



*Empowered lives.
Resilient nations.*



INFORMATION NOTE FOR PARTICIPANTS

Participants should consult this booklet for logistical information when preparing for the workshop.
Please read the information carefully.

REGIONAL WORKSHOP

Building Capacities of Training Schools and Institutes of Public Administration to implement the 2030 Agenda and attain the SDGs

Venue: UN House/UNDP 303, Baizakov Str, Building 1

Almaty, Kazakhstan

27 - 29 November 2019

[WORKSHOP LANDING PAGE \(WEBSITE\)](#)

The United Nations Department of Economic and Social Affairs (**UN DESA**) through its Division for Public Institutions and Digital Government (**DPIDG**) and its Project Office on Governance (**UNPOG**), along with the Astana Civil Service Hub (**ACSH**), the Academy of Public Administration under the President of the Republic of Kazakhstan, and the “Government for Citizens” Public Corporation (**NJSC**) are organizing a workshop to enhance public servants’ capacities in training schools and institutes for public administration. The workshop will take place at the UN House where it will aim to equip management development institutions with the skills to lead national transformation in public governance and integrate the values and principles that are embedded in the 2030 Agenda.

This logistics note for participants supplements the Concept Note and the Agenda of the workshop.

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1. Date and Venue

The workshop will be held on **27-29 of November, 2019** on the premises of the **UN House/UNDP 303 Baizakov str, Building 1 in Almaty, Kazakhstan**. The workshop will enjoin UNDP, the Astana Civil Service Hub, the Government for Citizens Public Corporation, and UN DESA invited participants.



UN House building Photo: Courtesy UNESCO.kz

2. Travel

Participants should **not** purchase their own tickets, if funded by UN DESA. Funded participants will be provided with an economy class air ticket for travel to Almaty and return by the most economical and direct route. Participants will be contacted by the American Express, United Nations Office, which will issue the airline ticket in accordance with United Nations procedures.

The authorized date of arrival in Almaty is 26 November 2019 and the departure date from Almaty will be 30 November 2019. For participants wishing to depart on 29 November, before the meeting concludes, kindly inform your respective administrative focal point Ms. Flor Velazco-Juarez at Velazco-Juarez@un.org or Ms. Hye Kyung Choi at choi9@un.org, as soon as possible. Once the travel authorization is received by the American Express, United Nations Office, participants will be contacted by a travel agent who will issue an itinerary based on the official travel dates, for the participant's concurrence. For any changes to the proposed agenda regarding travel dates and/or travel class which will result in an increase in the authorized ticket cost, the difference will be borne and arranged by the participant directly with the American Express and the United Nations Office.

3. Visa Information

Participants are responsible for obtaining their own visa. It is important that participants contact the nearest Kazakhstan consulate to check the visa requirements for entering the country. Participants may

wish to bring a copy of their official United Nations invitation letter to Kazakhstan consular officials which in most cases should suffice as a supporting documentation for the purpose of applying for a visa. **Please note that in accordance with the UN rules and regulations for conferences, costs associated with visa procedures and fees, as well as airport taxes, are the responsibility of the participant and/or their institution and will not be covered by the UN.**

A list of countries whose nationals are exempted from the entry visa to Kazakhstan can be found on the following website <http://mfa.gov.kz/files/5d957f294f469.pdf>

Information about entry requirements of the Republic of Kazakhstan can be found at <https://caravanistan.com/visa/kazakhstan/#kazakhstan-visa-requirements>

4. Entitlements

UN DESA funded participants will be provided with a Daily Subsistence Allowance (DSA) at the current established UN rate for Kazakhstan for the number of nights spent in Almaty for the workshop. The DSA is expected to cover accommodation, meals and other miscellaneous expenses. In addition, sponsored participants will be given terminal expenses. Please note that participants shall receive DSA for the actual meeting days attended. This includes 75 per cent of the DSA payment before departure through a bank transfer, with the remaining balance of 25 per cent after the meeting has concluded. **Participants must provide a copy of boarding passes to facilitate processing of the balance of entitlements.**

5. Attendance

Kindly note that all funded participants will be required to sign the attendance form on each day of the workshop.

6. Accommodation

Participants are responsible for booking and coordinating their own accommodation.

A list of hotels together with their contact details in Almaty is provided below. Participants should mention that they are attending the workshop when contacting the hotels, to access any discount rates that may apply. Please note that these prices are exclusive of VAT.

