



**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION
FORTY- FIFTH SESSION, HEADQUARTERS (NEW DELHI)
(REPUBLIC OF INDIA)
3rd – 8th APRIL 2006**

ADMINISTRATIVE ARRANGEMENTS

1. The Forty-Fifth Annual Session of the Asian-African Legal Consultative Organization (AALCO) will be held at the Headquarters of AALCO, in New Delhi, (India) from 3rd –8th April 2006. The Venue for the Session is Kamal Mahal, **ITC Maurya Sheraton Hotel & Towers.**
2. Amb. Dr. Wafik Zaher Kamil, the Secretary-General of the Asian African Legal Consultative Organization has established an Organizing Committee within the Secretariat, under his Chairmanship for the smooth functioning of the Session.
3. **Focal Point for Contact:**

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4. Invitations:

The following invitations have already been sent:

- a. The Secretary-General has sent invitations to the Ministers of Justice/ Foreign Affairs to allow the invited guests to arrange their schedules. Invitations have also been sent to Heads of Member States in New Delhi.
- b. The Secretary-General will send invitations together with details of the administrative arrangements, the 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. Immigration

Participants are requested, where necessary, to obtain entry visas before departure from their country. Delegates from countries where India has no diplomatic/consular missions are required to submit the particulars given below to the AALCO Secretariat to enable visas to be issued to them at Immigration Office at the India Gandhi International Airport in New Delhi.

Name:
Passport No.:
Date of issuance and Expiry:
Status/Designation (i.e.Minister, Head of Delegation, Observer)
Country arriving from:

Expected date of arrival:
Flight No.
Expected date of departure:
Flight No.

The above information should reach the AALCO Secretariat not later than **15th March 2006**.

6. **Quarantine**

International certificates of vaccination against yellow fever are required only for those participants arriving from countries specified by the World Health Organization (WHO) for that purpose.

7. **Flight Arrangements**

Participants are requested to make their own flight arrangements and inform the AALCO Secretariat of the details as soon as possible.

8. **Hotel Accommodation**

The AALCO Secretariat has negotiated very special rates with 2 Hotels namely, **ITC Maurya Sheraton Hotel & Towers,¹** and **Diplomat Hotel** (It is about 1 KM from the Conference Venue). Since the Conference venue will be **ITC Maurya Sheraton Hotel**, all the participants are advised to book their accommodation in that hotel². The details of the hotels are as follows:-

¹ As the rooms where special rates have been offered are limited in number the bookings will be on a first come first served basis.

² As per the contract signed Between ITC Maurya Sheraton Hotel and the Secretary-General of AALCO, following is the cancellation policy of the Hotel, in order to guarantee blockage of rooms:

1. 30 days prior to the date of check-in there would be no retention charge on cancellation up to 15% of the total number of rooms blocked. Any cancellation over and above the 15% is liable for a retention charge of 50% of the total room charges of the length of stay booked.
2. 15 days prior to the date of check-in there would be no retention charge on cancellation up to 10% of the total number of rooms blocked. Any cancellation over and above the 10% is liable for retention charges for the entire length of stay booked.
3. 7 days prior to the date of check-in there would be no retention charge on cancellation up to 5% of the total number of rooms blocked. Any cancellation over and above the 5% is liable for retention charges for the entire length of stay booked.

NOTE: Cancellation of confirmed reservations

Kindly note should there be any cancellation of confirmed reservations, 7 days prior to check-in; a one-night retention charge would be levied for the same.

1. ITC Maurya Sheraton Hotel & Towers

Diplomatic Enclave, New Delhi 110021- India

Tel: 91-11- 26 11 22 33

Fax: 91-11-26 11 55 55 or 91-11 –26 11 33 33

Corporate Floor: US\$ 140 (Spouse free) (breakfast included, taxes extra) (**Total rooms booked 25**) (These rooms should be booked before 1st April 2006)

Executive Club: US\$ 170 (Spouse free) (breakfast, coach transfers, taxes extra) (**Total rooms booked 75**)

Executive Suite: US\$ 220 (Spouse free) (buffet breakfast, airport transfers, taxes extra) (**Total rooms booked 30**)

For double occupancy no extra amount will be charged on each room. **AALCO will provide a tax exemption certificate for all delegations.**

All participants should make their reservation **directly** to:

a. Ms.Vaani Monga, Room Reservation, ITC Maurya Sheraton

Diplomatic Enclave, New Delhi 110 021 (INDIA)

Tel: 91-11- 26 11 22 33 / Extn. 2166 (Room Reservation)

Hotel fax: 91-11-26 11 33 33

E-mail: vaanimonga@itcwelcomgroup.in

b. Ms. Divya Singh, Sales Associate

Tel: 91-11-26 11 22 33, Fax: 91-11-26 11 55 55

Mobile: 9873084895.

2. Hotel Diplomat³

9, Sardar Patel Marg, Diplomatic Enclave

New Delhi – 110 021

³ For confirmation of booking Hotel Diplomat requires the Credit card number along with date of expiry or a letter from the Embassy. After confirmation, the cancellation will be received 48 hours before the arrival. One day tariff will be charged on cancellation after 48 hours.

