



FOR PARTICIPANTS ONLY
(As of 7 May 2007)

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**

**Sixty-third session
17- 23 May 2007
Almaty, Kazakhstan**

INFORMATION FOR PARTICIPANTS

GENERAL

1. The sixty-third session of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is scheduled to be held at the Intercontinental Hotel (Ankara Hotel), Almaty, Kazakhstan from 17 to 23 May 2007. The session comprises two segments: a senior officials' meeting from 17 to 19 May 2007, consisting of meetings of Committees of the Whole I, II and III and the Working Group on Draft Resolutions, and a ministerial meeting from 21 to 23 May 2007.
2. The eighth session of the Special Body on Least Developed and Landlocked Developing Countries, which is held immediately preceding the Commission session, will take place from 15 to 16 May 2007 in the Astana Room (basement floor), Intercontinental Hotel.
3. Side events of the sixty-third session include the Asia-Pacific Business Forum (APBF) 2007/SPECA Economic Forum on 18 and 19 May from 1400 to 1800 hours at the Intercontinental Hotel and an Exhibition "For Competitive Kazakhstan" on 19 May from 1000 to 1300 hours at the Atakent International Exhibition Complex. Details of the side events are contained in the Annexes 1 and 2.

MEETING SCHEDULE

4. The tentative schedule for the sixty-third session is as follows:

Senior officials' meeting:

- (a) Opening of the senior officials' meeting on 17 May 2007 in the Grand Ballroom, ground floor.

- (b) Meetings of the Committees of the Whole I, II and III from 17 to 19 May 2007 will be held in the following venues in the Intercontinental Hotel:
- **Committee of the Whole I:** Grand Ballroom, ground floor
 - **Committee of the Whole II:** C-Room, basement Floor
 - **Committee of the Whole III:** Astana Room with Foyer, basement floor
- (c) The Working Group on Draft Resolutions will meet from 18 to 19 May 2007 in one of the Committee rooms when the Committees of the Whole are not in session. If necessary, the Working Group may meet on 21 May 2007 to complete its work.

Ministerial meeting:

The inaugural meeting of the Ministerial Meeting on 21 May 2007 in the Grand Ballroom, ground floor, where all the subsequent meetings will be held. (A viewing room will also be available in Astana Room with Foyer, basement floor.)

APBF 2007/SPECA Economic Forum

- (a) The opening of the APBF 2007/SPECA Economic Forum will be held on 18 May 2007 in the Grand Ballroom, ground floor.
- (b) Meetings of the APBF 2007/SPECA Economic Forum will take place on 18 and 19 May 2007 in the Grand Ballroom, ground floor; Ablai Khan Room, mezzanine floor; and Belvedere Grill Room, T floor.
5. Subject to approval by the Commission and except for the opening meeting, the daily meeting hours are from 0900 to 1200 hours and from 1400 to 1700 hours.

CREDENTIALS

6. Members of delegations are kindly requested to bring their official credentials with them, duly signed by the appropriate authorities of their respective Governments/agencies/organizations, and provide them to the ESCAP Conference Officer at the time of registration.

REGISTRATION OF PARTICIPANTS

7. Participants attending the session, Special Body on Least Developed and Landlocked Developing Countries and side event are required to register and obtain

meeting badges in advance. For reasons of security, meeting badges should be worn visibly at all times during the meetings and at social functions.

(a) **Online registration**

For the sake of convenience and smooth coordination in the issuance of badges, participants are requested to register online at <http://www.unescap.org/63> well in advance, preferably **by 4 May 2007**. The badges of participants who have registered online can be collected at the registration counter without filling in a registration form.

(b) **Badge distribution and on-site registration**

A registration counter will be set up near by the entrance to the Intercontinental Hotel at the following hours:

- Between 0900 and 1600 hours, every day from 14 to 20 May 2007.
- Between 0730 and 0845 hours on 21 May 2007.

During the period indicated, arrangements for on-site registration will be made for participants who had difficulty or no access to the website of ESCAP for online registration. *Only the names of duly registered participants will be included in the list of participants for the sixty-third session.*

IMMIGRATION REQUIREMENTS

8. All foreign participants must hold passports that are valid for at least six months beyond the expiry date of visa. All foreign participants, except those whose countries have bilateral agreements on visas with the Republic of Kazakhstan, need to obtain a visa before entering the country. Holders of passport issued by the following countries are not required to obtain entry visas for Kazakhstan:

- | | |
|---------------|-----------------------|
| 1. Armenia | 7. Mongolia |
| 2. Azerbaijan | 8. Russian Federation |
| 3. Belarus | 9. Tajikistan |
| 4. Georgia | 10. Turkey |
| 5. Kyrgyzstan | 11. Ukraine |
| 6. Moldova | 12. Uzbekistan |

9. Participants with valid diplomatic or service passports from the following 10 countries may enter Kazakhstan without a visa.