Best Western Plus Atakent Hotel *Closest to Venue
Category



Rate for Standard Double Bed and Breakfast

- USD 54.83
- KZT 21,375



Rate for Superior Double Bed and Breakfast

- USD 128.26
- KZT 50,000

Contact Details

+7 727 355 42 42

Bestwestern.com

Intercontinental Almaty

Category



Rate for Standard Double Bed and Breakfast

- USD 175.00
- KZT 68,220

Rate for Superior Double Bed and Breakfast

- USD 350.00
- KZT 136,441

Contact Details

+7 727 250 50 00

<https://bit.ly/2OZS82u>



Holiday Inn

Category



Rate for Standard Double Bed and Breakfast

- USD 70.00
- KZT 27,288

Rate for Superior Double Bed and Breakfast

- USD 103.00
- KZT 40,153

Contact Details

+7 727 244 02 55

<https://bit.ly/35GbYG8>



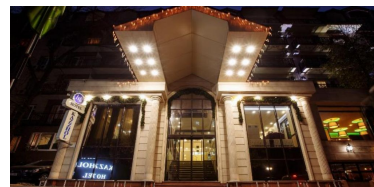
Kazzhol Almaty

Category



Rate for Standard Double Bed and Breakfast

- USD 55.46
- KZT 21,600



Rate for Superior Double Bed and Breakfast

- USD 62.64
- KZT 24,400

Contact Details

☎ +7 727 250 89 41

✉ <https://bit.ly/2oDT4PF>

Ramada by Wyndham Almaty

Category



Rate for Standard Double Bed and Breakfast

- USD 82.67
- KZT 32,226

Rate for Superior Double Bed and Breakfast

- USD 103.43
- KZT 40,320

Contact Details

☎ +7 727 344 99 99

✉ Ramadaalmaty.com



7. Lunch

Restaurants near the office:

- **Urbo Coffee Shop**

Address: Bayzakova 303, UN Building, 1st Floor

Average Bill: 3000 tg **Business Lunch:** 1800 tg

Opening hours from 08:00 - 19:00

Link: <https://www.instagram.com/urbocoffee/>

- **Cafe-Restaurant Malina Mix**

Address: Gabdullina 72, 250 meters from the UN building

Average Bill: 5000 tg

Opening hours from 11:00 - 00:00

Link: <https://www.instagram.com/cafemalinamix/>

- **Restaurant Khan Saray**

Address: Manas 50, 500 meters from the UN building

Average Bill: 3000 tg

Opening hours from 10:00 - 00:00

Link: https://www.instagram.com/hansarai_almaty

- **Kristi Coffee**

Address: Manas 63, 900 meters from the UN building

Average Bill: 1200 tg

Opening hours from 18:00 - 19:00

Link: <https://www.instagram.com/cofeekristi/>

Please note: There is also a small cafeteria in the UN House premises.

8. Transportation

Almaty International Airport is located 15 kilometers NorthEast of the city center. For traveling the city there are regular city buses, trolleybus, the Almaty Metro, a bicycle sharing system (Almaty-bike), Uber, as well as taxis.

The City of Almaty Sustainable Transport is a 5-year UNDP-GEF project launched in 2011, in an effort to assist the city in coping with transport-related emissions by promoting the sustainable transport options and implementing demonstration projects. The CAST project partnered its activities with the Almaty city administration and the European Bank for Reconstruction and Development. It also works closely with UITP, ITDP, GIZ and other international associations and projects to promote sustainable transport among policy makers and the general public

