

**DRAFT**



**FIFTY-FOURTH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL  
CONSULTATIVE ORGANIZATION (AALCO)**

**HOSTED BY THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
CHINA**

**13 – 17 APRIL 2015 - BEIJING**

**NOTE: FOR UPDATES ON THE ANNUAL SESSION, PLEASE REFER TO THE WEBPAGE ON AALCO'S FIFTY-FOURTH ANNUAL SESSION AT <http://aalco-beijing.mfa.gov.cn/> (Managed by Ministry of Foreign Affairs, Government of the People's Republic of China) or <http://www.aalco.int> (AALCO)**

**ADMINISTRATIVE ARRANGEMENTS**

- 1. The Fifty-Fourth Annual Session of AALCO** will be hosted by the Government of the People's Republic of China from 13<sup>th</sup> to 17<sup>th</sup> April 2015 in Beijing.

The Venue for the Fifty-Fourth Annual Session would be:

**Diaoyutai State Guesthouse, No. 2 Fucheng Road, Haidian District,  
Beijing, China**

- 2. For the smooth functioning of the Session, the Government of China** has established an Organizing Committee under the Chairmanship of **Mr. Xu Hong**, Director-General of the Department of Treaty and Law, Ministry of Foreign Affairs of the People's Republic of China.

**Focal Points for Contact in the Organizing Committee:**

- i. Mr. Liang Zhijun**  
Phone: 0086 10 65963246  
Mobile: 0086 138 1167 2729  
Email: liang\_zhijun@mfa.gov.cn  
Fax: 0086 10 65963244

- ii Mr. Hu Jiansheng  
Phone: 0086 10 65963248  
Mobile: 0086 159 1032 7623  
Email: hu\_jiansheng@mfa.gov.cn  
Fax: 0086 10 65963244

### **3. CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI**

AALCO Secretariat  
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.  
Tel: 00 91 11 26117641/42                      Fax: 00 91 11 26117640  
Email: [mail@aalco.int](mailto:mail@aalco.int)

### **4. INVITATIONS**

- a. The Government of China has sent invitations to the Ministers of Justice/Ministers of Foreign Affairs/Attorneys General of Member States.

Invitations shall also be sent by the Secretary General of AALCO to the Heads of Diplomatic Missions of Member States in New Delhi.

- b. The Secretary-General of AALCO shall send invitations together with details of administrative arrangements, Provisional Agenda, Annotated Agenda and the Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) as and when they are ready.

### **5. ONLINE REGISTRATION**

An online registration system will be in operation from 5<sup>th</sup> March, 2015 at the website: <http://aalco-beijing.mfa.gov.cn/>. All registration shall be made through the online system. To begin registration, please click on the *registration* button on the webpage and log in with user ID: **AALCO54REG** and password: **DYTbj3244**.

**The user ID and password may only be used by delegates. For security reason, all delegates are requested not to disclose them to any unrelated party.**

If encounter technical problems in accessing to the registration system, delegates may also fill out registration form downloaded from the above mentioned website, and send the form to the following email address: [aalco-beijing@mfa.gov.cn](mailto:aalco-beijing@mfa.gov.cn).

**Note:** For security reason, all delegates are requested to submit digital photos, which will be printed on the Meeting Badges. Please carefully check and comply with the photo requirements specified in the registration system or registration form.

All registrations are expected to be completed by 20<sup>th</sup> March 2015.

## **6. INAUGURAL SESSION**

The Inaugural Session will be held on Monday, 13<sup>th</sup> April 2015 at 10:00 am. All delegates are requested to be presented at 09:30 am. After the completion of the Inaugural Session, there will be a “Group Photo Session” of all Heads of Delegations.

## **7. VIP GUEST**

“VIP Guest” status will be accorded by the Government of China to those bearing the position of Ministers/Attorneys General. The same status is accorded to the Secretary-General of AALCO.

**The Government of China will only pay for the accommodation of those accorded with VIP Guest status.**

## **8. TRANSPORTATION AND PROTOCOL**

### **i. Arrival and Departure – At Beijing Capital International Airport**

The Government of China will provide transportation from and to Beijing Capital International Airport (BCIA) for all delegates. Delegates could follow the sign or personnel guidance at BCIA. To this end, all delegates are kindly requested to clearly indicate if they need this service in the online registration or registration form.

The Organizing Committee Personnel will be at the Airport to provide necessary courtesy and assistance for VIP Guests and Vice-Ministerial level delegates.

### **ii. Local Transportation**

The Government of China will provide transportation for all delegates between designated hotels and the Conference Venue. Local transportation for VIP Guests will also be provided.

**iii. Return bookings/confirmation** - Delegates are responsible for their return air-travel bookings.

## **9. ACCOMMODATION**

VIP Guests will stay at designated hotels to be reserved by the Government of China.