- | | |
|-------------------------------|------------------|
| 1. China | 6. Pakistan |
| 2. Cuba | 7. Philippines |
| 3. Hungary | 8. Romania |
| 4. India | 9. Slovakia |
| 5. Iran (Islamic Republic of) | 10. Turkmenistan |

10. Participants from countries other than those listed above, as well as holders of a United Nations laissez-passer, are required to obtain appropriate entry visas. To obtain a visa of the Republic of Kazakhstan, the participants should apply to a diplomatic/consular mission of the Republic of Kazakhstan in their country of residence/employment by submitting a valid passport, an invitation letter from either the Ministry of Foreign Affairs of Kazakhstan or the Executive Secretary of ESCAP, a duly completed and signed visa application and one photo for each applicant.

11. If there is no diplomatic/consular mission of Kazakhstan in their country of residence/employment, the participants can apply for visa on arrival at either Almaty International Airport or Astana International Airport. To get a visa on arrival, participants should send their passport details (name, nationality, date of birth, passport number, place and date of issue, expiry date) at least two weeks before their departure to Almaty to the National Organizing Committee (NOC) at the following address:

United Nations Section
Ministry of Foreign Affairs
Republic of Kazakhstan
St. 1, No. 35
Astana 010000
Tel: +7 (3172) 720351, 720350
Fax: +7 (3172) 720386
Email:dmc@mid.kz

Upon receiving the above-mentioned passport details the Ministry of Foreign Affairs of Kazakhstan will issue a "visa authorization letter" which the participant should present to the immigration authorities of Kazakhstan on arrival at Almaty or Astana International Airport along with the following documents: a valid passport, an invitation letter from either the Ministry of Foreign Affairs of Kazakhstan or the Executive Secretary of ESCAP and one photo for each applicant.

WEATHER

12. Almaty is situated at an altitude of 600-900 metres above sea level. The climate in the city is markedly continental. The average temperature in Almaty in May is 16 degrees Celsius and average precipitation are 106.7 mm. All the conference rooms are maintained at a temperature of approximately 24 degrees Celsius.

TIME

13. Almaty time is six hours ahead of Greenwich Mean Time (GMT+6).

HEALTH AND VACCINATION

14. Meeting rooms and offices in the Intercontinental Hotel are smoke-free areas. Many hotels in Almaty have designated areas for smoking.
15. International health certificates for smallpox and cholera are not required. Valid yellow fever vaccinations certificates are required only of travelers coming from infected areas.

FOREIGN EXCHANGE AND BANKING FACILITIES

16. The currency in Kazakhstan is the Tenge and can only be obtained in Kazakhstan. Foreign currency should only be exchanged at any authorized local bank or money changer and all transactions must be recorded on a currency declaration form, which is issued on arrival. Participants are requested to retain all exchange receipts. Money should be brought in cash and exchanged when necessary. The current rate of the Tenge against the United States dollars is approximately 125 Tenge to \$1. Banking hours are from 0900 to 1800 hours, Monday through Friday.
17. Major European and international credit cards, including Visa and Diners Club, are accepted in the larger hotels in Almaty and in major shops and restaurants. There are facilities for credit card cash withdrawals in Kazakhstan. To avoid additional exchange rate charges, participants are advised to take travellers cheques in United States dollars.
18. There is no limit on the amount of Tenge that can be imported or exported. Also there is no limit on the amount of foreign currencies that can be imported provided it is declared on arrival. The export of foreign currency is limited to the amount that is imported; special permission is required for all amounts that exceed the foreign currency declared on arrival.

ELECTRICITY SUPPLY

19. The power supply in Kazakhstan is 220 volts. Continental plug adaptors should be used.

AIRLINE RESERVATIONS

20. A number of international airlines operate regular services to and from Almaty. Participants are advised to secure their bookings for return/onward travel prior to their departure for, or on arrival at, Almaty. Travel services will be available at the conference site.

