

Subregional workshop on non-tariff measures in Azerbaijan and North and Central Asia

(with participation of representatives of ISO members in Central and Eastern Europe)

Organized by ESCAP and Food Safety Agency of the Republic of Azerbaijan

9-11 December 2019, Baku, Azerbaijan

INFORMATION NOTE FOR PARTICIPANTS

1. Organizers

The Subregional workshop on non-tariff measures in Azerbaijan and North and Central Asia 2019 is organized by United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the Food Safety Agency of the Republic of Azerbaijan.

2. Forum Venue and Duration

The Subregional workshop on non-tariff measures in Azerbaijan and North and Central Asia 2019 will be held from 9 to 11 December 2019 at Hilton Baku, Baku, Azerbaijan. The details of the venue are as follows:

Hilton Baku

Address: 1B Azadlig Avenue, Baku, AZ1000, Azerbaijan

TEL: +994-12-4645000

FAX: +994-12-4645071

Website: <https://www.hilton.com/Baku>

3. Registration and Badges

Participants are requested to register and obtain meeting badges at the Registration Counter at the Hilton Baku, between 0830 to 0900 hours on the opening day of the event. Only the names of duly registered participants will be included in the list of participants.

4. Visa Requirement

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

Participants who require visas for entry into Azerbaijan are strongly recommended to complete the visa application process as soon as possible. For further information please kindly refer to the following link - <http://mfa.gov.az/?options=content&id=182&language=en>

5. Weather

The Republic of Azerbaijan is located on the west coast of the Caspian Sea, bordering the countries of Armenia, Georgia, Iran and Russia. The winter season runs from November to March with an average daily high temperature below 12°C. The month of December is characterized by daily high temperatures from 8°C to 11°C, and daily low temperatures from 3°C to 6°C.

6. Hotel Accommodation

Participants are responsible for booking/paying for their own accommodation. Participants are encouraged to book hotels within walking distance of Hilton Baku, where the workshop will be held. Please hold off booking accommodation until your travel dates and times are confirmed by ESCAP.

7. **Transport/Pick-up from and to Airport**

Participants are responsible for their own transportation. Metered taxis and public utility are readily available at the airport. Some hotels also provide airport pick-up/drop off services.

8. **Banking Facilities/Currency Exchange**

Currency: The Azerbaijani currency is the Manat. Notes come in denominations of 1, 5, 10, 20, 50 and 100.

Credit cards: Credit cards are readily accepted at most restaurants and hotels. However, it is advisable to carry cash as small shops and restaurants do not accept credit cards. Cash is also needed for public transport.

Banking Hours: Banks operate from 09:00 to 18:00, while service hours are from 09:30 to 17:00. Banks are closed on public holidays.

9. **Daily Subsistence Allowance**

Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance¹ and terminal expenses² at the prevailing United Nations rates in US dollars. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass together with their air tickets (including e-tickets) to the ESCAP secretariat staff in the meeting room.

Any participant who is unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the daily subsistence allowance (DSA) can be adjusted accordingly.

ESCAP Contact Persons

Mr. Alexey Kravchenko kravchenkoa@un.org
Mr. Vasan Narang vasan.narang@un.org
Ms. Maria Semenova maria.semenova@un.org

¹ The DSA for Baku, Azerbaijan is USD 129 per day as of 25th November 2019

² The terminal expense is USD 188 (USD 47 x 4)