

**Fourth Meeting of the Working Group on Marine Litter (WGML)
and
Twenty-fifth Intergovernmental Meeting of the
Coordinating Body on the Seas of East Asia, Part 2 (IGM25.2)**

Hanoi, Viet Nam
10-13 October 2022
In-person/Hybrid

INFORMATION DOCUMENT

Introduction

The COBSEA Secretariat and the Ministry of Natural Resources and Environment of Viet Nam welcome you to Hanoi, Viet Nam for the Fourth Meeting of the Working Group on Marine Litter (WGML) on 10-11 October and Part 2 of the Twenty-fifth Intergovernmental Meeting on 12-13 October of the Coordinating Body on the Seas of East Asia.

In this Information Document you will find practical details related to the meeting and venue, transport and hotel reservations.

Venue and Date

These meetings will be held at the Fortuna Hanoi Hotel from 10-13 October 2022. The 4th WGML meeting is on 10-11 October and Part 2 of the 25th IGM is on 12-13 October. An optional field trip is scheduled on 14 October, Friday.

The 4th WGML meeting will begin with registration of participants at 8:30 am on Monday, 10th October in the Merlion meeting room. The meeting will start at 9:00 a.m. and go on till 5.00 p.m.

Part 2 of the 25th IGM will begin with registration of participants at 8:30 am on Wednesday, 12th October in the Merlion meeting room. The meeting will start at 9:00 a.m. and go on till 5.00 p.m.

Hotel Reservation

Fortuna Hanoi Hotel
6B Lang Ha, Ba Dinh,
Hanoi, Viet Nam
Tel: +8424 3831 3333
www.fortuna.vn

Participants are encouraged to stay at the Fortuna Hanoi Hotel. A block booking has been made by the COBSEA Secretariat, with special room rates including breakfast and internet (service charge (+5%) and Tax (+10%) are not included)

ROOM CATEGORY (PER NIGHT)	Group Rate (VND) Single occupancy	Group Rate (VND) Double Occpancy
Deluxe Room	VND 1,600,000++	VND 1,650,000++

Ms. Krittika Kleesuwan (Kris) Krittika.Kleesuwan@un.org is making all the hotel reservations. In order to ensure your accommodation is properly booked, please provide Kris with your complete travel itinerary (arrival/departure date and time) by **23 September 2022**.

Check-in/check-out times at hotel: Check-in time is 14:00 hours on the day of arrival. Check-out time is 12:00 hours on the day of departure. Early check-in depends on availability of the room.

Please visit the hotel website www.fortuna.vn for additional hotel information.

Transportation from the Airport

Hanoi is serviced by the Noi Bai International Airport. Fortuna Hanoi Hotel, is approximately 3.2 kilometres (about 45 minutes) from the Noi Bai International Airport in Hanoi.

Noi Bai Airport Taxi provides licensed, metered taxis from the Noi Bai International Airport at a cost of approximately **USD 14 – 19 (approx. 340,000~450,000 VND)** one way. This may vary, e.g. based on the number of persons in the taxi.

COBSEA Support

COBSEA is officially supporting up to two representative per country.

The most direct and least costly economy air ticket will be issued by COBSEA and will be sent electronically to participants well in advance.

Participants will receive a Daily Subsistence Allowance (DSA) during the meeting to cover meals and hotel accommodation. Terminal expenses will be provided to cover incidental travel costs. 75% of this payment will be processed via bank transfer ahead of the meeting, while the remaining of 25% will be transferred after the meeting upon submission of original boarding passes and copy of the passport stamps.

In order to facilitate the payment of the daily subsistence allowance, eligible participants are requested **to submit the original boarding passes of all in-coming flights** to the COBSEA Secretariat staff during registration. Participants are expected to stay for the entire duration of the meeting.

Each person will be responsible for his/her incidental charges posted to the room account during the stay. This includes any telephone charges, salon or spa charges, gift shop purchases, mini-bar, room services, etc. and any alcoholic beverages or meals that are charged to the room from other locations within the hotel that are outside of the official meeting events.

You are advised to arrange (at your own expense or that of your organization) insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting including the journey to and from Hanoi, Viet Nam. UNEP will not assume responsibility for any other expenditures, including the following:

- a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- b) Salary and related allowances for the participants during the period of the meeting;
- c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- d) Compensation in the event of death or disability of participants in connecting with attending the meeting;
- e) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants.

Travel/entry Visa Formalities

All participants are responsible for their own visa arrangements for Viet Nam.

