



**ENHANCING STRATEGIC ENVIRONMENTAL ASSESSMENT IN SELECTED
COUNTRIES OF EASTERN
EUROPE, THE CAUCASUS AND CENTRAL ASIA
SUB-REGIONAL CONFERENCE & TRAINING OF TRAINERS WORKSHOP
NOVEMBER 2-6, 2015, GEORGIA**

LOGISTICAL NOTE

Dear participants,

We look forward to meeting you in Georgia soon. We designed the programme for the conference and the training of trainers workshop to ensure that you could obtain necessary skills and knowledge to further support your countries in the development of the environmental assessment systems in accordance with the international standards. We also carefully thought about logistical details to make your stay in Georgia as comfortable as possible. Thus, hereby we provide you with practical details regarding the Sub-regional Conference and Training of Trainers Workshop. Please do not hesitate to contact us Ms. Inga Nikagosian (inganikagosian@gmail.com) in case of any additional questions.

On behalf of the organizing team



Elena Santer
United Nations Economic
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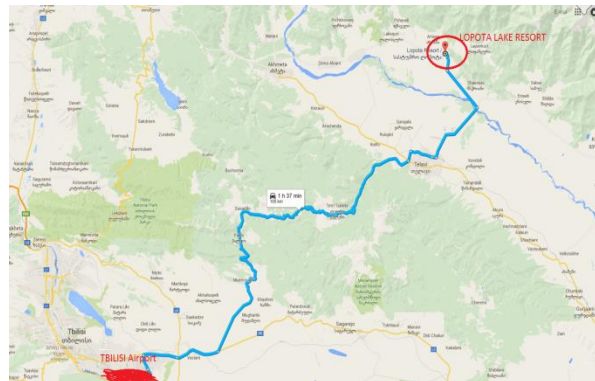


Sophie Tchitchinadze
Georgia's Environmental
Outlook



MEETING VENUE

The Sub-regional conference and Training of Trainers workshop will take place at the Conference Room of the Lopota Resort in Kakheti, Georgia (See detailed information at <http://lopota.ge/home/eng>). From Tbilisi airport, it will take you up to 2 hours 30 minutes to reach the venue of meeting.



WORKING HOURS, LANGUAGES OF THE MEETING

Sunday, 1 November 2015

20:00 – 22:00 Welcome buffet

Monday, 2 November 2015

9:15 – 10:00 Registration of participants

10:00- 19:00 Sub-regional conference on ‘Developing legislative framework for the strategic environmental assessment in line with the Protocol on SEA’

Tuesday, 3 – Friday, 6 November 2015

9:30 – 18:00 Training of Trainers Workshop on ‘Design and Delivery of training events on Strategic Environmental Assessment’

Languages

The meeting will be conducted in English and Russian with simultaneous interpretation.



EVENTS DOCUMENTS

The webpage (<http://www.unece.org/index.php?id=40656#/>) of the UNECE secretariat contains general information about the conference and the training workshop, agenda for the events, background materials, home assignments, preliminary list of participants and a logistical note. Presentations will be available shortly before the events. In addition, you will be provided with printed handouts of all presentations in Russian language or English versions.

Please make sure that you have taken with your current or drafted legislation on environmental impact assessment and strategic environmental assessment.

ARRIVAL TO THE AIRPORT AND TRANSPORTATION TO THE LOPOTA LAKE RESORT

We hope you have already obtained your tickets and ready to start your journey. Please contact Ms. Inga Nikagosian (inganikagosian@gmail.com) if you still do not have a ticket. All participants will be met in the airport of Tbilisi and will be directly transported by mini busses to Lopota on November 1 and back to Tbilisi on November 6. **(Please look out for a driver with the board 'SEA/GEO' after you leave the luggage claim area at the Tbilisi airport!).** As mentioned above, the trip from the airport to Lopota Lake Reesort takes maximum 2 hours and 30 minutes (116 km).

Those Participants arriving in Tbilisi early in the morning on November 1 will be met at the airport, but for their comfort they will be offered to stay overnight (breakfast and lunch included) at a hotel Iveria Inn in Tbilisi (<http://www.iveriainn.com/>) before their departure for Lopota later in the afternoon on November 1. The departure to Lopota lake resort will be organised at 16:00 from the Hotel, so that you would reach the venue by 19:00.

ACCOMODATION AT LOPOTA, KAKHETI REGION

From November 1st to November 6th, organizers will ensure accommodation of participants in single rooms. In-room amenities include:

- Private balconies
- Seating area
- Mini-bar (not free of charge)
- Free Wi-Fi
- Hairdryer, bathrobes and slippers
- Hygienic supplies
- Flat-screen TV
- Telephone
- Air-conditioning
- Work desk
- Free Coffee & Tea
- Umbrella

Please don't drink water from the tap. Free bottle of steel water will be available in each room.



The beverages and food from the fridges can be used, but the participants should pay for this themselves.

