

Global Snow Leopard and Ecosystem Protection Program (GSLEP)



&
Government of Nepal



Steering Committee Meeting
(20 January, 2017)

&

Management Planning & Mapping Stocktaking Workshop
(17-18 January 2017)

Kathmandu, Nepal

1. Meeting Venue/Hotel	Soaltee Crowne Plaza, Nepal Tahachal Marg, Kathmandu 00000, Nepal Phone: +977 1-4273999 https://www.ihg.com/crowneplaza/hotels/us/en/kathmandu/ktmnp/hoteldetail
2. Accommodations	<p>For sponsored delegates: The GSLEP Secretariat will cover single occupancy room costs for the nights of January 16, 17, 18, 19 & 20 unless additional nights previously agreed.</p> <p>Internet (wi-fi) within hotel premises is included.</p> <p>Other expenses (i.e. additional nights outside January 16, 17, 18, 19 & 20, costs for accompanying persons, international calls, fax, room service, laundry, mini-bar and all alcohol charges, etc.) should be settled by the participants directly with the hotel upon check-out. Credit card guarantee might be requested by the hotel for personal expenses.</p> <p>For non-sponsored delegates: Single Deluxe Room USD 130.00 + taxes per room per night Double Deluxe Room USD 172.00 + taxes per room per night</p> <p>The above rates are subject to 10% service charge + 13% VAT as levied by the Government of Nepal.</p> <p>The accommodation plan includes the following services:</p> <ul style="list-style-type: none">• Welcome drink upon arrival• Accommodation in deluxe rooms• Buffet breakfast at hotel coffee shop• Buffet Lunch & dinner at specified venue by us• Two service of Tea/coffee/cookies during conference• Tea/Coffee makers in all rooms.• Two bottles of mineral water on a daily replenishment basis.• Complimentary use of Swimming Pool, Health Club and Gymnasium without massage

3. Travel Arrangements	For sponsored delegates, a round trip air ticket (or car trip) will be provided by the GSLEP Secretariat through a local travel agency. The specific route and class will be agreed upon before purchase.
4. Airport pick-up/drop-off	<p>For sponsored delegates, pick-up and drop-off at the Kathmandu airport will be provided. Please look for a driver or greeter with a GSLEP sign.</p> <p>If you miss the airport transportation, you can get a taxi in the arrival hall at the airport. Hotel Soaltee Crowne Plaza is approximately 9 km and takes about 30-40 minutes under usual traffic from the Tribhuvan International Airport.</p> <p>For non-sponsored delegates, please let the hotel know about your flight details so that they can organize your pick-up and drop-off at predetermined rates.</p>
5. Passport and Visa Requirement	<p><u>Passport:</u> Each participant is required to ensure they have a valid passport.</p> <p><u>Immigration:</u> All passengers, irrespective of Nepalese Nationals or Foreign Nationals who enter into or depart from Nepal shall have to fill up the arrival or departure forms & must fill in all details including address & contact.</p> <p><u>Visa:</u> Visitors travelling as tourist can obtain a visa on arrival (Multiple Entry) for a max. stay of 90 days. Please carry a few passport size photographs to avoid delays in obtaining visa on arrival. Fee: 15 Days - US\$ 25 or equivalent foreign currency Extension of tourist stay (up to 150 days) is possible. Fee: USD 20 (plus an additional charge of USD 2 per day extended).</p> <p>People of these countries do not get visa on arrival at the immigration entry points of Nepal: Nigeria, Ghana, Zimbabwe, Swaziland, Cameroon, Somalia, Liberia, Ethiopia, Iraq, Palestine & Afghanistan, unless special instructions are provided by the Ministry of Foreign Affairs in Nepal.</p> <p><u>Quarantine</u> Nepal does not officially require any immunizations for entry into the country. Vaccination against Yellow Fever is required if arriving within 6 days after leaving or transiting countries with risk of yellow fever transmission.</p>
6. Meals	<p>All meals, water and two coffee breaks will be provided for January 17, 18, 19 and 20.</p> <p>Alcohol will not be provided, but can be bought separately from personal expenses.</p>

7. Travel Expenses	<p>For sponsored delegates, travel DSA will be provided to cover expenses incurred during travel depending on the number of days they travel during transit.</p> <p>Please note that no DSA can be paid during the workshop and meeting as all accommodations and meals will be provided during the days of the meeting.</p>						
8. Working Language	<p>The meetings will be conducted in English and Russian with simultaneous translation provided between the two languages.</p>						
9. Activities on January 19, 2017	<p>On the afternoon of January 19, events and trips showcasing the cultural heritage of Nepal will be organized. Details of the same will be provided separately.</p>						
10. General Information	<p><u>Weather:</u> Temperatures in Kathmandu in January typically range between 3° Celsius (40°F) and 7° Celsius (45°F). There may be frequent showers.</p> <p><u>Time Zone:</u> Nepal Time (NPT): +05:45 UTC/GMT</p> <p><u>Exchange Rate:</u> 1 USD = approximately 109 Nepalese Rupee (NPR)</p> <p><u>Electricity/Plug Outlets:</u> In Nepal the standard voltage is 230 V and the standard frequency is 50 Hz. The power sockets that are used are of type C, D and M.</p>						
11. Contact Details	<p>Venue: <i>Hotel Soaltee Crowne Plaza</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Ms. Sumati Shakya sumati.shakya@scp.com.np Mobile: +977-9801067003</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Mr. Ashish Pant ashish.pant@scp.com.np Mobile: +977-98106 7006</p> </td> </tr> </table> <hr/> <p>Flight Bookings: <i>President Travel and Tours</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Ms. Sarmita K.C. sarmita@president.com.np Mobile: +977 9802034470</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Ms. Poonam Rana poonam@president.com.np Phone: +977 1-4220245, +977 1-4252995</p> </td> </tr> </table> <hr/> <p>Organizers: <i>Govt. of Nepal & GSLEP Secretariat</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Dr. Maheshwar Dhakal Joint Secretary Ministry of Forest and Soil Conservation Government of Nepal maheshwar.dhakal@gmail.com</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Dr. Koustubh Sharma International Coordinator, GSLEP Email: koustubh@snowleopard.org</p> </td> </tr> </table>	<p>Ms. Sumati Shakya sumati.shakya@scp.com.np Mobile: +977-9801067003</p>	<p>Mr. Ashish Pant ashish.pant@scp.com.np Mobile: +977-98106 7006</p>	<p>Ms. Sarmita K.C. sarmita@president.com.np Mobile: +977 9802034470</p>	<p>Ms. Poonam Rana poonam@president.com.np Phone: +977 1-4220245, +977 1-4252995</p>	<p>Dr. Maheshwar Dhakal Joint Secretary Ministry of Forest and Soil Conservation Government of Nepal maheshwar.dhakal@gmail.com</p>	<p>Dr. Koustubh Sharma International Coordinator, GSLEP Email: koustubh@snowleopard.org</p>
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