



# GLOBAL CONFERENCE

## SCALING-UP ENERGY ACCESS AND FINANCE IN LEAST DEVELOPED COUNTRIES

30 - 31 MAY 2019, BEIJING, CHINA

### Information Note

#### 1. General

The Global Conference on “Scaling-up Energy Access and Finance in Least Developed Countries” will take place on 30-31 May 2019 in Beijing, China. The Conference is jointly organised by the Office of the High Representative for LDCs, LLDCs and SIDS (UN-OHRLLS) and the Global Energy Interconnection Development and Cooperation Organization (GEIDCO), with the support of the UN system. The Global Conference aims at building national leadership and creating stronger multi-stakeholder partnerships to rapidly scale-up access to sustainable energy. It will especially (1) showcase and discuss initiatives and financing models that can accelerate energy transition across LDCs, (2) share experiences in preparing national energy investment studies and discuss best practices among LDCs and (3) enhance regional collaboration for sustainable energy in LDCs.

Participants are encouraged to visit the website to receive the latest updates:

<http://unohrlls.org/scaling-energy-accessfinance-least-developed-countries-30-31-may-2019-beijing-china/>

#### 2. Working language

The working languages of the meeting are English and French. Interpretation from English into French and reverse will be provided during the Global Conference on both days.

#### 3. Venue

Beijing Kerry Hotel  
Grand ballroom #3 (level 2)  
1 Guanghua Road, Chaoyang district  
Beijing 100020, China  
Website: <https://www.shangri-la.com/en/beijing/kerry/>

Kerry Hotel

北京嘉里大酒店

地址: 中国北京朝阳区光华路1号 邮政编码 100020

电话: (86 10) 6561 8833

电子邮箱: [hbkc@thekerryhotels.com](mailto:hbkc@thekerryhotels.com)

Website: <https://www.shangri-la.com/cn/beijing/kerry/>

#### 4. Registration

##### ***For sponsored participants***

Participants are requested to send the completed registration and HR Mini Master forms and a copy of the bio page of the passport to Ms. Oksana Yarashuk, Programme Assistant (email: [yarashuk@un.org](mailto:yarashuk@un.org)) with copy to Ms. Yuxin Ai, Programme Officer (email: [aiy@un.org](mailto:aiy@un.org)). The forms can be requested at [yarashuk@un.org](mailto:yarashuk@un.org).

Furthermore, kindly note that a nomination letter from the Ministry of Energy and a note verbal from the Permanent Mission of the respective country to the United Nations in New York should be received by UN-OHRLLS to validate the nomination. All registration documents should be submitted prior to the meeting but not later than 3 May 2019 to facilitate smooth coordination of the issuance of tickets and compilation of the list of participants for Daily Subsistence Allowance (DSA) disbursement purposes.

##### ***For all participants:***

Registration for the Global Conference will start at 8:00 am on 30 May 2019 in the Beijing Kerry Hotel. Please look for meeting signs in the hotel. Participants will receive a meeting package with a badge on the site of the registration.

#### 5. Visa requirements

Visa can be obtained at the Chinese Embassy or Consulate in the respective countries.

Participants are strongly advised to seek information on requirements applicable in their individual cases from the websites of the Chinese embassies or consulates in their respective countries or to contact them if necessary as early as possible.

**As co-organizer in China, GEIDCO can issue the invitation letter upon request. Requests for the invitation letter should indicate the country of the Embassy/Consulate, and be sent to GEIDCO by email at [rui-guan@geidco.org](mailto:rui-guan@geidco.org), [jiangke-yao@geidco.org](mailto:jiangke-yao@geidco.org), and copy Ms. Oksana Yarashuk at [yarashuk@un.org](mailto:yarashuk@un.org) and Ms. Yuxin Ai at [aiy@un.org](mailto:aiy@un.org) of UN-OHRLLS, together with passport copy and resume of the participant.**

Participants can also consult the list of mutual visa exemption agreements between the People's Republic of China and Foreign Countries and types passports applicable at <http://cs.mfa.gov.cn/wgrlh/bgzl/t902373.shtml>.

#### 6. Hotel accommodation

Participants will be responsible for their own accommodation arrangements. The following two hotels have been designated as recommended hotels:

- Beijing Jinglun Hotel (4 star, 10mins walking distance; daily room rate starting at CNY 700 (approx. \$ 105 )

Website: [www.jinglunhotel.com/en/](http://www.jinglunhotel.com/en/)

**Discount code: ICSEAFL** (valid for reservation date from May, 25 to June, 5 2019)

Beijing Jinglun Hotel

北京市建国门外大街3号 邮编: 100020 饭店预订电话: 86-10-65002266-8143/8144  
8008102266

- Beijing Kerry Hotel (5 star, conference venue); daily room rate at CNY 1,400 (\$230)  
Website: <http://www.shangri-la.com/en/mobile/beijing/kerry/reservations/>

Kerry Hotel

北京嘉里大酒店

地址: 中国北京朝阳区光华路1号 邮政编码 100020

电话: (86 10) 6561 8833

电子邮箱: [hbkc@thekerryhotels.com](mailto:hbkc@thekerryhotels.com)

## 7. Travel arrangements

### ***Sponsored participants***

UN-OHRLLS will provide the sponsored meeting participants with a round trip economy class air ticket. Participants are entitled to arrive in Beijing one day prior to the meeting (29 May 2019) and depart the day after the meeting end date (1 June 2019).

