

# **SENATE OF PAKISTAN**

## **INFORMATION CIRCULAR**

### **Meetings of APA Standing Committee on Political Affairs and Special Committee for Creation of Asian Parliament at Pearl Continental Hotel - Gwadar 29 – 31 October, 2018**

The Senate of Pakistan shall host Meeting of APA Standing Committee on Political Affairs and Special Committee for Creation of Asian Parliament (SCCAP) on 29-31 October, 2018 at Pearl Continental Hotel, Gwadar City Balochistan, Islamic Republic of Pakistan. All participants attending the event are kindly requested to familiarize themselves with the Information Circular before registering for the Meeting.

The APA Permanent Secretariat, Tehran is responsible for the organization and conduct of the meetings while the Senate of Pakistan will provide the conference facilities, accommodation, hospitality and local transportation.

**Program:** A copy of the draft outline program will be uploaded on the APA websites ([www.asianparliament.org](http://www.asianparliament.org) and [www.senate.gov.pk](http://www.senate.gov.pk) ).

**Venue and Meetings:** All meetings will take place at Pearl Continental Hotel, Gwadar and would start promptly at the time indicated on the program.

**Special arrangements:** Special arrangements have been made by the host Parliament/country to receive the Delegates at Karachi International Airport and their onward travel to Gwadar by special flights/Planes. Delegates should reserve international travel up to Karachi and back as per their convenience and the host branch will cover their short stay, if required at Karachi and make arrangements for their travel to and from Gwadar by national regular or special flights.

**Registration and Information Desk:** A Registration and Information Desk shall be established at the hotel to facilitate distinguished guests. Delegates are requested to collect Conference Pass and other material from the Registration Desk.

**Conference Pass:** All Delegates are requested to send a photo electronically to Senate of Pakistan alongwith Registration Form which will be used for their conference passes. 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.

**Registration:** Invitation letters have already been sent to Member Parliaments. Registration form has been uploaded on the website of Senate of Pakistan. Delegates are requested to complete registration process by visiting [www.senate.gov.pk](http://www.senate.gov.pk) and also send an electronic photograph for the Conference Pass at the given email in this Circular.

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**Hospitality:** Number of official delegates of APA member Parliaments is determined by Article 8 of APA Charter. Senate of Pakistan will offer local hospitality (accommodation, meals and local transportation) up to two delegates of all APA member parliaments plus one official from **27-30<sup>th</sup> October, 2018** (04 Nights).

**Travel Arrangements:**

- Please note that travel (arrival & departure) should be routed through Jinnah International Airport, Karachi Pakistan (Airport code-KHI). Most major airlines fly into Karachi or convenient connections are available from Dubai (DXB) and Bangkok (BKK).
- **Special Flights will be operated from Karachi to Gwadar at 1100 hours on 28<sup>th</sup> October, 2018. All Delegates may ensure their arrival at Karachi well before 1100 hours on 28<sup>th</sup> October, 2018 for their smooth and convenient transfer to Gwadar.**
- A Reception Desk will be established at the Jinnah International Airport, Karachi during the official arrival and departure dates round the clock to assist the participants. The reception desk will display the Conference Logo and the title “APA Standing Committee Meeting”.
- Delegates will be received on arrival at the Jinnah International Airport, Karachi and assistance will be provided to clear arrival formalities. Transport will be provided for the hotel.
- Duly filled Travel & Accommodation forms should reach the Senate of Pakistan on or before 30<sup>th</sup> September 2018.
- Appropriate visas will be required for the delegates to enter Pakistan. Pakistan Embassies 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 travel for six months or more and a return ticket. All passports must have at least two empty pages.
- “On Arrival Visas” will only be arranged for delegates of Member Parliaments that do not have Pakistan Embassy in their respective countries. To arrange Visa on arrival, necessary information will have to be provided to the Senate Secretariat not later than 30<sup>th</sup> September, 2018. Following information will be required:-
  - Scanned copy of passport
  - Latest pictures (passport size)
  - Official request for arranging Visa on arrival

**Luggage:**

The Delegates may ensure to carry medium size suitcase (60-69cm) having luggage as per requirement due to limited capacity/space on special flights from Karachi to Gwadar and vice versa.