HOTEL ACCOMMODATION

21. The following hotels have been designated as official hotels for the Commission session:

Name and contact information	Estimated time to meeting venue	Room type	Daily Room rates	
			Single (US\$)	Double (US\$)
Intercontinental Almaty ***** 181, Zheltoksan St., Almaty, 050013 Tel: +7 (3272) 505000 Fax: +7 (3272) 582100 Contact person: Gauhar Dihanbayeva E-mail: info@interconti-almaty.kz	Meeting venue	Deluxe	282	351
		Suite	319	387
		Club	387	456
Hyatt Regency Almaty ***** 29/6 Satpayev St., Almaty Tel: +7 (3272) 501234 Fax: +7 (3272) 508888 Contact person: Dilyara Smailova E-mail: mailbox@hyatt.almaty.kz www.almaty.hyatt.com	Approximately 20 minutes drive to meeting venue	Standard*	383	383
		Club king, king deluxe	474	474
		Club king deluxe	693	693
Astana Hotel ***** 113 Baitursynova, Almaty, 050072 Tel: +7 (3272) 507050 Fax: +7 (3272) 501060 Contact person: Zhanat Temirgazyeva E-mail: info@astana-hotel.com www.astana-hotel.com	Approximately 15 minutes drive to meeting venue	Standard	143	216
		Suite	240	240
Otrar Hotel ***** 73 Gogol St., Almaty Tel: +7 (3272) 506848, 730075 Fax: +7 (3272) 506809, 506811 Contact person: Makpal	Approximately 15 minutes drive to meeting venue	Standard	128	152
		Business	149	154
		Deluxe	256	200

Name and contact information	Estimated time to meeting venue	Room type	Daily Room rates	
			Single (US\$)	Double (US\$)
E-mail: otrar@mail.group.kz		Grand deluxe	262	272
Kazakhstan Hotel **** 542 Dostyk Ave., Almaty Tel: +7 (3272) 919101, 919906 Fax: +7 (3272) 507801 Contact person: Ahmetov Baurzhan E-mail: info@khotel.kz	Approximately 7 minutes drive to meeting venue	Standard (not renovated)	78	78
		Standard (renovated)	100/134 (Narrow/wide bed)	134
Almaty Hotel *** 85 Kabanbay batyr St., Almaty Tel: +7 (3272) 720070 Fax: +7 (3272) 720080 Contact person: Gulsim Moldahmetova E-mail: reservation@hotel-alma-ata.com	Approximately 10 minutes drive to meeting venue	Standard	120	160
		Deluxe		146
		Grand deluxe		185-202 (depending on room type)
Hotel Zhetysu *** Address: 55 Ablai-khan Avenue, Almaty Tel: + 7 (3272) 500 400, 500 407/ 509 266 Fax: + 7 (3272) 500 416 Contact person: Sairash Kumatova E-mail: bc@intelsoft.kz	Approximately 10 minutes drive to meeting venue	Standard	66-80 (depending on room type)	60/74 (Twin/double bed)
		Deluxe		79
		Grand deluxe		83-95-158 (depending on room type)

* All room rates include buffet breakfast and VAT. The standard room rate at the Hyatt Regency does not include breakfast

22. For hotel reservations, participants are requested to complete the attendance-hotel reservation form online and send it to the hotel of their choice. Participants should make their reservations as early as possible, but no later than **1 May 2007** as rooms at the above-listed hotels may not be available and may be priced at the market rate.

23. All rooms will be reserved on a first-come, first-serve basis and in accordance with the information provided in the online attendance-hotel reservation form. Any cancellations, postponements or any other changes must be notified at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

24. In the event that accommodation at any of the above-listed hotels is not available, every effort will be made to arrange for suitable alternative accommodation.

PAYMENT OF HOTEL ACCOUNTS

25. Before departure from Almaty, participants are expected to settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

RECEPTION ON ARRIVAL

26. To facilitate airport reception of participants, identity badges and luggage labels are enclosed with this note in order to avoid any inconvenience or possible delay at the airport on arrival.

27. Special immigration and customs channels and transportation arrangements will be made at Almaty International Airport for participants.

28. To facilitate airport transport arrangements, the expected date and time of arrival in Almaty and flight details should be communicated as soon as possible to the persons indicated in the hotel reservation form. Any subsequent changes should also be similarly notified.

29. In order for the host Government to provide proper protocol arrangements for participating heads of State/Government and ministerial-level heads of delegations, it is strongly recommended that they stay at one of the designated hotels. It is requested that the confirmed flight details of all participants, especially those at the ministerial

level, be notified **at least two weeks in advance** of the sixty-third session to the addressee contained in paragraph 11.

30. Any official notification issued by Governments/Agencies/Organizations concerning the composition of delegations should be sent to the Executive Secretary of ESCAP.

