



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

**2014 Round Table Implementation Meeting (2014 RTIM)
Provincial Consultation**

**“Provincial perspectives on the multisectoral (convergent) approaches to address Food and
Nutrition Security”**

15th-17th September 2014, Saravane Province

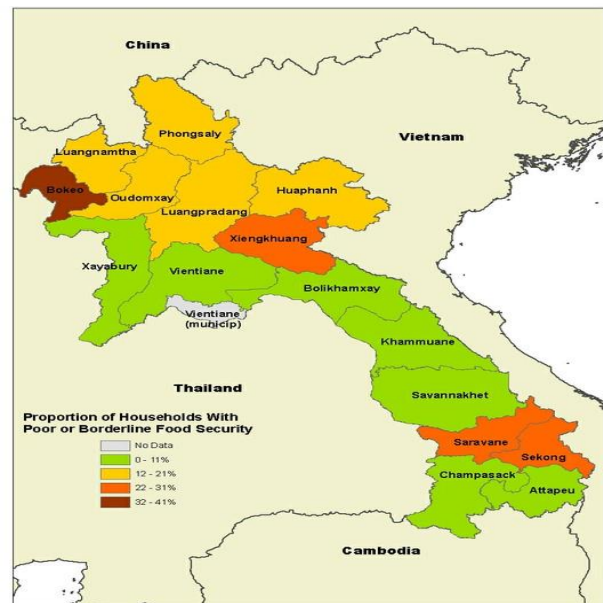
LOGISTICAL NOTE FOR MEETING PARTICIPANTS

This note aims to provide information on logistical arrangement for participants who will be attending the 2014 Round Table Implementation Meeting Provincial Consultation scheduled to take place on 15th – 17th September 2014 at the Meeting Hall of Governor’s Office of Saravane province, Lao People’s Democratic Republic (Lao PDR). The information provided in this note includes a general overview about Saravane province, transportation arrangement, accommodation and hospitality/meals details, weather and climate, visa arrangements, and banking and medical facilities available in the province.

1. About Saravane province

Saravane is located in the South of Lao PDR and covers an area of 16,389 square kilometres. Its provincial capital is Saravane. The population of the Province as of December 2012 census was around 300,000 people. The province borders Savannakhet province to the north, Vietnam to the east, Sekong province to the southeast, Champasack province to the south and Thailand to the west.

The central part of the province is located on the Bolaven Plateau, which is a key agricultural area with Arabica coffee. Therefore, plantation of Arabica coffee has been the dominant cash crop activity for province.



Location of Saravane province in Lao PDR

In the past Saravane town was completely burned and destroyed during Indochina war in 1971. Nowadays the town has been rehabilitated and developed steadily under the well-designed urban development plan. Currently, according to the Lao Social Indicator Survey (LSIS) report, Saravane is administratively organized into eight districts (Saravane, Ta Oy, Toumlane, Lakhonepheng, Vapy, Khongxedone, Lao Ngarm and Samouay) with 612 villages (32 urban, 551 rural with roads and 29 rural without roads) and 59,750 households.

2. Travel information and arrangement

To get to Saravane, participants are advised to take a flight from Vientiane to Pakse and then continue travelling to Saravane by a shuttle bus arranged by Department of International Cooperation (DIC) – Ministry of Planning and Investment (MPI).

For the flight from Vientiane to Pakse and vice versa, participants will be responsible for making their own flight booking as well as bearing their own travelling related costs. The price of a round-trip airline ticket is Kip 2,040,000 or US\$ 255. Please note there are two flights per day by the Lao Airlines. However, it is highly recommended that all participants take the flights as listed below in order to be in line with the agenda of the Provincial Consultation. Therefore, it is strongly advised that participants make their booking as earliest as possible in order to secure their seat. DIC can help facilitate the booking if needed. For an inquiry, please contact Ms. Anouluck Muangnalad by email: rtpsecretariat@gmail.com or by phone: 021-223 759-60; mobile: 020-2222 9355.

Below is the flight information for participants planning to attend this Provincial Consultation in Saravane:

- **ARRIVAL – Traveling from Vientiane to Pakse, Monday- 15th September 2014 by QV515 – flight duration: 1 hour and 15 minutes (06:30am – 7:45am)**
- **DEPARTURE, Traveling from Pakse to Vientiane, Wednesday 17th September 2014 by QV 516 – flight duration: 1 hour and 15 minutes (12:50 pm – 13:50 pm)**

Upon arrival at the Pakse Airport, the Department of International Cooperation, Ministry of Planning and Investment (DIC) as an organizing team will arrange shuttle buses from the Pakse airport to Saravane province. In Saravane province, a shuttle service will be provided and stationed between various hotels that participants stay, the Meeting place, and other locations including field visits.

