

# Folieto para **VISITANTES**



This pamphlet contains useful information for Visiting Scientists who have joined scientific training programs at CIAT. It discusses the transactions they must make before traveling, services available at the Center, procedures they should know, and the transactions they should make on returning to the starting point of their trip to CIAT.

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# Welcome

Congratulations on your appointment as *Visiting Scientist* at the Centro Internacional de Agricultura Tropical (CIAT)!

Your appointment is the result of your institution's interest and of a conscientious evaluation of your human and professional qualities. We hope that, through you, the relationships already existing between your institution and CIAT will become stronger still.

We include, with this pamphlet, your official letter of appointment, which explains the type of relationship that now exists between you and CIAT, the CIAT Project and discipline to which you will be assigned, your category, your supervisor's name, and the conditions of your appointment.

The work plan that we offer is structured to attain precise objectives, and has been

prepared with your professional interests and your institution's needs in mind. These objectives are achieved through practical work, whether in the field or laboratory, and the study of specialized material.

CIAT offers, in most cases, individual scientific training. The program is flexible and specialized, and is conducted under the supervision of CIAT scientists. In certain cases, training is carried out through highly structured, specialized courses that may, in some cases, proceed to individual training.

CIAT does not use classic teaching methods for passive audiences; instead, it programs activities that permit the achievement of specific objectives through a continuous interaction between supervisors and

Visiting Scientists. The acquisition of knowledge and abilities during your permanence at CIAT will depend largely on your interest and dedication.

CIAT headquarters in Palmira has well-equipped laboratories and greenhouses, and ample fields for experiments. This advanced infrastructure is also found at CIAT's stations in Santander de Quilichao and Popayán, both in the Department of Cauca, and in Santa Rosa and Carimagua, in the Colombian Eastern Plains.

We also have a specialized Library, and publications and

audiovisual materials especially designed by the Communications Unit to complement your training.

We trust that your permanence at the Center will be pleasant and will effectively contribute to your professional progress and your institution's goals. We reiterate our satisfaction at having you as our guest.

*Alfredo Caldas*  
Coordinator  
Scientific Training Unit

# Your Trip to CIAT

## **Necessary Documents**

To travel to CIAT, you will need the following documents:

Current passport

Service visa. CIAT will have requested the Colombian Ministry of Foreign Affairs to place a service visa for you at the Colombian consulate in your country. You must collect this visa before you travel to CIAT

The noncompliance of these requirements, provided for by the Ministry of Foreign Affairs, may hamper your entry into Colombia.

## **Baggage**

We suggest you bring clothes adequate for wearing at temperatures around 26°C, together with appropriate attire for field visits.

Please take into consideration the following:

Should you need to bring medicines, make sure that

they are accompanied by a medical certificate indicating their purpose

If you are to bring vegetable material or seeds, make sure that they are accompanied by the corresponding, official, phytosanitary certificates. On arrival, the plant materials will remain subject to the control of the Instituto Colombiano Agropecuario (ICA)

Under no circumstances may you import automobiles, motorcycles, electrical appliances, or firearms.

## **Notifying Us of Your Arrival**

You must notify us five days before you travel if you wish to receive accommodation. Use fax or e-mail (see inside front cover) to tell us the date of your arrival, airline, and flight number

We recommend, especially to participants of group events, that you arrive at least one day in advance of the course, because delays negatively affect the academic quality of these intensely produced courses.



# Arriving in Colombia

## **Aeropuerto “Alfonso Bonilla Aragón”, Cali**

We suggest you arrange your trip so that you enter Colombia via Cali rather than through another city. You will thus avoid transfers, and also receive assistance from a CIAT official in the transactions of immigration, customs, baggage claims, or unforeseen difficulties.

**Please check, at your port of entry into Colombia, that the immigration authorities have endorsed your passport with your entry stamp**

## **Getting from the airport to CIAT**

Provided that your arrival date, together with the airline’s name and flight number, were received with sufficient notice, a CIAT official will meet you at the airport to take you to CIAT. Otherwise, we suggest you ask a taxi driver to take you. The Center is located on the *Recta Cali-Palmira*, 7 km from the airport, heading toward Palmira.



# At CIAT

Once at CIAT, go to Reception (of the Food and Housing Unit) to register your arrival and receive your lodgings. If you arrive after 23:00 and are not accompanied by a CIAT official, announce your arrival at the principal porter's lodge so that someone may guide you to your rooms.

