



**Policy Dialogue on Infrastructure Financing Strategies for Sustainable Development in South
and South-West Asia**

Kathmandu, Nepal, 25-26 January 2017

INFORMATION NOTE FOR PARTICIPANTS

A. General

1. The policy dialogue is co-organized by ESCAP (www.unescap.org) and the national planning commission of Nepal and is scheduled to take place in Kathmandu on 25-26 January 2017.
2. The tentative programme of the policy dialogue is available on ESCAP website: <http://www.unescap.org/events/policy-dialogue-infrastructure-financing-strategies-sustainable-development-south-and-south>.

Meeting room

3. The policy dialogue will be held in the Crowne Plaza Kathmandu-Soaltee located Tahachal PO Box 97 in Kathmandu.
<https://www.ihg.com/crowneplaza/hotels/us/en/kathmandu/ktmnp/hoteldetail>
4. Participants are kindly requested to register at the registration counter, which will be located in front of the meeting room, from 08:30 to 09:00 hours.

B. Travel to and stay in Kathmandu, Nepal

Immigration requirements

5. *Participants are responsible for their visa arrangements.* For details of visa requirements, participants are advised to consult the local embassy/diplomatic mission of Nepal. Whenever required, participants are responsible for their visa arrangements at an embassy/diplomatic mission of Nepal in their home country or in a third country prior to their arrival in Kathmandu.

Places of stay

6. If requested before 17 January, arrangements will be made for participants to stay at the Crowne Plaza Kathmandu-Soaltee hotel. ESCAP has negotiated a special rate for the participants to the Policy Dialogue at USD 120/night.

7. Participants are responsible for settling their room charges as well other incidental expenses such as telephone calls, laundry charges and other expenses directly at the reception before checking out.

Daily Subsistence Allowance

8. On the first day of the policy dialogue, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover all expenses associated with their participation in the workshops, including accommodation, meals and local transport while in Kathmandu. 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 Kathmandu. To date DSA for Kathmandu is US\$ 169. Please note that this amount is subject to change without prior notice.
9. ESCAP will pay DSA up to 26-27 January depending on the scheduled return flights of participants. Participants who wish to stay longer in Kathmandu will have to cover all additional expenses by themselves.
10. Participants who are unable to stay for the entire duration of the policy dialogue 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 expressed 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 policy dialogue;
 - (iii) cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the policy dialogue;
 - (iv) compensation in the event of death or disability of participants in connection with attending the policy dialogue;
 - (v) any loss of or damage to personal property of participants while attending the policy dialogue 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 policy dialogue.

Weather

12. January is the coldest month of the year in Kathmandu. The average temperatures during the day generally reach highs of 7°C whereas the nights are very cold (average minimum temperatures during the night generally hit lows of 3°C)

C. Conduct of the policy dialogue

Officers concerned with servicing the policy dialogue

13. The officials of UNESCAP specifically in charge of the policy dialogue is:

Mr. Mathieu Verougstraete, Economic Affairs Officer, Macroeconomic Policy and Financing for Development Division, UNESCAP

Tel: +66-2 288 1559, E-mail: verougstraete@un.org

Working language

14. The working language of the policy dialogue will be English. All documentation will be in English.

Paper/literature for distribution

15. Participants wishing to circulate any papers or literature at the policy dialogue are requested to consult ESCAP staff servicing the policy dialogue for the necessary arrangements.

Presentations

16. Participants wishing to make a presentation using Microsoft PowerPoint are requested to give the soft copy of the presentation to staff servicing the policy dialogue for upload in the policy dialogue computer at the latest 15 minutes before the beginning of the session during which the said presentation is supposed to be delivered. For ease of identification during the policy dialogue, the format of the file name should start with the name of the country or name of the organization.

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_1689

