



Asian Parliamentary Assembly
2nd Bureau Meeting



and

Working Group on Statutory
Documents

GENERAL INFORMATION

11 – 14 October 2021

Ürgüp, Nevşehir, Turkey

SECTION 1

GENERAL INFORMATION

1. Date and Venue of the Bureau Meeting

The Bureau Meeting and Working Group on Statutory Documents of Asian Parliamentary Assembly (APA) will take place at Perissia Hotel, in Ürgüp, Nevşehir, Turkey, between October 11th and October 14th, 2021.

All official activities of the APA Bureau Session will be held at Perissia Hotel unless stated otherwise.

The main program is as follows:

Arrival of Delegates	11 October 2021
APA Bureau Meeting and Working Group on Statutory Documents	12 October 2021
Working Group on Statutory Documents	13 October 2021
Social Program/Departure of Delegates	14 October 2021

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 and Working Group on Statutory Documents 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 4 October 2021, to the following two addresses:

GRAND NATIONAL ASSEMBLY OF TURKEY	PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)
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 52 (+90-312) 420 67 57	Tel : +98(21) 33517406 +98(21) 33517407
Fax : (+90-312) 420 67 56 (+90-312) 420 67 68	Fax: +98(21) 33517408
Email : apaturkey@tbmm.gov.tr	E-mail : secretariat@asianparliament.org Website: www.asianparliament.org

Please, in case of any change in the participants' list, report the change to the above mentioned e-mail address to avoid problems.

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, all participants must follow and apply the entry procedures to our country within the scope of Covid-19 measures.

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 October 11th to October 14th, 2021, at the Nevşehir(Capadocia) Airport. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.(Please also note that

COVID-19 PCR test is necessary before 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 8,80 TL for 1 US dollar. Money can be exchanged at banks in İstanbul Airport and at the legally authorized exchange stores throughout the country.

Most of the banks are open from 09:00 am to 05:00 pm, Monday to Friday. All major credit cards are accepted at hotels and shops.

11. Weather

The weather in Ürgüp tends to be rainy, cloudy and sunny during October, with the average temperatures between 12° C and 18° C (53.60° F and 64.40° F).

12. Time

- Ürgüp time zone : GMT + 3 Hours
- Most shops in Ürgüp are open daily from 10.00 am to 10.00 pm

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, 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 and 48 hours before leaving.

The Host Parliament will offer hospitality, including accommodation, meals and local transportation, for 2+1 official delegates of the APA Bureau Meeting and Working Group on Statutory Documents participants (composed of APA Vice Presidents in charge of hosting four Standing Committees, Rapporteur and APA Secretariat and Working Group Members) from 11 October 2021 to 14 October 2021 (3 nights). Delegates who wish to stay additional nights will have to cover the expenses on their own.

All delegations will stay at the Perissia Hotel located in Ürgüp, Nevşehir. (Tel: (384) 341 29 30, E-mail: info@PerissiaHotel.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.

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.

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

Documentation:

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