



ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION
Extraordinary Session of AALCO and Commemoration of 60 years of
International Law Commission to be convened on 1st and 2nd December
2008 in New Delhi, India.

ADMINISTRATIVE ARRANGEMENTS

1. The Extraordinary Session of the Asian-African Legal Consultative Organization (AALCO) is being convened on 1st December 2008. In conjunction with Extraordinary Session a One-Day Meeting to Commemorate the 60 years of the International Law Commission is also being organized, on 2nd December 2008 at the Permanent Headquarters of AALCO in New Delhi (India).
2. H.E. Prof. Dr. Rahmat Bin Mohamad, 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 Points for Contact:**

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4. Invitations:

The following invitations have already been sent:

- a. The Secretary-General has sent invitations along with the Provisional Agenda to the Ministers of Justice/ Foreign Affairs/Attorney Generals to allow the dignitaries to arrange their schedules.
- b. The invitations together with details of the Administrative Arrangements, the Explanatory Note of the Secretary-General on the Current Financial Crisis of AALCO, Draft Budget for the year 2009 and the Schedule of Meetings to all Member States of AALCO shall be sent, with a request to forward the same to the Focal Point in their respective countries, 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 Indira 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 **15 November 2008**.

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

All the participants are requested to make their own travel and accommodation arrangement. A copy of the same should be sent to the AALCO Secretariat for information and follow-up action.

9. Venue

The Venue of the Session will be:
Permanent Headquarters of AALCO
29-C, Rizal Marg, Diplomatic Enclave
Chanakyapuri, New Delhi 110021 (India)
Tel: 00 91 11 26117641/24197000
Fax: 00 91 11 26117640

10. Arrivals

All the diplomatic missions of the AALCO Member 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.

11. Transportation during the Extraordinary Session

The AALCO Member States have been requested to take care of their Ministers to transport them from Airport to hotel and vice versa. Transportation will be arranged for participants to attend any official/ social functions during the session.

12. Conference Arrangements

I. Registration

A Registration desk will be opened at the Secretariat of the AALCO Headquarters. The Registration will commence on 29th and 30th November from 11.00 a.m. to 5.00 p.m. All participants are advised to register their names prior to the 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. The documents viz. Agenda, Schedule of Meetings and Administrative Arrangements will shortly be available on AALCO website and additional copies can be downloaded from AALCO website: www.aalco.int

III. General Information Services

A General Information can be obtained from the officials of AALCO.

Interpretation

There will be simultaneous interpretation from English into Arabic and from Arabic into English at the Meetings. It may be noted that due to limited fund in the Arabic Unit, the AALCO Secretariat in coordination with the Arabic speaking Member States of AALCO having their Embassies in New Delhi is in the process of searching a good Arabic interpreter in New Delhi.

13. General Information about India

- a. **Banking Services and Currency:** Indian Rupees (Rs.) exchange rate (1 US \$ = appox Rs. 50 subject to change)
- b. **Climate:** The average temperature in New Delhi in the month of December is normally 15 to 20 degree Celsius. Light woolen clothes 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.