

UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
UNITED NATIONS DEVELOPMENT PROGRAMME
ASIAN DEVELOPMENT BANK

**HIGH-LEVEL REGIONAL MDG FORUM IN NORTH AND CENTRAL ASIA
19 - 20 July 2007
Bishkek, Kyrgyzstan**

INFORMATION NOTE FOR PARTICIPANTS

General:

1. The High-level Regional MDG Forum in North and Central Asia will be held at "Issyk-Kul" Hotel in partnership with the Government of Kyrgyzstan, UNDP and ADB Country Offices, Bishkek, Kyrgyzstan from 19 to 20 July 2007.
2. The Forum will be co-hosted by the Ministry of Foreign Affairs and the Ministry of Economic Development and Trade of the Government of Kyrgyzstan.
3. The Forum will be inaugurated at 09.00 hours on Thursday, 19 July 2007 in the Conference Hall of "Issyk-Kul" Hotel, 301 Prospect Mira, Bishkek, Tel: (996 312) 457-347, 550-746; Fax: (996-312) 550-485, 550-753.
4. All the participants are required to arrive at Bishkek on 18 July 2007 and depart on 21 July 2007. Any deviation from this should be communicated to the secretariat well in advance. Accommodation has been reserved for all the participants at "Issyk-Kul" Hotel.

Registration and identification badges:

5. Participants are requested to register and obtain meeting badges from the Registration Desk at the Forum venue on 19 July 2007 between 08.30 hours to 09.00 hours. Participants who are not able to register on the opening day are requested to do so on subsequent day, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

Immigration requirements:

6. Participants, who require an entry visa to Kyrgyzstan, will have to apply for a visa with a diplomatic or consular mission at their point of origin or en route to Bishkek. The Ministry of Foreign Affairs and UNDP Country Office in Kyrgyzstan stand ready to support participants for visa-related inquiries.

Weather:

7. July is considered a good time to visit Kyrgyzstan as it is the summer time. The summer is hot and dry. The average monthly temperature in July is 25-27 Celcius. As a rule sunny weather is a most typical feature of Kyrgyzstan's climate (247 days per year). The conference room where the Forum is to be held is air-conditioned.

Foreign exchange:

8. Participants may bring with them into Kyrgyzstan foreign currency in the form of cash, traveller's cheques, drafts, letter of credit or other banking instruments, which may be exchanged for Kyrgyzstan som at the prevailing exchange rates.
9. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at the International Airport.
10. Exchange facilities are available at the Hotel as well as authorized money changers near the Hotel.

Addresses and telephone numbers of UNESCAP and UNDP Country Office, Bishkek:

11. The address of the UNESCAP office responsible for the Forum is as follows:

Poverty and Development Division
Economic and Social Commission for Asia and the Pacific (ESCAP)
7th Floor, Block A, United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200, Thailand
Telephone number: (662) 288 1902
Facsimile number: (662) 288 1000/1001/3007
Email: escap-pdd@un.org

The address of UNDP Country Office, Bishkek is:

United Nations Development Programme
160 Chuy Avenue
720040 Bishkek, Kyrgyzstan
Tel: (996 312) 611-213, 611-215
Fax: (996 312) 611-217, 611-218
Email: fo.kgz@undp.org; registry.kg@undp.org

Officers concerned with servicing the Forum:

Mr. Ravi Ratnayake, Director, Poverty and Development Division, is the Team Leader for UNESCAP-UNDP-ADB project "Supporting the Achievement of MDGs in Asia and Pacific (Phase II)" who is also the over all in charge of the Forum. Other staff members who can be contacted for information on the Forum are:

Ms. Shamika N. Sirimanne
Chief, Socio-economic Analysis Section
Poverty and Development Division
UNESCAP, Bangkok, Thailand
E-mail: sirimanne@un.org
Tel: (662) 288 - 1638
Fax: (662) 288 - 3007

Mr. Eugene Gherman
Economic Affairs Officer
Socio-economic Analysis Section
Poverty and Development Division
UNESCAP, Bangkok, Thailand
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Tel: (662) 288-1625
Fax: (662) 288 - 3007