## **Scientific Training Unit**

Once installed at CIAT, go to the Orientation Office of the Scientific Training Unit (STU), taking the following documents:

Letter of appointment, passport, and travel tickets

At the Orientation Office, you should fill out and sign the arrival form, formalize your registration in the collective insurance policy, sign the credential letter with CIAT, and be documented.

If you are participating in a group event, the transactions are completed jointly with all the other participants on the day of the event's initiation.

Once the official transactions of your incorporation into the STU are carried out, the Orientation Office will give you general

information about CIAT, and will take you on an induction tour so that you may familiarize yourself with the Center's sections and installations. You will then be presented to your supervisor.

The Orientation Office can help you:

- Find information on aspects of the Center's operation
- Locate different projects, units, and sections at CIAT, and follow the procedures for obtaining some of the services that these perform
- Obtain maps of CIAT and Cali, and itineraries of buses to Cali and Palmira
- Find information on the commercial, tourist, and recreational areas of both Cali and Palmira
- Obtain counsel should you have personal problems or difficulties in adapting to the Colombian environment
- Obtain appropriate housing, furniture, and needed utensils
- Coordinate social, sporting, and tourist events.

The Orientation Office will also receive suggestions and complaints on services performed by the Center.

**The day after you arrive, to avoid inconveniences, you should present your air tickets and travel documents to the Travel Office**

**Travel Office**

For your greater convenience, you may use the services of a travel agency branch set up within CIAT. The agency will do the following for you:

- Confirm your reservations for your return trip
- Modify reservations and routes of your return trip if so desired or if the work plan at CIAT so requires it. However, ticket conditions sometimes may not permit such modifications
- Make reservations with national or international hotels
- Provide timely and effective advice on visas required by some countries, provided that the requirements established by international official entities are complied with
- Program national excursions of tourist interest

Working hours are 07:30 to 16:30, Mondays to Fridays.

**Nota: Si su tiquete ha sido pagado por el CIAT es importante que lo presente para su observación final.**

**Banking Services**

CIAT also has the services of a bank to facilitate the exchange into Colombian pesos of U.S. currency, whether in cash or travelers' checks, or by transfer. Current exchange rates are used.

Please note, however, that currencies other than U.S. cannot be changed at CIAT, and only with difficulty can be changed at outside banks. Where possible, bring only U.S. currency.

For this service, working hours are from 09:00 to 12:30, Mondays to Fridays, and from 09:00 to 11:30 the last work day of the month.

For all other banking services, working hours are from 08:30 to 15:00, Mondays to Thursdays, and from 08:00 to 15:00, Fridays. The bank is open from 08:30 to 13:00 the last work day of the month.

**Transport**

CIAT has several bus routes between different terminals in the cities of Cali and Palmira and CIAT headquarters. You may request up-to-date lists of the routes from the Orientation Office to choose the route and schedule that most fit your needs.

## **Food and Housing Unit**

The Food and Housing Unit (FHU) belongs to CIAT's support and service sector. It has a hotel that provides accommodation and board to Visiting Scientists\*, CIAT employees, and officials of sister entities. Here, you may enjoy a deserved rest during your training, in a safe and rural environment, with all the conveniences, and at comfortable prices.

## **Reception and Hotel**

At Reception, you register as the Hotel's guest. You will also find the telecommunications switchboard for the Center. Calls may be made internally, nationally, or internationally. Vouchers for use of the self-service laundry are also sold to Visiting Scientists and guests staying at the Hotel.

The Hotel has 59 double rooms, 9 single rooms, and 10 apartments. A housekeeper service is available for cleaning and maintaining the rooms and the swimming-pool area. Other services include the self-service laundry and clothes drying. Dry-cleaning services may be requested from Reception, who will then contract a commercial dry cleaner in Palmira.

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\* *Visiting Scientists are those professionals who are named as such by CIAT through letters of appointment, and who remain at the Center for more than 7 nights.*

**Food services.** CIAT has a restaurant, self-service cafeteria, snack bar, and soda fountain (at the Swimming Pool Club). Service schedules will be given to you on arrival. We suggest you use the cafeteria, together with the Center's personnel.

**Swimming Pool Club.** For you to enjoy the marvelous climate of the Department of Valle del Cauca, we offer the services of the "Swimming Pool Club". In addition to the swimming pool, you will find a soda fountain, a room for recreational events, and a games room (billiards, ping-pong, and indoor football). You may also order fast foods at favorable prices.

