



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
Peace Independence Democracy Unity Prosperity  
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**Logistic Note**

**2016 Round Table Implementation Meeting**  
*24<sup>th</sup> - 25<sup>th</sup> November 2016*  
*Conference Hall of the Provincial Governor's Office*  
*Vientiane Province, Lao PDR*

This logistic note aims to provide the participants of the 2016 Round Table Implementation Meeting (RTIM) with necessary information about Vientiane Province (the host) and on practical and administrative matters relating to the meeting such as weather, arrival arrangements, accommodation, transport, banking, and health facilities.

***Please note - some information on this logistic note might be revised based on discussions with various stakeholders. Therefore, if any changes happen, you will be advised accordingly.***

**I. 2016 Round Table Implementation Meeting (24<sup>th</sup> - 25<sup>th</sup> November 2016 – Vientiane Province, Lao PDR)**

**1. Date and Venue**

The 2016 RTIM will take place:

- On 24<sup>th</sup> November 2016 [Morning session (09:00-12:00) will be parallel panel discussions at the conference hall and three other meeting rooms of the provincial governor's office and the afternoon (13:00-16:30) will be field visits to development projects]
- On 25<sup>th</sup> November 2016 [A policy implementation dialogue (09:00-16:00) will be done at the conference hall of the provincial governor's office] (It is about two hours and a half drive from Vientiane Capital)

For more information about the meeting, please visit <http://www.rtm.org.la>.

**2. Seating Arrangements**

- Delegations are seated in English alphabetical order, with the head delegation to the front.
- One seat will be allocated for those delegations who represent various organizations and agencies such as the UN, INGO network, NPAs, Private Sector, etc.

**3. Photo Sessions during 2016 RTIM**

During the morning session of 2016 RTIM, there will be two photo sessions with the Deputy Prime Minister of Lao PDR,

- First session is for Lao Ministers/Vice Ministers and Governors/Vice Governors
- Second session is for Head Delegations of Development Partners/Ambassadors and Heads/Deputy Heads of International Organisations

#### 4. **The 2016 RTIM Baci Ceremony and Dinner Reception hosted by the Governor of Vientiane Province**

Baci Ceremony and Dinner Reception hosted by the Governor of Vientiane Province will be held on the evening of 24<sup>th</sup> November 2016:

- Venue: Hai Yeung Hotel (Provincial Government's Guesthouse)
- Time: 18:00 - 21:00
- Dress code: Smart casual
- Reservation: Ms. Phaykham Tounalom, Director of Coordination and Administration Division, DIC/MPI at her mobile: +856-20-2223-4000; or Email: [Phaykham\\_2003@yahoo.com](mailto:Phaykham_2003@yahoo.com)

If you have any specific dietary requirements, please let the Committee know via emailing: [rtpsecretariat@gmail.com](mailto:rtpsecretariat@gmail.com) and [Phaykham\\_2003@yahoo.com](mailto:Phaykham_2003@yahoo.com)

#### 5. **Registration and Delegation**

The 2016 RTIM delegates are requested to register your participation in the attached **Registration Form** as per Annex 1 of this Logistic Note.

Please kindly submit this **Registration Form** to the RTP Secretariat via email: [rtpsecretariat@gmail.com](mailto:rtpsecretariat@gmail.com) or by Fax: +856-21 22 37 60 by 10<sup>th</sup> November 2016 at the latest. If you have any questions or queries, please contact Ms. Bangthong Thipsomphanh, Director of Europe-America Division, Department of International Cooperation, Ministry of Planning and Investment at Mobile: +856-20-2223-7997; or Email: [tbangthong@yahoo.com](mailto:tbangthong@yahoo.com) and [anouluck856@yahoo.com](mailto:anouluck856@yahoo.com)

#### 6. **Translation**

Simultaneous translation in Lao and English and headphone will be available throughout the RTIM.

