



Asian Ministerial Conference on  
Disaster Risk Reduction 2016  
New Delhi, India

3–5 November 2016

## General Information Note

# Risk Sensitive Development for Community Resilience

Vigyan Bhawan, New Delhi

Organized by



**Ministry of Home Affairs  
Government of  
India**

**In collaboration with:**





## 1. Introduction

This note provides general information on logistical arrangements pertaining to the Asian Ministerial Conference on Disaster Risk Reduction 2016 (AMCDRR 2016).

The AMCDRR will be organized by the Government of India in collaboration with the United Nations International Strategy for Disaster Reduction (UNISDR) during 3–5 November 2016 in New Delhi, India. The pre-conference meeting will be organized on 2 November 2016.

## 2. Theme and Sub-themes

The theme of AMCDRR 2016 is **Risk Sensitive Development for Community Resilience**. The conference would feature six sub-themes given below:

- Sub-theme 1: Understanding Disaster Risk
- Sub-theme 2: Disaster Risk Governance
- Sub-theme 3: Investing in Disaster Risk Reduction
- Sub-theme 4: Disaster Preparedness, Response and Recovery
- Sub-theme 5: Review and Monitoring of Implementation of the Sendai Framework
- Sub-theme 6: Enabling Governance for Coherence in Disaster Risk Reduction, Sustainable Development and Climate Change

The technical and thematic sessions on the main theme and sub-themes will run in parallel on both days. The interactive sessions will encourage discussion and debate amongst multiple stakeholders.

## 3. Conference Schedule

Activity	Date	Venue	Time	Remarks
Inaugural Ceremony	3 <sup>rd</sup> November 2016	Back Lawns of Vigyan Bhawan	9.30 a.m. to 11.30 a.m.	Back Lawns of Vigyan Bhawan/Annexe
Ministerial sessions	3–4 November 2016	Vigyan Bhawan, Maulana Azad Road, New Delhi - 110011, India	11.30 a.m. onwards (only on 3.11.2016) 9.30 a.m. onwards (for other days)	Vigyan Bhawan, Maulana Azad Road, New Delhi - 110011, India
Technical sessions	3–4 November 2016			
Thematic events	3–4 November 2016			
Exhibition	3–5 November 2016			
Film Festival	3-4 November 2016			
Valedictory session	5 <sup>th</sup> November 2016			

## 4. Important Information regarding Inaugural Ceremony

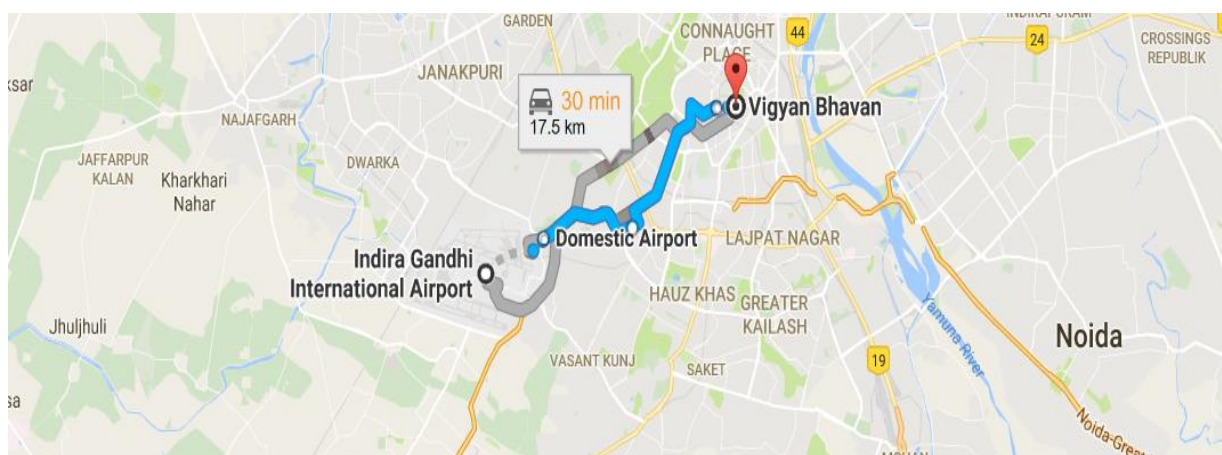
The inaugural ceremony of AMCDRR 2016 would start at 0930 hrs on 3<sup>rd</sup> November 2016. All the participants are requested to occupy seats preferably by 0900 hrs. Entry to the inaugural venue will be closed by 0915 hrs.

