



Food and Agriculture
Organization of the
United Nations

**International Seminar on Approaches and Methodologies for
Private Food Grain Stock Measurement
New Delhi, 9-11 November 2016**

INFORMATION NOTE

1. SEMINAR VENUE AND DATES:

Dates: Wednesday, 9th November 2016 – Friday 11th November 2016

Venue: **Kautilya Hall, Hotel Samrat**

Kautilya Marg, Chanakyapuri, New Delhi-110021, India

Telephone: +91 -11- 26110606

2. SEMINAR TIMINGS

The Registration Desk will open at 8.30 AM at the seminar venue, Kautilya hall, Hotel Samrat, Chanakyapuri, New Delhi, on the first day, Wednesday, 9th November 2016. The Seminar will start with an inaugural session at 9.30 AM, followed by several technical sessions. The Seminar badges and necessary documents for the participants will be distributed at the registration desk from 08.30 – 09.30 hours at the venue.

The normal working hours of the Seminar will be 09.00 to 17.00 hrs, unless otherwise specified by the Secretariat in advance, with due lunch and coffee breaks.

The tentative seminar format is given in the Concept Note. The Timetable and details of logistic arrangements will be communicated directly to the accepted participants in due course.

Working language:

The Seminar will be conducted in English.

3. SUBMISSION OF TECHNICAL PAPERS AND PRESENTATION

Resource persons are requested to send their technical contributions in advance of the event but not later than 20 October to the Seminar Secretariat (Archana.Sinha@fao.org; FAO-In@fao.org) with cc to Hem.Regmi@fao.org and Mukesh.Srivastava@fao.org

4. NOMINATION OF FOREIGN PARTICIPANTS/ EXPERTS

Nominations and necessary government orders (if applicable) for the foreign experts need to be sent to the Seminar Secretariat (email to: Archana.Sinha@fao.org; FAO-In@fao.org) as soon as possible for visa facilitation, as needed.

5. ACCOMMODATION

Some rooms have been reserved by the Seminar Secretariat in **Hotel Ashok**, 50-B, Diplomatic Enclave, Chanakyapuri, New Delhi – 110021, India for the Seminar resource persons and selected participants.

The contact details of the hotel are as follows.

Phone: (+91-11) 26110101; (+91-11) 26116161

Fax: (+91-11) 26876060; (+91-11) 26873216

Room reservations email: accommodation@theashok.com, guestrelations@theashok.com,

Website: www.theashok.com; www.theashokgroup.com

All participants are encouraged to stay at this Hotel, which is offering a special rate of approx. **US\$ 120** for single bed and **US\$ 135** for double bed (excluding taxes) per day for seminar participants on accommodation booked through Seminar Secretariat. The daily rate includes room rent, breakfast and free Wi-Fi. The participants whose travel is supported by the organisers, will automatically be booked in this hotel. The UN agencies/ bodies are exempted from payment of service tax (approx. 30%) in India. In order to avail this facility, the Secretariat will arrange necessary documentation.

The self-funded participants are free to choose a hotel from list of recommended hotels given at **Annex - B**.

The request for booking accommodation should be indicated in the Registration Form at **Annex-A**.

The Secretariat will book the rooms on single occupancy basis. However if any participant is willing to bring an accompanying person, the extra charges payable to hotel will be borne by the participant him/herself. This needs to be indicated in the registration form at **Annex-A**.

Check-in / Check-out time:

Check-in time in **Hotel Ashok** is 14.00 hrs and check out time is 12.00 hrs. For the participants supported by organizers, the Secretariat will support stay at hotel for the duration of the Seminar. (check in on 8th November and check out preferably by on the night of 11th November or morning of 12th November, 2016).

Commuting between Hotel and Meeting Venue:

Hotel Ashok (Recommended Hotel) and **Hotel Samrat** (Workshop Venue) are adjacent to each other within 5 minute walking distance.

Participants staying in other hotels will reach the seminar venue with their own transport arrangements or using the transport provided by their respective hotel. Pre booking of taxi services for route to meeting venue is desirable.

6. OTHER COSTS

Participants will be responsible for paying their personal expenses, food, beverages, telephones and other expenditures **NOT** included in the room rent, directly to the Hotel before departure.

7. RECEPTION / WELCOME DINNER

A Welcome Dinner for the participants is proposed at **The Oudh Restaurant at the Lily Pool Lawns, Hotel Ashoka, Chanakyapuri** in the evening of 9th November 2016, starting at 19.30 hrs.

8. REGISTRATION

The participants are advised to register with the Secretariat using the registration form at **Annex-A**. The completed form along with the scanned copy of the passports (including for the accompanying person) should be sent to Seminar Secretariat (Archana.Sinha@fao.org with cc to Teresa.Andrade@fao.org; and FAO-In@fao.org) as soon as possible but not later than 20th October, 2016 for visa facilitation and hotel reservation.

