



Asia-Pacific
Economic Cooperation

**WORKSHOP ON ANTI-CORRUPTION
MEASURES FOR
THE DEVELOPMENT OF SMEs**

**24-25 FEBRUARY 2006
HANOI, VIETNAM**

GENERAL INFORMATION

1. Date and Place

The workshop will take place on 24-25 February 2006 at the Hanoi Melia Hotel in Hanoi, Vietnam. The address and contact information of the hotel are as follows:

Hanoi Melia Hotel
44 Bly Thuong Street
Hanoi, Vietnam
Tel: (84 4) 943-3343
Fax: (84 4) 934-3344
E-mail: melia.hanoi@solmelia.com

2. Workshop Organizer

The workshop organizer can be reached at the following coordinates in the event of any questions:

Michel R. Bélanger
Senior Economic Policy Officer (APEC)
International Economic Relations and Summits Division
Foreign Affairs Canada
125 Sussex Drive
Ottawa, Ontario
Canada, K1A 0G2
Tel: +1-613-944-0008
Fax: +1-613-944-2732
Email: michel.belanger@international.gc.ca

3. Registration

Participants are asked to complete and submit the attached registration form to the workshop organizer. Registration forms should be submitted by **Friday, February 3, 2006**.

4. Travel Arrangements

Funds to pay for travel to the Workshop are available for up to two participants from each of following travel-eligible economies: Chile, People's Republic of China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, the Philippines, the Russian Federation and Thailand. All participants are responsible for their own travel arrangements.

Speakers and participants for whom the APEC Secretariat is reimbursing travel costs, should follow the procedure below:

1. Obtain a fare quotation for your intended itinerary, travelling in economy class and is the most direct and economical return trip.

2. The itinerary and quotation should be sent to Tong Xianguo (email: txg@apec.org) and copy to Belinda Chok (BEC@apec.org) at the APEC Secretariat. For all correspondence, please quote the project number "SOM 01/2006A" for easy reference.
3. Once the APEC Secretariat has approved your fare and itinerary, they will send you a travel undertaking for your signature. The undertaking is a contract between you and the APEC Secretariat, in which they commit to reimbursing you for your travel expenses. The travel undertaking must be completed at least 8 days before travel commences.
4. Within one month of completing the travel, a claim detailing your expenses (airfare and per diem), along with relevant receipts, airline tickets, and boarding stubs, should be sent to the APEC Secretariat. Once the APEC Secretariat has reviewed your claim, they will reimburse your costs.
5. The APEC Secretariat permits, on request, the payment of advances for travel (airfare and per diem, including additional payment) to travelers from travel-eligible economies. Such payments will only be made after receipt of a signed advance travel undertaking form.

Please note that if you wish to combine your APEC-funded trip with a non-APEC-funded trip, you will have to submit two quotations to the APEC Secretariat: one for the actual trip and one with the APEC-only travel. A cost-sharing proposal for the non-APEC travel is also required.

5. Accommodation

Participants are responsible for reserving, guaranteeing, and paying for their own accommodations.

There are six designated hotels for SOM I: Hanoi Melia Hotel, Hilton Hanoi Opera, Hotel Nikko Hanoi, Hanoi Daewoo Hotel, Hanoi Horizon Hotel, Hotel Guoman Hanoi. More information about these hotels, including rates, is available in the SOM I Administrative Circular on the APEC 2006 website (www.apec2006.vn).

Delegates are requested to reserve, guarantee and arrange payment of their rooms at these hotels directly. Rooms will be reserved on a first-come-first-served basis.

For reservations, please contact:

➤ **Hanoi Melia Hotel**

Mr. Tran Tuan
Director of Sales & Marketing
Tel: (84 4) 934 3343 Ext 7111
Fax: (84 4) 934 344
E-mail : dosm2@meliahanoi.com.vn
Website : www.solmelia.es

➤ **Hilton Hanoi Opera**

Phung Ngoc Lan
Key Account Manager
Hilton Hanoi Opera
1Le Thanh Tong Street, Hanoi
Tel: (84 4) 9330550/ 1817;
Fax: (84 4) 9330626
E-mail : phung.ngoclan@hilcom.com
Website : www.hanoi.hilton.com

➤ **Hotel Nikko Hanoi**

Mr. Bui Thanh Tung
Senior of Sales & Marketing Manager
Tel: (84 4) 8223535
Fax: (84 4) 8223778
E-mail : thanhtung@hotelnikkohanoi.com.vn
Website : www.hotelnikkohanoi.com.vn

➤ **Hanoi Daewoo Hotel**

Ms.Le Thi Thanh Hoa
Assistant Director of Sales
Tel: (84 4) 8315000/ 3156;
Fax: (84 4) 8315588
E-mail : ltthoa@daewoohotel.com.vn
Website : www.hanoi-daewoohotel.com

➤ **Hanoi Horizon Hotel**

Mr. Nguyen Ngoc Khiem
Director of Sales & Marketing
Tel: (84 4) 7330808
Fax: (84 4) 7330888
E-mail : sales@hanoihorisonhotel.com.vn
Website : www.swiss-belhotel.com

➤ **Hotel Guoman Hanoi**

Mr. Pham Ngoc Linh
Sales Executive
Tel: (84 4) 8222800 / 6330
Fax: (84 4) 8222776
E-mail : f&bsales@guomanhanoi.com.vn

6. Visa Arrangements and Entry Formalities

All participants must be in possession of a valid passport (validity not less than 6 months) or applicable travel documents with visas or entry permits to enter into Vietnam. Participants are responsible for obtaining their own visa, if required, and should contact the nearest Vietnamese diplomatic or consular office for further information. Please refer to the table below, for additional details related to visa requirements for entering Vietnam.

Visa Requirements to enter Vietnam for APEC Economies' Passport Holders

Economy	Diplomatic Passport		Official Passport		Ordinary Passport	
	Visa Requirement		Visa Requirement		Visa Requirement	
	Yes	No	Yes	No	Yes	No
Australia	√		√		√	
Brunei Darussalam		√ (14)		√ (14)	√	
Canada	√		√		√	
Chile		√ (90)		√ (90)	√	
People's Republic of China		√		√		√
Hong Kong, China	√		√		√	
Indonesia		√ (14)		√ (14)		√ (30)
Japan		√ (90)		√ (90)		√ (15)
Republic of Korea		√ (90)		√ (90)		√ (15)
Malaysia		√ (30)		√ (30)		√ (30)
Mexico		√ (90)		√ (90)	√	
New Zealand	√		√		√	
Papua New Guinea	√		√		√	
Peru	√		√		√	
The Philippines		√ (30)		√ (30)		√ (21)
The Russian Federation		√ (90)		√ (90)	√	
Singapore		√ (90)		√ (90)		√ (30)
Chinese Taipei	√		√		√	
Thailand		√ (30)		√ (30)		√ (30)
United States of America	√		√		√	

7. Further Information

Further information about many of the practical issues is available in the Administrative Circular for the First Senior Officials' Meeting (SOM I), available at www.apec2006.vn.

Draft program for the workshop is also available here.