1. SCHEDULE AND VENUE OF THE MEETING

The ISDR Asia Partnership (IAP) Forum will be held on 24-25 April 2018 in Ulaanbaatar. The venue of the meeting is:

Best Western Premier Tuushin Hotel
Prime Minister Amar's street 15, Ulaanbaatar 14200, Mongolia
Email: info@bestwesternmongolia.mn
Phone: +976 (11) 323162
http://bestwesternmongolia.mn/

The conference rooms include:
- Plenary meetings: Soyombo Hall (5th Floor)
- Breakout rooms: Suld Hall (4th Floor)
- Reception: (To be confirmed)
2. PARTICIPATION

2.1 Meeting Website
All information concerning the IAP Forum can be accessed at www.preventionweb.net/go/57132.

2.2 Registration
All the participants are required to register for the meeting by sending an email to Ms. Kamolwan Thaninkitiwong (thaninkitiwong@un.org).

2.3 Working Language
The official working language of the meeting is English with no simultaneous interpretation. All the meeting documents will be provided in English only.

3. TRAVEL ARRANGEMENTS

3.1 Self-Sponsored participants
All self-sponsored participants are requested to make their own travel arrangements. They can still avail the negotiated hotel rates at the venue of the meeting (see Section 4.1 below).

3.2 UNISDR-Sponsored participants

3.2.1 Sponsorship Inclusions
UNISDR will provide travel and daily subsistence allowance (DSA) for ONE DRR/Sendai Framework focal point from governments upon request. This will be provided according to the UN rules and regulations and will include:

- Round trip air ticket by the most economical route only
- DSA at the current UN rate
- Airport terminal expenses

UNISDR will directly contact sponsored participants for travel arrangements. Air ticket will be issued by the UN Travel Agent. It is recommended that participants should arrive in Ulaanbaatar on Monday, 23 April 2018 and depart from Ulaanbaatar on Thursday, 26 April 2018.

Sponsored participants are not authorized to purchase their own tickets without approval from Travel Unit UNESCAP. Reimbursement of air tickets bought by sponsored participants without approval by UNISDR is not permissible under UN rules.

After the ticket is issued, participants should contact the airline themselves for any changes. Any additional cost for such changes in itinerary or air travel will be borne by participants.

3.2.2 Allowances
DSA and terminals will be paid to the sponsored participants according to the UN rules and regulations. DSA paid to the participant covers all related costs of hotel accommodation and meals and miscellaneous expenses (i.e. visa fee, airport transfer, airport tax, etc) during the period of the meeting. Any additional expenses (e.g. room service, laundry, telephone, mini bar, etc.) are at personal expense of the participant. Participants who wish to stay beyond the official mission dates have to bear any additional costs related to travel and accommodation.

DSA will be paid in USD (cash) on Tuesday, 24 April 2018 in the afternoon during coffee break in front of the Soyombo Hall (Plenary room).
To collect your DSA, please submit the following documents to Ms. Kamolwan Thaninkitiwong in the morning of 24 April for document verification:

- Copy of passport
- Copy of air ticket/e-ticket
- Original boarding pass(es)
- Copy of Passport with Immigration Stamp
- Original receipt for air ticket (for authorised self-ticket only)

DSA will be paid to each sponsored participant upon submitting the complete documents listed above. Your signature will be required upon receipt.

3.3 Visa
Participants must hold a passport valid for at least six months from the final date of travel. Participants requiring a visa should apply to the consular office or embassy of the Mongolia in your respective countries. The official invitation letter will be sent to a provided email address if requested. Please find the address of the Mongolian embassy in your country on the website: http://www.embassypages.com/mongolia

3.4 Travel Insurance
All participants are strongly recommended to buy travel insurance before travelling. UNISDR will NOT be liable to pay any costs towards hospital/medical claims in case of an accident or illness.

4. LOGISTICAL ARRANGEMENTS

4.1 Accommodation
UNISDR will make a hotel room reservation for sponsored participants. UNISDR can also facilitate a hotel reservation for other self-sponsored participants upon request.

The room rate in Best Western Premier Tuushin Hotel is as below:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Rate (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twin Deluxe or Double Room</td>
<td>$ 95 (incl. of Daily Buffet Breakfast)</td>
</tr>
</tbody>
</table>

(The above rate is exclusive of 10% Vat and 1% City tax)

- Complimentary Breakfast
- Free Wi-Fi

No-Show Policy: Please kindly cancel the bookings at least 72 hours prior to arrival; otherwise, your reservation becomes a no-show record. In case of a no-show, the participants should bear the cost according to the hotel rate.
Accommodation Booking:

Kindly confirm your accommodation request to Mr. Surachai Srisa-ard, UNISDR at srisa-ard@un.org by Thursday, 12 April 2018. Accommodation requests after 12 April is subject to room availability.

