

## Developing a protective framework for children: the role of Parliaments

Regional parliamentary seminar hosted by the National Assembly of Viet Nam and organised by the Inter-Parliamentary Union (IPU) and the United Nations Children's Fund (UNICEF)

Hanoi, Vietnam, 15 to 17 February 2006

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### GENERAL INFORMATION

The regional Seminar for parliaments of the Asia Pacific Group of the IPU and regional Associate members on "Developing a protective framework for children: the role of Parliaments", organised by the Inter-Parliamentary Union (IPU) and UNICEF and at the invitation of the National Assembly of Vietnam, will be held in Hanoi at the Melia Hotel from 15 to 17 February 2006.

A post-seminar tour to Ha Long Bay - the world natural heritage recognized by UNESCO - is to be organized on the 18 February for all delegates and accompanying persons. For further information in this regard, delegates are kindly advised to log on the Website: <http://www.halong.com>

#### REGISTRATION

Invited parliaments are requested to send their list of participants attending the Seminar as soon as possible and **not later than 25 January 2006**, using the enclosed Registration Form, to the following addresses:

**Contact/Address in Viet Nam**  
Foreign Affairs Department  
National Assembly Office (ONA)  
37 Hung Vuong, Hanoi,  
Viet Nam  
Tel: 84 80 46212/46116/46101  
Fax: 84 4 7340815  
E-mail: [IPU@qh.gov.vn](mailto:IPU@qh.gov.vn)

**cc:** Inter-Parliamentary Union  
5 Chemin du pommier  
Case Postale 330  
1218 GENEVE 19  
Suisse  
Tel: 41 22 919 41 50  
Fax: 41 22 919 41 60  
E-mail: [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)

#### HOTEL ACCOMMODATION AND RESERVATIONS

For practical reasons, it is proposed that all participants stay at the Melia Hanoi Hotel. To that end, the National Assembly of Viet Nam has reserved and negotiated special rates as follows:

##### Room rate

Room Type	Meeting's rate
Deluxe room	US\$ 82 <sup>++</sup>
Executive Suite	US\$ 125 <sup>++</sup>
Extra bed	US\$ 35 <sup>++</sup>

(<sup>++</sup>US\$ 15 supplement for Double Occupancy)

##### Room rate - Royal Service Executive Floor

Room Type	Meeting's rate
Deluxe room	US\$ 106 <sup>++</sup>
Executive Suite	US\$ 158 <sup>++</sup>
Extra bed	US\$ 55 <sup>++</sup>

(<sup>++</sup>US\$ 18 supplement for Double Occupancy)

This rate includes daily buffet breakfast. Delegates shall have to pay their own accommodation charges directly to the hotel. Reservations can be made either directly with the hotel or through Foreign Affairs Department (ONA)

## **ARRIVAL AND DEPARTURE**

In order to ensure an efficient reception service, all participants are kindly requested to provide sufficient arrival and departure information, including dates, flight numbers and arrival and departure times on the hotel reservation form.

A reception service will be provided for participants at Noi Bai International Airport from Monday 14 February to Saturday 20 February 2006.

The reception service will assist with arrival and formalities and transfers to the hotels. This service will also operate at the end of the Seminar to assist participants with transfers from their hotels to the airport.

## **VISAS**

Participants from the following countries will need an entry visa for Vietnam: Australia, Bangladesh, Canada, Fiji, Iran, Nepal, New Zealand, Pakistan, Papua New Guinea and Samoa.

They are therefore requested to contact the nearest diplomatic mission of Vietnam where visas will be issued at no charge. In case there is no Vietnamese Embassy/Consulate in or accredited to their countries, delegates are kindly requested to bring the form for on-arrival visa purposes and to send a photocopy of their passport to the Foreign Affairs Department (ONA) indicating the precise date and time of arrival as well as their flight number.

## **REGISTRATION AND INFORMATION DESK**

A Registration and Information Desk will be available to participants in the seminar venue from Tuesday 14 February to Friday 17 February. It shall operate from 8 am to 7 pm daily.

Participants are kindly requested to register with this service as soon as possible after their arrival. It will issue identity badges, deal with enquiries concerning the Seminar and handle messages and mail.

## **LANGUAGE**

English is the working language of the Seminar. Simultaneous interpretation from English to Vietnamese will be provided throughout the meeting. Delegations may also bring their own interpreters if needed. Additional interpretation channels will be available upon request, which is to be sent to the Secretariat on the basis of first come first served.

## **SECURITY**

All necessary security measures will be taken by the national authorities. Participants are required to wear their identity badges visibly at all times when they are in the Seminar venue and at all official functions during the Seminar.

## **FIRST AID SERVICE**

During the Seminar first aid facilities will be provided within the seminar venue. All other medical facilities and prescriptions will be at the participants' own expense.

## **WEATHER CONDITIONS**

In February, the average temperature in Hanoi is around 15 - 25 degrees centigrade. The climate is tropical with high level of humidity.

## **CURRENCY REGULATIONS**

"Dong" is the official currency of Viet Nam. Foreign currencies can be exchanged at banks, hotels and other legal foreign exchange sites throughout the country. Travellers' cheques or credit cards are used for payment at most major hotels and banks. However, delegates are kindly advised to have cash available as travellers' cheques and credit cards are not yet widely accepted at shops and other services.

In December 2005, the exchange rate was approximately 15.900 dong for one US dollar.

## **TRANSPORT**

Transport by bus will be provided to all Seminar participants between Hanoi International Airport and the Melia hotel and vice versa as well as for all official events during the Seminar.

## **OTHER SERVICES**

The following services will be available to participants in the Seminar venue:

- Post office
- Exchange/bank
- Travel agency
- International telephone and telefax (participants will pay for their calls when they are made)
- First aid service
- Restaurant, cafeteria and bar

## **PARTICIPANTS' MAIL AND MESSAGES**

During the Seminar, urgent mail and messages for participants should be addressed to:

Name of Participant:.....  
Delegation:.....  
IPU Seminar  
Melia Hanoi Hotel, 44B Ly Thuong Kiet str.  
Hanoi, Viet Nam  
Tel: 84 4 9 343 343  
Fax: 84 4 9 343 344  
E-mail: melia.hanoi@solmelia.com

## **SOCIAL EVENTS**

The programme of social events will be communicated to participants in due course.