

February 2016



منظمة الأغذية  
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

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones Unidas  
para la  
Alimentación y la  
Agricultura

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# Asia and Pacific Commission on Agricultural Statistics

## Twenty-sixth Session

Thimphu, Bhutan, 15-19 February 2016

## Information Note

### Session arrangements

1. The 26<sup>th</sup> Session of the Asia and Pacific commission on Agriculture Statistics will be held at Le Meridian Hotel, Thimphu, Bhutan, from 15 to 19 February 2016. The inaugural ceremony of the plenary session will take place at 0900 hours on 15<sup>th</sup> February 2016.
2. The normal working hours of the session will be 0900 to 1230 hours and 1345 to 1700 hours, unless otherwise decided by the Commission.
3. An order of the day will be issued daily, giving detailed information of the Commission business, on timetable of meetings, items to be discussed and other information of general interest.
4. The Tentative Provisional Agenda (APCAS/16/1) has been circulated with the invitation letter. Revised version of the agenda will be uploaded on the APCAS website and sent to the participants. The Final Agenda will be adopted by the Commission during the Session.

### Working languages

5. The Session will be conducted in English and also in French, if a French-speaking Member Nation advises in time 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/](http://www.fao.org/es/ess/) . Documents drafted during the Session will be available at the document distribution desk of the Session. The desk will also deliver mail and messages and deal with general inquiries.

## Correspondence

7. All correspondences concerning the agenda and technical contribution to the Session should be addressed to the APCAS Secretary and copied to the APCAS Liaison Officer at the addresses below. For logistic matters relating to Visa, travel and accommodation, APCAS Liaison Officer should be contacted directly.

*Mr. Mukesh Srivastava*  
 APCAS Secretary, and  
 Senior Statistician  
 FAO Regional Office for Asia  
 and the Pacific, Bangkok, Thailand  
 Phone : +66 2 697 4250  
 Fax: + 66 2 697 4445  
 E-mail: [APCAS26-Secretary@fao.org](mailto:APCAS26-Secretary@fao.org)

*Mr. Kencho Thinley*  
 26th APCAS Liaison Officer, and  
 Chief Planning Officer  
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 E-mail: [liaisonofficer.apcas26@gmail.com](mailto:liaisonofficer.apcas26@gmail.com)

8. Telephone, e-mail and facsimile services will be available at the Session premises. Postal services will be available at the hotel concierge and at a nearby post office.

## Formalities for entry into Bhutan

9. All the delegates attending the session will require entry visa except Indian nationals. While it may be possible to obtain visas from the nearest Bhutan Missions and Consulates, it is convenient and advisable for all the delegates submit scanned copy of their valid passport and duly filled visa application form (available on APCAS Website) to APCAS Liaison Officer and the APCAS Secretary in advance to process visa for all the delegates. While the official passports, diplomatic passports and UN passports do not incur any visa fees, the ordinary passport holders will have to pay a visa fee of approximately USD 40 which can be paid at the Paro International Airport upon entry into Bhutan.
10. The citizens of Thailand can avail visa on arrival. The citizens of India are exempted of visa but they must produce identity documents specifying their citizenship. The nationals of other countries are advised to check the visa procedures applicable to their countries.

## Registration

11. All delegates and observers are requested to register with the Secretariat, preferably not later than 15<sup>th</sup> January 2016, using the form at Annex-A of this Information Note to obtain hotel reservation, visa support and airport pick-up and drop services. This information will also support the Secretariat in

preparation of APCAS badges and documentation for the delegates which can be collected from the Registration desk which will open at 0800 hours on Monday, 15th February 2016

12. 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 the list.

### **Flight reservation**

13. Only two Airlines operate to/from Paro International Airport namely "Druk Air" and "Bhutan Airlines". The "Druk Air" operates to/from Bangkok, Delhi, Kolkata, Bagdogra, Bodh Gaya, Dhaka, Kathmandu, Guwahati, Singapore and Mumbai, and the "Bhutan Airlines" operates to/from Bangkok, Delhi, Kolkata and Kathmandu only. Flight Schedules of airlines are subject to change and it may not always be possible to find daily flight connections to/from Paro. Participants are thus advised to buy their flight tickets sufficiently in advance. For further information please visit: [www.drukair.com.bt](http://www.drukair.com.bt) and [www.bhutanairlines.bt](http://www.bhutanairlines.bt) . In case of any difficulties in reservation of air tickets, please contact the APCAS Liaison Officer.

