



ASIAN PARLIAMENTARY ASSEMBLY THE 8TH PLENARY SESSION



GENERAL INFORMATION

**7-12 December 2015
Sokha Phnom Penh Hotel and Residence
Phnom Penh, Kingdom of Cambodia**

SECTION 1

GENERAL INFORMATION

1. Date and Venue of the Plenary Session

The 8th Plenary Session of Asian Parliamentary Assembly (APA) will take place at Sokha Phnom Penh Hotel & Residence in Phnom Penh City, the Kingdom of Cambodia from 7-12 December 2015.

All official activities of the APA Plenary session will be held at Sokha Phnom Penh Hotel & Residence unless otherwise stated.

Arrival of Delegates	7 December 2015
2nd Executive Council Meeting	8 December 2015
8th Plenary Session	9-11 December 2015
Departure of Delegates	12 December 2015

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 language are requested to provide their own interpreters. The booth 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 Opening plenary session, and General Debate should be forwarded to the Host Parliament in advance for circulation at the plenary session.

4. Registration

Participants are kindly requested to send the registration form provided by the Host Parliament at the earliest possible time but no later than **30 November 2015** 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 Milad Alley, Takhti St. Arefnasab St. , Vali Asr Ave., Bagh Ferdos, Tehran 1965833711, the Islamic Republic of Iran

Fax/Phone :(+855-23) 218 195 H/P : (+855-12) 761 666 (+855-16) 507 063 (+855 12) 855 789	Tel : 009821-22694405/6 009821- 22691100~3
Fax : (+855 23) 218 195 (+855 23) 218 547	Fax : 009821-22236540
Email : thulheang@gmail.com : cambodia_apagroup@yahoo.com : hokcsc@yahoo.com	E-mail : secretariat@asianparliament.org Web site: asianparl.net

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

5. Security and Identification Badges

Identification Badges will be distributed to all delegates and accompanying persons upon registration. All participants are requested to wear their identification badges throughout the meeting and official function specified in the Work 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 also can be issued upon arrival in Cambodia for delegates from which countries that Cambodia has no diplomatic or consular 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 the Host Secretariat prior to arrival.
- Please prepare the latest pictures (passport size)
- All concerning documents relating to the flight to the Kingdom of Cambodia either through Phnom Penh International Airport or Siem Reap 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 6 to 13 December 2015 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 officer is the contact person between the Host Parliament Secretariat and delegations participating in the 8th Plenary Session.

Liaison Officers will be assigned to each APA member Parliaments, Observers and partners Organization.

9. Flight arrangements and information

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

PLEASE BE KINDLY NOTED THAT THE FOLLOWING AIRLINES ARE IN OPERATION IN CAMBODIA;

Air Asia:	KUL – PNH / BKK – PNH / KUL – REP / BKK-REP
Air China:	BEIJING - REP
Asiana Airlines:	SEOUL – PNH / SEOUL – REP
Bangkok Airways:	BKK – PNH / BKK - REP
Bassaka Air:	PNH – REP / MACAU - PNH
Cambodia Angkor Air:	PNH – REP / REP – SIHANOUK VILLE / HO CHI MINH – PNH / SHANGHAI – PNH / GUANGZHOU – PNH / HANOI – VIENTIANE – PNH- HO CHI MINH – REP/GUANGZHOU – REP / BKK - REP
Cambodia Bayon Airlines:	PNH – REP / HO CHI MINH – PNH
CEBU PACIFIC:	MANILA - REP
China Airlines:	TAIPEI – PNH
China Eastern Airlines:	SHANGHAI – PNH / KUNMING – PNH / SHANGHAI – REP / KUNMING – REP
China Southern Airlines:	GUANGZHOU – PNH / GUANGZHOU - REP / BEIJING – CAN - PNH
Dragon Air:	HONG KONG – PNH / HONG KONG – RE
EVA Air:	TAIPEI - PNH
Jetstar:	SIN – PNH / SIN - REP
Korean Air:	SEOUL – PNH / SEOUL – REP
Lao Airlines:	LUANG PRABANG – REP / PAKSE - REP
Malaysia Airlines:	KUL – PNH / KUL - REP
Qatar Airways:	DOHA – HO CHI MINH – PNH
Silk Air:	SIN – PNH / SIN - REP
Thai Airways:	BKK – PNH
Vietnam Airlines:	HO CHI MINH – PNH / HANOI – VIENTIANE – PNH /HO CHI MINH – REP / HANOI – REP / DANANG – REP / LUANG PRABANG - REP / PHU QUOC – REP

