



## Sub-regional Advocacy Workshop on MDGs for South-East Asia

24-26 June 2014

Vientiane, Lao People's Democratic Republic

### INFORMATION NOTE FOR PARTICIPANTS

*(As of 28/05/2014)*

#### GENERAL

1. The ESCAP/ADB/UNDP Sub-Regional Advocacy Workshop on Addressing on-going and emerging challenges for meeting the Millennium Development Goals and for sustaining development gains in the future in South-East Asia will be held at the Lao Plaza Hotel, Vientiane, Lao People's Democratic Republic from 24 to 26 June 2014.
2. The Meeting will be inaugurated at 09:30 hours on 24 June 2014 at Lao Plaza Hotel and all subsequent sessions will also be held at the Grand Ball Room from 09:00 hours to 17:00 hours including lunch and coffee breaks.

#### REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain workshop badges on the first day of the meeting. Registration will be held in front of the Grand Ball Room, first floor of Lao Plaza Hotel on Tuesday, 24 June 2014 between 08:00 to 09:00 hours.

As far as possible, documents/papers for the workshop will be sent to the participants by e-mail as they become available. These will also be available at the website: <http://www.unescap.org/events/sub-regional-advocacy-workshop-mdgs-south-east-asia>. As ESCAP moves towards paperless workshops/seminars/meetings, no hard copies of papers/documents will be distributed at the Meeting. All participants will receive a memory stick containing all papers/presentations, after the conclusion of the workshop.

4. For identification and security reasons, all participants are requested to wear their badges at all times during the Workshop and social functions. The loss of a workshop badge should be reported personally to the Information Help Desk, so that a new one can be issued immediately.

#### IMMIGRATION REQUIREMENT

All participants must hold passports that are valid for at least six months beyond the time of their arrival in Vientiane. It is advisable that all participants obtain appropriate entry visas to Lao People's Democratic Republic from a Lao People's Democratic Republic diplomatic or consular mission at their

point of origin or en route to Lao People's Democratic Republic (Visa on arrival will be arranged by Ministry of Foreign Affairs upon request (free of charge for diplomatic and official passport)).

Contact Persons:

Mr. Siriphonh PHYATHEP  
Deputy Director of UN Economic and Social Affairs Division  
Department of International Organizations  
Ministry of Foreign Affairs  
Vientiane, Lao People's Democratic Republic  
E-mail: [siriphonh@hotmail.com](mailto:siriphonh@hotmail.com)  
Office: +856 21 45 35 86  
Mobile: +856 20 99 99 44 50

**CUSTOMS REGULATIONS**

5. Narcotic drugs as well as arms and ammunition should not be brought into Lao People's Democratic Republic as they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

**HEALTH**

6. Medical services are available at the hotel.

7. Immunization certificates are not normally required for entry into Lao People's Democratic Republic.

8. In the event of a medical emergency during the Workshop, please contact the Information Help Desk for transport facilitation to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants.

Contact person:

Ms. Latdavanh INTHAPHONH  
Department of International Organizations  
Ministry of Foreign Affairs  
Vientiane, Lao People's Democratic Republic  
E-mail: [nadear\\_dew@hotmail.com](mailto:nadear_dew@hotmail.com)  
Office: +856 21 45 35 86  
Mobile: +856 20 55 66 69 55

**FOREIGN EXCHANGE AND CURRENCY**

9. The exchange rate is approximately US\$1 = 8,065.00 (Kip). Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel.

10. The Lao People's Democratic Republic currency unit is the Kip (Kip). Bank notes are available in denominations of 500, 1000, 2000, 5000, 10,000, 20,000, 50,000 and 100,000. International credit cards and travelers cheques are accepted in major establishment (all banks, 3-5 star hotel and many major department stores).

## AIRLINE RESERVATION

11. Many international airlines operate regular services to and from Vientiane. Participants are advised to secure their return bookings prior to their departure to Vientiane. If this is not possible, they should make firm return bookings immediately upon arrival in Vientiane. Participants can liaise directly with the Information Help Desk if any assistance is required in this matter.

12. For participants financed by ESCAP, the cost of their air tickets will be covered by ESCAP and UNDP in their respective countries will make the arrangement.

## INFORMATION HELP DESK

13. Starting 24 June 2014, from 08:00 hours to 18:00 hours, Information Help Desk services for basic logistics and queries will be available for participants. The Information Help Desk will be located in front of Grand Ball Room, first floor of Lao Plaza Hotel.