Hours of attention to the public are 16:30 to 20:00, Mondays to Fridays; and 11:00 to 18:00, Saturdays, Sundays, and holidays.

**Visitors and guests.** For security reasons and to respect the guests' private life, access to the Hotel is restricted to the guests and authorized CIAT personnel, who, for reasons of work, may circulate through it. Guests' visitors may be received in the foyer of Reception or at the soda fountain (Swimming Pool Club). Noncompliance with the universal standards of civil ethics in the areas of Reception and the Hotel may result in the cancellation of accommodation services.

**Telephone calls.** To communicate internally from any telephone in CIAT, you may directly dial the desired extension. If you do not know the extension number, you may request it from the switchboard operator by dialing 0.

**Security box.** CIAT guests may use a security box for their valuables at no extra cost.

**Handicrafts.** If you wish to buy souvenirs for your friends, the FHU will sell you handicrafts allegorical to CIAT.

Other services offered to Center staff and Visiting Scientists include:

### **Post Office**

The Post Office offers you various services, both at national and international levels, without your having to leave the Center. These services are:

- International couriers (door-to-door service), such as DHL, Federal Express, and Servientrega
- Traditional airmail services, such as Adpostal
- National door-to-door services, such as Deprisa, Servientrega, and Aeroenvíos
- Sale of national and international airmail stamps

- Mail service to CIAT-Miami on Tuesdays and Fridays. This service should be paid for at the CIAT-Palmira Post Office and duly stamped in the CIAT-Miami Office. (This service is much more economical and quicker for shipments to USA)
- Mail service from airport to airport
- Internal mail service within CIAT headquarters for those offices with a mail reception point. The secretary concerned distributes the mail within her or his section

Only packages weighing 2 kg or less are processed. Packages weighing more are processed through the Supplies Office, who handles all airfreight. You will need authorization from your immediate head or supervisor.

To prevent delays or misplacements in the internal distribution of mail, we suggest you put on the envelope the following information:

- Full names of the receiver and CIAT project where he or she works
- Your full name and position (i.e., Visiting Scientist)
- The name of the CIAT project with whom you are working

## **Telecommunications Office**

The Telecommunications Office is in charge of operating and administering telecommunications equipment (e.g., fax, fax server, e-mail administration, satellite equipment, remote access equipment, and modem pool). Our liaison with the satellite Panamsat enables us to enjoy very reasonable rates, especially for telephone calls.

This Office offers the following services:

- Timely sending and receipt of faxes
- Administration of e-mail for all users
- Enrolment and training for users of e-mail for travelers
- Maintenance of the satellite liaison

This Office may be contacted on extension 3129.

## **Communications Unit**

You may request information on CIAT from this Unit, which coordinates information on CIAT in national and international communications media.

## **The Arcos Newsletter**

The Communications Unit also publishes, in Spanish, the *Arcos* newsletter, which provides internal information on different areas of the

Center, special events, notable characters, and, of course, the arrival of our visitors.

## **The Library**

The Library, which is part of the Information and Documentation Unit, is open to CIAT personnel in particular and to the scientific and agricultural community in general.

Its collections and other information resources include books, journals, monographs, maps, theses, technical reports, tutorials, manuals, databases, and electronic tools.

It specializes in agricultural, biological, and related matters, in particular, agronomy, livestock, edaphology, biology, biotechnology, economy, genetics, entomology, phytopathology, agricultural policies, and sociology. However, a significant part of its entire collection constitutes documents on cassava, beans, tropical forages, and rice.

Other major themes are management of natural resources and sustainable agriculture in tropical American ecosystems, especially savannas, forests, and hillsides.

The Library is open from 13:00 to 16:30 for external users, and from 07:30 to 16:30 for CIAT personnel. The following services are offered:

- Book loans
- Consultation rooms
- Access to electronic journals
- Bibliographic searches in databases
- Photocopying
- Interlibrary loans of articles or books
- Bibliographies
- Publication exchanges
- Training in information management
- Bibliographic bulletins

You may consult works held by the Library at:

<http://www.ciat.cgiar.org>

To request information, contact the Library's Reference Section at:

Phone: (52-2) 445 0042 or (52-2) 445 0633  
 E-mail: [CIAT-Library@cgiar.org](mailto:CIAT-Library@cgiar.org)  
 Fax: (57-2) 445 0073

### **Conferences and Internal Seminars**

If you wish, you may attend as observer to seminars or conferences organized by CIAT. You can also be invited as a participant to any of these events. You may use the conference rooms and the available audiovisual equipment for meetings related to your work, but you must first reserve the rooms and/or equipment.

