



INFORMATION NOTE
(As of 17 October 2019)

1. EVENTS SCHEDULE

Day 1: 17 November 2019 (Sunday)

GMS Senior Officials' Meeting

Time: 8:00 am –12:30 pm

Room: Salon I (2nd Floor)

Venue: Raffles Hotel Le Royal

92 Rukhak Vithei Daun Penh, Sangkat Wat Phnom, Phnom Penh

Participants: GMS Senior Officials and ADB Representatives

GMS Development Partners' Meeting

Time: 1:30 pm –5:00 pm

Room: Salon I (2nd Floor)

Venue: Raffles Hotel Le Royal

Participants: Development Partners, GMS Senior Officials, GMS Business Council Representatives, and ADB Representatives

Cocktails hosted by ADB

Time: 6:30 pm –8:30 pm

Room: Phokeethra Sky (12th Floor)

Venue: Sofitel Phnom Penh Phokeethra Hotel

26 Old August Site, Sothearos Boulevard, Sangkat Tonle Bassac, Phnom Penh

Participants: By Invitation

Day 2: 18 November 2019 (Monday)

GMS Ministerial Retreat

Time: 9:00 am–11:30 am

Room: Phokeethra 1 (2nd Floor)

Venue: Sofitel Phnom Penh Phokeethra Hotel

26 Old August Site, Sothearos Boulevard, Sangkat Tonle Bassac, Phnom Penh

Participants: GMS Ministers, ADB Vice-President plus 3 accompanying officials for each (Closed-Door Session)

Note: Listening Room is at Phokeethra 2 (2nd Floor). Attending officials are limited to 5 per GMS country and ADB.

GMS Ministerial Meeting (Plenary)

Time: 2:00 pm–5:00 pm

Room: Ballroom I (Ground Floor)

Venue: Sofitel Phnom Penh Phokeethra Hotel

Participants: GMS Ministers, ADB Vice-President, GMS Senior Officials, Development Partners, GMS Business Council Representatives, and ADB Representatives

Note: Holding Room for the Heads of Delegations prior to the Plenary is at the Business Center (Ground Floor).

Gala Dinner hosted by the Royal Government of Cambodia

Time: 6:00 pm

Room: Ballroom II (Ground Floor)

Venue: Sofitel Phnom Penh Phokeethra Hotel

Participants: All Participants

The provisional agendas of the meetings may be accessed at <https://greatermekong.org/gms-ministerial-conferences>.

2. REGISTRATION

Pre-Meeting Registration. All participants are required to register at <https://greatermekong.org/23rd-ministerial-conference> **between 8–31 October 2019**.

GMS National Coordinators (GMS NCs) are requested to submit the official list of country delegates to the Council for the Development of Cambodia (GMSCAM@online.com.kh), with copy to the GMS Secretariat (gms@adb.org) **by 31 October 2019**. GMS NCs are also requested to submit the list of 6 delegates to be funded by ADB to the GMS Secretariat **by 31 October 2019**.

On-site Registration. Participants who are unable to register prior to the 23rd Ministerial Conference (MC-23) may register on-site in person upon presentation of their letter of invitation and identification (ID) document (passport, office ID with photo, driver’s license, etc.). On-site registration opens on **15 November 2019** and follows the schedule below. Please proceed to the on-site registration venue with the required documents.

On-site Registration Schedule		
Date	Time	Venue
15 November	2:30 pm – 5:00 pm	Phokeethra 5 (2nd Floor), Sofitel Phnom Penh Phokeethra Hotel
16 November	9:30 am – 11:30 am 1:30 pm – 5:00 pm	Phokeethra 5 (2nd Floor), Sofitel Phnom Penh Phokeethra Hotel
17 November	9:30 am – 11:30 am 1:30 pm – 5:00 pm 8:00 am – 10:30 am 1:30 pm – 4:00 pm	Phokeethra 5 (2nd Floor), Sofitel Phnom Penh Phokeethra Hotel Salon I (2nd Floor), Raffles Hotel Le Royal

On-site Registration Schedule		
Date	Time	Venue
18 November	9:00 am – 11:00 am	Phokeethra 5 (2nd Floor), Sofitel Phnom Penh Phokeethra Hotel
	12:30 pm – 1:30 pm	Ballroom I – Foyer (Ground Floor), Sofitel Phnom Penh Phokeethra Hotel

Media (By invitation). Media organizations from GMS countries are requested to register through the office of the GMS NCs.