#### 7. **Visa Requirements**

- For the 2016 RTIM delegates will need to travel to Lao PDR to attend the meeting and its associated events, visa to Lao PDR can be obtained from Lao Embassies and Consulates if available in your country.
- Alternatively, visas can be obtained on arrival at major international checkpoints: Wattay International Airport or Lao-Thai Friendship Bridge (Vientiane-Nong Khai Border). To help facilitate this, there will be a special visa service counter for the registered 2016 RTIM participants locating in the Wattay International Airport, and the Lao-Thai Friendship Bridge.

- The 2016 RTIM Protocol Committee will meet participants on arrival gate at the airport to assist you on related matters concerning visa and checking through customs.
- The visa on arrival is valid for 30 days. For those wishing to extend their stay, you will need to request for visa extension at the Immigration Office located next to the Joint Development Bank, opposite the Morning Market.
- To obtain a visa on arrival, please bring one passport size photo (3x4)

## **8. Traveling from Vientiane Capital to Vientiane Province**

- 8.1 Travelling on 23<sup>rd</sup> November 2016 - For those who will participate in the panel discussions and join the field visits organised on 24<sup>th</sup> November 2016 including the 2016 RTIM attendance
- 8.2 Travelling on 24<sup>th</sup> November 2016 - For those who will only attend the RTIM organised on 25<sup>th</sup> November 2016
- 8.3 For those who will NOT stay over nights in Vientiane Province

## **9. Travel and transportation to and during the stays in Vientiane Province**

There will be two slots of travelling as a group from Vientiane Capital to Vientiane Province. The registered HL RTM participants are recommended to travel to Vientiane as a group led by the 2016 RTIM Committee who will ensure security arrangements are in place for the field trip.

First slot is on 23<sup>rd</sup> November 2016.

- Departure date: 23<sup>rd</sup> November 2016
- Meeting location and time: In front of Ministry of Planning and Investment at 14:45
- Departure time: 15:00
- Arrival time: 17:30

Second slot is on 24<sup>th</sup> November 2016.

- Departure date: 24<sup>th</sup> November 2016
- Meeting location and time: In front of Ministry of Planning and Investment at 13:45
- Departure time: 14:00
- Arrival time: 16:30

During the stays in Vientiane province, transportation from your hotels to the meeting venue, the Baci ceremony and dinner reception venue, project sites to be visited and other relevant places will be arranged for participants.

## **10. The Field visits - development projects to be visited by the RTIM delegates**

Three sites are selected for the 2016 RTIM field visits (Vientiane Province) which cover the scope of SDGs, Food and Nutrition Security, Green Growth, Climate Change and Disaster Preparedness.

1. ***Viengkham District*** – visiting the Provincial Hospital – Supported by Luxembourg
2. ***Viengkham District*** – visiting the Technical Vocational College – Supported by GIZ, TICA and ADB
3. ***Thoulakhom District*** – visiting a Model Village

Detailed information sheets and programme will be forwarded to you on a due course.

If you have any questions or queries, please contact Mr. Kouthong Sommla, Director of Asia-Pacific Division, Department of International Cooperation, Ministry of Planning and Investment at Mobile: +856-20-5501-9942; or Email: [ksommala@gmail.com](mailto:ksommala@gmail.com)

## 11. Hotel and accommodation in Vientiane Province

To ensure availability of accommodation in Vientiane province, the DIC/MPI in collaboration with Vientiane provincial authorities recommend Leokhampaseurth Resort, Vilaphon Guesthouse and Khambai Guesthouse. To ensure a convenience in terms of transportation, security reasons and other logistic arrangements, it is highly recommended that participants stay at these resort/guesthouses. If you choose to stay at other hotels rather than these recommended resort/guesthouses, please kindly notify the organizing team in advance by emailing the contact persons as listed at the end of this note and copy the RTP secretariat ([rtpsecretariat@gmail.com](mailto:rtpsecretariat@gmail.com)) your communication. While the DIC will be assisting in booking and arranging the stay, participants will be responsible for their own accommodation cost. Information of these guesthouses is listed below:

