2023 at 10.00 a.m. Cuban time.

- Group II: Monday, August 7, 2023 at 9:00 p.m. Cuban time.

Prior to the pre-summit meeting, an explanatory meeting will be held with the Ambassadors accredited in Havana to provide information of interest and discuss logistical matters.

Courtesies

One (1) room will be offered as a courtesy

to the visiting Head of Delegation and an additional one (1) room to the Minister of Foreign Affairs, if applicable, as well as to delegations of international agencies and guests. The courtesy room cannot be booked prepaid from abroad. However, additional rooms can be booked and the interest in the courtesy room should be informed.

An individual transportation service will be made available to each participating delegation, in accordance with the hierarchy.

For Heads of State or Government:

- 1 Protocol vehicle (for Aide and Chief of Protocol).
- 1 Vehicle for national and foreign security personnel.
- 1 VIP vehicle for the Head of Delegation.
- 1 Vehicle for the Foreign Minister, if he/she is a member of the delegation.

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General Information

For First Ladies or spouses of Heads of State or Government:

- 1 Protocol vehicle (for Aide and Chief of Protocol).
- 1 Vehicle for national and foreign security personnel.
- 1 VIP vehicle for the First Lady or spouse of the Head of State or Government.

For other heads of delegations and guests:

- 1 Protocol vehicle (for Aide, Chief of Protocol and Security Coordinator).
- 1 VIP vehicle for the Head of Delegation.

Individual details will be accompanied by traffic motorcycles to ensure smooth and safe transfer.

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Visas

Participants from countries that have a visa exemption agreement in force with the Republic of Cuba will not require a visa, provided they travel with the category of passport covered by said agreement.

Countries requiring visa, should apply for the same in Cuban Embassies or consulates.

Participants requiring entry visa for Cuba and living in countries with no Cuban diplomatic missions, the visa will be available at the "José Martí" International Airport, prior confirmation. In such cases, a visa application should be sent to the Ministry of Foreign Affairs of the Republic of Cuba to the following e-mail, phone and fax numbers:

- E-mail: visas01@minrex.gob.cu
- Fax: (53) 7832 8068
- Phone: 7 836 4374

To receive a flying visa, the following information should be sent to the abovementioned address in the Ministry of Foreign Affairs:

- 1.** Full name
- 2.** Date of birth
- 3.** Place of birth
- 4.** Nationality
- 5.** Passport number
- 6.** Type of passport
- 7.** Place of issue of passport
- 8.** Date of issue of passport
- 9.** Passport expiry date
- 10.** Boarding Point

Annex I contains the list of Cuban diplomatic and consular missions in which visas can be requested. Information on Cuban embassies is available in the website at: <http://www.cubaminrex.cu>

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Accommodation

Accommodation for the Head of Delegation shall be provided as courtesy. Six (6) additional rooms in the same hotel and floor will be guaranteed and the cost shall be borne by the visiting delegation.

Delegations requiring additional rooms shall book them in advance through Cubatur S.A. travelling agency –official agency for the Summit. Rooms will be allocated according to availability in the same hotel where your official delegation is staying or in other hotels selected for the accommodation of delegations.

For delegation members, hotels will provide international phone call services to be charged according to rates listed at the business centers located in each hotel.

The following hotels are suggested for the accommodation of the participating delegations:

- 1.** Hotel Nacional de Cuba
- 2.** Hotel Gran Packard
- 3.** Hotel “Royalton Paseo del Prado”
- 4.** Gran Hotel Manzana Kempinski
- 5.** Gran Hotel Muthu Habana
- 6.** Hotel “Gran Aston Habana”
- 7.** Hotel “Parque Central”
- 8.** Hotel “Mystique Regis Habana”
- 9.** Gran Hotel Bristol
- 10.** Hotel Meliá Habana
- 11.** “Memories” Miramar Habana

Other hotels recommended for the media, crews, and others:

- 1.** Hotel Meliá Cohíba
- 2.** Hotel Capri
- 3.** Hotel Valentín Quinta Avenida
- 4.** Hotel Lido
- 5.** Hotel Chateau Miramar
- 6.** Hotel Comodoro Bungalow

Annex II contains information on hotels, types of rooms available, services included, and cost.

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Accommodation

Hotel Booking and Forms of Payment

Early bookings will guarantee accommodation preferences and should be made to:

E-mail: alojamiento-cumbre@minrex.gob.cu

In all cases, hotel reservation requests shall be made using the forms contained in *Annex II*.

1. Forms must be completed and sent by **September 1, 2023**.

2. With the exception of the Courtesy Room, rooms requested will be confirmed as soon as payment is made, which must be made at least seven days prior to the arrival of the participants (**September 6, 2023**.)

3. Payments for these services to Cubatur S.A. Travel Agency shall be made through bank transfer or deposit and a copy of the transaction shall be sent as proof of payment.

4. Bank transfers should not be made in US Dollars (USD) or using credit cards issued by banks in the United States of America, since it is not allowed under the economic, commercial and financial blockade imposed by that country against Cuba.

Payments shall be made:

1. By bank transfer to:

BANCO FINANCIERO INTERNACIONAL (BFI)

- BFI Sucursal 1ra y B
- Address: Calle 1ra No 201 entre Ay B. Vedado
- Account: 0300000005635119
- Cubatur – Ventas Internacionales

2. On-line:

To use the payment gateway, you must send an email to: cubatur@cmatrix.cbt.tur.cu and you will be sent a payment link to make the transfer.

For further information on forms and methods of payment, please refer to *Annexes III and IV*.

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Transportation

General information

The Organizing Committee of the G77 and China Summit shall provide participants the transportation means required for the Summit activities. A transportation system will be put in place to meet the individual and collective transportation requirements of the participants.

Official Transportation Details

A duly identified official detail shall be provided to each participating delegation as a courtesy of the Organizing Committee.

For Heads of State and/or Government:

- 1 Protocol vehicle (for Aide and Chief of Protocol).
- 1 Vehicle for national and foreign security personnel.
- 1 VIP vehicle for the Head of Delegation.
- 1 Vehicle for the Minister of Foreign Affairs, if he/she is a member of the delegation.

For First Ladies or spouses of Heads of State or Government:

- 1 Protocol vehicle (for Aide and Chief of Protocol).
- 1 Vehicle for national and foreign security personnel.
- 1 VIP vehicle for the First Lady or spouse of Head of State or Government.

For other heads of delegations and guests:

- 1 Protocol vehicle (for Aide, Chief of Protocol and Security Coordinator).
- 1 VIP vehicle for the Head of Delegation.

Delegations may request the temporary importation of means of transportation to substitute or add to those offered, as a courtesy by the Organizing Committee in the individual official details. The incorporation of other means of transportation to the official details, in

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Transportation

in addition to those listed above, must be requested to the Organizing Committee.

Scheduled collective trips will be made by bus.

Collective details for official transportation of Heads of Delegation

include: Security cars + VIP buses (could be several depending on the number and rank of participants) + support buses for protocol and security (could be several depending on the number and rank of participants) + spare buses + security cars.

Both the individual and collective details will be accompanied by traffic motorcycles to ensure smooth and safe transfer.

Additional transportation for the participants in the event

In addition to the official details, each Delegation may rent additional means of transportation (cars, minibuses, vans and buses of varying capacities) to meet its

transportation needs, through the Central Reservation Center.

Transportation services required for Air Crew transfers must also be booked through the Central Reservation Center.

A shuttle bus service courtesy of the Organizing Committee will be available during the Summit, to ensure the transportation of delegates, foreign press and media representatives from their hotels to the event venue (International Conference Center) and the Media Center (PABEXPO). The shuttle bus service schedules will be posted in both places and in all hotels, primarily guaranteeing transfer at the beginning and conclusion of the sessions.

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Transportation

Available Car and Bus Rental Services

Vehicle rental services (cars and minivans) without driver and minibus, van and bus rental with driver are available to delegations at the following e-mail address: transporte-cumbre@minrex.gob.cu (*Annex III*).

Further information regarding terms, conditions and contracts regarding these services can be obtained in the Cuban Chairmanship G77+China APK.

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Accreditation

Accreditation

An Accreditation Commission has been established specifically for the Summit to deal with accreditation requests from attending delegations that will have access to the International Conference Center, which may be contacted through the following e-mail address: acreditación-cumbre@minrex.gob.cu

The Registration and Accreditation Bureau will be located on the street adjacent to the Hotel Palco at: Calle 11 e/ Ave.146 y Calle 146-A, Siboney, Playa municipality, Havana.

Information regarding delegations must be submitted as of **August 1, 2023**. Participant' accreditation forms shall be received by the Registration and Accreditation Bureau through the following e-mail address: acreditación-cumbre@minrex.gob.cu

The deadline for online registration is **September 10, 2023**. Compliance with this deadline will allow delegations to have their credentials ready and delivered upon arrival in the country.

Accreditation of participants

Participant's accreditation forms (*Annex IV*) may be submitted in person or through the e-mail address provided on the event's web page.

The composition of each delegation, stating names, order of precedence and rank, shall be notified by Note Verbale addressed to the Ministry of Foreign Affairs or Cuban Embassies abroad, who shall be responsible for sending it to the Registration and Accreditation Bureau.