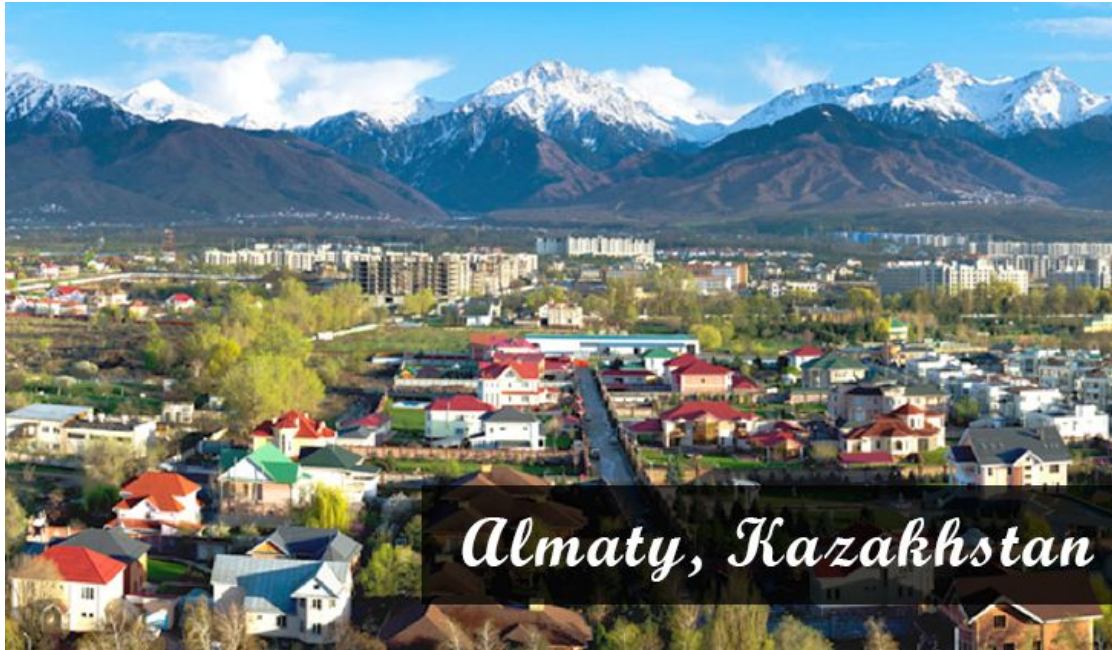
The bus is the main type of public transport in the city which the majority of city residents use daily. Today 125 bus routes exist in Almaty, some of them link the city with the settlements located nearby. Besides, some of the buses (approx. 800 units) were transferred to the compressed natural gas.

The trolleybus network of Almaty city consists of 8 routes which connect the west, the east and the south of the city to railway stations "Almaty-1" and "Almaty-2". The fleet consists of partially low-floor trolley buses

The metro of Almaty is the newest type of public transport in the city. The first stage with total length of 8.6 km was put in operation on 1 December 2011. It includes seven stations: **Raimbek batyr**, **Zhibek zholy**, **Almaly**, **Abai**, **Baikonyr**, **Auezov** drama theatre, and **Alatau**. On 18 April 2015 two more stations **Sairan** and **Moscow** were opened. The application, *Metro of Almaty City*, gives you quick access to the schedule of trains in an independent mode.

More information on Almaty city and its sustainable transportation, and various transport schedules may be found at [Public Transportation of Almaty](#).

9. Welcome to Almaty!



Courtesy <https://julietetelandresen.com>

Almaty is the largest city in Kazakhstan with a population of over 2 million, and is a major cultural and commercial center of Kazakhstan which is also the world's ninth biggest country by size. The city is also part of the UNESCO creative cities network and is located in the mountainous area of southern Kazakhstan near the Large and Small Almatinka Rivers. The official languages of Kazakhstan are Kazakh and Russian.



