



CPA Sindh Branch



4th CPA Asia Regional Conference – 2012
Karachi, Sindh – Pakistan
11th – 16th March 2012

INFORMATION CIRCULAR

WELCOME:

The Sindh Branch of the Commonwealth Parliamentary Association feel privileged to welcome all Delegates, Secretaries, Special Invitees and other distinguished guests visiting Sindh Province of Pakistan to attend the 4th CPA Asia Regional Conference – 2012 from 11th – 16th March 2012 in Karachi Sindh, Pakistan. Every endeavor will be made to ensure that your stay in Sindh, Pakistan is pleasant and memorable. This Circular is issued towards achieving the said objective and the Branch requests all Delegates and Secretaries to acquaint themselves with its contents and to comply with the requests set out therein.

1. PERIOD OF THE CONFERENCE AND OFFICIAL ARRIVAL DATES

The Conference will be held from Sunday 11th March 2012 to Friday, 16th March 2012. The official arrival date for Branch Secretaries will be 11th March 2012. The official arrival date for CPA Asia Region Executive Committee Members, all other Delegates / Observers and Special Invitees will be 12th March, 2012.

2. INAUGURAL SESSION

The 4th CPA Asia Regional Conference will be declared open at 1115 hrs on 13th March 2012, at Sheraton Hotel, Karachi. All Plenary and Panel Sessions will also be held at the same hotel.

3. CONFERENCE PROGRAMME

A copy of the Tentative Programme is attached.

4. TRAVEL TO PAKISTAN

Branch Secretaries are requested to inform the Conference Coordinator, CPA-Sindh Branch, as early as possible (not later than 24th February 2012) the flight details of their delegation. Those arriving on the official arrival date will be met on arrival, assisted with all immigration and custom formalities and provided transport to the Hotel. It is regretted that Branch Officials cannot be on hand to help arrivals before 11th March 2012 or departures after 16th March 2012.

5. ENTRY REQUIREMENTS

A valid passport and visa are required to enter Pakistan. For visa formalities Delegates are requested to contact the Pakistan High Commission in or accredited to their Countries. Our Missions have been requested to render all assistance and courtesy to Delegates in this regard. If any Delegate / Secretary / Invitee encounters any difficulty in obtaining the necessary visa, kindly inform the CPA Sindh Branch in advance so that arrangements may be made for the person concerned to obtain on arrival visa at the Jinnah International Airport, Karachi.

Commonwealth Parliamentary Association | Sindh Branch | Provincial Assembly of Sindh | Pakistan

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e-mail: cpa_4arc2012@pas.gov.pk | website: www.pas.gov.pk

6. VACCINATION AND HEALTH

If any Delegate had visited any of the yellow fever endemic countries mentioned below, within 10 days prior to arrival in Pakistan, a valid yellow fever vaccination certificate is required.

Angola	Equatorial Guinea	Nigeria
Benin	Ethiopia	Panama
Belize	French Guinea	Peru
Bolivia	Gabon	Rwanda
Brazil	Gambia	Sao Tome & Pricipe
Burkina Faso	Guatemala	Senegal
Burundi	Guinea	Sierra Leone
Cameroon	Guinea Bissau	Somalia
Central African Republic	Guyana	Sudan
Chad	Honduras	Surinam
Colombia	Kenya	Tago
Congo	Liberia	Trinidad & Tobago
Costa Rica	Malawi	Uganda
Cote d'Ivor	Mali	United Republic of Tanzania
Democratic Republic of Congo	Mauritius	Venezuela
Ecuador	Nicaragua	Zambia
	Niger	

7. ACCOMMODATION, MEALS & COSTS

All Delegates / Secretaries / Special Invitees will be accommodated at Hotel Sheraton, Karachi (Contact details: Club Road Karachi 75530 Pakistan. Tel: +92 (21) 35633333 Fax: +92 (21) 35633209)

During the official Conference period, CPA Sindh Branch will be responsible for the costs of hotel accommodation, meals (excluding alcohol beverages) and all transport to and from official functions during the Conference time period.

Any other costs not mentioned above, as well as the costs of private entertainment, private tours, all meals taken out of the official programme, items obtained through room service, hotel room mini-bar items, laundry and dry cleaning, telephone, telex, telegram, cable or fax charges and other sundry expenses will be the responsibility of individual Delegates and should be paid (as incurred) or, in the case of costs incurred at the hotel, prior to checking out.

8. TRANSPORT

Delegates will be provided local Transport facilities by the Host Branch during the official period of the Conference to all official venues set out in the Programme. A coach will be utilized to transport all delegates and kindly note that Delegates who are unable to travel by coach or prefer the use of motor-car should make their own arrangements at their own expenses.

9. LUGGAGE

For the purpose of identification, all Delegates are requested to affix the luggage tags sent by the Host Branch (filled in with the necessary information), to their baggage when arranging in Pakistan.

10. REGISTRATION

The delegates may register themselves on arrival, at the information desk at Hotel Sheraton, Karachi where they will be provided with a Conference Handbook & Diary of Events, Identification badges and other relevant documents.

11. INFORMATION DESK

There will be an Information Desk operating from 0800hrs to 2200hrs daily at Hotel Sheraton, Karachi during the Conference.

12. IDENTIFICATION BADGES

It is important that the Identification Badges provided to Delegates be worn at all times for admission to Conference venues and official functions. Failure to do so would, for security reasons, result in Delegates not being admitted to such events.

13. ACCIDENT, MEDICAL & LUGGAGE INSURANCE

Personal accident, medical, luggage and currency loss insurance will be the responsibility of each delegate.

14. DRESS

Lounge Suit or National dress will be appropriate for the Conference and other formal occasions. Delegates are advised to bring light clothing. Casual wear will be suitable for tours.

15. MEDICAL FACILITIES

Emergency medical facilities will be available at the Hotel for the duration of the Conference. Delegates are however advised to obtain insurance cover for medical expenses.

16. CLIMATE

In March the average temperature in Karachi is 30 centigrade. The weather will be mild and sunny during the period of Conference.

17. CURRENCY

The Pakistan Currency unit is the Rupee, which consist of 100 paisas. The exchange rate as at end of January 2012 is approximately Rs. 91.00 = 1 USD.

18. MAIL

Incoming mail may be collected at the Information Desk at the hotel while e-mail facilities will be available at the hotel business center.

19. BIOGRAPHIES

It is imperative that biographies and photographs of all delegates are sent to the Conference Coordinator, CPA Sindh Branch not later than 24th February 2012. Any biographies not received by that time will not be included in the Biographies Booklet. The Conference Secretariat will utilize its description to summarize long biographies. A supplement to the Biographies Booklet will not be issued.

20. DIETARY REQUIREMENTS

Special Dietary requirements should be notified in advance.

21. SPOUSES & OBSERVERS

Delegates who will be accompanied by their spouses should inform the host Branch in advance. USD 500 will be charged per person to cover up expenses in this connection.

USD 1500 will be charged per person in respect of observers who accompany delegates.

Spouse / Observer fees must be paid to the information desk set up at Hotel Sheraton, Karachi at the time of registration.

22. POST CONFERENCE TOUR

One day Post-Conference tour on 15th March 2012 will be arranged by the Conference Secretariat to visit the District Thatta, Sindh at the following places:

- Shah Jahan Mosque
- Makli Grave Yard
- Klinger Lake

23. CONTACT INFORMATION

Conference Coordinator

CPA Sindh Branch,

Sindh Assembly Building,

Court Road, Karachi

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