Entry requirements- please visit: <https://vietnam.travel/plan-your-trip/visa-requirements>

Effective March 15, 2022, the Vietnamese government has resumed pre-pandemic visa issuance policies. All previous visa restrictions have been lifted. Effective May 15, 2022, the Vietnamese Government no longer requires a negative COVID-19 test prior to entry into Vietnam.

Testing requirements

Passengers are not required to take Covid-19 test before entering Vietnam as of May 15th, 2022.

Quarantine regulations

Within 10 days upon entry, passengers need to adhere to the following recommendations:

- Self-monitor their health;
- If passengers exhibit symptoms of Covid-19, please immediately notify the nearest hospitals or clinics for

further instructions;

- Take preventive action such as wearing a mask, or cleaning their hands with disinfectant solutions.

Health declaration

Passengers entering Vietnam are not required to make a medical declaration as of April 27th, 2022. However, we recommend passengers should wear masks during the flights

For more detailed information visit:

From <https://www.vietnamairlines.com/ph/en/covid-19/chuan-bi-truoc-chuyen-bay/hanh-trinh-quoc-te>

Meeting Documents

The 4th Working Group on Marine Litter can be downloaded at:

<https://apps1.unep.org/resolutions/?q=wgml-cobsea>

The Part 2 of the 25th IGM meeting documents can be downloaded at:

<https://apps1.unep.org/resolutions/?q=cobsea-meeting-2022>

Delegates are kindly requested to bring along any printed meeting documents needed, as these will only be available at the meeting in electronic format.

Field Trip

A field trip will be organized on Friday, 14 October, from 07:30 to 18:30 hrs. The field trip will be to Ha Long Bay, a UNESCO World Heritage Site, in Quang Ninh province. Additional information will be provided in due course. Please bring hats/umbrella and comfortable shoes and casual clothes as it will be outside.

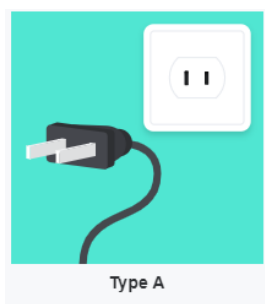
Kindly confirm your participation in the field trip by email to **Kris** by 9 September 2022.

Time Zone

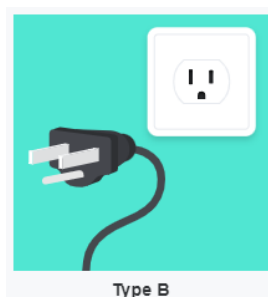
Viet Nam is located in Indochina Time (GMT +7)

Electricity and Plug Type

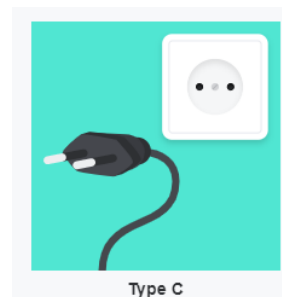
For Viet Nam there are three associated plug types, types A, C and F. Plug type A is the plug which has two flat parallel pins, plug type C is the plug with two round pins and plug type F has two round pins with two earth clips on the side. Viet Nam operates on a 220v supply voltage and 50Hz.



Type A



Type B



Type C

Money, Credit Cards and Banking

The unit of currency in Viet Nam is Vietnamese dong (VND). Banknotes come in denominations of VND

Banknotes: [2000đ](#), [50000đ](#), [5000đ](#), [20000đ](#), [100đ](#), [200000đ](#), [10000đ](#), [500đ](#), [1000đ](#), [200đ](#), [100000đ](#), [500000đ](#)

Credit cards, cash cards or debit cards are widely accepted in Viet Nam. Provided you have your PIN, you can use these to get cash or cash advances from banks and ATMs carrying the Visa or PLUS symbols. For cash advances, MasterCard and Visa are the most popular. US dollars are the most widely accepted foreign currency as well as traveller's cheques. One United States dollar is equivalent to approximately 23,389 (as of 8 August 2022) Vietnamese dong. Travellers may obtain current exchange rates from currency converter tools online. (Please note that rates are subject to variation.)

Cash advances from ATMs are in local currency primarily. ATMs may be subject to a daily withdrawal limit and in some cases a withdrawal fee.

Travel Assistance

For information and travel tips about Viet Nam please visit: <https://vietnam.travel/plan-your-trip>

Contact person:

Should you need any clarification or have further inquiries, please do not hesitate to contact the following:

Contact persons:

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