Traveler.com.au

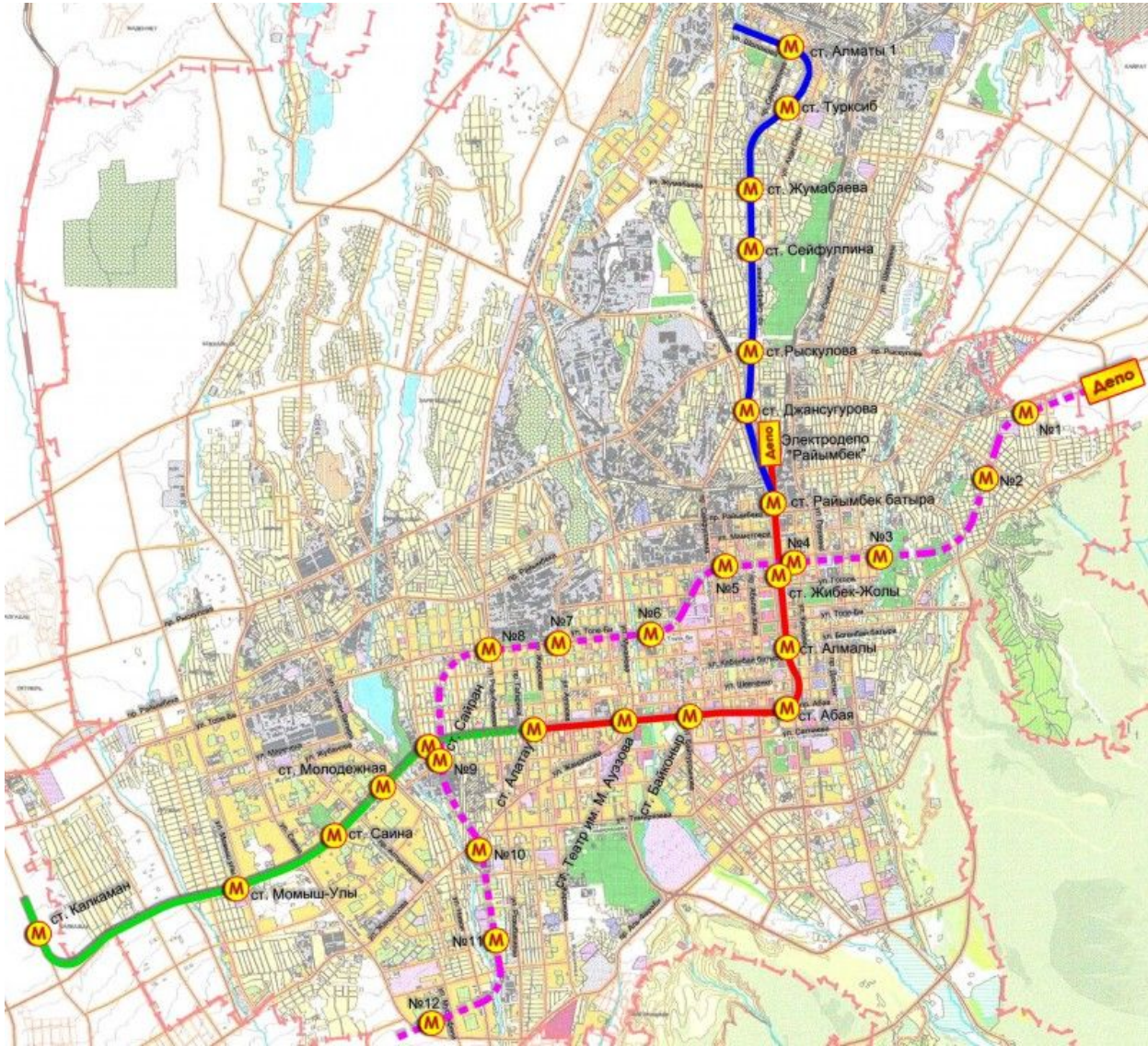
10. Maps

City Map

Red Marker denotes UN House/Conference location



Metro Map



Maps courtesy www.almaty-kazakhstan.net

11. Climate in Almaty

The daily temperature in Almaty, Kazakhstan during November fluctuates between 8 and -2 degrees Celsius on average.

12. Time

The hour is: UTC +6.

13. Banking and Foreign Exchange

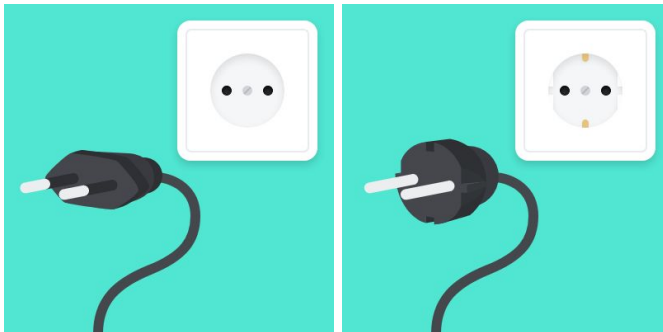
Almaty operates under the Kazakh currency, the Tenge (₸).

1 Euro (€) = 429.68 Tenge (₸)

1 USD (\$) = 389.67 Tenge (₸)

14. Electricity Supply

Single Phase Voltage: 220-240 Volts
Frequency: 50 Hertz with Type C & Type F Plugs



15. Communication

Travelers with unlocked mobile devices may also purchase local Sim cards preloaded with minutes. Calls cost around 10T per minute to the USA, Canada or China; 15T per minute to Uzbekistan or Russia; 30T to 80T per minute to other Central Asian countries, Britain, Germany, Italy and France.

Country Code: +7

Any phone	Mobile in Kazakhstan or Russia	8 + mobile number <i>or</i> 7 + mobile number
Landline	Other countries except Russia	8 + 10 + country code + area code + local number
Landline	Landline in other Kazakh city or Russia	8 + area code + local number
Landline	Landline in same city	local number only
Mobile	Landline in Kazakhstan or Russia	8 + area code + local number <i>or</i> 7 + area code + local number
Mobile	Other countries except Russia	country code + area code + local number

Police: 102

Rescue Service: 112

General Information: 109

CONTACT INFORMATION OF ORGANIZERS

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