



ASIAN PARLIAMENTARY ASSEMBLY

Standing Committee on Economic and Sustainable Development

GENERAL INFORMATION

16-17 May 2023
Manama, Kingdom of Bahrain
The Diplomat Radisson Blu Hotel

SECTION 1
GENERAL INFORMATION

1. Date and Venue of the Meeting

The APA Standing Committee Meeting on Economic and Sustainable Development will take place at The Diplomat Radisson Blu Hotel in Manama, Grand Ambassadors Ballroom, Kingdom of Bahrain on May 17th 2023.

All official visits and activities arranged by host parliament will be held on 16th May 2023 based on the meeting's program.

Arrival of Delegates	15th May 2023
Official visits and activities arranged by host parliament	16th May 2023
APA Standing Committee Meeting	17th May 2023
Departure of Delegates	18th May 2023

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 amendments to the standing committee's draft resolutions should be forwarded to the APA Secretariat in advance no later 1st May 2023 for circulation before the meeting.

4. Registration

Participants are kindly requested to fill out the Registration Form provided by the Host Parliament no later than **15th April 2023.**

Parliamentary Group of the Kingdom of Bahrain	PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)
Shaikh Daij Avenue, Manama, Kingdom of Bahrain	No. 4, Golha Alley, Mojahedin Eslam St. Tehran - Islamic Republic Of Iran, Postal Code: 1154947411
Mr. Mohammed Bindaina, Tel: 00973 37330003 Mr. Hussain Salman Maki, Tel: 00973 33447790 Mr. Almunther Alkhaja, Tel: 00973 33336376	Tel: +98 (21) 33517406-7
Email: ipbahrain@nuwab.bh m.bindaina@nuwab.bh	Fax: +98(21) 33517408
	E-mail: secretariat@asianparliament.org Website: www.asianparliament.org

5. Security and Identification Badges

Identification Badges will be distributed to all delegates and accompanying persons upon registration. For security reason 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.

6. Passport and Visa Regulations

In order to enter the Kingdom of Bahrain, all participating delegates and accompanying persons must have valid passports and provide clear scan copies of them no later 15th April 2023 to the host secretariat email addresses below for visa issuance. Once visas are ready, they will be sent to the participants.

ipbahrain@nuwab.bh
m.bindaina@nuwab.bh

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 with the Host Secretariat.

The arrival and departure service will operate from May 15th 2023 to May 18th 2023 at **Bahrain International 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 at least 24 hours in advance of the schedule.

9. Currency Exchange

The Bahraini Dinar is the official currency of the Kingdom of Bahrain. The current exchange rate is approximately 0.38 BD for 1 US dollar. Money can be exchanged at banks, Bahrain International Airport and at the legally authorized exchange stores throughout the country. All major credit cards are accepted at hotels, and shopping malls.

10. Weather

The weather in Bahrain tends to be sunny during May with average temperatures between 27° C and 36° C.

11. Time

- Bahrain time zone: GMT + 3 Hours

12. Electricity

Bahrain operates on 230 volts, 50Hz, plug type is G, which is the plug that has three rectangular pins in a triangular pattern.

13. Telephone Services

- Telephone services are available at hotels. Pre-paid mobile telephone cards are available at 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 + number.
- To call Bahrain from abroad, dial the international direct dial access + country code (973) + number. When calling from abroad.

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 delegates of each APA member parliament plus one staff member from 15th to 18th May 2023 (3 nights). Delegates who wish to stay additional nights will have to cover the expenses on their own.

All delegations will stay at the **Diplomat Radisson Blu Hotel** located at Diplomatic Area, Road 1701, Manama 5243, Bahrain Tel: (+973)17531666.

Any charges for room service, 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 required to check their own extra charges at the Hotel cashier and make their payments before departure.

In accordance with Article 8 of the Charter of the Asian Parliamentary Assembly, the accommodation of the member countries representatives will be covered by the host country. **For other guests, the hotel's overnight stay is (for a standard room per night) 62 Bahraini Dinars**, inclusive of breakfast and taxes.

2. Transportation

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

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

3. Meals and Functions

Breakfast and meals (excluding alcoholic beverages) 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. There will be activities limited to heads of participating delegates as indicated in the Working Program. Attendance of Bahrain's Parliamentary Session of the Council of Representatives on 16th May 2023 is limited to heads and members of parliaments. 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 risks. First aid service will be provided at the hotel during the day of the committee meeting on 17th May 2023.

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, folders containing some of the relevant documents of the meeting will be distributed upon registration to all delegates.

The registration and information desk will be set up in the hotel, from May 17th. It will be open from 8:30 a.m. to 2:00 p.m.

2. Secretariat Room

The room for the APA and the Host Secretariat will be open from 15th May 2023 to 17th May 2023 from 8:30 a.m. to 6 p.m. The Internet facilities are available at the hotel free of charge.

Typing and photocopying services will be available at venue of the meeting in cooperation with the host parliament and APA General Secretariat.

SECTION 4

CONTACT PERSONS

Host Parliament Secretariat:

For protocol & logistic inquiries:

Mr. Salman Moosa, Tel: 00973 39997861

Ms. Eman Abdulmajeed, Tel: 00973 38881777

For working program & document inquiries:

Mr. Mohammed Bindaina, Tel: 00973 37330003

Mr. Hussain Salman Maki, Tel: 00973 33447790

Mr. Almunther Alkhaja, Tel: 00973 33336376

For media inquiries:

Ms. Haifa Adwan, Tel: 00973 36623254

Ms. Wafa Althawadi, Tel: 00973 39230243

Ms. Sara Albadri, Tel: 00973 33330442

For technical assistance and interpretation inquiries:

Ms. Manal Saif, Tel: 00973 33423359

Mr. Belal Ahmadi, Tel: 00973 33786887