4.2 Payment Method

The hotel reservation for all participants will be made under the participant’s name. Participants are responsible for all hotel expenses. At the check-out, please contact the Reception/Front Office Desk and settle your bill accordingly. The hotel accepts payments in cash or major credit/debit cards.

4.3 Airport pick up

NEMA Mongolia will provide transportation for all participants from Chinggis Khaan Airport – Hotel and return. Kindly confirm your flight details to Mr. Gan-Erdene Gan-Ulzii, Senior Lieutenant, Foreign Relations Senior Officer, NEMA Mongolia at for.rel@nema.gov.mn and nema_mongolia@yahoo.com by Monday, 16 April 2018.

5. ABOUT MONGOLIA

Mongolia, country located in north-central Asia. It is roughly oval in shape, measuring 1,486 miles (2,392 km) from west to east and, at its maximum, 782 miles (1,259 km) from north to south. Mongolia’s land area is roughly equivalent to that of the countries of western and central Europe, and it lies in a similar latitude range. The national capital, Ulaanbaatar is in the north-central part of the country.

5.1 Language

Mongolian, the official language of the country, is the principal language of education and government and spoken throughout the country. English is widely spoken and understood in Ulaanbaatar.

5.2 Time Zone

UTC+8

5.3 Currency and Credit Cards

Mongolia uses Tugrik (MNT) as the currency. UN Exchange Rate as of Feb 2018: 1 USD = MNT 2420.02 Most credit/debit cards are widely accepted. There are several ATMs dispensing local currency around the city.

5.4 Electricity

The electrical voltage in Mongolia is 220V 50Hz. Power sockets available in Mongolia are Type A, Type I, and Type C plugs.
5.5 Security
Mongolia is a reasonably safe country in which to travel.

5.6 Weather
The climate in Ulaanbaatar during April can be summarized as cool and dry. April is in the spring in Ulaanbaatar. Daytime maximum temperatures average around a cold 8°C (46°F), whilst at night -7°C (19°F) is normal. This month is known as a chilly month.

<table>
<thead>
<tr>
<th>MIN TEMPERATURE</th>
<th>WINDSPEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>-3.0°C</td>
<td>14.4knots</td>
</tr>
<tr>
<td>MAX TEMPERATURE</td>
<td></td>
</tr>
<tr>
<td>13.0°C</td>
<td></td>
</tr>
<tr>
<td>PRECIPITATION</td>
<td>2mm</td>
</tr>
</tbody>
</table>

6. CONTACT PERSONS

National Emergency Management Agency (NEMA) Mongolia

For visa on arrival, airport pick-up and other local logistic arrangement, please contact:

Mr. Gan-Erdene Gan-Ulzii
Senior Lieutenant, Senior Officer
Foreign Cooperation Division
Policy Coordination and Cooperation Department
National Emergency Management Agency of Mongolia
Tel: +976-11-263562
Mob: +976-99045170
Fax: +976-11-262416
E-mail: for.rel@nema.gov.mn, nema_mongolia@yahoo.com

Ms. Ariunaa Chadraabal
Colonel, Head
Foreign Cooperation Division
Policy Coordination and Cooperation Department
National Emergency Management Agency of Mongolia
Tel: +976-11-262416
Mob:+976-99738558
Fax: +976-11-262416
E-mail: ariunaa@nema.gov.mn

For further administrative information, registration and travel arrangements, please contact the following staff in the UNISDR Regional Office for Asia and the Pacific:

Ms. Kamolwan Thaninkitiwong
Staff Assistant
Tel: (+66-2) 288 2745
Mobile: (+66 89) 609 5142
Fax: (+66-2) 288 1050
E-mail: thaninkitiwong@un.org
For hotel booking, please contact:

Mr. Surachai Srisa-ard  
Administrative Assistant  
Tel: (+66-2) 288 1779  
Mobile: (+66 97) 154 9891  
Fax: (+66-2) 288 1050  
E-mail: srisa-ard@un.org

For invitation letter (for visa purpose), please contact:

Mr. Jiradej Mahawannakij  
Staff Assistant  
Tel: (+66-2) 288 2749  
Mobile: (+66 86) 622 5130  
Fax: (+66-2) 288 1050  
E-mail: mahawannakij@un.org