**Custom & Immigration Clearance:** The Senate of Pakistan will arrange priority Custom & Immigration facilitation for delegates at the time of arrival and departure. Duties are to be paid for dutiable items by the individual concerned (where required).

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**Ground Transportation:** Transport will be provided for all official functions during the period of the meeting. All delegates will be served on equal basis in their capacity as

delegates. Separate vehicles will be provided to Presiding Officers / Deputy Presiding Officers.

Transport service will be in operation at the times mentioned in the program and it will not be possible to provide additional transport facilities for delegates apart from official engagements. Individual Cars and Drivers will not be provided, however, those delegates desirous of utilizing transport for personal purposes can always rent a car from the Hotel.

**Accommodation:**

- Transit stay will be provided to the delegates at Ramada Plaza Hotel, Karachi on 27<sup>th</sup> (for early arrivals) and 28<sup>th</sup> October, 2018 upon arrival and departure on 31<sup>st</sup> October, 2018.
- Senate of Pakistan will pay for single occupancy on bed and breakfast basis, at Pearl Continental Hotel, Gwadar for the duration of the conference.
- Delegates who wish to upgrade their rooms to suites will have to pay for additional cost. Senate of Pakistan will facilitate in securing reservation, however, advance information with credit card details will be required for any changes latest by 30<sup>th</sup> September, 2018.
- Senate of Pakistan will not pay for extras, such as additional nights accommodation, meals not offered as a part of official programme, alcoholic drinks, laundry, mini-bar and international calls. Delegates and participants are required to pay for these facilities at the time of availing the service or at the time of checkout.
- On arrival at the hotels, delegates should visit Information Desk set-up in the hotel to collect their room keys. Room keys will only be issued to the delegates after the registration process is complete.
- 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. Un-spent deposit will be refunded in US Dollars at the time of check-out.

**Early check-in and check out:** The Senate of Pakistan shall assist delegates who may wish to stay for additional nights either before or after the conference at the delegate expense. Those who require such assistance should inform the Senate Secretariat latest by 30<sup>th</sup> September, 2018 to make necessary arrangements in this regard.

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

**Group Photograph:** On the day of the official opening of the meeting, a group photograph of all the delegates will be taken and a copy of which will be provided to each delegate.

**Interpretation:** Senate Secretariat will arrange for simultaneous interpretation in English and Arabic. In addition, two interpretation booths will be available to National Delegations

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wishing to bring their own interpreters. The request will be treated on first come, first served basis.

**Delegates/Media Business Centre:** A well equipped business centre will be established at Pearl Continental Hotel, for delegates/Media persons with facilities like computer, internet, photocopier and fax etc.

**Weather:** The average temperature during October in Karachi and Gwadar will range between 32°C - 38°C.

**Dress:** Business or national dress (summer clothing) is appropriate for the event.

**Currency:** Major international currencies can be exchanged at the airport, hotels and nearby banks in Karachi. Delegates are advised to change their currency after reaching Karachi. Major credit cards are accepted in Pearl Continental Hotel Gwadar.

**Medical Facilities:** We wish all delegates a healthy stay. However to meet any health exigencies, first aid medical facilities will be available throughout the period of the conference at the respective hotel and at the conference venue. Delegates requiring urgent medical attention should inform the Information Desk. The cost of treatment of conditions other than which are routine and minor, is the responsibility of the delegate. A doctor will be on duty at the Hotel throughout the duration of the meetings.

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

**Liaison with local Embassies:** All APA Members with diplomatic representation in Islamabad will be notified regarding details of the conference.

We look forward to welcoming all the delegates to the city of Gwadar and wish them an enjoyable stay during the meeting.

### **Contact Information:**

#### **Senate of Pakistan**

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