Tel: + 91 11 23010204

Fax: +91 11 23018605

10 Rooms⁴: US \$ 105, (breakfast free, taxes extra). For double occupancy US \$ 15 extra + breakfast extra.

Participants should make their reservations either directly by providing Credit card number and date of expiry OR through their Embassy in New Delhi to:

Mr. Sham Sunder

General Manager

9, Sardar Patel Marg, Diplomatic Enclave

New Delhi – 110 021

Tel: + 91 11 23010204

Fax: +91 11 23018605

Website: www.thehoteldiplomat.com

Email: Sham@thehoteldiplomat.com

For the purpose of hotel accommodation booking, the following particulars will be required:

- a. Name/s of Delegate/s
- b. Country/Organization
- c. Type of room
- d. Date and estimated time of arrival in New Delhi (indicate flight number)
- e. Date and time of departure from New Delhi (indicate flight number)
- f. Credit card number with date of expiry

All the participants are requested to make their hotel accommodation booking directly with the Hotel. A copy of the same should be sent to the AALCO Secretariat for information and follow-up action.

⁴ As the rooms are limited bookings will be on a first come first served basis.

9. **Venue**

The Venue of the Session will be:

Kamal Mahal (Hall)

Hotel Maurya Sheraton, Diplomatic Enclave, New Delhi 110021-INDIA Tel: 26 11 22 33 Fax: 26 11 55 55 or 26 11 33 33

10. **Arrivals**

All the diplomatic missions of the AALCO Member States and Observers, States have been requested to receive their respective delegations on their arrival at the Indira Gandhi International Airport. However, if there is any specific request, the AALCO Secretariat will arrange to receive such delegations at the airport. The AALCO Secretariat officials will be at the airport to receive the Ministers of the AALCO Member States, the delegations of those Member States who have no diplomatic missions in New Delhi and the representatives of international organizations.

III. Transportation during Session

Transportation will be arranged for participants to attend any official/social functions during the session.

11. **Conference Arrangements**

I. Registration

A Registration desk will be opened at the Kamal Mahal, Hotel Maurya Sheraton. The Registration will commence on 2nd April 2006 from 11.00 a.m. to 6.00 p.m. and will continue on 3rd April 2006 from 8.00 a.m. to 9.30 a.m. at the Hotel. All delegates and observers are advised to register their names prior to the Inaugural Session and to obtain their Conference Badges, which are required for access to the Conference Hall.

II. Distribution of Documents

Delegates of Member Governments are requested to bring the sets of documents dispatched to them in advance. However, one set for each

member country delegation will be provided at the time of registration.

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

AALCO's Forty-Fifth Session Documents will shortly be displayed on AALCO website: www.aalco.org/annual.htm (except Organizational and Budget documents). Additional copies can be downloaded from the above-mentioned AALCO website.

III. General Information Services

A General Information desk will be open at the venue of the Conference throughout the Session. **(Normally the hotel provides this service)**

IV. Inaugural Session

The Inaugural Session will be held on Monday, 3rd April 2006 at 10.00 a.m. After the completion of the Inaugural Session, all delegations would proceed to the newly constructed Permanent Headquarters of AALCO for its inauguration. A detailed programme will be distributed at the time of registration.

* Group photo arrangements.

V. Election of President and Vice President for AALCO's 45th Session.

VI. Interpretation

There will be simultaneous interpretation during the Session, from English into Arabic and Arabic into English as well as from French to English and English to French at the General Meetings and the Meetings of the Delegations of the AALCO Member States.

VII. Three Half-Day Special Meetings with UNHCR, IOM and ICRC would be organized. Topics, sub-topics, panelists will be finalized in consultation between the Organizations and the AALCO Secretary-General.

VIII. Secretariat

The AALCO Secretariat office will be located at the Conference Venue.

IX. Drafting Committee

A Drafting Committee shall be established to make more effective the Drafting of Resolutions, the Summary Report of the 45th Session and message to H.E. The President of India, or any other documents. It shall be composed of -----and chaired by the senior official as decided by the Member States. The Committee will work together with the AALCO Secretariat.

12. Social functions

Invitation for receptions and social functions will be distributed before the events.

13. Sightseeing

Sightseeing trips may be organized by the AALCO Secretariat for all participants. Detailed information will be communicated to the participants in due course.

14. General Information about India

- a. **Banking Services and Currency:** Indian Rupees (Rs.) exchange rate (approx Rs. 44 to one US \$ subject to change)
- b. **Climate:** The average temperature in New Delhi in the month of April is normally 29⁰Celsius (min 20 and max 36 degrees Celsius). Light summer suits are recommended.
- c. **Time Difference:** + 5 and half hours GMT
- d. **Tipping (TIPS):** 5 to 10%
- e. **Electric supply:** 220 Volts
- f. **Airport tax:** An airport tax is charged upon departure for all international destinations.