

Ministry of the Environment, Japan  
Department of Climate Change, Australia  
Ministry of Natural Resources and Environment, Vietnam  
Overseas Environmental Cooperation Center, Japan

The Eighteenth Asia-Pacific Seminar on Climate Change  
2-3 March 2009  
Hanoi, Vietnam

## INFORMATION NOTE FOR PARTICIPANTS

### GENERAL

The Eighteenth Asia-Pacific Seminar on Climate Change is scheduled at the Sofitel Plaza Hanoi in Hanoi, Vietnam from 2 March to 3 March 2009.

The seminar will be opened at 9:00 on Monday, 2 March 2009, in the Plaza Ball room 3, Sofitel Plaza Hanoi, where subsequent sessions will be held.

Tentative Time Table (The final Time Table will be distributed by the organizers during the seminar)

<b>Sunday, 1 March 2009</b>		
17:00-20:00	Registration	<i>Hanoi Room (2<sup>nd</sup> floor)</i>
<b>Day 1: Monday, 2 March 2009</b>		
08:00-09:00	Registration	<i>Hanoi Room (2<sup>nd</sup> floor)</i>
<b>Opening Session</b>		
09:00-09:20	<Opening Remarks> <Introduction of Chairpersons> <General Guidance by the Chairperson on the Seminar>	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
09:20-10:20	<Key Presentations of Issues (1)>	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
10:20-11:00	<Key Presentations of Issues (2)>	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
11:00-11:30	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>
<b>Session I: Integrated Adaptation Measures based on Scientific Knowledge</b>		
11:30-13:00	<Chair's Introduction to the Theme of the Session> < Key Presentation of Issues (1)> < Key Presentation of Issues (2)> < Key Presentation of Issues (3)> < Key Presentation of Issues (4)> < Key Presentation of Issues (5)> Discussion	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
13:00-14:30	Lunch	<i>Ming Palace Chinese Restaurant</i>
<b>Session II: Measurable, Reportable, and Verifiable measures and actions (MRV)</b>		
14:30-15:30	<Chair's Introduction to the Theme of the Session> <Key Presentation of Issues (1)> <Key Presentation of Issues (2)>	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
15:30	Break <Key Presentation of issues (3)> <Key Presentation of issues (4)>	<i>Foyer (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>

17:30-18:00	<Key Presentation of issues (5)> Discussion Conclusions of Day 1 Reception hosted by Organizers	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Ming Palace Chinese Restaurant</i>
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### **Day 2: Tuesday, 3 March 2009**

#### **Session III: Inventories**

10:00-12:00	<Chair's Introduction to the Theme of the Session> <Key Presentation of Issues (1)> <Key Presentation of Issues (2)> <Key Presentation of Issues (3)> Discussion	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
12:00-13:30	Lunch	<i>Ming Palace Chinese Restaurant</i>

#### **Session IV- Co-benefits Approach**

13:30-15:00	Chair's Brief Discussion Topic <Key Presentation of Issues (1)> <Key Presentation of Issues (2)> <Key Presentation of Issues (3)>	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
15:00	Coffee Break <Introduction to Support Measures > <Needs and Prospects of Co-benefits in Host Country>	<i>Foyer (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i> <i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
16:30-17:00	Discussion	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>

#### **Final Session of the Events "Building an Architecture of an Effective Future Regime"**

17:00	Wrap-up of Discussion	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>
17:30	Conclusions of the Seminar	<i>Plaza Ballroom 3 (2<sup>nd</sup> floor)</i>

