



Fourth BIMSTEC Summit
Kathmandu, Nepal
(30-31 August 2018)

Information Note

Table of Contents

1.	About Nepal.....	1
2.	Climate.....	1
3.	Electricity Supply	1
4.	Nepal Standard Time.....	1
5.	Currency and Exchange Rates	1
6.	Customs Regulations.....	2
7.	Composition of Delegation, Registration form and Itineraries	2
8.	Identification Card and Security Pass	2
9.	Dates and Venue of the Summit and Preceding Meetings	3
10.	Hospitality and Accommodation	3
11.	Transport	4
12.	Program of the Summit.....	4
13.	Program for Spouse.....	5
14.	Ministerial Meeting and Senior Officials' Meeting	5
15.	Immigration and Visa Facilitation Desk.....	5
16.	Liaison Officers and Security Arrangements	6
17.	Arms and Ammunition	6
18.	Bilateral meetings	6
19.	Facilitation Desk	7
20.	Medical Unit	7
21.	Media Accreditation.....	7
22.	Electronic Photos of Landmarks of BIMSTEC Member States	7
23.	Other Information	8
	Bookings and Travel	8
	Shopping	8

1. About Nepal

Nepal, situated between India to the South, East and West and China to the North, occupies an area of 147,181 sq. Km. At latitudes 26° 22' and 30° 27' North and longitudes 80° 4' and 88° 12' East, the country is topographically divided into three regions: the *Himalayan Region* to the north, the *Mountain Region* comprising *Mahabharat* Range and the *Chure* Hills in the middle and the *Terai* (plains) in the south. Known for the land of Mt. Everest and the birthplace of Lord Buddha, Nepal has varied topography and climate. Elevations contrast from the highest point in the world, from Mt. Everest at 8,848 meters of altitude to the lowest point at 70 meters above the sea level. Nepal has a population of around 29 million with a fascinating conglomeration of culture, language and ethnicity.

Kathmandu, the venue of the Fourth BIMSTEC Summit, is the capital of Nepal and the country's principal city with population of around two million. It is situated at an altitude of 1,336 meters above the sea level. The city is surrounded by green hills and high mountains with snow-capped Himalayan peaks against its northern and eastern background.

2. Climate

Weather in August is generally rainy and cloudy. Temperature ranges from 18°C to 30°C.

The delegates and visiting dignitaries are advised to carry an umbrella.

3. Electricity Supply

Voltage in Nepal is 220 AC/50 cycle. An adapter with two-pin may be needed.

4. Nepal Standard Time

The Standard Time of Nepal is 5 hours 45 minutes ahead of the GMT.

5. Currency and Exchange Rates

Delegates are requested to exchange foreign currency into local currency at the airport counters, authorized banks, dealers or hotels. It is advisable that receipts of all transactions be retained for final reconversion of the unspent Nepalese currency at the time of departure. Internationally recognized credit cards are accepted in hotels and major shopping centers. Exchange rates of Nepalese rupees as fixed by Nepal Rastra Bank, the central bank of Nepal, on 17 August 2018 are as follows:

**The open market exchange rates quoted by commercial banks may differ.*

Currency	Unit	Buying (In NRs.)	Selling (In NRs.)
U.S. Dollar	1	109.56	110.16
Euro	1	128.31	129.01
Singapore Dollar	1	80.51	80.95

6. Customs Regulations

Delegates are requested to make entries of their items allowed under the existing customs rules at the Tribhuvan International Airport Customs Office so that they will be facilitated to take them back on their return journey. Such items may include communication equipment carried by delegates other than media officials. For media officials, a sheet of information for media will be sent separately and is available at the web site: www.mofa.gov.np/fourthbimstecsummit.

7. Composition of Delegation, Registration form and Itineraries

All BIMSTEC Member States are requested to kindly communicate the composition of delegations and their itineraries, registration form filled separately by each delegate and a separate passport size photograph of each delegate to the Ministry of Foreign Affairs, Government of Nepal through the Note Verbale of the Ministry of their Foreign/External Affairs or Embassy of the concerned Member States by 24 August 2018. The communication to this effect including filled-in registration form, photograph and itineraries can be e-mailed at bimstec@mofa.gov.np and prosec@mofa.gov.np.

The registration form is attached herewith and can also be downloaded from the website www.mofa.gov.np/fourthbimstecsummit. All delegates are requested to contact with the Registration Desk of the BIMSTEC Conference Secretariat/ MoFA set up at the hotel to collect his/her ID card. The registration desk will remain open from 8 A.M. on 28 August 2018.

8. Identification Card and Security Pass

For reasons of security, access to the Meetings/Summit venues as well as residences of the delegates will be strictly controlled and regulated on the basis of Identification Card and Security Pass. Identification Card and Security Pass will be issued to each delegate after the filled-in registration forms are received as mentioned in Para 7. Identification Card and Security Pass are non-transferable and must be displayed in a visible way on every occasion in all security zones during the Meetings/Summit.

Loss of the card should immediately be reported to the delegation's Chief Liaison Officer.