PRIVILEGES AND IMMUNITIES

31. Without prejudice to the appropriate privileges, immunities and facilities accorded to all participants, it is the duty of every participant to respect the laws and regulations of Kazakhstan and to refrain from interfering in the country's internal affairs.

LOCAL TRANSPORTATION

32. The NOC will provide shuttle transportation for participants from Almaty International Airport to the seven official hotels, as well as from the official hotels to the Intercontinental Hotel and official social functions being held outside the conference venue. To facilitate this process, participants are requested to inform the NOC about their arrival and departure schedules.

33. Participants not staying in any of the designated hotels will be responsible for arranging their own transportation to and from the airport, as well as between their respective hotels and the Intercontinental Hotel.

COMMUNICATIONS

34. Mail intended for participants during the sixty-third session should be sent to the following address:

(Name of delegate)
c/o ESCAP Conference Secretariat
Abai Room
Intercontinental Hotel
Zheltoksan St. 181
Almaty 050013
Kazakhstan
Tel: +7 (3272) 505000
Fax: +7 (3272) 582100

MEETING DOCUMENTS

35. Participants are requested to bring the copies of the meeting documents distributed by the ESCAP secretariat to their Governments/Agencies/Organizations prior to the Commission session. Only a very limited number of copies of such documents will be available during the session.

36. Participants are advised that all pre-session documents in the four official languages are currently available at <<http://www.unescap.org/63>>.

37. Documents for circulation or distribution at the Commission session should be handed to Mr. Thampi Sivasankaran, Acting Secretary of the Commission. A minimum of 200 copies are required to ensure proper distribution to participants. In accordance with United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or statements submitted by individual delegations unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

SOCIAL EVENTS

38. Delegations wishing to host receptions, luncheons or dinners should give prior notice to the Secretary to the Commission, in order to facilitate the secretariat's orderly coordination and notification of all social events.

ABOUT THE HOST COUNTRY - KAZAKHSTAN

General information

39. Kazakhstan is situated in Central Asia and covers 2.7 million sq. kms, about the size of western Europe. It stretches from the east of the Caspian Sea and Volga plains to the mountainous Altay and from the foothills of Tien Shan in the south and southeast to the plains of western Siberia in the north. Kazakhstan shares borders with Russia to the north, Turkmenistan, Uzbekistan and Kyrgyzstan in the south and China in the east. It has a lengthy shoreline (1984 kms) on the Caspian Sea.

Weather

40. The climate in Kazakhstan is continental in nature with cold winters and hot summers. The weather in May in Almaty, Kazakhstan is cool and comfortable with weather averaging from 10 to 20 Celsius. Almaty has an average of 11 days of rain and eight hours of sunshine every day in May.

Language

41. The official language is Kazakh. Russian is the most widely spoken language in Kazakhstan and is still used for administrative purposes. The national language, Kazakh, is a

Turkic language and is thus akin to the Kyrgyz, Uzbek and Turkmen languages spoken in Central Asia.

People

42. More than half the 15.4 million people in Kazakhstan are ethnic Kazakhs. There is also a sizeable Russian community (30 per cent of the population) and smaller communities of Ukrainians (4 per cent), Germans, Chechens, Kurds, Koreans, Uzbeks and Tatars.

Almaty

43. Almaty is the largest city in Kazakhstan, with a population of about two million. It is located on the south eastern border of the country close to both Kyrgyzstan and China. Long-distance rail connections include a daily Moscow-Almaty service and another line to Almaty from China via Urumchi.

Economy

44. Kazakhstan exports crude oil, base metals, chemicals, food and agriculture and commercial minerals. The main export industry is oil, while agriculture is another growing industry. Kazakhstan is the sixth largest producer of grain in the world. Chief livestock products are daily goods, leather, meat and wool. The country's major crops include wheat, barley, cotton and rice. Wheat exports, a major source of hard currency, ranked among the leading commodities in Kazakhstan's export trade. Nearly 160 deposits of oil and gas have been discovered on the country's territory. Since independence, there has been major foreign investment in the Caspian oil sector.

BUSINESS AND SHOPPING HOURS

45. Offices are generally open from 0900 to 1800 hours, Mondays through Fridays and from 0900 to 1630 hours on Saturday. Shops and businesses are generally open from 1000 to 2100 hours daily.

