

Workshop on the Operation of Civil Registration, Vital Statistics and Identity Management Systems for East Asian Countries

13 – 17 November 2017

Hanoi, Vietnam

INFORMATION NOTE FOR PARTICIPANTS

A. Meeting-Related Information

1. Meeting venue and dates

The Workshop on the Operation of Civil Registration, Vital Statistics and Identity Management Systems for East Asian Countries will be held on 13 – 17 November 2017 at the C2 Room, Green One UN House, located at 304 Kim Ma Street, Hanoi.



2. Registration and identification badges

Participants will enter the compound through the 304 Kim Ma pedestrian entrance building.

Participants must bring a photo ID card for the registration process. Bags will be screened by X-ray machine and participants will walk through a metal detector to ensure weapons do not enter the UN compound. This experience will be similar to airport security.

Participants must follow instructions by UN security personnel.

If the participants are UN staff, they must deposit their UN ID card to get a Blue Visitor card which will allow free access within GOUNH premise as a local staff.

For others, they will have to deposit personal ID card to receive a daily conference badge which allow access within GOUNH ground floor only.

Participants are required to wear the Conference Badge visibly at all times. Visitors with Conference badge are allowed to access Ground Floor with no escort required between gate and main building

Green One UN House cannot provide parking facilities for participants. You are advised to park your car or motorbike at Ngoc Khanh Parking Station at 306 Kim Ma street and/or at parking places on Van Phuc street.

3. Working language of the workshop

The meeting will be conducted in English and all documentations will be in English. No translation/interpretation services will be provided.

4. Officers to be contacted on meeting matters

Ms. Maria Isabel Cobos
Statistician
Department of Economics and Social Affairs
United Nations
Tel: +1 (917) 367 3072
Email: cobos@un.org

Ms. Jennifer Tungol
Programme Management Assistant
Department of Economics and Social Affairs
United Nations
Tel: +1 (212) 963 9120
Email: tungol@un.org

B. Travel

5. Immigration and Entry Visa

Participants are requested to carefully check the visa requirements for entry to Vietnam and arrange their own visas. To apply for an appropriate entry visa to Vietnam, participants are required to contact the respective Vietnamese Embassy/Consulate-General in their countries for accurate information regarding to their visa application procedures and required documents.

Please also refer to the Administrative Instructions sent by UNSD along with the invitation letter (UNSD funded participants).

6. Air tickets/Airline reservations

For participants funded by UNSD, please refer to the Administrative Instructions sent by UNSD along with the invitation letter.

For participants funded by UNICEF, please communicate directly with your UNICEF country office.

7. Hotel accommodation in Hanoi

The following hotels located relatively close to the Green One UN House. Room rates are indicated below (as of January 2017). Participants can directly contact the hotels for booking.

Hotel Details	Room Type	Daily room rates (USD)	Remarks
		Single/Double	
Hanoi Daewoo Hotel Address: 360 Kim Ma St., Ba Dinh District Tel : +84 4 3 831 5000; Fax : +84 4 3 831 5588 Email : sales@daewoohotel.com http://www.daewoohotel.com/	Single	85.00	Rates subject to: 10% Government Tax and 5% Service Charge
	Double	85.00	
Lotte Hotel Hanoi Address: 54 Lieu Giai St., Ba Dinh District Tel: +84 4 3333 1000 E-mail: hotelhanoi@lotte.net http://www.lottehotel.com/hanoi/en/	Single	126.00	Net rates
	Double	145.00	
Hotel Pullman Hanoi Address: 40 Cat Linh St., Ba Dinh District Tel: +84 4 3733 0808; Fax: +84 4 3733 0888 Email: h7579-re3@accor.com http://www.pullmanhotels.com/gb/home/index.shtml	Single	98.00	Standard King Rates subject to: 5% Service Charge and 10% Government Tax
	Double	108.00	