### **Travel facilitation**

14. Upon arrival at Paro international airport, the authorities of Royal Government of Bhutan will make arrangements to assist delegates with formalities regarding immigration, visas, customs and transportation from airport to/from hotel.
15. Delegates are advised to provide their flight details to the APCAS Liaison Officer at least three weeks in advance to ensure that the participants are met by an official from the Secretariat upon arrival at the Paro International Airport. Delegates are advised to mark their luggage clearly in order to facilitate identification during transportation.

### **National regulation**

16. Bhutan is a tobacco free country. A person may import tobacco or tobacco products for personal consumption only as per the following permissible quantity: 800 sticks of cigarettes; or 1200 sticks of bidis; or 150 pieces of cigars; or 750 grams of other tobacco or tobacco products upon 100% tax payment of the value of the product.

### **Foreign exchange and banking**

17. Delegates may bring with them United States Dollars. A foreign exchange desk is available at airport or in hotels. The monetary unit used in the country is Ngultrum (Nu). The exchange rate is 1USD equals Nu. 64 (approximately). The Visa card, Master card and Credit cards may not be freely accepted by all the hotels and businesses. Delegates are advised to confirm mode of payment with the hotel in which they plan to stay or arrange. The Secretariat will facilitate exchange of money. However, participants are encouraged to exchange their money at the banks at the Paro International airport upon arrival.

**Venue and hotel accommodation**

18. The Session will be held in the Le Meridian Hotel, Thimphu. Arrangements have been made by the Organizing Committee for APCAS for the delegates and observers to stay at the same hotel. The hotel management has agreed to offer special discounted rates for APCAS participants. Other hotels in the vicinity of the meeting venue are also offering special discounted rates for APCAS participants. Full list of such hotels and their rates can be found in Annex-B. Please note that the special room rates may be applicable provided the reservation is the made through the APCAS Liaison Officer.
19. Request for hotel reservation should be made in writing on the Registration Form appearing in Annex-A as soon as possible, but not later than 15<sup>th</sup> January 2016. Duly completed Registration Form should be E-mailed to APCAS Liaison Officer in Thimphu, Bhutan with a copy to the APCAS Secretary in Bangkok, Thailand.

**Special tour arrangement**

20. Depending upon the final agenda, the host government may arrange a short field trip during the Session. Optional trips (at traveler's expenses) could be arranged upon request through local travel agents. The hotels normally facilitate such bookings.

**Weather and time**

21. Thimphu, the capital city of Bhutan, is situated at 2300 meters above sea level. Thimphu's winter season spans from December through March. The temperature in Thimphu in February ranges from 0° – 14° Celsius depending on the weather condition with 65% humidity. Days during this period normally experience clear skies and sunshine can be expected. Participants are advised to bring with them adequate warm clothing.

**Electricity**

22. The voltage in Bhutan is 250 volts AC and the power sockets of type D / F / G are used. Only some hotels may be able to provide suitable adapters to the guests. The participants are advised to check the socket adapters required by them.

## ANNEX -A

## 26th APCAS – Thimphu, Bhutan – 15 - 19 February 2016 Registration Form

1. Name \_\_\_\_\_

Family name Given names

2. Country/organization: \_\_\_\_\_

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 (city): \_\_\_\_\_

9. Hotel accommodation desired

A. Need support from Secretariat in hotel reservation in Thimphu? Yes/NO

If Yes, please indicate preference:

	Name of Hotel Requested	Category of room
First preference		
Second preference		
Third preference		

B. If sharing, specify name of roommate: \_\_\_\_\_

10. Please indicate if you have special requirements

Diet: Please specify: \_\_\_\_\_

Child care: \_\_\_\_\_

Others (please specify) : \_\_\_\_\_

NOTE: Each participant is required to complete this form (Annex A) and send to both APCAS Secretary and APCAS Liaison Officer as soon as possible, but not later than **15 January 2016**, preferably with complete flight information.