For participants who, for whatever reason, have not completed their forms on time, a

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Accreditation

Note Verbale submitted to the Registration and Accreditation Bureau is required.

The credentials will be handed over upon arrival in Cuba by the Cuban Aide in charge of the delegation.

Special Badges

Use of Lapel Badge

Heads of Delegation, Chiefs of Protocol and Security will be provided with lapel badges to facilitate their access and mobility during the event. Wearing the lapel badge in a visible place during the official and collateral activities of the Summit is mandatory.

Rank of Head of Delegation	Badge color
Head of State and/or Government	Golden
Vice-presidents	
Speaker of Parliament	
Foreign Ministers	
Heads of International Agencies	
Foreign Minister accompanying high-level delegation	Silver
Other Heads of Delegations	Blue
Security Personnel	Red
Security personnel carrying firearms	Orange
Protocol Staff	Green

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Accreditation

Credentials

Delegates and accredited personnel will receive an identification credential. Credentials are personal, non-transferrable and must be worn at all times and in a visible place.

Accreditation format:

- Up to 12 credentials, including lapel badges will be issued for delegations headed by Heads of State and/or Government with the following composition: Head of Delegation + Minister of Foreign Affairs + 4 delegates per country + Chief of Protocol + Chief of Security + Chief Media Officer + Cameraman + Photographer + Interpreter.
- Up to 11 credentials will be issued to delegations not headed by Heads of State and/or Government, depending on the composition of the delegation.
- Two credentials (1+1) will be issued to International and Regional Agencies.

All categories, except the heads of delegation who receive the Golden lapel badge will also carry the credential for identification purposes.

Definition of categories and credentials assigned

- 1. Head of Delegation:** Highest authority representing a delegation.
- 2. First Lady:** Spouse of the Head of State or Government.
- 3. Foreign Minister:** Minister of Foreign Affairs of the country.
- 4. Chief of Protocol:** Director for ceremonies and protocol of the country. The Protocol Lapel Badge and the Chief of Protocol credential will be assigned to him/her.
- 5. Protocol:** Officials of the Ceremonial and Protocol Division of the country. The Protocol credential will be assigned to him/her.

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Accreditation

- 6. Chief of Security:** Person who coordinates and is responsible for the security of his/her Head of Delegation. The Security Lapel Badge and the Chief of Security credential will be assigned to him/her.
- 7. Security Personnel:** Personnel in charge of the security of the delegation. The Security credential will be assigned to them.
- 8. Delegate:** Person who is part of the official entourage of the Head of Delegation or guests. The Delegate credential will be assigned to them.
- 9. Technical Delegation:** Members of the delegation attending as medical and technical staff, personal interpreters, secretaries, etc., who are part of the visiting delegation or Embassy staff accredited in Cuba working in that capacity. The Technical Delegation credential is assigned to them.
- 5. Guest:** Person who is a member of a delegation headed by the representative of an international and/

or regional agency and persons invited by the host country. The Guest credential is assigned to them.

Access

Each G77+China Member Delegation will have four (4) seats in the Plenary Room. Heads of Delegation and Foreign Ministers shall have free access provided they are wearing their special badge. In addition, each Delegation will be provided with three (3) Floating Passes to access and occupy the remaining seats allotted to the Delegation.

Heads of Protocol and Heads of Security, with their credentials and lapel badge, will be allowed access to the plenary room accompanying their Heads of Delegations to their seats, but will not be allowed to remain in the room during the working sessions if they are not carrying floating passes.

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Accreditation

Representatives of international organizations and guests may access the Guests area of the Plenary Room with their credentials, in the 1+1 format. Accompanying guests shall have access with their credentials and the corresponding Floating Pass.

In addition to the Plenary Room, Room No. 4 and Room No. 5 will be available for accredited personnel, according to the accreditation format described above, to follow the event in real-time.

All floating passes shall be collected when entering the plenary room and returned when exiting the room.

Special Airport Pass

Persons in charge of the luggage, customs and immigration procedures of the attending delegation, shall receive a special pass that will grant them access to the Airport's restricted areas. The Organizing Committee shall provide 3 passes to each country.

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Security

The safety and security of Heads of State and delegations attending the Summit will be guaranteed upon their arrival in country and until their departure, and protection will be provided during the scheduled activities, at their places of accommodation, during their transportation and during any other activity of interest of the delegations. Consultations shall be channeled through the following e-mail address:
seguridad-cumbre@minrex.gob.cu

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It and communication services

It and communication services

For telephone services, participants can buy prepaid cards sold in outlets for such purpose. General information on all the services provided by ETECSA, the Company that provides communication services in Cuba is available at the www.etcса.cu Website.

For international calls you must dial 119, the country code, locality code and the desired telephone number.

Cell phone Services

The mobile telephone network in Cuba provides voice, data and messaging services with GSM and UMTS technologies (2G and 3G) in the 900 MHz band and 4G data and Internet service in the 1800 MHz frequency. 4G data service is also available in the 2100 MHz frequency. Roaming IN service is available.

For roaming service, CUBACEL has voice

roaming agreements with operators in 162 countries and GPRS agreements with operators in 119 countries. To find out if your country has an agreement with Cuba you can check the list of mobile network operators that have roaming agreements with ETECSA at www.etcса.cu.

For rates and service details, please consult the Website: www.etcса.cu.

Access to different services

To access different services from a cell phone:

1. To call from a cell phone to another cell phone or from a landline to a cell phone, *dial the 8-digit number of the mobile you wish to call.*
2. To call from a cell phone to a landline dial: *0 + the phone number you want to dial.*
3. PFor international calls from a mobile in Cuba dial: *0 or plus sign (+) + country code +*

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It and communication services

locality code (if you are calling a mobile in the other country you do not need to dial this code) + *phone number you wish to dial*.

4. For calls from abroad to a mobile phone in Cuba dial: *the international exit code* + *Cuba code (53) + 8 digit cell phone number*.

For further information, please visit www.etecsa.cu or call (53) - 52642266.

Hiring Telephone Lines

Telephone lines for use in Cuba may be hired from abroad through the <https://deviajeros.mintrans.gob.cu/inicio> site and picked up upon arrival in the country.

This will ensure local, national and/or international communication according to the client's needs.

Leased lines with Internet access

Internet access service is requested to ETECSA through the attached form. (*Anexx VI. Internet access request form*).

Rates for Leased Domestic and International Navigation services are shown in (*Anexx VII. Rates for domestic and international navigation access services*).

For more information about ETECSA's Browsing Rooms and Public Wi-Fi Areas visit www.etecsa.cu

Leasing of point-to-point data transmission circuits

International data transmission service between two points may be requested using the attached form (*Anexx VIII. Data Transmission Service Request Form*.)

The rates for point-to-point data transmission services are listed in (*Anexx IX. Rates for point-to-point fiber optic data transmission services*).

International Radio and TV Signal Transmission Services

ETECSA's International Services offer

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It and communication services

the possibility of sending and receiving radio and television signals to any part of the world, through modern satellite transmission facilities installed in fixed Ground Stations in the International Telecommunications Centers and/or transportable stations (Flyaway). Television uplinks and downlinks are carried out in C and Ku band with a maximum bandwidth of 9MHz in standard definition (SD) and a maximum of 18MHz in high definition (HD), providing connectivity in the Americas, Europe and other areas of the world through the satellites of world-renowned operators such as: INTELSAT, SES_NewSkies, and HISPASAT.

C-band service is provided through:

- **INTELSAT** (through satellites IS-901 (332.5° E), IS-35e (325.5° E), IS-23 (307.0° E) and IS-34 (304.5° E).
- **SES_NewSkies** (through satellite SES 14 (312.0° E).

Ku-band service is provided through:

- **INTELSAT** (through satellite IS-23 (307.0° E).
- **HISPASAT** (through satellites Hispasat 30W-6 (330.0° E) and Hispasat 30W-5 (330.0° E).

Request for satellite radio and television signal transmission service is submitted through the attached form (*Anexx X. Application form for radio and TV signal transmission services*).

Service Fees

Rates for radio and television signal transmission services are set in (*Anexx XI. Rates in USD for ETECSA's occasional Flyaway radio and television signal transmission services and rates for the use of transportable and portable ground stations not belonging to ETECSA*).

Notes:

- 1.** The rate does not include the space segment, which is booked by the customer and paid to the satellite operator.

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It and communication services

2. At the customer's request, ETECSA may hire the space segment and this will carry an additional cost.

3. In case of contracting fractions of time, from one (1) hour of service and except for 30-minute fractions, the charge will be per contracted minutes, at the value established in the corresponding additional minute rate.

Cancellation for non-use of service

The cancellation of radio and television signal transmission services can be made by sending an e-mail to bookingtv@etecsa.cu or calling (53) 72030404 phone number.

- Cancellation of confirmed reservations, before 72 hours prior to the service start date, is free of charge.

- Cancellation of confirmed reservations between 72 to 24 hours prior to the service start date will be charged at 50%.

- Reservations confirmed less than 24 hours in advance will be charged at full rate.

