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Продовольственная и
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Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

ASIA AND PACIFIC COMMISSION ON AGRICULTURAL STATISTICS

Thirtieth Session

**The Soaltee Kathmandu, Nepal, Kathmandu
19-24 May 2024**

Information Note for Participants

Session arrangements

1. The 30th Session of the Asia and Pacific Commission on Agricultural Statistics will be held in the Soaltee Kathmandu hotel in Kathmandu, Nepal from 19 to 24 May 2024.
2. Registration begins at 08h00 on Sunday, May 19, 2024, and at 08h00 and 12h30 on Wednesday, May 22. All meetings/sessions begin at 09h00 daily. The opening ceremony/inauguration for the statutory meetings begins at 13:30 hours on Wednesday, May 22.
3. The normal working hours of the session will be 09:00 to 12:30 hours (GMT + 5:45, Kathmandu time), and 13:30 to 18:00, with lunch served from 12:30 to 13:30, unless otherwise decided by the Commission.
4. The Draft Provisional Timetable of APCAS30 was circulated with the invitation letter in March 2024. A revised Provisional Timetable, Agenda, and Annotated Agenda will be sent to participants by late April 2024 and uploaded on the APCAS30 website. The final Timetable and Agendas will be adopted by the Commission during the Session.
5. Virtual presenters and participants will be sent an Outlook invitation with a zoom link in May 2024. The invitation will include the APCAS30 zoom backdrop, and instructions for changing their username, so their country or organization can be identified during discussions.

Working languages

6. The Session will be conducted in English and documentation issued in English.

Documentation

7. Before the holding of the Session, working documents will be sent to all participating member countries and organizations. Documents drafted during the Session will be available in the online shared drive and hard copies of the document may be provided on request by the distribution desk of the Session.

Correspondence

8. All correspondences concerning the agenda, timetable, technical contributions to the session and logistic arrangements should be addressed to the APCAS Secretary and copied to the APCAS30 Liaison Officers at the addresses below.

<p>Ms Sangita Dubey APCAS30 Secretary and Regional Statistician for Asia and Pacific FAO Regional Office for Asia and the Pacific, Bangkok, Thailand Phone/WhatsApp: +66-6-1447-5029 E-mail: APCAS-Secretary@fao.org</p>
<p>Mr Ram Krishna Regmi Senior Statistician, Ministry of Agriculture and Livestock Development Kathmandu, Nepal Phone: +977 9841599576 E-mail: rkgregmi@yahoo.com</p>
<p>Mr Mahesh Subedi Director, National Statistics Office Kathmandu, Nepal Phone/WhatsApp: +977 98 6090 5752 E-mail: mk.subedi@gmail.com</p>
<p>Mr Sandesh Subedi Program Assistant FAO-Nepal, Kathmandu, Nepal WhatsApp: +977 98 4783 8485 Cell: +977 98 0233 0540 E-mail: Sandesh.Subedi@fao.org</p>

Guidance on the use of Zoom

9. For virtual participants, a personal Zoom link and outlook invitation will be provided in May. The following provides a detailed note on the use of Zoom <https://support.zoom.us/hc/en-us/articles/201362193>. Participants are encouraged to keep their microphone on mute and video off when not formally speaking, in order to avoid interference with official presentations and comments.
10. Participants are encouraged to check the stability of their internet connection, particularly if they are presenting, chairing a session, or offering an intervention. Speakers will be offered support to test their connectivity no later than the morning of their presentation. Technical checks are available from 08:00 to 08:45 hours (GMT + 5:45, Nepal time) each day of the session.
11. If you experience any technical issues with the Zoom platform, please contact the FAO support team at APCAS-Secretary@fao.org, or Mr Sandesh Subedi at Sandesh.Subedi@fao.org or through WhatsApp at: +977 98 4783 8485.

