



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat

UNFCCC WORKSHOP FOR THE ASIA-PACIFIC REGIONS ON NATIONALLY
APPROPRIATE MITIGATION ACTIONS

Vientiane, Lao People's Democratic Republic (Lao PDR or Laos)

22 to 25 April 2014

INFORMATION NOTE

MEETING VENUE

The UNFCCC regional workshop for the Asia-Pacific regions on nationally appropriate mitigation actions will be held from 22–25 April 2014 at:

Don Chan Palace Hotel

Address

06 Ban Piawat, Rue Fa Ngum Sisattanak District, 01000

Vientiane, Laos

Tel : (856-21) 244288

Fax : (856-21) 244111-2

Email : info@donchanpalacelaopdr.com

<http://www.donchanpalacelaopdr.com>

REGISTRATION OF PARTICIPANTS

Registration of nominated experts for the workshop for the Asia-Pacific regions will start on 22 April from 08:30 to 09:00 AM at Don Chan Palace Hotel.

CONTACT IN CASE OF EMERGENCY

Contact in Vientiane

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VISAS AND AIRPORT FEES

All **foreign delegates** entering Lao DPR must have a valid visa (exemption: ASEAN countries do not require any visa and countries that have established visa exemption), a passport valid for at **least six months from the date of arrival** with sufficient pages for entry and exit stamps, the invitation letter of the workshop and ‘**visa on arrival**’ letter.

Visa can be obtained from Lao Embassies and Consulates abroad. In addition, visa can also be obtained on arrival at the international checkpoint. Visas are available in advance of arrival at Lao Embassies. This can be done in several ways through a tour company recognized by the Lao PDR from Lao Embassies or Consulate in countries.

The secretariat will make arrangements with the Ministry of Natural Resources and Environment (national focal point) in Lao DPR to issue **visas on arrival** for participants. Participants must **submit to secretariat before 13 March 2014 a copy of their passport** to facilitate the visa process with the host government. **Please ensure that before you travel that you have received the ‘visa on arrival’ letter.**

DAILY SUBSISTENCE ALLOWANCE (DSA)

Funded participants are eligible for DSA in accordance with UNFCCC rules. The DSA for Lao DPR is US\$ 151 per day (effective 1 January 2014) and may evolve by the time of the workshop. It is calculated from the official arrival day of the workshop depending on the flight schedule through the conclusion of the official workshop with the expected departure of the next day, in addition to one day DSA deemed to cover miscellaneous travel expenses including visa and airport taxes*. The DSA described above represents the total entitlement to be provided at the meeting.

DSA will be available for collection at the meeting venue. Please make sure to present your passport, flight ticket and boarding passes before claiming DSA.

***Note on Travel for participants funded by UNFCCC secretariat:** Any changes made to the date of departure and/or arrival may incur a fee. Changes for private reasons are to be paid by the traveller. Your travel to and from Laos is the lowest cost and most direct economy fare. The **UNFCCC secretariat will not be responsible for costs associated with any changes you may wish to make to your ticket**, for example upgrading, re-routing or stop-overs.

TRANSPORTATION

How to reach Don Chan Palace Hotel

From airport to Don Chan Palace Hotel is only 20 minutes and cost approximately 8 USD (60,000 Kip). Taxis metered are available at the airport, and services are available at the following number:

Taxi Meter

Tel: +856-20-56921111 **AIRPORT**

ACCOMMODATION

Participants should make their own hotel bookings.

In order to facilitate your reservation we provide an indicative list of hotels below for your information. Participants are responsible for making their own hotel reservation and are kindly requested to contact the hotel of their choice directly. Though we try our best to provide recommendation on suitable

Accommodation price list below is given in Kip (approximate rate 1US\$ = 8,000 Kip).

Hotel	Tel.	Room Rate (US\$)	Website
1. Don Chan Palace	+856-21-244288	<ul style="list-style-type: none"> • Classic 120\$/night • Superior 130\$/night 	www.donchanpalacelaopdr.com
2. Sabaidee @ lao Hotel	+856-21-265141	<ul style="list-style-type: none"> • Superior 95\$/night • Superior Classic 120\$/night 	www.sabaideeatlaohotel.com
3. DRose Hotel	+856-21-215038	<ul style="list-style-type: none"> • Superior single 40\$/night • Superior twin 40\$/night • Executive 45\$/night 	www.drose.linn.com
4. Khamvongsa Hotel	+856-21-223257	<ul style="list-style-type: none"> • Single room 40\$/night • Double room 45\$/night • Loft type suite 80\$/night 	www.hotelkhamvongsa.com
5. Malinamphu Guest House	+856-21-215 093	<ul style="list-style-type: none"> • Single room 27\$/night • Double room 35\$/night 	www.malinamphu.com
6. Saysouly Guest House	+856-21-218 383	<ul style="list-style-type: none"> • Single/double room 16\$/night 	www.Saysouly.com

HEALTH REQUIREMENTS

With respect to health requirements and precautions to be taken by participants travelling to Laos the Secretariat of the United Nations Framework Convention on Climate Change and its Kyoto Protocol (the Secretariat) informs all participants that they should consult and seek medical advice from their physicians/doctors and take medical precautions as advised.

You are strongly advised to obtain international travel and medical insurance to cover the period of your departure for the meeting until the time of your return as indicated above.