CIAT's internal seminars are carried out according to a

semiannual programming organized by the Conferences Office. Visiting Scientists and Course Participants are cordially invited to attend.

### **Medical Services**

Without exception, every Visiting Scientist who is at CIAT for training must have insurance for health, accidents, and life. You may bring insurance from your country or acquire it at CIAT. The Orientation Office can also give you information on the cost and benefits of CIAT's collective health policy.

The Orientation Office will help you with appointments with general physician or specialists. It will also assist you in case you require hospitalization.

For emergencies, CIAT has a Basic Transport Ambulance (known as "TAB"), which is provided with all the elements needed for taking a patient to a medical center.

### **The Basic Brigade for Immediate Reaction**

CIAT's Basic Brigade for Immediate Reaction is, as its name suggests, a working team trained to predict and attend emergencies that may occur within the Center's work area. Its principal objective is to carry out an effective emergency plan in times of

disaster at CIAT. This team is trained in:

- First aid
- Fire prevention and control
- Evacuation and rescue
- Chemical hazards

In case of emergency, please communicate with the Radio Room on extension 3111.

### **Radiotelephone Services**

The Radio Room supports the Center in its communications not only internally but also externally. As well as liaising between all areas, it conducts surveillance and provides support when you need to move around different areas of Colombia for your work.

To travel outside the CIAT-Cali-Palmira area, whether for work or recreation, you should first contact the Head of the Department of Institutional Protection for updated information on security, recommendations to follow, and the allocation of a radiotelephone, for your safety, if considered necessary. This service is available 24 hours a

day, from any place, by calling extension 3111.

### **Institutional Security**

The general objectives of the Center's Department of Institutional Protection (DPI) are to:

- Check that all CIAT's personnel can carry out their tasks under reasonable safety
- Minimize risks.
- Prevent threats and react on a timely basis in coordination with local authorities

CIAT recognizes that security is an important institutional responsibility. Equally responsible behavior is expected from every employee and visitor, whether as official or individual, and from their families.

An appropriate institutional security level is achieved if we all collaborate by complying with the DPI's recommendations and supporting its policies.

### **Receiving Services**

Given the magnitude and complexity of CIAT's activities, the personnel in charge of providing services must attend numerous requests from the diverse professional groups at CIAT, including those of the STU. Consequently, the needs of each person cannot always be immediately met, even though we are always willing to provide the due treatment each deserves as a person and professional.



# Returning to Your Country or Headquarters

## **Itinerary and Tickets**

With sufficient anticipation before the end of your training period, you must approach the Travel Office to request information on your return trip to your country (or headquarters) and make the necessary reservations.

You may modify your original route but, if by doing so, the ticket's price increases, then that difference is paid at your expense and should be canceled directly at the Travel Office. Traveling expenses, tickets, and taxes for the accompanying spouse and children are also paid at the expense of the Visiting Scientist, both for coming to CIAT and returning to the trip's starting point.

The STU should be informed, with sufficient anticipation, of the date and time of your departure from CIAT so that arrangements may be made for your transport to the airport.

## **Clearance for Leaving CIAT**

Every Visiting Scientist should obtain, from CIAT, his or her clearance, known as *paz y salvo* in Spanish, before leaving CIAT.

Please request the form for your *paz y salvo* from the STU once you have made the

reservations for your return trip. The certificate must be processed and returned to the STU at least three working days before you leave.

## **Certificate of Participation**

At the end of your training, CIAT will issue a certificate (or diploma) accrediting your participation in the scientific training program that you completed.

## **Final Comments**

Our aim is to give you appropriate opportunities for your professional, scientific, and human enhancement, and thus contribute to your successful re-entry into the institution that sponsored your training. We wish to maintain, through you, the cooperative relationships that resulted in your favor, your institution's favor, and in ours as we seek to fulfill our mission as an international center.

We would like to stay in permanent contact with you, to send you informative material and to be aware of your activities after training. Please let the Orientation Office know of any changes to your residential or work address, so we may continue providing you with support.