Requests (sent to bookingtv@etecsa.cu) to share the exclusive right to carry international signals (Uplink-Downlink) in Cuba will be evaluated. Prior to the signing of the contract for such purposes, an *"Operating License"* and a *"Temporary Import Permit"* for the given station must be requested and obtained, which would be issued by the Unidad Presupuestada Técnica de Control del Espacio Radioeléctrico (UPTCER) of the Ministry of Communications of the Republic of Cuba. Each application will be evaluated individually and on a case-by-case basis

The daily rate for the use of portable and transportable Ground Stations not belonging to ETECSA is 2,083.00 USD/day (24 hours of transmissions.)

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It and communication services

Regulations for importing and operating communication equipment

General requirements for importing and operating radio electronic stations used by the press, radio and TV media:

The introduction of electronic communications devices in the Republic of Cuba, whether transmitters or receivers using the radio-electric spectrum, is governed by legal regulations of the Ministry of Communications. The list of devices that require an *“Operating License”* and a *“Temporary Import Permit”* is shown in (Anexx XII. List of devices that require an Operating License and/or Temporary Importation Permit).

Procedure to apply for an “Operating license” and a “Temporary import permit”

Through their diplomatic missions, the delegations participating in the event will send to the Protocol Division of the

Ministry of Foreign Affairs, the applications for *“Technical Authorization for Importation”* on a temporary basis and *“Operating License”*, using the corresponding forms for each application.

In the case of Media Agencies or journalists accredited by the International Media Center, the *“Technical Authorization for Importation”* on a temporary basis and the *“Operating License”* shall be requested through the latter, using the corresponding forms for each application.

In cases where satellite technologies are used for the transmission of international signals, the requesting entity shall attach to the *“Operating License”* application a letter of agreement from ETECSA to eventually share the right to use the satellite segments.

Where applicable, and once the Operating Licenses and Temporary Import Permit

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have been approved, the applicant will receive a *“Payment Notification”* via e-mail for the issuance of the *“Operating License”*.

Once the payment has been made, the applicant will send the payment receipt to comunicacionesG77@mincom.gob.cu, attaching the Payment Notification that generated the payment, after which the applicant will receive the digitally signed *“Technical Authorization for Importation”* and the Operating License via e-mail.

In cases where the means to be imported do not require an *“Operating License”*, the digitally signed *“Technical Authorization for Importation”* will be sent via e-mail, where applicable.

Cost of “Operating License”:

The *“Operating License”* cost may be consulted at www.mincom.gob.cu/sites/default/files/marcoregulatorio/r_129-20_lic_estac_radielec_copia_corregida.pdf

Microwave radio links for video and/or sound:

Media agencies or journalists may temporarily import radio link equipment, also known as *“Audio/Video Remote Control”* for their broadcasters, reporters, correspondents, etc.

The application should be made through the International Media Center using the form in *(Annex XIII. Temporary license application form for remote control radio link)*.

Interruptible Fold Back (IFB) and wireless microphones:

For temporary importation of Interruptible Fold Back (IFB), an Operating License must be requested using the form contained in *(Anexx XIV. Temporary license application form for wireless microphone systems)*.

The authorized frequency bands can be consulted on the following website: www.mincom.gob.cu/sites/default/files/

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[marcoregulatorio/r_69-22_sistema_de_microfonia_inalambrica.pdf](#)

Wireless Microphone:

The operating frequencies and allowed power ratings for wireless microphones can be found at:

[www.mincom.gob.cu/sites/default/files/marcoregulatorio/r_69-22_sistema_de_microfonia_inalambrica.pdf](#)

The use of external antennas or any other type of antenna different from the one originally installed on the equipment is not allowed.

In cases where, due to the frequency band used, an "Operating License" is required, the application must be made using the form contained in *(Anexx XIV. Regarding the application for a temporary license for wireless microphone systems)*.

Temporary License Application Forms for other equipment:

Attached documents show the application forms for Temporary Import License according to the types of equipment.

- Temporary license application form for radio equipment for ground mobile service.
- Temporary license application form for Inmarsat Earth Station.
- Temporary license application form for satellite transmitter-receiver earth station.
- Temporary license application form for video camera wireless transmitter.
- Temporary license application form for 2.4 and 5 GHz band wireless networks.

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Media

Media

The Media Center will be located in Rooms A and B of PABEXPO, the fairgrounds of the **Havana International Conference Center**, located at calle 17 entre 174 y 190, Reparto Siboney, **Playa** municipality; Havana, Cuba.

A room will be available at the Palco Hotel, located within the International Conference Center complex, for press statements or interviews.

Journalists accredited to cover the Havana Summit will have a working space at the International Conference Center equipped with the technology and facilities required for proper coverage of the event. There will be Internet access, a set for interviews, a stage for press conferences, an acoustic audio recording booth and broadcasting services. Photocopying and printing services will be available for anyone who requires them.

Transportation for the media staff to the Media Center, International Conference Center and Hotel Palco, where press conferences will also be held, is guaranteed.

An International Broadcast Center (IBC) will be located in the Media Center, where the media will be able to access the services contained in the Communication and Media Supplement.

Media Accreditation

Regarding access to the G77+China Summit in Havana, two types of credentials will be used, one for access to the International Conference Center (blue color) and the other (white color) for access to other areas of the event (Hotel Palco, Press Room.)

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Media

Accreditation will include the following categories:

1. Official media staff: understood as the staff accompanying the Heads of Delegations from governmental structures such as the Presidency, Foreign Ministry or others. They should be included in the list of members of the official delegation, and their visa is processed in the same way as that of the official delegation. The technical equipment to be used requires a temporary import permit to be processed by the Media, Communication and Image General Division. For such purposes, the technical equipment to be used by the official media staff must be attached to the official delegation list. In case of wireless equipment, the form attached in *(Anexx XIV must be completed in order to issue a special permit)*.

2. Media staff: understood as representatives of the media, news

agencies or others. See Communication and Media Supplement.

The applicable visa is D-6.

The technical equipment carried by this staff enters the country under the D-6 visa. In the case of wireless equipment, the enclosed form must be completed in order to issue a special permit.

Exceptions:

1. Media staff traveling from countries with which Cuba has Visa Exemption Agreements does not require a D-6 visa. In this case, a list of the accompanying technical equipment must be sent. For wireless equipment, the enclosed application form must be filled out.

2. Media staff traveling from countries where there is no Cuban consular office, is required to fill out the enclosed application form and send it to the following e-mail

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Media

address: prensa-cumbre@minrex.gob.cu, together with a letter of request from the relevant media agency and a copy of the passports of the members of the media staff, for direct processing in Havana, Cuba.

The corresponding D-6 visa will be available at the “José Martí” International Airport.

The list of the equipment to be temporarily imported shall be attached to the application, as set out in the enclosed application form.

Contacts for questions and answers

comunicacion-cumbre@minrex.gob.cu
prensa-cumbre@minrex.gob.cu

Social Networks

Cuban Chairmanship of the G77 and China

Facebook: CubaG77
Twitter: @cubag77
Flicker: Cuba G77

Cuban Presidency

Facebook: @PresidenciaDeCuba

Twitter: @PresidenciaCuba

Cuban Foreign Ministry

Facebook: @CubaMINREX

Twitter: @CubaMINREX

Flicker: Cuba MINREX

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Forms of Payment and Banks Services

Forms of Payment

In tourist facilities and other commercial and public service entities, prices are fixed –in most cases– in Cuban pesos and cash payments shall be made in that currency. In stores and services that sell in foreign currency, payment is made by credit card.

Upon arrival in the country, foreign currency can be exchanged for Cuban Peso or a prepaid card in USD can be purchased to access the market for goods and services in foreign currency.

The following currencies are accepted for exchange: USD dollar, euro, British pound, Swiss franc, Mexican peso, Swedish krona, Norwegian krone, Canadian dollar, and Japanese yen.

MASTERCARD and VISA credit cards are accepted, provided they have not been issued by US Banks or their subsidiaries, due to the economic, commercial and financial blockade imposed by the United

States on Cuba. AMERICAN EXPRESS credit cards are not accepted.

Cash Advanced Services

Commercial banks and Exchange Houses provide Cash Advanced services. In addition, there are ATMs throughout the city of Havana from which you can get cash against VISA and MASTERCARD cards. Some main commercial bank subsidiaries are:

Banco Metropolitano Airport Subsidiary:

Terminal 1, José Martí Airport, Boyeros.
Phone: 7649-5743 Working hours: Monday to Friday, 8:30 a.m. to 3:30 p.m.

Palacio de Convenciones Subsidiary:

International Conference Center, Playa.
Phone: 7208-9406, 7202-6011 Ext. 621
Working hours: Monday to Friday from 8:30 a.m. to 3:00 p.m.

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Cuban Civil Aviation Information

Procedure for requesting overflying and landing permits

Overflight and landing permits are requested through the diplomatic missions accredited in Cuba, or through the Cuban Missions abroad. Requests are made by Note Verbale, sent via e-mail to the Special Diplomatic Affairs Department (ADE, its Spanish acronym) of the General Protocol Division of the Ministry of Foreign Affairs, no less than 5 days in advance, in the case of civilian aircraft and 10 days in advance for military aircraft.

In both cases, the following information must be provided:

- Operating company or entity.
- Aircraft type.
- Registration number.
- Call sign.
- Name of aircraft commander and number of crew members.
- Airport of origin and destination.

