



Asian Parliamentary Assembly
Working Group on Statutory Documents



8- 11 February 2020
Four points Hotel

State of Kuwait

General Information

General Information

Section 1

1. Date and Venue of the Meeting:

Meeting of the working group on the discussion of amendments to basic documents of the Asian Parliamentary Assembly (charter – rules of procedure – financial regulation) will take place in the National Assembly of Kuwait during the period 8 – 11 February 2020.

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| Arrival of participating delegations | 8 February 2020. |
| Meeting of the working group | 9 February 2020 |
| Continuation of the meeting of working group | 10 February 2020 |
| Departure of participating delegations | 11 February 2020 |

2. Official languages:

The official languages of the APA are Arabic and English, and the working language is English (Article 16 of the APA charter). Delegates who wish to speak in other languages are requested to provide their own interpreters. Please inform us in advance to prepare a booth for your interpreter.

3. Documents

All documents will be sent in English via email and will be available in the APA website.

4. Registration

Registration deadline for participating members will be on the 13th of January 2020. All participating members are kindly requested to commit to the registration deadline.

5. Contact

For communication, you may contact the National Assembly of Kuwait by the following email address:

Parliamentaryrelations.kna@hotmail.com

Tel: 0096522003307/0096522002934/0096522002618

6. Passports and Visas

All members of participating delegations in the meeting shall obtain Kuwait entry visa from the embassy of Kuwait to the countries that are participating in the meeting.

Notice: all participating delegations are kindly requested to submit a copy of their passports to the General Secretariat of the Asian Parliamentary Assembly.

7. Arrival and Departure

All participating delegations are kindly requested to submit their arrival and departure details in the registration form before 5 January 2020.

8. Currency

Currency of the State of Kuwait is the Kuwaiti Dinar (KD) (1 U.S Dollars = 330 Kuwaiti fils). ATM machines (for the use of Visa – MasterCard – Knet) are available in all public places in the State of Kuwait.

Banks are open 9:00 am to 3:00 pm, from Sunday to Thursday. All major credit cards are accepted at hotels and shopping malls.

9. Weather

During the period 8 – 11 February 2020, the weather in the State of Kuwait tends to be sunny, cloudy, and rainy, with the average temperatures between (8 – 20 Celsius).

10. Time

Kuwait city time is 3+GMT

All shopping malls and centers are open from 10:00 am to 10 p.m.

11. Electricity

Voltage in the State of Kuwait 240V, 50Hz.

12. International Calls

Phone code to open international calls to the State of Kuwait (00965) + mobile number.

Section 2

Hospitality

13. Accommodation

According to the charter of the Asian Parliamentary Assembly, hospitality and transportation is at the expense of the country which is hosting the meeting (2 parliament representatives + 1 escort) during the period 8 – 11 February 2020. All delegations will stay in **Four Points Hotel**, Kuwait city, near the National Assembly of Kuwait. Any charges for room service, mini-bar items, laundry or telephone calls (local or overseas) will be at the delegate's expenses.

14. Transportation

Transportation to and from the airport for all official functions and local transportation will be provided by the National Assembly of Kuwait. All changes of the arrival and departure of flight schedules should be communicated to the secretariat of the National Assembly of Kuwait immediately.

15. Meals and Hospitality

Hospitality will include 3 meals (Breakfast – Lunch – Dinner) according to the work program. Delegates wishing to make other meals arrangements will meet the cost themselves.

16. Health Services

In case of any health emergency, the National Assembly of Kuwait will cover the patient's treatment.

17. Health Insurance

All participants in the meeting shall issue an international health insurance.

Section 3

Meeting Facilities

18. Registration and Information Desk

For any inquiries, a reception desk of the organizing committee will be at the hotel's lobby in order to facilitate the registration process and to provide delegates with Identification Badges for the meeting. The desk will be set up in the hotel during the whole period of the meeting, from 8 am to 4 p.m.

19. Secretariat Room

A special room will be designated in the venue of the meeting for the General Secretariat of the Asian Parliamentary Assembly to provide internet services and printing and photocopying machines.

Section 4

Contact Persons

Host Parliament Secretariat

Contact:

Mr. Abdullaziz Nasrallah: 0096594442224

Mr. Saud Al-Raqim: 0096566682252