Visa to enter Nepal and Immigration protocols

12. It is the responsibility of each participant to obtain a valid visa. Nepal provides efficient visa-on-arrival including to most of the Asia and Pacific member countries. The fee starts at \$30 USD for a 7-day visa on arrival. Indian citizens do not require a visa. The visa fee is waived for citizens of Bangladesh, Bhutan, China, the Maldives, Pakistan and Sri Lanka, and for those travelling on a UNLP or official passport. Citizens of 13 countries listed on the website must obtain visas in advance. Please see the following website for more information [Visa On Arrival \(immigration.gov.np\)](http://immigration.gov.np).

13. To enter Nepal, make sure your passport has at least two blank visa pages and is valid **for at least six months** from the date of your return ticket. Please carry your boarding pass, a completed copy of your arrival card, a copy of your return ticket, and confirmation of hotel accommodation or hotel address or confirmation letter provided by FAO as to your nomination/ participation in APCAS.
14. To obtain a visa on arrival, please also carry a copy of your completed visa application form (see 15 below), a passport size photo taken in the last six months (50 mm x 50 mm/ 2in x 2 in) and your visa fee in cash (if applicable). The duration of your visa should include the day of arrival and day of departure as two separate days. For participants arriving on May 18 and departing May 25, a 14-day visa is required.
15. **To complete the visa application form**, this can be done in advance of your trip on the Nepali Immigration Department's official website at [Online Services \(immigration.gov.np\)](https://www.immigration.gov.np), or on arrival at Tribhuvan International Airport in Kathmandu, at a Kiosk machine at the right side when you enter the immigration hall. If applying on-line, click on the top left icon for "Visa On-arrival" and follow the instructions, and print and bring a hard copy or take a photo of the visa form. Please complete this form less than 15 days before your trip. If applying at a kiosk, you will be asked to take a photo of the screen with the visa form.



16. If a fee is required for your visa, head to the Visa Fee Collection Counter on the left side of the immigration hall and provide your visa application form (hard copy or photo on phone), passport, passport photo and cash visa fee. Accepted currencies are shown below and exchange rates are posted next to the counter. Collect your passport and visa receipt from the desk to the right.



17. Head to an immigration counter with your passport, arrival documents, boarding pass, visa receipt and form, and APCAS invitation letter.
18. Participants who need to stopover in other countries should also obtain appropriate transit visas. If accommodation is required during an overnight layover (12h+), participants should also book their own hotel accommodation.
19. Should you require any additional visa supporting documents, participants are responsible to inform the APCAS30 Secretariat and Liaison officers in advance.
20. The Session Secretariat will issue a Provisional List of Participants on the first day of the session and should be notified of any corrections or additions to the list.

Flight reservation

21. The local international airport is Tribhuvan International Airport (TIA), Kathmandu, Nepal, with airport code KTM. Several airlines service this airport with connections from many countries. Delegates should choose suitable flight connections to/from their countries. As flight schedules are subject to change, delegates are advised to buy their air flight tickets well in advance.

Airport arrival and transfers to the APCAS30 Venue, and local SIM cards

22. APCAS officials will be available to assist delegates with formalities regarding transportation from the airport to the hotel, upon arrival at Tribhuvan International Airport (TIA), Kathmandu, Nepal.
23. Delegates are advised to provide their flight itinerary to the APCAS secretariat and APCAS30 Liaison Officers well in advance – and a minimum of one week - to ensure that they are met by an official upon arrival at Tribhuvan International Airport (TIA), Kathmandu, Nepal. Delegates are also requested to clearly label their luggage in order to facilitate identification during transportation to the hotel.
24. Delegates staying at Soaltee Kathmandu hotel, the APCAS30 venue, can organize airport transfers through Soaltee, provided their flight information is shared well in advance. A one-way taxi transfer is \$20 USD and can accommodate two persons with luggage.
25. For delegates organizing their own airport transfers, please note that taxi counters can be found after customs at the arrivals level and outside of the terminal, where metered and fixed fares are offered. Agree to a fare before getting into a taxi. Alternatives include the inDrive app, Nepal's version of Grab or Uber, which can be downloaded in advance.
26. You can purchase a local SIM card from multiple vendors after exiting immigration at Tribhuvan International Airport, for \$5 USD for seven days service. Nepal Telecom Company (NTC) and Ncell Axiata Telecommunications (Ncell) are two popular telecommunications providers in Nepal.

