



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

LEG Training Workshop on NAPA implementation
Vientiane, Lao PDR
4-8 May 2010

INFORMATION SHEET

1. DATE AND VENUE OF THE WORKSHOP

The meeting will take place from 4-8 May 2010 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

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.

2. NOTE FROM THE SECRETARIAT

The secretariat staff will stay at **DON CHAN PALACE** and will be available from Monday morning, 03 May 2010.

All participants are requested to be at the venue on Tuesday, 04 May at 08.30 a.m. for registration. Information on a 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 workshop training 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 training workshop. Travel for eligible funded participants to and from Bamako, is 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.

3. LOCAL TRANSPORTATION

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

4. HOTELS

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

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

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.

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

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.

Rooms have been tentatively booked for participants at **Sabaidee hotel**. Participants are requested to advise if they wish to book at other hotels on their own.



5. REQUIREMENTS FOR ENTRY INTO LAO PDR

PASSPORT

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

VISA

Participants require a visa to enter Lao PDR (exemption ASEAN countries members are not require any visa to enter Lao PDR). Visa are available at arrival, and please ensure to get a letter of support for this from the secretariat or from the hosts in Lao PDR.

6. 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: Â 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*

A 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 May to mid-October and dry season from mid-October to April.

Daily maximum average temperature of 38⁰C in May occurring in the afternoon and average minimum of 27⁰C just before dawn.

- *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 that 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. Currently 1 US \$ = 8,470 Kip.

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 ATM s 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 common. 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 fix telephone.

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 centre.

- ***Security***

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

- ***Shopping***

One shopping mall is located in morning market, this morning market is very famous place for visitors. The morning market is located around 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. But with western people it is acceptable to shake hands.

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.



7. **WORKSHOP CONTACTS**

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

1. **Mr. Amphayvanh OUDOMDETH**
Technical Officer
Climate Change Office, Department of Environment
Water Resources and Environment Administration.
Tel/Fax: +856-21-265017
Mobile: +856-20-5503322
Email: amphayvanh_ou@yahoo.com
2. **Ms. Thounheuang BUIHAVONG**
Technical Officer
Climate Change Office, Department of Environment
Water Resources and Environment Administration.
Tel/Fax: +856-21-265017
Mobile: +856-20-5612396
Email: nanouv@hotmail.com

8. **Further information**

For further information on the workshop, please contact:

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

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

We wish you a successfully training and pleasant stay in Vientiane.

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