1. **Leokhampaseurth Resort:** features totally 44 rooms including 36 Single Superior (one bed) and 08 Twin Room (double beds). Rooms are air-conditioned and equipped with clean private bathroom with hot water, satellite color TV and free WIFI. The room rate is 200,000 Kip (US\$ 24.55) for both Single Superior and twin room per night including breakfast. For more details and booking, please contact: Mobile: +856-20-5582-3444, or +856-20-5627-3333, or Tel: +856-23-431-586.
2. **Vilaphon Guesthouse:** features totally 20 rooms which are all single standard (one bed) and equipped with clean private bathroom with hot water, tea and coffee, satellite color TV, air-conditioning and free WIFI. The room rate is 200,000 Kip (US\$ 24.55) per night excluding breakfast. For more details and booking, please contact: Mobile: +856-20-5572-3406 or Tel: +856-30-544-8835.
3. **Khambai Guesthouse:** features totally 17 rooms including 15 Single Superior (one bed) and 02 twin room (double beds). Rooms are air-conditioned and equipped with clean private bathroom with hot water, satellite color TV and free WIFI. The room rate is 200,000 Kip (US\$ 24.55) for both Single Superior and twin room per night including breakfast. For more details and booking, please contact: Mobile: +856-20-5540-1370.

If you have any questions or queries, please contact Ms. SengAphone Silaphet, Deputy Director of Asia-Pacific Division, Department of International Cooperation, Ministry of Planning and Investment at Mobile: +856-20-23388939, or Email: [sengaphonesilaphet@yahoo.com](mailto:sengaphonesilaphet@yahoo.com)

## **12. A courtesy visit to the Governor of Vientiane Province**

- Date: 24<sup>th</sup> November 2015
- Time: 17:00 – 17:30
- Venue: Hai Yeung Hotel (Provincial Government's Guesthouse)
- The Head of delegations will be accompanying to pay a courtesy visit to the Governor of Vientiane province right after arrival in the province before checking in at the hotels.

## **13. Hospitality and meals during the stays in Vientiane Province**

During the stays in Vientiane Province between 24<sup>th</sup> and 25<sup>th</sup> November 2016, lunch and dinner will be provided for participants. A Dinner Reception and Baci Ceremony will be held on the night of 24<sup>th</sup> November 2016 at Hai Yeung Hotel (Provincial Government's Guesthouse) and it will be hosted by the Governor of Vientiane Province. In addition, lunch will be provided on 24<sup>th</sup> and 25<sup>th</sup> November 2016 at the provincial governor's office and it will be hosted by the Department of Planning and Investment, Vientiane Province.

Note: For special dietary requirements, please kindly notify the RTP secretariat at ([rtpsecretariat@gmail.com](mailto:rtpsecretariat@gmail.com) and [Phaykham\\_2003@yahoo.com](mailto:Phaykham_2003@yahoo.com)) and the key contact officials as highlighted in this logistic note.

## **14. Travel and transportation back to Vientiane – 25<sup>th</sup> November 2015 at 5pm**

The registered 2016 RTIM participants are recommended to travel back to Vientiane Capital as a group led by the 2016 RTIM Committee on 25<sup>th</sup> November 2016. The shuttle buses will depart from Vientiane province (at the Governor's Office) to Vientiane Capital at 5pm. Therefore, participants are advised to check out from the hotels/guesthouses beforehand.

## **8. Dress Code**

You are advised to wear comfortable clothes and shoes during the field visit. Some areas are not appropriated for high heels. There would rain during the visit. So, you might need to bring an umbrella with you.

### **III. About Lao PDR and the Vientiane Province**

#### **1. Overview**

Lao PDR is a landlocked country in the heart of the Indochina peninsula in Southeast Asia, covering an area of some 236,800 square kilometers with predominantly mountainous terrain. The population of Lao PDR as per the survey in 2015 is 6,492,000 people, and with the population density of around 26 people per square kilometer.

