



ASIA-EUROPE MEETING

ASEM SUSTAINABLE DEVELOPMENT DIALOGUE

ADMINISTRATIVE CIRCULAR

**The 6th ASEM Seminar on Water Resources Management and Sustainable Development
“Integrated Water Resources Management for Sustainable Development”
(25 – 26 October 2017, Pakse, Champasak Province, Lao PDR)**

Within the framework of the Asia-Europe Meeting (ASEM) Dialogue on Sustainable Development, the Republic of Bulgaria has the honour to host the 6th ASEM Sustainable Development Seminar “Water Nexus Agenda for the Third ASEM Decade”, which will take place on 25-26 October 2017 in Champasak Province, Lao PDR.

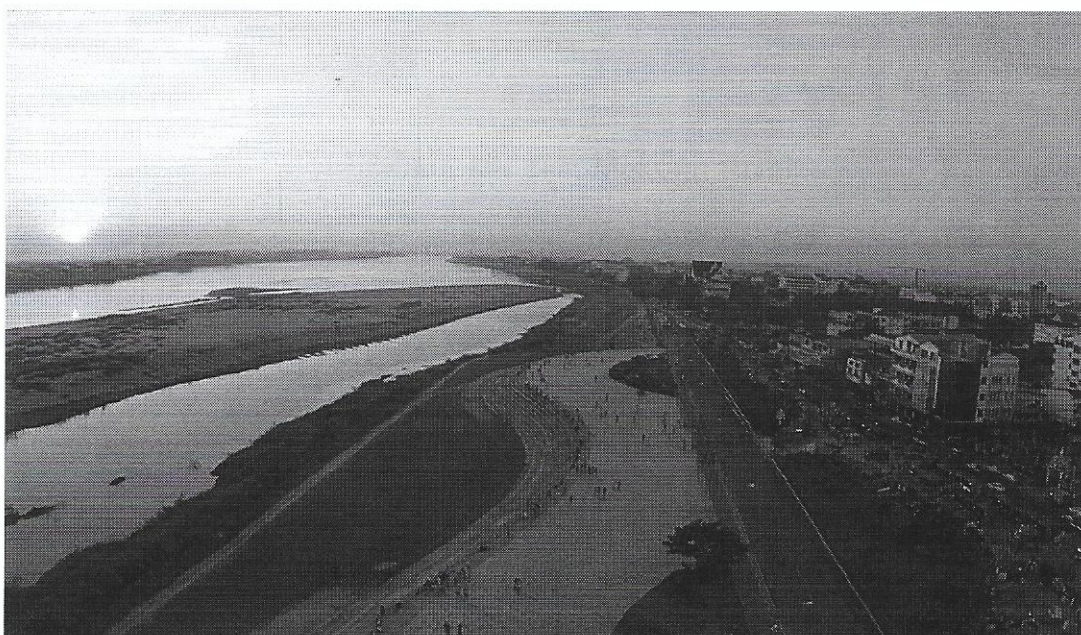
This event is expected to be attended by 200 participants – delegations from 10 ASEM member states (*Austria, Bulgaria, Cambodia, Hungary, Laos, Myanmar, Romania, Slovakia, Thailand and Vietnam*), European Commission and ASEAN Secretariat, Mekong River Commission as well as representatives from international organizations.

We welcome you to Lao PDR, on the Mekong River, in Champasak Province, and hope you enjoy our hospitality. We believe this Administrative circular will facilitate your stay.

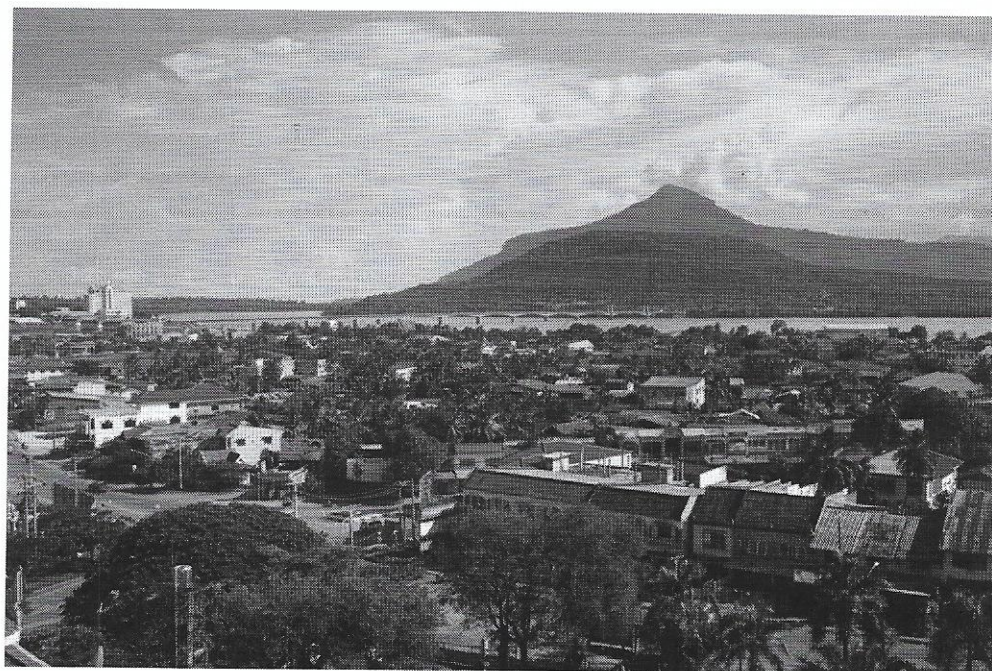
WELCOME TO Lao PDR



WELCOME ON THE Mekong River



WELCOME IN CHAMPASAK PROVINCE



Dates and venue

The meeting will take place at **Champasak Grand Hotel on 25-27 October 2017.**

For further information in relation to the Champasak Grand Hotel you can visit www.champasakgrand.com

Participants are kindly asked to arrive in Ruse not later than **on 24 October 2017.**

Objectives:

1. To present and discuss on the current water resources management at the national and regional level in Asia and Europe.
2. To provide a dialogue on impacts and solutions of development on water sectors among ASEM countries and stakeholders.
3. To enhance cooperation on water among Asia-Europe and to increase the awareness identified the required policies at national, regional and global level to support the water management to a sustainable growth and development in the future.