National custom and bio-security regulations

27. A person (above 18 years of age) may bring with them without incurring customs duties no more than 200 cigarettes, 25 cigars and 250 grams of tobacco; one liter of alcohol or beer up to 12 cans; cloths and goods for personal use; medicines for personal use up to a value of NPR 10,000; food up to a value of NPR 5,000 including tin pack food; 50 gms of gold ornaments and 100 grams of silver ornaments. Passengers should declare foreign currency in excess of \$2 000 USD or its equivalent. For wild fauna and flora regulations and more information please refer to the link at [IATA - Nepal Customs, Currency & Airport Tax regulations details \(iatatravelcentre.com\)](https://www.iatatravelcentre.com) and ensure that you abide by these regulations to avoid penalties.
28. Some select national customs include the following. Tourists are allowed to visit all historic monuments and touristic areas including areas with temples and stupas, though only Hindus are allowed to enter Pashupatinath Temple. Walk clockwise around Buddhist sacred stupas and monuments. Dress modestly in sacred places and note that leather is prohibited. Eat and give only with the right hand. Don't show too much skin. Avoid pointing the soles of your feet towards anyone.

Currency and Foreign Exchange

29. The national currency is the Nepalese Rupee (NPR). The currency can be exchanged at the airport or withdrawn from ATM if your bank card permits. To give an idea of the value of the NPR, as of 14 March 2024, the official UN Operation Rate of Exchange was 132.409 NPR/USD. There are several ATM machines at the APCAS30 premises.

Local regulations on identity proof/evidence

30. Participants are advised to carry along with them their passport when going out. However, great caution should be taken for safe keeping of the passport.

Venue and hotel accommodation

31. The session will be held in The Soaltee Kathmandu hotel. APCAS30 delegates are encouraged to stay at the meeting venue, where a limited number of rooms have been reserved.

The Soaltee Kathmandu

Address: Tahachal Marg, Teku Kalimati, Kathmandu, 44600, Nepal (9 km from Tribhuvan International Airport); Phone: +977-1-4273999; Website: www.soaltee.com

APCAS30 ROOM RESERVATIONS: <https://soaltee.com/asia-pacific-commission-on-agricultural-statistics>

- Staying Period: 18 – 25 May 2024.
- Type of room: Executive Room Double.
- APCAS Rate: \$110 USD per night conference rate, excluding taxes, or \$125 including taxes (17,000 NRP/night). Time limit for reservation: immediately until 10 May 2024
- Please use the following link for reservations at APCAS rates.
 - <https://soaltee.com/asia-pacific-commission-on-agricultural-statistics>
- Please note that a credit card or deposit is required to cover incidental room charges.
- Check - In time at 14:00; Check - out time at 12:00.

Inclusions:

- Welcome non-alcoholic refreshment drink.
- Accommodation in chosen category of room.
- Daily International Buffet Breakfast at the coffee shop – The Garden Terrace.
- Complimentary standard WIFI internet.
- Standard hotel amenities (in room tea/coffee maker with supplies, in room safe, iron/ironing board, LED TV with host of cable channels, two bottles of mineral water per day).
- Complimentary use of gym, swimming pool and health club (steam, sauna) except massages.
- Pillow menu card.

The hotel has several ATM's at its entrance, a 24-hour gym, spa and outdoor pool (check at hotel for spa and pool hours), and several restaurants and a café and bar.

