



Asian Parliamentary Assembly  
Bureau Meeting



# GENERAL INFORMATION

**14 – 16 December 2020**  
**Grand National Assembly of Turkey**  
**Ankara, Turkey**

## SECTION 1

### GENERAL INFORMATION

#### 1. Date and Venue of the Bureau Meeting

The Bureau Meeting of Asian Parliamentary Assembly (APA) will take place at the Grand National Assembly of Turkey, in Ankara, Turkey, between December 14<sup>th</sup> and December 16<sup>th</sup>, 2020.

All official activities of the APA Bureau Session will be held at Grand National Assembly of Turkey unless stated otherwise.

The main program is as follows:

<b>Arrival of Delegates</b>	<b>14 December 2020</b>
<b>APA Bureau Meeting</b>	<b>15 December 2020</b>
<b>Departure of Delegates</b>	<b>16 December 2020</b>

#### 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 languages are requested to provide their own interpreters. **There will be 2(two) additional booths that 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.

All speeches during the Bureau Meeting should be forwarded to the Host Parliament in advance for circulation.

#### 4. Registration

Participants are kindly requested to send the Registration Form (with their photos) provided by the Host Parliament at their earliest convenience, no later than 8 December 2020, to the following two addresses:

<b>GRAND NATIONAL ASSEMBLY OF TURKEY</b>	<b>PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)</b>
TBMM Postcode: 06543 Bakanlıklar-Ankara Turkey	No. 4, Golha Alley, Mojahedin Eslam St. Tehran - Islamic Republic of Iran, Postal Code: 1154947411
Phone : (+90-312) 420 67 57 (+90-312) 420 67 52	Tel : +98(21) 33517406 +98(21) 33517407
Fax : (+90-312) 420 67 56	Fax: +98(21) 33517408

(+90-312) 420 67 68	
Email : apaturkey@tbmm.gov.tr	E-mail : <a href="mailto:secretariat@asianparliament.org">secretariat@asianparliament.org</a> Website: <a href="http://www.asianparliament.org">www.asianparliament.org</a>

***Please, in case of any change in the participants' list, report the change to the above mentioned link to avoid problems.***

***Please Find the Registration Forms Attached to this Document.***

## **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 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.

**Please note that all participants should wear face masks. Please also note that, due to the COVID-19 pandemic, a general curfew is in effect in Turkey, every weeknight from 09.00 p.m. to 05.00 a.m.**

## **6. Passport and Visa Regulations**

All delegates and accompanying persons must bear valid passports and visa in order to enter Turkey. All countries where visas are required, participants are requested to contact the Turkish Embassy/Consulate accredited to their countries in order to obtain visas. For further information, please visit:

<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Please prepare a copy of valid passport and also forward it to Host Secretariat prior to arrival.

## **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. Any changes in the flight schedules should be communicated in advance with the Host Secretariat.

The arrival and departure services will operate from December 14<sup>th</sup> to December 16<sup>th</sup>, 2020, at the Ankara Esenboga Airport. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

## **8. Flight arrangements and information**

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

## **9- Currency Exchange**

The Turkish Lira is the official currency of the Republic of Turkey. The current exchange rate is approximately 7,90 TL for 1 US dollar. Money can be exchanged at banks, Ankara Esenboga Airport and at the legally authorized exchange stores throughout the country.

Most of the banks are open from 10:00 am to 05.00 pm, Monday to Friday. All major credit cards are accepted at hotels and shopping malls.

## **11. Weather**

The weather in Ankara tends to be foggy, cloudy, rainy, snowy during December, with the average temperatures between 5° C and -2° C (42° and 29° F).

## **12. Time**

- Ankara time zone : GMT + 3 Hours
- Most city shops in Ankara are open daily from 09.00 am to 7.00 pm, and from 10.00 am to 08.00 pm for malls and shopping centers.

## **13. Electricity**

Turkey operates on 220 volts, 50Hz, with round-prong European-style plugs that fit into recessed wall sockets/points.

## **14. Telephone Services and Useful Telephone Numbers**

- Telephone services are available at hotels, hotels, restaurants and cafés. Pre-paid mobile telephone cards are available at hotels and local cellular shops.
- Dialing is as follows:
  - (a) Local calls: dial the number directly;
  - (b) International calls: dial the international direct dial access (00) + country code + area code + number.
- To call Turkey from abroad, dial the international direct dial access + country code (90) + area code + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

## **SECTION 2**

### **HOSPITALITY**

#### **1. Accommodation**

All Participants will have the covid-19 test upon their arrival.

The Host Parliament will offer hospitality, including accommodation, meals and local transportation, for 1+1 official delegates of the APA Bureau Meeting participants (composed of APA Vice Presidents in charge of hosting four Standing Committees, Rapporteur and APA Secretariat) from 14 December 2020 to 16 December 2020 (2 nights). Delegates who wish to stay additional nights will have to cover the expenses on their own.

All delegations will stay at the Hilton Hotel located in Çankaya, Ankara. (Tel: (0312) 455 00 00, E-mail: sahinaz.camlibel@hilton.com)

Any charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also 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.

All changes of the arrival and departure of the flight schedules should be communicated to the Host Parliament Secretariat immediately. Delegates are responsible for their transportation for the events other than those of specified in the working program.

#### **3. Meals and Functions**

Breakfast and Meals, alcoholic beverages excluded, will be provided for all delegates at venues specified in the Working Program. The 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. Delegates will meet the cost of their own meals if they do not participate in official lunch and dinner. Please note that all restaurants and cafes have only take away services due to covid-19 outbreak.

#### **4. Medical Service**

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

#### **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**

### **CONTACT PERSONS**

**Host Parliament Secretariat:**

**E-mail: [apaturkey@tbmm.gov.tr](mailto:apaturkey@tbmm.gov.tr)**

**Documentation:**

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