



7th AFA General Assembly

Knowledge Exchange on FO Engagement in Public Sustainable Agri Investment Programs To Help Eradicate Poverty and Hunger Till 2030

August 1-7, 2016

Hanoi, Vietnam

TRAVEL ADVISORY AND INFORMATION

WELCOME

The Asian Farmers' Association (AFA) welcomes all participants to this event, which is being hosted by AFA member Vietnam Farmers Union (VNFU). This travel advisory gives you some important information for your trip.

Contact Persons:

- **Focal point:** Mrs. **Hoang Thi Mai Huong** - Expert of International Cooperation Department, Vietnam Farmers' Union (ICD, VNFU). Mobile: **0084-912170055** (If calling from outside Vietnam) or 091 217 0055 (if calling from Vietnam with Vietnam number); E.mail: huongvnfu@gmail.com



- **For programing and content matters:** Please contact **Ms. Vu Le Y Voan**, Vice-Director of ICD VNFU. Mobile: **0084-904.28.53.56** (if calling from outside Vietnam) or **0904.28.53.56** (if calling from Vietnam with Vietnam number); Email: voanvnfu@yahoo.com



- **For logistics matters:** Please contact **Ms. Nguyen Thi Viet Ha**, Vice-Director of ICD VNFU. Mobile: **0084-966.52.19.58** (if calling from outside Vietnam) or **0966.52.19.58** (if calling from Vietnam with Vietnam number); Email: viethavnfu@yahoo.com.vn



ARRIVAL AND AIRPORT TRANSFER

Transfer from Noi Bai Airport to the Hotel and vice versa will be arranged by VNFU. Please look for the **AFA VNFU SIGN BOARD** at the waiting area in the airport. Drivers assigned by VNFU will pick you up at the airport and take you to the hotel and vice versa.





If you need assistance, please contact Mrs. **Hoang Thi Quynh Hoa** - Expert of International Cooperation Department, Vietnam Farmers' Union (ICD, VNFU). Mobile: **0084-942005559** (If calling from outside Vietnam) or 0942005559 (if calling from Vietnam with Vietnam number); E.mail: minhonzz@yahoo.com

ACCOMMODATION AND MEETING VENUE

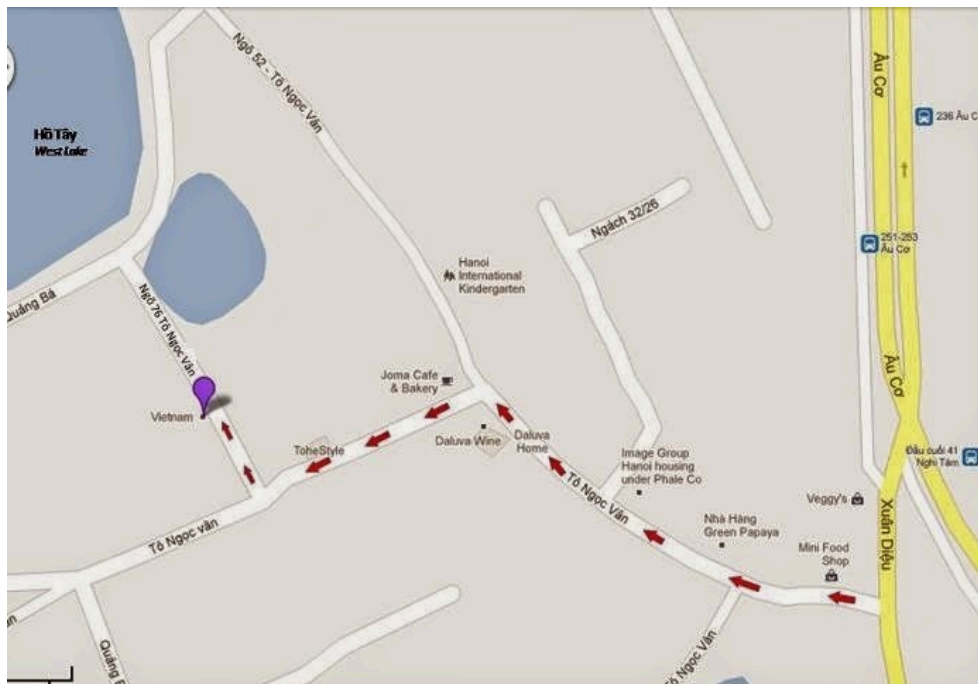
Hotel: Quang Ba Trade Union Hotel (Khach san Cong Doan Quang Ba)

Address: No. 98 To Ngoc Van, Tay Ho Dist., Hanoi, Vietnam.