RESERVATION ASSISTANCE:

E-mail: res.ktm@soaltee.com; Phone: +977 – 1 – 4273999

Ms Pragya Shrestha

Director of Sales

Mobile: 9801067009

Email: Pragya.shrestha@soaltee.com

Ms Kajal Poudel

Meetings and Events Executive

mobile: +977 – 9801067006

E-mail: kajal.poudel@soaltee.com,

Notes:

- Special request (single/double/king/twin/connecting/adjoining room/upper floor/lower floor) cannot be guaranteed and will be subjected to the availability upon check-in.
- Offer cannot be combined with other discounts and/or offers, unless otherwise specified.
- Early check-in and late check-out are subject to availability. Late check-out up to 18:00 hours is 50% of the quoted room rate above, check- out after 18:00 hours is considered as one night.
- If the on-line reservations show rooms are no longer available, please contact Ms. Kajal Poudel of Soaltee Kathmandu, or write to APCAS-Secretary@fao.org, so we can find a solution.

32. Annex-B contains details of other recommended hotels in vicinity of APCAS30 venue in Kathmandu.

33. Most hotels offer a range of standard services that can include Wi-Fi, restaurants, laundry, swimming pool, gym, and transfer services to/from the Airport. Please confirm with your hotel the services offered.

Climate

34. May is the first summer month of the year in Nepal. The weather is generally warm during the daytime and cool at night, with an average daily temperature range of 17°C to 30°C. Humidity is building in this pre-monsoon month. The average day in Kathmandu during May has 13.5 hours of daylight, with sunrise at 5:15 AM and sunset at 6:44 PM.

Emergency

35. In the event of an emergency, if needed, please alert APCAS30 Liaison Officers Mr Ram Krishna Regmi and/or Mr Mahesh Subedi and/or Mr Sandesh Subedi, as well as the APCAS Secretary, Ms Sangita Dubey (APCAS-Secretary@fao.org) and Mr Hari Thapa, APCAS events manager from Lemon Pvt Ltd. These officers will be available at the meeting venue at all times during the session. In the event of an emergency that affects your ability to present/participate, please alert APCAS30 Liaison Officers or the APCAS Secretariat listed in item 39, or contact APCAS-Secretary@fao.org. Those officers will be available at the meeting room at all times during the session.

Electricity

36. In Nepal, the standard voltage is 230 V and the frequency is 50 Hz. You can use your electric appliances in Nepal if the standard voltage in your country is between 220 - 240V. Please note especially if you are coming in from a country that uses 110 volts. Travel adapters with built-in transformers are recommended if you have electric gadgets/phones/laptops that need to be charged. Pictures of commonly used electric power outlet and plug used in Nepal are below.



Local Time

37. Kathmandu, Nepal is on +05:45 hours of Standard Greenwich Time. Please adjust your devices if necessary.

Nepal language

38. Nepali is the official language of Nepal. On arrival you may hear the words *Namaste* or *Namaskar*, being used, which means *Hello* or *Greetings*.

APCAS30 Secretariat

39. The FAO Regional Office for Asia and the Pacific provides secretariat services for APCAS. During APCAS30 and its side events, you may contact the following persons in the secretariat or liaison office:

