



**SOCIALIST REPUBLIC OF
VIET NAM**

HIGH-LEVEL EURO-ASIA REGIONAL MEETING ON

IMPROVING COOPERATION ON TRANSIT, TRADE FACILITATION AND THE IMPLEMENTATION OF THE 2030 AGENDA FOR SUSTAINABLE DEVELOPMENT

7 – 9th March 2017

Ha Noi, VIET NAM

**ADMINISTRATIVE
CIRCULAR ON
LOGISTICAL
ARRANGEMENTS**

1. INTRODUCTION

This Information Note contains information and necessary logistics guidelines for the participation of delegations at the "**High-Level Euro-Asia Regional Meeting On Improving Cooperation On Transit, Trade Facilitation And The Implementation Of The 2030 Agenda For Sustainable Development**" to be held in the city of Ha Noi from 7th to 9th March, 2017. Further information on the meeting may be found by accessing the Meeting website: http://unohrlls.org/event/euro-asia_ldcs-transit-countries_viet-nam/.

The Department of Economic Affairs, Ministry of Foreign Affairs of Viet Nam, is responsible for the overall coordination of the event with the support of other ministries of the Vietnamese Government.

The overall contact point from Viet Nam is:

Ms. Phan Loc Kim Phuc

Head of Research and Economic Affairs Division, Department of Economic Affairs

Ministry of Foreign Affairs of the S.R. of Viet Nam

Tel: +84-4-3799 3242

Fax: +84-4-3799 3424

Mobile/whatsapp/viber: +84-983 945 201

Email: plkphuc@yahoo.com; kimphuc.phan@mofa.gov.vn.

2. VENUE OF THE MEETING

The event will be held at **Sheraton Ha Noi Hotel, K5 Nghi Tam, 11 Xuan Dieu Road, Tay Ho District, Ha Noi**, located in the neighbourhood called Tay Ho in Ha Noi City, 15-minute drive from the Old Quarter of Ha Noi and 60-minute drive from Noi Bai International Airport.

3. REGISTRATION AND ACCREDITATION

For safety reasons, all members of official delegations, delegations for support, personal security, press officers, representatives of UN system, specialized and international organizations, non-governmental organizations, private sector and others attending and involved in the various activities to be undertaken within the framework of the Meeting must be accredited.

All delegates, delegations for support, personal security, press officers, representatives of UN system, specialized and international organizations are required to register to be accredited. Registration can only be completed with the following steps **no later than 27 February 2017**:

Step 1. Email registration to Ms. Geraldine Dodoo (dodoo@un.org) with a copy to Ms. Gladys Mutangadura (mutangadura@un.org) and Ms. Phan Loc Kim Phuc (plkphuc@yahoo.com);

Step 2. Fill in the online form at the following link: <https://goo.gl/forms/9sKebiAfzLT3tgOg2>.

Step 3. Fax the completed online form to Ms. Phan Loc Kim Phuc, Ministry of Foreign Affairs of Viet Nam (+84-4-3799 3424).

Step 4. Receive and print out a confirmation email for visa processing and collecting badges.

The accreditation commission of the High Level **Euro-Asia Regional Meeting On Improving Cooperation On Transit, Trade Facilitation And The Implementation Of The 2030 Agenda For Sustainable Development** is responsible for receiving local accreditation forms, data processing, issuance and

delivery of the credentials. The data contained in the forms will be treated confidentially and will be used only for security purposes of the delegates.

Types of credentials:

- Head of Delegation: Red colour
- Official Delegates: Blue colour
- International organizations and other delegates: Orange colour
- Organizers: Yellow colour
- Press: Green colour

The badges can be collected at the information desk at Sheraton Hotel from 14h00 to 19h00 on 6th March 2017. Please kindly bring your confirmation email and ID documents (passports...) to collect your badges.

4. VISAS

All participants are advised to secure an entrance visa into Viet Nam at the Vietnamese missions in the respected countries. The list of Vietnamese missions can be found at the following link: http://www.mofa.gov.vn/en/bng_vietnam/dscqdd/ns050119142406.

Requests for visa on arrival and visa approval letter are required to be submitted with confirmation email to the Counselor Department, Ministry of Foreign Affairs of Viet Nam (Mr. Tran Van Phuong, tvphuong.cls@gmail.com, mobile: +84-914 845 583) **no later than 20 February 2017**.

5. INTERPRETATION

Simultaneous interpretation will be provided in English and Russian.

6. TRANSPORTATION

The Transport Committee will provide transportation for participants from the airport to the hotel and vice versa and from the five recommended hotels (as listed under 7. Hotels below) to the meeting venue (Sheraton Ha Noi) and vice versa. Protocol staff will be at the Noi Bai International Airport in Ha Noi city and at the five recommended hotels to provide information and to coordinate your arrival and transfer to the hotel. Various public transport from Noi Bai International Airport to Ha Noi City can be found at the following link: <https://www.hanoiairportonline.com/hanoi-airport-transportation/>.

