



SOMALIA AND YEMEN DEVELOPMENT PROGRAMME (SYDP) II
ON
IMPROVING THE QUALITY AND VALUE OF FISHERIES PRODUCTS
FOR FOOD SECURITY, COASTAL LIVELIHOODS,

28 -30 NOVEMBER 2019

ADMINISTRATIVE NOTE

Dear Delegate,

We look forward to welcoming you to the **SOMALIA AND YEMEN DEVELOPMENT PROGRAMME (SYDP) II**, which will be held on **28 - 30 November 2019** in Kochi, Kerala, India.

The workshop is being jointly organized by the Ministry of External Affairs, the Indian Ocean Rim Association (IORA) and Federation of Indian Commerce and Industries (FICCI).

Please find below information related to logistics and administrative arrangements for SYDP II.

1. VENUE FOR THE MEETING

Le Méridien Kochi
Panvel - Kochi - Kanyakumari Hwy, Nettoor, Maradu
Kochi, Kerala 682304
India

2. ORGANIZING COMMITTEE

IORA National Focal Point of India

Mr Gince Kuruvilla Mattam
Under Secretary
Indo-Pacific Division
Ministry of External Affairs
Email: osdiora@mea.gov.in
Tel: 011 49018127

Nodal Officer from FICCI

Ms Sushma Nair
Additional Director & Head
(Forum of Parliamentarians
& Multilateral Engagement)
Federation of Indian Chambers of Commerce and Industry (FICCI)
Email: sushma.nair@ficci.com
Tel: 011 23487332

Mission Manager from FICCI

Ms Daulata Chakraborty

Deputy Director - Forum of Parliamentarians

& Multilateral Engagement

Federation of Indian Chambers of Commerce and Industry (FICCI)

Email: daulata.chakraborty@ficci.com

Tel: 011 23487219; +919560711132

Please direct all enquiries to the Organizing Committee to osdiora@mea.gov.in, sushma.nair@ficci.com, daulata.chakraborty@ficci.com and the IORA Secretariat

3. REGISTRATION

- Somalia and Yemen to nominate 5 delegates each
- Member States other than Somalia and Yemen are requested to nominate one delegate each
- The last date for nominations is **November 8, 2019**.
- All delegates would be required to complete the registration by filling the Registration Form provided at **Annex-I**.
- Delegates must send their completed Registration Forms, copy of passport, personal photo and copy of visa form to the Organizing Committee through email at the email addresses noted above in Section 2
- The deadline for submission of Registration Forms is **November 8, 2019**

4. HOSPITALITY

One participant from each Member State will be invited for the SYDP workshop on the following basis*:

- a. Workshop participants from Somalia (5 participants) and Yemen (5 participants) will be provided full travel and hospitality i.e. international economy return air ticket; hotel accommodation (cost inclusive of single occupancy standard room rent, breakfast and taxes only) for the nights of 27, 28, 29 November 2019; meals – as part of the conference package; local transportation – airport transfers and local transport as per conference itinerary.
- b. Five participants from LDC Member States excluding Somalia and Yemen will be provided hospitality i.e. hotel accommodation (cost inclusive of single occupancy standard room rent, breakfast and taxes only) for the nights of 27, 28, 29 November 2019; meals – as part of the conference package; local transportation – airport transfers and local transport as per conference itinerary.
- c. Non LDC Member States and Dialogue Partner States will bear their own expenditure on accommodation and international flight ticket. Meals could be provided as per the conference itinerary.
- d. Invited Resource Persons will be sponsored by the IORA Secretariat with full hospitality i.e. hotel accommodation (cost inclusive of single occupancy standard room rent, breakfast and taxes only) for the nights of 27, 28, 29 November 2019; meals – as part of the conference package; local transportation – airport transfers and local transport as per conference itinerary.

*Costs not included in the above including laundry charges, mini bar services in the room, telephone call charges, travel not related to conference itinerary, medical costs etc. are at the expense of the delegates and are to be settled directly with the hotel at the time of check-out.

