



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES -
Secrétariat

**Twentieth meeting of the Least Developed Countries Expert Group, 12-14 September 2011 and
Expert meeting on national adaptation plans, 15-17 September 2011**

Vientiane, Lao PDR

INFORMATION SHEET

I. VENUE OF THE MEETINGS

The meetings will take place at the following address:

DON CHAN PALACE

Unit 6 Piawat Village, Sisatanak District

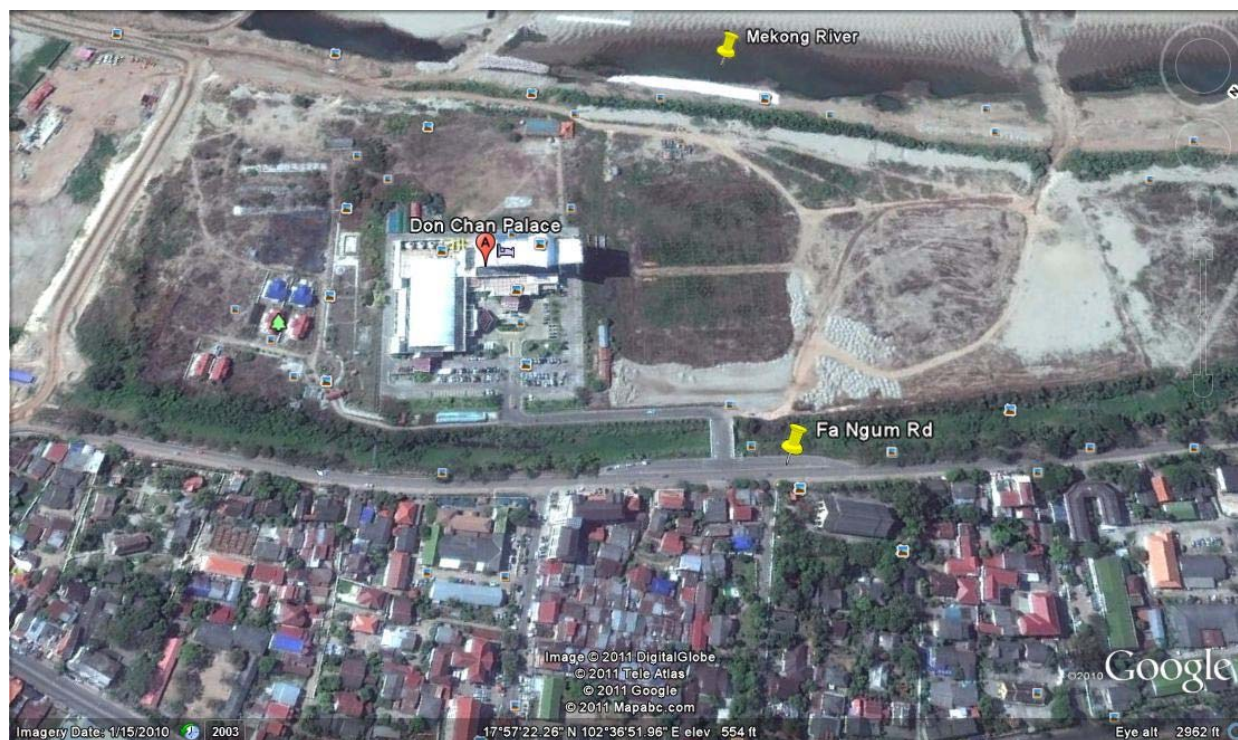
Vientiane, Lao PDR

Tel. : +856 21 244288

Fax : +856 21 244111-2

Email: info@donchanpalacelaopdr.com

Website: www.donchanpalacelaopdr.com



The Hotel DON CHAN PALACE is located along the legendary Mekong River and within easy reach to the city's embassies, main business districts, major cultural sites and ancient temples. The hotel is also



ideally situated near traditional markets and local areas of interest and just 12 minutes from Wattay International Airport.

II. NOTE FROM THE SECRETARIAT

1. Registration:

The secretariat staff will be located at the **DON CHAN PALACE** and will be available from Sunday morning, 11 September 2011.

- Participants of the LEG meeting are requested to be at the venue on Monday, 12 September at 08.30 a.m for registration on the 14th floor.
- Participants of the expert meeting on national adaptation plans are requested to be at the venue on Thursday, 15 September 2011 at 08.30 a.m. for registration on the 14th floor.

2. Information for funded participants:

Information on daily subsistence allowance (DSA) payment for eligible funded participants will be provided at the registration. DSA will be disbursed based on the prevailing UN rate to cover accommodation, meals, and airport transfer.

Please bring your Passport, plane ticket and boarding pass on the first day to facilitate arrangements for the DSA payment.

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the meetings until the time of their return to their home country.

The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the meetings. Travel for eligible funded participants to and from Vientiane is at the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example upgrading, re-routing or stopovers.

