

**Financing Sources for Public-Private Partnerships (PPPs),
Sub-Regional Expert Group Meeting (EGM) for South-East Asian Countries**

Kuala Lumpur, 24-25 November 2015

INFORMATION NOTE FOR PARTICIPANTS

A. General

1. The Sub-Regional Expert Group Meeting is organized by ESCAP (www.unescap.org) in collaboration with the Public Private Partnership Unit (UKAS), Government of Malaysia. The meeting is scheduled to take place in Kuala Lumpur on 24-25 November.
2. The programme of the meeting is available on ESCAP website:
<http://www.unescap.org/events/financing-sources-public-private-partnerships-ppps>.

Meeting room

3. The meeting will be held in the Majestic Hotel Kuala Lumpur located 5, Jalan Sultan Hishamuddin, 50000, Kuala Lumpur : <http://www.majestickl.com/>
4. Participants are kindly requested to register and obtain meeting badges at the registration counter, which will be located in front of the meeting room, from 08:30 to 09:00 hours.

B. Travel to and stay in Kuala Lumpur

Immigration requirements

5. *Participants are responsible for their visa arrangements.* For details of visa requirements, participants are advised to consult the local embassy/diplomatic mission of Malaysia. Whenever required, participants are responsible for their visa arrangements at an embassy/diplomatic mission of Malaysia in their home country or in a third country prior to their arrival in Kuala Lumpur.

Places of stay and airport transfer

6. If requested, arrangements have been made for participants to stay at the Majestic Hotel. ESCAP has negotiated a special rate for the participants to meeting at 390 Malaysian Ringgit/night (approximately USD 95/night).
7. *Participants are responsible for settling their room charges as well other incidental expenses* such as telephone calls, laundry charges and other expenses directly at the reception before checking out.

Arrival in / departure from Kuala Lumpur

8. Participants should make their own transportation arrangements from the airport to the city (the

hotel is conveniently close to Sentral Station with its express rail link to Kuala Lumpur International Airport). Participants can contact the hotel directly if they want the hotel to arrange the transfer for them.

Daily Subsistence Allowance

9. On the first day of the meeting, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover all expenses associated with their participation in the workshops, including accommodation, meals and local transport while in Kuala Lumpur. Payment of the DSA will be in cash in US dollars. In order to facilitate payment, eligible participants are requested to submit to the responsible ESCAP staff a copy of their passport, copy of the air-ticket and their original boarding pass(es) for the flight to Kuala Lumpur. To date DSA for Kuala Lumpur is US\$ 172. Please note that this amount is subject to change without prior notice.
10. ESCAP will pay DSA up to 25 or 26 November depending on the scheduled return flights of participants. Participants who wish to stay longer in Kuala Lumpur will have to cover all additional expenses by themselves.
11. Participants who are unable to stay for the entire duration of the meeting are requested to inform the ESCAP staff as soon as possible after arrival so that the DSA can be adjusted accordingly.
12. In those cases where the participation costs are borne by ESCAP, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, 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) cost 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.

Weather

13. In November, you can expect tropical downpours on most days but these rarely last longer than an hour and sunshine is never far behind. Average temperature is 27 °C for this month in Kuala Lumpur.¹

¹ <http://www.selectiveasia.com/malaysia-holidays/weather/november>

C. Conduct of the meeting

Officers concerned with servicing the meeting

14. The officials of UNESCAP specifically in charge of the meeting are:

Mr. Peter O'Neill, Chief Transport Policy and Development Section Transport Division, UNESCAP,
Tel: +66-2 2888 1374, E-mail: oneillp@un.org

Mr. Mathieu Verougstraete, Economic Affairs Officer, Transport Division, UNESCAP
Tel: +66-2 288 1559, E-mail: verougstraete@un.org

Working language

15. The working language of the meeting will be English. All documentation will be in English.

Paper/literature for distribution

16. Participants wishing to circulate any papers or literature at the meeting are requested to consult ESCAP staff servicing the meeting for the necessary arrangements.

Presentations

17. Participants wishing to make a presentation using Microsoft PowerPoint are requested to give the soft copy of the presentation to staff servicing the meeting for upload in the meeting computer at the latest 15 minutes before the beginning of the session during which the said presentation is supposed to be delivered. For ease of identification during the meeting, the format of the file name should start with the name of the country or name of the organization.