



**UNITED NATIONS SPECIAL PROGRAMME FOR THE ECONOMIES OF
CENTRAL ASIA (SPECA)**

2016 SPECA ECONOMIC FORUM
“Enhanced Implementation of SDGs through Cooperation”

and

ELEVENTH SESSION OF THE SPECA GOVERNING COUNCIL

(Ganja, Azerbaijan, 22-23 November 2016)

INFORMATION NOTICE

I. INTRODUCTION

This Information notice provides some details regarding the 2016 SPECA Economic Forum and the eleventh session of the SPECA Governing Council jointly organized by the Government of the Republic of Azerbaijan, the current Chair of the United Nations Special Programme for the Economies of Central Asia (SPECA), the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the United Nations Economic Commission for Europe (UNECE).

II. VENUE

These high-level SPECA events will take place on 22-23 November 2016 at the Ramada Plaza Gence Hotel in Ganja (address: 519 Nizami Ganjavi ave., AZ2019, Ganja, Azerbaijan).

III. PARTICIPATION

Government representatives of the United Nations member States, representatives of United Nations agencies and programmes, relevant international and regional organizations, international financial institutions, donors as well as representatives of the private sector and the academic community are invited to participate in the 2016 SPECA Economic Forum on 22-23 November 2016. Representatives of neighbouring countries, other countries interested in supporting the Programme, United Nations agencies and programmes, international and regional organizations, international financial institutions and donor agencies can attend the eleventh session of the SPECA Governing Council in the afternoon of 23 November 2016 as observers.

IV. CONFERENCE FEE

No conference fee is charged for participation. Travel and accommodation expenses are borne by the participants.

V. PRELIMINARY REGISTRATION

Interested parties are invited to fill in the Registration form (Annex) and return it by **1 November 2016** at the latest to the following addresses:

Ms. Elvira Mynbayeva
 Programme Officer
 ESCAP Subregional Office
 for North and Central Asia
 Tel.: +7 727 338 4403
 Fax: +7 727 338 4417
 E-mail: mynbayeva@un.org

Ms. Lyazzat Palymbetova
 Team Assistant
 ESCAP Subregional Office
 for North and Central Asia
 Tel.: + 7 727 338 4404
 Fax: + 7 727 338 4417
 E-mail: palymbetova@un.org

VI. PASSPORTS AND VISAS

All participants should be in possession of a valid passport and an entry visa if required. Please note that the visa processing may take up to 2 weeks. Visa applications should be submitted well in advance to the respective diplomatic mission of the Republic of Azerbaijan.

Participants who require visa for entry into Azerbaijan should visit <http://mfa.gov.az/content/918> and complete the visa application process as soon as possible. The list of diplomatic missions is available at the official website of the Ministry of Foreign Affairs of the Republic of Azerbaijan (<http://mfa.gov.az/content/22>).

VII. INFORMATION ON TRANSPORTATION AND ARRIVAL/DEPARTURE

For representatives of the SPECA countries, participants from other countries and representatives of international organizations, who are coming from abroad, the Ministry of Economy of the Republic of Azerbaijan will provide transfer from / to the Ganja airport and Ramada Plaza Gence Hotel.

The Organizers request all delegations of the SPECA countries as well as other participants in the SPECA events to provide the detailed information on their arrival/departure both by special and regular flights.

Please provide the Organizers (Transport Coordinator [Mr. Tabrik Babayev](mailto:Mr.Tabrik.Babayev), Ministry of Economy of the Republic of Azerbaijan, tel.: +994 12 493 88 67, mob.: +994 50 211 96 84, e-mail: Tebrik.babayev@economy.gov.az) with your travel details as soon as possible, but not later than **15 November 2016**.

The participants arriving by regular flights will be handled in accordance with the general procedure. When departing by regular flights, the participants should arrive 2 hours before the flight departure.

VIII. ACCOMMODATION

A suitable number of standard/deluxe rooms (approximately US\$ 60 per night including breakfast) are available at the Ramada Plaza Gence Hotel (address: 519 Nizami Ganjavi ave., AZ2019, Ganja, Azerbaijan, tel.: +994 22 267 00 05, mob: +994 55 455 05 11, fax: +994 22 267 20 15, skype: [ramadaplazagence](https://www.skype.com/name/ramadaplazagence), e-mail: info@ramadaplazagence.com). Payments: Credit cards or USD dollars.

The contact person at the Ramada Plaza Gence Hotel is Ms. Saida Salimova (tel.:+994 55 455 05 05/+994 22 267 00 05, e-mail: s.salimova@ramadaplazagence.com).

Each participant is expected to cover the cost of his or her own accommodation.

IX. DOCUMENTATION

Documents for the 2016 SPECA Economic Forum and the eleventh session of the SPECA Governing Council can be found on the ESCAP and UNECE websites.

A limited number of copies of documents will be available in the Conference room.

X. INTERPRETATION AND VISUAL AIDS

Simultaneous interpretation in English and Russian, as well as facilities for computer-aided presentations (e.g. PowerPoint) will be provided.

XI. USEFUL INFORMATION

Weather: In November, the average temperature in Ganja ranges from +6 to +10 °C.

Time: GMT+4

Currency: National Currency is Azerbaijani Manat (AZN). The current exchange rate is 1 US\$ = AZN 1.60. (Azerbaijan adopted a free floating currency regime, hence there is a possibility of changes in currency)

International calls: For international calls, please dial: +994 - network code - dialed number.

Emergency numbers: 101 - Fire emergency; 102 - Police; 103 - Ambulance service.

Taxi services: For taxi services please contact a hotel reception desk.

Further information on the 2016 SPECA Economic Forum and the eleventh session of the SPECA Governing Council can be obtained from:

Ms. Elvira Mynbayeva
 Programme Officer
 ESCAP Subregional Office
 for North and Central Asia
 Tel.: +7 727 338 4403
 Fax: +7 727 338 4417
 E-mail: mynbayeva@un.org

Ms. Lyazzat Palymbetova
 Team Assistant
 ESCAP Subregional Office
 for North and Central Asia
 Tel.: + 7 727 338 4404
 Fax: + 7 727 338 4417
 E-mail: palymbetova@un.org

REGISTRATION FORM

2016 SPECA ECONOMIC FORUM 11th SESSION OF THE SPECA GOVERNING COUNCIL

(Ganja, Azerbaijan, 22-23 November 2016)

Family name (*Mr./Ms.*): First name:

Delegation (*Country or organization*):

Professional title:

Name of government body, organization or company

Official address:

Street:

City: Tel:

E-mail: Fax:

I wish to participate in:

2016 SPECA Economic Forum, 22-23 November 2016

11th session of the SPECA Governing Council, 23 November 2016

Date (DD/MM/YY)

Signature

**PLEASE SEND THE COMPLETED REGISTRATION FORM
BY 1 NOVEMBER 2016 AT THE LATEST TO:**

**Ms. Elvira MYNBAYEVA (E-mail: mynbayeva@un.org) &
Ms. Lyazzat PALYMBETOVA (E-mail: palymbetova@un.org)**