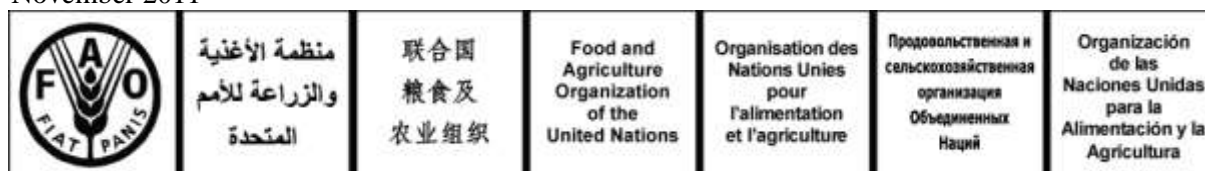


November 2011

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# COMMITTEE ON COMMODITY PROBLEMS

## INTERGOVERNMENTAL GROUP ON TEA

### TWENTIETH SESSION

Colombo, Sri Lanka, 30 January - 1 February 2012

### INFORMATION NOTE ON ARRANGEMENTS

#### 1. LOCATION OF SESSION

By kind invitation of the Government of the Republic of the Sri Lanka, the Twentieth Session of the Intergovernmental Group on Tea will be held in Colombo, Sri Lanka, from 30 January - 1 February 2012. The session will be preceded by a Consultation on Climate Change and Its Impact on Tea. The provisional timetable is in Appendix 1. The venue will be the Cinnamon Grand Hotel, Colombo, Sri Lanka.

#### 2. ENQUIRIES ON THE MEETING

- a. All enquiries concern the session, except those regarding local arrangements, may be addressed to:

Mr Kaison Chang  
Secretary  
Intergovernmental Group on Tea  
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 or 57053152  
Email: Kaison.Chang@fao.org

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- b. Information on local arrangements should be addressed to the Liaison Officer for the session:

Mr Hasitha de Alwis  
 Director, Promotion  
 Sri Lanka Tea Board  
 574/1 Galle Road  
 Colombo 3  
*Telephone:* +94 11 2583343  
*Facsimile:* +94 11 2587341  
*Email:* dirprom@pureceylontea.com; promotion@pureceylontea.com;  
 upkatpd@pureceylontea.com

**Secretariat:**

Mr Aasim Mukthar  
 General Manager  
 Lanka Exhibition & Conference Services (Pvt) Ltd  
 4th Floor, Automobile Association Building  
 No. 40, Sir Mohamed Macan Marker Mawatha  
 Colombo 3  
*Telephone:* +94 11 2390560-2  
*Facsimile:* +94 11 2390563  
*Email:* aasim@saexhibitions.com

3. **ENTRY FORMALITIES**

Visas should be obtained from the Sri Lanka Embassy/Consulate nearest to the applicants' domicile. When applying for their visas, delegates should ensure that their passports are valid for at least six months. Please log on to <http://www.immigartion.gov.lk> for more information.

4. **CUSTOMS**

Delegates are kindly urged to check customs regulations for Sri Lanka before entering the country. Please log on to <http://www.customs.gov.lk> for more information.

5. **HOTEL ACCOMMODATION**

Delegates should make their reservations directly to the Liaison Officer. For a list of hotels, please see Appendix 2. A deposit of one night accommodation is required when making the reservation. A special conference price has been negotiated for the full stay of seven days if delegates wish to participate at the Colombo International Tea Convention (1-3 February 2012). More information is available at [www.ceylonteaevents.com](http://www.ceylonteaevents.com).

6. **TRANSPORT**

Delegates travelling on international flights will arrive at the Bandaranaike International Airport, located in Katunayake. All airport transfers will be provided if the delegates have booked for the full package including the Convention. Airport transfers will have to be paid separately if delegates are arriving for meeting which exclude the Conference. No arrangements have been made for transport from any other hotels. Delegates staying at other hotels will have to make their own transport arrangements.