## **TRAVEL**

### Immigration requirements

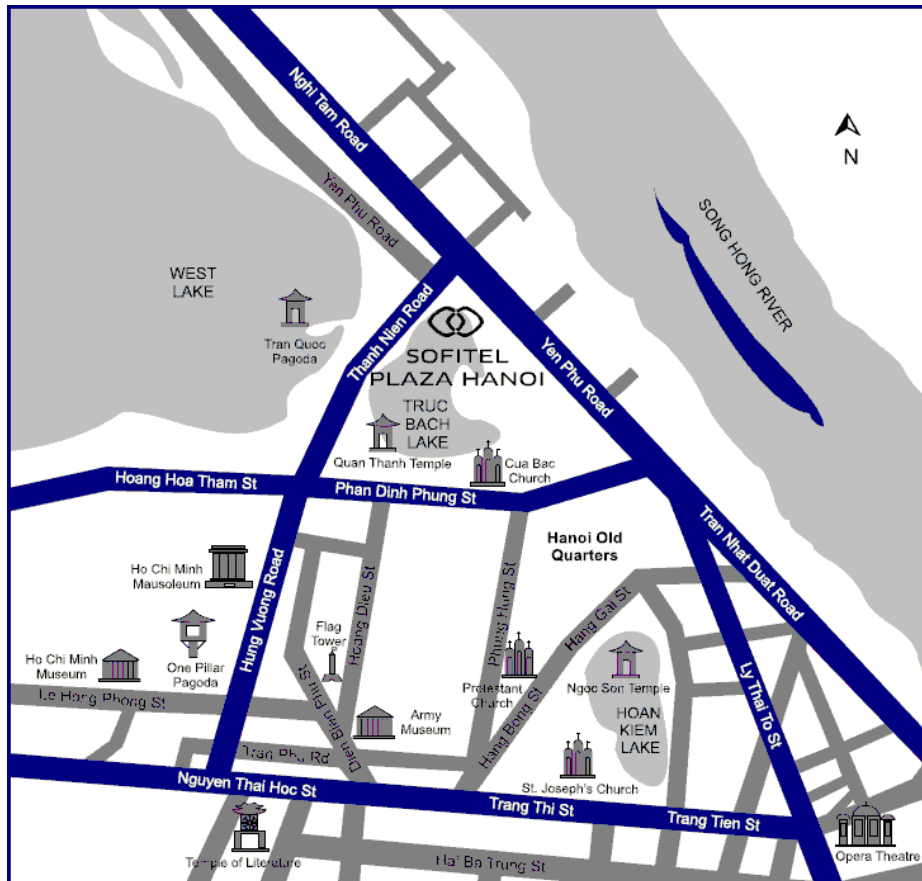
Participants should obtain appropriate entry visas to Vietnam from a Vietnamese diplomatic or consular mission.

### Arrival at Hanoi Noi Bai International Airport

Participants should make their own transportation arrangements from Noi Bai Airport to the Sofitel Plaza Hanoi and back. Noi Bai Taxis are readily available at the airport. (Approx. 30-60 minutes) The average cost of metered taxi from airport to the hotel is US\$13-16 (VND230000-300000) . **Please pay the fare by cash (Vietnam Dong) to the taxi driver directly.**

\*Please indicate the following taxi card and map to a driver.





### Insurance

Participants are strongly requested to apply for travel insurance before departing their country. (Cost to be borne by yourself)

### Foreign exchange

Exchange facilities are available at the airport and the hotel. At the front desk of Sofitel Plaza Hanoi, you can exchange USD, JPY, EUR, AUD, HKD, and SID.

### Weather

The weather in Hanoi is hot and humid. Please refer to the following website for more information in Hanoi; <http://weather.cnn.com/weather/forecast.jsp?locCode=HCHA&zipCode=433576227562>  
(Air-conditioning in each hotel room could be controlled appropriately not to be overcooled.)

## **STAY**

### Hotel

Accommodation will be reserved at the Sofitel Plaza Hanoi, and offer special discount rate at Vietnam Dong. Front desk is open 24 hours. Please visit the following website for more information; <http://www.sofitel.com/gb/hotel-3553-sofitel-plaza-hanoi/index.shtml>

### Hotel Check-in/ Check-out

Participants are expected to check in after 14:00 and check out by 12:00. As for late check out, additional 50% of one night charge should be paid before 18:00 and 100% after 18:00 although the possibility depends on availability. When you check-in, the receptionist will ask you to show your passport and credit card and hand you the room key.

When you check out, please pay all incidentals such as the usage of mini-bar, room service, laundry service, message service, telephone calls to outside the hotel (both local and international), etc. The hotel accepts American Express, Visa, JCB, Master and Diners for payment.