- Estimated departure and arrival dates and times (in UTC).
- Route.
- Dates and estimated times (in UTC) of entry to and departure from the FIR (Flight Information Region) of Cuba.
- Purpose of the flight.
- Number of passengers, specifying if they are high-level passengers.
- Nature of cargo carried
- Estimated date and time (in UTC) of departure from Cuba and place of destination.

The e-mail addresses of the ADE Office are the following: dgp-jade@minrex.gob.cu; dgp-ade1@minrex.gob.cu

Expenses incurred by aircraft transporting Heads of State and/or Government must be paid to ECASA prior to the aircraft's departure.

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Cuban Civil Aviation Information

International airports available for the Summit

The main airport available for the Summit will be the “José Martí” International Airport in Havana.

Registered address: Terminal aérea Nro. 3, Carretera Panamericana, Reparto “Abel Santamaría”, Rancho Boyeros, Ciudad de La Habana.

- **Director General:** Manuel López Bello
- **Phone:** (537) 649-71-57
(+53) 5 9975675
- **Aeronautical Authority:** Instituto de Aeronáutica Civil de Cuba (Cuban Civil Aviation Institute).
- **Airfield Managing Authority:** Empresa Cubana de Aeropuertos y Servicios Aeroportuarios (ECASA) (Cuban Airport and Aviation Services Company).
- **Reference coordinates:**
22° 59'21" N/082° 24'33"W.

- **Distance from the city:** 12 Km. south.
- **Airfield service hours:** 24 hours.
- **Airfield elevation:** 64 meters.
- **Airfield reference temperature:** 32. 3° C
- **Runway Designator:** 06/24.
- **Runway dimensions:** 4000 meters long x 45 meters wide.
- **Stopways:** 60 meters on both ends of the runway.
- **Obstacle Free Zones:** 100 meters from the end of Runway 06.
- **RESA:** Runway End Safety Area.
- **RESA Runway 06:** (90 x 90) m.

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Cuban Civil Aviation Information

Declared distances:

Designador Pista	TORA (m)	TODA (m)	ASDA (m)	LDA (m)
06	4000	4000	4060	4000
24	4000	4100	4060	4000

Notes:

- **TORA:** Takeoff Run Available.
- **ASDA:** Accelerate Stop Distance Available.
- **TODA:** Takeoff Distance Available.
- **LDA:** Landing Distance Available.
- **Resistance:** Runway 06/24 PCN 57/F/B/X/T CONC, ASPH.
- **Runway illumination:** Approach lights, threshold lights, runway lights, taxiing road lights, obstacle lights and airfield lighthouse.
- **Ground Services:** JET A-1.
- **Fire protection:** Category 9.
- **Aviation Service Hours:** (ATS, COM, AIS, MET) 24 hours.
- **Approaching Frequency:** 120.3 MHz.
- **Call sign:** Approaching Havana.

- **Automatic Terminal Information Service Frequency (atis):** 132.5 MHz
- **Control Tower Frequency:** 118.1 Mhz.
- **Call sign:** Marti Tower.

The alternate airport will be the “Juan Gualberto Gómez” International Airport in Varadero, located 130 km from the “José Martí” Airport in Havana City.

Information about the “Juan Gualberto Gómez” International Airport in Varadero

- **Reference coordinates:** 23° 02' 04" N y 081° 26' 07" W.
- **Distance from the city:** 237°, 22 KM FM Varadero.
- **Airfield service hours:** 24 hours.
- **Airfield elevation:** 64 m.
- **Airfield reference temperature:** 31.7° C
- **Runway Designator:** 06/24
- **Runway Dimensions:** 3502 meters long x 45 meters wide.

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Cuban Civil Aviation Information

- **Stopways:** 60 meters on both ends of the runway.
- **Obstacle Free Zones:** 300x150 meters from the end of Runway 24.

Declared distances:

Designador RWY	TORA (m)	TODA (m)	ASDA (m)	LDA (m)
06	3502	3802	3562	3502
24	3502	3502	3562	3502

- **Type of transit allowed:** IFR/VFR
- **Runway illumination:** Approach lights, threshold lights, runway lights, taxiing road lights, obstacle lights, airfield lighthouse.
- **Installation and stopover service:** Centralized refueling position for turbo fuel.
- **Ground services:** Jet A-1.

Note: Antifreeze and AVGAS are not available.

- **Fire protection:** Category 9

- **Aviation Service Hours:** (ATS, COM, AIS, MET) 24 hours.

- **Approaching Frequency:** 119.6 Mhz

- **Call sign:** Varadero APP

- **Automatic Terminal Information Frequency (atis):** None

- **Control Tower Frequency:** 118, 4 Mhz and 121.5 Mhz

- **Call sign:** Varadero Tower

Both airports have appropriate VIP lounge facilities.

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Cuban Civil Aviation Information

Payment of fees and charges

Aeronautical Services provided to aircrafts overflying within the Flight Information Region (FIR/UIR) or the national territory of the Republic of Cuba will be charged based on the maximum takeoff weight of the aircraft (MTOW) in accordance with the Certificate of Airworthiness and the established rate.

Maximum Takeoff Weight (MTOW) in Kg	Rate in Cuban pesos for routes over the Cuban territory	Rate in Cuban pesos for ocean routes
Over 15,000	1,790.88	1,492.08
Over 15,000 up to 30,000	2,897.52	2,409.60
Over 30,000 up to 70,000	3,684.72	3,071.76
Over 70,000 up to 100,000	4,738.08	3,986.16
Over 100,000 up to 200,000	6,054.24	5,044.80
Over 200,000	9,744.24	8,120.64

Aircraft entering Cuba's FIR/UIR/CTA and landing/taking off at one of the airports in its territory and traveling up to 500 km, will be charged the established flat rate

For aircrafts covering more than 500 km there will be a 20% increased rate.

Maximum Takeoff Weight (MTOW) in Kg	Rates in Cuban pesos
Up to 5,700	892.80
Over 5,700 up to 15,000	1,754.64
Over 15,000 up to 30,000	2,070.48
Over 30,000 up to 70,000	3,895.44
Over 70,000 up to 100,000	6,491.76
Over 100,000 up to 200,000	7,019.28
Over 200,000	7,791.36

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Cuban Civil Aviation Information

A reciprocity policy shall be applied for the exemption of payment of landing and parking fees or charges. Foreign State Aircraft shall be eligible for such exemption, provided that such States grant the same benefits to Cuban State Aircraft in the following services.

Landing

Rate per metric ton of weight (maximum weight of the aircraft according to the certificate of airworthiness):

1. "José Martí" International Airport - 117.00 CUP.
2. "Juan G. Gómez" International Airport - 117.00 CUP.

There will be a 20% surcharge when such operations are carried out on Sundays or holidays. This will not apply for frustrated takeoffs or landings requested by the aeronautical authorities.

Parking

The first 3 hours of parking are free of charge. After that, 20% of the corresponding landing fee will be charged for full days.

Rate per metric ton/day:

1. "José Martí" International Airport - 24 CUP.
2. "Juan G. Gómez" International Airport - 24 CUP.

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Cuban Civil Aviation Information

Customs Services

Passenger aircraft

1 to 50 seats	1,152.00 CUP
51 to 150 seats	1,728.00 CUP
151 to 250 seats	2,304.00 CUP
Over 250 seats	2,880.00 CUP

Cargo aircraft

1 to 5 ton	1,200.00 CUP
6 to 15 ton	2,520.00 CUP
16 to 30 ton	3,720.00 CUP
Over 30 ton	4,920.00 CUP

Airport Tax

The airport tax is included in the ticket. In the case of Executive flights, passengers must pay 625.00 CUP when leaving the country.

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Health Services

Health services

The country has the facilities to provide participants with Emergency, Urgent and Outpatient medical services.

Special Medical Outposts will be available for the Summit, as well as hospital centers of high scientific level, including ER services. There will be ongoing epidemiological hygiene surveillance of water, food, waste and vectors in all the places foreseen in the Program.

Special Medical Outposts with intensive care ambulance services will be stationed at the José Martí International Airport, in all hotels where Heads of State and/or Government, Foreign Ministers, delegates and accredited media are accommodated, as well as at the International Conference Center and PABEXPO for medical emergencies.

These services will be available 24 hours a day, with specialized personnel for general medical care and the initiation of treatment for any sudden illness, triggering the activation of the emergency system.

Telephone numbers (to be informed later on) will be set up at the National Coordinating Center for Medical Emergencies, which any delegate or journalist of the event will be able to call 24 hours a day and request to receive emergency service with intensive care physicians and intensive care ambulances.

Charges for medical services may be covered by travelers' medical insurance or by means of bonuses in accordance with the established rates.

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Customs Regulations

Cash import

The importation of Freely Convertible Currency (FCC) is allowed, declaring the total amount when it exceeds five thousand United States Dollars (USD 5000) or its equivalent in other FCC in cash or security.

To exit the country with amounts over five thousand U.S. dollars (USD 5000) or its equivalent in other FCCs in cash or securities, it must be cleared with the Customs officer.

