

Information Note
Regional Meeting of Asia-Pacific Least Developed Countries on Sustainable Energy
Kathmandu, 22-23 March 2017

1. Introduction

The Regional Meeting of Asia-Pacific Least Developed Countries on Sustainable Energy will be held in Kathmandu, Nepal from 22 to 23 March 2017. This meeting will be organized jointly by the Office of the High Representative for LDCs, LLDCs and SIDS (UN-OHRLLS) and the Government of Nepal, with support from UNDP Country Office in Nepal. The Regional Meeting aims at building national leadership on energy sector and creating stronger multi-stakeholder partnerships to improve access to finance.

2. Venue

The venue for the Meeting will be at:

Radisson Hotel Kathmandu
P.o. Box 2269 Lazimpat, Kathmandu, NP
Kathmandu, Nepal,
Front Desk: +977 1 4411818
Fax: +977 1 4411720
Email: dosm@radkat.com.np
Website: www.radisson.com/kathmandu

See map at the end of this document for exact location.

3. Visa arrangements

The participants will obtain on arrival visas. To save time at the airport, they are advised to obtain prior visas from the nearest Nepalese Embassies/Consulate as far as possible.

Participants who wish to obtain visa on arrival should send scanned copies of their passports to one of the contact points of the Government of Nepal (listed at the end of this document) as soon as possible. The Government of Nepal will make necessary arrangements, as appropriate, to facilitate visa processing.

The nationals of Afghanistan, Iraq, Ghana, Swaziland, Zimbabwe, Palestine, Nigeria, Liberia, Ethiopia, Cameroon and Somalia should obtain a prior clearance from the Government of Nepal. As the entire process may take **two to three weeks**, they are advised to submit through the contact point of the Permanent Mission of Nepal to the United Nations the following documents: 1. Completed visa application form; 2. One photograph (in addition to the one affixed on the application form); 3. Scanned copy of the passport biopage; 4. Itinerary and hotel booking confirmations; and 5. visa note.

Please visit www.nepalimmigration.gov.np for more details.

4. Hotel accommodation

Sponsored participants will stay at Radisson Hotel Kathmandu at a concessional rate. Given the venue of the Regional Meeting and to facilitate networking all participants are recommended to stay in the same hotel. The concessional rate for single room is USD 85 plus taxes per night on BB and for double room 95 plus taxes per night on BB.

Participants are requested to send their itinerary to the following contact point of the hotel with a cc to the contacts points of the National Planning Commission for hotel reservations:

Mr. Rajan Shrestha,
Director, Sales and Marketing of Radisson hotel
Phone: +977 1 4411818
Fax: +977 1 4411720
Email: dosm@radkat.com.np

Non-sponsored participants are also encouraged to stay in the same hotel and may enjoy the negotiated rate, subject to the availability of rooms. They can make their hotel booking through reservation email dosm@radkat.com.np and sambridhi@radkat.com.np and mention in the subject "Participant in Regional Meeting of Asia-Pacific Least Developed Countries on Sustainable Energy Kathmandu, 22-23 March 2017".

5. Travel arrangements

Participation of 2 officials from each Asia-Pacific LDC will be funded by UN-OHRLLS. Accordingly, travel arrangements for these officials from LDCs will be made through UN-OHRLLS, which will provide them with a round trip economy class air ticket and daily subsistence allowance (DSA). In order to initiate travel requests, please confirm participation at the earliest to UN-OHRLLS, latest by 6 March 2017. All other participants of the conference are requested to make their own travel arrangements.

Participants are advised to arrive in Kathmandu a day prior to the Conference.

6. Arrival at the Airport

All delegations will be received at the Tribhuvan International Airport, Kathmandu, and will be assisted by protocol officials on customs, immigration and baggage clearance at the airport.

Transportation between the airport and the Conference venue will be provided by the Radisson Hotel to the participants staying at the Hotel. Participants should email their itinerary to dosm@radkat.com.np/sambridhi@radkat.com.np and to the contact points for this purpose.

The taxi fare between airport and city centre is approximately \$15. Travel time between the airport and the hotel is approximately 30 minutes.

