

October 2012



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-fourth Session

Da Lat, Viet Nam, 8-12 October 2012

Information Note

**ASIA PACIFIC COMMISSION ON AGRICULTURAL STATISTICS
TWENTY-FORTH SESSION
DALAT, VIET NAM
8-12 October 2012**

Session arrangements

1. The 24th Session of the Asia and Pacific Commission on Agricultural Statistics will be held at the Saigon – Dalat Hotel, Viet Nam, from 8 to 12 October 2012. The inaugural ceremony of the plenary session will take place at 0900 hours on 8 October 2012.
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/10/1) 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 on 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: <http://www.fao.org/economic/ess/ess-events/ess-apcas/ess-apcas24/en/>
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.

Correspondence

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

Mr. Jairo Castano
APCAS Secretary
Economic, Social and Policy Assistance
Group
FAO Regional Office for Asia and the
Pacific
Bangkok, Thailand
E-mail: jairo.castano@fao.org

Ms. Do Thi Thu Ha
APCAS Liaison Officer
Deputy Director, Agriculture, Forestry
and Fishery Department
General Statistic Office
Hanoi, Viet Nam
E-mail: dothuha@gso.gov.vn

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

Formalities for entry into Viet Nam

9. Delegates who will attend the session and require entry visas are advised to submit visa applications as early as possible to allow time for processing and to minimize the chance of last minute delays. As the APCAS Secretariat cannot assist in facilitating an entry visa upon arrival, entry visas should be obtained from the nearest diplomatic mission or consulate of Viet Nam. Passport details of accompanying family members should also be provided to the organizers at the same time in order to facilitate issuance of visas. In the event that no diplomatic mission or consulate exists in a particular country, delegates should inform the Government Liaison Officer and the Conference Secretary, at the addresses indicated in paragraph 7 above, providing full name as in the travel document, date and place of birth, nationality, passport number, date and place of

issue, validity, port of entry and expected duration of stay in Viet Nam, in order to ensure that a visa will be granted on arrival.

10. Travellers arriving from infected areas would require a valid international certificate of vaccination against Yellow Fever. Other travellers require no vaccinations, but it is wise to ask your own physician about prudent precautions before travel.
11. Participants are advised to provide advance notice at least three weeks prior to arrival of the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in Viet Nam, to ensure that they are properly met on arrival at the **Lien Khuong domestic airport of Da Lat**, Viet Nam. Participants are advised to mark their luggage clearly in order to facilitate identification.
12. The authorities of Viet Nam will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage and provide them with transport to the hotel. Similar arrangements will be made at the end of the Conference.
13. All participants to the Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Dalat, Viet Nam, participants are advised to contact the travel desk at the Conference premises for special internal visits for spouses and for the reconfirmation of their departure date and time.

Foreign exchange and banking

14. Participants may bring with them United States Dollars. The foreign exchange and banks will provide the necessary information and measures of exchange rates and transfer. A bank/foreign exchange desk is available near the conference premises. The monetary unit is the Viet Nam Dong (VND). At the time of going to press the exchange rate is approximately 1 USD equals 20,000 VND. The following credit cards will be accepted: VISA, Master Card and to a lesser extent American Express.

Venue and Hotel accommodation

15. The Session will be held in the Saigon – Dalat Hotel. Arrangements have been made by the Organizing Committee for APCAS delegates, observers and accompanying persons to be billeted at the Hotel. The hotel management has agreed to offer special discounted rates for APCAS participants.
16. Information about hotels and rates can be found in Annex A. Please note that APCAS participants will have special room rates, but all reservations should be made through the APCAS Secretary and the APCAS Liaison Officer.
17. Requests for hotel reservations should be made in writing on the Registration Form appearing in **Annex B** as soon as possible, but not later than **20 August 2012** by faxing or emailing the **Annex B** to the APCAS Liaison Officer at,

Agriculture, Forestry and Fishery Department, General Statistic Office in Hanoi, Viet Nam with a copy to the APCAS Secretary in Bangkok, Thailand (see para. 9 above). For bookings received after **20 August 2012**, the room rates might be based on the **prevailing corporate rate** as the rates indicated in the box (Annex A) cannot be guaranteed.

Registration

18. All delegates and observers are requested to register with the Secretariat, soon after arrival, at the Session hall or at the Hotel, so that they can be provided with APCAS badges and for updated information about the Session. Registration will begin on Monday, 8 October 2012 at 08.00 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.

Special tour arrangement

19. The Agriculture, Forestry and Fishery Department, General Statistic Office, Viet Nam will be organizing a field trip to a local farm during the Session. Optional trips (at traveler's expenses) could be arranged upon request.

Weather and time

20. Dalat is located 1,500 m (4,900 ft) above sea level on the Langbiang Plateau in the southern parts of the Central Highlands in Viet Nam . The city is surrounded by mountains and pine forests and has many characteristics of a temperate climate. The average temperature here is 18–21°C, with highest temperature 30°C and lowest 5°C. During the month of October, which is the rainy season, the weather in Dalat is on average 22°C - 30°C.
21. Please note that Dalat in October observes local time as GMT + 07.00 hrs.; thus 10.00 hrs. in Bangkok is the same as 10.00 hrs. in Dalat.

Electricity supply

22. The voltage in Viet Nam is 220 volts AC (50 Hz). Type A, C and G adapters are recommended.

ANNEX A

HOTEL RATES

Address	Rooms	Rates	Notes	CODE
Saigon – Dalat Hotel 2 Hoang Van Thu Street Dalat Viet Nam Tel.: (84) 63 355 6789 Fax: (84) 63 355 1155 Email: hotel@saigondalat.com Website: http://www.saigondalathotel.com	Single	US\$60	Rate includes breakfast	C1
	Double	US\$60		C2

NOTE:

Rates above are net inclusive of breakfast and valid only for bookings received before **20 August 2012**. Room rates for bookings received after that date will be based on the prevailing corporate rate.

Exchange rate US\$1.00 = approx. Dong 20,000

Please indicate room codes in item 9 on the Registration Form (Annex B).

Registration form (Annex B) must be sent before **20 August 2012** to APCAS Liaison Officer (Viet Nam) with a copy to the APCAS Secretary (FAO Bangkok).



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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 (please indicate hotel and room codes as shown in Annex A)

Deluxe Single

Deluxe Double

Extra bed

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 B) in duplicate and send one copy to each of the addresses below as soon as possible, but not later than 15 August 2012, even if complete flight information is unavailable. You may fax or email flight information details at a later date.

Ms. Do thi Thu Ha
 24th APCAS Liaison Officer &
 Deputy Director
 Agriculture, Forestry and Fishery Department
 General Statistic Office
 Hanoi, Viet Nam
 Tel: +84 4 8234 903
 Fax: +84 4 7341 015
 E-mail: dothuha@gso.gov.vn

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