III. LOCAL TRANSPORTATION

Taxis and Tuk Tuks are available at main roads, and getting around the city is easy and inexpensive. Taxis are metered and air-conditioned. Taxis and Tuk Tuk services are available at the following number:

1. Lao-Viet Taxi Co.,Ltd (Lavi Taxi)
Tel: +856-21-350 000
+856-21-350 368
+856-21-350 370
2. Jumbo and Tuk Tuk Association
Tel: +856-21-222 863
+856-20-5550 9536

IV. HOTELS

Our local host in Lao PDR has identified the following hotels at the meetings venue and in close proximity.



I. Hotels

1. Don Chan Palace Vientiane (with negotiated UN special rate):

- Single room 80\$/night
- Double room single 90\$/night

Including:

- breakfast
- 10% government tax.
- pick up airport

Website: www.donchanpalacelaopdr.com

2. Vansana Riverside Hotel:

- Standard double or single 70\$/night
- Deluxe suite double or single 90\$/night

Including:

- American Breakfast and Gov Taxes.
- Free access to the Internet Wi-Fi.

Website: www.vansanahotel-group.com

3. Sabaidee @ Lao Hotel:

- Superior single 65\$/night
- Superior twin 65\$/night
- Superior classic 75\$/night

Including:

- American Breakfast and Gov Taxes.
- Free Internet Wi-Fi

Website: www.sabaideeatlaohotel.com

4. Rose Hotel:

- Superior 60\$/night
- Deluxe 65\$/night
- Executive 70\$/night
- Family suite Deluxe 75\$/night
- Family suite 110\$/night

Including:

- American breakfast and Gov Taxes.
- Internet Wi-Fi.

Website: www.drose1inn.com

5. Hotel Khamvongsa:

- Standard Double/Twin room 32\$/night
- Standard Single room 27\$/night
- Double room with kitchen 35\$/night
- Single room with kitchen 30\$/night
- Left room (1 Double bed + 1 Single bed) 80\$/night
- Left room (1 Double bed) 60-70\$/night

Including:

- Breakfast
- Free Internet Wi-Fi

Tel: +856-21-218 415

Website: www.hotelkhamvongsa.com

**6. Lao Plaza Hotel:**

- Superior single 900,000 Kip/night
- Superior Double 1,000,000 Kip/night
- Suite 2,000,000 kip - 4,000,000 kip/night

Including:

- Breakfast
- Free Internet

Tel: +856-21-218 800

Website: www.laoplazahotel.com**7. Settha Palace Hotel:**

- Deluxe single 170\$/night
- Deluxe Double 182\$/night
- Executive suite Single 363\$/night
- Executive suite Double 388\$/night

Including:

- Breakfast

Tel: + 856-21-217 581

8. Mercure Vientiane Hotel:

- Single 91\$/night
- Double 103\$/night
- Superior Single 115\$/night
- Superior Double 127\$/night

Including:

- Breakfast

Tel: +856-21-213 570

9. Parkview Hotel:

- 1 Bedroom 120\$/night
- Double bedroom 160\$/night
- Studio 85\$/night

Including:

- Breakfast
- Return airport transfer

Tel: +856-21-250 888

Website: www.parkviewexecutive.com.com**10. Green park Hotel:**

- Single Deluxe 950,000 kip/night (120\$/night)

Including:

- Breakfast
- Free Internet Wi-Fi
- Return airport transfer

Tel: +856-21-264 097

Website: www.greenpark.com.com



II. Guest houses

1. Souphaphone Guest house:

- Standard (not include breakfast) 22\$/night
- Standard (include breakfast) 27\$/night

Including:

- Free Internet Wi-Fi
- Tel: +856-21-264 931

2. Mea Hieng Guest house:

- Double room (Front) 25\$/night
- Doble room (big room) 19\$/night
- Double room (small room) 17\$/night

Including:

- Free Internet Wi-Fi
- Tel: +856-21-252 825

3. SAYSOLY Guest house:

- Sigle/Double room 15\$/night

Including:

- Free Internet Wi-Fi
- Tel: +856-21-218 383
Website: www.Saysouly.com

4. Malinamphu Guest house:

- Single room 21\$/night
- Doble room (2nd,3rd floor) 28\$/night
- Double room (1st floor) 31\$/night

Including:

- Breakfast
 - Free Internet Wi-Fi
- Tel: +856-21-215 093
Website: www.malinamphu.com

V. REQUIREMENTS FOR ENTRY INTO LAO PDR

PASSPORT

All foreign delegates entering Lao PDR are requested to have a valid passport with a minimum of 6-months period beyond the scheduled date of departure to Lao PDR.

VISA

Participants require a visa to enter Lao PDR (exemption: people from ASEAN countries do not require any visa to enter Lao PDR). An arrangement for visas on arrival for the participants to the meetings has been made, and please ensure to get a letter of support for this from the secretariat or from the hosts in Lao PDR prior to travel.