Note: PNH= (PHNOM PENH) and REP= (SIEM REAP).

10- Currency Exchange

The Riel is the official currency of Cambodia. The current exchange rate is approximately 4100 Riels for 1 US dollar. Money can be exchanged at banks, Pochentong International airport and Siem Reap 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. 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 December with average temperatures between 24° and 30° C (75° and 84° F). The season in Cambodia in December is supposed to be dry with light rainfall.

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 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 (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 Article 8 of the APA Charter, the Host Parliament offers hotel accommodation, and meals for all APA Member Parliaments plus one, two representatives of each observer parliament, and one representative of each observer organization from **7 to 12 December 2015** (5 nights).

All delegations will stay at the **Sokha Phnom Penh Hotel and Residence** located at Street Keo Chanda, Phum 1, Sangkat Chroy Changvar, Khan Chroy Changvar, Phnom Penh, Kingdom of Cambodia. The hotel contact address is: (Tel: +855 23 685 8888, Fax:+855 23 685 7777, Reservation Phone: +855 23 685 6666, E-mail: infopp@sokhahotels.com).

Delegates wishing to upgrade their hotel's rooms please kindly 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 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. Leaders of the APA Member Countries delegations will each be provided with a car.

The Coaches will be provided for other delegates and accompanying persons during the official program.

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 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. All officially hosted participants are cordially invited to the official functions indicated in the Working program.

4. Medical Service

First aid will be provided in 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 plenary session bags containing the relevant plenary session materials will be distributed upon registration to all delegates.

The registration and information desk will be set up in the hotel, from 6 to 13 December 2015. It will be open from 8 a.m. to 6 p.m.

2. Secretariat Room

The room for the APA and the Host Secretariat will be located at the same floor of the meeting room. It will be open from 6 to 13 December 2015 from 8 a.m. to 6 p.m. The Internet facilities are available at the hotel for free.

Typing and photocopying services will be available at the plenary session secretariat.

SECTION 4

CONTACT PERSONS

Host Parliament Secretariat:

Documentation:

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|--------------------------|------------|-------------------------------------|
| - H.E. Mr. Heang Thul | Cell Phone | : (855-12) 761 666/ (855-16) 507063 |
| - H.E. Mr. Nguon Raskmey | Cell Phone | : (855-92) 999 937 |
| - Mr. Khlang Oudam | Cell Phone | : (855-12) 611 211 |
| - Mr. Hok Bunly | Cell Phone | : (855-12) 855 789 |

Protocol:

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| - H.E. Mr. Prom Virak | Cell Phone | : (855-12) 924 384 |
| - Mr. Tim Vanna | Cell Phone | : (855-11) 773 777 |

Media and ICT:

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| - Mr. Sar Kim Srun | Cell Phone | : (855-97) 745 1222 |
| - Mr. Hay Kosal | Cell Phone | : (855-16) 777 522 |

Transportation:

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|------------------------|------------|---------------------|
| - H.E Mr. Nhem Savoeuy | Cell Phone | : (855-12) 659 202 |
| - H.E Mr. Ech Som Ol | Cell Phone | : (855-12) 776 788 |
| - H.E Mr. Ngoun Reasy | Cell Phone | : (855-97) 666 6633 |

Security:

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| - H.E Mr. Koem Kosal | Cell Phone | : (855-12) 819 079 |
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