Goods requiring prior import permits or authorization

1. Import or export of firearms and ammunition.
2. Products of animal or plant origin.
3. Protected species of flora and fauna requires the authorization of the competent body.
4. Specimens of the fauna and flora and

their remains in any form (except for endangered species specially protected under the CITES Convention, which are forbidden).

5. Ground stations and satellite communication terminals (including receiver stations, satellite dishes, accessories, and satellite phones.) Radio transmitters of any kind (radar, radio beacons, radio links, pagers, broadcasting equipment, tele-measurement equipment).

6. Remote control. Radio transceivers, fixed, mobile, and personal (walkie-talkie) station equipment. Wireless fax machines.

7. Telephone switchboards of any kind. Data network devices (routers and switchers.) Wireless phones not operating on 40-49 MHz bands, of 2,4 GHz and 5Ghz. Wireless microphones and accessories.

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Customs Regulations

8. Professional Global Positioning Systems (GPS).

9. Biological and pharmaceutical products of animal origin for veterinary use.

10. Foods when not industrially processed and air-tight packed.

If the importation of any of the aforementioned items is foreseen, prior coordination for the processing of permits or authorizations must be made with the relevant agencies.

For the smooth celebration of the Summit, the temporary import of goods prohibited under current regulations will be allowed by means of the “Declaration of Temporary Operation of Goods”, which must be declared for re-export at the end of the event.

Import and Export Prohibitions

1. The import or export of explosives, drugs, narcotics; psychotropic substances,

obscene or pornographic literature, articles and objects or that infringe on the interests of the nation is not allowed.

Export Prohibitions

1. Cultural goods declared Cultural Heritage of the Nation.

2. Manuscript books and incunabula (published between 1440 and 1500).

3. Foreign books pamphlets and numbered editions published in the Sixteenth and Seventeenth centuries and Cuban books, pamphlets and numbered editions published in the Eighteenth Century.

4. Cuban books published by Ediciones “R”.

5. Endangered fauna and flora species specially protected (CITES Convention).

6. Over 5,000.00 USD or its equivalent in cash if the amount was not declared to Customs upon arrival in the country or

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Customs Regulations

not supported by a document issued by Cuban Banks.

For further information, kindly check the Customs Website: www.aduana.co.cu

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Religious Institutions

Institution	Address
Catedral de La Habana (Havana Cathedral)	Empedrado esquina a San Ignacio, Habana Vieja
Santuario de Nuestra Señora de la Caridad (Our Lady of Charity Sanctuary)	Manrique esquina a Salud, Centro Habana
El RincónK	m 23 1/2, Carretera a San Antonio de los Baños, Santiago de las Vegas, Boyeros
Consejo de Iglesias de Cuba (Cuban Council of Churches)	Calle 14 Nro. 303 en 3ra y 5ta, Playa
Iglesia Presbiteriana Reformada en Cuba (Cuban Presbyterian Reformed Church)	Salud # 222 e/ Lealtad y Campanario, Centro Habana
Fraternidad de Iglesias Bautistas de Cuba (Fraternity of Cuban Baptist Churches)	Templo Ebenezer. Al lado está el Centro Memorial Martin Luther King, asociación de inspiración cristiana. Ave 53 e/ 94 y 96
Iglesia Episcopal en Cuba (Cuban Episcopal Church)	Catedral Episcopal "La Santísima Trinidad" Calle 6 # 273 e/ 13 y 11
Iglesia Convención Evangélica de Cuba Los Pinos Nuevos	Suárez entre Corrales y Apodar. Jesús María, Habana Vieja
Iglesia Metodista (Methodist Church)	25 entre J y K. Vedado, Plaza de la Revolución
Unión Cubana de los Adventistas del Séptimo Día (Cuban Union of Seventh-day Adventists)	Ave Acosta # 218 esquina Lawton, Díez de Octubre

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Religious Institutions

Institution	Address
Comunidad Hebrea en Cuba (Cuban Hebrew Community)	Sinagoga Beth Shalom. Calle I esquina 13. Vedado Plaza de la Revolución
Liga Islámica de Cuba (Cuban Islamic League)	Sala de Resos (Funciona como Mezquita Abdalá) Oficinas, e/ Obrapíay Obispo, Habana Vieja
Museo de los Orishas. Asociación Cultural Yoruba (Orishas Museum, Cultural Yoruba Association)	Paseo del Prado # 615 e/ Montes Y Dragones Habana Vieja
Centro Espiritista y Cabildo Quisicuaba (Quisicuaba Council and Spiritualist Center)	Maloja # 22 e/ Águila y Ángeles Centro Habana
Gran Templo Masónico (Great Masonic Temple)	Carlos III esq. Belascoain, Centro Habana

ANEXOS

Additional information is attached below for a better use and understanding of the requirements contained in this Operating Manual.

Annexes		
Annex I. List of Cuban Diplomatic and Consular Missions		
SUB-SAHARAN AFRICA	LATIN AMERICA AND THE CARIBBEAN	EUROPE
1. Angola	1. Venezuela	1. Germany
2. Benin	2. Peru	2. Austria
3. Botswana	3. Bolivia	3. Azerbaijan
4. Burkina Faso	4. Colombia	4. Belarus
5. Cape Verde	5. Ecuador	5. Belgium
6. Congo	6. Brazil	6. Bulgaria
7. Ethiopia	7. Chile	7. Cyprus
8. Gambia	8. Argentina	8. Slovakia
9. Ghana	9. Uruguay	9. Spain
10. Equatorial Guinea	10. Paraguay	10. Denmark
11. Guinea Bissau	11. Mexico	11. Finland
12. Kenya	12. Panama	12. France
13. Niger	13. Costa Rica	13. Greece
14. Mali	14. Honduras	14. Netherlands
15. Mozambique	15. Guatemala	15. Hungary
16. Namibia	16. Nicaragua	16. Ireland
17. Nigeria	17. Jamaica	17. Italy
18. Democratic Republic of Congo	18. Guyana	18. Kazakhstan
19. Guinea Republic	19. Haiti	19. Norway
20. Senegal	20. Dominican Republic	20. Poland
21. Seychelles	21. Grenada	21. Portugal
22. South Africa	22. St. Lucia	22. United Kingdom
23. Tanzania	23. Belize	23. Czech Republic
24. Uganda	24. Saint Kitts and Nevis	24. Romania
25. Zambia	25. Trinidad and Tobago	25. Russia
26. Zimbabwe	26. Barbados	26. Holy See
	27. Bahamas	27. Serbia
	28. Antigua and Barbuda	28. Sweden
	29. Saint Vincent	29. Switzerland
	30. Commonwealth of Dominque	30. Turkey
	31. Surinam	31. Ukraine

Annexes

Annex I. List of Cuban Diplomatic and Consular Missions

SUB-SAHARAN AFRICA	LATIN AMERICA AND THE CARIBBEAN	EUROPE
<ol style="list-style-type: none"> 1. Angola 2. Benin 3. Botswana 4. Burkina Faso 5. Cape Verde 6. Congo 7. Ethiopia 8. Gambia 9. Ghana 10. Equatorial Guinea 11. Guinea Bissau 12. Kenya 13. Niger 14. Mali 15. Mozambique 16. Namibia 17. Nigeria 18. Democratic Republic of Congo 19. Guinea Republic 20. Senegal 21. Seychelles 22. South Africa 23. Tanzania 24. Uganda 25. Zambia 26. Zimbabwe 	<ol style="list-style-type: none"> 1. Venezuela 2. Peru 3. Bolivia 4. Colombia 5. Ecuador 6. Brazil 7. Chile 8. Argentina 9. Uruguay 10. Paraguay 11. Mexico 12. Panama 13. Costa Rica 14. Honduras 15. Guatemala 16. Nicaragua 17. Jamaica 18. Guyana 19. Haiti 20. Dominican Republic 21. Grenada 22. St. Lucia 23. Belize 24. Saint Kitts and Nevis 25. Trinidad and Tobago 26. Barbados 27. Bahamas 28. Antigua and Barbuda 29. Saint Vincent 30. Commonwealth of Dominique 31. Surinam 	<ol style="list-style-type: none"> 1. Germany. 2. Austria 3. Azerbaijan 4. Belarus 5. Belgium 6. Bulgaria 7. Cyprus 8. Slovakia 9. Spain 10. Denmark 11. Finland 12. France 13. Greece 14. Netherlands 15. Hungary 16. Ireland 17. Italy 18. Kazakhstan 19. Norway 20. Poland 21. Portugal 22. United Kingdom 23. Czech Republic 24. Romania 25. Russia 26. Holy See 27. Serbia 28. Sweden 29. Switzerland 30. Turkey 31. Ukraine

ASIA AND OCEANIA

1. Australia
2. Cambodia
3. People's Republic of China
4. Democratic People's Republic of Korea
5. Philippines
6. India
7. Indonesia
8. Japan
9. Lao Democratic People's Republic
10. Malaysia
11. Mongolia
12. Sri Lanka
13. Thailand
14. Pakistan
15. East Timor
16. Vietnam
17. Kiribati
18. New Zealand

NORTH AFRICA AND MIDDLE EAST

1. Tunisia
2. Algeria
3. Libya
4. Egypt
5. Lebanon
6. Syria
7. Iran
8. Qatar
9. Yemen
10. Kuwait
11. Saudi Arabia

Annex II. Accommodations for delegations from member countries and invited guests

