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Capacity Building Programme on the Economics of Climate Change Adaptation (ECCA)

3rd Regional Training Workshop Siem Reap, Cambodia, 17 September – 20 September Logistics Note

The ECCA 3rd Regional Training Workshop will be held at the **Sofitel Angkor Phokeethra Golf & Spa Resort** in **Siem Reap, Cambodia**, where the sponsored participants will also be accommodated. The address of the hotel is:

Sofitel Angkor Phokeethra Golf & Spa Resort

Vithei Charles de Gaulle, Khum Svay Dang Kum

Siem Reap, Cambodia

Tel (+855) 63 96 46 00, Fax (+855) 63 96 46 10

Hotel Website: <http://www.sofitel.com/gb/hotel-3123-sofitel-angkor-phokeethra-golf-and-spa-resort/index.shtml>

1. Hotel Rate and Meals

Standard hotel check-in is 2pm, and check-out is 12noon. However, there is flexibility for early check-ins based on the availability of the room. The programme will cover the costs of a single room for sponsored participants for duration of the workshop, as well as day of arrival (night prior to workshop start). These costs will be settled directly between the organizers and the hotel.

Room rates are inclusive of breakfast, and the programme will provide for lunch and coffee breaks during the four workshop days.

Any extended stay will be at participants' cost. The hotel rate is \$140/night for both, single and twin-sharing rooms.

Similarly, if a participant avails of any additional facilities in the hotel besides those complimentary with the room rate, costs related to that will have to be borne by the participant at the time of check-out (e.g. telephone calls, room service, etc.).

2. Travel Arrangements and Daily Subsistence Allowance (DSA)

An economy class round trip air ticket to Siem Reap, Cambodia will be provided for upto 4 participants per ECCA country team.



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For participants supported by UNDP, namely those from Bangladesh, Cambodia, Lao PDR, Nepal, and Thailand, the UNDP Country Office will provide DSA to participants prior to travel to Siem Reap. The UNDP Country Office will get in touch with participants directly regarding any necessary documents and information.

For all other participants supported by USAID Adapt Asia-Pacific, DSA will be provided in US dollars on the first day of the workshop at the time of registration.

DSA is intended to cover the following:

- Local transportation to and from airport (in origin city)
- Meals which are not provided by during the event (i.e. dinner)
- Incidentals

3. Airport Transfer between Siem Reap International Airport and the Sofitel Angkor Phokeethra Golf & Spa Resort

The hotel is approximately 15 minutes from the Siem Reap International Airport.

The organizers will arrange round-trip airport transfer for supported participants. Participants will be organized by groups based on their flight itineraries and a van can take up a maximum of 6 passengers. This service includes a hotel representative with signage referencing the event to meet the participant upon arrival.

4. Passport and Visas

Cambodia offers e-visas, which can be processed in 3 days. This requires a passport validity of more than six months at the time of entry, a recent passport-size photo in digital format (JPEG or PNG format), and a valid credit card (Visa/MasterCard). Please visit <http://evisa.mfaic.gov.kh/> for details.

The cost of the visa is reimburseable by the programme, upon submission of the receipt to the organizers (on arrival visa cost = \$20, e-Visa = \$27)

Participants from Bangladesh and Sri Lanka are required to process their visa in advance at the Royal Embassy of the Kingdom of Cambodia in their country or the nearest embassy in the region.

Visa Exemption: Lao PDR, Indonesia, Malaysia, Philippines, Singapore, Thailand, Viet Nam

6. Insurance

USAID Adapt Asia-Pacific will provide its supported participants with limited accident and health insurance for the period of their travel for the workshop. However, the insurance policy does not cover pre-existing conditions or complications arising from them, and therefore USAID Adapt Asia-Pacific cannot assume financial liability or medical expenses that may be incurred for such treatment.

7. Preparation for the Meeting

Much of the training will be hands-on using STATA. Therefore please bring the laptop on which the software was installed during the October 2013 workshop.

Workshop documents and resource materials will be posted on the UNDP website and the USAID Adapt Asia-Pacific website (<http://www.adaptasiapacific.org>) and the UNDP website (<http://www.undp-alm.org/projects/ecca-asia>).

We look forward to seeing you at the 3rd regional training workshop for the Capacity Building Programme for the Economics of Climate Change Adaptation!

Please contact us should you have any questions.

| Name | Organization | Email | Purpose |
|----------------------------|--------------------------|--|---|
| Ms. Mariana Simões | UNDP/ADAPT Asia-Pacific | mariana.simoes@undp.org | General queries/Logistics/technical queries |
| Ms. Suthira Suwanarpa | USAID Adapt Asia-Pacific | ssuwanarpa@adapt-asia.org | Travel/Hotel Arrangements for USAID Adapt Asia-Pacific supported participants |
| Mr. Pradeep Kurukulasuriya | UNDP | pradeep.kurukulasuriya@undp.org | Technical queries |
| Mr. Robert Dobias | ADAPT Asia-Pacific | rdobias@adapt-asia.org | Technical queries |