



**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION
FORTY- SEVENTH SESSION, HEADQUARTERS (NEW DELHI)
(REPUBLIC OF INDIA)
30th JUNE – 4th JULY 2008**

ADMINISTRATIVE ARRANGEMENTS

1. The Forty-seventh Annual Session of the Asian-African Legal Consultative Organization (AALCO) will be held at the Headquarters of AALCO, in New Delhi, (India) from 30th June to 4th July 2008. The Venue for the Session is **Le Meridian Hotel, No. 8, Windsor Place, Janpath Road, New Delhi 110001.**
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 Points 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 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 June, 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

The AALCO Secretariat has negotiated very special rates with **Le Meridian Hotel**. Since the Conference venue will be **Le Meridian**

Hotel, all the participants are advised to book their accommodation in that hotel¹. The details of the hotel is as follows:-

1. **Le Meridien Hotel, No. 8, Windsor Place,
Janpath Road, New Delhi 110001 - India**
Tel: 91-11- 23710101
Fax: 91-11-23714545
e-mail : info@lemeridien-newdelhi.com

Single Occupancy Rooms: US\$ 165 (Spouse free) (breakfast included, taxes extra) (**Total rooms booked 50**) (These rooms should be booked before 15th June 2008)

Double Occupancy Rooms Club: US\$ 165 ((breakfast, coach transfers, taxes extra) (**Total rooms booked 50**) should be booked before 15th June 2008

Single Occupancy Suite: US\$ 275 (Spouse free) (buffet breakfast, airport transfers, taxes extra) (**Total rooms booked 10**)

Double Occupancy Suite: US\$ 275 (buffet breakfast, airport transfers, taxes extra) (**Total rooms booked 10**)

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. **Mr. Nipum Aggarwal, Room Reservation, Le Meridien No.8, Windsor Place, Janpath, New Delhi 110 001 (INDIA)**

Mobile:9899978681 / Tel: 011 23460278

Email: naggarwal@lemeridien-newdelhi.com

- b. **Ms. Iti Mani**

¹ As per the contract signed Between Le Meridien Hotel and the Secretary-General of AALCO, following is the cancellation policy of the Hotel, in order to guarantee blockage of rooms:

- Any cancellation or amendment can be given latest by 01st June 2008.
- Any cancellation or amendment received after 01st June 2008 shall be charged rentention for 01 night.

Tel: 011 23460274 Email: imani@lemeridien-newdelhi.com

c. Mr.Akhil Mathur

Tel: 011 23460331

Email: amathur@lemeridien-newdelhi.com

Hotel Tel: 91-11- 23710101 Extn. (Room Reservation)

Hotel fax: 91-11-23714545 / 23716996

E-mail: info@lemeridien-newdelhi.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.

9. Venue

The Venue of the Session will be:

Napoelon –1 Hall

Le Meridien, Windsor Place, Janpath, New Delhi 110001-INDIA

Tel: 23710101 Fax: 23714545

10. Arrivals

All the diplomatic missions of the AALCO Member States and Observer 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 Le Meridien. The Registration will commence on 28th & 29th June 2008 from 11.00 a.m. to 6.00 p.m. There will be registration on the morning of 30th June from 8.30 to 10 a.m. 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-seventh Session Documents will shortly be displayed on AALCO website: www.aalco.int (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

* Group photo arrangements.

V. Election of President and Vice President for AALCO's 47th Session.

VI. Election of the Secretary General

VII. Interpretation

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

VIII. One day Special Meeting co-jointly with ICRC would be organized. Topics, sub-topics, panelists will be finalized in consultation between the Organization and the AALCO Secretary-General.

IX. Secretariat

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

X. Drafting Committee

A Drafting Committee shall be established to make more effective the Drafting of Resolutions, the Summary Report of the 47th 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. 40 to one US \$ subject to change)
- b. **Climate:** The average temperature in New Delhi in the month of June/July is very hot with the onset of Monsoon.. Normally temperature during that period will be 40 degree Celsius (min 35 and max 40 degrees Celsius). Light cloths 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.