Hotels available for delegations:

HOTELS	TYPE OF ROOM	Plan	Double Room Rate	Single Room Rate
Hotel Nacional Price per pax	Double STD Room	CP	235	313
	Hotel Room Sea View	CP	265	373
	Double Executive Floor	CP	310	465
	Extra dinner charge per person		135	135
Hotel Nacional Price per room	Junior Suite	CP	589	
	Senior Suite	CP	661	
	Special Suite	CP	835	
	Presidential Suite	CP	1 510	
	Connected room	CP	469	
	Extra dinner charge per person		135	135
Hotel Habana Libre Price per pax	TRYP Double	CP	229	343
	Extra dinner charge per person		105	105
Hotel Capri Price per pax	Double STD Room	CP	247	337
	Superior Double Room	CP	310	430
	Double Junior Suite	CP	385	535
	Extra dinner charge per person		120	120
Hotel Sevilla Price per pax	Double STD Room	CP	229	343
	Extra dinner charge per person		105	105
Hotel Presidente Price per pax	Double STD Room	CP	247	337
	Extra dinner charge per person		120	120
Hotel Inglaterra Price per pax	STD Double Room	CP	247	337
	Extra dinner charge per person		135	135

HOTELS	TYPE OF ROOM	Plan	Double Room Rate	Single Room Rate
HOTEL IBEROSTAR PARQUE CENTRAL Price per pax	Colonial Double Room	CP	579	831
	Colonial Junior Suite	CP	634	913
	Colonial Suite	CP	688	994
ROYALTON PASEO DEL PRADO Price per pax	Double Room So Urban Patio / Junior Suite	EP	907	1,759
	Double Room So Urban Malecón / Junior Suite	EP	1,087	2,119
	Ocean Sunset Junior Suite Ocean Sunset & Fortress			
	Junior Suite Ocean Sunset & Fortress	EP	1,102	2,149
	Junior Suite Plus Ocean Sunset & Fortress	EP	1,177	2,299
	Junior Suite Plus Ocean Sunset & Fortress Balcony	EP	1,192	2,329
	Double Room So Suite Malecón/ Suite Panoramic View	EP	1,942	3,829
	Junior Suite Plus Ocean Sunset & Fortress Dc	EP	1,297	2,539
	Suite Ocean Sunset & Fortress Dc	EP	2,062	4,069
	SO VIP Malecón / Suite Panoramic View Dc	EP	2,182	4,309
IBEROSTAR PACKARD Price per pax	Extra breakfast charge per person		66	66
	Standard Double Room	EP	823	1,207
	Suite	EP	1,108	1,492
IBEROSTAR PACKARD Price per room	Suite Prado	EP	1,153	1,537
	Suite Lighthouse	EP	3,613	
	Suite Bay	EP	4,321	
	Suite Packard	EP	3,655	

HOTELS	TYPE OF ROOM	Plan	Double Room Rate	Single Room Rate
GRAN HOTEL MANZANA KEMPINSKI Price per room	Suite Hemingway	EP	1,315	
	Suite Constante	EP	1,608	
	Suite Patio	EP	1,632	
	Suite Mezzanine	EP	1,789	
	Suite Havana	EP	2,689	
	Suite Esquina	EP	3,297	
	Presidential Suite	EP	12,679	
GRAN HOTEL BRISTOL Price per room	Extra dinner charge per night		83	
	Junior Suite	EP	1,369	
	Deluxe Suite	EP	1,819	
MYSTIQUE REGIS Price per room	Extra dinner charge per night		120	
	Suite Prado View	EP	1,423	
	Suite Terrace Panoramic View DC	EP	1,798	
VALENTIN QUINTA AVENIDA Price per room	Extra dinner charge per night		66	
	Suite Double Room	CP	1,129	919
	Extra dinner charge per night		117	117
GRAN MUTHU LA HABANA Price per pax	Junior Suite Double	CP	850	934
	Suite Double	CP	940	1,045
	Extra dinner charge per night			
MEMORIES MIRAMAR Price per pax	Double Room	CP	484	687
	Junior Suite Double	CP	694	1,333
	Suite	CP	1,173	
GRAN ASTON LA HABANA Price per pax	Deluxe Double Room	CP	454	679
	Junior Suite	CP	900	1,125
	Aston Suite	CP	966	1,191
	Extra dinner charge per night		131	131
MELIA HABANA Price per pax	Classic Room	CP	424	529
	Classic Room Sea View	CP	454	568
	Extra dinner charge per night		135	135
MELIA COHIBA Price per pax	Classic Room	CP	454	568
	Junior Suite	CP	499	625
	Extra dinner charge per night		135	135

These rates include:

- Accommodation with breakfast
- Airport-Hotel-Airport transfer
- Daily collective transfer to the venue of the event
- Customized assistance at Airport and Hotels
- Internet Navigation in Hotels

Any other service requirement should be included in the application and will be quoted and confirmed ***ON REQUEST*** by Cubatur S.A.

Hotel Booking Request

Send before **September 1, 2023**

ROOM BOOKING FOR:

Embassy/ delegation/organization:	
Name:	
Country:	
Contact e-mail:	
Hotel:	
Single rooms:	
Double rooms:	
Date of arrival:	
Flight No.:	
Airline:	
Arrival Time:	
Date of departure:	
Flight No.:	
Airline:	
Departure time:	
Form of payment:	

Bus Rental Rates (USD)

TRANSTUR RATES		KM	TIME (Hours)	Van		Minibus		Bus
TRANSFERS								
Minimum		50	3	68	71	94	134	134
Additional hours				23	25	33	47	47
Additional Kms				1.34	1.42	1.73	2.69	2.69
HOURLY RENTAL								
Minimum invoice charge								
Up to 5 hours		75	5	94	99	123	188	188
Up to 7 hours		105	7	131	138	173	261	261
Up to 9 hours		135	9	195	208	266	391	391
Additional hour				23	25	31	47	47
Additional Km				1.32	1.40	1.72	2.64	2.64
DAY RENTAL								
Availability		220	Each day (14 hours)	239	259	330	476	476
Additional Km				1.09	1.18	1.45	2.16	2.16
Cancellation in location or no show, up to 50 kms								
Cancellation in location or no show, additional kms								
Service cancellation at the Rental Location								

Payments shall be made:

I- By bank transfer to:

BANCO FINANCIERO INTERNACIONAL (BFI)
BFI Sucursal 1ra y B
Address: Calle 1ra No 201 entre A y B. Vedado
Account: 0300000005635119
Cubatur – Ventas Internacionales

II- On-line:

To use the payment gateway, you must send an email to:
cubatur@cmatrix.cbt.tur.cu and you will be sent a
 payment link to make the transfer

ANNEX III

Bus Booking Request

Send before September 1, 2023

BOOK FOR:

Embassy/ Delegation/Organization:	
Name:	
Country:	
Name of contact person:	
Contact e-mail:	
Type of bus:	
Place of commencement of service:	
Date and time of commencement of service:	
Total service days:	
Number of hours per day:	
Main sites of the tour:	

Payments shall be made:

I- By bank transfer to:

BANCO FINANCIERO INTERNACIONAL (BFI)
BFI Sucursal 1ra y B
Address: Calle 1ra No 201 entre A y B. Vedado
Account: 0300000005635119
Cubatur – Ventas Internacionales

II- On-line:

To use the payment gateway, you must send an email to:
cubatur@cmatriz.cbt.tur.cu and you will be sent a
payment link to make the transfer

ANNEX IV. ACCREDITATION FORM FOR PARTICIPANTS

Delegation of (Country):

Surname:

Name:

Sex: M ☐

F ☐

Date of birth:

/

/

Entity:

Nationality:

Title or function:

Passport No.

Issued in:

Date:

/

/

E-mail:

Please check your rank within the delegation:

Member Countries

Head of Delegation ☐

☐

Chief of Security

First Lady ☐

☐

Security personnel

Foreign Minister ☐

☐

Chief of Protocol

Official Delegation ☐

☐

Protocol officer

Special Guest

☐

Guest

☐

Date: / /

ANNEX V. DECLARATION OF WEAPONS

Country:

Name:

Surname:

Title / Function:

Passport Number:

Issued by:

Date of issue:

Weapon:

Serial number:

Magazines:

Make:

Caliber:

Ammunitions:

Person responsible for the information provided:

Title/ Function:

Date:

Signature:

Annex VI. Internet Access Service Request

1. Applicant Entity Data			
Applicant Entity:			
Name of the Applicant:			
Name of representative making the request:			
Identity card or passport number of the representative signing the contracts:			
Address abroad:			
Address in Cuba:			
2. Details of the services requested			
Total number of ports requested:			
No.	Service installation locations	Speed requested (Mbit/s)	
1			
2			
Requested by:		<u>Full name</u>	<u>Signature</u> <u>Date</u>
Received by:		<u>Full name</u>	<u>Signature</u> <u>Date</u>