Kindly note that meeting participants *can* change their travel dates. All changes to the official itinerary have to be communicated directly to the UN travel agent from AMEX with UN-OHRLLS ([yarashuk@un.org](mailto:yarashuk@un.org)) on copy. If there is a difference between the official and deviated itinerary, the difference will be charged to the personal credit card.

## 8. Transport from and to Airport

Participants must make their own transport arrangements in order to attend the meeting. Upon arrival at the Beijing International Airport, follow the sign for taxi and queue up for metered taxi service from the public taxi stand. The taxi fare is normally around \$25 depending on the traffic. Please get local currency (Chinese Yuan) ready before taking the taxi. You can exchange money at the terminal upon arrival.

## 9. Room booking for bilateral meetings

If you require a room for bilateral meeting(s) during the conference please send a request to Mr. GUAN Rui, GEIDCO ([rui-guan@geidco.org](mailto:rui-guan@geidco.org)), cc Ms. Kemi Yao ([jiangke-yao@geidco.org](mailto:jiangke-yao@geidco.org)) and Ms. Oksana Yarashuk, OHRLLS ([yarashuk@un.org](mailto:yarashuk@un.org)). Due to high demand, applications will be considered on space-available basis. You will be notified through email should your request be granted after the consultation with the collaborating partner in China and the hotel management.

## **10. Site visit to GEIDCO premises**

Site visit to Exhibition Hall and Operation Analysis Center of the GEIDCO Headquarters is organized for the participants of the Conference from 15:40-17:40 on 31 May 2019. Kindly communicate your interest to partake in the site visit by sending an email to [yarashuk@un.org](mailto:yarashuk@un.org) with a copy to [ruohonen@un.org](mailto:ruohonen@un.org). Ground transportation is provided for the site visit.

## **11. Health and vaccination**

Upon arrival at the port of entry in China, participants who are nationals of or have traveled from/through countries listed below, which have been declared risk of yellow fever transmission, must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

The countries/areas with risk of yellow fever transmission are listed below:

- |                                      |                         |
|--------------------------------------|-------------------------|
| 1. Angola                            | 22. Guinea              |
| 2. Argentina                         | 23. Guinea-Bissau       |
| 3. Bolivia                           | 24. Guyana              |
| 4. Brazil                            | 25. Kenya               |
| 5. Benin                             | 26. Liberia             |
| 6. Burkina Faso                      | 27. Mali                |
| 7. Burundi                           | 28. Mauritania          |
| 8. Cameroon                          | 29. Niger               |
| 9. Central African Republic          | 30. Nigeria             |
| 10. Chad                             | 31. Panama              |
| 11. Colombia                         | 32. Paraguay            |
| 12. Congo                            | 33. Peru                |
| 13. Cote d'Ivoire                    | 34. Rwanda              |
| 14. Democratic Republic of the Congo | 35. Senegal             |
| 15. Ecuador                          | 36. Sierra Leone        |
| 16. Equatorial Guinea                | 37. Sudan               |
| 17. Ethiopia                         | 38. Suriname            |
| 18. French Guiana                    | 39. Togo                |
| 19. Gabon                            | 40. Trinidad and Tobago |
| 20. Gambia                           | 41. Uganda              |
| 21. Ghana                            | 42. Venezuela           |

## **12. Foreign currency declaration**

Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 5,000 or its equivalent into or out of China shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.

### 13. Currency and Banking facilities

The official currency of China is the Renmin Bill (RMB). All payments on the territory of China must be done in Renmin Bill. Major credit cards are widely accepted at hotels, restaurants, shops, etc. Visa, MasterCard, China UnionPay can be used at establishments, however, some restaurants and small shops accept cash payments only. Currency exchange points are located at airports, main hotels and banks throughout the city. Major currencies accepted for exchange are EUR and USD, some bank accept GBP. Currency exchange rates vary depending on the policies of a bank. Banks usually take commission for money exchange and participants are advised to take it into consideration. When making a currency exchange, some banks also ask to provide a passport or other identity document. It is also possible to use the ATMs located in banks, hotels, large shopping centers. Relevant information about the currency exchange rate can be found at <http://www.chinamoney.com.cn/english/ausbid/>

### 14. Telecommunication Services

Free wireless internet access is available in the Conference venue.

### 15. Electric plug and socket

The electric power in China is 220V. The power plugs used in China are of the two or three holes of the same shape (Type A and Type B). Participants are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the organizers will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



### 16. Focal Points

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

United Nations Office of the High Representative for LDCs, LLDCs and SIDS (UN-OHRLLS)

- Ms. Oksana Yarashuk, Programme Analysis Assistant

UN Headquarters, Room S-3283, New York, email: [yarashuk@un.org](mailto:yarashuk@un.org); tel (+1) 917 3672123

GEIDCO

- Ms. Kemi Yao ([jiangke-yao@geidco.org](mailto:jiangke-yao@geidco.org)) and Mr. GUAN Rui ([rui-guan@geidco.org](mailto:rui-guan@geidco.org)).