
**Subregional Workshop on Data and Statistics for Sustainable Development Goals
(SDGs) for High-Level Official Statisticians**

30-31 May 2017
Baku, Republic of Azerbaijan

INFORMATION NOTE FOR SIAP-FUNDED PARTICIPANTS

(last updated on 19 April 2017)

I. Workshop-related Information

1. The *Subregional Workshop on Data and Statistics for Sustainable Development Goals (SDGs) for High-Level Official Statisticians* will be conducted by the Statistical Institute for Asia and the Pacific (SIAP), in collaboration with the State Statistical Committee of the Republic of Azerbaijan (AZSTAT) during 30-31 May 2017 at Baku, Republic of Azerbaijan. The workshop will be held at the following venue:

Hilton Baku Hotel (Sevda Room)
1B Azadliq Ave, Baku AZ 1000, Azerbaijan
Tel: + 994 12 464 50 00
Email: baku.reservations@hilton.com
Website: <http://www3.hilton.com/en/hotels/azerbaijan/hilton-baku-GYDHBHI/index.html#>

2. All participants are requested to show up during 08:30 – 09:00 hours on the first day of the workshop for registration. Name badges will be issued upon registration and they are to be worn during the workshop.

3. The workshop will be conducted in English and all documentation will be in English. Simultaneous interpretation between English-Russian will be provided during the workshop. Participants will be able to ask questions in English or Russian.

4. For information regarding the workshop, participants may contact the following staff of SIAP as following:

Ms. Eunyoung Lee
Administrative Assistant
Statistical Institute for Asia and the Pacific (SIAP)
JETRO-IDE Building
3-2-2 Wakaba, Mihama-ku
Chiba-shi, Chiba 261-8787, Japan

Phone: (81-43) 299-9794
E-mail: staff@unsiap.or.jp

5. For local logistics arrangements, participants may contact AZSTAT as following:

Mr. Farid Guliyev
Head of Department of International Relations
State Statistical Committee of the Republic of Azerbaijan
AZ 1136 Inshaatchilar Avenue 81, Baku, Azerbaijan.
Phone: (+994 12) 539 80 50
Email: fguliyev@azstat.org

II. Travel and Accommodation Arrangements

Travel arrangements

6. SIAP will make arrangements to issue the most economical air tickets for participants to travel between the country of their residence and Baku International Airport. The arrangements will be made to arrive at Baku on 29 May and depart for their respective countries on 1 June. Participants are requested to refrain from changing their travel dates without prior consent from SIAP.

7. Participants are recommended to make a reservation at one of the following hotels in the vicinity of the workshop venue at their earliest convenience. If assistance with reservations is needed, please contact Mr. Farhad Aliyev at farhada@azstat.org or (+994 12) 538 73 84.

Name and address of hotel	Distance to Hilton (Workshop venue)	Room type	Daily Room rates
Hilton***** 1BAzadlig Avenue, Baku, Az1000, Azerbaijan Phone: +99412 4645000 Fax: +99412 4645001 Email: baku.reservations@hilton.com Contact person: Samra Guliyeva	0 km	<i>Special rates are accessible through</i> https://secure3.hilton.com/en_US/hi/reservation/book.htm?execution=e2s1 Hilton Standard room Hilton Executive room Hilton Junior Suite room Hilton Suite room	140\$ - 238 AZN 180\$ - 307 AZN 185\$ - 314 AZN 450\$ -766 AZN
Four Seasons Hotel Baku***** 1 Neftchilar Avenue AZ1095 Baku Phone. +994 12 404 2424 Fax. +994 12 404 2425 Email: reservations.bku@fourseasons.com Contact person: Yuliya Poplujnaya	3.2 km	Deluxe City room Deluxe Sea View room Premier room Executive Suite room	457\$ - 778 AZN 485\$ - 825 AZN 589\$ - 1002 AZN 637\$ - 1085 AZN
JW Marriott Absheron Baku***** 674 Azadliq Square Baku AZ-1010 Azerbaijan Phone: +99412 4998888 Fax: +99412 4998898 Contact person: Nigar Samedova	700 m.	Deluxe City View room Executive Deluxe room Deluxe Sea View room Executive Premier room	284\$ - 483 AZN 323\$ - 550 AZN 325\$ - 553 AZN 423\$ - 721 AZN

