Committee on Commodity Problems

JOINT MEETING OF THE THIRTY-SEVENTH SESSION OF THE INTERGOVERNMENTAL GROUP ON HARD FIBRES AND THE THIRTY-NINTH SESSION OF THE INTERGOVERNMENTAL GROUP ON JUTE, KENAF AND ALLIED FIBRES

Negombo, Sri Lanka, 5 - 7 November 2013

Information Note on Arrangements and Provisional Timetable

**LOCATION OF SESSION**

By kind invitation of the Government of Sri Lanka, the Joint Meeting of the Thirty-seventh session of the Intergovernmental Group on Hard Fibres and the Thirty-ninth session of the Intergovernmental Group on Jute, Kenaf and Allied Fibres will be held in Negombo, Sri Lanka, from 5 - 7 November 2013. The Joint Meeting will be preceded by a Consultation on Natural Fibres Policies, which will take place on 4 November 2013. The venue of both events will be at the Jetwing Blue Hotel, Negombo, Sri Lanka.

**ENQUIRIES ON THE MEETING**

a) All enquiries concerning the session, except those regarding local arrangements, may be addressed to:

Kaison Chang
Secretary
Intergovernmental Group on Hard Fibres
 and on Jute, Kenaf and Allied Fibres
Trade and Markets Division
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Rome, Italy
Telephone: +39 06 57054346
Facsimile: +39 06 57054495
Email: Kaison.Chang@fao.org

b) Information on local arrangements should be addressed to the Liaison Officers for the session:

Ms Nishanthi Dissanayake
Program Assistant
Coconut Development Authority
No. 54, Nawala Road
Narahenpita, Colombo 05, Sri Lanka.
Tel : +94 11 250 2501 / Fax : +94 11 250 8729
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Mr D.M.L. Bandaranayake
Additional Secretary Development/
Acting Director General
Coconut Development Authority
Ministry of Coconut Development and Janatha Estate Development
8th Floor, Sethsiripaya
Baththaramulla, Sri Lanka
Tel: +94 112 218 7068
E-mail: dmlbandaranayake@gmail.com

**ENTRY FORMALITIES**

Visas should be obtained from the Sri Lankan Embassy/Consulate nearest to the applicants’ domicile or via Electronic Travel Authorization (ETA) website of the Department of Immigration and Emigration (DI&E) of the Democratic Socialist Republic of Sri Lanka. Please go to www.eta.gov.lk. When applying for their visas, delegates should ensure that their passports are valid for at least six months. For more information, please go to <http://www.immigration.gov.lk>.

**CUSTOMS**

Delegates are urged to check customs regulations for Sri Lanka before entering the country. For more information, please go to http://www.customs.gov.lk.

**HOTEL ACCOMMODATION**

Delegates may make hotel reservations through the appointed travel agency or directly with the hotel. However, special rates are available for delegates should they decide to arrange hotel accommodation via the appointed travel agency. Kindly contact:

Tangerine Tours (PVT) Ltd
Mr. Praveen Raj or Mr. Charith de Alwis
236, Galle Road, Colombo - 03, Sri Lanka
Tel: 0094 11 4885274 / 0094 11 2422518
Mobile: 0094 72 2332668
E-mail: tangerinetours2.a@mi.com.lk

Due to limited hotel room availability and to benefit from the special room rates, delegates are requested to make hotel reservations before: 1 October 2013.

A deposit for accommodation and a cancellation policy is applicable when making a hotel room reservation.

**TRANSPORT**

Delegates travelling on international flights will arrive at the Bandaranaike International Airport, located in Katunayake.

Please note that Sri Lanka will host the Commonwealth Heads of Government meeting in Colombo in November 2013, and the hotel situation in Colombo could be problematic. Because of the limited hotel availability in Colombo, the IGG meeting will be held in Negombo, which is outside the Colombo city limits but closer to the Colombo (Bandaranayake) International Airport.

The meeting venue, Jetwing Blue Hotel, Negombo, is 12 km (north) from Colombo (Katunayake) International Airport. Colombo is approximately 35 km to the south from the Colombo (Katunayake) International Airport. The distance from Colombo to the meeting venue is approximately 50 km (see Appendix 1 for a list of hotels.)

**CLIMATE**

The average temperature for Colombo is Max 31ºC, Min 22 ºC.

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| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 30.4 | 30.6 | 32.5 | 32.2 | 32.7 | 31.9 | 31.2 | 31.4 | 27.5 | 27.5 | 27.0 | 26.5 |

**HEALTH**

Detailed information regarding health and vaccine requirements for Sri Lanka can be found on the MD Travel Health website at http://www.mdtravelhealth.com, where it is recommended that travellers visit either their personal physician or a travel health clinic four to eight weeks before departure to ensure that there is time for any necessary immunisations to take effect.

**CURRENCY AND BANKS**

Sri Lanka’s monetary unit is the Sri Lanka rupee (LKR). Foreign currency may be exchanged at the Airport (Bank of Ceylon, Peoples Bank, Hatton National Bank, Sampath Bank, etc). One Sri Lankan rupee (Rs) is made up of 100 cents. Currency notes are in the following denominations: Rs. 10, Rs 20, Rs. 50, Rs. 100, Rs. 500 , Rs. 1000, Rs.2000 and Rs.5000. Coins are in the following denominations: 25 cents, 50 cents, 1 rupee, 2 rupees, 5 rupees and 10 rupees.

National banking hours are from 0900 hours to 1500 hours on weekdays. Banking hours may be different at private banks. However, automatic teller machines (ATM) operate throughout the day.

The August 2013 UN exchange rate for one US dollar is 132.00 LKR.

**CREDIT CARDS**

International credit cards, such as Visa, Master Card and American Express are accepted in all major establishments.

**SOCIAL EVENTS**

There will be a Sri Lankan dinner on 05 November 2013. The local organizers are exploring the possibility of organizing a city tour of Colombo on 7 November.

**REGISTRATION**

Registration will take place in the lobby of the Jetwing Blue Hotel at 18:30 on 4 November 2013.

**APPENDIX** 1

LIST OF HOTELS

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| --- | --- | --- |
|  | Contact information | For reservations and Rates  |
| Jetwing Beachhotel or Jetwing Blue,Negombo | **Tangerine Tours (PVT) Ltd** **Mr. Praveen Raj or Mr. Charith de Alwis**236, Galle Road, Colombo - 03,Sri LankaTel - 0094 11 4885274 / 0094 11 2422518Mobile - 0094 72 2332668E-mail - tangerinetours2.a@mi.com.lk **Jetwing Beach & Jetwing Blue**Ethukale, Negombo, Sri Lanka **Reservations:**+94 31 2277140[www.jetwinghotels.com/jetwingbeach/](http://www.jetwinghotels.com/jetwingbeach/) | For special rates please contact appointed agency mentioned belowOr Book directly via hotel website:www.jetwinghotels.com/jetwingbeach/ |
| Goldi Sands Hotel,Negombo | **Tangerine Tours (PVT) Ltd** **Mr Praveen Raj or Mr Charith de Alwis**236, Galle Road, Colombo - 03,Sri LankaTel - 0094 11 4885274 / 0094 11 2422518Mobile - 0094 72 2332668E-mail - tangerinetours2.a@mi.com.lk **Goldi Sands Hotel**Ethukala, Negombo,Sri LankaTel: +94 31 2279021 Fax: +94 312278019[www.goldisands.com](http://www.goldisands.com)goldi@eureka.lk  | For special rates please contact appointed agency mentioned belowOr Book directly via hotel website:[www.goldisands.com](http://www.goldisands.com)goldi@eureka.lk  |