## Annex –B

**Hotels offering discounted rates to APCAS 26 Participants**

Address (A)	Room Type	Number of rooms	Normal Rates (USD)	Special discounted rate for APCAS Meeting (USD)
<b>Taj Tashi</b> T 00975-2-336699 F 00975-2-336677 M 00975-77314141 <a href="mailto:tajtashi.thimphu@tajhotels.com">tajtashi.thimphu@tajhotels.com</a> <a href="http://www.tajhotels.com">www.tajhotels.com</a> Post Box No. 524, Samten Lam, Chubachu Thimphu Bhutan.	Deluxe	48	550	150
	Deluxe with balcony	4	620	200
	Luxury	5	650	275
	Deluxe suite	3	840	520
	Duplux suite	2	900	600
	Luxury suite	4	1050	720
	<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• The above rates will be subject to 10% Bhutan Sales Tax and 10% Service Charge</li> <li>• Include breakfast</li> <li>• Wifi standard package up to 3 devices per room</li> <li>• Use of indoor heated swimming pool</li> <li>• Use of fitness center</li> <li>• Use of steam &amp; Sauna</li> <li>• Use of Jacuzzi</li> <li>• Free archery demonstration</li> <li>• Distance to conference: 8 - 10 minute walk</li> </ul>			

Address (B)	Room Type	Number of rooms	Normal Rates (Nu)		Special discounted rate for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>LE MERIDIEN★★★★★</b> Thimphu Chorten Lam, P.O. Box 01286, Thimphu, Kingdom of Bhutan <a href="http://lemeridien.com/thimphu">lemeridien.com/thimphu</a> Director Of Sales & Marketing T <a href="tel:+9752337788">+975 2 337788</a> M <a href="tel:+97517411631">+975 17411631</a> F <a href="tel:+9752337799">+975 2 337799</a> <a href="mailto:abhijeet.singh1@lemeridien.com">abhijeet.singh1@lemeridien.com</a> N 27°28' E 89°38'	Classic rooms	63	USD 500		USD 145	
	Deluxe Room	6	USD 550		USD 205	
	Junior Suite	7	USD 800		USD 399	
	Royal Suite	2	USD 1000		USD 499	
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast included</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : Conference in same Hotel</li> </ul>						

Address (C)	Room Type	Number of rooms	Normal Rates (Nu)		Special discounted rate for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Hotel Druk,★★★★</b> Clock Tower Square, PostBox1178, Thimphu, Kingdom Of Bhutan. Tel: 00975-2-322966 / 322977 PRI: 00975 77198819 Fax:00975-2-322677 Reservation Email: <a href="mailto:druk.thimphu@drukhotels.com">druk.thimphu@drukhotels.com</a> <a href="http://www.drukhotels.com">www.drukhotels.com</a>	Deluxe	31	7650	9360	6048	7488
	Suite	14	12000		9600	
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast included</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 3 - 4 minute walk</li> </ul>						

Address (D)	Room Type	Number of rooms	Normal Rates (Nu)		Special discounted rates for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Osel Hotel ★★★</b> PO Box 543, Phenday Lam Thimphu Bhutan Tele: <a href="tel:+975-2-344444">+975-2-344444</a> Email: <a href="mailto:dgm@oselbhutan.com">dgm@oselbhutan.com</a> <a href="mailto:reservation@oselbhutan.com">reservation@oselbhutan.com</a> Mobile :+975 17972667 Web: <a href="http://www.oselbhutan.com">www.oselbhutan.com</a>	Deluxe	31	7200	8400	4400	4870
	Suite	4	18600	19200	11600	12070
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast included</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 7 - 8 minute walk</li> </ul>						

Address (E)	Room Type	Number of rooms	Normal Rates (Nu)		Special discounted rates for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Thimphu Tower,</b> Clock Tower Square, Thimphu; Bhutan. Post Box No. 194. Telephone+975-2330025, E-mail: <a href="mailto:thimphutowers@gmail.com">thimphutowers@gmail.com</a> Websites: <a href="http://www.hotel.bt">www.hotel.bt</a>	Deluxe	14	4500	5000	3600	4000
	Premium	14	5500	6000	4400	4800
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast included</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 4 - 5 minute walk</li> </ul>						