<p>Boulevard Hotel Baku Autograph Collection*****</p> <p>Khagani Rustamov Street 4C AZ1010 Baku, Azerbaijan Phone: +994 12 310 0010 e-mail: info.boulevard@absheronhotelgroup.com Contact person: Durdana Bagiyeva</p>	<p>3.2 km.</p>	<p>Standard City View room Standard Sea View room Superior room Executive room</p>	<p>112\$ - 191 AZN 127\$ - 216 AZN 142\$ - 242 AZN 190\$ - 323 AZN</p>
<p>Holiday Inn Baku****</p> <p>Keykab Khanim Safaraliyeva Str. 5, AZ1010 Baku, Azerbaijan Phone: +994 12 599 1100 Fax: +994 12 599 1101 Email: elina.petrochenkova@hi-baku.com Contact person: Elina Petrochenkova</p>	<p>900 m.</p>	<p>Standard room Standard Sea View room King Suite room</p>	<p>199\$ - 338 AZN 207\$ - 353 AZN 234\$ - 398 AZN</p>
<p>Park Inn by Radisson Baku****</p> <p>1 Azadlig Avenue Baku AZ1000, Azerbaijan Phone: +994 12 4906000 Fax: +994 12 4968900 Email: reservations.baku@rezidorparkinn.com Contact person: Naila Shamilova</p>	<p>50 m.</p>	<p>Standard room Standard Sea View room Business room Junior suite room</p>	<p>149\$ - 254 AZN 160\$ - 272 AZN 170\$ - 290 AZN 177\$ - 301 AZN</p>

8. Participants shall pay their own room charges and other expenses upon checking out.

Daily Subsistence Allowance (DSA)

9. SIAP-funded participants will be paid DSA at Baku rate in accordance to UN regulations. Participants will also be provided additional terminal fee, which will be for the purpose of providing transportation between airport and departure point/accomodation.

10. DSA will be paid to the SIAP-funded participants at the workshop venue. If for any reason a participant is unable to attend the full duration of the workshop, the appropriate portion of the allowance must be returned to the Institute. Participants are requested to carry sufficient funds with them to cover expenses for transit/stopover and stay in Baku until they receive their DSA.

11. For SIAP-funded participants, no other allowances will be provided except when stopovers/early arrival/extended stay in Baku are unavoidable due to the unavailability/cancellation of flights. In such case, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof including boarding passes, e-tickets and hotel receipts after the travel has been completed. The various receipts and documents must be sent by email addressed to Ms. Eunyong Lee, Administrative Assistant (staff@unsiap.or.jp) and the original receipts must be sent to SIAP (for address, refer to page 1).

12. Participants are requested to bring their passports with them to the workshop venue on the first day of the workshop (30 May 2017) for verifying their identities. Participants are also requested to submit their inbound boarding passes. Without these documents, DSA will not be disbursed.

13. SIAP and AZSTAT will not assume responsibility for any expenditure, such as:

- (i) Salary and related allowances for participants during the period of the workshop;

- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the workshop;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the workshop;
- (iv) Any loss or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

Visa requirements

14. Participants must check with the relevant diplomatic or consular mission of the Republic of Azerbaijan on visa requirements and, where required, obtain appropriate entry visas. Participants who need to stopover in other countries should also obtain appropriate transit visas.

15. It is the participant's responsibility to check whether their country has a VISA Waiver Agreement with Azerbaijan or is allowed for visa-free entry. Further information on this matter can be obtained at <http://www.mfa.gov.az/content/189>

16. If a Note Verbale or Invitation Letter is necessary for visa/internal purposes, please contact SIAP at staff@unsiap.or.jp

III. Other Arrangements/Information

17. Foreign Exchange -- Foreign currency exchange services may be found inside Baku International Airport and are available from local bank branches throughout the city.

18. Weather -- The temperature in Baku for the end of May will be 22-26 °C. Participants are advised to check the Internet on the weather forecast of Baku, 2-3 days before departure.

19. Electricity voltage -- The current in Azerbaijan is 220-240 Volts, AC 50Hz with type C and F outlets.

20. Further supplementary information will be provided on the first day of the workshop.