



Royal Government of Cambodia
National Committee for ESCAP

Strengthening Development of Least Developed Countries in Asia and the Pacific to support implementation of the 2030 Agenda for Sustainable Development

Organized by

United Nations Economic and Social Commission for Asia and the Pacific
and
The Royal Government of Cambodia

17-18 October 2017
Phnom Penh, Cambodia

INFORMATION NOTE FOR PARTICIPANTS

(As of 21 September 2017)

GENERAL

1. The workshop on *Strengthening Development of Least Developed Countries in Asia and the Pacific to support implementation of the 2030 Agenda for Sustainable Development* to be held at the Sokha Hotel, Phnom Penh, Cambodia from 17 to 18 October 2017.
2. The workshop will be inaugurated at 09:00 hours on 17 October 2017 at Ballroom I, 2nd Floor of Sokha Hotel and all subsequent sessions will also be held at Ballroom I from 09:00 hours to 17:30 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 workshop. Registration will be held in front of Ballroom I, 2nd Floor of Sokha Hotel on Tuesday, 17 October 2017, between 08:00 to 09:00 hours.
4. As far as possible, papers for the workshop will be sent to the participants by e-mail as they become available. Documents will also be uploaded to our website: www.unescap.org/events/csn-ldc-workshop-in-cambodia. While a limited number of the documents will be distributed at the venue, participants are urged to print the copies from the website and bring them to the workshop.
5. For identification and security reasons, all participants are requested to wear their workshop 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

6. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Phnom Penh. The National Committee for ESCAP of the Royal Government of Cambodia will facilitate the arrangement of visa on arrival. **Please send the copy of passport, first page with photo, together with information as below to Ms. Woranooch Thiusathien, E-mail: <thiusathien.unescap@un.org>, and copy to H.E. Mr. Kim Vothana, E-mail: <kimvothana@nc-escap.gov.kh> and <info@nc-escap.gov.kh>**:

- First name, last name, nationality, date of birth, place of birth, passport number, type of passport (official or national), place of issue, date of issue and date of expiry.

CUSTOMS REGULATIONS

7. Narcotic drugs as well as arms and ammunition should not be brought into Cambodia as they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

HEALTH

8. Basic medical services are available at the hotel.
9. Immunization certificates are not normally required for entry into Cambodia.
10. 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.

FOREIGN EXCHANGE AND CURRENCY

11. The exchange rate is approximately US\$1 = 4,100.00 (Cambodian Riel). Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel. However, the United States dollar is also accepted in most shops and hotels in Phnom Penh.
12. The Cambodian currency unit is the riel (CR). Bank notes are available in denominations of 50, 100, 200, 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

13. Many international airlines operate regular services to and from Phnom Penh. **Self-financed participants** are advised to secure their return bookings prior to their departure to Phnom Penh. If this is not possible, they should make firm return bookings immediately upon arrival in Phnom Penh. Participants can liaise directly with the Information Help Desk if any assistance is required on this matter.
14. For **participants financed by ESCAP**, the cost of their air tickets will be covered by ESCAP. Please note that tickets should be arranged and purchased by ESCAP. Please contact Ms. Woranooch Thiusathien, E-mail: <thiusathien.unescap@un.org> to initiate the travel arrangement.

INFORMATION HELP DESK

15. Starting 16 October 2017, 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 Champa Café, next to receptionist desk, Lobby (2nd) floor of Sokha Hotel.

HOTEL ACCOMMODATION

16. Accommodation for participants funded by ESCAP

All ESCAP-funded participants are required to stay in non-shared rooms at the Sokha Hotel, Phnom Penh. Single room for each funded participant at a special rate for three nights stay (for the arrival day plus two workshop days) in the hotel has been booked. The single room rate at the Hotel is US\$95 per night inclusive of service charges, taxes, breakfast for one person.

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 DSA provided by ESCAP. The DSA for those who will be staying less than three nights in the Sokha Hotel will be adjusted accordingly and those participants are required to return the balance to ESCAP.

17. Accommodation for self-financed participants

Single rooms can be booked at the Sokha Phnom Penh Hotel & Residence, Street KeoChenda, Phum 1, Sangkat Chroy Changvar, Khan Chroy Changvar, Phnom Penh, Tel: +855 23 685 8888; Fax: +855 23 685 7777; E-mail: reservation.fopp@sokhahotels.com. ESCAP and the Government of Cambodia have negotiated a discounted rate at US\$ 95 for single superior room (service charges and taxes and breakfast included free internet). Participants are advised to contact Sokha Hotel directly if they wish to stay at this hotel.

ARRIVAL AT THE AIRPORT

18. Transportation arrangements from/to the Phnom Penh Airport will be provided for all participants staying at the Sokha Hotel. Upon arrival, participants should look for the signage, "ESCAP/ NC-ESCAP", at the arrival gate.

19. Participants who are not staying at the Sokha Hotel should make their own transportation arrangements from/to the Phnom Penh International Airport.

WEATHER

20. In Cambodia, October is the cool month with temperature in the range of 23 and 30 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).

FOCAL POINT OF SECRETARIAT IN BANGKOK AND PHNOM PENH

21. The details of the focal point of the ESCAP secretariat is as follows:

Mr. Sudip Ranjan Basu
Economic Affairs Officer
Countries with Special Needs Section
Macroeconomic Policy and Financing for Development Division
Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Tel: (662) 288 1524, Fax: (662) 288 3007
E-mail: basu@un.org

The details of the contact person in Phnom Penh, Cambodia is as follows:

H.E. Mr. Kim Vothana
Secretary-General
National Committee for ESCAP
Council of Ministers Building,
Phnom Penh, Cambodia
Tel: (855) 23-219206
Mobile: (855) 88-8725696
Fax: (855) 23-220834
E-mail: kimvothana@nc-escap.gov.kh, copy to info@nc-escap.gov.kh

INTERNATIONAL DIRECT DIALING

22. Phnom Penh 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 Cambodia: +855, City Code: Phnom Penh: 23.

IMPORTANT TELEPHONE NUMBER

23. Fire Station: 666
Ambulance: 119
Ambulance: (Calmette Hospital): 077 851 221
Police Station: 117 or 118 or 012 999 999

ELECTRICITY

24. 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 MEETING

25. Meeting will be held in English.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

26. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance 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, and the arrival/departure form together with their air tickets to the secretariat staff next to the conference room on 17 October 2017.**

27. 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

28. 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

29. If you have any questions regarding your participation, or in case of emergencies, please feel free to contact:

Mr. Sudip Ranjan Basu
Economic Affairs Officer
Countries with Special Needs Section
Macroeconomic Policy and Financing for
Development Division
Economic and Social Commission for Asia
and the Pacific
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Rajadamnern Nok Avenue
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Fax: 662-288-3007
Email: basu@un.org

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