Address (F)	Room Type	Number of rooms	Normal Rates (Nu)		Special discounted rate for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Namgay Heritage★★★★</b> Thimphu, Bhutan Phone: EPABX: +975-2-337112/14/15, O: 332191, Fax: +975-2-337112 e-mail: <a href="mailto:reservations@nhh.bt">reservations@nhh.bt</a> Website: <a href="http://www.nhh.bt">www.nhh.bt</a>	Standard	17	3500	4000	3447.50	3940
	Deluxe	22	5500	6000	4510	4920
	Executive suite	2	15000		9000	
	<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Swimming Pool Free</li> <li>• Stream Sona Free</li> <li>• Wifi free</li> <li>• Additional 5% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 4 - 5 minute walk</li> </ul>					
Address (G)	Room Type	Number of rooms	Normal Rates (Nu)		Special discounted rate for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Gakyil Hotel★★★</b> PO Box 543, Wogzin Lam Thimphu Bhutan Tele: +975-2-339640 Fax: +975-2-339642 Email: <a href="mailto:reservation@oselbhutan.com">reservation@oselbhutan.com</a> Web: <a href="http://www.oselbhutan.com">www.oselbhutan.com</a>	Superior rooms	40	4060	5120	2410	2820
	<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast included</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 3 - 4 minute walk</li> </ul>					

Address (H)	Room Type	Number of rooms	Normal Rates (Nu)		Special Discounted rates for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Hotel Pedling,</b> Near Swiss Bakery, Thimphu, Bhutan. P.Box No.976, Tel: 00975-325714/328988 M; 17117508/17125311/ 17117611 Fax: 00975-2-323592/. Email: info@hotelpedling.com / reservation@hotelpedling.com/ Website:www.hotelpedling.com or www.dewachenhotelsandresorts.com /www.bhutanhotelsandresorts.com	Standard	27	3200	3600	2240	2520
	Deluxe	3	4500	5000	3150	3500
	Suite	3	6000			4200
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast Excluded</li> <li>• Wifi free</li> <li>• Additional 10% service charge on normal rate and 10% BST on discounted rates.</li> <li>• Distance to Conference : 2 - 3 minute walk</li> </ul>						

Address (I)	Room Type	Number of rooms	Normal Rates (Nu)		Special Discounted rate for APCAS Meeting (Nu.)	
			Single	Double	Single	Double
<b>Gyelsa Boutique Inn★★★★</b> Thimphu Town, Thimphu Tel: +975-02-339191 +975-02-339192 Fax: +975-02-339193 Mobile:+975- 17199999 Email: gyelsaboutique@gmail.com Websites: www.hotel.bt	Deluxe	12	3300	4500	1815	2475
	Superior Deluxe	6	4000	5500	2200	3025
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast excluded</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 1 - 2 minute walk</li> </ul>						

Address (J)	Room Type	Number of rooms	Normal Rates (Nu)	Special Discounted rate for APCAS Meeting (Nu.)
<b>Wangchuk Hotel</b> , Thimphu, Bhutan Tel : +975-02-324500 (M): +9751716834/17234500 Email: thimphu@wangchukhotel.com <a href="http://www.wangchukhotel.com">www.wangchukhotel.com</a>	Double/ Twin	24	4800	2400
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast excluded</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 3 - 4 minute walk</li> </ul>				

Address (K)	Room Type	Number of rooms	Normal Rates (Nu)		Special Discounted rate for APCAS Meeting (Nu.)	
			Single occupancy	Double occupancy	Single occupancy	Double occupancy
<b>Khamsum Inn</b> Post Box # 810, Phenday Lam, Thimphu, Bhutan Phone: +975 2 328262/72 Fax: +975 2 332742 Email: <a href="mailto:manager@khamsuminn.com">manager@khamsuminn.com</a>	Standard	12	2,300	2,800	1610	1960
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• <b>English</b> Breakfast included</li> <li>• Wifi free</li> <li>• Additional 5% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 4 - 5 minute walk</li> </ul>						

Address (L)	Room Type	Number of rooms	Normal Rates (Nu)	Special Discounted rate for APCAS Meeting (Nu.)
<b>Hotel Taktsang,</b> P.BOX: 1227 Deobum Lam, Thimphu Bhutan Tele: +975-02-322102 Fax: +975-02-334558 Email:hoteltaktsang@gmail.com Web: <a href="http://www.hotel.bt">www.hotel.bt</a>	Deluxe Double	8	2500	1800
	Standard Double	6	2200	1500
	Queen size Duluxe	1	2000	1400
	Queen size Standard	1	1800	1200
<ul style="list-style-type: none"> <li>• The rates are on per room per night basis</li> <li>• Breakfast included</li> <li>• Wifi free</li> <li>• Additional 10% service charge and 10% BST will be levied on above rates.</li> <li>• Distance to Conference : 1 - 2 minute walk</li> </ul>				