



## INFORMATION NOTE

### Regional Policy Forum and 77<sup>th</sup> APRACA Executive Committee Meeting Siem Reap, Cambodia

**Date: 8 – 9 August 2024**

**Venue: Borei Angkor Resort and Spa, Siem Reap, Cambodia**

#### HOST ORGANIZATION:

APRACA Regional Policy Forum (RPF), 77<sup>th</sup> Executive Committee Meeting (EXCOM) of APRACA and a field visit programme is being hosted by National Bank of Cambodia (NBC) in collaboration with APRACA Secretariat.

#### DATES AND VENUE:

- **Day 1 (Morning Session): Regional Policy Forum on ‘Financing Agri-SMEs to trigger engines of local development’** to be held on **8 August 2024 at 09:00 – 12:30 hrs.** (Cambodia time: GMT+7.00 hrs.) at the Borei Angkor Resort and Spa Hotel, Cambodia.
- **Day 1 (Afternoon Session): 77<sup>th</sup> EXCOM Meeting of APRACA** will be held on **8 August 2024 at 14:30 – 17:30 hrs.** (Cambodia time: GMT+7.00 hrs.) at the Borei Angkor Resort and Spa Hotel, Cambodia.
- **Day 2: A Field Visit programme** for the registered participants is being organized by the National Bank of Cambodia (NBC) on **9 August 2024** (A detailed programme will be circulated closer to the date of the event).

#### ACCOMMODATION:

The host, NBC, will block the rooms as per the choices made by the registered delegates (<https://www.apraca.org/77th-excom-meeting-and-99th-regional-policy-forum/>). The payment for accommodation will be made by the delegates directly to the hotels (in advance or at the time of check-in as per the arrangements).

Details of Accommodation	Room Type and Tariff
<p><b>Hotel: Borei Angkor Resort and Spa**</b>  <b>Address:</b> National Road 6, Banteay Chas, Siem Reap, Cambodia  <b>Website:</b> <a href="https://www.boreiangkor.com/">https://www.boreiangkor.com/</a>  <b>Contact Person:</b> Ms. Vina Chhoeng, MICE Manager  <b>Email:</b> <a href="mailto:vina.chhoeng@innotality.com">vina.chhoeng@innotality.com</a>  <b>Tel/Mobile:</b> (+855) 15 421 222</p>	<p><b>Type of Room and Nightly Rate:</b> (inclusive of Breakfast, service charge and government taxes etc.)</p> <p>1. Deluxe Room (40 sqm): USD 70.00 (Single/Double &amp; Twin Occupancy)            2. Landmark Room (47 sqm): USD 80.00 (Single/Double &amp; Twin Occupancy)</p>

\*\* This hotel is also the venue for the meetings and other activities.



### REGISTRATION & PARTICIPATION FEE:

The mode of the Regional Policy Forum is in person. APRACA Member institutions are encouraged to nominate the delegates to join the event in person and completing the registration by 28 June 2024 through the electronic format as per the link provided here: <https://www.apraca.org/77th-excom-meeting-and-99th-regional-policy-forum/> (A Registration form is also attached herewith in case the nominated officials face challenges in filling the electronic format)

The customary Registration for the participation (from countries other than Cambodia) has been **fixed at USD250** to defray the cost of organizing the event and the filed visits by the host agency. The registration fee will be collected in cash by APRACA Secretariat. The registration desk will be opened at the **Borei Angkor Resort and Spa** on the following date and time.

Dates	Time
7 August 2024	18:00 – 21:00 hrs.
8 August 2024	09:00 – 16:30 hrs.

### AIRPORT RECEPTION AND SEND-OFF:

The National Bank of Cambodia (NBC) will organize the airport reception on **7 August 2024** and send off on **10 August 2024** for the confirmed participants. The arrangements will be made upon receiving the flight schedule from the delegates well in advance as the new Airport in Siem Reap is far from city and takes about 1 hour travel It is strongly advised that the delegates need to provide the flight details to the host in the registration form on or before 10 July 2024 for smooth logistical arrangements.

### MEALS DURING THE MEETING:

During the Regional Policy Forum and the EXCOM meeting the following meals will be covered by the Organizers:

- **7 August 2024:** Participants receive buffet dinner vouchers (at the hotel check in desk) upon arrival at the **Borei Angkor Resort and Spa**. The delegates checking in to other hotels may collect the dinner vouchers during the registration at the **Borei Angkor Resort and Spa** as per the schedule mentioned above. (To be hosted by APRACA)
- **8 August 2024:** Lunch and coffee/tea breaks during the meeting; Gala Dinner to be hosted at the **Borei Angkor Resort and Spa** Ball Room. (To be hosted by NBC)
- **9 August 2024:** Coffee/tea break during the field trip (organized by NCB) and lunch coupon will be provided by APRACA Secretariat (Restaurant name will be notified on 8 August).