9. Dates and Venue of the Summit and Preceding Meetings

S. No.	Meetings	Date	Venue
1.	Nineteenth Senior Officials' Meeting (SOM)	28 August 2018	Soaltee Crownee Plaza, Tahachal, Kathmandu, Nepal. Ms. Sumati Shakya Crowne Meeting Director Mob: +977-9801067003 Tel: 4273999, 4272567 Ext: 6905; Fax: +977 1-4272205 E-mail: sumati.shakya@sco.com.np
2.	Sixteenth Ministerial Meeting	29 August 2018	
3.	Fourth BIMSTEC Summit	30-31 August 2018	

10. Hospitality and Accommodation

As per BIMSTEC practice, local hospitality will be extended by the host country, Nepal. Local hospitality will include hotel accommodation, meals, transportation facility and local telephone service. Charges for the use of international call, telex, fax and hot-line, alcoholic beverages and tobacco are not covered under the local hospitality. We appreciate receiving the names of delegates to whom local hospitality will be extended.

10.1 Hotel accommodation arrangement will be as follows:

1. Summit: Head of Delegation+ Spouse plus two from 29 to 31 August
2. Ministerial Meeting: Head of Delegation plus one from 28 to 31 August
3. SOM Head of Delegation plus one from 27 to 31 August

10.2 The suites and rooms will be provided as follows in the Soaltee Crowne Plaza:

1. Summit: HoS/G +Spouse - Regal Suite (In the VVIP Villa)
2. Ministerial Meeting: Head of Delegation - Junior Suite
3. SOM: Head of Delegation - Club Room
4. Delegates - Executive Room

The host Government has negotiated special rates with the Hotel Soaltee Crowne Plaza for the delegates not covered under the local hospitality. Upon the request, the BIMSTEC conference Secretariat/Ministry of Foreign Affairs of Nepal will facilitate the reservation for the extra rooms as required by the delegations concerned. Such request for extra reservation should specify the number, type of rooms and duration by 23 August 2018.

11. Transport

The host government will provide transport facilities as required for the carcade of the VVIP+ Spouse and one car for Foreign Minister and Foreign Secretary each. Transportation facility will be provided for other delegates from the International Airport to the Hotel and back to the Airport.

12. Program of the Summit

- 12.1** The arrival of the leaders is expected on evening of 29th and early morning of the 30th August. On 30th August at 12:30, the Rt. Hon'ble President of Nepal will meet with the Leaders of BIMSTEC Member States at the Office of the President, Sheetal Niwas, Kathmandu. The meeting will be followed by the luncheon hosted by the Rt. Hon'ble President at the President's Office.
- 12.2** Inauguration of the Fourth Summit will take place at 3:00 PM on 30th August. Heads of State/Government and spouse plus ten delegates will be seated in the main Hall. Remaining delegates will be provided seats in the other room in which live telecast of the proceedings can be watched. The Rt. Hon'ble Prime Minister of Nepal, in his capacity as Chair of BIMSTEC, will deliver opening and welcome remarks that will be followed by the statements of Leaders of BIMSTEC Member States on alphabetical order. The first day Summit will be adjourned after the statements of the Leaders.
- 12.3** The Rt. Hon'ble Prime Minister of Nepal will host a Gala Dinner in honour of the Leaders in the evening of 30th August from 6:30 to 9:30 PM at the Hyatt Hotel. The cultural program (5-6 minutes of dance) of each BIMSTEC Member States will be performed at the beginning of the Dinner. As informed previously, BIMSTEC Member States are requested to provide description of song, music track, lightening requirement, dance, number and names of artists if they wish to bring them from their countries to the BIMSTEC Conference Secretariat/MoFA by e-mail prior to 24 August 2018.
- 12.4** A Retreat will be organized on the next day (31st August) morning from 9 AM to 12 Noon, at the place nearby Kathmandu.
- 12.5** On 31st August, after the Retreat, the Summit will resume at the Soaltee Hotel. As per the Summit program, the Leaders will witness the signing ceremony of some BIMSTEC Convention/MoU and consider the adoption the Kathmandu Declaration of the Fourth Summit.
- 12.6** There will be a handover program of the BIMSTEC Chair to Sri Lanka.

12.7 At last, after the deliberation of closing remarks by the Rt. Honb'ble Prime Minister of Nepal, the Fourth Summit will be formally closed.

13. Program for Spouse

A separate program for spouse of HoS/G will be made for sight seeing of the places of interest. This program will be coordinated by the respected Liaison Team.

14. Ministerial Meeting and Senior Officials' Meeting

14.1 The Sixteenth Ministerial Meeting will be organized on 29th August. The draft Provisional agenda and program have already been circulated to all BIMSTEC Member States.

14.2 The Hon'ble Minister for Foreign Affairs of Nepal will host a dinner at Hotel Yak and Yeti in honour of the Heads of Delegation to the Ministerial Meeting in the evening of 28th August.

14.3 The Nineteenth Senior Officials' Meeting will be held on 28th August. The draft agenda and program of the SOM have already been circulated to all BIMSTEC Member States.

