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| SPECA Chairmanship of the Republic of Azerbaijan | **C:\Users\r_mirzayev\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\MWX1FBT6\Emblem_of_Azerbaijan svg.png** | **UNITED NATIONS** **ECONOMIC COMISSION FOR EUROPE** **(UNECE)**  |

## UNITED NATIONS SPECIAL PROGRAMME FOR THE ECONOMIES OF CENTRAL ASIA (SPECA)

**2023 SPECA Week**

**(Baku, 20-24 November 2023)**

**2023 SPECA ECONOMIC FORUM**

***“Transforming the SPECA Region into a Connectivity Hub with Global Outreach”***

**and**

**Eighteenth session of the SPECA Governing Council**

**INFORMATION NOTICE**

1. **INTRODUCTION**

This Information notice provides some logistical details regarding the eighteenth session of the SPECA Governing Council, 2023 SPECA Economic Forum and their side events jointly organized by the Government of the Republic of Azerbaijan, the present Chair country of the United Nations Special Programme for the Economies of Central Asia (SPECA), the United Nations Economic Commission for Europe (UNECE) and the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP). The Ministry of Economy of the Republic of Azerbaijan is acting on behalf of the Government of Azerbaijan.

The sessions of the SPECA Working Group on Trade and the SPECA Working Group on Gender and SDGs will take place within the frame of 2023 SPECA Week on 20 November 2023.

***Note:*** *2023 SPECA Economic Forum will be held in hybrid mode allowing to participate both in person and online. Access links will be provided to all registered participants closer to the date of the events.*

1. **VENUE**

[SPECA Working Group on Trade](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funece.org%2Ftrade%2Fevents%2Feighteenth-session-speca-working-group-trade&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C3661b3c09fc84ba934cc08dbd6e949b8%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638340070822402940%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zYptGqQdd5nZrErS8fKyPULLckj%2Fv3z8ElV2%2F18zXjM%3D&reserved=0) and [SPECA Working Group on Gender and SDGs](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funece.org%2Fgender%2Fevents%2Fannual-meeting-thematic-working-group-gender-and-sustainable-development-goals-0&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C3661b3c09fc84ba934cc08dbd6e949b8%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638340070822402940%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3V3VVEbZuFJReKb5nhr0OeI00%2FaNq9zzREngoqXm8ow%3D&reserved=0) will take place on 20 November 2023 in the conference rooms of the **Baku Business Center (**Address: Baku, 44 Neftchilar ave.)

[2023 SPECA Economic Forum](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funece.org%2Fspeca%2Fevents%2F2023-speca-economic-forum&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C3661b3c09fc84ba934cc08dbd6e949b8%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638340070822402940%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NOc%2F1%2BcAwEf019vSE3nFyeidZRoyInPJDaJq8gma%2BR8%3D&reserved=0) will take place on 21 - 22 November 2023 in the main conference hall of the **Baku Business Center.**

[18th session of the SPECA Governing Council](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funece.org%2Fspeca%2Fevents%2Feighteenth-session-speca-governing-council&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C3661b3c09fc84ba934cc08dbd6e949b8%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638340070822402940%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=eZRvgR8IgGXUUiAAZfwl0Mp3XGiIiaS9ppg2imYdAEg%3D&reserved=0) will take place on 23 November 2023 in the **Gulustan Palace,** 1 [Istiglaliyyat Street](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fen.wikipedia.org%2Fwiki%2FIstiglaliyyat_Street&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C9dc7decd7d8946f5dd9008dbdbaf8797%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638345319182579174%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FEaNnDhhcyG%2B9J5GgLhv93Msp9y%2Fo8x3pDSCap92iH0%3D&reserved=0" \o "Istiglaliyyat Street), [Baku](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fen.wikipedia.org%2Fwiki%2FBaku&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C9dc7decd7d8946f5dd9008dbdbaf8797%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638345319182579174%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Hg1YD5ymNqlbqelS5IiuEx2JmUBiIrwuq2d0GHMmouk%3D&reserved=0)

1. **PARTICIPATION**

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 are invited to participate in the 2023 SPECA Economic Forum on 21 and 22 November 2023 in person and online.

