

September 2004



منظمة الأعدنية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

ASIA AND PACIFIC COMMISSION ON AGRICULTURAL STATISTICS TWENTIETH SESSION

New Delhi, Republic of India, 20-24 September 2004

INFORMATION NOTE

Session arrangements

1. The 20th Session of the Asia and Pacific Commission on Agricultural Statistics will be held at the International Conference Center (Vigyan Bhawan), New Delhi, Republic of India, from 20-24 September 2004. The inaugural ceremony of the plenary session will take place at 1000 hours on 20 September 2004.
2. The normal working hours of the Session will be 0900 to 1230 hours and 1345 to 1715 hours, unless otherwise decided by the Commission.
3. An Order of the Day will be issued daily, giving detailed information of the Commission business, the timetable of meetings, items to be discussed and other information of general interest.
4. The Provisional Agenda (APCAS/04/1) has been circulated with the invitation letter.

Working languages

5. The Session will be conducted in English and also in French, if a French-speaking Member Nation advises of its intention to participate. The documentation will be issued in English.

Documentation

6. Before the holding of the Session, the working documents will be sent to all member countries and organizations invited. These documents may also be viewed and downloaded from the following Internet addresses: www.fao.org/es/ess/index.htm or www.fao.org/faorap-apcas.org. Documents drafted during the Session will be available at the document distribution desk outside the session hall. The desk will also deliver mail and messages and deal with general inquiries.

Country Questionnaires

7. Before arrival each delegation should fill out a **country questionnaire** for summarization under agenda item 5 – *Review of the Present State of Food and Agricultural Statistics in Member Countries of the Commission*. Following recommendations of previous Commission Sessions, the country should focus attention on the following areas under Remarks, Issues and Concerns:

- (i) recent and proposed **changes** in the statistical organizations relating to food and agriculture;
- (ii) agricultural and related **surveys undertaken** and plans for the future, including those on the census of agriculture;
- (iii) recent **innovative** activities and measures undertaken since the last Commission Session;
- (iv) outstanding problems.

8. Country questionnaires should be submitted to the APCAS Secretary not later than close of working hours on 31 August 2004. Delegates who are unable to meet this deadline for submission of country questionnaires to the APCAS Secretariat can still send the filled out questionnaires as soon as possible for inclusion in the summary report.

Correspondence

9. All correspondence concerning the Session should be addressed to the APCAS Secretary and copied to the APCAS Indian Liaison Officer at the addresses below :

Mr. Frederick Baker
APCAS Secretary
FAO Regional Office for Asia and the Pacific
39 Phra Atit Road, Bangkok 10200
Thailand
Facsimile: (66-2) 697-4445
e-mail: frederick.baker@fao.org

Mr. Vijay Kumar
Adviser and
APCAS Liaison Officer
Ministry of Agriculture
New Delhi
India
Tel/Facsimile: (91-11) 23382236
E-mail : advisor.vk@hub.nic.in

10. Telephone and facsimile services will be provided at the Session premises. Postal services are available at the hotel concierge and at a nearby post office.

Formalities for entry into the Republic of India

11. Delegates who are attending the session and require visas are advised to submit visa applications as early as possible to allow time for processing and to minimise the chance of last minute delays. As the APCAS Secretariat cannot assist in facilitating an entry visa upon arrival, an entry visa to the Republic of India, if required, should be obtained from the nearest mission or consulate of the Republic of India. Passport details of accompanying family members should also be provided the organizers at the same time in order to facilitate issuance of visas. Further information is available from the local Indian Embassy.

12. To ensure that they are properly met on arrival at Indira Gandhi International Airport, participants are advised to provide advance notice (before 6 September 2004) of the name of carrier, flight number, time of arrival and other related information to the APCAS Secretary and Liaison Officer in India. Participants are advised to mark their luggage clearly in order to facilitate identification.

13. On arrival at Indira Gandhi International Airport, participants will be met and transported to their respective hotels, if they have notified the Government Liaison Officer/APCAS Secretariat in advance.

14. All participants to the Session are advised to finalise, at an early date, return travel arrangements. Immediately upon arrival in New Delhi, participants are advised to contact the Secretariat for the reconfirmation of their departure date and time. Transport from hotels to the airport can be arranged at the end of the Session. Please note that a departure tax is Rs. 200 (in most cases it will be included in the cost of the air ticket).

15. The Ministry of Agriculture has prepared a web page with detailed information about the arrangements for the Session. Please check the following website for updates: <http://dacnet.nic.in/eands>.

Foreign exchange and banking

16. The monetary unit is the Rupee. Currency exchange facilities are available at Ashok /Samrat Hotels as well as most major banks located in New Delhi. Delegates are advised to arrange to exchange some currency upon arrival in New Delhi as most facilities only operate during business hours. The US\$-rupee exchange rate is changing by the day. At the time of going to press the exchange rate is approximately 1US\$ = 46.35 rupees).