## 5. Venue

The AMCDRR 2016 will be convened at the Vigyan Bhawan, New Delhi, India, a premier convention centre of the Government of India in New Delhi.

The Inauguration ceremony of the conference will take place in back lawns of the Vigyan Bhawan.

The conference halls are equipped with audio-video facilities of global standards including local area network facilities for internet users. Vigyan Bhawan has connectivity with all major roads of New Delhi and can be accessed by bus, taxi and other local means of transportation. The nearest Metro Station is Udyog Bhawan, Maulana Azad Road, New Delhi.



### Address:

Vigyan Bhawan, Maulana Azad Road, New Delhi, 110011.

Contact No. (91)-11-23022231, 23022122, 23022111.

## 6. Registration

### 6.1 Online Registration

All delegates, participants and stakeholders including security staff are requested to register online at <http://amcdrrindia.net> by 30 September, 2016, 1700 hours IST.

Alternatively, registration forms may be downloaded from <http://www.amcdrrindia.net> (Annexure-I). The completed registration forms shall be sent via e-mail ([amcdrr.india@gov.in](mailto:amcdrr.india@gov.in)) or by post to the address below, before 30 September 2016.

### Address:

AMCDRR Secretariat,

DM Division,

Ministry of Home Affairs,  
3<sup>rd</sup> Floor, NDCC-II Building,  
Jai Singh Road, New Delhi, 110001  
Phone: +91-11-23438158, 23438261, 23438262  
Fax: +91-11-23438158, 23438144  
Email: [amcdrr.india@gov.in](mailto:amcdrr.india@gov.in) or [usdm3-mha@nic.in](mailto:usdm3-mha@nic.in)

The delegation/ participants are requested to submit their scanned photographs by email viz. [amcdrr.india@gov.in](mailto:amcdrr.india@gov.in). Those unable to do so would need to be photographed at the registration booths at Vigyan Bhawan on the day of the conference. This may lead to needless delays and inconvenience, hence ensuring that the online registration is complete in every respect is important.

## **6.2 On-site Registration**

On-site registration facilities will be available on 3<sup>rd</sup> November 2016 from 0630-0900 hrs at Inauguration Venue (Back lawns of Vigyan Bhawan).

Delegates seeking on-site registration would be required to complete the on-site registration form and also present proof of credentials or letter of nomination together with their passports. Indian Nationals would require to submit any proof of their identification such as copy of Adhar card/Vote-ID/Driving License. Upon verification, delegates would be photographed at the designated booths.

However, to avoid any inconvenience, delegates are encouraged to register online by 30 September 2016 as indicated in 5.1 above.

## **7. Access and Passes**

Entry to the Conference venue/inaugural ceremony will be through valid entry Conference passes only.

Passes for all pre-accredited Head of delegation and participants will be printed by the Secretariat and made available to the representatives of the respective Mission/Embassy in India during 24–28 October 2016, 1000 hrs – 1600 hrs. Further queries in this regard may be addressed to the AMCDRR Secretariat (for contact details see 5.1 above).

The participants, who register in advance, may collect their entry passes at Vigyan Bhawan on 3<sup>rd</sup> November 2016 from 0630 hrs to 0900 hrs.

These passes are non-transferable and will be delivered to participants in person.

Conference passes must be worn and should be visible at all times.

Loss of conference pass should be reported immediately to the AMCDRR Secretariat. A written request for reissuance of the pass shall be submitted by the delegate to the Secretariat supported by a photographed identity document. When a conference pass is replaced, the previous pass is rendered invalid.

## **8. Travel Arrangement**

The participants are requested to make their own travel arrangements.

## **9. Accommodation**

The delegates/participants are requested to arrange their own accommodation and other required amenities and services with their own guarantee and payment. The AMCDRR 2016 Secretariat has made provisional block bookings for accommodation at the Hotel The Ashok, 50-B, Chanakyapuri, New Delhi – 110021, Hotel Samrat, Plot No. 50B, Kautilya Marg, Chanakyapuri, New Delhi, 110021 and Hotel Janpath, Janpath New Delhi 110001, for other official delegates attending the AMCDRR.

## **10. Local Transportation**

The delegation/participants are requested to arrange their own transportation.

At the Indira Gandhi International Airport, New Delhi, the airport taxi service counter is located on the ground floor near the exit. The pre-paid taxi service at the airport is available 24x7.

The AMCDRR 2016 Hospitality Desk at the Indira Gandhi International Airport will provide necessary information and assistance to make the stay comfortable/transportation.