A credit card for security purposes shall be required to be submitted to the hotel reception.

Accommodation in a standard single room will be provided for 3 nights at:

Le Méridien Kochi
Panvel - Kochi - Kanyakumari Hwy, Nettoor, Maradu
Kochi, Kerala 682304
India

Check-in 27 November 2019 1500 hrs
Check-out 30 November 2019 12 noon

Any further stay, amendments to the room category or services (such as room service, minibar, laundry and other hotel services) at the hotel will be at the individual's cost

Contact person for accommodation:

Mission Manager from FICCI:

Ms Daulata Chakraborty

Deputy Director - Forum of Parliamentarians & Multilateral Engagement

Federation of Indian Chambers of Commerce and Industry (FICCI)

Email: daulata.chakraborty@ficci.com

Tel: 011 23487332; +919560711132

Interested participants from categories not included in the above are requested to kindly make arrangements for travel, accommodation and stay at their own cost. Should they choose to participate, they would also be required to submit completed registration forms to the Organizing Committee by November 8, 2019, purely for information.

Accommodation can be facilitated at Hotel Le Meridien subject to availability.

Please note that due to the high rate of hotel occupancy in Kerala in the month of November, delegates are requested to make hotel reservations at the earliest.

5. TRANSPORT ARRANGEMENTS

(i) **Local Transportation:** Hotel/Organisers will provide transportation to registered delegates to and from the airport and from the hotel to the meeting venue and other movements as part of the programme.

(ii) **Air-ticket booking:** Representatives and other interested Member States are **requested to email a scanned copy of their passport, visa and a short profile/ bio-data (max. 200 words) by November 8, 2019** to Ms Preeti Dua (Email id: travels@ficci.com) cc: daulata.chakraborty@ficci.com

6. WELCOME DINNER

A welcome dinner will be hosted on 27th November 2019 at **Le Méridien Kochi**
Registered delegates are warmly invited.

7. VISA PROCEDURE

All delegates must hold a valid passport, with validity of at least 6 (six) months from the date of entry into Indian Territory, as well as a valid Conference Visa to enter India. **Please refer to ANNEX II for details.**

Any enquiries regarding visa may be directed to the Indian Embassy / Consulate in the respective country with reference to the **Somalia Yemen Development Programme II.**

8. OTHER INFORMATION

a. Attire and language during the Meeting

Business attire is recommended. English will be the working language during the meeting.

b. Access to the Meeting Venue

For access to the meeting venue, delegate badges will be issued to all registered participants. The delegate badges should be displayed during the course of the meetings.

c. Weather and Climate

The climate is tropical in Kochi. During November, temperatures can reach an average afternoon high temperature of **31°C**. The evenings cool down to an average low of around **24°C**.

The month of November in Kochi experiences rapidly decreasing cloud cover, with the percentage of time that the sky is overcast or mostly cloudy decreasing from 73% to 61%. Humidity ranges from 100% to 97 %.

d. Currency and Banking

The Indian currency is the Rupee. The approximate US Dollar-rupee exchange rate is USD1 = INR 71. All major international credit cards are widely accepted.

Banking hours are from 1000 hrs. to 1600 hrs. ATMs accepting international debit and credit cards are available throughout India. Information regarding currency exchange rates is available on the website of www.oanda.com/currency.

e. Business Hours

Public Offices and major businesses are generally open from 10:00 hrs. to 17:00 hrs. from Monday to Friday.

f. Electricity

The electricity supply in India is 220 Volts @ 50 Hertz.

g. Taxis

All main hotels provide reliable taxi services.