Representatives of neighboring countries, other countries interested in supporting the Programme, United Nations agencies and programmes, international and regional organizations, international financial institutions and donor agencies may attend the eighteenth session of the SPECA Governing Council on 23 November 2023 as observers in-person.

## CONFERENCE FEE

No conference fee is charged for participation.

**Travel and accommodation expenses are borne by the participants.**

## REGISTRATION

Participants are invited to register [online](https://forms.office.com/pages/responsepage.aspx?id=2zWeD09UYE-9zF6kFubccPpvjVbOcqRFgnlMUsfczbxUOFRQRFpWQzlJVTVUQjhHQUhFN0dGSDJVWC4u) by **10 November 2023** at the latest. For more information please contact **Ms. Mijidgombo Oyunjargal** **(**e-mail:mijidgombo.oyunjargal@un.org**).**

## PASSPORTS AND VISAS

All travelers must have a passport valid more than 6 month after the entering Azerbaijan. Please check visa requirements to enter Azerbaijan in the link: <https://evisa.gov.az>. Information regarding the rules and procedures for obtaining a visa of the Republic of Azerbaijan can be accessed on the website: [**https://mfa.gov.az/en/category/visa/visa-free-countries**](https://mfa.gov.az/en/category/visa/visa-free-countries)

Please be advised that participants are requested to contact Diplomatic/Consular Missions of the Republic of Azerbaijan in the respective countries for entry visa requirements prior to departure to the Republic of Azerbaijan, if necessary.

Participants who require a visa for entry into the Republic of Azerbaijan are strongly recommended to complete the visa application process immediately. Visa applications should be submitted through the closest embassy.

It should also be noted that a visa on arrival (e-Visa) can be granted to participants from eligible countries. For more information, please visit the Electronic Visa Portal of the Republic of Azerbaijan: <https://evisa.gov.az/> and follow step-by-step instructions provided at the website.

* 1. [Countries Eligible for e-Visa | Republic of Azerbaijan Official Electronic Visa Portal (evisa.gov.az)](https://evisa.gov.az/en/countries)
	2. Countries with visa-free stay:

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|                             | **Name of country**  | **Period of visa-free stay between two countries** |
| 1 | Republic of Belarus | 90 days |
| 2 | Georgia | 90 days |
| 3 | Republic of Kazakhstan | 90 days |
| 4 | Kyrgyz Republic | 90 days |
| 5 | Republic of Moldova | 90 days |
| 6 | Republic of Uzbekistan | 90 days |
| 7 | Russian Federation | 90 days |
| 8 | Republic of Tajikistan | 90 days |
| 9 | Ukraine | 90 days |
| 10 | Türkiye | 90 days |

## ACCOMMODATION

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## The Organizers offer the following special nightly rates for single standard rooms, for participants attending the SPECA events on 20-24 November 2023. Please note that below hotels will apply the special rate only if the room is reserved on your name by the Ministry of Economy of the Republic of Azerbaijan. Therefore, all participants are requested to send the following information to Mr. Asif Shafiyev (email: asif.shafiyev@economy.gov.az; protocol@economy.gov.az) at the Ministry of Economy of the Republic of Azerbaijan:

## Passport copy,

## Arrival and departure time and date,

##  Specify the name of the hotel,

##  room type.

## The Protocol Division of the Ministry of Economy of the Republic of Azerbaijan will make your hotel reservation with above information you have provided by email.

