



**தத்ருவிபிஅ னாயலநதி, ஂகசிராவஜீனவ  
சு஑்மனவு தத்ருவிபிஅ யதிநாரபி ம்றாற்ம்**  
**Ministry of Sustainable Development, Wildlife & Regional  
Development**

## Entitlements

United Nations sponsored participants will receive a daily subsistence allowance (DSA) at the monthly rate fixed by the United Nations (the current rate is US\$214 per day for the month of July and might slightly fluctuate by the month of August) which shall cover hotel accommodations, meals and other incidentals. In addition, participants will receive US\$188 to cover terminal expenses.

As funded participants you shall receive the full DSA, based on the meeting days attended (4 mandatory days), which will be provided prior to the event via bank transfer.

Kindly note that a United Nations staff will request each participant to sign an attendance sheet on a daily basis.

Upon participant's return to his/her country, participant is required to submit via email copies of return boarding pass and final itinerary. This will enable UNDESA to close the financial process. For any inquiry, kindly contact the DESA employee mentioned at the end of this document.

Note: From each participant, the United Nations must receive the participant form, the funds transfer form (F249), and passport information by 13 July 2018 to ensure that funds are remitted via bank transfer to the participant's account prior to arrival in Colombo.

## Visa

International participants are responsible for obtaining an entry visa to Sri Lanka. It is important to contact the nearest Consulate and/or Embassy of the Republic of Sri Lanka in your country to check entry visa requirements.

Foreign nationals from countries where Sri Lanka has a Diplomatic or Consular Representation should submit their application, together with a letter of invitation issued by the Forum organizers.

Ordinary visas are subject to the payment of chancery fees and formalities (Segma).

Please note that according to the United Nations rules and regulations for conferences, the costs associated with visa procedures and fees, as well as airport taxes, are the responsibility of participants and / or their institutions and will not be covered by the United Nations.

Participants who are exempted from the entry visa to Sri Lanka are from the following countries: the Republic of Singapore, the Republic of Maldives, and the Republic of Seychelles.

For nationals of countries where Sri Lanka does not have a Diplomatic Representation, a visa on arrival or visa exemption process will apply through the support of the Government of Sri Lanka.

Participants may also apply for a short-term visa upon arrival at Bandaranaike International Airport by filling out an Electronic Travel Authorization (ETA) form and paying the processing fee (\$25 USD) with a credit card or in cash (USD only). For more information, please visit the website of: [https://www.eta.gov.lk/slvisa/visainfo/apply.jsp?locale=en\\_US#air](https://www.eta.gov.lk/slvisa/visainfo/apply.jsp?locale=en_US#air)

More information on these conditions can be obtained from the website of: <http://www.eta.gov.lk/slvisa/>

## Accommodation and Airport Transfer Arrangements

Participants are responsible for booking their own hotel accommodations with a suggested main hotel below. Pick-up and Drop-off to SLIDA (venue) and to the site visits on Thursday, August 23 will all be made from and to this hotel point as the official recommended hotel.

Kindly find below the information for the recommended hotel, which was selected for its proximity to the Forum venue and offers a special price for Forum participants. It is important to mention, at the time of booking, that you are a participant of the Forum. UN DESA has already reserved a block of rooms for the purpose of this event.

Kindly be informed that the airport transfer can be arranged through the hotel, with the cost to be covered by the terminal expenses provided to the participants in advance and billed to the room.

Please contact Mr. Mohamed Fawzan at the Mandarin Hotel Colombo – [RES@MandarinColombo.com](mailto:RES@MandarinColombo.com)

Taxis and rental cars are also available at the airport.

### List and Prices of Recommended Hotel

Mandarina Colombo	
433 Galle Road Colombo 03 <a href="http://www.mandarinacolombo.com/">http://www.mandarinacolombo.com/</a>	
Price per type of room (per day)	
Type of Room	Price in USD
Standard single room (including breakfast)	\$100

### Relevant Forum Documents and Materials

Documents including programme, concept note, presentations, will be updated on an on-going basis and can be accessed on the Forum website which is available at the Calendar here: [www.publicadminsitration.un.org/en](http://www.publicadminsitration.un.org/en)

### Attendance

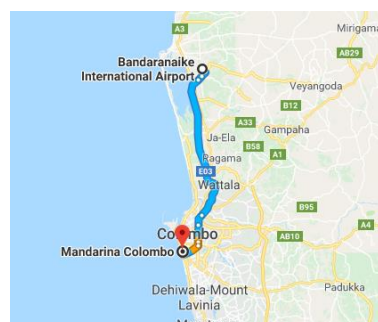
Please note that participants will be requested to sign the Attendance Form daily during the Forum.

### Facilities and Transportation

The Government of Sri Lanka will provide shuttle bus service at no cost to and from the hotel and Forum location at SLIDA and to the site visits on 22 August 2018.

An ATM and currency exchange is available in the hotel, along with free Wi-Fi, 24-hour front desk service, and 24-hour medical assistance upon request.

### Map



### Useful Information about Sri Lanka

## Weather

As an Island State, the average temperature in Sri Lanka in August is hot and humid, reach about 32° C during the day and about 25° C at night, with about 65% humidity. August is the end of the monsoon season in the country, which means Colombo and its environs may have rain. Participants should be prepared for rain, which could happen at any time.

For more information on the weather, please check the following website:

<http://www.meteo.gov.lk/index.php?lang=en>

## Language

The official language of Sri Lanka are Sinhala, Tamil and English.

## Currency

Sri Lanka has a decimal currency system. One Sri Lanka rupee is divided in to 100 Sri Lankan cents. Currency notes are in the denominations of Rs.10, Rs. 20, Rs. 50, Rs. 100, Rs.200, Rs.1000 and Rs.2000. Denominations are clearly marked in the Sinhala and Tamil languages. Coins commonly in use are in the following denominations: 5 cents, 10 cents, 25 cents, 50 cents, one rupee, two rupees, five rupees and ten rupees.

## Local Time

Sri Lanka is in the GMT +5:30 time zone.

## Electricity Supply and Voltage

230-240 volts, with 50 Hz frequency



## UN DESA Contacts

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