

INFORMATION NOTE FOR PARTICIPANTS

2-3 September 2019, Ningbo, China

THIRD MEETING OF THE INFRASTRUCTURE FINANCING AND PUBLIC-PRIVATE PARTNERSHIP NETWORK OF ASIA AND THE PACIFIC

A. General

1. The third meeting of the infrastructure financing and public-private partnership network of Asia and the Pacific is co-organized by ESCAP (www.unescap.org) and the China Public Private Partnerships Center and is scheduled to take place in Ningbo on 2-3 September 2019.
2. The tentative programme of the meeting as well as the background study for the event are available on ESCAP website: <https://www.unescap.org/events/third-meeting-infrastructure-financing-and-public-private-partnership-network-asia-and>

Meeting room

3. The meeting will be held at Pan Pacific Hotel Ningbo, China.
4. Participants are kindly invited to register at the registration counter, which will be located in front of the meeting room, from 09:00 to 09:15 hours.

B. Travel to and stay in Ningbo, China

Immigration requirements

5. Participants are required to obtain appropriate entry visas to China from the Chinese embassy, diplomatic or consular missions in their home country. Visa fee will be borne by participants' own expenses. China PPP Center could assist with a letter to facilitate Chinese visa.

Places of stay and transportation

6. Participants are responsible to make their own booking. They may choose the hotel they want to stay and are responsible for settling their room charges accordingly.
7. For transportation in Manila, there is no airport transfer arrangement. Each participant needs to arrange accordingly.

Recommendation

Pan Pacific Hotel Ningbo	RMB 550/superior king room, RMB 300/Extra Bed Include one breakfast Pick up service: RMB 280/One-way (Ningbo airport to Pan Pacific Hotel)
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For those who require assistance to reserve room at Pan Pacific Hotel Ningbo, kindly inform Ms. Sopitsuda Chantawong, Email: chantawong.unescap@un.org.

Daily Subsistence Allowance

8. 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 meeting, including accommodation, meals and local transport while in Ningbo. 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 their original boarding pass(es) for the flight to Ningbo and a copy of passport. To date, DSA for Ningbo is **US\$157**. Please note that this amount is subject to change without prior notice.
9. For participants who have arranged their own air tickets, please provide **copy of air ticket, receipt or invoice** showing cost of the ticket, to facilitate refund of ticket cost.
10. 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.
11. In those cases where the participation costs are borne by ESCAP, the secretariat will provide only travel and DSA as mentioned above 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.

C. Conduct of the event

Officers concerned with servicing the meeting

12. The officials of UNESCAP and China PPP Center specifically in charge of the meeting are:

United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP)

- Mr. Daniel Lin, Email: danielwenhao.lin@un.org
- Ms. Patchara Arunsuwannakorn, Email: arunsuwannakorn@un.org

China Public Private Partnership Center (CPPPC)

- 王雨诗 Ms. Yushi WANG, Phone: +86-10-8865 9268, Email: wangyushi@cphpc.org

Working language

13. The working language of the meeting will be English and Chinese. All documentation will be in English.