Annex VII. Rates for domestic and international navigation access services

Speed	Installation Fee (USD)	Fee (USD)	
		International Navigation Direct Link	Domestic Navigation Direct Link
19,2* Kbps	101.56	39.06	7.81
28,8* Kbps	101.56	54.69	11.72
64 Kbps	101.56	78.13	23.44
128 Kbps	101.56	117.19	35.16
256 Kbps	101.56	156.25	46.88
512 Kbps	101.56	281.25	62.50
1024 Kbps	101.56	558.59	105.47
2048 Kbps	101.56	1,113.28	207.03
4 Mbps	203.13	2,226.56	402.34
6 Mbps	203.13	2,562.50	769.53
8 Mbps	203.13	4,347.66	804.69
10 Mbps	203.13	4,402.34	871.09
12 Mbps	203.13	4,546.88	945.31
14 Mbps	203.13	4,628.91	1,078.13
16 Mbps	203.13	4,781.25	1,187.50
18 Mbps	203.13	5,210.94	1,289.06
20 Mbps	203.13	5,523.44	1,339.84
22 Mbps	203.13	5,964.84	1,468.75
24 Mbps	203.13	6,523.44	1,578.13
26 Mbps	203.13	7,082.03	1,656.25
28 Mbps	203.13	7,382.81	1,847.66
30 Mbps	203.13	7,500.00	2,000.00
32 Mbps	203.13	7,640.63	2,125.00
34 Mbps	203.13	8,273.44	2,156.25
40 Mbps	406.25	9,656.25	2,460.94
50 Mbps	406.25	11,031.25	2,769.53
80 Mbps	406.25	12,414.06	3,078.13
100 Mbps	406.25	13,792.97	3,386.72
128 Mbps	406.25	15,171.88	3,695.31
150 Mbps	406.25	16,550.78	4,000.00
256 Mbps	406.25	17,929.69	4,308.59
512 Mbps	406.25	19,308.59	4,617.19
1 Gbps	406.25	20,687.50	4,921.88

Annex VIII. Data Transmission Service Request Form

DATA TRANSMISSION SERVICE REQUEST

1. Applicant entity data

Applicant Entity:	
Name of the Applicant:	
Name of representative making the request:	
Identity card or passport number of the representative signing the contracts:	
Address abroad:	
Address in Cuba:	

2. Details of the services requested

No.	Service installation locations	Speed requested (Mbit/s)
1		
2		
3		

Requested by:	<u>Full name</u>	<u>Signature</u>	<u>Date</u>
---------------	------------------	------------------	-------------

Received by:	<u>Full name</u>	<u>Signature</u>	<u>Date</u>
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Annex IX. Rates for point-to-point fiber optic data transmission services

Speed	Installation Fee (USD)	Fee (USD)	
		Section up to Venezuela	Section up to London
64 Kbps.	1,563	129	254
512 Kbps.	1,563	742	1,469
1024 Kbps.	2,604	1,301	2,566
2048 Kbps.	2,604	2,230	4,398
4Mbps.	2,604	3,469	5,859
6Mbps.	2,604	4,684	7,918
8Mbps.	2,604	6,250	9,387
10Mbps.	3,333	6,641	11,000
12 Mbps.	3,333	7,284	12,622
14 Mbps.	3,333	8,195	14,207
16 Mbps.	3,333	8,672	15,026
18 Mbps.	3,333	9,363	16,224
20 Mbps.	3,333	9,972	17,279
22 Mbps.	3,646	10,684	18,512
24 Mbps.	3,646	11,445	19,832
26 Mbps.	3,646	12,176	21,097
28 Mbps.	3,646	12,746	22,086
30 Mbps.	3,646	13,438	23,284
32 Mbps.	3,646	14,098	24,428
34 Mbps.	3,646	16,684	28,908
40 Mbps.	3,646	17,266	29,917
50 Mbps.	3,646	19,863	34,418
100 Mbps.	3,646	23,895	41,403
155 Mbps.	3,646	27,762	48,104

Annex X. Application form for radio and TV signal transmission services

Request for Occasional TV Services	
<i>Request date:</i>	
<i>Event:</i>	
<i>Start time:</i>	
<i>End time:</i>	
<i>Transmission and/or Receiving:</i>	<i>Specify option</i>
<i>Signal source location:</i>	
<i>Signal destination location:</i>	
<i>Type of signal:</i>	<i>Official Signal or Backup Signal</i>
<i>Ground Station in Cuba:</i>	<i>Fixed (Caribe or Cojimar) and/or transportable (Flyaway)</i>
<i>Satellite:</i>	
<i>Frequency band:</i>	<i>C Band or Ku Band</i>
<i>Definition:</i>	<i>SD or HD</i>
<i>Bandwidth:</i>	
<i>Transponder:</i>	
<i>Standard:</i>	<i>PAL or NTSC</i>
<i>Uplink and/or downlink frequency:</i>	
<i>Encoder/Compression:</i>	
<i>Modulation:</i>	
<i>AR:</i>	
<i>FEC:</i>	
<i>SR:</i>	
<i>Roll Off:</i>	
<i>Audio:</i>	
<i>Transmission speed:</i>	
<i>Technician contact data:</i>	<i>Name, phone number, e-mail</i>
<i>Applicant:</i>	<i>Name and title</i>

Annex XI. Rates in USD for ETECSA's occasional Flyaway radio and television signal transmission services

Rates in USD for C and Ku Band using transportable Ground Stations (Flyaway)	≤ 9MHz (SD)	≤ 18MHz (HD)
1 min ≤ Transmission < 1 hour		
The first 10 minutes (Minimum time to be booked)	156.00	250.00
Additional minute (in minimum periods of 5 minutes)	4.00	8.00
1 hour ≤ Transmission < 8 hours	333.00/hour	666.00/hour
8 hours ≤ Transmission < 12 hours	260.00/hour	416.00/hour
12 hours ≤ Transmission < 24 hours	187.00/hour	296.00/hour
24 hours ≤ Transmission	108.00/hour	130.00/hour
	2,604.00/day	3,125.00/day

Annex XII. List of devices that require an Operating License and/or Temporary Importation Permit

No.	Device	No import authorization nor operating license required	Import Authorization Required	Operating License Required	Use is not allowed
1.	Radiocommunication equipment				
1.1.	Portable, mobile, fixed radiocommunication equipment and repeaters		X	X	
1.2.	Radio link, microwaves, TV remote equipment operating in the 10 to 13 and 40 GHz bands.		X	X	
1.3.	Radio link, microwaves, TV remote equipment operating in other frequency bands.				X
2.	Satellite communication system				
2.1.	Iridium system ground stations (terminals)				X
2.2.	Ground stations (terminals) of Inmarsat systems (Isatphone or Broadband BGAN)		X	X	
2.3.	Satellite transceiver earth stations (FLYAWAY - UPLINK, SNG, and Internet via satellite)		X	X	
2.4.	TV Receive-only (TVRO) Earth Stations		X	X	
3.	Wireless Microphones				
3.1.	Wireless microphone operating in the 216- 220 MHz band		X	X	
3.2.	Wireless microphone operating in the 174-216 MHz, 518-578 MHz, 614-682 MHz, 2400-2483.5 MHz and 5725-5875 MHz bands		X		

No.	Device	No import authorization nor operating license required	Import Authorization Required	Operating License Required	Use is not allowed
3.3.	Wireless microphones in other frequency bands				X
4.	Wireless Phones				
4.1.	Wireless phones operating in the 43.710 - 49.980 MHz, 1.910 - 1.930 GHz, 2.400 - 2.4835 GHz, 5.725 - 5.875 GHz frequency bands	X			
4.2.	Wireless phones not operating in the 43.710 - 49.980 MHz, 1.910 - 1.930 GHz, 2.400 - 2.4835 GHz, 5.725 - 5.875 GHz frequency bands.				X
5.	Other Wireless systems				
5.1.	Wireless Access Systems operating in the 2400 - 2483,5 MHz frequency band with a with maximum radiated power up to 20 dBm (100mw)		X	X	
5.2.	Wireless Access Systems operating in the 2400 - 2483,5 MHz frequency band with a with maximum radiated power over 20 dBm (100mw)				X
5.3.	Wireless Access Systems operating in the 5725 - 5850 MHz frequency band with a maximum radiated power up to 30 dBm (1W)		X	X	
5.4.	Wireless Access Systems operating in the 5725 - 5850 MHz frequency band with a maximum radiated power over 30 dBm (1W)				X
5.5.	Wireless Fax		X		
6.	Data Network Devices				

No.	Device	No import authorization nor operating license required	Import Authorization Required	Operating License Required	Use is not allowed
6.1.	Data network devices (modem, routers and switches) without wireless access		X		
6.2.	Data network devices (modem, routers and switches) with wireless access.		X	X	
7.	Other Devices				
7.1.	PABX switchboards		X		
7.2.	Interruptible Fold Back (IFB)		X	X	
7.3.	TV cameras with wireless connection		X	X	
7.4.	TV camera transmitters		X	X	

**Annex XIII. Temporary license application form for remote control
radio link
(VIDEO and SOUND REMOTE LINK, ANALOGIC or DIGITAL)**

Country:	
Entity:	
Name of person in charge of filling out this form:	
Title of function:	
Mailing Address:	
Phone number:	Fax number:
E-mail address:	
Operating period in Cuba: ____ days	
Service Area:	

Event and system requirements:

Frequency rank(s) to which the equipment can be tuned in:	
From: ____ MHz to ____ MHz	Channeling: ____ MHz

Make	Model	Power (Watt)	Quantity

Antenna type and yield Tx and Rx	
Antenna polarization	
Bandwidth or Transmission Speed	MHz o Mbps
IF Bandwidth of Receiver (-3dB)	MHz
Minimum separation between Tx and Rx frequencies of the same radio-channel within the same equipment	MHz
Minimum separation between two Tx frequencies in the same station	MHz
Minimum separation between Rx and Tx frequency of another station in the same location	MHz

Station operation		Fixed []		Mobile []	
Possible exact location(s)		Dates and times:			
1. Tx:	Rx:	From:		to:	
2. Tx:	Rx:	From:		to:	
3. Tx:	Rx:	From:		to:	

Applicant's signature	
-----------------------	--

Date	Day___Month___Year___
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IMPORTANT:

- Use annexes if you require more space when filling out the form.
- The license fee, if granted, is fixed by Resolution 129/20 of the Ministry of Communications.