VI. FURTHER RELEVANT INFORMATION

• *Health requirements*

A **yellow fever** vaccination certificate is required from travellers who have been in or have passed through any of following countries from South America, the Caribbean or Africa:

Bolivia, Brazil, Columbia, Guyana, Panama, Peru, Suriname, Trinidad and Tobago, Venezuela, Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda.

Malaria: A Prophylaxis with Lariam (mefloquine), Malarone (atovaquone/proguanil), or doxycycline is recommended for all areas except the city of Vientiane

• *Language*

Lao PDR has one official language: Lao. English and French are widely spoken.

• *Travel Insurance*

Obtaining comprehensive travel and medical insurance before travelling is recommended.

• *Geography*

Lao PDR is located in Southeast Asia bordering China to the North, Vietnam to the East, Cambodia to the South, Thailand to the West and Myanmar to the Northwest.

The capital city is Vientiane with an airport serviced by 6 airlines with more than 70 weekly scheduled flights to nearby countries and also to destinations within the country.

• *Climate*

Lao PDR has a tropical climate divided into two seasons: rainy season from September to mid-October and dry season from mid-October to April. The meetings will take place during the rainy season.

The average temperatures in September will range from 27⁰ C (minimum) to 38⁰ C (maximum).

• *Time zone*

Lao PDR is +7 GMT

• *Electricity voltage*

Lao PDR's voltage is 220 volts. Sockets for three-pin Type "G" plugs, similar to those found in UK, are commonly used.

• *Currency and banking*

The Kip is the official currency of the Lao PDR and the following bank notes are currently in circulation: 500; 1,000; 2,000; 5,000; 10,000; 20,000 and 50,000 Kip. The best currencies to use when exchanging money are: US Dollars, Euros and Thai Baht. 1 US \$ = 7,987 Kip, 1 EUR = 11,515 Kip (as of 22nd August 2011).

You can exchange your currency at the bank, airport, or at a foreign currency exchange office. Most banks open from 9:00 am to 3:00 pm from Monday to Friday. Some banks also open for business on Saturday up to 3:00 pm. Automatic Teller Machines (ATM) are also widely available in Vientiane.



There are also ATMs that accept international credit and debit cards and the ATMs are located in shopping centers and other public places.

- *Credit Cards*

Visa is the most commonly accepted. Master Card and American Express are accepted at most banks in the larger towns (such as Vientiane and Luang Prabang), and in the big hotels, restaurants and souvenir shops.

- *International country code:*

The international code of Lao PDR is +856-20 for mobile, +856-21 for land-line
Lao PDR operates on GSM 900 and GSM 1800 network, with four major mobile telephone providers: GSM, ETL, TIGO and UNITEL. Prepaid SIM Cards can be purchased at mobile shops, convenience stores and shopping centres.

- *Security*

Vientiane is considered a safe place to walk around at night.

- *Dress code*

Please note that due to the high temperatures in Vientiane in September, the dress code will be more relaxed.

- *Shopping*

One shopping mall is located in the morning market and this morning market is a very famous place for visitors. The morning market is located about 10 minutes by taxi from **DON CHAN PALACE** hotel.

- *Common Courtesies*

Lao people are frank, open and friendly, and they possess a strongly developed sense of courtesy and respect. Everyone who adheres to the latter will receive a warm welcome.

The generally accepted form of greeting among Lao people is the Nop. It is performed by placing one's palms together in a position of praying at chest level, but not touching the body. The higher the hands, the greater the sign of respect. Nonetheless, the hands should not be held above the level of the nose. The nop is accompanied by a slight bow to show respect to persons of higher status and age. It is also used as an expression of thanks, regret or saying good-bye. With non-local people it is acceptable to shake hands.

In Lao PDR, the feet form the inferior part of the body (as much spiritually as physically). You must never indicate or touch another person or object with your foot.



VII. MEETINGS CONTACTS

While in Lao PDR you may call the following colleagues in case you need assistance:

1. **Mr. Bouathong THEOTHAVONG**
Technical Officer
Climate Change Office, Department of Environment
Ministry of Natural Resources and Environment.
Tel/Fax: +856-21-265 017
Mobile: +856-20-5533 7060
Email: thongdoe@hotmail.com
2. **Ms. Thounheuang BUIHAVONG**
Technical Officer
Climate Change Office, Department of Environment
Ministry of Natural Resources and Environment.
Tel/Fax: +856-21-265 017
Mobile: +856-20-2282 2221
+856-20-5561 2396
Email: nanouv@hotmail.com

VIII. FURTHER INFORMATION

For further information on the expert meeting on national adaptation plans, please visit the meeting's web-page at:

<http://unfccc.int/6147.php>

If you have further questions regarding the meetings, please contact:

Mr. Paul Desanker
E-mail: pdesanker@unfccc.int

Ms. Seraphine Muragijemariya
E-mail: smuragijemariya@unfccc.int

We wish you successful meetings and a pleasant stay in Vientiane.