For all other delegates, preferential rates will be available at the following designated hotels: *Shangri-la Hotel, Westin Beijing Financial Street Hotel, Diaoyutai Hotel* (detailed information attached herewith). The Government of China will provide shuttle buses between these hotels and the Conference Venue. Other services relating to the AALCO Session, such as liaison officer, issuing of Meeting Badges and first aid will also be provided.

Delegates should directly book their rooms with the designated hotels. The rooms will be based on 'first come first serve' principle. As spring is the peak season of hotel selling in Beijing, delegates are strongly recommended to make reservations as soon as possible. Rooms and preferential rates will not be guaranteed for late booking.

If delegates would like to book hotels of their own choice, please indicate the hotel names and addresses in the online registration or registration form.

## **10. MEETING ARRANGEMENTS**

### **i. Registration upon Arrival**

Registration desks will be opened inside the *Shangri-la Hotel, Westin Beijing Financial Street Hotel, Diaoyutai Hotel* on 11<sup>th</sup> April (2:00 pm - 10:00 pm) and 12<sup>th</sup> April (9:00 am - 10:00 pm). Delegates should register their arrival and pick up the Meeting Badges and materials. Delegates need to show their Meeting Badges in order to take the shuttle buses.

**Note:** The Conference Venue at the Diaoyutai State Guesthouse is a restricted compound. All delegates need to show the Meeting Badges for entry. **Therefore, those delegates stay in non-designated hotels are requested to register their arrival and pick up the Meeting Badges at the registration desk in the *Diaoyutai Hotel* prior to 13<sup>th</sup> April.** Delegates fail to do so should contact the Organizing Committee's Focal Points in order to get access to the Conference Venue.

### **ii. Working Language**

The working language of the Fifty-Fourth Annual Session will be English and all documentation will be English. There will be simultaneous translation from English to Arabic, Arabic to English throughout the session. The Secretariat reports on the deliberated agenda items shall be translated to Arabic as well.

### **iii. Dress Code**

Business attire will be required for the meeting and official dinners.

### **iv. Distribution of Documents**

The documents of the Fifty-Fourth AALCO Annual Session (except the Budget document) will shortly be available on AALCO website: [www.aalco.int](http://www.aalco.int). Additional copies can be downloaded from the website. The Secretariat of AALCO will be distributing an official set of the meeting documents to all Member States during the registration upon arrival (only one set per delegation). Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session. One set of the documents in Arabic would also be distributed at the Session.

Observer delegations will receive one set of documents at the time of registration upon arrival.

**v. Matters for consideration**

These topics on the work programme of AALCO would be deliberated during the Fifty-Fourth Annual Session:

- (1) The Deportation of Palestinians and Other Israeli Practices among Them the Massive Immigration and Settlement of Jews in All Occupied Territories in Violation of International Law Particularly the Fourth Geneva Convention of 1949;
- (2) Work of the UNCITRAL and Other International Organizations in the Field of International trade Law;
- (3) Law of the Sea;
- (4) Environment and Sustainable Development; and
- (5) Violent Extremism and Terrorism (Legal Aspects).

A special event on commemorating the 60<sup>th</sup> anniversary of the Bandung conference will be held.

Two Half-Day Special Meetings on selected items will be held:

- (i) Selected topics on the agenda of the International Law Commission (ILC); and
- (ii) International Law in Cyberspace.

Sub-topics and panelists for the above two meetings in due course will be finalized by the Secretary-General of AALCO in consultation with the Government of China and relevant organizations.

In addition, the Ministry of Foreign Affairs of China and the Chinese Society of International Law will co-host a parallel side event Colloquium on the UN Charter and the Post-war International Order.

**vi. Secretariat and Help Desk**

The AALCO Secretariat will be located at the Conference Venue.

A help desk for all delegates will be made available by the Organizing Committee at the Conference Venue from 8:00 am to 7:00 pm from 13<sup>th</sup> -17<sup>th</sup> April 2015 (Monday to Friday).

**vii. Medical Service**

The Organizing Committee of the Government of China will make necessary arrangements to assist delegates to get first aid and medical service in case of emergency.

## **11. WORKING LUNCH AND REFRESHMENTS**

Unless otherwise stated, Muslim working lunch, drinks and refreshments will be provided for all delegates at the Conference Venue from 13<sup>th</sup> to 17<sup>th</sup> April.

## **12. PASSPORT AND VISA**

To gain entry into the People's Republic of China, foreign nationals need to have in their possession passports with at least 6 months of validity and appropriate visas. Delegates from all countries are requested to obtain necessary advice from the Chinese Embassy at their respective countries or the Ministry of Foreign Affairs of their respective countries for all information and applications relating to their travel visa to Beijing. Information regarding the AALCO's Annual Session will be notified to all the Chinese Missions in the AALCO Member States.

Delegates from countries that have no Chinese Embassy at their respective countries are suggested to obtain necessary advice from the Organizing Committee's Focal Points.

## **13. OFFICE FACILITIES**

Office facilities and telephone/facsimile services will be available at the business centers of the designated hotels. The delegates are responsible for all costs incurred there. Services provided will include computer rental with internet access, facsimile, telex and photocopying services.