**Annex XIV. Temporary License Application Form for Wireless
Microphone Systems**

**(PROGRAM PRODUCTION SYSTEM, WIRELESS MICROPHONES OR IFB
SYSTEMS)**

Type of equipment. Check with an X		
Wireless microphone []		IFB []

Country:	
Entity:	
Name of the person in charge of filling out this form:	
Title or function:	
Mailing Address:	
Telephone number:	Fax number:
E-mail address:	
Operating period in Cuba: ____ days	
Service Area:	

Event and system requirements:

Frequency band(s) and specific frequencies in which the equipment operates:

Equipment Data		
Make	Model	Power (millwatt)
		Quantity

Bandwidth (kHz) / Transmission speed (kbit/s)	
--	--

Possible location(s)	
1. Tx:	Rx:
2. Tx:	Rx:
3. Tx:	Rx:

Applicant's signature

Date	Date __ Month__ Year__
------	------------------------

IMPORTANT:

- The license fee, if granted, is fixed by Resolution 129/20 of the Ministry of Communications.
- Use annexes if you require more space when filling out the form.

Annex XV. Temporary license application form for land mobile radio service equipment

This form is designed to report on radio communications to be used by delegations.

Country/Entity:

**Operates with
repeater:**

Repeater power:

**Place where the
frequency is
required:**

Equipment Data

Make

Model

Contact information:

Full name:

Title / Function:

Phone:

E-mail:

Date:

Annex XVI. Temporary License Application Form for Inmarsat Earth Station

INMARSAT (iSatphone or Broadband BGAN) EARTH STATION (terminals)

Fill a form for each station

Country of the applicant:
Entity:
Name of the person in charge of filling out this form:
Title or function:
Mailing Address:
Phone number(s): Fax number:
E-mail address:
Overall period the station will be in use: ____ days
INMARSAT satellite with which it will operate and orbital position:
Installation territory(s) or province(s) in Cuba:

1. Supporting arguments for the need of the station _____ _____	
2. Type of service (Voice, Fax, Data, SMS, e-mail, Internet, video, etc.) Specify maximum data transmission speed: _____ _____	
3. Location and dates:	
Possible exact location(s)	Date (From – up to)
1	
2	
3	
4	

The following boxes should be filled in with the station and SIM Card data (see page 2):

4. INMARSAT Earth Station Data: 4.1. Make, Model and Standard. Check whether mobile or transportable:			
Make (manufacturer)	Model	Standard (Mini-M, M4, FleetBB, Isatphone, BGAN, etc.) Mobile: _____ Transportable: _____	
4.2. Identification (ID or IMN) and serial numbers for all technologies specifying each service modality. Note: Fill out carefully, with all the ID required digits. For example, for BGAN the MS-ISDN and AMS-ISDN must be specified			
ID or IMN (1)	ID or IMN (2)	ID or IMN (3)	ID or IMN (4)
5. <u>BGAN SIM Card identity numbers and other broadband technologies</u>			
International Mobile Equipment Identifier, IMEI ----- ----- -----	Int'l Mobile Subscriber Identity, IMSI (15 digits) ----- ----- -----	Integrated Circuit Card ID ICC-ID (18 digits) ----- ----- -----	

Applicant's signature	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> Date </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> Day __ Month __ Year ____ </td> </tr> </table>	Date	Day __ Month __ Year ____
Date	Day __ Month __ Year ____		

Important:

1. The station is subject to the national telecommunications regulations and provisions in force.
2. The station may be used only at the location(s) specified in the License.
3. A form will be filled out for each station.
4. The form is to be filled out in full. If the data is not complete, it will be returned to the applicant. Use annexes if you require more space when filling out the form
5. The License shall be delivered after payment by the applicant of the fee stated therein.
6. The license fee, if granted, is fixed by Resolution 129/20 of the Ministry of Communications.

**Annex XVII. Temporary license application form for satellite
transmitter-receiver earth station
(FLYAWAY – UPLINK, SNG, including satellite Internet)**

Country:	
Entity:	
Name of the person in charge of filling out this form:	
Title or function:	
Mailing Address:	
Phone number:	Fax number:
E-mail address:	
Operating period in Cuba: ____ days	
Installation place(s) in Cuba (territories and provinces):	
Satellite with which it will operate and its orbital position:	

Event and station requirements:

Station operation frequency band(s)	
Tx	Rx

Equipment	Make	Model	Remarks
Transmission Subsystem			
HPA/SSPA/BUC			Maximum Power (W): ____ Quantity: ____
Frequency Up-converters			Quantity : ____
Modem(s)			Quantity : ____

Reception Subsystem			
LNA / LNB / LNC			Noise temperature (K): ____ Quantity: ____
Frequency Down-converters			Quantity: ____
Receiver(s) / Decoders / IRD			Quantity: ____

Antenna Subsystem

Antenna:			Diameter (m): ____
Antenna accessories: (trailers, supports, poles, etc.)			Type: ____ Quantity: ____

Carriers: Maximum number of carriers that can be transmitted: ____

Carrier number and denomination	Frequencies (MHz)	Occupied Bandwidth (MHz) or Transmission speed (Mbps)	Type of information (Video + Sound), Voice, Data, etc.	Analogic or digital signal processing

Maximum number of carriers that can be received: ____

Applicant's signature		Date	Day: __ Month: __ Year: __
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IMPORTANT

- Use annexes if you require more space when filling out the form.
- The license fee, if granted, is fixed by Resolution 129/20 of the Ministry of Communications.

Annex XVIII. Temporary license application form for video camera wireless transmitter

Country:
Entity :
Name of the person in charge of filling out this form:
Title or function:
Mailing Address:
Phone number: Fax number:
E-mail address:
Operating period in Cuba: ____ days
Service area:

Event and system requirements:

Frequency band(s) and specific frequencies in which the equipment can operate:

Equipment Data			
Make	Model	Power (milwatt)	Quantity

Bandwidth (kHz /MHz) /Transmission speed (kbit/s / Mbit/s)
--

Possible location(s)			
1. Tx:		Rx:	
2. Tx:		Rx:	

Applicant's signature	Date	Day __	Month ____	Year ____
-----------------------	------	--------	------------	-----------

IMPORTANT:

- The license fee, if granted, is fixed by Resolution 129/20 of the Ministry of Communications.
- Use annexes if you require more space when filling out the form.

Annex XX: Information about the Cuban Airport and Aviation Services Company (ECASA)

Main Authorities:

Director General: Juan Carlos Quintana Gorina

Phone: (537) 266- 40-01 and 53 52802118

Fax: (537) 649-57-24

E-mail: jc.quintana@ecasa.avianet.cu

Operations Manager, Ramón Hernández Agüero

Telefax: (537) 649-59-63

E-mail: ramon.hernandez@ecasa.avianet.cu

Fuel Service Manager, Ernesto Cotan

Telefax: (537) 649-57-26

E-mail: ernesto.cotan@ecasa.avianet.cu

Empresa Cubana de Navegación Aérea S.A (ECNA S.A.)
(Cuban Air Navigation Company)

Main Authorities:

Director General, Francisco Javier Fernández Padiz

Phone: (537) 266-40-13 and 53 52799082

Fax: (537) 642-60-05

E-mail: francisco.padiz@aeronav.avianet.cu

Havana Area Control Center

Director of the Havana Area Control Center: Miguel Ángel Ortiz

Phone: (537) 649-7284 y 53 5 2793554

Fax: (537) 642-11-85

Email: miguel.ortiz@aeronav.avianet.cu

AFTN: MUFHQZXX

Meteorological Service provided by:

Meteorological Monitoring and Forecast Office

Fax: (537) 642-61-68

E-mail: meteof@aeronav.ecasa.avianet.cu

AFTN: MUHAYMYX

NOTAM Service provided by:

International NOTAM Office

Fax: (537) 649 -75-50

E-mail: notam@aeronav.ecasa.avianet.cu

Catering Service

The “José Martí” International Airport in Havana and the “Juan Gualberto Gómez” International Airport in Varadero are equipped with 24-hour aircraft catering services, with a wide range of dishes complying with international standards for these services.

Cubacatering General Manager: Maytee Crespo Alonso

Fax: (537) 649-73-49 and 53 52792955

E-mail: pre@cubacatering.avianet.cu



