

14Oct2014

Regional Meeting on Financing Graduation Gaps of Asia-Pacific LDCs

28-30 October 2014
Dhaka, Bangladesh

INFORMATION NOTE FOR PARTICIPANTS

PLEASE READ CAREFULLY

GENERAL

1. The Regional Meeting on Financing Graduation Gaps of Asia-Pacific LDCs is scheduled to be held at the Pan Pacific Sonargaon Dhaka Hotel, Dhaka, Bangladesh from 28 to 30 October 2014.
2. The meeting will be inaugurated at 9.30 hours on **Tuesday, 28 October 2014** at the Pan Pacific Sonargaon Dhaka Hotel, where all subsequent sessions will also be held from 10.30 to 17.00 hours including lunch and coffee breaks.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges in front of the conference room at the Pan Pacific Sonargaon Dhaka Hotel on **Tuesday, 28 October 2014**, between 8:30-9:30 a.m. Relevant documents for the meeting will be sent to the participants by e-mail and will also be available at our website: [http:// www.unescap.org/events/regional-meeting-financing-graduation-gaps-asiapacific](http://www.unescap.org/events/regional-meeting-financing-graduation-gaps-asiapacific), as they become available.
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 Information Help Desk noted in paragraph 14, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENT

5. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Dhaka. It is advisable that all participants obtain appropriate entry visas to Bangladesh from a Bangladesh diplomatic or consular mission at their point of origin or en route to Bangladesh.

CUSTOMS REGULATIONS

6. Narcotic drugs as well as arms and ammunition may not be brought into Bangladesh; they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

HEALTH

7. Medical services are available at the hotel.
8. Immunization certificates are not normally required for entry into Bangladesh.
9. In the event of a medical emergency during the workshop, please contact the Information Help Desk who will facilitate transport to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants.

FOREIGN EXCHANGE AND CURRENCY

10. The exchange rate is approximately 1US\$ = 79.50 Bangladeshi taka (BDT), as of September 2014.

Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel.

11. The Bangladesh currency unit is the Taka. Bank notes are available in denominations of 5, 10, 20, 50, 100, 500, and 1000. International credit cards and travelers cheques are accepted in major establishment.

AIRPORT TAX

12. An airport departure tax of Tk. 1,000.00 is levied by the airport authority for travelers on international flights and Tk. 25.00 for domestic flights. The tax must be paid in Taka if they are not included in the air ticket.

AIRLINE RESERVATION

13. For financed participants by ESCAP, the cost of the air ticket is covered by ESCAP and will be arranged for all ESCAP funded participants by UNDP in respective countries.

INFORMATION HELP DESK

14. Starting Tuesday, 28 October 2014, from 08:30 hours – 10:30 hours, Help Desk services for basic logistics and queries will be available for participants. The Information Help Desk will be located in front of the meeting room, the Pan Pacific Sonargaon Dhaka Hotel

HOTEL ACCOMMODATION

15. **Accommodation for participants funded by ESCAP**

All ESCAP funded participants are **required to stay in non-shared rooms** at the Pan Pacific Sonargaon Dhaka Hotel (107 Kazi Nazrul Islam Avenue, Dhaka, 1215, Bangladesh. Phone: +8802 8140401). Single room for each funded participant at a special rate for four nights stay (check-in 27 October 2014, check-out 31 October 2014) in the hotel has been booked. Please complete the attendance-hotel reservation form and send it to Ms. Arpaporn Chomcherngpat, E-mail: <chomcherngpat@un.org>, with your travel itinerary at the earliest.

International Participants whose local costs are covered by ESCAP 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.

A special room rate at US\$ 169 per night inclusive of service charges and taxes, breakfast, lunch, two coffee breaks per day per person and free wifi-connection in the room has been negotiated.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by the organization. The DSA for those who will be staying less than four nights in the Pan Pacific Sonargaon Dhaka Hotel will be adjusted accordingly and those participants are required to return the balance to ESCAP.

16. **Accommodation for self-financed participants**

Upon your preference, accommodation can be booked at the Pan Pacific Sonargaon Dhaka Hotel (107 Kazi Nazrul Islam Avenue, Dhaka, 1215, Bangladesh. Phone: +8802 8140401), where all the ESCAP-funded participants are required to stay. If you wish to stay at this hotel, please complete the attendance-hotel reservation form and send it to Ms. Arpaporn Chomcherngpat, E-mail: <chomcherngpat@un.org>, with your detail travel itinerary at the earliest. ESCAP has negotiated a discounted rate at US\$169 for single room (service charges and taxes, breakfast, free Wifi are all inclusive).

ARRIVAL AT THE AIRPORT

17. Transport will be provided for all participants from/to Hazrat Shahjalal International Airport (Dhaka Airport) to/from the Pan Pacific Sonargaon Dhaka Hotel. A help desk/kiosk of the Pan Pacific Sonargaon Dhaka Hotel is located in between Terminal 1 and Terminal 2.

WEATHER

18. In Bangladesh, October temperature averaging near 27 degree Celsius. Light tropical clothing would be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degree Celsius (72-73 degree Fahrenheit).

ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT IN BANGKOK

19. The address of the ESCAP Secretariat is as follows:

Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone number: (662) 288 1669 /1524
Facsimile number: (662) 288 1090

The address and phone number of the contact person in Dhaka is as follows:

Economic Relations Division,
Ministry of Finance, Government of Bangladesh

Mr. Shah Md. Aminul Huq
Joint Secretary
Economic Relations Division
Ministry of Finance
Government of the People's Republic of Bangladesh
Sher-e-Bangla Nagar, Dhaka-1207
Telephone: +88029119443 &+8801777332732 (Office)
Fax +8802-9180788 & +8802911443

INTERNATIONAL DIRECT DIALING

20. Dhaka is linked via satellite to all major countries of the world. International call can be made from any private business or hotel phone.

Country code-Bangladesh: 880, City Code: Dhaka: 2

IMPORTANT TELEPHONE NUMBER

21. Fire: 199, Police: 999, Fire Service Ambulance: 9555555, Red Cross: 9116563 and Public Hospital: 8159457

ELECTRICITY

22. Most hotels use 220 volts 50 cycles and a two pronged plug. It is better to check before using an appliance.

WORKING LANGUAGE OF THE MEETING

23. Meeting will be held in English.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

24. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room on 28 October 2014.**

25. 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

26. In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:

(a) All expenses in the home country incidental to travel abroad, including transportation

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/云报告?reportId=5_4913

