



**Global
Partnership**
for Effective Development
Co-operation

LOGISTICAL NOTE

14th STEERING COMMITTEE MEETING
24 – 25 October 2017
Pan Pacific Sonargaon Hotel
Karwan Bazar, Dhaka, Bangladesh

Contact:

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UNDP

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1. Meeting venue and registration

The 14th Steering Committee Meeting will be held on **Tuesday, 24 October and Wednesday, 25 October 2017 in Dhaka, Bangladesh** at the [Pan Pacific Sonargaon Hotel](#).

The venue is around 15 kilometers from the Hazrat Shahjalal International Airport in Dhaka.

Wi-Fi access will be available in the meeting room (Ball Room). Tea / coffee and lunch will be provided during the meeting.

Steering Committee members are requested to confirm participation (one representative + one accompanying delegate) **no later than 22 September 2017** by registering here: <http://bit.ly/2w7KA4v>

2. Visa

All foreign nationals entering Bangladesh require a visa. Meeting participants are responsible for their own visa arrangements. Neither the Global Partnership Joint Support Team nor the host government will be able to support visa application procedures, however, you have received a letter of invitation in your name. Please enclose it with your visa application. If you require a second, personalized invitation letter for visa purposes, please request it from Ms. Susan Rantalainen (susan.rantalainen@oecd.org).

Participants should contact the nearest Embassy or Consulate of Bangladesh, in the country of departure **as soon as possible** for their visa application or apply online at www.visa.gov.bd, if your country of origin is eligible for online visa applications (see Annex I). The Government of Bangladesh will facilitate visa-on-arrival for those participants who don't have a Bangladesh Mission in their country of residence. However, to avail this opportunity, the participants must send passport details, scanned copy of passport and travel itinerary at least 15 days before of the meeting, to Mr. Mohammad Mizanur Rahman at mizan.civilservice@gmail.com and Mr. Md. Rezaul Bashar Siddique at mrbsiddique@gmail.com.

IMPORTANT: Please also check whether you need a **transit visa** for countries in which you may have to transfer / stop over during your trip to / from Bangladesh.

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3. Accomodation

A block booking has been made for all Steering Committee Meeting participants at the **Pan Pacific Sonargaon Hotel** hotel at a discounted rate, but participants must make their own room booking as soon as possible, using the Room Reservation Form (see separate email attachment) OR registration link. To make a room booking, please complete the form and return it to reserve.ppdac@panpacific.com with “ATTENTION TO: Reservations Manager” in the subject line, or follow this link: www.panpacific.com/14th-SCM-of-GPEDC

(Please note that funded participants do NOT need to make room bookings. UNDP will make room bookings for funded participants. See Section 6 for more information.)

4. Airport Transfer

Pan Pacific Sonargaon Hotel will provide complimentary airport transfer for all participants. Please see the Airport Transfer section of Hotel Reseveration Request Form, where you are asked to provide flight details (See Section 3).

There will be dedicated reception desk at HSIA airport (Dhaka), facilitating participants in immigration and customs clearance, as needed.

5. Meals and specific food requirements

Lunch and refreshments are provided during the meeting on 24-25 October.

The Hon'ble Minister for Finance will host a cultural programme followed by dinner in the evening on 24 October 2017 in the Ball Room of Pan Pacific Sonargaon Hotel.

If participants have special dietary requirements or allergies, please advise susan.rantalainen@oecd.org. These will be accommodated as much as possible.

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6. Funded participants

Funding is available for **one participant** from eligible Steering Committee delegations. Delegations eligible for funding should register for the meeting as directed above by no later than **22 September 2017**.

Upon registration, UNDP will contact the delegation to verify funded status and will then provide further details regarding accommodations and travel. Please note that UNDP cannot reimburse participants for flights or hotels booked directly, so funded participants should **not** make their own travel or accommodation arrangements. Participants **are** responsible for securing their own visa arrangements (including transit visa).

7. Additional Information

- **Weather**

In October the average temperatures in Bangladesh are between 24°C and 31°C.

- **Local time**

The time zone in Bangladesh is (GMT/UTC+ 6)

- **Voltage**

The standard voltage in Bangladesh is 220V and 50Hz AC electricity.

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ANNEX I:

**AUSTRALIA
AUSTRIA
BAHRAIN
BELGIUM
BHUTAN
BRAZIL
BRUNEI
CANADA
CHINA
EGYPT
FRANCE
GERMANY
GREECE
INDIA
INDONESIA
IRAQ
ITALY
JAPAN
JORDAN
KENYA
KUWAIT
LEBANON
LIBYA
MALAYSIA
MALDIVES
MAURITIUS**

**MEXICO
MOROCCO
MYANMAR
NEPAL
NETHERLANDS
OMAN
PAKISTAN
PORTUGAL
QATAR
REPUBLIC OF KOREA
RUSSIA
SAUDA ARABIA
SINGAPORE
SOUTH AFRICA
SPAIN
SRI LANKA
SWEDEN
SWITZERLAND
THAILAND
THE PHILIPPINES
TURKEY
UNITED ARAB EMIRATES
UNITED KINGDOM
USA
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