Media coverage is strictly limited to the opening ceremony until the photo session of the Ministerial Meeting (18 November 2019, 2:00 pm – 2:55 pm).

3. IDENTIFICATION BADGES (IDs)

IDs will be available on **15 November 2019** for participants who registered prior to the meetings. For country delegates, IDs will be distributed by assigned liaison officers (LOs) upon arrival. Heads of Delegations (HODs) for the MC-23 will receive their specially designed pins through the LOs as well.

Other participants (development partners, GMS Business Council, private sector, and media) may collect their IDs at the on-site registration venue. On-site registration opens on **15 November 2019**, following the schedule in Section 2 of this note.

Only IDs issued by the Conference Secretariat, duly stamped by the Royal Government of Cambodia, will be recognized to gain entry into meeting and social function areas. **Participants are requested to wear their ID prominently at all times during meetings and social functions.** Lost ID must be reported immediately to the Conference Secretariat or LOs.

4. VISA

Participants are responsible for arranging their visa, if required. Please contact the Conference Secretariat should assistance be needed for visa applications.

5. HOTEL ARRANGEMENTS

The Royal Government of Cambodia recommends the **Sofitel Phnom Penh Phokeethra Hotel, Raffles Hotel Le Royal and Rosewood Phnom Penh Hotel** for the accommodation of participants. ADB will book ADB-funded delegates in the Sofitel Phnom Penh Phokeethra Hotel (Superior Room-single for delegates and Luxury Room-single for HODs).

A limited number of rooms are available to participants at special rates below.

Hotel Accommodation			
Hotel	Room Category	Room Rate* (USD)	
		Single	Double
Sofitel	Superior	228	253
	Luxury	288	312
Raffles	State	174	198
	Landmark	222	246
Rosewood	Executive	200	225
	Premier River	248	273

*Room rates are net (include service charge and applicable government taxes).

Participants staying in these hotels will be provided transportation going to and from meeting venues.

Hotel booking forms may be requested from the GMS Secretariat after online registration has been completed. Participants are encouraged to do their hotel booking as early as possible since these hotels are in high occupancy during the last quarter of the year.

6. AIRPORT FACILITATION

6.1 Country Delegates

HODs will be accorded VIP arrival/departure courtesies (i.e., provision of lounge, baggage retrieval/check-in assistance, and customs and immigration facilitation). A representative of the Royal Government of Cambodia, together with the LO and security officers, will welcome/send off, and escort the HODs.

The Conference Secretariat requests for flight details of HODs to be conveyed early to ensure proper arrival and departure courtesies.

Country delegates, including those arriving/leaving with the HODs, will go through the regular channel for immigration, customs and luggage clearance. LOs will provide assistance, as needed.

6.2 Other Participants

Representatives of development partners, GMS Business Council, private sector, media, and ADB will go through the regular channel for immigration, customs and luggage clearance.

7. TRANSPORTATION

7.1 Country Delegates

Airport transfers and round-trip transportation from hotels to meeting venues will be provided to **all country delegates**. GMS NCs are requested to designate a coordinator among their delegates who will work with the assigned LOs to schedule the HOD's and delegates' airport transfers based on flight details, and transportation going to and from meeting and social function venues.

GMS NCs are requested to inform the Conference Secretariat as early as possible if they plan to make their own airport transfers and transportation arrangements for their HODs.

Should HODs need transportation for meetings not related to the MC-23, requests should be communicated to the Conference Secretariat well in advance for preparatory arrangements.

7.2 Other Participants

Representatives of development partners, GMS Business Council, private sector, and media arriving/departing on the same flights as country delegates may join the airport transfers. Participants can also make their own transfer arrangements at the taxi counter at the arrival area of the airport. Airport taxi costs about USD 15 going to the Sofitel, Raffles and Rosewood hotels. Taxi ride from the Phnom Penh International Airport to these hotels takes about 40 minutes, depending on traffic.

Transportation schedule from the Sofitel, Raffles and Rosewood hotels going to the meeting venues will be communicated to the participants in due course.

8. SECURITY AND PROTOCOL

GMS NCs are requested to coordinate with the GMS NC for Cambodia for all security and protocol arrangements during the MC-23. In particular, GMS NCs are requested to inform in advance:

- If the HOD will be accompanied by their own security personnel; and
- If media representatives from the GMS country will accompany the HOD and/or the delegation.

Security officers will be provided at the hotels of HODs and meeting venues. GMS NCs are requested to ensure that assigned LOs are informed in advance of the HODs’ movements or activities to allow for provision of proper logistical and security measures.