7. Currency and Banking Services

Local currency in use in Nepal is Nepalese Rupee (NR). Paper money is mostly used in bank notes of Rs. 5, Rs. 10, Rs. 20, Rs. 50, Rs. 100, Rs 500 and Rs 1000. The biggest denomination is Rs. 1,000. Exchange rates, as of 28 February 2017, are 1 Euro = 113.3 NRs and 1 US dollar = 106.75 NRs

Currency exchange service is available at the airport as well as at hotels.

Automatic Teller Machines (ATM) are conveniently located at different places including at the shopping centers and malls in the city and operate with widely accepted international credit and debit cards affiliated with SCT, Visa and Master Card.

8. Telecommunication Services

Internet services within the meeting room are provided free-of-charge. Complementary wifi at the hotel lobby and hotel rooms will also be available for participants staying at the hotel. Also, all star hotels in Kathmandu provide local and international telephone services, fax, telex and internet services.

9. Medical facilities

Arrangements will be made at the Radisson Hotel Kathmandu to attend to the common and minor ailments during the Meeting. In case of emergency, the participants are advised to contact the designated protocol officers or the hotel staff.

A yellow fever vaccination certificate is required for travelers arriving from countries with risk of yellow fever transmission. Detailed information on health concerns can be obtained from the World Health Organization Website: <http://www.who.int/ith/en/>.

10. Working language

The working language of the conference will be English.

11. Additional information

- a. Language commonly used in Kathmandu is Nepali. English is also widely spoken and understood.
- b. The electric supply is 220 Volt AC (50 cycles) throughout the country. The plugs have two round prongs or three prongs. It is recommended that delegates bring their own adaptors to comply with the electric current and plugs.
- c. The time zone in Kathmandu is GMT+5:45.
- d. The regular government business hours are from 10:00 am to 05:00 pm (Sunday through Thursday) and from 10:00 am to 03:00 pm on Friday.
- e. Kathmandu experiences warm and sunny days throughout March, with good amount of sunshine and very low chances of rainfall. The average daytime temperature generally hovers around a pleasant 26°C (79°F) whereas the average minimum temperatures in the nights may drop down to 8°C (47°F).
- f. Kathmandu has a very wide variety of food and beverages to offer. The meat is mostly from lamb, chicken, pork or fish and is grilled or cooked with Nepali spices.
- g. It is recommended that delegates do not drink direct tap water. Mineral water is available in bottles of different sizes and in different brands at reasonable rates, including in the conference area.

12. Emergency contacts

Police: 100; Fire: 101; Ambulance: 102; telephone enquiry: 197; and Bir Hospital: 221988

13. Focal Points

For further information or clarification, participants may wish to contact:

Government of Nepal

National Planning Commission Secretariat of Nepal: <ul style="list-style-type: none">• Mr. Ratna Mani Bhattarai, Under Secretary• Mr. Narayan Raj Poudel, Under Secretary	Email: rmbhattarai@npc.gov.np Tel: 977 9841335804 Email: npoudel@npc.gov.np Tel: 977 9841205782
Ministry of Foreign Affairs: <ul style="list-style-type: none">• Mr. Sudhir Bhattarai, Under Secretary• Mr. Ambika Joshi, Section Officer	Email: s_bhattarai45@hotmail.com Tel: 977 9860450371 Email: ambikaji5@gmail.com Tel: 977 9861567956
Permanent Mission of Nepal to the United Nations, New York: <ul style="list-style-type: none">• Mr. Lok Bahadur Chhetri, Counsellor	Email: lokbp@gmail.com Tel: 1 9179007880 (New York) 977 9841221977 (Kathmandu)

UN-OHRLLS

<ul style="list-style-type: none">• Ms. Rita Ruohonen Economic Affairs Officer, New York	Email: ruohonen@un.org Tel no: +1 212 963 1804
<ul style="list-style-type: none">• Mr. Damien Sass (media) Advocacy and Outreach Officer	Email: sass@un.org Tel no: +1 212 963 0953
<ul style="list-style-type: none">• Ms. Cecilia Tan (travel) Administrative Focal Point, New York	Email: tan12@un.org Tel no: +1 212 963 7896 Fax: +1 917 367 0202

UNDP

<ul style="list-style-type: none">• Mr. Krishna Raj Adhikari Assistant Country Director Head of Operations	Email: Krishna.adhikari@undp.org Tel No.: 977-1-5523200
---	---

14. Map