14.4 H.E. the Foreign Secretary of Nepal will host a dinner at Hotel Soaltee Crowne Plaza in honour of the Heads of Delegation to the SOM in the evening of 27th August.

15. Immigration and Visa Facilitation Desk

A separate desk for the delegates to the BIMSTEC meetings and Summit will be set up at the Tribhuvan International Airport, Kathmandu to facilitate immigration and baggage clearance.

Delegates of the BIMSTEC Member States, other than India and those having bilateral visa exemption arrangements with Nepal, are required to possess valid visas on their passports. The Nepali Diplomatic Missions abroad will issue the necessary visas. Special arrangements will also be made for the issuance of visas on arrival at the Tribhuvan International Airport, Kathmandu. Prior information should be provided to the BIMSTEC Conference Secretariat/Ministry of Foreign Affairs of the host government to this effect.

All delegates are requested to attach baggage identification tags to all luggage items, clearly marking VVIP, VIP and delegates to the Fourth BIMSTEC Summit in order to facilitate their identification and speedy clearance. It is advised that one baggage officer from each delegation be assigned to coordinate with the protocol officers for the easy handling of baggage from and to the airport.

16. Liaison Officers and Security Arrangements

The host Government will assign a team of four officials to the delegation of each Member State. One personal security officer will accompany each Head of State/Government. One liaison officer will be assigned to spouse of Heads of States/Government each. The liaison teams will facilitate coordination and communication between the host side and the foreign delegations. The list of liaison team members of respective delegations has already been communicated.

17. Arms and Ammunition

Security personnel, accompanying Heads of State/Government, carrying any arms and ammunition must provide the following information by e-mails at bimstec@mofa.gov.np and prosec@mofa.gov.np before 23 August 2018:

- a) Quantity*
- b) Make and model*
- c) Type of weapon*
- d) Caliber/magazines/rounds*
- e) Serial number of the weapon*
- f) Any attachment or special features*
- g) Any other pertinent information*
- h) Name of the security officer carrying weapon*

The accompanying security personnel will be permitted to carry only non-automatic personal side arms, namely pistols and revolvers. All other arms must be deposited with the Customs Authorities at the Tribhuvan International Airport, Kathmandu, and taken back at the time of departure of the depositor.

18. Bilateral meetings

Arrangements for bilateral meetings will be made at the hotel, upon request of the concerned delegations. The communication to this effect shall be made through the respective Chief Liaison Officers. We will appreciate receiving the communication from the concerned delegations as soon as possible in this regard.

19. Facilitation Desk

A Facilitation Desk will be established at Hotel Soaltee Crowne Plaza for delegates to obtain programs and documents related to Meetings/Summit. Delegates are requested to use electronic version documents available online at website of the BIMSTEC Secretariat (bimstec.org) and Ministry of Foreign Affairs of Nepal (www.mofa.gov.np/fourthbimstecsummit). Computers, printers and xerox machine will be made available in the Desk for the disposal of the delegations.

20. Medical Unit

The host Government will establish a well-equipped Medical Unit with doctors, nurses and ambulances in attendance at the Hotel Soaltee Crowne Plaza and venues of other events related to the Summit. Arrangements have been made to provide medical facilities at the Tribhuvan International Airport at the time of arrival and departure of the Heads of State/Government. Services of some designated hospitals will be available around the clock in case of emergency. A separate sheet of medical service arrangement will be provided in the information kit.

21. Media Accreditation

A separate communication will be sent to BIMSTEC Member States, which is also available in the web site www.mofa.gov.np/fourthbimstecsummit, regarding procedure for registration, accreditation, identity card and security pass to official and non-official foreign media personnel.

22. Electronic Photos of Landmarks of BIMSTEC Member States

For the purpose of displaying photos of landmarks depicting cultural, historical and geographical importance on electronic screens placed at the venue of the Summit/Meetings, BIMSTEC Member States are reminded to make such material available on electronic versions to the BIMSTEC Conference Secretariat/MoFA by 24 August 2018 in order to help the host side to make the material to be displayed in order.

23. Other Information

Bookings and Travel

Arrangement will be made to facilitate for reconfirmation of air tickets of the delegates.

Shopping

There are various shopping centers in and around Kathmandu having a variety of cultural, handicraft, curio and gift items. Upon request, liaison officers will extend assistance to delegates interested in shopping for such items.

Contact Persons for Information:

Mr. Ram Babu Dhakal
Under Secretary
BIMSTEC Conference Secretariat
Ministry of Foreign Affairs
Kathmandu, Nepal
Email: bimstec@mofa.gov.np
rambabu.dhakal@mofa.gov.np
Mobile: +977-9861492064
Tel: 977-1-4200433
Fax: 977-1-4200061

Mr. Om Kumar Bhandari
Section Officer
BIMSTEC Conference Secretariat
Ministry of Foreign Affairs
Kathmandu, Nepal
Email: omkumarbhandari@gmail.com
Mobile: +977-9841745301
Tel: +977-4200183-214
Fax: 977-1-4200061