Mr. Neal Walker
UN Resident Coordinator and UNDP
Resident Representative
United Nations Development Programme
60 Chuy Avenue
720040 Bishkek, Kyrgyzstan
Tel: (996 312) 611-213, 611-215
Fax: (996 312) 611-217, 611-218
Email: fo.kgz@undp.org; registry.kg@undp.org

Presentations:

12. Participants who are giving briefings/presentations will be allotted a limited number of minutes. We would appreciate that all participants kindly adhere to this time frame, as there is a full agenda with limited time to cover all of the presentations. All deliberations/discussions at the Forum will be conducted on English or Russian. Interpretation services will be available.
13. All papers and presentations are to be submitted to UNDP Country Office, Bishkek by 10 July 2007 for duplication purposes. Please send these via E-mail to: ta@undp.kg or tuya.altangerel@undp.org.

Documents for distribution:

14. Participants wishing to circulate any documents at the Forum are requested to consult with any of the staff members listed above under (11) well in advance. In this regard, participants are requested to bring approximately 50-60 copies for distribution at the Forum, as sufficient document reproduction service may not be available for this purpose.

Air Travel Arrangements:

15. In order to expedite and facilitate your attendance at this important event, we request that you make an airline reservation by the most economic and direct route between your residing city and Bishkek, Kyrgyzstan. Please contact local UNDP office regarding your travel instruction and obtaining your tickets.
16. In addition, the Ministry of Economic Development and Trade of Kyrgyzstan will need your travel details to facilitate your entry and meeting at the airport. Please provide us with a copy of your travel itinerary as soon as possible. Kindly fax your itinerary to Ms. Anarkan Rahmanova, Head, International Trade Policy Department, Ministry of Economic Development and Trade, Fax no. (996 312) 663-024. Please also send a copy to Fax no. (662) 288-3007 or E-mail to sompitayanurak@un.org attention Ms. Woranut Sompitayanurak , Team Assistant for the Forum, Poverty and Development Division, UNESCAP, 7th floor, block B.

Hotel:

17. Accommodation has been reserved for you at “Issyk-Kul” Hotel.

Tel: (996 312) 458-347, 550-746

Fax: (996 312) 550-485, 550-753

www.issyk-kul.elcat.kg

Arrival at the airport:

- 18 The Ministry of Economic Development and Trade of Kyrgyzstan and the Hotel will have complimentary pick up and drop off transportation to and from the airport.

Local transportation:

19. Metered taxis are available for transport around the city.

Daily subsistence allowance (DSA):

20. Participants whose travel is sponsored by UNESCAP will be provided, on the first day of the Forum, with a daily subsistence allowance at prevailing United Nations rates to cover their accommodation, meals and miscellaneous expenses during their official stay in Bishkek. The payment cover the period the authorized arrival date through the day before the departure date plus one day extra DSA deemed to cover miscellaneous travel-related expenses en route and terminal allowances. In order to facilitate the payment of the DSA, eligible participants are requested to submit the following supporting documents to the UNESCAP officer, Mr. Eugene Gherman, or the secretariat staff, in the meeting room.

- a. A copy of the completed meeting registration form (will be provided by the secretariat);
 - b. A copy of the completed arrival/departure form (will be provided by the secretariat)
 - c. A copy of your air-ticket;
 - d. Boarding pass(s).
21. Any participant who is unable to stay for the entire duration of the Forum is requested to inform the secretariat as soon as possible after arrival so that the subsistence allowance can be adjusted accordingly.
22. All participants are responsible to pay their own room charge and other related bills directly to the Hotel.

Financial and administrative arrangements:

23. In those cases where the participation costs are borne by UNESCAP, only travel and DSA as expressed will be provided. UNESCAP will not assume responsibility for any other expenditures, including the following:
- a. 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;
 - b. Salary and related allowances for the participants during the period of the Forum;
 - c. Cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Forum;
 - d. Compensation in the event of death or disability of participants in connection with attending the Forum;
 - e. Any loss of or damage to personal property of participants while attending the Forum or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
 - f. Any other expenses of a personal nature, not directly related to the purpose of the Forum.

Return bookings:

18. Participants are advised to contact the Helpdesk or one of the secretariat staff, to ensure that their return bookings are confirmed soon after their arrival in Bishkek.