



Department of Commerce  
Ministry of Commerce & Industry  
Government of India



Confederation of Indian Industry



UNITED NATIONS  
**ESCAP**  
Economic and Social Commission for Asia and the Pacific



## **INFORMATION NOTE FOR PARTICIPANTS**

**Asia-Pacific Trade Facilitation Forum 2019  
17 - 18 September 2019, New Delhi, India**

### **“Digital and Sustainable Trade Facilitation for Regional Prosperity”**

#### **1. Organizers**

The Asia-Pacific Trade Facilitation Forum (APTFF) 2019 is organized by United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), Asian Development Bank (ADB), Confederation of Indian Industry (CII) and Ministry of Commerce & Industry, Government of India.

#### **2. Forum Venue and Duration**

The Asia-Pacific Trade Facilitation Forum (APTFF) 2019 and side events will be held from 16-20 September 2019 at Hyatt Regency Delhi, New Delhi, India. The details of the venue are as follows:

##### **Hyatt Regency Delhi**

**Address:** Bhikaiji Cama Place, Ring Road, New Delhi, India

**Postcode:** 110066

**Tel:** +91 11 2679 1234

**Fax:** +91 11 2679 1122

**Website:** <https://www.hyatt.com/en-US/hotel/india/hyatt-regency-delhi/delrd>

The main event of the Forum will be on 17 September from 10:30 to 17:40 and 18 September from 09:00 to 17:30. Side events of the Forum will also be conducted on 16 September<sup>1</sup> and 19-20 September.

Date	Time	Event Title	Room
16 September	09:00 - 17:00	Regional Organizations Cooperation Mechanism for Trade (ROC-TF) Annual Meeting*	Living Room – Drawing Room
	09:00 - 17:00	UNNExT Task Force on Cross-border Electronic Data Exchange*	Board Room (7 <sup>th</sup> Floor)
17-18 September	09:00 - 17:30	Asia Pacific Trade Facilitation Forum 2019	Regency Ballroom
18 September	17:30 - 19:30	UNNExT Advisory Committee Meeting*	Board Room (7 <sup>th</sup> Floor)
19 September	09:00 - 17:30	APTFE Capacity Building Workshop on Cross-border Paperless Trade Facilitation	Regency III
	09:00 - 12:30	Making Trade Facilitation Happen Through Public-Private Partnerships: Role of NTFCs	Regency II
	14:00 - 17:00	Workshop on Helping SMEs Internationalise through Trade Facilitation	Regency II
	09:00 - 17:30	5 <sup>th</sup> Meeting of APTA Working Group on Trade Facilitation*	Living Room – Drawing Room
	09:00 - 12:30	SASEC Workshop on Performance Measurement for Trade Facilitation	Regency I
	13:00 – 15:00	Asia Pacific Trade Agreement (APTA) Promotion Session	Regency I
20 September	09:00 - 17:00	APTFE Study Visit	N/A

\*Closed meeting

### 3. **Registration and Badges**

Participants are requested to register and obtain badges on the first day of the forum i.e. Tuesday, 17 August 2019, from 09:40 hours. This is done at the Registration Counter located at the pre-function area of the Regency Ballroom. Participants are advised to register and obtain badges the day before the forum, on 16 September 2019 from 09:00 to 18:00 at the Secretariat room, located at the 2<sup>nd</sup> floor of Hyatt Regency Delhi. This procedure is important for security reasons and will also ensure that the names of all participants appear on the list of participants attending the forum.

### 4. **Visa Requirement**

Participants are responsible for checking visa requirements and making all related arrangements themselves from an official mission of the Government of India in their home country or in a third country prior to their arrival at Indira Gandhi International Airport in New Delhi. Information relating to current visa requirements can be obtained at all embassies or diplomatic missions of the Government of India or via: [www.indianvisaonline.gov.in](http://www.indianvisaonline.gov.in)

All participants are advised to consult with the nearest diplomatic mission/embassy/high commission of India regarding the latest applicable immigration requirement prior to their journey.

<sup>1</sup> The meetings on 16 September are only for invited participants.

## 5. **Documents and Presentation Files**

The Forum and all the side events will be conducted as paperless events. All the documents and presentation files will be uploaded at <https://unnex.unescap.org/content/asia-pacific-trade-facilitation-forum-2019-17-18-september-2019-new-delhi-india> as soon as they are available.

## 6. **Accommodation**

### 4.1 For ADB-financed resource persons and participants, including ADB-ESCAP financed participants

ADB will arrange the accommodation at the **Hyatt Regency Delhi** for you during the period of the APTFF 2019 in New Delhi and will pay for your accommodation directly. Please observe the hotel's check-in and check-out time carefully. Any additional costs beyond the approved period of your stay will be charged to your personal account. The standard check-in time is 1400 hrs and check-out time is 12 Noon IST of the hotel.

A king room has been reserved for you inclusive of the following:

- Buffet Breakfast in the Café
- Internet speed up to 1.5 Mbps

### **Service Available to Guests in a Hyatt Guestroom**

- Free daily English local newspaper, welcome fruit and distilled water
- Tea/Coffee making facilities in the room
- Free use of a fully-equipped gym, and outdoor hotel swimming pool
- Personal Safe in the room for storage of valuables and other items
- Fully stocked Mini bar – **items available charged to personal account**

All other expenses such as laundry, drinks, snacks from the mini bar and international telephone calls will be on your personal account.