Ministers will be provided a vehicle during their stay for the meeting (7 – 9 March 2017).

The contact for transportation issues is Mr. Pham Gia Trung (trungpham.mofa@gmail.com, mobile +84-125 949 5499).

7. HOTELS

The city of Ha Noi offers a wide range of hotels for the delegates attending the "High-Level Euro-Asia Regional Meeting On Improving Cooperation On Transit, Trade Facilitation And The Implementation Of The 2030 Agenda For Sustainable Development". Participants will be responsible for their own accommodation arrangements.

Accommodation reservations for Sheraton Ha Noi and the recommended hotels below will be facilitated by the Accommodation Committee. Rooms have been reserved at a special corporate rate, which will be available on the first-come-first-serve basis.

Booking requests at **Sheraton Hotel** could be emailed to namhai.mofa@gmail.com (Ms. Nguyen Nam Hai, mobile: +84 965 271 460) and dang.bui@sheraton.com (Mr. Bui Xuan Dang, Director of Sales, Sheraton Hotel, mobile: +84-913 586 361). Booking requests at **other hotels** could be emailed to namhai.mofa@gmail.com (Ms. Nguyen Nam Hai, mobile: +84 965 271 460) and mice@vietcenter.vn (Ms. Vu Thi Nhung, mobile: +84 168 931 2961). Delegations wishing to make arrangements for accommodation at a different hotel besides the 5 listed below will be responsible for their own transport and other logistical arrangements.

SUGGESTED HOTELS

Tay Ho District, Ha Noi

(Please refer to Appendix 1. Recommended Hotels Corporate Rate for further room options)

| HOTEL NAME AND CATEGORY | Address, Tel. and Fax | Special rate (standard room, tax and breakfast included) |
|-------------------------|---|--|
| Sheraton Ha Noi***** | K5 Nghi Tam, 11 Xuan Dieu Road, Tay Ho District, Ha Noi Tel: +84 4 3719 9000 | 120 USD |
| InterContinental***** | 5 Tu Hoa, Tay Ho District, Ha Noi Tel: +84-4-6270 8888 | 170 USD |
| Pan Pacific***** | 1 Thanh Nien, Yen Phu, Tay Ho District, Ha Noi Tel: +84 4 3823 8888 | 165 USD |
| Thang Loi Hotel**** | 200 Yen Phu, Quang An, Tay Ho District, Ha Noi Tel: +84 4 3829 4211 | 75 USD |
| Hanoi Club **** | 76 Yen Phu, Tay Ho District, Ha Noi Tel: +84 4 3823 8115 | 105 USD |

8. AIRCRAFT - PRIVATE FLIGHTS

In case of a private flight, over flight and landing permit form must be completed with the requested data and sent through official channels to Mr. Pham Gia Trung (trungpham.mofa@gmail.com, mobile: +84-125 949 5499) with the respective itineraries **no later than 15 February 2017**.

9. SECURITY

The Ministry of Public Security is in charge of the security issues for participants of the meeting.

10. HEALTH CARE

The Ministry of Health will be responsible for providing continuous medical support during the event.

11. COMMUNICATION AND PRESS

Press and Communication Committee has defined the services and activities for international and local press to develop media coverage of the meeting. Further details on registration for the media will be sent by the Press and Communication Committee.

The contact person of the Press and Communication Committee is Ms. Nguyen Hong Hai (phongvienbc@gmail.com, Tel.: +84-4-3845 5401).

APPENDIX 1. RECOMMENDED HOTELS CORPORATE RATE

| No. | Hotel | Room type | Room rate (tax and breakfast included) |
|-----|--|----------------------|--|
| 1. | Sheraton | deluxe SGL | 120 |
| 2. | Pan Pacific (previously Sofitel Plaza) | deluxe SGL | 165 |
| | | deluxe DBL | 175 |
| | | premier SGL | 185 |
| | | premier DBL | 195 |
| | | suite SGL | 246 |
| | | suite DBL | 285 |
| | | studio suite SGL | 295 |
| | | studio suite DBL | 314 |
| 3. | InterContinental | superior SGL | 170 |
| | | superior DBL | 195 |
| | | Deluxe Panoramic SGL | 230 |
| | | Deluxe Panoramic DBL | 235 |
| | | suite 2bedroom SGL | 560 |
| | | suite 2bedroom DBL | 575 |
| 4. | Thang Loi | Superior/Premium SGL | 75 |
| | | Superior/Premium DBL | 80 |
| | | suite SGL | 185 |
| | | suite DBL | 195 |
| 5. | Hanoi Club Hotel & Lake Palais Residences | superior SGL/DBL | 105 |
| | | Deluxe SGL/DBL | 115 |
| | | Studio SGL/DBL | 125 |
| | | studio DBL | 125 |
| | | signature SGL/DBL | 135 |

APENDIX 2. VIET NAM AT A GLANCE

Geography

Lying on the eastern edge of the Indochinese peninsula, Viet Nam is a strip of land shaped like the letter “S”, bordering China to the north, Laos and Cambodia to the west, and the East Sea to the east. Three-quarters of Viet Nam’s territory is low mountains and hilly regions. Its two largest deltas are the Red River Delta in the north and the Mekong Delta in the south.

