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Economic and Social Commission for Asia and the Pacific

Expert Group Meeting on Midterm Review of the Vienna Programme of Action for Landlocked Developing Countries for the Decade 2014-2024

Co-organized by

**United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP),
United Nations Conference on Trade and Development (UNCTAD) and
United Nations Economic Commission for Europe (UNECE)**

**18 - 19 September 2018
Almaty, Kazakhstan**

INFORMATION NOTE FOR PARTICIPANTS

(As of 6 August 2018)

GENERAL

1. The Expert Group Meeting on *Midterm Review of the Vienna Programme of Action for Landlocked Developing Countries for the Decade 2014-2025* to be held at the Dom Priyemov (address: 44, Kurmangazy Street, 050002, Almaty, Kazakhstan).

2. The meeting will be inaugurated at 09:00 hours on 18 September 2018 at the Green Ballroom of the Dom Priyemov and all subsequent sessions will also be held at the same venue from 09:00 hours to 17:30 hours including lunch and coffee breaks, until 19 September 2018.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges on the first day of the meeting. Registration will be held in front of the Green Ballroom of the Dom Priyemov on 18 September 2018, between 08:30 to 09:00 hours.

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

5. Subject to availability, document for the meeting will be provided to the participants. It will also be available at UNESCAP website: www.unescap.org/events/egm-vpoa-midterm-review. While limited number of the document will be distributed at the venue, participants are urged to print the copies from the website and bring them to the meeting.

WORKING LANGUAGE OF THE MEETING

6. Meeting will be held in English. Simultaneous interpretation in English and Russian as well as facilities for computer-aided presentations (e.g. PowerPoint) will be provided.

FLIGHT RESERVATION

7. The cost of air fare will be covered for participants financed by UNESCAP, UNCTAD or UNECE. Please note that tickets should be arranged and purchased by UNESCAP, UNCTAD and UNECE. Please contact Ms. Walaiporn Laosuksri, E-mail: laosuksri@un.org and Regina Oyindamola Ledesma, E-mail: Regina.Ledesma@unctad.org to initiate travel arrangements.

VISA REQUIREMENT

8. All participants are advised to consult with the Embassy/Consulate of the Republic of Kazakhstan in their respective countries of residence regarding the latest applicable visa requirements and, if needed, to obtain an appropriate visa prior to their departure. All participants must hold passports that are valid for at least six months beyond the time of their departure for Kazakhstan. Requests for issuance of a visa support letter should be sent to Ms. Lyazzat Palymbetova, Programme Assistant, UNESCAP Subregional Office for North and Central Asia at e-mail: palymbetova@un.org, with a copy to Walaiporn Laosuksri at e-mail: laosuksri@un.org, and Regina Oyindamola Ledesma, E-mail: Regina.Ledesma@unctad.org together with the passport copy, nomination form, indicating home address and travel dates/flight details, if available, not later than 3 September 2018.

ARRIVAL AND TRANSPORTATION

9. The participants are responsible for their transfer from airport to hotel and from hotel to airport. Taxis from the EcoTaxi booth with the green logo are readily available at the Almaty International Airport. Transfers cost approximately 3,000-4,000 Kazakhstani tenge (KZT).

HOTEL ACCOMMODATION

10. UNESCAP has block-booked standard rooms at the Worldhotel Saltanat (KZT 26000 per night, address: 164, Nazarbayev Avenue, Almaty, 050002) and at the Dostyk Hotel (KZT 31360 per night, address: 36, Kurmangazy Street, Almaty, 050021) for participants from 16 to 19 September 2018. Both hotels are close to the meeting venue. Please note that participants are responsible for payment directly to the hotel of all expenses incurred by them, including room charges and other expenses, such as for local and long-distance telephone calls, business centre use, laundry, room service and mini-bar items, as well as restaurant and bar services. The focal point to request hotel room reservation is Ms. Lyazzat Palymbetova at palymbetova@un.org.

11. The Worldhotel Saltanat can provide an airport transfer service in Almaty at the cost of KZT 3500 (approximately USD 10) for one-way from the airport to the hotel. The contact details of the hotel for reservations are: +7 727 259 09 35 (ext. 105), sales@worldhotelsaltanat.com.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

12. Participants from abroad whose local costs are covered by UNESCAP, UNCTAD and UNECE 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. The DSA for those who will be

staying less than the initial itinerary will be adjusted accordingly and those participants are required to return the balance.

13. To facilitate the payment of subsistence allowance, eligible participants must submit a copy of their passport, the boarding pass, and the arrival/departure form together with their air ticket to the secretariat staff next to the conference room on 18 September 2018.

14. 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

15. In those cases where the participation costs are borne by the UNESCAP 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.

FOREIGN EXCHANGE AND CURRENCY

16. The local currency is "Tenge". Most hotels and shops accept credit cards, including Visa and Mastercard.

17. Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel. International credit cards and traveler cheques are accepted in major establishment (all banks, 3 - 5 stars hotel and in some shops).

WEATHER

18. The weather in Kazakhstan is continental with cold winters and hot summers. In September, the average daily temperature in Almaty usually varies from 22 to 28°C. The temperature in the conference room will be adjusted to appropriate.

INTERNATIONAL DIRECT DIALING

19. For international calls, please dial: 8 + 10 + country code + dialed number. Country code for Kazakhstan: 7, City Code: Almaty: 727.

IMPORTANT TELEPHONE NUMBER

20. Fire emergency: 101
Police: 102
Ambulance: 103

ELECTRICITY

21. Alternating current, 220V with 50 Hz frequency. It is recommended to check before using an appliance.

SPECIAL NOTE

22. In accordance with the law of Kazakhstan, smoking in public places is prohibited.

FURTHER INFORMATION

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

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