A few computers with internet and printing facilities would be made available at the Conference Venue.

## **14. OTHER USEFUL INFORMATION**

**Water** - Visitors can drink boiled water or bottle water

**Climate** - Spring, cool and dry

**Temperature** - 8 ~20 degree C

### **a. Banking Services and Currency**

The official currency is Chinese Yuan (RMB). Foreign exchange bureaus in the airport, in the city, hotels, banks usually offer exchange service. ATMs can be used for drawing Chinese currency.

**Exchange Rate:** The exchange rate between the RMB and US dollar is about 6.24 to 1 as of February 2015. Transactions are subject to real-time rate.

**b. Time Difference**

Time: GMT8+, Beijing time is eight hours ahead of GMT.

**c. Electricity Supply** - The Voltage in China is 220V/50Hz. The power sockets can accept plugs with two parallel flat blades or three flat blades.

**d. Car Hires and Taxi** - Car hires can be arranged by most hotels. It is advisable to negotiate the fare before you begin travelling.

Taxis bear clear signs on the top, and the fare is calculated automatically by meter and should be paid with cash. The fare between downtown Beijing and the airport is around 150 RMB (about 24 USD). It is not customary to tip taxi drivers.

**15. SOCIAL EVENTS**

A number of social events would take place during the Annual Session:

On Sunday 12<sup>th</sup> April 2015, Pre-annual Session Dinner Meeting of the Heads of Delegations will be held with the President of the Fifty-Third Session, Incoming President and the Secretary-General (hosted by Secretary-General of AALCO).

- Monday, 13<sup>th</sup> April 2015: Dinner hosted by the Chinese side.

- Thursday, 16<sup>th</sup> April 2015: Dinner hosted by the Chinese side.

**16. SIGHTSEEING**

A brief sightseeing in Beijing will be organized by the Organizing Committee.

**Detailed information of designated hotels is attached hereunder.**

### **Detailed Information of Designated Hotels**

**Note:** In order to enjoy the preferential rates during booking, delegates should identify themselves as "AALCO Session Delegates".

#### **Hotel Name: Shangri-la Hotel, Beijing**

**Address:** 29 Zizhuyuan Road

**Tel:** 0086 10 6841 2211

**Fax:** 0086 10 6841 8002/3

**Email:** slb.reservation@shangri-la.com

**Web:** www.shangri-la.com

**Distance from the Conference Venue:** 5km

**Check-in time:** 2:00 pm

**Check-out time:** 12:00 am

**Contact Person:** Ms. Fiona Fan, Director of Sales

**Email:** Fiona.Fan@Shangri-La.com

**Tel:** 0086 10 6841 2211

**Fax:** 0086 10 6843 2257

#### **Preferential Rates**

Standard Room: 600 RMB (about 95 USD)

Superior Room: 900 RMB (about 145 USD)

Executive Suite: 1900 RMB (about 305 USD)

Room rates are inclusive of 15% service charge and non-commissionable.

Rates are inclusive of Daily Buffet Breakfast, in-room wired and wireless Internet access.

#### **Hotel Name: The Westin Beijing Financial Street**

**Address:** 9B, Financial Street, Xicheng District, Beijing, China

**Tel:** 0086 10 6629 7546

**Fax:** 0086 10 6629 7502

**Email:** reservation.beijing@westin.com

**Distance from the Conference Venue:** 3.2km

**Check-in time:** 2:00 pm

**Check-out time:** 12:00 am

**Contact Person:** Ms. Guo Yanmei, Director of Sales

**Tel:** 0086 10 6629 7588

**Fax:** 0086 10 6629 7502

**E-Mail:** sherry.guo@westin.com

#### **Preferential Rates**

Standard Room: 1000 RMB (about 160 USD)

Renewal Suite: 3000 RMB (about 480 USD)

Room rates are inclusive of 15% service charge and non-commissionable.

Rates are inclusive of Daily Buffet Breakfast, in-room wired Internet access.

#### **Hotel Name: Diaoyutai Hotel**

**Address:** No.49, Sanlihe Road, Haidian District, Beijing, China

**Tel:** 0086 10 5859 2995

**Fax:** 0086 10 5859 2999

**Email:** Alexander\_cao2013@163.com

**Web:** www.dythotel.com

**Distance from the Conference Venue:** 10-minute walk

**Check-in time:** 2:00 pm

**Check-out time:** 12:00 am

**Contact Person:** Mr. Alexander Cao, Director of Sales

**Tel:** 0086 10 5859 2995

**Fax:** 0086 10 5859 2999

**Email:** Alexander\_cao2013@163.com

### **Preferential Rates**

Standard Room (One big bed): 980RMB (about 157 USD)

Room rates are **NOT** inclusive of 15% service charge.

Rates are inclusive of Daily Breakfast, in-room wireless Internet access.

### **NOTICE:**

For all services, credit card will be accepted.

It is appreciated if the reservation is made via Fax or E-Mail.