## **11. Visa Arrangement**

The Government of India will facilitate visa procedures for all international participants, who may obtain their visa from the Indian Mission/ Consulate in their respective countries. Valid invitation letters provided by the UNISDR for participation in the conference should be submitted to the Indian Mission or Consulate at the time of application.

All participants must present a valid passport (validity not less than 6 months) and visa with other relevant documents for entry into India. For other details regarding the visa arrangements, participants are advised to either contact the nearest Indian Embassy/ Consulate or visit the website of the Ministry of External Affairs of India (<http://www.mea.gov.in>). In case participants face difficulties in obtaining visa from the nearest Indian Embassy/Consulate they may immediately contact the AMCDRR 2016 Secretariat for assistance.

## **12. Interpretation Facilities**

English will be used as the official language for all meetings in the AMCDRR 2016. Simultaneous interpretation facilities (booths accommodating up to two interpreters and associated audio equipment, i.e. microphones, headphones, and monitor) will be made available during the conference. Simultaneous interpretation in eight (8) languages is possible in Main Hall of Vigyan Bhawan and in six (6) languages in all other halls excluding Hall no. 2 at Vigyan Bhawan, New Delhi. The languages selected for interpretation are English, Hindi, Chinese, Japanese, Russian, Cambodian, Mongolian, Korean and Vietnamese.

Country delegations are requested to alert the Secretariat on their interpretation infrastructure needs in advance. Interpretation booths will be allocated on first come first served basis. Each delegation/participant is responsible for the registration and accreditation of their respective interpreters.

Interpreters should report to the AMCDRR 2016 Conference Officer/Information Counter two (2) hours prior to the commencement of the sessions. AMCDRR staff will check the attendance and escort all interpreters to the room where the booths are located.

### **13. Document Duplication (Photocopy)**

Photocopier machines will be available for a nominal cost at the conference venue during 3–5 November 2016. However, delegates are encouraged to minimize the use of paper in the interest of the environment. All background and relevant documents will be available on the AMCDRR website. Partners and delegates interested in sharing publications and documents may send a request to the AMCDRR Secretariat and share their documents through the AMCDRR website.

### **14. Medical Facilities**

Medical facilities with qualified medical and nursing staff as well as ambulance support will be available at the Vigyan Bhawan during the official programme. Emergency medical support will also be available at The Ashok. The AMCDRR 2016 Secretariat must be alerted to any special healthcare/medical needs of delegates no later than 15 October 2016. Delegates are requested to avail of health insurance before undertaking the journey.

### **15. Lunch Arrangement**

Food would be available at the Conference Venue on reasonable prices against payment to be made by the participants.

### **16. Currency and Banking**

The Indian currency is denominated in Indian National Rupee or INR (Rs.) and easily convertible. US\$1 = Rs.67 approximately as on 31 August 2016. Major world currencies and traveller's cheque can be converted to or from INR at all major banks and hotels. Major international credit cards are widely accepted in New Delhi. Automated Teller Machines (ATMs) are located throughout the city.

### **17. Local language**

English and Hindi languages are used for official and business purposes in India. Hindi is a commonly spoken language. However, staff/volunteers deputed during the conference will be fluent in English.

## 18. Air Connectivity

The Indira Gandhi International Airport is well connected domestically as well as internationally.

- Domestic airlines: Air India, Jet Airways, Indigo, Spice Jet, Air Costa, Vistara
- International airlines: Emirates, Cathay Pacific, Qatar Airlines, British Airways, Etihad, Saudi Airlines, Malaysian Airlines, Thai Airways, Oman Airways, Air Asia, Gulf Air, Air Arabia

## 19. About New Delhi

Delhi, a truly cosmopolitan city with diversified culture, is the capital of the world's largest democracy and a bustling metropolis that has an amazing mix of modernization and carefully preserved antiquity. Sprawled across the west bank of the river Yamuna, it is one of the fastest growing cities in India.

Known as Indraprastha in ancient times, Delhi has wooed rulers, attracted invaders and been build and destroyed several times. The city traces its history to the Mahabharata, the great epic tale of wars fought between estranged cousins, the Kauravas and the Pandavas for the city of Indraprastha. Between the 13<sup>th</sup> and 17<sup>th</sup> centuries, the city remained the seat of political power with successive dynasties choosing it as their capital.

The city's importance lies not just in its past glory as the seat of empires and magnificent monuments, but also in the rich and diverse cultures. Delhi has captivating ancient monuments, fascinating museums and art galleries, architectural wonders, a vivacious performing-arts scene, fabulous eating places and bustling bazaars.