Lao PDR shares borders with China to the North, Cambodia to the South, Vietnam to the East, Thailand to the West and Myanmar to the North West. The Country stretches for 1,700 km north to south, with an east-west width of over 500 km at its widest and 140km at its narrowest point.

Vientiane Province is a large province, covering an area of 15,927 square kilometres with 10 districts in mid north-western Lao PDR. The province borders Luang Prabang province to the north, Xiengkhouang province to the northeast, Bolikhamxay province to the east, Vientiane Capital and Thailand to the south, and Sayabouly province to the west. The provincial capital is Phon Hong. The town is located in southern part of the province with a population of 419,000 people in 2015. Most of the population of the province is situated in the towns and villages along and near Route 13 from the south to the north. The Principle Rivers flowing through the province are the Nam Song River, Nam Ngum River and the Nam Lik River.

The official language is Lao, with communication in French, English, Chinese and Vietnamese also common in many parts of the country.

#### **2. Weather**

The end of October marks the change from the wet to the dry season in Lao PDR. Temperatures in Vientiane range from around 28-30 degrees Celsius during the day to around 18-22 degrees Celsius at night. If travelling further North of the country, temperatures in mountainous areas during the dry season can drop to as low as zero degrees Celsius at night. For Vientiane province, the tropical monsoon climate of Vientiane province has average temperatures ranging from 21.5 degrees Celsius to 31.6 degrees Celsius. Vientiane province's rainy season is from May to September, while the dry season is from October to April.

#### **4. Time Zone**

Lao PDR Standard Time is 7 hours ahead of **Greenwich Mean Time** (GMT+7)

#### **5. Banking Facilities and Currency**

Several ATMs are available in the main towns of Vientiane province particularly in Phon Hong and Vang Vieng and Credit cards (VISA, AMEX and Master Card) are merely accepted at a few hotels, vendors and restaurants.

The local currency of the Lao PDR is called Kip. Currency exchange is available at airports, local banks and exchange bureaus. The current exchange rate as at 18<sup>th</sup> October is 1 USD = 8,144 Kip,

1 Euro = 8,974 Kip and 1 Baht = 232.92 Kip. For more information on exchange rate, please visit: <http://www.bcel.com.la/bcel/exchange-rate.html?lang=en>

## 6. Medical Facilities

Currently, Vientiane Capital has five key standard medical facilities: the Mahosot Hospital, Sethathirath Hospital, French Clinic and the Australian Embassy Medical Clinic. They are available for appointments.

Delegates are advised to take precautions against mosquito bites to protect themselves from Malaria and Dengue fever.

### **Vientiane Provincial Hospital (Maria Teresa Hospital)**

Viengkham District, Vientiane Province, Lao PDR

Telephone: +856-23-431011

### **French Clinic (including dental clinic)**

Address: Boulevard Khouvieng, Vientiane Lao PDR

Opening Hours: Monday, Tuesday, Thursday, Friday 8:30am-noon, 4.30pm-7pm, Wednesday 1:30pm-5pm

Saturday 9am-12noon

Telephone: +856 21 214150

Emergency: +856 20 655 4794

Email: [cmaflao@gmail.com](mailto:cmaflao@gmail.com)

### **Australian Embassy Medical Clinic**

Address: Km4, Thadeua Road, Watnak Village, Sisattanak District, Vientiane Lao PDR

Opening hours: Monday-Friday 8:30am-12:30pm, and 1:30pm-5pm

Phone: +856 21 353 840

Fax: +856 21 353 841

### **Alliance International Medical Center**

Address: Honda Complex, Souphanouvong Road, Ban Wattayyathong, Sikhottabong district, Vientiane Capital, Lao PDR.

Please contact Doctors' time table at Email: [info@aimclao.com](mailto:info@aimclao.com)

Phone: +856-21-513095

Fax: +856-21-513096

## 7. Emergency Numbers

Fire: 190      Police: 191      Ambulance: 195

## 8. Airlines

International flights into and out of Vientiane can be undertaken using a number of airlines including Lao Airlines, Lao Central Airline, Bangkok Airways, Thai Airways, China Eastern Airline, Air Asia and Vietnam Airlines.

