

Circular

5/2017

Barcelona, 24 March 2017

To the members of the Executive Bureau

To the Secretaries General

To the Vice-Presidents of United Cities and Local Governments

To the Presidents of UCLG Committees and Working Groups

For information: To the Presidency

Executive Bureau in Madrid

Updated logistical information

18-19 April 2017, Madrid, Spain

Dear Members of the Executive Bureau,

We are pleased to provide you with further information relating to the 2017 UCLG Executive Bureau meetings in Madrid.

Updated agenda for the Executive Bureau Business Session

An updated agenda for the Executive Bureau Business Session can be found via the link below.

Updated programme

An updated programme, including additional meetings, can also be found via the link below.

- Presentation of a learning tool on “Localizing the SDGs”, 18 April, 9:00-14:00, Plaza de la Villa (by invitation only).
- Presentation of Madrid’s Strategic Plan on Human Rights, 18 April, 10:00-11:00, Patio de Cristales, Plaza de la Villa 5.
- Meeting of Human Rights Cities organized by Madrid City Hall and the UCLG Committee on Social Inclusion, Participatory Democracy and Human Rights (CISDPH), 18 April, 11:30-13:00, Patio de Cristales, Plaza de la Villa 5.

World Forum on Urban Violence and Education for Coexistence and Peace

Additional information on the World Forum on Urban Violence and Education for Coexistence and Peace can be found on the dedicated website:

<http://www.ciudadesdepaz.com/>

Please note that by selecting the option to attend the World Forum on the Executive Bureau registration form, you will automatically be registered for the World Forum.

Hotels

The main hotel for the UCLG delegation will be the [Hotel Paseo del Arte](#).

Atocha 123, 28012, Madrid. Tel.: [+34 91 298 48 00](#).

A limited number of rooms have been blocked for Executive Bureau participants at a negotiated rate and will be allocated on a first come, first served basis.

You can book accommodation by contacting the hotel directly at grupos@artehoteles.com and providing the reference number **576946 to identify yourself as part of the UCLG group. You may also need to provide a credit card number to guarantee the reservation, though you should not be charged at this time.**

Prices

Double room, breakfast included: €140 + VAT

Double room for single use, breakfast included: €130 + VAT

An alternative hotel recommended by the hosts very close to the main hotel is the [NH Nacional](#).

Paseo del Prado 48, 28014, Madrid. Tel.: [+34 91 429 66 29](#).

You can book accommodation by contacting the hotel directly at nhnacional@nh-hotels.com and providing the reference number **30341878 to identify yourself as part of the UCLG group. You may also need to provide a credit card number to guarantee the reservation, though you should not be charged at this time.**

Prices

Double room for single use, breakfast included: Approx. €150 + VAT

We recommend that you book your accommodation as soon as possible, as this will be a busy time in Madrid, due to the World Forum on Urban Violence and Education for Coexistence and Peace taking place during the same period.

Venues

The venue for the **Executive Bureau Business Session on 19 April**, as well as the **World Forum on Urban Violence and Education for Coexistence and Peace** on 19-21 April, will be **La Nave Exhibition Centre**:

Espacio La Nave

Calle Cifuentes 5, Distrito de Villaverde, 28021, Madrid

The **Committee meetings and policy dialogues on 18 April** will be held at the **Headquarters of FEMP**, the Spanish Federation of Municipalities and Provinces:

Federación Española de Municipios y Provincias (FEMP)

Calle Nuncio 8, 28005, Madrid

Transport

Transport will be provided by the hosts from the two hotels indicated above to the meeting venue “La Nave” from 19-21 April.

Transport is not provided from the hotels to the FEMP headquarters for the meetings on 18 April.

Transfers to and from the airport are not provided.

Registration

Please note that, for statutory purposes, you will need to confirm your participation by filling in the [online registration form via Google Forms](#) as soon as possible and **before 31 March**. You should fill in one form per participant.

Visa

Please note that you may need a visa to be able to enter Spain, and that this process may be lengthy.

We strongly recommend you start the visa procedure as soon as possible. Should you need a personalized invitation letter, please contact the World Secretariat.

The World Secretariat remains at your disposal should you require any additional information. Please do not hesitate to contact us at UCLGExBu@uclg.org.

Sincerely,

The UCLG World Secretariat

Please click on the links below to access the following documents:

- [Updated agenda of the Executive Bureau Session](#)
- [Updated draft programme](#)
- [Registration form](#) (via Google Forms)
- [Invitation letter from the Mayor Madrid Ms Manuela Carmena](#)
- [Video message from the Mayor of Madrid Ms Manuela Carmena](#) (in Spanish)
- [Concept note of the World Forum on Urban Violence and Education for Coexistence and Peace](#)