



**Asia-Pacific Meeting of UNGEI Global Advisory Committee
8-13 June 2008
Kathmandu, Nepal**

Practical/Administrative Note

Below please find some general information that may be useful to you in preparing for the meeting and during your stay in Kathmandu, Nepal:

- 1. DATE OF MEETING:** **8-13 June 2008**
Field visits: 8-10 June (by invitation only)
Technical meeting: 11-12 June
Business meeting: 13 June (by invitation only)

- 2. VENUE OF MEETING:** **Malhar Hall**
Soaltee Crowne Plaza Kathmandu
P.O. Box 97, Tahachal Kathmandu - Nepal
Tel: +977-1-273 999, 272 555
Fax: +977-1-272 205, 272 203
Email: shakya.sumati@scp.com.np; reservation@scp.com.np
crowneplaza@shicp.com.np
<http://www.soaltee.crowneplaza.com>

Contact person:
Mr. Balaram Pathak
Crowne Meetings Director
Mobile: 00 977 98510 20599
Email: smd@scp.com.np

3. LANGUAGES:

The meeting will be conducted in **English**.

4. REGISTRATION:

Please complete the registration form attached and return it no later than **16 May 2008** to the UNGEI Secretariat (**Margaret Odoch-Jato**: modochjato@unicef.org with copy to **Surendra Bisht**: sbisht@unicef.org). The information in the registration forms will help you gain access into the meeting venue and enable the Secretariat to make all the necessary logistical arrangements.

5. VISA INFORMATION

Nepalese visa can be obtained at the Airport on arrival except Iraq, Swaziland, Ghana, Nigeria, Zimbabwe and Palestine State. The following forms (*available at the Airport in Kathmandu*) must be completed and handed over to the Immigration Counter

- Disembarkation Card
- Visa Application Form with one photograph.

A. Gratis (i.e. without fee) visa on arrival is provided for:

- The citizens of SAARC countries & People's Republic of China
- The tourists who have already spent 15 days continuously in the same visa year
- The tourist who intends to stay for 3 days only
- Official or diplomatic visa
- Children below 10 years of age

B. Visa Fee Information:

<u>Types of visa</u>	<u>Visa Fee</u>	<u>Visa Validity</u>
1. Tourist visa	Free	3 days
2. Tourist visa		
a. For the first entry	US\$ 30	60 days
b. For the next entry	US\$ 30	30 days
c. Multiple entry facilities, additional US\$ 50 one year visa.		

NOTE: Tourist visa cannot be extended more than 150 days in a year. Tourist visa more than 120 days will be issued by the Dept. of Immigration. **(This information is posted before Immigration counter at Kathmandu airport.)**

Staff members holding a UNLP and other (non-UNICEF) participants holding a passport from a SAARC country (Bangladesh, Bhutan, India, Maldives, Pakistan, Sri Lanka) may obtain a Nepal entry visa for 30 days free-of-charge upon arrival at the Kathmandu airport.

Participants holding passports other than a UNLP or SAARC-country national passport may obtain a 60-day visa at the Kathmandu airport upon payment of US\$ 30 (cash) provided this will be their first such (60-day) application request in calendar year 2007.

For non-UNICEF participants having already made a prior visit to Nepal within this calendar year, a 30-day Nepal visa for US\$ 30 is available.

Indian nationals do not require a Nepal entry visa; however, they must carry a valid national passport or other national ID card, e.g., citizenship card, voting card, or valid travel document. Please note that a driving license is not accepted for this purpose.

All participants who intend to obtain an entry visa at the Kathmandu airport are advised to **bring one (1) passport size photographs with them.**

Afghan national passport holders are strongly advised to obtain a Nepal entry visa from the Royal Nepalese Embassy in Islamabad before commencing travel to Nepal.

6. TRAVEL AUTHORIZATIONS AND TRAVEL ADVANCE:

For participants being supported financially by UNICEF, UNICEF country offices are requested to raise travel authorizations and issue travel advances for participants from their respective countries. No travel should be undertaken without a valid UNICEF Travel Authorization.

7. HOTEL INFORMATION

The meeting will take place at the Soaltee Crowne Plaza Hotel in Kathmandu. A block reservation has been made at Soaltee Crown Plaza for participants at a negotiated rate of \$60 per

night, single occupancy and \$70 per night, double occupancy, breakfast included. **Meeting participants are strongly encouraged to stay at the Soaltee, to facilitate networking and decrease time spent in travel.** Bookings must be made directly with the hotel, mentioning the UNGEI meeting, and must be guaranteed with a credit card.

Hotel Name	Address	Telephone/Fax	Email/web	Price (US \$)
Soaltee Crowne Plaza Kathmandu	P.O. Box 97, Tahachal Kathmandu - Nepal	977-1-273 999, 977-1-272 555 977-1-272 205, 977-1-272 203	shakya.sumati@scp.com.np reservation@scp.com.np crowneplaza@shicp.com.np www.soaltee.crowneplaza.com	\$60 Single \$70 Double

Please find below other hotels in the vicinity of the meeting venue for your information.