46. The following malls/shops are near the designated hotels:

- Ramstor, Furmanova St. 226
- Promenade, Abay Ave. 44
- Zangar, Ablai Khan Ave. 62

USEFUL NUMBERS

47. **Emergency numbers**
Fire Department: 01
Police: 02
Ambulance: 03

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| 48. | Taxi services | +7 (3272) 302203
+7 (3272) 555333
+7 (3272) 310184 |
| 49. | Airport
International Airport of Almaty | +7 (3272) 703333 |
| 50. | Airlines
Air Astana
Aeroflot
British Airways
Iranian Airlines
KLM Airlines
KLM City Office
Lufthansa
TransAero
Turkish Airlines
Uzbek Airlines | +7 (3272) 580950 or 584136
+7 (3272) 629638 or 399916
+7 (3272) 503628 or 503629
+7 (3272) 572827
+7 (3272) 572205 or 572767
+7 (3272) 507747 or 509183
+7 (3272) 572813 or 505052
+7 (3272) 639506
+7 (3272) 506220 or 501067
+7 (3272) 694057 |

SECRETARIAT OF THE NATIONAL ORGANIZING COMMITTEE

51. Participants may communicate with the NOC for further information about Kazakhstan and Almaty via addressee indicated in paragraph 11.

INSURANCE

52. Neither the NOC nor ESCAP will be responsible for personal accidents or damage to the private property of participants. It is highly advisable for participants to make their own arrangements with respect to personal insurance.

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Side Event: Asia-Pacific Business Forum (APBF) 2007/SPECA Economic Forum

1.	Full title	Asia-Pacific Business Forum 2007/SPECA Economic Forum
2.	Proposed dates	Friday and Saturday, 18-19 May 2007
3.	Theme of side event	At the Crossroads between Asia and Europe: harnessing the possibilities of Central Asia
4.	Expected Outcomes	<ul style="list-style-type: none"> ▪ Demonstration of opportunities and challenges of globalization for the region. ▪ Identification of priority areas for regional cooperation to ensure greater globalization benefits for Central Asia.
5.	Content and format	<p>A two-day event starting in plenary and followed by break-out sessions, which will be summarized in the concluding plenary session. All sessions will be interactive, with participation from the floor, and include panel discussions.</p> <p>Afternoon, Friday, 18 May 2007</p> <ul style="list-style-type: none"> ▪ Plenary “Central Asia at the crossroads: harnessing the opportunities of globalization”. ▪ Keynote statements. ▪ Break-out sessions on economic diversification and financial services, business contribution to health and development, and improving business climates. <p>Afternoon, Saturday, 19 May 2007</p> <ul style="list-style-type: none"> ▪ Break-out sessions on strengthening international trade competitiveness, profit and sustainability, and strengthening stability and security through economic integration. ▪ Plenary “Facilitating doing business in Central Asia: Priority Areas for

		<p>Regional Cooperation”.</p> <ul style="list-style-type: none"> ▪ Closing session: concluding statements, recommendations and determining plans for the future.
6.	Unique selling point (USP)	Prominent speakers and the opportunity to meet business and government representatives from across the Asia-Pacific region.
7.	Speakers	High-level government officials, CEOs/senior business executives, and representatives of international organizations, private sector institution and civil society entities.
8.	Participants	Business executives, government delegations from diverse ministries attending the Sixty-third Commission session, and representatives of private sector and civil society entities.
9.	Organization	Jointly organized by ESCAP and the Government of Kazakhstan, in close cooperation with private sector entities in Kazakhstan.

Side Event: Exhibition "For Competitive Kazakhstan"

1.	Full title	Exhibition "For Competitive Kazakhstan"
2.	Proposed dates	Saturday, 19 May 2007
3.	Theme of side event	Exhibition of products and services of Kazakhstan companies reflecting the country's economic aspirations
4.	Expected Outcomes	<ul style="list-style-type: none"> ▪ Wide demonstration of Kazakhstan achievements in industry and construction, trade and transport, science and techniques ▪ Establishment of business relations between Kazakhstan and foreign enterprises ▪ Promotion of the production of Kazakhstan manufacturers on the new markets
5.	Content and format	The event will be held on Saturday, 19 May 2007 from 10:00 to 13:00 hours at the Atakent International Exhibition Complex (address: Timiryazev St. 42, Almaty 050057; tel.: +7 (3272) 748100, 503730; fax: +7 (3272) 509238)
6.	Unique selling point (USP)	The opportunity to make contacts, exchange information and develop existing business relationships
7.	Participants	Business executives, Government delegations from diverse ministries attending the 63 rd Commission session, and representatives of private sector and civil society entities.
8.	Organization	Organized by the Government of Kazakhstan, in close cooperation with private sector entities in Kazakhstan.