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REGISTRATION FORM

(Please fill in with Block Letters and submit by November 8, 2019)

Passport Sized
Photograph

Member State		
Full Name (Mr/Mrs./Ms)		
Designation	Head of Delegation/Delegate	
Participation level	IORA Member State Official	
	Workshop Participant/Speaker	
	IORA Expert	
	IORA Secretariat Official	
Institution/Organization		
Position		
Phone/Mobile		
Fax		
Email		
Accommodation (Hotel Details)		
Requested Check in date		
Requested Check out date		

Flight Itinerary	Date of Arrival		Flight No.		ETA	*
	Date of Departure		Flight No.		ETD	*
Dietary Restrictions	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>	Non Vegetarian		
	<input type="checkbox"/>	Others, please specify:				
Food allergies/ Restrictions (if any)						
Approval from National Focal Point	<input type="checkbox"/>	Yes and Provide details				
	<input type="checkbox"/>	No				
200-word biography						

Kindy return the completed registration form to the organizing committee not later than November 8, 2019 by email to Ms Daulata Chakraborty daulata.chakraborty@ficci.com

with copy for information to sushma.nair@ficci.com and osdiora@mea.gov.in

VISA REQUIREMENTS

All visitors to India are required to possess a valid passport, with validity of at least 6 (six) months from the date of entry into Indian Territory. For participants from countries with visa requirements, it is recommended that they obtain a valid visa (Conference Visa) before arrival. It is advisable to submit their visa application as early as possible, to the relevant Indian Embassies / Consulates. Application form is available at the following link:

<https://indianvisaonline.gov.in/visa/Registration> (Regular Visa Application-Conference Visa). Visa will be issued on “gratis” basis.

Duly filled application along with the two recent colour photographs (passport size), copy of flight itineraries or tickets and a letter of invitation to the Meeting would be required for applying for the Indian visa. The letter of invitation will be emailed separately. It may be noted that Conference Visa cannot be applied as an online e-Visa.

The following table provides information relevant to Indian Visa regulation for short/temporary visit:

No.	IORA Member Countries	Visa Requirements	
		Regular Passport	Diplomatic / Official Passport
1.	Australia	Visa Required	
2.	Bangladesh	Visa Required	Visa Exempted
3.	Comoros	Visa Required	
4.	Indonesia	Visa Required	Visa Exempted
5.	Iran	Visa Required	Visa Exempted (Diplomatic Only)
6.	Kenya	Visa Required	Visa Exempted (Diplomatic Only)
7.	Madagascar	Visa Required	
8.	Malaysia	Visa Required	Visa Exempted
9.	Maldives	Visa Required	Visa Exempted
10.	Mauritius	Visa Required	Visa Exempted

11.	Mozambique	Visa Required	Visa Exempted
12.	Oman	Visa Required	Visa Exempted (Diplomatic/Special/Service and Official Passports)
13.	Seychelles	Visa Required	
14.	Singapore	Visa Required	Visa Exempted
15.	Somalia	Visa Required	
16.	South Africa	Visa Required	Visa Exempted
17.	Sri Lanka	Visa Required	Visa Exempted
18.	Tanzania	Visa Required	Visa Exempted (Diplomatic & Official/Service Passports)
19.	Thailand	Visa Required	Visa Exempted
20.	United Arab Emirates	Visa Required	Visa Exempted (Diplomatic/Official and Special Passports)
21.	Yemen	Visa Required	
	IORA Dialogue Partners	Regular Passport	Diplomatic/Official
1.	China	Visa Required	
2.	France	Visa Required	Visa Exempted (Diplomatic Only)
3.	Japan	Visa Required	Visa Exempted (Diplomatic Only)
4.	United States of America	Visa Required	
5.	Egypt	Visa Required	Visa Exempted (Diplomatic/Official/Special & Service)
6.	Germany	Visa Required	Visa Exempted (Diplomatic Only)
7.	United Kingdom	Visa Required	
8.	South Korea	Visa Required	Visa Exempted (Diplomatic/Official)
9.	Turkey	Visa Required	Visa Exempted (Diplomatic Only)

Note: For any inquiries regarding visa please see the respective Embassy / Consulate website. The IORA Secretariat on the email hq@iora.int is also available for assistance.