9. FORMALITIES FOR ENTRY INTO INDIA

Foreigners seeking entry into the India must possess a passport or travel document with validity of not less than 6 months. Please refer to the Ministry of Home Affairs Site <http://mha.nic.in/guide> - for information regarding Visa on Arrival. Those holding a diplomatic / official passport may receive visa on arrival at all international airports of India. However, it is advisable that participants contact Indian Embassy or Consulate-General at their point of origin for the most up-to-date information on visa requirements. For more information, please refer to the following websites: <http://mha1.nic.in/foreigDiv/OverviewVisa.html>

Visa

Where an Entry Visa is required for India, it will be the responsibility of the participant to make the necessary arrangements to apply for appropriate type of Visa at nearest Embassy/ Consulate.

Secretariat will send an official letter of Invitation to all participants from abroad in order to facilitate their Visa processing, if needed.

The links below provide more information on visa requirement in India:

- i. http://www.mha.nic.in/hindi/sites/upload_files/mhahindi/files/pdf/FAQs-on-ConferenceVisa.pdf
- ii. <https://indianvisaonline.gov.in/visa/>

10. LOGISTIC ARRANGEMENTS

For facilitation to the logistical matters, all participants are required to register in advance using the prescribed form (**Annex- A** of this Information Note). There is no registration fee for the seminar. The logistics and some local costs related to seminar will be covered by the organizers. The cost of air travel and the daily subsistence allowance of selected resource persons will be borne by the seminar organizers, unless borne by the organizations for which they are working. The other participants will arrange to fund their travel through their respective governments, projects or the sponsoring agency.

11. INSURANCE COVERAGE

Seminar organizers assume no responsibility for travel or medical insurance cover. The travel related financial support provided by the organizers to the resource persons, if any, does not cover life or medical insurance. The participants who need a medical insurance cover for the period they will be in India are advised to make personal arrangements for this.

12. TRANSPORTATION BETWEEN DELHI INTERNATIONAL AIRPORT AND HOTEL

Participants are advised to arrange their own transport from Indira Gandhi International Airport (DEL) to the hotel. The Seminar venue (**Hotel Samrat**) and **Ashoka Hotel** are located approximately 15 km. from Indira Gandhi International Airport (45 minutes' drive), 10 km. from domestic airport (40 minutes' drive) and 09 km. from New Delhi Railway Station and are primarily serviced by taxis.

Public Taxi

Pre- paid Taxis are readily available outside the Arrival Hall of Indira Gandhi International Airport, New Delhi. Apart from the pre-paid taxis, private organized taxi services are also available at the Arrivals of International Airport at Delhi. Though most taxi drivers speak English, it is advised to contact the taxi hiring station at the airport to assist you in communicating with the driver. The one-way fare from the International Airport to the Hotel Ashok is approximately Rs. 500-800.

13. CURRENCY AND FOREIGN EXCHANGE SERVICES

The monetary unit of Indian currency is the Indian Rupee. The current exchange rate (effective 1st September 2016) is approximately: USD1 = INR 67.03. All major credit cards are readily accepted in India. US Dollar traveller cheques can be conveniently cashed at the banks and authorized money changers. Exchange facilities are available at the Airport, at the Hotel booked for seminar venue, at the banks and at exchange counters in many location in New Delhi. Participants are advised to check the difference in rates as the commission charged by the agency.

14. WEATHER AND TIME

New Delhi lies in the landlocked northern plains of the Indian Subcontinent. Its climate is greatly influenced by its proximity to the Himalayas and the Thar Desert, causing it to experience both weather extremes. Delhi has 5 distinct seasons, viz. Summer, Rainy, Autumn, Winter and Spring. The end of monsoon marks the arrival of Autumn by early or mid-October till end of November and is marked by very dry ambiance, warm days and pleasant nights together with low humidity and low precipitation.

During autumn, there is a variation between morning and afternoon temperatures in a day, with minimum dropping to under 10 °C and maximum slightly under 30 °C. The average temperature in New Delhi in November is warm at 20.8 °C (69.44 °F). The average Sunshine Hours in November at Delhi are 10 - 11hrs. India Standard Time (IST) is 5:30 hours (5 hours 30 minutes) ahead of Greenwich Mean Time (GMT+5.5).

15. ELECTRICITY

The electricity current is 220 Volt AC (50 Hz) in New Delhi. There are C/D/M types of plugs and sockets in use. Traveller with shavers, tape recorders and other appliances should carry a plug-adaptor-kit. Some hotels can provide it on demand.

16. LOCAL SIGHT SEEING AND TOUR TO AGRA (Optional)

The organizers will arrange a local sightseeing tour; **Sound and Light Show at the RED FORT**, for the interested foreign participants scheduled in the evening of the 2nd day of the Seminar. The participants are advised to register for it by indicating in the registration form.

It is also proposed to organise a paid day tour and visit to the TAJ MAHAL at Agra on Saturday, 12th Nov, 2016, subject to availability of sufficient numbers of travellers. The participants are requested to indicate their wish to join this tour in the Registration Form so that the organisers are able to make adequate arrangements. Agra is approximately 2.5-3 hrs drive from New Delhi through Yamuna Expressway. The tentative departure time from Hotel Ashok is at 7.00 am and arrival time is by 8pm. The approximate cost per person is estimated to be approximately US\$ 60 (excluding the entry fee to TAJMAHAL, which depends on nationality of the visitor).