All participants, except the HODs, will be subject to security checks when accessing meeting and social function areas. **Participants are requested to wear their ID prominently at all times throughout the MC-23.**

9. COMMUNICATIONS

The official medium of communication is English. Simultaneous interpretation facilities (booths and audio equipment) will be provided only during the Ministerial Retreat and Ministerial Meeting (Plenary), upon request by the GMS country. GMS NCs are requested to convey to the Conference Secretariat requests for simultaneous interpretation facilities **by 25 October 2019.**

GMS countries are requested to bring their own simultaneous interpreters who will sit inside the booth and whispering interpreter for HODs, as necessary.

10. MEETING DOCUMENTS

Advance copy of reference and meeting documents will be e-mailed to registered participants before the MC-23.

Four (4) complete sets of printed meeting documents (for HOD + 3 officials) will be given to each country delegation. Participants are requested to print their own set of documents, as needed.

11. BILATERAL MEETING

Requests for bilateral meetings should be e-mailed to the GMS Secretariat with subject line “MC-23 Bilateral Meeting” **no later than 31 October 2019**. To prevent double booking, only the country initiating the bilateral meeting should submit the request, specifying the date, time and participants (names and positions) of the meeting. The GMS Secretariat will confirm the meeting venue by **6 November 2019**.

12. OTHER MEETING-RELATED SERVICES

The following services are available to participants:

Room / Service	Location
GMS Secretariat	Phokeethra 5 (2nd Floor), Sofitel Phnom Penh Phokeethra Hotel
Medical Services	Please contact Country LOs or Conference Secretariat

13. CONFERENCE SECRETARIAT

13.1 Host Country

Name	Phone	E-mail
Mr. Suon Sophal	+855 87 687 668	sophalsuon@gmail.com GMSCAM@online.com.kh
Mr. Uy Rithymony	+855 17 993 368	rithymonyuy@gmail.com
Ms. Reath Theany	+855 17 581 166	theanyreath@gmail.com GMSCAM@online.com.kh
Mr. Khov Eahai	+855 89 651 115	kh.eahai@gmail.com

13.2 GMS Secretariat (ADB)

Name	Phone	E-mail
Ms. Rhodora Concepcion	+66 2 263 5300	rbconcepcion@adb.org gms@adb.org
Ms. Josephine Duque-Comia	+632 2 8632444 ext. 5361	jdcomia@adb.org gms@adb.org
Ms. Ciria Rudas	+632 2 8632444 ext. 1448	crudas@adb.org gms@adb.org
Ms. Rowena Sancio	+632 2 8632444 ext. 5195	rsancio.consultant@adb.org gms@adb.org

14. LIAISON OFFICERS

LOs are assigned to country and ADB delegations as outlined below. LOs meet delegates during airport pick up, distribute IDs, and stay with respective delegations at all times throughout the MC-23. GMS NCs are requested to designate a coordinator among their delegates who will work with the assigned LOs on logistical and administrative arrangements for the delegation in advance of the MC-23 and on-site throughout the MC-23. Participants are requested to note the contact information of their LOs for communication prior to and during the MC-23.

Country	LOs for the HODs	LOs for the Delegates
PRC	Ms. Song Rany T: +855 92 225 333 E: song.rany@gmail.com	Mr. Meas Rith T: +855 61 317 967 E: measrith.lawrule@gmail.com
Lao PDR	Ms. Lim Nidadane T: +855 81 948 888 E: nidadanelim@gmail.com	Ms. Morn Sopha T: +855 78 766 424 E: morn.sopha19@gmail.com
Myanmar	Mr. Srey Lyza T: +855 86 541 151 E: lyzasrey@yahoo.com	Ms. Peou Linda T: +855 77 686 279 E: lindapoeu@gmail.com
Thailand	Mr. Ros Chantrearangsey T: +855 99 412 222 E: rangseyco@gmail.com	Mr. Ping Panhapol T: +855 87 434 330 E: pingpanhapol13@gmail.com
Viet Nam	Ms. Hang Molisanin T: +855 95 998 816 E: molisaninhang@gmail.com	Ms. Soun Heang T: +855 87 888 588 E: sounheangheang@gmail.com
ADB	Ms. Rith Boramey T: +855 10 751 195 E: boramey.rith28@gmail.com	Ms. Leng Tepy T: +855 96 304 8971 E: tepyleng@gmail.com