Liaison Officers	
<p>Mr Ram Krishna Regmi Senior Statistician, Nepal Ministry of Agriculture and Livestock Development Kathmandu, Nepal Phone: +977 98 4159 9776 E-mail: rkregmi@yahoo.com</p>	<p>Mr Mahesh Subedi Director, National Statistics Office Kathmandu, Nepal Phone/WhatsApp: +977 98 6090 5752 E-mail: mk.subedi@gmail.com</p>
<p>Mr Sandesh Subedi Program Assistant FAO-Nepal, Kathmandu, Nepal WhatsApp: +977 98 4783 8485 Cell: +977 98 0233 0540 E-mail: Sandesh.Subedi@fao.org</p>	<p>Mr Hari Thapa APCAS Event Manager Lemon Pvt Ltd Phone: +977 98 0116 2312 E-mail: hari.thapa@lemon.com.np; operations@lemon.com.np</p>
<p>Mr Sachan Pradhan APCAS Event Operations Head Lemon Pvt Ltd Phone: +977 98 0116 2313 E-mail: Sachan.Pradhan@lemon.com.np</p>	
APCAS Secretariat	
<p>Ms Sangita Dubey (after session hours) APCAS30 Secretary and FAO Regional Statistician for Asia and Pacific WhatsApp: (+66) 61 447 5029 E-mail: APCAS-Secretary@fao.org</p>	<p>Mr Sanghyun Jeon (after session hours) APCAS documents manager FAO Regional Office for Asia and Pacific WhatsApp: +82 10 6235 7807 E-mail: sanghyun1.jeon@gmail.com</p>
<p>Mr Benjamin Lamberet Statistician and APCAS30 recorder WhatsApp: (+855) 97 884 5660 E-mail: Benjamin.Lamberet@fao.org</p>	<p>Mr Frank Yrle GIS Statistician and APCAS30 assistant recorder WhatsApp: (+855) 97 884 5660 E-mail: Frank.Yrle@fao.org</p>
<p>Mr Guy Oswald Obama Sub-regional Statistician WhatsApp: (+685) 763 3102 E-mail: Guy.Obama@fao.org</p>	

We look forward to welcoming you to Kathmandu, Nepal for the 30th Session of the Asia and Pacific Commission on Agricultural Statistics and its Side Events/Country roundtables.

Annex A**Thirtieth Session of
the Asia and Pacific Commission on Agricultural Statistics (APCAS30)**

Hosted by the Government of Nepal and the FAO Regional Office for Asia and the Pacific

Kathmandu, Nepal, 19-24 May 2024

REGISTRATION FORM

The information requested in this form will facilitate APCAS30 secretariat in servicing the session.

Please register online using the following QR code:

Alternatively, you may register online at <https://forms.gle/XkVHgRs7qeL5L9Vo7>; or complete the below registration form and submit it via e-mail to APCAS-Secretary@fao.org.

The APCAS Secretariat will contact you to confirm your registration and provide an Information Note and other relevant documents.

First name*:	
Family name*:	
Gender*:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Functional title/ position*:	
Organization Name*:	
Organization's Country*:	
Attend as*:	<input type="checkbox"/> Delegate <input type="checkbox"/> Observer <input type="checkbox"/> FAO <input type="checkbox"/> Other
E-mail address*:	
Mobile or WhatsApp phone number*:	
Office phone (with country code):	

**Mandatory fields*

Annex B

The following hotels are in walking distance of the APCAS30 venue (Soaltee Hotel), listed by proximity. Rates are indicative based on preliminary internet searches as of March 2024. Hotel aggregators, such as Agoda.com and Booking.com, may provide other alternative hotels and prices.

1. Grand Hotel Kathmandu

Address: Near Red Cross Road, Teku Kalimati, Kathmandu, 128, Nepal
(450 meters from Soaltee Hotel)
Website: <https://www.grandhotelnepal.com>
Rate: Hotel guest rooms average 70 USD per night
Phone: +977 1 5382482
E-mail: info@grandhotelnepal.com

2. Hyatt Place Kathmandu

Address: PO Box 8801, Tahachal Kathmandu, Nepal, 44614
(650 meters from Soaltee Hotel)
Website: <https://www.hyatt.com/en-US/hotel/nepal/hyatt-place-kathmandu/ktmzk>
Rate: Hotel guest rooms average 120 USD per night
Phone: +977 1 538 1234
E-mail: kathmandu.place@hyatt.com

3. Hotel Crowne Imperial

Address: PO Box 8801, Tahachal Kathmandu, Nepal, 44614
(1 Km from Soaltee Hotel)
Website: <https://www.crowneimperial.com/>
Rate: Hotel guest rooms average 40 USD per night
Phone: 015234725
E-mail: reservation@crowneimperial.com