### 4.2 For resource persons and participants fully financed by ESCAP-

If you are receiving daily subsistence allowance (DSA) from ESCAP, you need to reserve the room and make payment by yourself directly to the accommodation of your choice. Detailed instructions will be sent to you separately from ESCAP.

**Please kindly note that, depending on the date and time of your arrival, you may not be able to collect DSA immediately. It is highly recommended that you bring a reasonable amount of money to cover your expenses and possibly hotel deposit before you receive DSA.**

### 4.3 For self-financed resource persons and participants,

Please kindly note that a special rate has been negotiated between the organizer and the venue hotel. You may reserve your room by directly contacting the hotel using the reservation form, downloadable at <https://unnex.unescap.org/sites/default/files/Reservation%20form%20for%20CII%20Conference%20-%20September%202019.pdf>

## 7. Travel Claims and Allowances

The organizers are not responsible for any financial costs of self-financed participants. For sponsored participants, aside from the items listed under the ADB/ESCAP financial responsibilities, any other expenses (e.g., those listed below) will be the sole responsibilities of the participants themselves:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa,<sup>2</sup> 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 Forum;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Forum;
- (iv) Compensation in the event of death or disability of participants in connection with attending the Forum;
- (v) Any loss of or damage to personal property of participants while attending the Forum or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the Forum.

Sponsored participants are expected to stay for the full duration of any event(s) of the week covered by the sponsors, and they are requested to sign the attendance sheet. However, if for any unexpected reason, they are unable to stay for the full duration of the Forum, they are requested to inform the secretariat as soon as possible so that their per diem can be adjusted accordingly.

### ADB Financial Responsibilities

ADB-financed participants will be provided their daily subsistence allowance and one-time lumpsum miscellaneous travel expense allowance to cover visa, airport taxes and other related expenses. Signed attendance sheets will be the basis for the reimbursement of the DSA along with submission of the following documents: original boarding passes, photocopy of passport information page and stamped arrival page.

#### **17 September 2019**

Please bring with you a valid identification card (ID) with picture aside from your passport. If your ID is not in English, please also bring a business card in English. Have this ID and passport ready when you go to the Forum. **Please kindly bring the required documents (original boarding passes, photocopy of passport information page and the stamped arrival page) and submit them to the ADB Contact Person (Ms. Maria Crisefda Aherrera, [mcaherrera@adb.org](mailto:mcaherrera@adb.org)) who will be at the ADB-ESCAP Secretariat Room from 10am to 5pm. A scanned copy of outbound boarding pass should be emailed by 23 September 2019 to [nlozano.consultant@adb.org](mailto:nlozano.consultant@adb.org), with copy to [mcaherrera@adb.org](mailto:mcaherrera@adb.org).**

For the **ESCAP-sponsored participants**, the financial responsibilities will be limited to air tickets and DSA as indicated in the acceptance letter. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, inbound boarding passes and passports (including original receipts of ticket, VISA and hotel accommodation, if applicable) to the ESCAP secretariat on duty in the conference room on 17 September. A scanned copy of your outbound boarding pass should be emailed by 23 September 2017 to [apdff@un.org](mailto:apdff@un.org), with copy to [prayongsap@un.org](mailto:prayongsap@un.org).

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<sup>2</sup> For ADB-financed resource persons and participants, see section on ADB Financial Responsibilities of this information note.

## 8. Airport–Hotel–Airport Transfers

From New Delhi International Airport to Hyatt Regency Hotel, is approximately 25 minutes away and is accessible via airport taxi, or airport pick-up arranged by the hotel on personal expense. Local taxi apps include Ola and Uber.

Please be informed that there will be no complimentary transportation from airport to hotel/hotel to airport. You can arrange for an airport pick-up through the hotel by providing your flight details and estimated time of arrival when booking online. You can contact the hotel directly by calling the number listed in your booking forms.

## 9. Meals

Daily breakfast is included in the hotel accommodation, while lunch will be provided during the Forum and side events on 19 September. Dinner on 17 September will be provided by the organizer.

Please inform ESCAP contact persons if you have any special dietary requirement.

## 10. In-City Transportations

**Taxi.** Participants who wish to discover New Delhi during the Forum could use taxi, metro or other modes of transportation on personal expense. You may contact the hotel staff for assistance.

## 11. Weather

The average temperature in New Delhi in September is anywhere between 25 to 35 degrees Celsius with intermittent rains. It is recommended that the participants may bring with them a light-weight suit for any formal occasion / function.

## 12. Electricity

In **India** the **power plugs** and **sockets** are of type C, D and M. The standard **voltage** is 230 V AC/60 cycles; however, 110-volt sockets are also available at Welcome hotel. The standard frequency is 50 Hz.



## 13. Internet Access

Hotel Wi-fi is available throughout the venue.

#### 14. Currency

The basic currency of India is the Rupee. Participants may bring into India some foreign currency in the form of traveller's cheques or currency notes which may be exchanged for Indian currency at the prevailing exchange rates. The present exchange rate is about 70-72 rupees for one US dollar, subject to variation.

Exchange facilities are available at the Indira Gandhi International Airport and banks in the city, The banking hours are from 10.00 hours to 15.30 hours, Monday to Friday. Limited service of currency exchange from USD to INR is also available in some locations in the city and at Hyatt Regency Delhi Hotel Reception Desk. Credit cards, such as Visa, American Express, and MasterCard are accepted at major hotels and department stores.

#### 15. Liability

Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.

#### ESCAP Contact Persons

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