3. Accommodations in Saravane

To ensure availability of accommodation in Saravane province, DIC in collaboration with Saravane provincial authorities has blocked rooms in hotels for participants. To ensure a convenience in terms of transportation, participants are required to stay at the **Phonxay Hotel** and they shall specify their preference in the Registration form. While the DIC will be assisting in booking and arranging the stay, the participants will be responsible for their own accommodation cost.

Below are detailed contact and service charges of the Phonxay hotel:

Phonxay Hotel is located in the city centre of Saravane. The hotel features totally 60 rooms consisting of 2 VIP suites, 16 standard single beds and 22 standard double beds. The room facilities include air-conditioning, satellite/cable TV, refrigerator, hot water and free Internet WIFI access both in rooms and public areas. The room rate is KIP 600,000 for VIP suites and KIP 220,000 for both single and double bed rooms per night including breakfast. For more information and booking, please contact: Mobile: +856 20 5543 7111; Tel: +856 34 211 093; Fax: +086 34 211 193.

4. Hospitality/Meals in Saravane

During the meeting including field trip programmes, lunch and dinner will be provided for participants. A Baci ceremony and Dinner reception will be held on the night of Monday, 16th September 2014 and will be hosted by the Governor of Saravane province at the Saravane Provincial Department of Planning and Investment. Transportation from hotels and guesthouses to the dinner reception will be arranged by the organizing team (DIC).

Note: For special dietary requirements, please kindly specify in the registration form.

5. Weather and climate

Overall, Lao PDR has a tropical monsoon climate; the pronounced rainy season is from May to October. July and August witness the maximum amount of rainfall. For Saravane, May to September are the rainy months (the average number of days in September that you can expect to see rain falling is 16 days). Therefore, as the Provincial Consultation is organized during the rainy season, it is advised that participants bring their umbrellas and/or rain gear along.

Throughout the month of September daytime temperatures will generally reach highs of around 31°C, that's about 89°F. At night the average minimum temperature drops down to around 24°C, that's 75°F.

In recent times the highest recorded temperature in September has been 37°C that's 98°F, with the lowest recorded temperature 19°C, about 67°F.

6. Visa arrangement

Visa to Lao PDR can be obtained from Lao embassies and consulates in your country (if available in country). Alternatively, visas can be obtained on arrival at major international checkpoints, such as Wattay International Airport in Vientiane; or Lao–Thai Friendship Bridge at Thanaleng, Vientiane, Lao PDR. The visa on arrival

is valid for 30 days. The fee for visa on arrival varies from USD 35-40 depending on the agreement and diplomatic relations between countries.

Note: To obtain a visa on arrival, please kindly bring one (1) passport photo (size 3x4) along.

7. Banking facilities

Some local banks and ATMs, such as BCEL, Lao Development Bank, etc are available in Saravane. The local currency of the Lao PDR is Lao Kip (LAK). All payments and purchases occur primarily in cash. Credit card payments are accepted only in a few hotels and restaurants. Currency exchange is available at local banks and exchange bureaus. The current exchange rate is USD 1 = LAK 8,034 (as of 26 August 2014). For more information on exchange rate please visit: <http://www.bcel.com.la/la/default.aspx>

8. Medical facilities

The organizing team together with provincial authority will provide an ambulance to station ready for any emergency. Though the provincial and district hospitals are available for appointments, delegates are advised to bring along your specific medicines and mosquito repellent.

9. Registration for the Meeting

All participants are required to register for the event prior to the travel. The registration form is attached herewith. This should be completed and submitted to DIC by email: rtpsecretariat@gmail.com or by fax: +856-21 223 760 no later than **Monday, 8th September 2014**.

10. Contact information

For any inquiry or further information, please contact the persons below:

Programme Inquiry

Mr. Morakot Vongxay

Director of UN System Division
Department of International Cooperation
Ministry of Planning and Investment
Telephone: +856-21-222 214,
Mobile: +856-20-2244 8892
Email: k_vongxay@hotmail.com

Logistics Inquiry

Anouluck Muangnalad

Round Table Process (RTP)
Department of International Cooperation
Ministry of Planning and Investment
Telephone: +856-21-223 759-60
Mobile: +856-20-2222 9355
Email: rtpsecretariat@gmail.com

Registration Form

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Country/Organization:

Participant(s): (1) Name: _____; Position: _____

(2) Name: _____; Position: _____

(3) Name: _____; Position: _____

Contact Information:

Address: _____

Telephone/Mobile: _____; Fax: _____

E-mail: _____

Traveling Mode:

By Airplane from Vientiane to Pakse (recommended)

Travel by your own cars from either Vientiane or somewhere else to Saravane, and then join visiting sites with the organizing team (DIC)

Yes

No

If yes, please specify: _____ Departure time: _____; Arrival time: _____

Accommodation Required:

Yes No. If No, please specify

Special Dietary Requirement:

***Please return the completed form to DIC by e-mail to: rtpsecretariat@gmail.com or Fax: +856 21
223 760***

by Monday 8th September 2014