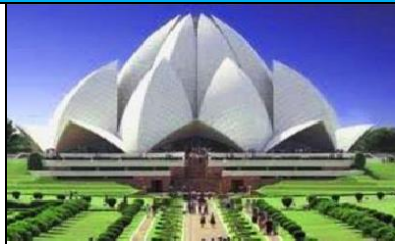
# DELHI FACTS

**Area:** 1,483 sq km  
**Latitudinal parallel:** 28.3°N  
**Longitudinal meridian:** 77.13°E  
**Altitude:** 293 m above sea level  
**Population:** 16.78 million (Census 2011)  
**Rainfall:** 714 mm  
**Monsoon:** July to mid-September  
**Season:** Extreme climate with very hot summer and very cold winter

**Best time to visit:** (October to March)  
 Weather is pleasant during November-December. The month of November is pleasant. Temperature ranges from 31°C to 25°C during the month.

## Recommended Clothing:

During the winter months of November to February, light woollens are appropriate for travel in the plains of North India and heavy woollens for travel in the hills of North India. For the rest of the year, light, tropical clothing is advised.



Lotus Temple



Jama Masjid



Qutub Minar



Red Fort



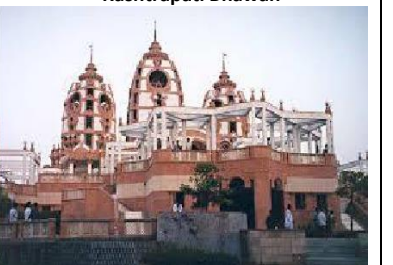
India Gate



Rashtrapati Bhawan



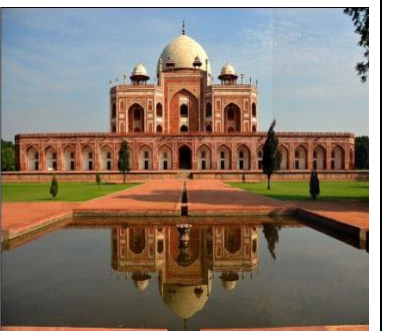
Akshardham Temple



ISKCON Temple



Sacred Heart Cathedral



Humayun's Tomb

**Asian Ministerial Conference for Disaster Risk Reduction, New Delhi  
3–5 November 2016**

**Registration Form**

**Note: All fields are mandatory**

☐ **Official government delegation** Yes/No

☐ **Other delegation**

**Affix your  
recent  
photograph  
in this box  
(1.5 x 1.5  
inches)**

**PARTICIPANT INFORMATION**

Salutation: Mrs/ Ms/Mr/Dr \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Gender: Male/ Female

Nationality: \_\_\_\_\_

Blood Group: \_\_\_\_\_

**DETAILS OF WORKPLACE**

Type \_\_\_\_\_ of \_\_\_\_\_ Organization: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Please enter the full name of the organization where you work. If you work for a government, please provide details of the Department, Organization and Ministry, you work in.

Designation: \_\_\_\_\_

Work Email: \_\_\_\_\_

Confirm Work Email: \_\_\_\_\_

Phone Number (including Country calling codes):  
Office \_\_\_\_\_ Residence \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Organization Website: \_\_\_\_\_

## ORGANIZATION ADDRESS

Street Address:

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Village/Town/City:

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Postal Code:

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Name of the Country:

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## PASSPORT DETAILS

Passport Number:

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Passport Type:

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Nationality:

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DOB (dd/mm/yyyy):

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Issue date:

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Expiry date:

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Have you taken Insurance?

Yes/No

Signature of the Applicant  
(Required only for offline registration)

**Note:** All participants are required to register on-line from the registration link <http://www.amcdrrindia.net>

In all such cases where participants face difficulty registering on-line, the duly completed registration form should be sent to the AMCDRR Secretariat before 30 September 2016. All offline registration will be treated on a case-to-case basis. Final decision in this regard will be communicated by the Secretariat to the participant through e-mail.

Participants registering online or offline are requested to attach photocopies of relevant pages of the passport containing personal details, residential address, photograph and date of passport expiry.

Please note that the processing of offline registration may take longer time and hence participants are requested to use it only in exceptional circumstances.

Obtaining visa to enter India will be the responsibility of individual delegate.

