



# APA Standing Committee Meeting on Economic and Sustainable Development



CYPRVS AETERNA

**25 - 28 June 2018, Pissouri Bay, Cyprus**

## **GENERAL INFORMATION CIRCULAR**

### **1. Date and Venue of the Meeting**

The Cyprus House of Representatives will host a Meeting of the APA Standing Committee on Economic and Sustainable Development, on **26 -27 June 2018 at Columbia Beach Resort in Pissouri Bay – Limassol**. Accommodation and hospitality will be offered to participants from Monday, 25 June to Thursday, 28 June 2018.

### **2. Languages**

The APA official languages are English and Arabic and the working language is English (article 16 of APA Charter). The Host Parliament will provide simultaneous interpretation in the two official languages. In addition, four (4) interpretation booths will be available for National Delegations wishing to bring their own interpreters. **Requests will be treated strictly on a first-come, first-served basis.**

### **3. Documents**

All official meeting documents will be available in English and can be found on the APA website (<http://www.asianparliament.org>) and on the relevant link on the Cyprus House of Representatives website (<http://www.parliament.cy/en/home>). **Please check regularly for updates.** National Delegations that wish to distribute documents in the meeting are advised to have prior consultations with the APA Secretariat and the Host Parliament.

### **4. Meeting Facilities**

**I.** The APA and Host Parliament Secretariat room will be located on the same floor as the meeting room. An APA Help Desk will operate in the hotel throughout the meeting dates.

II. A room will be available for bilateral and other meetings for use upon request by national delegations.

III. A working station will be set up close to the meeting room for use by participants, equipped with internet access computers and printers.

IV. Wi-Fi access will be available at the meeting rooms and throughout the hotel.

### **5. Registration – Information Desk**

I. Participants are kindly requested to fill out and send the registration forms provided by the Host Parliament at their earliest convenience and **no later than Tuesday, 1 May 2018**, to the following two addresses:

<b>HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF CYPRUS</b>	
<b>Address:</b>	House of Representatives, Omirou Avenue, 1402 Nicosia, Cyprus
<b>Tel.:</b>	+357 22 407310 /304 +357 22 407381 +357 22 407323
<b>Fax:</b>	+357 22 668611
<b>Email:</b>	<a href="mailto:apacyprus2018@parliament.cy">apacyprus2018@parliament.cy</a>
<b>Website:</b>	<a href="http://www.parliament.cy/en/home">www.parliament.cy/en/home</a>
<b>PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)</b>	
<b>Address:</b>	No.4, Kayhan Alley, Bastan Str., Firoozbakhsh Str., Movahed Danesh Str., Aqdasiyeh, 1957733811 Tehran, Islamic Republic Of Iran
<b>Tel.:</b>	+98 212 6118827 +98 212 6118829 +98 212 6118869
<b>Fax:</b>	+98 212 6118809
<b>Email:</b>	<a href="mailto:Secretariat@asianparliament.org">Secretariat@asianparliament.org</a>
<b>Website:</b>	<a href="http://www.asianparliament.org">www.asianparliament.org</a>

II. All participants are requested to send along with their registration form a copy of their passport and a passport-style photograph in JPEG format.

III. A Registration and Information Desk will operate in the main entrance hall of the hotel. Participants are kindly requested to collect their identity badges and all other material regarding the meeting from this Desk, upon their arrival.

IV. All participants are kindly requested to wear their identity badges at all times for security reasons.

## **6. Arrival and departure**

**IMPORTANT NOTE:** The only legal ports of entry to the Republic of Cyprus are the International Airports of Larnaca and Pafos and ports of Larnaca, Limassol, Latsi and Paphos, which are situated in the Government-controlled area of the Republic. Participants are required to use only these ports of entry.

The arrival and departure service will operate from 25 to 28 June 2018. The Host Parliament shall assist participants through all formalities at their arrival and departure. Participants are kindly requested to indicate on the Registration Form their exact flight itinerary. Any changes to their flight schedule should be communicated **in advance** to the Host Parliament.

## **7. Transportation**

Local transportation will be provided by the Host Parliament for the arrival and departure of participants. Transportation will also be provided for all official functions during the meeting.