### Meals

#### <Breakfast>

Breakfast is included in the hotel charge. You do not need a breakfast ticket. The location is to be announced. Please note meals for vegetarians and Muslims are also served. If you wish other type of meals, the charge would be borne by yourself.

#### <Lunch>

Lunch will be served for all participants at the Ming Palace Chinese Restaurant located on the 2nd floor of the hotel on day 1 and 2. If you wish other type of meals, the charge would be borne by yourself.

#### <Dinner>

The organizer will provide dinner on 2 March at the Reception Party. You should arrange your dinner by yourself on other days.

### Medical services

There are clinics not inside the hotel but within 10 to 20 minutes from the hotel. We request you to cover the expenses. (Participants are strongly requested to apply for travel insurance before departing their country. (Cost to be borne by yourself.))

### E-mail/Internet

If you bring your laptop, you can connect to the free internet by LAN cable in the guestroom.

### Business Center

Facsimile, photocopy and other business services are available in the Business Center located on 1st floor of the hotel. (Business Center opens from 7:00 to 21:00 from Monday to Saturday and from 9:00 to 17:30 on Sunday. Please contact Reception for assistance after opening hour. (Cost to be borne by yourself.))

### Electricity

Electricity service throughout Vietnam is 220 volts. The plugs used in Vietnam are two round pins (type A or C).

### Time

The time zone of Hanoi, Vietnam is 7 hours ahead of G.M.T. No Daylight Saving Time is practiced in Vietnam.

## SEMINAR

### Registration and identification tags

Participants are requested to register and obtain your nametag **at the Secretariat room (Hanoi room, 2<sup>nd</sup> floor) of Sofitel Plaza Hanoi, 17:00-20:00 on Sunday, 1 March** or 08:00-09:00 Monday, 2 March. Participants who are not able to register by the opening day are requested to do so on a subsequent day, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

For the registration, please **bring your passport and air tickets with you.**

For identification and security reasons, all participants are requested to wear the nametag at all times during the seminar and, at social functions. Any person is not allowed to participate in the seminar without wearing the tag.

### Working language of the seminar

The seminar will be conducted in English and all documentation will be in English. No interpretation service will be available.

### Dress Code

Regular business style (light) clothing is recommended.

### Statements by participants

The secretariat would appreciate it if you could kindly send data of your presentation by E-mail in advance. Copies of statements will be distributed to the participants at the Seminar.

**Version: MS-OFFICE 2000 or more updated versions**

**Data style: Microsoft PowerPoint etc.**

**Submit to: Makoto KATO (Mr.) (E-mail: [kato@oecc.or.jp](mailto:kato@oecc.or.jp))  
(With CC to [segawa@oecc.or.jp](mailto:segawa@oecc.or.jp))**

**Deadline: Friday, 27 February 2009**

***Virus check is requested.***

### Paper/literature for distribution

Participants wishing to circulate any papers or literature at the seminar are requested to consult with Makoto KATO (Mr.), OECC. In this regard, participants are requested to bring sufficient copies (50 copies) for distribution at the seminar, as documents reproduction services will not be available for this purpose.

\*The secretariat will not distribute this information note at the conference. Please print out and bring it by yourself.

## SECRETARIAT

**Secretariat room of the Seminar: Hanoi room, 2<sup>nd</sup> floor, Sofitel Plaza Hanoi**

**The Secretariat room will open at 16:00, Sunday, 1 March and close at 16:00, Tuesday, 3 March.**

**<Opening time of the secretariat room>**

Sunday, 1 March	16:00 - 20:00	(Previous day)
Monday, 2 March	08:00 - 20:00	Day 1
Tuesday, 3 March	09:00 - 16:00	Day 2

**Tel: (TBA)** (available on 1-3 March)

**Fax: (TBA)** (available on 1-3 March)

**Mobile Phone of the Secretariat: +84-91-917-0253** (available on 1-3 March)

The address of secretariat for the 18<sup>th</sup> Asia-Pacific Seminar on Climate Change in Japan:

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Shibakoen Annex 7<sup>th</sup> floor 3-1-8, Shibakoen, Minato-ku, Tokyo 105-0011, JAPAN  
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