Hotel Name	Address	Telephone/Fax	Email/web
Hotel Grand Kathmandu	Tahachal, Soaltee mod, Kathmandu, Nepal	Tel no:4282 4825 Fax No:428 2488	Website: www.grandhotelnepal.com E-mail: grandhotel@wlink.com.np
Hotel Summit, Kathmandu	Kupondole, Lalitpur height Kathmandu, Nepal	Tel no:552 1810 Fax No:552 3737	E-mail: summit@wlink.com.np Website: www.summit-nepal.com

NOTE: Rates are subject to mandatory 10% Service Charge; 13% VAT as levied by the Government of Nepal.

8. DSA AND ACCOMMODATION:

The present DSA rate for Kathmandu is US\$123 per day. Current UN rate of exchange is NRs. 64.00 to US\$1, subject to change.

Lunch during the meeting, 11-13 June 2008 will be arranged by UNICEF ROSA as part of the meeting package. Therefore, this is to request to deduct 10% DSA for those days of Kathmandu.

The negotiated lunch rate for other days is Rs. 700 + tax per day for buffet lunch at the hotel restaurant.

Participants staying in Soaltee hotel are responsible for all personal expenses, e.g., telephone calls, mini bar, room service, laundry, and other incidental expenses. Please indicate in the registration form if you would like to share a room or not, so that we may inform the hotel accordingly. Participants are required to settle their bills directly with the hotel before departure.

9. GROUND TRANSPORTATION

Hotel Soaltee Crowne Plaza will arrange for airport pick up/drop off once your arrival/departure is confirmed. Please look out for either UNICEF or Soaltee Hotel sign board on arrival. **Please note that the transport arrangements are contingent on the timely return of the completed registration form.**

10 BANK SERVICES

International banks presence is limited though national banks do represent international banks. Foreign exchange facility is available in hotel. Major credit/debit cards accepted by hotels, supermarkets, travel agencies

11. SECURITY

Please note that Kathmandu is currently under **UN Security Phase One**. UN staff members traveling to Kathmandu need to obtain **security clearance** prior to commencing their travel. Please use the following UNDSS website to process your security clearance for Nepal. <http://dss.un.org>.

It is mandatory for UN participants to call the Field Security Coordination Officer at 552 3989 immediately upon their arrival in Kathmandu, Nepal to report their presence in the country. The hotel staff will assist you in informing the Security Office when you check in at the hotel.

Non-UN participants need to advise us of your arrival times as indicated in the registration form, so that we may inform UN Security of your presence in the country. (This does not imply pick-up service; for pick-up, see point 9 above.)

12. SECRETARIAT/IT SUPPORT

A secretariat and IT support service will be available close to the conference hall with support staff, and IT equipment and services like Internet/E-mail/computers/photocopy, etc.

13. TRAVEL SUPPORT DESK /FLIGHT RECONFIRMATION

The secretariat staff will help participants reconfirm their return flights. Please leave ticket and passport at the secretariat desk before the end of the first day of the meeting.

14. FINANCIAL TRANSACTIONS

It is recommended that UNICEF participants draw their DSA prior to commencing their travel from their own office. Participants can exchange money and travelers cheques at the hotel. Major credit cards are accepted. Kindly note that Indian currency bills in denominations of 1,000 and 500 rupees are illegal in Nepal. Bearers are subject to penalties under Nepalese law.

15 CONTACT PERSONS FOR INFORMATION:

Office	Name	Telephone/FAX	Email
UNGEI Secretariat New York	Cheryl Gregory Faye	1 212 326-7375	cfaye@unicef.org
	Margaret Odoch-Jato	1 212 303-7902 1 212 326 7129 (Fax)	modochjato@unicef.org
UNGEI Regional Secretariat, Kathmandu	Raka Rashid	977 1 441 7082 Ex 237 977 1 441 9479 (Fax)	rrashid@unicef.org
	Surendra Bisht	977 1 441 7082 Ex 230	sbisht@unicef.org

16. OTHER USEFUL INFORMATION

Climate: The average temperature in Kathmandu in June is 30-32° Celsius. For those going on the field trip to the Terai, the average temperature in June is 35° Celsius.

Rain: Expected

Electricity: 220 volts

17. EMERGENCY CONTACTS:

Please find a list of emergency contacts should you need them outside office hours.

(Country Code: 977, City Code for Kathmandu: 1, No city code for Mobile network)

Mr. Rajesh Kayastha

Operations Manager

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24 hrs Emergency Contact Number (FSCO) Kathmandu

Tel: 552 3989

UNICEF ROSA Office: 977 1 441 7082/441 0640

Lainchour, Kathmandu

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