



ASIAN PARLIAMENTARY ASSEMBLY
Standing Committee Meeting on Staff
and Financial Regulations
and 1st Executive Council Meeting



GENERAL INFORMATION

25 - 28 September 2016
Hotel Sofitel Phnom Penh Phokeethra
Phnom Penh, Kingdom of Cambodia

SECTION 1
GENERAL INFORMATION

1. Date and Venue

Standing Committee Meeting on Staff and Financial Regulations and the 1st Executive Council Meeting of Asian Parliamentary Assembly (APA) will take place at Hotel Sofitel Phnom Penh Phokeethra in the capital of Phnom Penh, the Kingdom of Cambodia from 25-28 September 2016.

Arrival of Delegates	Sunday, 25 September 2016
Standing Committee Meeting on Staff and Financial Regulations	Monday, 26 September 2016
1st Executive Council Meeting	Monday, 26 September 2016
1st Executive Council Meeting (Cont.)	Tuesday, 27 September 2016
Departure of Delegates	Wednesday, 28 September 2016

2. Official Language

The official languages of the APA are English and Arabic and the working language is English (Article 16 of APA Charter).

Delegates who wish to speak in other language are requested to provide their own interpreters. The booth will be provided by the Host Parliament on a first-come, first-served basis.

3. Documents

All official documents shall be written in English. In addition, any delegate who wishes to distribute documents in the meeting are advised to have prior consultations with the APA Secretariat.

4. Registration

Participants are kindly requested to send the registration form provided by the Host Parliament at the earliest possible time but no later than **15 September 2016** to the following two addresses:

NATIONAL ASSEMBLY OF THE KINGDOM OF CAMBODIA	PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)
Rathsaphea Street, Sangkat Tonlebasak, Khan Chamcarmorn, Phnom Penh, the Kingdom of Cambodia	No. 4 Milad Alley, Takhti St. Arefnasab St. , Vali Asr Ave., Bagh Ferdos, Tehran 1965833711, the Islamic Republic of Iran

Fax/Phone : (+855-23) 218 195 H/P : (+855-12) 761 666 (+855 12) 855 789 Fax : (+855 23) 218 195 (+855 23) 218 547	Tel : 009821-22694405/6 009821- 22691100~3 Fax : 009821-22236540
Email : thulheang@gmail.com : cambodia_apagroup@yahoo.com : hokcsc@yahoo.com	E-mail : secretariat@asianparliament.org Web site: asianparl.net

5. Security and Identification Badges

Identification badges will be provided to all delegates and accompanying persons upon registration. All participants are requested to wear their identification badges throughout the meeting and official function specified in the Working Program. For security purposes, admission to the venue of the meeting and official functions will be limited to those wearing identification badges.

All delegates are requested to send a photo electronically to the Host Parliament alongwith Registration Form which will be used for their Identification badges. Delegates should ensure that the photograph reflects their current appearance to prevent access difficulties. Photographs should be passport-style (jpeg), with a clear image of the applicant's face taken against a plain background.

6. Passport and Visa Regulations

All delegates and accompanying persons must bear valid passports (more than 6 months validity periods) and are advised to contact the Cambodian Embassy or Consulate prior to their departure to obtain visa to enter and stay in Cambodia.

Visas can also be issued upon arrival in Cambodia for delegates from which countries that Cambodia has no diplomatic or consular representation.

7. Arrival and Departure

Participants are kindly requested to indicate on the Registration Form the flight itinerary to enable the Host Secretariat to effectively perform their tasks. All changes of the flight schedules should be communicated in advance to the Host Secretariat.

The arrival and departure service will operate from 25 to 28 September 2016 at the Phnom Penh International Airport. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

8. Liaison Officers

Liaison Officers will be assigned to each delegation of APA Member Parliaments,

9. Flight arrangements and information

Delegation Secretaries are requested to inform the Host Parliament of any change in their delegates' flight schedule at least 24 hours in advance of the schedule. This will facilitate the expeditious arrangements of local transportation.

