



**TROIKA-PLUS MEETING, 27<sup>TH</sup> MAY, 2014, ISLAMABAD, PAKISTAN**

**General Information**

Senate of Pakistan shall host 1<sup>st</sup> meeting of Troika Plus and Eminent Persons, at Islamabad on 27<sup>th</sup> May, 2014. All delegates attending the Troika-Plus and Eminent Persons meeting are kindly requested to familiarize themselves with the information contained in the General Instructions.

APA permanent Secretariat, Tehran is responsible for the circulation of Agenda and documents under consideration while the APA provisional Secretariat, Senate of Pakistan will provide the conference facilities, accommodation, hospitality and local transportation.

**Schedule**

Arrival of Delegates	26 <sup>th</sup> /27 <sup>th</sup> May, 2014
APA Troika-Plus and Eminent Persons Meeting	27 <sup>th</sup> May, 2014
Departure	28 <sup>th</sup> May, 2014

**Registration:** Invitation letters and Registration forms have already been sent to all Member Parliaments. Delegates are requested to complete registration process not later than 15<sup>th</sup> May 2014. Registration forms can also be downloaded from [www.asianparliament.org.pk](http://www.asianparliament.org.pk). A passport size picture will be required for the purpose of registration which may be sent electronically to [psosenate@yahoo.com](mailto:psosenate@yahoo.com), [shaukat.javaid@hotmail.com](mailto:shaukat.javaid@hotmail.com) and [mul0sar@gmail.com](mailto:mul0sar@gmail.com).

**Venue:** Meeting will be held in Parliament House, Islamabad

**Hospitality:** Senate of Pakistan will offer hospitality (accommodation, meals and local transportation) up to 03 official delegates from all APA Member Parliaments for two nights i.e. 26<sup>th</sup>/27<sup>th</sup> May 2014.

Delegates/Accompanying persons attending the meeting over and above the entitlement will be required to settle hotel bills at their end, however, Senate Secretariat will facilitate them by securing reservation in Marriott hotel at negotiated rate.

**Travel Arrangements:** Delegates are requested to take into account following points while finalizing their travel schedule:-

- i) Travel should be routed through Benazir Bhutto International Airport, Islamabad Pakistan (Airport code-ISB). Majority of the principal airlines fly into Islamabad while convenient connections are available from Gulf countries especially Dubai and Bangkok.
- ii) A Reception Desk will be established to assist the delegates at the Benazir Bhutto International Airport, Islamabad during official arrival and departure dates.

- iii) Delegates arriving at Islamabad from Karachi or Lahore will be facilitated at Karachi and Lahore airports, however, in such cases, advance information regarding travel schedule should be provided by 10<sup>th</sup> May, 2014 positively.
- iv) On arrival, delegates will be received by a dedicated team of protocol staff which will assist in clearing arrival formalities. Transport to hotel will be arranged by Senate of Pakistan. Delegates may contact Mr. Tariq Bin Waheed, Director Protocol at Cell No. +92-300-4016483 or email "[tariqprotocol1@yahoo.com](mailto:tariqprotocol1@yahoo.com)" for further assistance.
- v) Appropriate visas will be required for the delegates to enter into Pakistan. Pakistan Embassies and Missions in all member countries have been informed to provide entry visas to the delegates as and when they approach them. Delegates should submit visa applications at least three weeks before travel. It is necessary to have a passport valid for six months or more and a return ticket.
- vi) "On Arrival Visas" will only be arranged for delegates of Branches that do not have Pakistan Embassy/Missions in their respective countries. To arrange Visa on arrival, necessary information will have to be provided to the Senate Secretariat well in advance. Those who wish to avail this facility should send the information to [psosenate@yahoo.com](mailto:psosenate@yahoo.com), [shaukat.javaid@hotmail.com](mailto:shaukat.javaid@hotmail.com) and [mu10sar@gmail.com](mailto:mu10sar@gmail.com) by mail and Fax number 00-92-51-9205205. Following information will be required:-

- Scanned copy of passport
- Latest pictures (passport size)
- Official request for arranging Visa on arrival

**Custom & Immigration Clearance:** Senate Secretariat will arrange priority Custom & Immigration facilitation for delegates at the time of arrival and departure. Customs duties will be paid by individual (where applicable).

**Transport:** Transport will be provided to all delegates for all official business reflected in the programme. Exclusive transport will not be provided except for the Speakers and Deputy Speakers of the Parliament. Shuttle service will be available between Marriot Hotel and Parliament House at regular interval which will be notified in the programme.

**Accommodation:**

- (i). Accommodation for delegates has been arranged at the Marriott hotel, Islamabad.
- (ii). Senate Secretariat will reserve Executive Suite and Junior Suite for Speaker and Deputy Speaker of the Parliament respectively. Standard rooms will be available for remaining delegates.
- (iii). Delegates who wish to upgrade their rooms to suites will have to pay for additional cost.
- (iv). Senate Secretariat will not pay for extras, such as additional night(s) accommodation, alcoholic drinks, laundry, mini-bar and international calls. Delegates and accompanying persons are required to pay for these facilities at the time of availing the services or at the time of checkout.
- (v). At check-in, Delegates should provide credit card details to guarantee payment for any extras. Those without a credit card will be required to pay US\$ 100 as cash deposit. Unspent deposit will be refunded in US Dollars at the time of check-out.

**Early check-in and check out:** Senate Secretariat shall assist delegates who may wish to stay for additional nights either before or after the Meeting at the delegates expense. Those who

require such assistance should inform the Senate Secretariat well in time to make necessary arrangements in this regard.

**Information Desk:** An Information Desk will be established at Marriott hotel. Delegates should collect their room keys, ID badges and conference material from the desk.

**Security:** Delegates must wear their ID badges to access the conference venue, social functions or to take official transport for meetings/events. For security reasons, access will be tightly controlled and those without a pass will not be permitted entry.

**Group Photograph:** A group photograph will be arranged for all delegates on the day of the official opening of the Meeting. The copy of photograph will be provided to each delegate.

**Interpretation:** Senate Secretariat will arrange simultaneous interpretation in English and Arabic. In addition, two interpretation booths will be available to National Delegations, who wish to bring their own interpreters. Request for these booths should be submitted by e-mail to “[psosenate@yahoo.com](mailto:psosenate@yahoo.com), [shaukat.javaid@hotmail.com](mailto:shaukat.javaid@hotmail.com), and [mu10sar@gmail.com](mailto:mu10sar@gmail.com)”. The request will be treated on first come, first served basis.

**Business Centre:** A well equipped business centre will be established at Marriott hotel with facilities like computer, internet, photocopier and fax etc.

**Weather:** Average temperature of Islamabad during the meeting days will range between 35-40°C.

**Dress:** Business or traditional dress (summer clothing) is appropriate for meetings and evening events. Casual dress and comfortable shoes are suggested for sight seeing.

**Currency:** Major international currencies can be exchanged at the airport, Marriott hotel and nearby banks. Major credit cards are accepted by the hotel and most shops.

**Medical Facilities:** We wish all delegates a healthy stay. However, to meet any health exigency, first aid medical facilities will be available throughout the period of the Meeting at Marriott hotel. Delegates requiring urgent medical attention should inform the Information Desk.

**Voltage:** Electronic appliances run on 220 V in Pakistan.

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

**Liaison with local Embassies:** All countries with diplomatic representation in Islamabad will be notified regarding details of the Meeting.

We look forward to welcome all the delegates to Islamabad and wish them an enjoyable stay during the TROIKA-PLUS and Eminent Persons Meeting.