

update 6 July 2017



NATIONAL ASSEMBLY

ASIAN PARLIAMENTARY ASSEMBLY First Executive Council Meeting



GENERAL INFORMATION

1-4 October 2017
Sokha Phnom Penh Hotel and Residence
Phnom Penh, Kingdom of Cambodia

SECTION 1

GENERAL INFORMATION

1. Date and Venue

The 1st APA Executive Council Meeting (APA) will take place at Sokha Phnom Penh Hotel and Residence in Phnom Penh, Kingdom of Cambodia from 01-04 October 2017. All official activities of the 1st APA Executive Council Meeting (APA) will be held at Sokha Phnom Penh Hotel and Residence unless otherwise stated.

Arrival of Delegates	Sunday, 1 October 2017
1 st Executive Council Meeting	Mon-Tues, 2-3 October 2017
Departure of Delegates	Wednesday, 4 October 2017

2. Registration

Participants are kindly requested to send the registration form provided by the Host Parliament at the earliest possible time but no later than **20 September 2017** 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 Kayhan Alley, Bastan Street, Firoozbakhsh Street, Movahed Danesh Street, Aqdasiyeh, Tehran Islamic, Republic of Iran Postcode: 1957733811
Fax/Phone : (+855-23) 218 195 H/P : (+855-12) 761 666 (+855 12) 855 789 (+855 16) 507 063	Tel : +98 (21) 26118827 +98 (21) 26118829 +98 (21) 26118869
Fax : (+855 23) 218 195 (+855 23) 218 547	Fax : +98 (21) 26118809
Email : cambodia_apagroup@yahoo.com thulheang@gmail.com hokcsc@yahoo.com	E-mail : secretariat@asianparliament.org Website: www.aseanparliament.org

Any changes in the participants' list should be sent to the above mentioned addresses.

3. 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 languages are requested to provide their own interpreters. The booth will be provided by the Host Parliament on a first come, first served basis.

4. 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.

5. Security and Identification Badges

Identification badges will be distributed to all delegates and accompanying persons upon registration. For security reasons, participants are requested to wear their identification badges throughout the meeting and official functions 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.

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 could also be issued upon arrival in Cambodia for delegates from which countries that Cambodia has no diplomatic or consulate representation.

- Please prepare a copy of valid passport and also forward to host secretariat prior to arrival.
- Please make an official request for arranging visa on arrival and also forward to host secretariat prior to arrival.
- Please prepare the latest photo (passport size)
- All concerning documents relating to the flight to the Kingdom of Cambodia through Phnom Penh international airport is issued by the host parliament if needed

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 01 to 04 October 2017 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. Liaison Officer is the contact person between the host parliament secretariat and delegations participating in the 1st Executive Council Meeting.

9. Flight arrangements and information

In order to facilitate the expeditious arrangement of local transportation, Delegation Secretaries are kindly requested to inform the Host Parliament Secretariat about the flight schedule in advance. In case of any changes in their delegates' flight schedule please inform the Host Parliament Secretariat at least 24 hours in advance of the schedule.

10- Currency Exchange

The official currency of the Kingdom of Cambodia is Riel. The current exchange rate is approximately 4,100 Riels for 1 US dollar. Money can be exchanged at banks, Phnom Penh International Airport and at the legally authorised stores throughout the country.

Banks are open from 8:30 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 during the month of October, with average temperatures between 24° and 30° C (75° and 86° F). The season in October is supposed to dry with light rain fall.

12. Time

- Phnom Penh time zone : GMT + 7 Hours
- Most city shops in Phnom Penh are open daily from 8 am to 6 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 and café. 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

According to the APA charter, the host parliament will offer hospitality (accommodation, meals and local transportation) to official delegates of APA member parliaments as determined in article 8, two representatives of each observer parliament and one representative of each observer organization from 01-04 October 2017 (4 days and 3 nights).

All delegations will stay at **the Sokha Phnom Penh Hotel and Residece**, located at Street Keo Chenda, Phum 1, Sangkat Chruoy Changva, Khan Chruoy Changva, Phnom Penh, Kingdom of Cambodia. The hotel contact address is as follows:

- Tel: +855 23 685 8888
- Fax: +855 23 685 7777
- E-mail: infopp@sokhahotels.com
- Reservation email address: reservation.pp@sokhahotels.com

Delegates wishing to upgrade their rooms are requested to inform the Host Parliament secretariat 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

Transportation to and from the airport for all official functions will be provided by the Host Parliament.

Delegates are responsible for their transportation other than events specified in the Working Program.

3. Meals and Functions

Breakfast and meals 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.

SECTION 3

MEETING FACILITIES

1. Registration and Information Desk

All delegates are kindly requested to register at the registration desk at the hotel's lobby upon their arrival at the hotel.

Identification badges, and meeting bags containing the relevant meeting materials will be distributed to all delegates upon registration.

The registration and information desk will be set up at the hotel from 01 to 04 October 2017. It will be open from 8 a.m. to 6 p.m.

2. Secretariat Room

The rooms for the APA Secretariat and the Host Secretariat will be open from 01 to 04 October 2017 from 8 a.m. to 6 p.m at the hotel lobby level . The Internet facilities are available at the hotel for free.

Typing services will be available in front of the meeting hall at the hotel.

SECTION 4

CONTACT PERSONS

Host Secretariat:

1- Documentation:

- H.E. Mr. PROM Virak H/P: (855-12) 924 384
- H.E. Mr. HEANG Thul H/P: (855-12) 761 666/16507063
- H.E. Mr. HOK Bunly H/P: (855-12) 855 789
- Mr. SOK Pisey H/P: (855-12) 699 678

2- Protocol:

- Mr. TIM Vanna H/P: (855-11) 773 777
- Mr. CHEA Penghour H/P: (855-17) 275 566
- Mr. Sen Monorom H/P: (855-12) 857 266

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