## Park Inn by Radisson Baku (Address: 1 Azadliq Ave, Baku 1001,) - 150 AZN per night;

## Courtyard by Marriott Baku (Address: Nasimi District, 300-303 Quarter Intersection of M. Fuzuli and A, Alimardan Topchubashov, Baku 1009)- 170 AZN per night;

## Baku Marriott Hotel Boulevard (Address: Khagani Rustamov Street, 4C Khatai District, Baku 1010) - 150 AZN per night;

## Hilton Baku (Address: 1B Azadlig Avenue, Baku 1000) - 240 AZN per night;

## JW Marriott Absheron Baku (Address: 674 Azadliq Square, Baku 1000) - 300 AZN per night;

## Fairmont Baku, Flame Towers (Address: Flame Towers 1A, Mehdi Huseyn, Baku AZ1006) - 310 AZN per night.

## The Organizers will kindly offer lunch and dinner on 21-23 November 2023 for SPECA events’ participants.

Please note that participants are responsible for payment directly to the hotel of all expenses incurred by them, including room charges 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. All payments in the hotels are made in cash and credit card in local currency (Visa, Mastercard). A currency exchange office is available at the hotels (except JW Marriott Absheron Baku and Fairmont Baku).

## DOCUMENTATION

Subject to availability, documents for the 2023 SPECA Economic Forum and the eighteenth session of the SPECA Governing Council and their side events can be found on the UNECE website as per below:

* [Eighteenth session of the SPECA Working Group on Trade | UNECE](https://eur02.safelinks.protection.outlook.com/?url=https://unece.org/trade/events/eighteenth-session-speca-working-group-trade&data=05%257C01%257Cmijidgombo.oyunjargal@un.org%257C04fd04422dd04ec8403808dbc49e9e83%257C0f9e35db544f4f60bdcc5ea416e6dc70%257C0%257C0%257C638319957773529429%257CUnknown%257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0=%257C3000%257C%257C%257C&sdata=CAgBJ3fx+him6grIHKtPgwVteJ9SEqHM7OguQj3lI/Y=&reserved=0)
* [SPECA Working Group on Gender and SDGs](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funece.org%2Fgender%2Fevents%2Fannual-meeting-thematic-working-group-gender-and-sustainable-development-goals-0&data=05%7C01%7Cmijidgombo.oyunjargal%40un.org%7C3661b3c09fc84ba934cc08dbd6e949b8%7C0f9e35db544f4f60bdcc5ea416e6dc70%7C0%7C0%7C638340070822402940%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3V3VVEbZuFJReKb5nhr0OeI00%2FaNq9zzREngoqXm8ow%3D&reserved=0)
* [2023 SPECA Economic Forum | UNECE](https://unece.org/info/events/event/383219)
* [Eighteenth session of the SPECA Governing Council | UNECE](https://unece.org/speca/events/eighteenth-session-speca-governing-council)

Please note a limited number of hard copies of documents will be available in the conference rooms.

## INTERPRETATION AND VISUAL AIDS

## Simultaneous interpretation in English and Russian as well as facilities for computer-aided presentations (e.g. PowerPoint) will be provided.

**PRESENTATION**

Kindly send your power point presentation to the UNECE secretariat mario.apostolov@un.org and mijidgombo.oyunjargal@un.org in advance of the meeting.

## CONTACT INFORMATION

Further information on the eighteenth session of the SPECA Governing Council and the 2023 SPECA Economic Forum can be obtained from:

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| **Mr. Namig Novruzov** Protocol Division Ministry of Economy of the Republic of AzerbaijanTel.: **+**99450 210 42 61E-mail: **namiq.novruzov@economy.gov.az** | **Ms. Mijidgombo Oyunjargal**Senior Research AssistantECTDUN Economic Commission for EuropeTel.: + 41 22 917 4147E-mail: **mijidgombo.oyunjargal@un.org** |

## USEFUL INFORMATION

Climate: Daytime temperature in Baku in November averages around 10°C. Generally, feels moderately

windy and cool.

## Time: GMT+4

**Banking services:** ATMs are available in most hotels.

**Currency:** 1.70 AZN ≈ 1 US Dollar

**Electricity:** Voltage of the alternating current comprises 220 V with 50 Hz frequency. There are two types of sockets: two round pins and V-shaped flat prongs.

## Taxi services: For taxi services, please contact the hotel reception.

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