Hanoi Hotel Address: D8 Giang Vo St., Ba Dinh District Tel: +84 4 3845 2270; Fax +84 4 3845 9209 E-mail: sales@hanoihotel.com.vn http://hanoihotel.com.vn/hanoi/	Single	80.00	
Super Hotel Candle Address: 287-301 Doi Can St, Ba Dinh District Tel : +84 4 3733 9933 (Receptionist) E-mail: res@superhotelcandle.vn http://candlehotel.vn/en/index.html	Single Double	70.00 80.00	Net rates
Sofitel Plaza Hanoi Address: 1 Thanh Nien Road, Ba Dinh District Tel: +84 4 3823 8888; Fax: + 84 4 3829 3888 E-mail: http://www.sofitel.com/3553	Single	100.00	West Lake's area; 10 minutes driving to GOUNH
Sheraton Hanoi Hotel Address: K5 Nghi Tam, 11 Xuan Dieu Street, Tay Ho District Tel: +84 4 3719 9000; Fax: +84 4 3719 9001; Mobile: 849 3680 2218 E-mail: sheraton.com , sheratonhanoi.com	Single	110.00	West Lake's area; 15 minutes driving to GOUNH

8. Payment of hotel accounts

Before departure from Hanoi, **participants should settle directly with their respective hotels all accounts** including room charges and other expenses such as local and long distance telephone calls, internet use, business center 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 late arrival or rescheduled departure for which adequate prior notice was not given.

9. Arrival at the airport and transport to the hotel

Participants should make their own transportation arrangements from Noi Bai International Airport to their respective hotels. Various transportation services, including public taxis, minibus and public buses, are available to Hanoi Noi Bai Airport arrivals level. Metered taxi services are readily available at the airport. Taxi fare is charged according to taxi meter. Taxi ride to the city center takes about 30 minutes and costs approximately 320,000 VND/ 14 USD. **Take only official, metered or pre-booked taxis.** Do not accept rides from people that approach you in the terminal.

- Terminal 1: Domestic flights within Vietnam operate from Terminal 1. A free shuttle bus is available for transit passengers connecting between International Terminal 2 and Domestic Terminal 1

- Terminal 2: New International Terminal 2 opened at the end of 2014. All international flights operate from Terminal 2.

For more information about the airport, please visit <https://www.hanoiairportonline.com/hanoi-airport-transportation/>

10. Transport to attend meetings

Participants must make their own transport arrangements in order to attend meetings. Please ask assistance from respective hotels on the most appropriate and convenient mode of transport.

Recommended local taxi brands:

Taxi ABC: + 84 (4) 3 7 19 19 19

Taxi Hanoi: + 84 (4) 3 8 53 53 53

You can have Service Desk at the Green One UN House to help calling the taxi, or UBER/GRAB are applicable in Hanoi for your selfservice.

11. Internet services

Inside the Green One UN House, participants can access internet via Wi-Fi.

12. Catering services

There is a Cafeteria for lunch, breakfast and drinks inside the Green One UN House.

C. OTHER INFORMATION

13. Weather

Hanoi features a warm humid subtropical climate with plentiful precipitation. The city experiences the typical climate of northern Vietnam, with 4 distinct seasons. Winter, from November to January, is dry and cool. The city is usually cloudy and foggy in winter. The average daily high in November is around 25.2 °C and the average daily low is 18.5°C.

14. Foreign exchange and banking facilities

The local currency is Vietnamese Dong and the exchange rate as of 18 October 2017 is US\$1=VND 22,720.

Banking services are available in the ground floor of the Green One UN House.

15. Electric Plug and Socket

In Vietnam the power sockets are of type A, C and D (see images below). The standard voltage is 220 V and the standard frequency is 50 Hz. Participants are encouraged to carry their own adapters for use with laptops and mobile phones as the Secretariat will not be able to provide these. In the venue, there may be extra sockets but may be limited.



Type A: This socket has no alternative plugs



Type C: This socket also works with plug E and F



Type D: This socket has no alternative plugs

16. Travel information

We have a travel agent inside the GOUNH. They are located in the GOUNH CS area on the Ground Floor. They are one of two travel partners that the UN in Vietnam have long term arrangements with.

