

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

WTO/ESCAP Regional workshop on Trade and Environment for Asia and Pacific Economies will be held at The Kingsbury Hotel, Colombo, Sri Lanka. The opening session will be at 09:30 hours on 18 September 2017.

ORGANIZING SECRETARIATS

The workshop is jointly organized by the secretariats of the World Trade Organization (WTO) and the Economic and Social Commission for Asia and the Pacific (ESCAP), in collaboration with the Ministry of Industry & Commerce, Government of Sri Lanka.

For further information concerning substantive preparations and organizational aspects of the workshop please contact:

Mr. Rajan Ratna
Economic Affairs Officer
Trade Policy and Analysis Section
ESCAP

Tel: (66-2) 288-1548
e-mail: ratna@un.org

For further information concerning local organizational and logistical aspects of the event please contact:

Ms. Pakkaporn Visetsilpanon
Research Assistant
Trade Policy and Analysis Section
ESCAP

Tel: (66-2) 288-2162
Fax: (66-2) 288-1027, 288-3066
e-mail: visetsilpanon@un.org

REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear in the list of participants. Without registration, names of participants will not be included in the list.

WORKING LANGUAGE OF THE WORKSHOP AND DOCUMENTS

The workshop will be conducted in English, and all documentation will be issued only in English. No interpretation service will be available.

VISA REQUIREMENTS

Participants should obtain an entry visa to Sri Lanka, if necessary, from the Embassy or Consulate of Sri Lanka located in their respective countries before departing for Colombo.

Participants are also advised to obtain, where necessary, a transit visa for places en route to Colombo before the commencement of their journey.

- **Diplomatic & Official/Service passport holders from the following countries are exempted from the ETA processing fee and the ETA procedures for their official and private visits to Sri Lanka. A visit visa will be issued on arrival to Sri Lanka for passport holders of these countries.**

The information is obtained from website the Electronic Travel Authorization (ETA) official website of the Department of Immigration & Emigration (DI&E) of the Democratic Socialist Republic of Sri Lanka. (<http://www.eta.gov.lk/slvisa/visainfo/center.jsp>)

Participants should double check and consult with their local Embassy or Consulate of Sri Lanka

Country	Type of Passport	Duration of the Visa period
Socialist Republic of Vietnam	Diplomatic, Official	90 Days
Republic of Cuba	Diplomatic	90 Days
Republic of Indonesia	Diplomatic, Official, Service	30 Days
Union of Myanmar	Diplomatic, Official, Service	30 Days
Islamic Republic of Pakistan	Diplomatic, Official	30 Days
Federative Republic of Brazil	Diplomatic, Official, Service	90 Days
Republic of Chile	Diplomatic, Official	90 Days
Republic of Seychelles	Diplomatic, Official, Ordinary	60 days at each visit and cumulative duration of 90 days in a year
Peoples Republic of China (PRC)	Diplomatic, Official, Service, Public Affairs	Up to 30 days
United Arab Emirates (UAE)	Diplomatic, Official, Special (Passport holders)	Up to 30 days
Kingdom of Thailand	Diplomatic, Official	Not exceeding 90 days
Republic of Kenya	Diplomatic, Official	Up to 30 days
Republic of Belarus	Diplomatic, Official	Up to 30 days
Islamic Republic of Iran	Diplomatic, Official, Service	Up to 30 days
Republic of Maldives	Diplomatic, Official, Ordinary	Exemption of Ninety days Visa fee
Republic of Singapore	Diplomatic, Official, Ordinary	Up to 30 days
Republic of India	Diplomatic, Official (for diplomatic and official visits only) (If employed by an International body or agency, Visa/ETA should be obtained for official and private visits)	30 days
Russian Federation	Diplomatic, Official, Service	30 days

HOTEL ACCOMMODATION

As the Workshop will take place in the **The Kingsbury Hotel**, all participants are advised to stay at the The Kingsbury Hotel.

The Kingsbury Hotel
 48, Janadhipathi Mawatha, Colombo 01, Sri Lanka.
 TEL: +94-11-242-1221
 FAX: +94-11-254-4657
 Website: <http://www.thekingsburyhotel.com>

The Kingsbury Hotel room rate:

Room Type	Room rate
Single room	USD 163.00 nett including breakfast

***Hotel reservation form is attached at the end of this document. Please send the form no later than 10 September 2017**

****Participants, who prefer to stay at other hotels, are requested to make reservation on their own. They will have to make their own arrangements for local transportation to attend the workshop.**

PAYMENT OF HOTEL ACCOUNT

Before departure from Colombo, participants are requested to settle all their expenses including room charges, food, and other services directly at the time of check-out with the hotel.

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 (ONLY IF APPLICABLE)

Participants were contacted and eligible for a daily subsistence allowance will be provided with a terminal expense of USD 152 and a daily subsistence allowance of approximately USD 223 per day at prevailing United Nations rates in Sri Lankan currency (LKR) for the duration of event which includes hotel, food, miscellaneous, visa fee, and terminal expenses in accordance with UN rules and regulations.

The DSA will be disbursed at the workshop venue in Colombo after the participants have **deposited the copies of their passport and original boarding pass(es)** to the ESCAP staff, Mr. Rajan Ratna during the event.

Any financed 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.

TRANSPORTATION

All participants are advised to arrange their transport at their own expenses from and to the airport.

FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

In those cases where the participation costs are borne by the ESCAP/WTO secretariats, their financial responsibilities will be limited to meeting travel expenses as indicated below. Any other expenses will

be the sole responsibilities of the participants themselves, for example:

- (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 workshop;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop;
- (iv) Compensation in the event of death or disability of participants in connection with attending the workshop;
- (v) Any loss of or damage to personal property of participants while attending the workshop 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 workshop.

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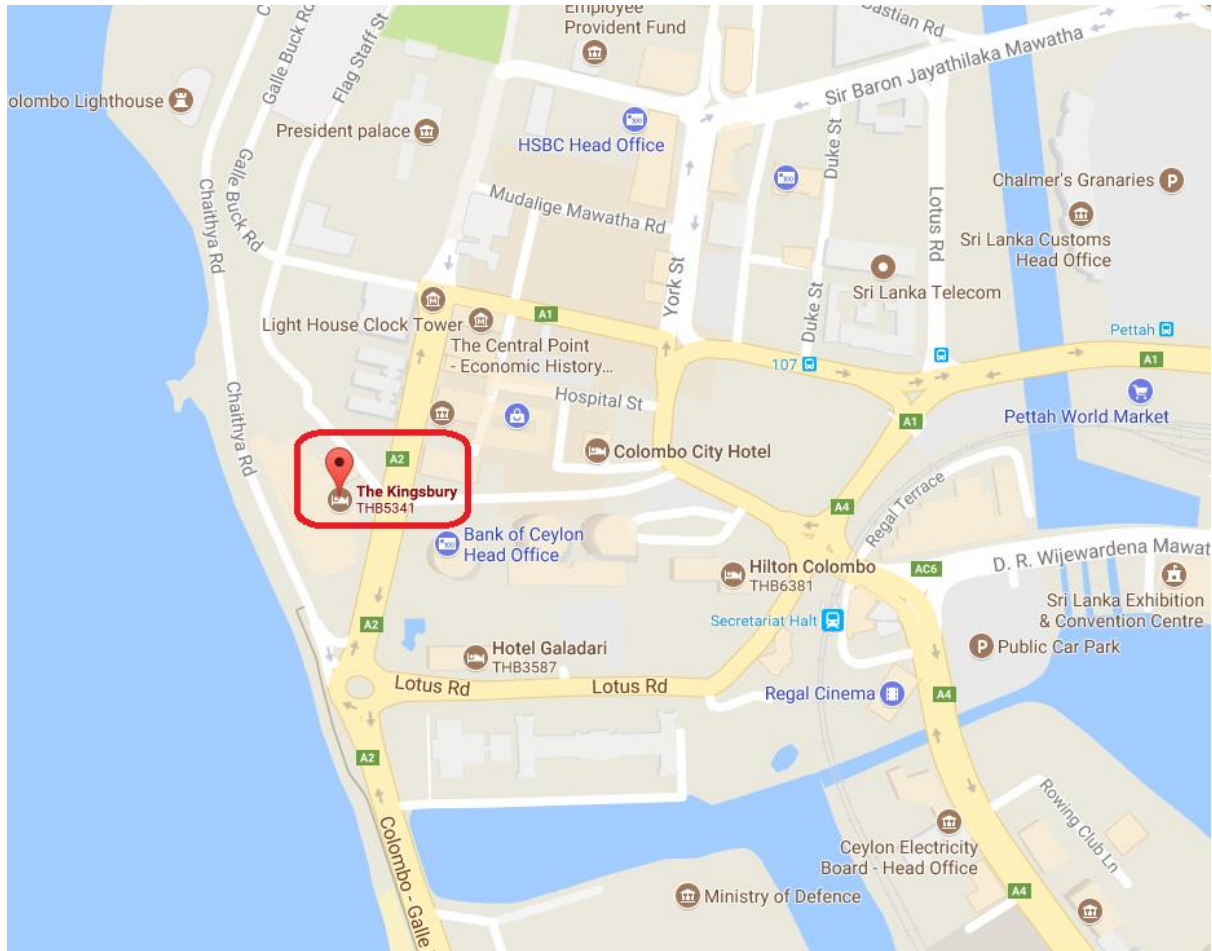
The Kingsbury Hotel

48, Janadhipathi Mawatha, Colombo 01, Sri Lanka.

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FAX: +94-11-254-4657

Website: <http://www.thekingsburyhotel.com>



DIRECTIONS FROM THE HOTEL STAFF

From Bandaranaike International Airport, a hotel pick-up service is available at a charge of USD 65 net/way (Sedan, Benz, Montero, Audi)

Distance from Hotel: 35 Km

Drive Time: 50 min.

HOTEL RESERVATION FORM**The Kingsbury Hotel**

**Regional Workshop on Trade and Environment for Asia and Pacific Economies
18-19 September 2017, Colombo, Sri Lanka**

Mr [] Ms [] Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> First Middle Last </div>		
Passport details: Passport number: _____ Expiry date: _____		
Functional title and full street address:		
Tel: _____ Fax: _____ e-mail: _____		
Arrival date at Colombo: _____ Flight: _____ at: _____ hours Departure date from Colombo: _____ Flight: _____ at: _____ hours		
Room type at the Hotel (please check room rate on page 3): <input type="checkbox"/> Single Room <input type="checkbox"/> Others (please contact the hotel).....		
Check-in date: _____ Check-out date: _____		
Payment method: <input type="checkbox"/> Credit card <input type="checkbox"/> Cash Card number: _____ Name on card: _____ Expiry date: _____		

Please send the form no later than 10 September 2017 with attention to

Ms. Pakkaporn Visetsilpanon
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ESCAP
Bangkok, Thailand

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Fax: (66-2) 288-3066, 288-1027
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