



**ASEM Environment Ministers' Meeting**  
**on**  
**Sustainable Water and Forest Management**  
Ulaanbaatar, 22-23 May 2012

**ADMINISTRATIVE CIRCULAR**

The purpose of the Administrative Circular is to provide additional practical information to the participants of the meeting.

**1. Meeting Information:**

The 4<sup>th</sup> ASEM Environment Ministers' Meeting will be organized by the Government of Mongolia under the initiative of H.E.Mr.ELBEGDORJ Tsahia, President of Mongolia. The Meeting will be held on 22-23 May 2012 in Ulaanbaatar, Mongolia. The theme of the Meeting is "Sustainable Water and Forest Management".

**2. Venue of the Meeting:**

This meeting will be held *at the Government House*, Ulaanbaatar.

**3. Bilateral Meetings:**

Bilateral meetings will be organized during the meeting upon the requests from the delegations. Delegations willing to hold bilateral meetings are kindly requested to inform in advance Ms.MAITSETSEG Khadbaatar at [int.cooperation@mne.gov.mn](mailto:int.cooperation@mne.gov.mn) or [maitsetseg@mne.gov.mn](mailto:maitsetseg@mne.gov.mn) in order to make appropriate arrangements.

**4. Dress Code:**

Dress code for all function/meetings will be lounge suit.

**5. Working Language:**

The working language for the meetings will be English.

**6. Visas:**

Entry visa to Mongolia could be obtained at the nearest Mongolian Embassy or Consulate. Visa Application Form is available on the Ministry of Foreign Affairs and Trade official website [www.mfat.gov.mn](http://www.mfat.gov.mn)

For those participants who will not be able to obtain a visa prior to arrival in Ulaanbaatar, arrival visa will be issued free of charge at the Chinggis Khaan International airport. In this case participants are kindly requested to send in advance to Ms.TSETSERLEG Sukhee at [tsetserleg@mfat.gov.mn](mailto:tsetserleg@mfat.gov.mn) a copy of their passport.

**7.Hotel Accomodation:**

The Organizing Committee has pre-booked Ulaanbaatar Hotel, Kempinski Hotel Khan Palace and Ramada Hotel.

**Ulaanbaatar Hotel (indicated price is in Mongolian Tugrug)**

Standar d single	Standard twin		Superior		Deluxe		Suite	
	single	double	single	double	single	double	single	double
127.500	153.000	204.000	187.000	238.000	280.500		382.500	

**Kempinski Hotel Khan Palace (indicated price is in Mongolian Tugrug)**

Standard		Superior		Junior Suite		Suite	
single	double	single	double	single	double	single	double
270.000	315.000	290.000	335.000	560.000		998.000	

**Ramada Hotel (indicated price is in USD)**

Standard		Deluxe		Executive		Executive Suite	
single	double	single	double	single	double	single	double
140	170	150	180	220		270	

The participants are kindly requested to send their hotel reservation requests to Ms.AMIRLIN Erdenebold at [amirlin@mfat.gov.mn](mailto:amirlin@mfat.gov.mn) indicating the hotel name, room category and occupancy along with the duration of stay at their earliest convenience, but not later than 1 May 2012. Payment for the hotel room should be made upon check-in at the expenses of the delegations.

**8. Local Transportation:**

Heads of delegations at the level of Minister, Deputy Minister and State Secretary will be provided a vehicle upon arrival to Ulaanbaatar throughout the Meeting.

Shuttle buses will be provided to the members of the delegations upon their arrival to and departure from Ulaanbaatar and between the three hotels and the venue on 22 May 2012.

**9. Field Trip:**

The Government of Mongolia will organize on 23 May 2012, one-day field trip to Hustai National Park located approximately 100 km southwest of Ulaanbaatar. Information regarding the field trip details will follow shortly.

**10. Currency:**

National currency of Mongolia is Tugrug. As of the 1<sup>st</sup> April, exchange rate is 1 USD equals 1336 Tugrug.

**11. Climate:**

Climate in Mongolia is continental dry. The average temperature in May is 20<sup>0</sup>C at day time and 15<sup>0</sup>C at night time.

Participants are advised to bring warm clothes and comfortable shoes for a field trip.

**12. Contact Persons:**

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**Mr.GANKHUYAG Sodnom (in charge of issues of general character)**

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**Ms. AMIRLIN Erdenebold (in charge of hotel reservation)**

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