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 in the meeting.

***Yellow fever:* If you arrive from or transit through countries with risk of yellow fever virus transmission you are required to present proof of yellow fever vaccination. A 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, however anti-mosquito measures should be observed: Using insect repellent and wearing long pants and sleeves to prevent mosquito bites, as well as, sleeping in air-conditioned or well-screened rooms or using bed nets. If in doubt, you should consult and seek medical advice and take medical precautions as advised.

GENERAL INFORMATION ON VIENTIANE

- **Time Zone:** Laos is +7 GMT
- **Language:** The official language is Lao. English is widely spoken.
- **Currency:** The Kip is the official currency of the Laos. The best currencies to use when exchanging money are: US Dollars, Euros and Thai Baht. The bank exchange rate varies on a daily basis. You can exchange your currency at the bank, airport, or at a foreign currency exchange office.
- **Banking:** 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.
- **Electrical Standard:** Laos's voltage is 220 volts. Sockets for two-pin are commonly used.
- **Shopping Hours:** Most shopping centers: 09:00 - 16:00, Mon. – Sat.
- **Dialing Code:** The international code of Laos is +856-20 for mobile, +856-21 for land-line. Laos operates on GSM 900 and GSM 1800 network.
- **Travel/Airport taxes:** There are no airport taxes.
- **Credit cards:** Visa is the most commonly used card. 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.
- **Weather:** Lao DPR has a tropical climate divided into two seasons: rainy season from April to mid-October and dry season from mid-October to May.
- **Customs:** Traveler carrying item of cash over USD 10,000 or equivalent must declare to the customs.
- **Security:** Over the last 15 years or so Laos has earned a reputation among visitors as a remarkably safe place to travel, with little crime reported. And while the vast majority of Laotians remain honest and welcoming, things aren't quite as idyllic as they once were. The main change has been in the rise of petty crime, such as theft and low-level scams, which are more annoying than actually dangerous. Money or goods going missing from hotel rooms is becoming more common, so don't leave cash or other tempting items (such as women's cosmetics) out on show. If you ride a crowded bus, watch your luggage and don't keep money in your trouser pockets.

IMPORTANT NOTICE

Please note that all participants are responsible for medical, accident and travel insurance, for death or disability compensation, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation. In this context, it is strongly recommended that appropriate insurance be obtained for the period of participation in the workshop.

ANNEX I

NO VISA REQUIRED LIST

No	Countries	Given Days	Types of Passport	Agreement
1	Brunei	14	Diplomatic/Official	15.05.98
		14	Regular	01.04.05
2	Cambodia	90	Diplomatic/official	28.10.81
		30	Regular	10.05.04
3	Indonesia	14	Diplomatic/official	16.07.01
		30	Regular	23.09.11
4	Malaysia	30	Diplomatic/official	01.03.92
		30	Regular	01.07.04
5	Myanmar	30	Diplomatic/official	23.11.98
		14	Regular	20.11.09
6	Philippine	30	Diplomatic/official	23.05.96
		30	Regular	20.11.09
7	Singapore	30	Diplomatic/official	12.08.98
		30	Regular	01.07.04
8	Thailand	30	Diplomatic/official	08.02.94
		30	Regular	05.03.99
9	Vietnam	30	Diplomatic/official	17.07.77
		30	Regular	05.03.04
10	Mongolia	30	Diplomatic/official	01.01.78
		30	Regular	14.09.07
11	Cuba	90	Diplomatic/official	01.01.78
12	China	30	Diplomatic/official	08.10.89
13	Democratic People's Republic of Korea	NA	Diplomatic/official	27.03.89
14	Russia	30	Diplomatic/official	29.11.04
15	Poland	90	Diplomatic/official	10.09.81
16	Hungary	90	Diplomatic/official	04.10.79
17	Timor-Leste	30	Diplomatic/official	22.01.79
18	India	30	Diplomatic/official	06.11.02
19	Japan	90	Diplomatic	20.08.07
20	Republic of Korea	90	Diplomatic/official	01.06.09
21	Peru	90	Diplomatic/official	05.10.11
22	Brazil	90	Diplomatic/official	23.06.12
23	Bangladesh	30	Diplomatic/official	06.10.13

ANNEX II

IMPORTANT PHRASES

Hello	Sa bai dee
Hi	Sa bai dee
Good morning	Sa bai dee ton zao
Good evening	Sa bai dee ton laeng
Good night.	La tee souk san
Excuse me	Khor anu yad
Yes.	Man leo
No	Bo
Please.	Ka lu na
I am sorry.	Khoi khor thod
Thank you.	Khop jai
You're Welcome	Bo pen yang
What is your name?	Jao seu yang?
My name is...	Khoi seu ...
Can you help me?	Jao soi khoi dai bo?
Can you speak more slowly?	Jao vao sah sah dai bo?
Do you speak English?	Jao vao pha sa ang kit dai bo?
Does anyone here speak English?	Phai nai nee vao pha sa ang kit dai bor?
How are you?	Jao sa bai dee bo?
How much?	La kha thao dai?

I'm fine.	Khoi sa bai dee
I don't understand.	Khoi bo khao jai
I am very glad to meet you.	Khoi dee jai tee dai hu juk jao
Pleased to meet you	Yin dee thee dai hu juk jao