7. **CLIMATE**

**The average temperature for Colombo is Max 31°C, Min 22 °C.**

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	--	--	--	--

**8. HEALTH**

All travellers should visit either their personal physician or a travel health clinic 4-8 weeks before departure. Please log on to <http://www.mdtravelhealth.com> for more information.

**9. CURRENCY AND BANKS**

Sri Lanka's monetary unit is the Sri Lanka rupee (LKR). Currency notes are in the following denominations: Rs 10, 20, 50, 100, 500, 1 000, 2 000 and 5 000. Coins are in the following denominations: 25 cents, 50 cents, 1 rupee, 2 rupees, 5 rupees and 10 rupees.

Foreign currency may be exchanged at the airport (Bank of Ceylon, Peoples Bank, Hatton National Bank, Sampath Bank, etc.). National banking hours are from 09.00 - 15.00 on weekdays. Banking hours may be different at private banks. However, automatic teller machines (ATM) operate throughout the day.

The UN exchange rate at 1 October 2011 of the US dollar is: USD 1.00 = 109.50; the exchange rate at 1 October 2011 of the euro is: €1.00 = 148.80.

**10. CREDIT CARDS**

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

**11. SOCIAL EVENTS**

All lunches from 29 January - 1 February will be hosted. If delegates book for the convention, they will be entitled to the following evening social gatherings as well:

2 February 2012 - Beach Party - 19.00 onwards

3 February 2012 - Sit down dinner - 20.00 onwards

**12. MEETING REGISTRATION**

Registration for the Consultation on Climate Change and Its Impact on Tea will take place from 17.00 - 18.00 on Saturday, 28 January 2012. Delegates attending the IGG session may register from 18.00 - 20.00 on Sunday, 29 January 2012 and from 7.30-9.00 on Monday, 30 January 2012, at the Cinnamon Grand Hotel.

**APPENDIX 1****PROVISIONAL TIMETABLE***Saturday, 28 January 2012*

17.00 – 18.00      Registration: Consultation on Climate Change and Its Impact on Tea

*Sunday, 29 January 2012*

14.00 – 18.00      Consultation on Climate Change and Its Impact on Tea

19.00 – 20.00      Registration: Intergovernmental Group on Tea

*Monday, 30 January 2012*

07.30 – 09.00      Registration: Intergovernmental Group on Tea

09.30 – 10.00      Opening of the Twentieth Session of the Intergovernmental Group on Tea

10.00 – 12.30      IGG on Tea morning session

14.00 – 17.00      IGG on Tea afternoon session

*Tuesday, 31 January 2012*

09.00 – 12.30      IGG on Tea morning session

14.00 – 17.00      IGG on Tea afternoon session

*Wednesday, 1 February 2012*

09.00 – 12.30      No session

14.00 – 17.00      Adoption of the report of the Twentieth Session of the IGG on Tea

## APPENDIX 2

## LIST OF HOTELS

	Contact information	Rates (USD) in B/B Basis
<b>Grand Oriental Hotel</b> (2 star)	Tel : +94 11 2320320 Fax : +94 11 2447640 Website : www.grandoriental.com Email : info@ grandoriental.com	<b>Single room</b> : 96 <b>Double room:</b> 104
<b>Indra Regent Hotel</b> (2 star)	Tel : +94 11 2577405/6 Fax : +94 11 2574931 Website : www.indraregent.net Email : info@indraregent.net	<b>Single room</b> : 83 <b>Double room:</b> 90
<b>Ramada Hotel</b> (4 star)	Tel : +94 11 2422001 Fax : +94 11 2447977 Website : www.ramadacolombo.com Email : palitha@ramada.com	<b>Single room</b> : 131 <b>Double room:</b> 141
<b>Cinnamon Grand Hotel</b> Convention Hotel (5 star)	Tel : +94 11 2437437 Fax : +94 11 2449280 Website : www.cinnamonhotels.com Email : grand@cinnamonhotels.com	<b>Single room</b> : 172 <b>Double room:</b> 184