## **Annexure-II**

### **List of Hotels**

<b>Name of Hotel</b>	<b>Distance from Vigyan Bhavan (Conference venue)</b>	<b>Telephone (+91)-011</b>	<b>Fax (+91)-011</b>	<b>Capacity Room/ Suites</b>	<b>E-mail</b>
The Ashok	2.9 km	26110101	26876060	550	<a href="mailto:roomreservations@theashok.com">roomreservations@theashok.com</a>
The Lalit	2.1 km	44447777	44441234	461	<a href="mailto:delresv@thelalit.com">delresv@thelalit.com</a> <a href="mailto:bookings@thelalit.com">bookings@thelalit.com</a>
Le Meridien	0.9 km	23710101	23714545	358	<a href="http://www.booking.com/hotel/in/le-ma-c-ridien-new-delhi.html">http://www.booking.com/hotel/in/le-ma-c-ridien-new-delhi.html</a>
Shangri-La's - Eros	1.1 km	41191919	41191988	320	<a href="http://www.booking.com/hotel/in/shangri-la-new-delhi.html">http://www.booking.com/hotel/in/shangri-la-new-delhi.html</a>
The Taj Mahal Hotel (Man Singh)	0.7 km	66566162	23026070	294	<a href="http://www.booking.com/hotel/in/the-taj-mahal-new-delhi.html">http://www.booking.com/hotel/in/the-taj-mahal-new-delhi.html</a>
The Taj (SP Marg)	6.6 km	26110202			<a href="http://www.booking.com/hotel/in/taj-palace-new-delhi.html">http://www.booking.com/hotel/in/taj-palace-new-delhi.html</a>
The Oberoi	2.5 km	2389 0505	2389 0582	258	<a href="mailto:sales.india@oberoigroup.com">sales.india@oberoigroup.com</a>
The Leela Palace	4.7 km	3933 1234	3933 1235	254	<a href="mailto:gm.newdelhi@theleela.com">gm.newdelhi@theleela.com</a>
The Imperial	1.5 km	23341234	41501234	235	<a href="mailto:luxury@theimperialindia.com">luxury@theimperialindia.com</a>
The Park	2 km	23743000	23744000	220	<a href="mailto:resv.del@theparkhotels.com">resv.del@theparkhotels.com</a>
The Metropolitan	2.6 km	42500200	42500300	178	<a href="mailto:info@hotelmetdelhi.com">info@hotelmetdelhi.com</a>
Janpath	0.3 km	24360303	24360233	150	<a href="mailto:cvoitdc@theashokgroup.com">cvoitdc@theashokgroup.com</a>
The Claridges	1.3 km	39555000	23010625	125	<a href="mailto:corporate@claridges.com">corporate@claridges.com</a>
Maurya Hotel, SP Marg	6.2 km	26112233		440	<a href="http://www.booking.com/hotel/in/itc-maurya-new-delhi.html">http://www.booking.com/hotel/in/itc-maurya-new-delhi.html</a>
Raddison Blu Marina	2.7 km	46909090		90	<a href="http://www.booking.com/hotel/in/radisson-marina-connaught-place.html">http://www.booking.com/hotel/in/radisson-marina-connaught-place.html</a>
Vivanta by Taj - Ambassador	1.3 km	66261000	24632252	88	<a href="mailto:vivanta.ambassador@tajhotels.com">vivanta.ambassador@tajhotels.com</a>
The Hans	2 km	66150000	66150000	77	<a href="mailto:info@hanshotels.com">info@hanshotels.com</a>
The Lodhi	2.7 km	43633333	43633335	40	<a href="mailto:info@thelodhi.com">info@thelodhi.com</a>
The Corus	2.5 km	43652222	43652244	30	<a href="mailto:Sales@hotelcorus.com">Sales@hotelcorus.com</a>



## **National Focal Point**

Joint Secretary Disaster  
Management Division  
Ministry of Home Affairs  
Government of India  
3rd Floor, NDCC II Building, Jai Singh Road, New  
Delhi- 110003  
E-mail: jsdm@nic.in Phone:  
+91-11-23438096  
Fax: +91-11-23438098

## **UNISDR Focal Point**

Ms. Feng Min Kan (kanf@un.org),  
Head, UNISDR, Asia and the Pacific

Mr. Sujit Kumar Mohanty (mohanty@un.org), UNISDR,  
Asia and the Pacific (AMCDRR 2016 focal point)

United Nations Office of Disaster Risk Reduction (UNISDR) Asia Pacific United  
Nations Secretariat Building- 8th Floor, Section A  
Rajdamnern Nok Avenue  
Bangkok-10200, Thailand  
Phone: +66-2-288-2773  
Fax: +66-2-288-1050