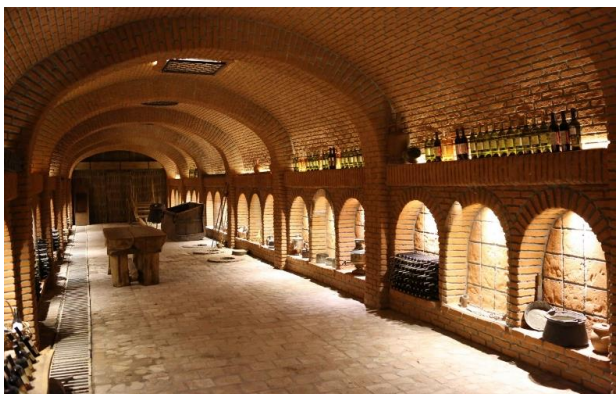
Electro buses and cars will serve upon arrival for caring luggage during check in and check out.

MEALS

From November 1st to November 6th, breakfast, lunch, dinner and refreshments during short breaks at the morning and afternoon sessions will be provided by the organisers.

Two special dinners and excursions will be organized outside the Lopota Resort. Busses will be waiting for you outside the Resort.

Tuesday, 3 November from 6.15 p.m. to 21:30 p.m



Excursion and Dinner will be organized in Winery Khareba's Unique Wine Cellar and Tunnel, Kakheti Region, located 25 km away (30 minutes by car) from the Lopota Resort.

Thursday, 5 November from 6.15 p.m. to 21:30 p.m



Excursion and Dinner will be organized in Chateau Mere, Kakheti Region, located 25 km away (30 minutes by car) from the Lopota Resort. Transportation of all participants will be organized upon completion of the working session.



PER DIEMS

Please note all expenses for the events are covered by the organisers. However should you have any additional incidental expenses, you will be provided partial per diems.

On November 1, before dinner, per diems will be distributed in the Conference room next to the Restaurant. To obtain your per-diems, we would kindly ask you to present your arrival Boarding Pass. We would also kindly ask you to send us upon arrival to your home destination a scanned copy of return boarding pass by mail sopho.tchitchinadze@geo.org.ge

ACCOMMODATION IN TBILISI AFTER DEPARTURE FROM LOPOTA

On November 6 after completion of the training, we will provide transport to move you from “Lopota Lake Resort” to Tbilisi, where you would be able to spend an evening enjoying in the Old Tbilisi City. The bus will leave from the main gate of the Lopota Lake resort at 18.30. For your comfort, your accommodation is organised and paid in the hotel Citadines located in the centre of Tbilisi (http://www.citadines.com/en/georgia/tbilisi/freedom_square.html). Check in - November 6 - Check out - November 7, 12:00.

We kindly ask you to arrange for transportation from the Hotel Citadines to the airport by yourself. You could ask for assistance from the hotel reception or contact the taxi service directly by the following phone number: call +995 32 2 200 200; +995 32 274 74 74. A taxi fare from the city centre to the airport is about 25-35 GEL (12-18 USD). You would be asked to pay these expenses from your per-diems.

WEATHER

The temperature in Tbilisi early November ranges between 7°C at night and 14°C during the day. The temperature in Kakheti early November ranges between 4°C at night and 13°C during the day. It is expected to be rainy (on October 31-November 1) and cloudy (November 2-6).

Please ensure warm clothing during your stay at Lopota. The venue is surrounded by mountains and located around the Lopota Lake.

CURRENCY AND MONEY

The official currency of Georgia is the Georgian Lari (GEL). Up-to-date exchange rates are available at <http://www.xe.com/ucc/>. The current exchange rate vis-à-vis the US dollar is approximately 2.34 -2.37 GEL for one US Dollar and 2.61 – 2.65 GEL for one Euro.

You can buy local currency at exchange desks in the airport, at automatic teller machines (with a credit card) or at exchange offices in Tbilisi.



No exchange offices or bank are available at the Lopota Resort. Only automatic teller machine of one of Georgian Banks is located at the venue of meeting.

LIABILITY AND INSURANCE

The Conference and Training of Trainers organizers will not take any responsibility for injuries or damages involving persons or property during the events. Participants are highly advised to arrange their own personal travel insurance prior coming to Georgia.

HEALTH

In case of necessity, first aid services will be provided by medical attendant of the Lopota Resort. In case of emergency, ambulance from the regional centre will be called. Please note, international participants (non-Georgian citizens) will have to cover costs associated with emergency service.

PRACTICAL INFORMATION

Please be informed that the resort is located in 25 km from the region center and has no grocery, shopping or pharmacy facilities nearby.

Emergency calls: Police, Emergency, Ambulance **112**

Time zone: Georgia is GMT + 4 hours

Electricity: 220 Volts

Official Language: Georgian

Credit cards: Major credit cards are accepted in most hotels and restaurants in Tbilisi

IMPORTANT CONTACTS

During the events at Lopota, for additional information regarding organizational issues, you can contact our staff available in the conference room or in Block M room № 118 or call us at:

- Inga Nikagosian: + 995 5 77 29 39 79
- Sophie Tchitchinadze: + 995 5 95 99 99 07