



**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
FIFTY-SECOND ANNUAL SESSION HOSTED BY AALCO SECRETARIAT
at NEW DELHI (INDIA)**

9th to 12th September 2013

ADMINISTRATIVE ARRANGEMENTS

1. The Fifty-second Annual Session of the Asian-African Legal Consultative Organization (AALCO) will be hosted by the AALCO Secretariat at New Delhi, (India) from 9th to 12th September 2013. The Venue for the Session shall be **Kamal Mahal, ITC Maurya, New Delhi (India)**.
2. Prof. Dr. Rahmat Mohamad, 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:

Prof. Dr. Rahmat Mohamad

Secretary-General, AALCO

Tel: +91 (11) 26117641 – FAX: +91 (11) 26117640

Email: mail@aalco.int

Dr. Hassan Soleimani

Deputy Secretary General, AALCO

Tel: + 91 (11) 24197004

Dr. Yasukata FUKAHORI

Deputy Secretary General, AALCO

Tel: + 91 (11) 24197041

Mr. Feng Qinghu
Deputy Secretary General, AALCO
Tel: +91 24197003

Address: Asian African Legal Consultative Organization
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri,
New Delhi 110021
Telephones : + 91 (11) 26117641/ 26117642
Fax: + 91 (11) 26117640
E-mail: mail@aalco.int, website: www.aalco.int

4. Invitations:

a. The Secretary-General of AALCO shall send invitations to the Ministers of Justice/Minister of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules. Invitations shall also be sent by the Secretary General of AALCO to Heads of Member States of AALCO in New Delhi.

Since the annual session is being hosted by AALCO Secretariat, all the esteemed participants including Ministers/Attorneys General will have to bear their own expenses including hotel accommodation.

b. The Secretary-General shall 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 to obtain entry visas before departure from their esteemed 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 it to make arrangements for issuance of visas to the delegates at the 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:
Expected date of departure / Flight No.

The above information should reach the AALCO Secretariat not later than **20 August 2013**.

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 single occupancy at **ITC Maurya**. Since the Conference Venue will also be **ITC Maurya**, all the participants are advised to book their accommodation at ITC Maurya hotel¹. However, the participants may book their hotels through their Embassy/Missions of their choice in New Delhi.

The details of the hotel are as follows:-

ITC Maurya,
Diplomatic Enclave, New Delhi 110021 - India
Tel: 91-11-26112233/4444 / **Fax:** 91 11 26113333 **OR** 011 23023049

The participants should book their rooms before 3rd September 2013 and the booking will on first cum first basis.

Executive Club: US\$ 125/- (INR 7,500++ (Buffet breakfast included)
(Total rooms booked 50)

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

Double occupancy charges would be INR 1500 extra. The check-in time of the hotel is 2.00 p.m. and check out time at the hotel is 12 Noon. Also check-out later than 12 noon will be charged retention equal to one night's stay.

Executive Club Exclusive: US\$ 150 (INR 9000++) Buffet breakfast)
(**Total rooms booked 30**)

Towers: US\$ 175 (INR 10,500) (Spouse free) (buffet breakfast,) (**Total rooms booked 15**)

ITC One: US\$ 200 (INR 12000++) (buffet breakfast) (**Total rooms booked 15**)

Deluxe Suite: US\$ 335/- (INR 20,000++) (buffet breakfast, airport transfers, taxes extra) (**Total rooms booked 5**)

All participants should make their reservation **directly** to hotel before 3rd of September 2013. **The contact person would be:**

Mr. Rituraj Singh
Assistant Manager - Institutional Sales
ITC Maurya
New Delhi (India)
Email: rituraj.singh@itchotels.in
Mobile: +91 8130763238
Fax: +91 261155555

For double occupancy US \$ 25 (INR 1500) will be charged extra + breakfast.
AALCO secretariat will provide tax exemption certificate for all delegations.

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

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:

Kamal Mahal (Hall)

ITC Maurya, Diplomatic Enclave, New Delhi 110021-INDIA

Tel: 26 11 22 33 Fax: 26 11 3333 or 011 2302 3049

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/Attorneys General of the AALCO Member States and the delegations of those Member States who have no diplomatic missions in New Delhi and the representatives of international organizations.

11. **Transportation during Session**

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 inside the Conference Venue at ITC Maurya. The Registration will commence on 8th September 2013 from 11.00 a.m. to 6.00 p.m. and will continue on 9th September 2013 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. **(participants are requested to send their names/delegation names in advance to enable the secretariat to prepare badges for entry 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 Fifty Second (52nd) 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 shall be opened 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, 9th September 2013 at 10.00 a.m. After the completion of the Inaugural Session, there will be a group photo of all the Heads of delegations came to participate at the session. A detailed programme will be distributed at the time of registration.

V. Election of President and Vice President of AALCO's 52nd Session.

VI. 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.

VII. Two Half-Day Special Meetings on selected items on agenda of ILC and Extra-territorial jurisdiction of national legislation: Sanctions imposed against third parties 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.

13. Social functions

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

14. **Sightseeing**

Local sightseeing trips will be organized by the AALCO Secretariat for all participants. Detailed information will be communicated to the participants in due course. Participants who would like to go for sightseeing should inform the Secretariat in advance in order to make protocol arrangements.

15. **General Information about India**

- a. **Banking Services and Currency:** Indian Rupees exchange rate (approx. Rs. 60 to one US \$ subject to change)
- b. **Climate:** The average temperature in New Delhi in the month of September is 34 degree celcius. It is hot and sticky. Light summer suits (inside the conference hall) are recommended.
- c. **Standard Time Zone:** + 05:30 hrs.
- d. **Tipping (TIPS):** 5 to 10%
- e. **Electric supply:** 220 Volts
- f. **Airport tax:** Airport tax is not charged as it is included in the ticket upon arrival as well as upon departure for all national/ international destinations.