## HOTEL ACCOMMODATION

### 14. Accommodation for participants funded by ESCAP

All ESCAP funded participants are required to stay in non-shared rooms at one of the listed hotels in Vientiane. Please see the Annex for the hotels recommended by the Government of Lao People's Democratic Republic for the participants. Single room for each funded participant for four nights stay (for arrival day plus three meeting days) in the hotel selected by the participant can be booked. The room rate at the Hotel is inclusive of service charges and taxes and breakfast for one person. Please note that each of the listed hotels has limited rooms.

Please send your preference for hotel with your detailed travel itinerary at the earliest to:

Mr. Khamphinh PHILAKONE  
Department of International Organizations  
Ministry of Foreign Affairs  
Vientiane  
Lao People's Democratic Republic  
Tel: +856-21-45 35 86  
Mobile: +856-20-58 58 99 50  
E-mail: [kp.phinh@gmail.com](mailto:kp.phinh@gmail.com)

Also kindly copy your correspondence to *Mr. Clovis Freire (Email: [freire@un.org](mailto:freire@un.org), Tel: 662-288-1551)*  
*and Ms. Woranooch Thiusathien (Email: [thiusathien.unescap@un.org](mailto:thiusathien.unescap@un.org), Tel: 662-288-2480).*

Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation, visa fee, transportation cost from/to airport, airport departure tax, meals and other miscellaneous and incidental expenses.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by ESCAP. The DSA for those who will be staying less than four nights in the designated hotels in Vientiane will be adjusted accordingly and those participants will be required to return the balance to ESCAP.

### 15. Accommodation for self-financed participants

Single rooms can be booked at one of the recommended hotels in Vientiane. If you wish to stay at any of the recommended hotels, *please inform Mr. Clovis Freire (Email: [freire@un.org](mailto:freire@un.org), Tel: 662-288-1551) and cc to Ms. Woranooch Thiusathien (Email: [thiusathien.unescap@un.org](mailto:thiusathien.unescap@un.org), Tel: 662-288-2480)*, with your detailed travel itinerary at the earliest.

#### **ARRIVAL AT THE AIRPORT**

16. Transport will be provided for all participants from Vientiane Airport to any of the recommended hotels and back to the airport on departure date. Upon arrival participants should report to the ESCAP/Government of Lao People's Democratic Republic Help Desk which will be signposted.

#### **WEATHER**

17. In Lao People's Democratic Republic, June is the start of raining season with temperature averaging near 35°C degree Celsius. Light tropical clothing would be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degree Celsius (72-73 degree Fahrenheit).

#### **INTERNATIONAL DIRECT DIALING**

18. Vientiane is linked via satellite and optic cable to all major countries of the world. International call can be made (via operator or IDD) from any private business or hotel phone.

Country code- Lao People's Democratic Republic: **+856**, City Code: Vientiane: 21 or 20 for Mobile phone

#### **IMPORTANT TELEPHONE NUMBER**

19. Fire Station:	1190
Tourist Police:	1191
Ambulance:	(Public Hospital): 1195
Police Station:	1191
Traffic Police:	1191
Red Cross:	1156
Immigration:	1191

#### **ELECTRICITY**

20. Most hotels use 220 volts 50 cycles and a two pronged plug. It is better to check before using an appliance.

#### **WORKING LANGUAGE OF THE WORKSHOP**

21. Workshop will be held in English.

#### **DAILY SUBSISTENCE ALLOWANCE (DSA) (only if applicable)**

22. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance (DSA) at prevailing United Nations rates in US Dollar. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room on 24 June 2014.**

23. Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

#### **FINANCIAL & ADMINISTRATIVE ARRANGEMENT**

24. In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

#### **CONTACT POINTS OF THE SECRETARIAT IN BANGKOK AND VIENTIANE**

25. The details of the contact points of the ESCAP secretariat is as follows:

Mr. Clovis Freire  
Economic Affairs Officer  
Countries with Special Needs Section  
Macroeconomic Policy and Development Division  
Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200, Thailand  
Tel: (662) 288 1551, Fax: (662) 288 1090  
E-mail: [freire@un.org](mailto:freire@un.org)

**预览已结束，完整报告链接和二维码如下：**

[https://www.yunbaogao.cn/report/index/report?reportId=5\\_5450](https://www.yunbaogao.cn/report/index/report?reportId=5_5450)