Tel: (84-4) 38293812

Fax (84-4) 38293825

Website address: <http://congdoanhotel.com.vn>



Rooms will be on a twin-sharing arrangement, except for those who will directly pay for their hotel stay. For non-financed partners, please send us request if you want us to book rooms for you. Accommodation is inclusive of daily breakfast and free wifi access in each room (free in-room internet Wifi). Towels and toiletries will be provided in each room.

Room benefits are: coffee and tea maker in room (super-speed boiler), hair dryer, lockers, refrigerator, TV with many international channels, food and room service open 10.00-20.00, direct dial telephone and free in-room internet Wifi.

Phone calls, mini bar, laundry and other personal expenses shall be on the account of the participants.

Check in time is 14.00 and check out time is 12.00





MEALS

Breakfast is included in the room rates. All lunches, snacks and welcome/solidarity dinner will be covered by AFA and VNFU. An allowance will be given to participants for dinners that will not be covered. Partners are requested to cover their dinner expenses.

GENERAL SCHEDULE

The whole week is divided into several events, some co –organized by several partners. Participants were invited into all or some of the events. Everyone is invited to the AFA 7th General Assembly on August 5, 2016.

Dates	Title of Events
August 1-2	Knowledge Exchange Forum on Farmers Organizations (FOs) Engagement in Public Investment Programs <i>Co-organizers : AFA, AsiaDHRRA, CSA, VNFU, VietDHRRA</i>
August 3	AFA ExeCom Meeting (internal)
August 4	Field Visit
August 5	7 th AFA General Assembly
August 6	Mobilization for Access to Seed Index in Southeast Asia <i>Co –Organizers : AFA, AsiaDHRRA, VNFU, VietDHRRA</i>
August 7	Regional Knowledge Sharing and Learning Session on Networking and Coordination Among Stakeholders Working with Forest and Farm Producer Organizations

THINGS TO PREPARE/BRING

1. If you are under medication, please bring your medicines
2. Favorite seasoning or spice, if you have any
3. local snacks that can go well with coffee and tea, good for 60 persons (we will schedule serving these snacks, one country at a time, during the 7-day meeting)
4. For FO delegations :
 - a. translated versions of the documents for Execom on Aug 3 and GA proper on Aug 5)
 - b. Members’ report (5 -minute powerpoint presentation during AFA GA proper on Aug 5)
 - c. presentations as requested in various sessions of the workshop (please see detailed program for Aug 1-2, Aug 6 and Aug 7)
 - d. two tokens per member organization (to be given to our facilitators and guests)
 - e. local seed varieties which you would like to give to other FO members
 - f. local products for sale and display (each FO will be assigned one table)
(We have 18 tables around the plenary room where members can display their products)
5. national costume for the solidarity night
6. cultural number during the solidarity night





REIMBURSEMENT

For those who will be reimbursing their round-trip economy plane tickets, visa fees and travel-related taxes, as stated in the invitation letter, please submit your **boarding pass, original receipts and photocopy of ticket.** Without the original receipts, we will be unable to reimburse these expenses.

OTHER INFORMATION

Currency: The currency for Vietnam is called Dong (VND), 1US\$ = 22,200 VND. It is better to change some money at the Airport for your convenience. Some following credit cards will be accepted: VISA, Master Card and to a lesser extent American Express. Some shops accept dollars.

Weather: It will be the late Summer in Hanoi. The temperature: about from 29-35 degree are expected in Hanoi at this time of year. It sometimes rains.

Time: Vietnam time zone is GMT +7

Clothing: The training workshops and meetings are not so formal. However, in the opening ceremony of GA on 5th August in the morning, please wear formal clothing. For other day, you can wear any modest, semi-formal/casual dress. It is recommended to wear casual dress if the participants wish to tour the city. Also, please bring comfortable cloths and footwear for the field visit.

How to make an international call from Vietnam: Dial 00+ Country code 84 + City code 4+ phone number. You are advised to buy a Vietnamese telephone simcard by which you can make local/international calls at the airport or VNFU supporting staff will assist you in buying when you check in at the hotel. Please inform VNFU before you come if you would like to buy Vietnam telephone simcard. (It is very cheap and convenient for you, about 5\$ for a simcard including money in your account. With this simcard, you can make domestic and international calls).

Electricity in Hotel: Voltage: 220v. Type/shape of sockets for electrical equipments: Two-socket round.

Shopping information: We do hope that we will have time for sightseeing in Hanoi, visiting Ho Chi Minh Mausoleum near the Hotel, shopping to buy gifts, silk products, handicrafts, back bags, and ceramics in the center of Hanoi, etc.

~~~Have an enjoyable, memorable and fruitful stay in Vietnam ~~~

