

## **Seminar on Railway network connectivity and interoperability challenges**

**Dushanbe, 5-6 September 2018**

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### **INFORMATION NOTE FOR PARTICIPANTS**

#### **A. General**

1. The Seminar on Railway network connectivity and interoperability challenges is scheduled to be held in Dushanbe on 5 and 6 September 2018. The tentative programme of the Seminar is available at: <https://www.unescap.org/events/capacity-building-seminar-railway-network-connectivity-and-interoperability-challenges>

#### Workshop venue

2. The workshop will be held at the Dushanbe Serena Hotel (14, Rudaki Avenue, Dushanbe, Tajikistan), Meeting Room “Kuhzor”. The registration counter located in front of the meeting room will be open between 08:30 and 09:00 hours on 5 September 2018.

More detailed information on Serena Hotel Dushanbe is available at: <https://www.serenahotels.com/serenadushanbe/default-en.html>

#### **B. Travel to and stay in Dushanbe**

##### Immigration requirements

3. All participants should be in possession of a valid passport with an entry visa if required.
4. Tajikistan has introduced the system of electronic submission of visa application (e-visa) for the citizens of most countries with simplified requirements. Participants who require a visa can submit visa electronically. Upon the receipt of confirmation, the latter should be printed out and brought to Tajikistan.
5. Please see more information on visa requirements at: <https://www.consular.tj/visa-system-with-foreign-countries.aspx>, information on visa procedures at: <https://www.consular.tj/visa.aspx>
6. If you encounter any issues with your e-visa, please contact Ms. Ariadne Abel at [ariadne.abel@un.org](mailto:ariadne.abel@un.org) or Mr. Fedor Kormilitsyn at [kormilitsyn@un.org](mailto:kormilitsyn@un.org)

##### Arrival in /departure from Dushanbe

7. Participants should make their own transportation arrangements from Dushanbe International Airport to the hotel.
8. The most common way to get around Dushanbe is by **marshrutka** (minibuses) that follow a fixed route. You can get on or get off anywhere along the route. Flag down a minibus by standing by the roadside and extending your arm. After you get on, pay the fare. When you want to get off, tell the driver to stop. You can use the Tajik phrase, “Haminjoeested”.

You can take Minibus No.8, which stops at Rudaki Avenue. Travel time is about 20 minutes.

9. Taxi from the airport to the city is another option. It is recommended that you only use officially licensed taxis. Before getting into the car, ensure the driver understands where you want to go, and agree the fare. Taxis in Tajikistan do not have meters, so it helps if you know the approximate fare before you begin. Travel time is about 10 to 15 minutes
10. Dushanbe Serena Hotel can arrange airport pickup for you (please see details in p.14 below)

#### Hotel accommodation

11. Arrangements have been made for participants to stay at the Dushanbe Serena Hotel

The contact details of the hotel are:

| English   | Russian   |
|---|---|
| 14, Rudaki Avenue, 734013 Dushanbe, Tajikistan<br>Phone: +992 487 014 000<br>Email for booking:<br><a href="mailto:Hamdi.bahromsho@serena.com.tj">Hamdi.bahromsho@serena.com.tj</a> or <a href="mailto:sherzod.berdov@serena.com.tj">sherzod.berdov@serena.com.tj</a> | Таджикистан, Душанбе, 734013, Проспект Рудаки, дом 14<br>Телефон: +992 487 014 000<br>Электронная почта для бронирования:<br><a href="mailto:Hamdi.bahromsho@serena.com.tj">Hamdi.bahromsho@serena.com.tj</a> or <a href="mailto:sherzod.berdov@serena.com.tj">sherzod.berdov@serena.com.tj</a> |

12. Special rates of **USD 115**, including breakfast, for **single** accommodation, or **USD 140**, including breakfast, for **twin** accommodation, have been negotiated for your accommodation at the Dushanbe Serena Hotel, where the seminar will take place.
13. To avail themselves of these special rates, participants must book directly to the hotel by sending email to email: [hamdi.bahromsho@serena.com.tj](mailto:hamdi.bahromsho@serena.com.tj) or [sherzod.bedrov@serena.com.tj](mailto:sherzod.bedrov@serena.com.tj) (cc. to [ariadne.abel@un.org](mailto:ariadne.abel@un.org)) with a note "ESCAP Event 5-6 September 2018". Detailed information on the hotel and the facilities and services it offers can be found at the hotel website: <https://www.serenahotels.com/serenadushanbe/default-en.html>
14. Serena Hotel can also arrange airport pick-up at the rate of USD 30 (return trip). Transfer can be booked directly from the hotel by sending email to: [hamdi.bahromsho@serena.com.tj](mailto:hamdi.bahromsho@serena.com.tj) or [sherzod.bedrov@serena.com.tj](mailto:sherzod.bedrov@serena.com.tj)
15. *Participants are responsible for settling their room charges as well other incidental expenses* such as local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

#### Daily Subsistence Allowance

16. Participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) during the Seminar to cover all expenses associated with their participation in the Seminar, including accommodation, meals and local transport while in Dushanbe.

17. Payment of the DSA will be paid against                      submittal to the responsible ESCAP staff of a copy of their passport, copy of the air-ticket and their original boarding pass(es) for the flight(s) to Busan. In order to speed up the payment process, eligible participants are kindly requested to come with ready-made copies of these documents. To date DSA for Dushanbe is **USD 170**. Please note that this amount is subject to change without prior notice.
18. ESCAP will pay DSA up to 6 September 2018 or up to a later date in case a return flight from Dushanbe is not available on 7 September.
19. Participants who are unable to stay for the entire duration of the Seminar are requested to inform the ESCAP staff as soon as possible after arrival so that the DSA can be adjusted accordingly.
20. 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 Seminar;
  - (iii) cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Seminar;
  - (iv) compensation in the event of death or disability of participants in connection with attending the Seminar;
  - (v) any loss of or damage to personal property of participants while attending the Seminar 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 Seminar.

#### Weather

21. The weather in early September varies between warm and hot with average temperature in the range of **28°C to 33°C**.

#### Smoking

22. All Hotel premises, including the Seminar rooms, are smoke-free areas. Most hotels in the Tajikistan have designated areas for smoking.

#### Foreign exchange

23. The national currency of Tajikistan is the Somoni. Foreign bank notes and travellers' cheques can be converted into Somoni at banks and other authorized money exchange outlets. The exchange rate as of 6 August 2018 is about Somoni 9.5 for one US dollar. Banking hours are usually from 09:30 hours to 16:30 hours on weekdays.

### **C. Conduct of the Seminar**

24. The Seminar will be inaugurated at 09:00 hours on 5 September 2018 by *Mr. Fedor Kormilitsyn*, Economic Affairs Officer, Transport Infrastructure Section, Transport Division, ESCAP.

#### Officers concerned with servicing the Seminar

25. The substantive division concerned with the Seminar is the Transport Division of ESCAP. The officials of the Division in charge of the Seminar is:

Ms. Ariadne Abel, Tel. + 66-2-288 2068, e-mail: [ariadne.abel@un.org](mailto:ariadne.abel@un.org)

Questions relating to organizational arrangements, including travel, may be addressed to:

Ms. May Lwin, Tel. + 66-2-288 1723, e-mail: [lwinm@un.org](mailto:lwinm@un.org)

#### Seminar documents

26. Background documents in relation to the seminar as well as this Information Note are available at: <https://www.unescap.org/events/capacity-building-seminar-railway-network-connectivity-and-interoperability-challenges>

#### Working languages

27. The Seminar will be conducted in English with simultaneous translation into Russian.

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