Contact:

Ms. Ha Thu: + 84 4 3 850 1876 or email: thu.tranha@gotadi.com

17. Restaurants and shopping

Within 3 km:

Asian

* High way 4 Kim Ma: 575 Kim Ma street, 04 3 7716372

* Foodcourt at Lotte Center 29 Lieu Giai

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Western

* Cousin Dao Tan

* The Bistro: 302 Kim Ma

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Vegetarian

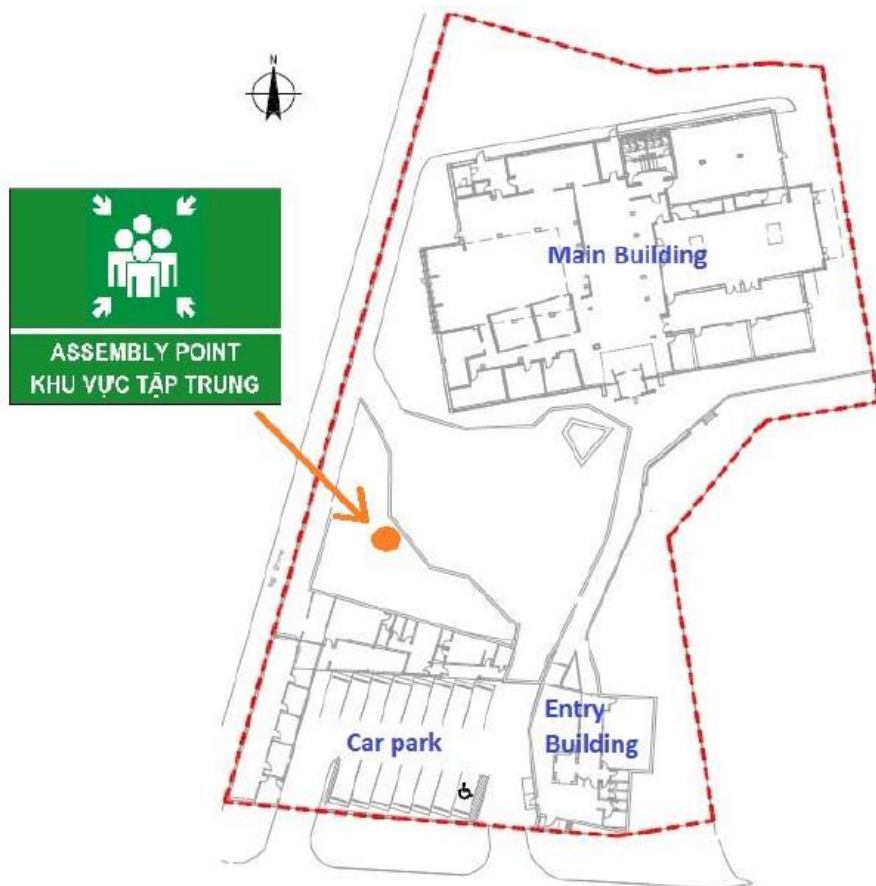
* Loving Hut: 18 / 71 Nguyen Hong Street, 04 66751197

* Bo De Tam: 34 Pham Huy Thong, 04 3 7245872

SHOPPING DISTRICT is about 4 km from GOUNH and for more recommendations, you can log on this page: <https://tnhvietnam.xemzi.com/>

18. In case of emergency

In case of fire alarm or evacuation instructions given via the speaker system, participants must walk to the Assembly Point in the courtyard.



18. Medical assistance

A family medical practice booth is located right in the premise yard for providing first-aid service.

For any other medical consultations and/ or in health emergency cases you can use the emergency medical contact listed below or contact the Green One UN House Service Desk for support.

Dr. Herve Patrick Yves Rene Mangon

Emergency Medicine International SOS Clinic

Address: 1 Dang Thai Mai, Hanoi

Tel: + 84 4 3 934 0666

Dr. Yaron Atzmon

Internal Medicine Family Medical Practice

Address: A1, Van Phuc, Rm 109-112, Diplomatic Compound, 298, Kim Ma, Hanoi

Tel: + 84 4 3 843 0748