



**Ministerial Transport Conference of Landlocked Developing Countries  
Theme: Ashgabat Process: Financing for Better Connectivity**

**15-16 August 2022, Ashgabat, Turkmenistan**

**INFORMATION NOTE**

**I. INTRODUCTION**

This Information note provides some details and logistical guidelines regarding the Ministerial Transport Conference of Landlocked Developing Countries jointly organized by the Office of the High Representative for Least Developed Countries, Landlocked Developing Countries and Small Island Developing States and the Government of Turkmenistan, in collaboration with United Nations Department of Economic and Social Affairs (UN DESA).

The Conference will be attended by Government representatives of the United Nations member States, representatives of United Nations agencies and programmes, relevant international and regional organizations, international financial institutions, donors as well as representatives of the private sector and the academic community.

**For more information about the Conference, visit UN-OHRLLS' web site at:**

<https://www.un.org/ohrlls/events/ministerial-transport-conference-landlocked-developing-countries>

**II. FORMAT OF THE CONFERENCE**

The Ministerial Transport Conference of Landlocked Developing Countries will take place on 15-16 August 2022 in a hybrid format.

The in-person event will be held at the building of the Chamber of Commerce and Industry of Turkmenistan in Ashgabat, Turkmenistan.

The virtual format will be accessible via Zoom. The Zoom link will be shared with participants attending the meeting virtually.

**III. PRELIMINARY REGISTRATION**

Interested parties are invited to fill in the Registration form (Annex) and return it by **5 July 2022** at the latest to UN-OHRLLS Contacts: Ms. Gladys Mutangadura, Email: [mutangadura@un.org](mailto:mutangadura@un.org); and Mr. David Martinez Sugastti Email: [david.martinezsugastti@un.org](mailto:david.martinezsugastti@un.org) MFA Turkmenistan Contacts: Mr. Hemra Amannazarov, email: [iod.mfa@online.tm](mailto:iod.mfa@online.tm).

#### **IV. PASSPORTS AND VISAS**

Participants will need to meet certain entry requirements to visit Turkmenistan. All participants requiring visa to enter Turkmenistan need to submit, well in advance of the meeting, their passport copies as well as Conference registration form by email to [iod.mfa@online.tm](mailto:iod.mfa@online.tm), with copy to UN-OHRLLS Secretariat (e-mail: [mutangadura@un.org](mailto:mutangadura@un.org), [david.martinezsugastti@un.org](mailto:david.martinezsugastti@un.org)). Within a few days of submitting, you will receive official letter of invitation, which allows you to obtain a visa at any embassy/consulate of Turkmenistan abroad or on arrival in Turkmenistan. The passport must be valid for over six (6) months.

#### **V. TRAVEL**

UN-OHRLLS will facilitate travel arrangements for sponsored participants. UN-OHRLLS will provide sponsored participants with a round trip air ticket and daily subsistence allowance (DSA), in accordance with United Nations travel guidelines.

Travel will be booked through UN travel agent American Express Travel (AMEX) on the official travel dates. Any personal deviation from the official itinerary should be communicated to OHRLLS.

No air tickets should be purchased by the travelers themselves unless prior authorization has been received from UN-OHRLLS.

#### **VI. LOCAL TRANSPORTATION**

Host country will provide all local transportation.

#### **VII. ACCOMMODATION**

Sufficient numbers of rooms are booked in Yyldyz Hotel (additional hotels available not far from the Conference venue). Room rate starts from 55 USD (Standard room) up to 215 USD (VIP Deluxe).

Please note that participants are responsible for making payment directly to the hotel and all expenses incurred by them, including room charges (except representatives of LLDC, Transit Developing Countries and International Organizations) and other expenses, such as for local and long-distance telephone calls, business center use, laundry, room service and mini-bar items, as well as restaurant and bar services.

#### **VIII. CONTACT INFORMATION**

Further information on the Ministerial Transport Conference of Landlocked Developing Countries can be obtained from:

**Ms. Gladys Mutangadura**  
UN-OHRLLS  
Tel.: +1-212-963-3316  
E-mail: [mutangadura@un.org](mailto:mutangadura@un.org)

**Mr. Hemra Amannazarov**  
Ministry of Foreign Affairs of Turkmenistan  
Tel.: + 993 12 445735  
E-mail: [iod.mfa@online.tm](mailto:iod.mfa@online.tm)

## IX. USEFUL INFORMATION

**Climate:** The climate in Turkmenistan is continental with cold winters and hot summers. In August the average daily temperature in Ashgabat usually varies from 30 °C to 40 °C

**Time:** GMT+5

**Banking services:** ATMs are available in the hotel or at the airport (not in CIP lounge)

**Currency:** The national currency is Manat. Hotels and shops accept credit cards, including Visa and Mastercard.

**Exchange rate:**

- 1 USD = 3.5000 Manat as 23.06.2022<sup>1</sup>
- 1 EUR = 3.8532 Manat as 23.06.2022.<sup>2</sup>

**International calls:** For international calls, please dial: + country code + dialed number.

**Emergency phone numbers:** 01 – Fire emergency  
02 – Police  
03 – Ambulance

**Electricity:** Alternating current, 220V with 50 Hz frequency.

**Taxi services:** For local taxi services, please contact +99312-76-05-01/02/03

**Information on entry to Turkmenistan Regarding COVID-19:** All citizens of foreign countries arriving into Turkmenistan must provide a document confirming that they have been vaccinated against COVID-19, or a certificate confirming the presence of antibodies to COVID-19 (IgM, IgG), as well as a PCR test certificate and details of testing undertaken for the presence of antibodies to COVID-19 (IgM/IgG) taken within the previous 48 hours.

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<sup>1</sup> National bank rate

<sup>2</sup> National bank rate

**ANNEX I: Registration Form for Participants for Ministerial Transport  
Conference of Landlocked Developing Countries,  
Ashgabat, Turkmenistan  
15-16 August 2022**

<b>Personal Information</b>			
First Name		Family/Last Name:	
Middle Name		Gender	
Date of Birth		Place of Birth	
Country of Residence		Nationality	
Port of Origin (airport code)			
<b>Passport Information*</b>			
Passport Type			
Passport Number		Issuing Country	
Issuance Date		Expiration Date	
* Please send a copy of your passport with this registration form if you have not yet done so			
<b>Professional Information</b>			
Institution/Organization			
Position/ Official Title			
Mailing Address			
Email Address			
Telephone		Fax Number	
Mobile Phone*		Contact Person	
* For emergency contacts only. Information will be treated confidentially and will not be disclosed.			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>Please return before 5 July 2022</u></b>
<b>Important Notice:</b>
<ul style="list-style-type: none"> <li>- Participants must send a copy of the Passport bio page with this registration form if passport page has not yet been submitted.</li> <li>- The Secretariat will provide a round-trip ticket to Ashgabat and daily subsistence allowance for the period of the meeting</li> </ul>
<p><b>Please complete and return to UN-OHRLS not later than 5 July 2022 to the attention of:</b>  <b>Mr. David Martinez Sugasti Email: <a href="mailto:david.martinezsugasti@un.org">david.martinezsugasti@un.org</a></b>  <b>with a copy to Ms. Gladys Mutangadura, Email: <a href="mailto:mutangadura@un.org">mutangadura@un.org</a></b>  <b>and MFA Turkmenistan Contacts: Mr. Hemra Amannazarov, email: <a href="mailto:iod.mfa@online.tm">iod.mfa@online.tm</a></b></p>