**For more information on all logistic matters, please contact:**

**Overall issues about the meeting:**

Mr. Sysomphorn Phetdaoheuang, Deputy Director General, Department of International Cooperation, Ministry of Planning and Investment

Tel: +856-20-22221991; Email: [Sysomphorn.dic@gmail.com](mailto:Sysomphorn.dic@gmail.com)

And/or

Mr. Morakot Vongxay, Director of UN Division, DIC/MPI

Tel: +856-20-22448892

Email: [k\\_vongxay@hotmail.com](mailto:k_vongxay@hotmail.com)

**Meeting Venue and media:**

Mr. Rasy Phrachanh, Senior Executive Advisor to DIC/MPI

Tel: +856-55627435

Email: [laompidic@gmail.com](mailto:laompidic@gmail.com)

**Field visits:**

Mr. Kouthong Sommla, Director of Asia-Pacific Division, DIC/MPI

Tel: +856-20-55019942

Email: [ksommala@gmail.com](mailto:ksommala@gmail.com)

**Registration and delegation:**

Ms. Bangthong Thipsomphanh, Director of Europe-America Division, DIC/MPI

Tel: +856-20-22237997

Email: [tbangthong@yahoo.com](mailto:tbangthong@yahoo.com)

**Hospitality, meals, dinner reception and Baci ceremony:**

Ms. Phaykham Tounalom, Director of Coordination and Administration Division, DIC/MPI

Tel: +856-20-22234000

Email: [Phaykham\\_2003@yahoo.com](mailto:Phaykham_2003@yahoo.com)

**Hotel/accommodation and travel/transportation:**

Ms. SengAphone Silaphet, Deputy Director of Asia-Pacific Division, DIC/MPI

Tel: +856-20-23388939

Email: [sengaphonesilaphet@yahoo.com](mailto:sengaphonesilaphet@yahoo.com)

**Security and medical facilities:**

Mr. Phengkhith Vongpaseuth, International Financial Institutions, DIC/MPI

Tel: +856-20-23456715



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Ministry of Planning and Investment  
Department of International and Cooperation

The 2016 Round Table Implementation Meeting 24-25 November 2016  
Conference Hall of the Provincial Governor's Office, Vientiane Province, Lao PDR

**Registration Form**

Country/Organisation: .....

Address: .....

Telephone: .....

Fax : .....

Email : .....

**Head of Delegation:** Name .....

Position .....

Telephone : .....

Email : .....

**Delegate 2:** Name .....

Position .....

Telephone: .....

Email : .....

**Delegate 3:** Name .....

Position .....

Telephone : .....

Email : .....

**Delegate 4:** Name .....

Position .....

Telephone : .....

Email : .....



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
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Ministry of Planning and Investment  
Department of International and Cooperation

The 2016 Round Table Implementation Meeting 24-25 November 2016  
Conference Hall of the Provincial Governor's Office, Vientiane Province, Lao PDR

**Registration Form (continued)**

Please indicate if your country/organization would like to participate in the field visit which will take place on the afternoon of 24<sup>th</sup> November 2016 – More detailed programme is to be provided.

No

Yes; if yes, indicate number of participants with details below.

\_\_\_\_\_ people will attend.

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Name .....  
Position .....  
Telephone and Email: .....

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Name .....  
Position .....  
Telephone and Email: .....

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***Please send this form to our RTP Secretariat by 10<sup>th</sup> November 2016 at the latest via:***

*E-mail: [rtsecretariat@gmail.com](mailto:rtsecretariat@gmail.com), Telephone: (856-21) 223 759, Fax: (856-21) 223 760 or*

*Department of International Cooperation, Ministry of Planning and Investment*

*Souphanouong Road, Vientiane Lao PDR*