Co-Organizers:

Ministry of Foreign Affairs of Lao PDR
Ministry of Natural Resources and Environment (MONRE), Lao PDR

Hosts:

Ministry of Foreign Affairs of Lao PDR

Co-Sponsors:

EU, Austria, Hungary, Romania, Slovakia, Bulgaria, Thailand, Vietnam and Lao PDR (open to other co-sponsors).

Participants:

The Seminar will gather approximately 145 participants – representatives from ASEM countries, European External Action Service (EEAS), the European Commission and the ASEAN Secretariat, Mekong River Commission including government officials, scholars, researchers and representatives of related regional and international institutions/organizations, the local authorities, the non-governmental and business sectors.

Costs and responsibilities:

The Seminar is co-funded Ministry of Foreign Affairs of Lao PDR. The host will cover the costs of organizing the Seminar. Participants from ASEM partners are kindly requested to cover their travel and accommodation expenses. Co-sponsors will be responsible for sending speakers to the Seminar, contributing with comments and suggestions to the concept paper, provisional agenda and tentative programme, as well as coordinating with the host in inviting guest speakers.

REGISTRATION

Participants will receive an e-mail with a registration form, which should be filled in and sent back to the e-mail address, specified at the bottom of the registration form. Identification badges will be distributed at the reception desk of the Seminar. Delegates are requested to wear their identification badges at all times to gain admittance to the meeting venues, meals and other functions and might be requested to pass through a security gate.

Participants requiring a visa are kindly requested to complete their registration forms **by 30 August 2017** at the latest, which would enable the Lao side to ensure timely preparation of individual invitations and their submission to the Lao Embassies in the respective countries. Participants are encouraged to register as soon as possible to make sure there is enough time for all necessary visa and travel arrangements.

ACCOMMODATION

Participants are recommended to stay at one of the following hotels, due to their proximity to the Seminar venue, and the services offered:

Name of hotel	Contacts
Champasak Grand Hotel	Lao Nippon Bridge Mekong Riverside Road, P.O.Box 419, Champasak Province, Lao PDR, 01000 Pakse, Laos res@champasakgrand.com www.champasakgrand.com +85631 255119
Saylomyen Hotel	Tel: +856-31 214 475; +856-31 212 429
Arawan Riverside Hotel	Salakiew St, Phonesavanh Village, Pakse, Laos, 06000 Pakse, Laos arawan.hotellao@gmail.com panu44@hotmail.com +85631 260678

For delegates arriving to Pakse International Airport:

In case delegates are not provided transfer by their embassies in Lao PDR, the host will arrange free of charge the transfer from Pakse International Airport to the hotel by bus according to the following their flight schedule:

Delegates who are not provided transfer by respective embassies are kindly requested to arrange their flights bearing in mind the above mentioned schedule.

COSTS

The Seminar is co-funded by Ministry of Foreign Affairs. The hosts will provide the venue for the Seminar, coffee breaks, lunch and dinner on **25-26** October 2017. The hosts will provide a field trip on **26 October 2017. Please confirm your participation in the field trip in the Registration form.** Travel, accommodation and possible visa expenses will be covered by the participants. The hosts will cover the accommodation costs of the heads of national delegations.

VISA

Delegates are required to ensure their passports have at least 6 months' validity on the day they are departing, if applicable, need to apply for the visa from the nearest Lao PDR Diplomatic Mission before departure to Lao PDR. We will send you the visa form application by email and in ASEM info board (<http://www.aseminfoboard.org/>)

For the countries who have relation with Lao PDR can entry with non visa (diplomat and officer passports).

GENERAL INFORMATION

Information about Champasak Province can be found on the Official website of the

<http://www.visit-laos.com/champasak/>

Useful information

Time zone: Lao PDR is located in the Time Zone UTC+07:00

Electric voltage: 220 V, 50 Hz.

Emergency number: 1190

International dial code for Lao PDR: + 856

International dial code for Champasak Province: + 856 31

Currency: The official national currency in Laos is the Lao kip (K). Although only kip is legally negotiable in everyday transactions, Currency can be exchanged in banks or in any of the country's many currency exchange offices. Some of these exchange offices also work on holidays.

<http://www.lonelyplanet.com/laos/money-costs#ixzz4UaxvyrJ5>

Credit cards: Most hotels and big stores accept VISA, MasterCard, American Express, and Diners Club credit cards.

Communications: Three mobile service operators provide Lao PDR with 3G 4G network coverage.

There are Wi-Fi spots with free Internet access. These are located mainly in all hotels.

Communication operators in Lao PDR are the following:

- Lao Telecom– stationary and mobile telephone services
- Unitel– stationary and mobile telephone services
- ETL – stationary and mobile telephone services
- Beeline- stationary and mobile telephone services

Language:

The working language will be English.

Contacts of the organizers:

Ministry of Foreign Affairs of Lao PDR

Department of Economic Affairs

Tel: +85621414907; Fax: +85621415932

E-mail: laoasem@gmail.com;

Ministry of Natural Resources and Environment (MONRE), Lao PDR

Department of Water Resources (DWR)

Tel: +856 21 241 744 ; Fax: +856 21 218 737

E-mail: dwr.monre@gmail.com