Cambodia can be accessed through the Phnom Penh International Airport and the Siem Reap International Airport, both of which provide full services for passengers on international flights operated by many international airlines. Many international airlines are listed below:

Cambodia Angkor Air (K6):

Phnom Penh – Ho Chi Minh – Phnom Penh,
Siem Reap – Ho Chi Minh – Siem Reap,
Phnom Penh – Siem Reap – Phnom Penh

Air Asia (AK):

Kuala Lumpur – Phnom Penh - Kuala Lumpur,
Bangkok – Phnom Penh – Bangkok,
Kuala Lumpur – Siem Reap - Kuala Lumpur,

Asiana Airlines (OZ):

Incheon – Phnom Penh – Incheon,
Incheon – Siem Reap – Incheon

Bangkok Airways (PG):

Bangkok – Phnom Penh – Bangkok,
Bangkok – Siem Reap – Bangkok

China Airlines (CI):

Taipei – Phnom Penh – Taipei

China Southern Airlines (CZ):

Beijing – Phnom Penh – Beijing,
Guangzhou – Phnom Penh – Guangzhou

Dragon Air (KA):

Hong Kong – Phnom Penh – Hong Kong

Korean Air (KE):

Seoul – Phnom Penh – Seoul,
Seoul – Siem Reap – Seoul

Lao Airlines (QV):

Vientiane – Phnom Penh – Vientiane,
Vientiane – Siem Reap – Vientiane

Malaysia Airlines (MH):

Kuala Lumpur – Phnom Penh - Kuala Lumpur,
Kuala Lumpur – Siem Reap - Kuala Lumpur,

Qatar Air (QR):

Doha – Phnom Penh – Doha

Silk Air (MI):

Singapore – Phnom Penh - Singapore,
Singapore – Siem Reap - Singapore

Thai Airways International (TG):

Bangkok – Phnom Penh – Bangkok

Vietnam Airlines (VN):

Hanoi – Phnom Penh – Hanoi,

Hanoi – Siem Reap – Hanoi,

10- Currency Exchange

The official currency of the Kingdom of Cambodia is Riel. The current exchange rate is approximately 4100 Riels for 1 US dollar. Money can be exchanged at the banks and at the legally authorised stores throughout the country.

Banks are open from 7:30 am to 3:30 pm, Monday to Friday and from 8 :30 am to 11 :00 am on Saturdays. All major credit cards are accepted at hotels, and shopping malls.

11. Weather

The weather in Phnom Penh tends to be warm and humid, but rainfall is high throughout the month of September with average temperatures between 24° and 30° C (75° and 86° F). The season in September is supposed to be rainy.

12. Time

- Phnom Penh time zone : GMT + 7 Hours
- Most city shops in Phnom Penh are open daily from 8 am to 5 pm and from 8 am to 9 pm for malls and shopping centres.

13. Electricity

Electrical power in Cambodia is at 220-240 voltages (50 hertz). Plugs are of the European two-pronged variety.

14. Telephone Services and Useful Telephone Numbers

- Telephone services are available at hotels, restaurants. Pre-paid mobile telephone cards are available at hotels and local cellular shops.
- Dialing is as follows:
 - (a) Local call: dial the number directly;
 - (b) International call: dial the international direct dial access (001 or 007) + country code + area code + number.
- To call Cambodia from abroad, dial the international direct dial access + country code (855) + area code + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

SECTION 2

HOSPITALITY

1. Accommodation

Hospitality (accommodation, meals and local transportation) will be offered to **2 (two) delegates and 1 (one) official** from each APA Member Parliament for 4 days and 3 nights from 25 to 28 September 2016.

All delegations will stay at the **Hotel Sofitel Phnom Penh Phokeethra** located at 26 Old August Site, Sothearos Boulevard, Sangkat (District) Tonle Bassac, Khan Chamkamorn, Phnom Penh, Kingdom of Cambodia. The hotel contact address is as follows:

- Tel: +855 23 999 200
- Fax: +855 23 999 211
- E-mail: Vida.Phien@sofitel.com

Delegates wishing to upgrade their rooms are requested to inform the Host Parliament in advance. Any charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) will be at the delegates' own expenses and the reservation should be guaranteed by credit card. Delegates are encouraged to check the status of their personal accounts at the hotel cashier and settle them before departure.

2. Transportation

The Host Parliament will provide transportation for all official functions.

Coaches will be provided for other delegates and accompanying persons during the official program.

All changes of the arrival and departure of the flight schedules should be communicated to the Host Parliament as soon as possible.

3. Meals and Functions

Breakfast and meals (excluding alcoholic beverages) will be provided for all delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves. All officially hosted participants are cordially invited to the official functions indicated in the Working Program.

4. Medical Service

First-aid service will be provided at the hotel. Other medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks.

5. Insurance

Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage will be the responsibility of individual delegate.