(Accompanying spouses are invited to join the Gala Dinner on **8 August**, the field trip on **9 August** and other programme to be decided by host).



### **LANGUAGE:**

English language will be the medium of presentation in the forum, which refers to all presentations, reading materials and discussions.

### **DELEGATES:**

The Regional Policy Forum is open to all APRACA member institutions, APRACA partner agencies, UN organizations, Bilateral Donor agencies, local financial institutions, government and non-government agencies and finance – related institutions. The 77<sup>th</sup> EXCOM of APRACA, APRACA members may join the EXCOM meeting as observers.

### **FIELD VISIT:**

A field trip to visit to Angkor Wat Campus and/or other places nearby, Siem Reap, Cambodia is being organized by the National Bank of Cambodia (NBC) on **9 August 2024**. Delegates are requested to mention their willingness to join this field trip in the registration form to confirm their participation. The host NBC arranges and covers the costs of vehicle, meals, tickets for the trip for the registered participants (Participants need to bear any other personal expenses).

### **VISA FOR THE FOREIGN DELEGATES:**

- a) The delegates may apply for visa to the Cambodian Embassy in their respective countries if there are any embassy in that country.
- b) E-visa is also available, and the delegates may visit <https://www.evisa.gov.kh/> to check the requirements for the E-visa to enter Kingdom of Cambodia. The delegates may please apply for the 'T' Type E- visa ([https://www.evisa.gov.kh/information/visa\\_type/4](https://www.evisa.gov.kh/information/visa_type/4)).
- c) Visa on Arrival is available to enter the Kingdom of Cambodia for 30 days. The information for arrival visa in Cambodia can be found at <https://www.cambodia-visa.com/guide/cambodia-visa-on-arrival.html>

#### **Required documents**

- 1) 2\*2 sized photo.
- 2) Passport must be valid for 6 months from the date of entry.
- 3) 2 blank pages left on passport.
- 4) Immigration form

#### **Visa on arrival fees**

- Tourist visa on arrival (30 USD)
- Business visa on arrival (35 USD)

### **MEDICAL AND TRAVEL INSURANCE:**

All delegates are advised to arrange for their own medical and travel insurance coverage, prior to their trip to Cambodia.



### WEATHER CLOTHING:

The month of August is late summer in Cambodia and the temperature ranges between 25 to 32 Degrees Celsius. As there might be some rain during August, you may keep yourselves prepared for this. The dress code are as follows:

- Formal wear for meeting and Forum.
- International dress for Gala Dinner.
- Casual wear for outdoor and field trip.

### REGISTRATION DEADLINE:

The delegates are requested to complete the online registration by clicking this link: <https://www.apraca.org/77th-excom-meeting-and-99th-regional-policy-forum/> ***on or before 28 June 2024***. Those who are resorting to paper registration (copy of registration form is attached) may please send the same through email ***on or before 01 July 2024*** for smooth processing of logistical arrangements and ***visa facilitation letter from National Bank of Cambodia (NBC)***.

### PROGRAMME DETAILS:

A detailed programme schedule for the Regional Policy Forum and 77<sup>th</sup> EXCOM has been provided in the ***Annexure***. The complete information regarding the field trip and cultural visits will be shared with the delegates by NBC closer to the event.

### CONTACT DETAILS:

Organizations	Contact Details
National Bank of Cambodia (NBC)	<b>1. Mr. SOM Kosom</b> , Deputy Director. E-mail <a href="mailto:kossom.som@nbc.gov.kh">kossom.som@nbc.gov.kh</a> Mobile & WhatsApp: +855 77 500 444
APRACA Secretariat	<b>1. Mr. Kittisak Mommoh</b> , Administrative and Programme Coordinating Officer: E-mail: <a href="mailto:kittisak@apraca.org">kittisak@apraca.org</a> Mobile & WhatsApp: +66 83 929 8889 <b>2. Ms. Sofia Champanand</b> , Knowledge and Information Officer. Email: <a href="mailto:sofia@apraca.org">sofia@apraca.org</a> <b>3. Dr. Prasun Kumar Das</b> , Secretary General E-mail: <a href="mailto:prasun@apraca.org">prasun@apraca.org</a>

***Please Submit the Registration forms before 28 June 2024 for smooth Logistics***