The country’s total length from north to south is 1,650km. Its width, stretching from east to west, is 600km at the widest point in the north, 400km in the south, and 50km at the narrowest part, in the centre, in Quang Binh Province. The coastline is 3,260km long and the inland border is 4,510km.

Climate

Covering a wide latitude, Viet Nam enjoys both tropical and monsoon weather in the North and the South. The climate in the South of Viet Nam, with Ho Chi Minh City as the center, is tropically characterized by high temperature and humidity all year round. The North of Viet Nam, with Ha Noi (location of the Meeting) as the center, has four seasons.

The temperature during March in Ha Noi is around 15 – 20 Celsius degree.

Economy

Since its “Doi Moi” (renovation) policy in 1986, Viet Nam has witnessed many profound changes. The centrally-planned economy with heavy subsidies was replaced by a socialist-oriented market economy characterized by strong dynamism and a rapidly growing entrepreneurship. In nearly 30 years since “Doi Moi” was introduced, the country has recorded steady economic growth averaging over 6.6 percent per annum. Despite the global financial and economic crisis, thanks to its active economic integration policy, Viet Nam has maintained comparatively high and stable growth of 5.98 percent (2014), 6.68 percent (2015) and 6.21 percent (2016).

Currency

The Viet Nam Dong (“VND” or “d”) is the currency of Viet Nam and is issued by the State Bank of Viet Nam. Banknotes come in denominations of VND500, VND1,000, VND2,000, VND5,000, VND10,000, VND20,000, VND50,000, VND100,000, VND200,000, and VND500,000. All goods and services are required to be paid in the local currency.

The reference for the exchange rate can be checked from official websites of key banks in Viet Nam (Vietcombank, Techcombank, BIDV, Agribank, etc.), which is around: 1 USD = 22,600 VND.

Mastercard, VISA and American Express are accepted in supermarkets, major restaurants, and shopping plazas in Ha Noi and Ho Chi Minh City but it is advised to use cash (VND) in daily transactions, especially in small markets, restaurants, and shops.

Time zone

The time zone of Viet Nam is GMT +7.

Language

The official language of Viet Nam is Vietnamese. Vietnamese belongs to the Austroasiatic language family. Its writing system (Quoc Ngu) was adopted by the French. The sophisticated Latin alphabet of Vietnamese makes it easy for speakers to know how words should be pronounced because of the diacritics that indicate accents and tones. Employing multiple tones for communication is crucial and is the key feature of the language. Each syllable in Vietnamese is marked with a tone that indicates differences in pronunciation and, hence, meaning.

Vietnamese is a fearsomely difficult language to learn, but try to practice some basic words with local people you meet. Some of the more common words are “Xin chào” (hello), “Xin lỗi” (sorry), and “Cảm ơn” (thank you). Useful phrases for when you walk down the street include tôi không biết (I don’t know) and tôi không hiểu (I don’t understand), bao nhiêu tiền (how much?), ở đâu (where is this place?), and tôi bị lạc (I’m lost).

Local transportation

The main modes of transport in Vietnam are motorbikes, motor cars, buses, trains and aircraft. Motorbikes flood most streets and are the choice of almost all Vietnamese people, while tourists can take taxis or rental cars. Recommended taxi services are:

| Taxi | Call center |
|--|--|
| Taxi Group (Hanoi, CP, Hanoi tourist, 3A, JAC) | +844 38 53-53-53, +844 38 26-26-26, +844 38 56-56-56, +844 38 57-57-57, +844 38 62-62-62 |
| Taxi Mai Linh | +844 38 61-61-61; +844 38 222-666 |
| VIC Taxi | +84 4 3823 0230 |
| Thanh Cong Taxi | +84 4 6325 2525 |

Other options include Uber and Grabtaxi.

Emergency numbers

The three most important numbers are:

- Police – 113;
- Ambulance – 115; and
- The Fire Brigade – 114.

Travel safety

Viet Nam is a safe country and most people you meet will be friendly, honest, and trustworthy. Generally speaking, Vietnamese people are as peaceful as those from any other Southeast Asian country. Tourists will find it easy to travel throughout the country. The police are also generally very friendly. If you are lost and ask for directions they will usually be happy to help. Penalties for drug offences are severe, and include the death penalty, as are the penalties for certain other serious crimes.