17. CONTACT

Organizational & Logistic Matters:

- i. Archana Sinha (Ms)
Programme Officer (AMIS)
Food and Agriculture Organization of the United Nations
55 Lodi Estate, New Delhi - 110 003 INDIA
Phone: 91-11- 46532205 Mobile: +9873893306
Email: archana.sinha@fao.org
- ii. Uma Balaji (Ms)
Programme Secretary
Food and Agriculture Organization of the United Nations
55 Lodi Estate, New Delhi - 110 003 INDIA
Phone: 91-11- 46532221
Email: uma.balaji@fao.org
- iii. Mr B. L. Meena,
Additional Economic Adviser (Price and Market Division)
Directorate of Economics and Statistics, Ministry of Agriculture and Farmers Welfare,
Room No 119, F- Wing, Shastri Bhavan, New Delhi- 1.
Phone: 91-11-23073794; Mobile: +9868547411.
Email: blmeena74@gmail.com

Technical Contributions:

- i. **Mr Mukesh Kumar Srivastava**
Senior Statistician
FAO Regional Office for Asia and the Pacific, Bangkok
Mukesh.Srivastava@fao.org
- ii. **Mr Ashok Kumar Vishandas**
Chief Technical Advisor
FAO Representations in India
Ashok.Vishandass@fao.org

Annex A

International Seminar on
Approaches and Methodologies for Private Food Grain Stock Measurement
New Delhi, 9-11 November 2016

Registration Form

1. Name: _____
Family name Middle name First name

2. Country/organization: _____

3. Title and position: _____

4. Address (postal): _____

Telephone _____ Fax: _____ E-mail: _____

5. Passport Details :**(Please attach copy of your passport)**

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office
Participant					
Accompanying Person					

6. Arrival & Departure:

i. Arrival information: Date _____ Time _____

Airline and flight No.: _____ From (city): _____

ii. Departure information: Date: _____ Time: _____

Airline and flight No.: _____ From (city): _____

7. Hotel room desired: **YES/ NO.**

Please indicate, preference of hotel and type of room required and other related information for the stay:

8. Please indicate if you have special requirements

Diet: Please specify (Restriction) : _____

Others (please specify) : _____

9. Please indicate if you wish to accompany for:

i. Local Sight- seeing including Sound and Light Show at The RED FORT: **YES/ NO.**

ii. Paid Visit to Agra: (number of persons)

NOTE: Each participant is required to complete this form (**Annex A**) in duplicate and send one copy to each of the addresses below as soon as possible, but not later than **20 October, 2016**, even if complete flight information is unavailable. You may email flight information details at a later date.

Emails: archana.sinha@fao.org, uma.balaji@fao.org, Teresa.Andrade@fao.org.

Annex B

International Seminar on Approaches and Methodologies for Food Grain Stock Measurement New Delhi, 9-11 November 2016

List of Recommended Hotels and Guest Houses at Delhi

- 1. The Taj Mahal Hotel, New Delhi**
Number One Mansingh Road
New Delhi 110 011
Phone : 91 - 11 - 6656 6162 / 6651 3784
Facsimile : 91 - 11 – 66513740 / 2302 6070
Email: Mahal.Delhi@Tajhotels.com; Website: www.tajhotels.com

 - 2. The Claridges Hotels & Resorts**
12, Dr APJ Abdul Kalam Road (Formerly known as Aurangzeb Road),
New Delhi 110011 India
Phone : +91 11 3955 5000/ 25/ 26/ 62/ 63
Facsimile : 91 - 11 – 2301 0625
Email: reservations@claridges.com; Website: www.claridges.com

 - 3. Hotel Vivanta by Taj – Ambassador, New Delhi**
Sujan Singh Park, Subramaniam Bharti Marg, New Delhi 110 003, India
Phone : 91 11 6626 1000
Facsimile: 91 11 2469 7232
Email: <https://vivanta.tajhotels.com/en-in/ambassador-new-delhi/>

 - 4. Ahuja Residency**
3, Sunder Nagar, New Delhi 110003, India
Phone: +91 11 45785000, +91 8800977070
Email: sundernagar@ahujaresidency.com
<http://www.ahujaresidency.com/sunder-nagar-guest-house/>

 - 5. Ahuja Residency**
193, Golf Links, New Delhi – 110 003, India
Phone: 91-11-24622255, 91-11-24611027, 91-11-24623945
Email: info@ahujaresidency.com
Website: <http://www.ahujaresidency.com/>

 - 6. Jukaso Inn Sunder Nagar**
Address: 49/50 Sunder Nagar, New Delhi 110003
Phone: +91 - 011 - 24350308/ 24350309
Email: reservationdel@jukaso.co.in
Website: <http://jukaso.co.in/hotels-delhi.php>
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