

## LOGISTICAL NOTE

### 3-day Common Assessment Framework (CAF) training

within the RCPAR multi-country initiative

"Improving quality of public management through application of the CAF model" (IQUAL)

**2 - 4 February 2010, Bishkek, Kyrgyzstan**

Meeting venue	<p>Ak Keme Hotel 93, Prospect Mira Bishkek, Kyrgyz Republic, 720044 Tel: +996 (312) 540143/44/45/52 Fax: +996 (312) 542365, 542408 <a href="mailto:hotel@akkeme.com">hotel@akkeme.com</a> <a href="http://www.akkemehotel.com">www.akkemehotel.com</a></p> <p>The training will take place in the meeting room <b>Blue</b>.</p>
Accommodation	<p>Rooms (single occupancy) for all participants have been reserved at the <b>Hotel Ak Keme</b>.</p> <p>RCPAR will cover the cost of the rooms, so participants will not have to pay for their room upon checkout. Please note however that participants are responsible to pay for any incidentals such as room service, telephone calls, internet connections, etc.</p> <p>Due to the very early arrival of all incoming flights, we have booked rooms as of 31 January so that all participants can check in right away on 1 February, regardless of arrival time. Check-out time is 12 noon.</p>
Meals	<p>Breakfast is included in the room rate. During the three days of the workshop, lunch at the hotel has been arranged and paid for all participants.</p> <p>With the exception of the social event on Thursday 3 February (see below) and the lunches on the days of the workshop, the rest of the meals (lunch and dinner on the 1<sup>st</sup> and dinner on the 2<sup>nd</sup> and the 4<sup>th</sup>) are not arranged and you should make your own plans.</p> <p>For your information, local restaurants in Bishkek are inexpensive (average price equivalent to 8-10 euro/person).</p>
Social event	<p>On Thursday 3 February, participants are invited to a national Kyrgyz dinner at a local restaurant. The cost will be covered by RCPAR. As reservations will have to be made, kindly inform Network Facilitator Saltanat Janenova one day in advance if you do not intend to participate.</p>

	Participants should meet in the lobby at 18:00 hrs for joint departure to the restaurant “Old Town”.
Visa information	EU citizens are requested to apply for Kyrgyz visa at the consular authority in the airport of Bishkek. Please have a passport-sized photo readily available.  Please note that visa application will take some time (about 1 hour).
Travel arrangements	Travel arrangements will be coordinated by Renate Eppich, RCPAR, <a href="mailto:renate.eppich@undp.org">renate.eppich@undp.org</a> , +30 2107245001.  Transportation to and from <b>Bishkek Airport</b> is being arranged by the hotel and the cost is covered by RCPAR. As many are arriving and departing on the same flights, a car or a minibus will be waiting at the airport upon arrival. Transport will also be provided to the airport on the 5 <sup>th</sup> .  Departure time on the morning of the 5 <sup>th</sup> from the hotel to the airport will be 0200 hrs for the first group (who have flights leaving between 0400 and 0500 hrs), and 0400 hrs for the second group (who have flights leaving at 0630 hrs).
Daily Subsistence Allowance and Terminal Expenses	As per UNDP regulations, participants are entitled to a reduced daily subsistence allowance as well as reduced terminal expenses to cover taxi/bus fares to/from the airport at each leg of the journey.  The total payment will amount to approximately USD 430. This entitlement will be paid directly to participants’ bank accounts after their return home and upon submission of the return boarding passes by mail to RCPAR. Participants will receive an F.10 claim form to sign in Bishkek, where they will be required to hand in the boarding passes of their arrival flights.
Starting times	Tuesday 2 February: 08:30 – Registration starts Wednesday 3 February: 09:00 Thursday 4 February: 09:00  An agenda will be distributed to all participants ahead of the workshop.
Document distribution	A set of documents will be distributed via email to all participants in due course.  If you have any questions regarding the documents, please contact Dmitry Maslow ( <a href="mailto:maslow@bk.ru">maslow@bk.ru</a> )
Facilities at the venue	Free fitness center (swimming pool, gym, sauna). There will be Wireless Internet in the conference room and internet access card for the rooms are available at the hotel’s business center for USD 7 per hour.
Currency exchange	The official currency of Kyrgyzstan is the Som (KGS). 1 USD = 44 Soms.  ATMs are widely available in Bishkek and it is advised to keep some cash at hand as not all cafes and shops accept credit cards.