## **8. Passport and Visa Regulations**

All participants and accompanying officials must bear valid passports (more than 6 months validity period). Participants requiring a visa for admission to the Republic of Cyprus should contact the Cyprus Embassy or Consulate in their country. Participants from countries where Cyprus has no diplomatic or consular representation will need to address the closest Cyprus representation to their country.

**Please note that every effort should be made to secure a visa before arriving in Cyprus as visas upon arrival will be granted only in exceptional cases.**

Information on the Cyprus visa policy as well as a list of all Cyprus Diplomatic Missions and Consulates abroad is available on the **website of the Ministry of Foreign Affairs of the Republic of Cyprus:**

[http://www.mfa.gov.cy/mfa/mfa2016.nsf/index\\_en/index\\_en?OpenDocument](http://www.mfa.gov.cy/mfa/mfa2016.nsf/index_en/index_en?OpenDocument)

## **9. Accommodation**

Hospitality (accommodation, meals and local transportation) will be offered for **2 (two) delegates and 1 (one) official** from each APA Member Parliament for 4 days and 3 nights, from 25 to 28 June 2018.

All participants will be staying at **Columbia Beach Resort in Pissouri Bay – Limassol** where the meeting will be held. For further information participants may visit the hotel website at <https://www.columbiaresort.com>.

The Host Parliament will cover accommodation on the basis of bed and breakfast single occupancy for the duration of the meeting. Participants who wish to upgrade their rooms and / or extend their stay and / or switch to double occupancy will have to meet the additional cost themselves. Participants should send such requests to the Host Parliament **at least 4 (four) weeks prior to the meeting**. Credit card details are required by the hotel to secure any additional bookings.

The Host Parliament will not cover extra costs such as, additional nights' accommodation, room upgrades, room service, alcoholic beverages, mini-bar items, laundry services and telephone calls (local or international). Any such charges will be at the participants' own expense and should be settled directly with the hotel before or at the time of checkout.

### **10. Meals and Functions**

Breakfast and meals will be provided for all participants at venues specified in the Working Programme of the meeting. Participants wishing to make other meal arrangements will meet the cost themselves. All officially hosted participants are cordially invited to the official functions indicated in the Working Programme.

### **11. Dress Code**

National dress and/or business attire are suitable both for the meetings and social functions during the official programme. For the optional half-day tour casual, light attire is recommended.

### **12. Medical Services**

First-aid services will be provided at the hotel and throughout the official programme. Other medical care will be at the expense of the participants.

### **13. Currency**

The national currency of the Republic of Cyprus is the Euro. Credit cards are widely used.

### **14. Weather**

Weather in Cyprus in June tends to be warm and slightly humid with average temperatures between 26° to 30° degrees Celsius.

### **15. Time**

Cyprus time zone is GMT +2. Summer daylight saving time applies in June.

**16. Electricity**

In Cyprus the power sockets are of type G (British three prong type). The standard voltage is 240 V (50 Hz).

**17. Contact Information and Useful Telephone Numbers:****Host Parliament Secretariat**

1. Mrs Evie Hadjiyianni – Director of International Relations Service

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Fax: +357 22 668611

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Fax: +357 22 668611

Email: [lmouyi@parliament.cy](mailto:lmouyi@parliament.cy) / [apacyprus2018@parliament.cy](mailto:apacyprus2018@parliament.cy)

**Accommodation****Columbia Beach Resort**

P.O.Box 54042,

Pissouri Bay, Pissouri 3779

Tel.: +357 25 833000

Fax: +357 25 833688

Email: [guestservices@columbiaresort.com](mailto:guestservices@columbiaresort.com)

Website: <https://www.columbiaresort.com>

**Larnaca Airport**

VIP Lounge

+357 24 008191

Civil Aviation Service

+357 24 008292

**Police Headquarters**

+357 22 808080

**Hospitals****Limassol General Hospital**

+357 25 801100

Emergency Department

+357 25 801197/98/95

**Paphos General Hospital**

+357 25 803100

Emergency Department

+357 26 803145

**National emergency number: 112.**