Venue and Hotel accommodation

17. The Session will be held in the International Conference Center, Vigyan Bhawan. Arrangements have been made by the Organizing Committee for APCAS delegates, observers and accompanying persons to be billeted at the Ashok Hotel or the adjoining Samrat Hotel. The hotel management has agreed to offer special discounted rates for APCAS participants (see Annex B for hotel rates). Transport will be provided on a limited basis between the Ashok/Samrat Hotels and Vigyan Bhawan.

18. Information about Ashok/Samrat Hotels can be found, for example, at the Internet address: www.indiaprofile.com. Please note that APCAS participants will have

special room rates, but all reservations should be made through the APCAS Secretary and APCAS Liaison Officer. The double rooms at the Ashok are sufficiently large enough to accommodate an extra bed.

19. Requests for hotel reservations should be made in writing on the Registration Form appearing in Annex A, as soon as possible, but not later than 31 August 2004, by faxing the original to the APCAS Liaison Officer at the Ministry of Agriculture in New Delhi with a copy to the APCAS Secretary in Bangkok, Thailand (see para 9 above).

Registration

20. All delegates and observers are requested to register with the Secretariat, soon after arrival, at the Session hall or at the Ashok Hotel, so that they can be provided with identification tags and for updated information about the Session. Registration will begin on Monday, 20 September 2004 at 09.00 hours. The Session Secretariat will issue a Provisional List of Participants on the first day of the Session. The Secretariat should be notified of any corrections or additions to this list.

Weather and time

21. Basically India has three seasons in a year - the hot, the wet and the cool. Monsoon rains occur in most regions in summer between June and September. The climate of Delhi is extremely dry and hot in summers.

Summer : Mid-March To End Of June (Min. 25° C - Max. 45° C)

Winter : Late November To Mid-February (Min. 3° C - Max. 11° C)

Rain : July To End September (26 inches).

22. Please note that New Delhi in September observes local time as GMT + 05.30; thus 10.00 hrs. in New Delhi is the same as 11.30 hrs. in Bangkok and 6.30 hrs. in Rome.

Special tour arrangement

23. Assuming that there will be sufficient interest, an optional trip (at traveler's expenses) will be arranged on Saturday 25 September to the Taj Mahal. Either 10 passenger vans or a 30 passenger bus will be used; since it will be hot and humid, travelers should carry umbrellas/caps during the visit. Departure from the hotel would be around 6am with late afternoon return.



20th APCAS – India 20-24 September 2004

Registration Form

1. Name: _____
 Family name Given names
2. Country/organisation: _____
3. Title and position: _____
4. Address (postal): _____
 telephone: _____ fax: _____ e-mail: _____
5. Number of accompanying persons _____
6. Passport Details

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office

7. Arrival information: Date: _____ Time: _____
 Airline and flight No. _____ From (city): _____
8. Departure information: Date _____ Time: _____
 Airline and flight No. _____ From India
9. Hotel accommodation desired: Single Double Suite
 If sharing, specify name _____
10. Please indicate hotel names and room codes (refer to Annex B for interpretation of code) _____
11. Please indicate if you have special requirements
 Diet: Please specify _____
 Child care _____
 Others (please specify) _____

NOTE: Each participant is required to complete the above form in duplicate and send one copy to each of the addresses below as soon as possible, but not later than 31 August 2004, even if complete flight information is unavailable. You may fax or email flight information details at a later date.

(a) Mr. Vijay Kumar
 20th APCAS Liaison Officer
 Ministry of Agriculture
 New Delhi
 Republic of India
 Tel /Fax: (91-11) 23382236
 E-mail : advisor.vk@hub.nic.in

(b) Mr. Frederick Baker
 APCAS Secretary
 FAO Regional Office for Asia and the Pacific
 Maliwan Mansion, 39 Phra Atit Rd.,
 Bangkok 10200, Thailand
 Fax: (66-2) 697-4445
 E-mail: Frederick.Baker@fao.org

HOTEL RATES

Address	Rooms	Rates	Notes	CODE
Hotel Ashok 50-B Chanakyapuri New Delhi 110 021 Tel : (66) 2962-2824 Fax : (66) 2962-2825 E-mail : reservation@theashokgroup.com	Single Double Suite Extra bed	Rs. 3500.00 Rs. 4000.00 Rs. 500.00	Rate includes breakfast tax of 12.5%	HA1 HA2 HAS
Hotel Samrat Kautilya Marg, Chankyapuri Tel : (91-11) 2611-0606 Fax : (91-11) 2688-7047 E-mail : hotelsamratl@yahoo.co.in	Single Double/Twin	Rs. 2800.00 Rs. 3000.00	Rate includes breakfast tax of 12.5%	HS1 HS2

*Please indicate room codes on the Registration Form (Annex A)