



**Workshop on 2008 SNA: Enhancing the Quality of Key Economic Indicators**  
20-25 May 2019 | The Ritz-Carlton, Astana

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## Information Notes

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### **I. Events-Related Information**

#### **1. Venue and Meeting Schedule**

Sessions will be held at the Ballroom I+II, the Ritz-Carlton, Astana from 9:00 a.m. to 5:00 p.m. everyday.

#### **2. Registration and Identification Badges**

Participants are requested to register and obtain meeting badges at the Registration Desk located at the entrance of the workshop venue from 8:30 a.m.

For identification and security reasons, all participants are requested to always wear the meeting badges during the meeting and at social functions.

#### **3. Working Language of the event**

The workshop will be conducted in English with simultaneous interpretation provided in Russian language. Meanwhile, all documentation is in English

#### **4. Papers/Documents for Distribution**

Participants wishing to circulate documents are requested to bring sufficient copies for distribution. There will be no reproduction facilities available to participants during the workshop.

Participants are required to bring their own laptop computers with extra fully charged batteries and adaptors (G-Type Plug).

#### **5. Officers Concerned with Servicing the Meeting**

The workshop is organized by the Asian Development Bank. For any information regarding the workshop, participants may contact the following:

**Mr. Mahinthan Joseph Mariasingham**

Statistician

Tel: (632) 632 4533;

Email: [mmariasingham@adb.org](mailto:mmariasingham@adb.org)

**Mr. Eric Suan**

Associate Statistics Officer

Tel: (632) 632 6692;

Email: [esuan@adb.org](mailto:esuan@adb.org)

## II. Travel

### 6. Air tickets

ADB-sponsored participants will be provided with the most direct discounted economy class roundtrip tickets. All participants are requested to submit boarding passes (Country of Origin to Astana), to **Mr. Eric Suan and Ms. Sarah Manuel** on the first day of the meeting.

In case you have not submitted your boarding passes at the conference, please submit a scanned copy of boarding passes (Astana to Country of Origin) as soon as possible after the event to Mr. Eric Suan ([esuan@adb.org](mailto:esuan@adb.org)) with copy of email to Mr. Dennis De Jesus ([dbdejesus@adb.org](mailto:dbdejesus@adb.org)) Ms. Oth Marulou Gagni ([ogagni@adb.org](mailto:ogagni@adb.org)) and Ms. Sarah Manuel ([smanuel1.consultant@adb.org](mailto:smanuel1.consultant@adb.org)) for the liquidation purposes.

### 7. Payment of Per Diem

ADB-sponsored participants will be given a daily subsistence allowance (DSA) from the day of arrival until the day before the participants return trip. No DSA will be provided on the day of departure. Lunch and snacks in the morning and afternoon will be provided during the event. Apart from the DSA, ADB will provide miscellaneous allowance to participants which may be used for expenses incurred for visa application, terminal fees, transportation fees, etc.

To facilitate the payment of DSA and miscellaneous travel allowance, participants are requested to submit **boarding passes and other relevant documents such as receipts**, if any, to **Mr. Eric Suan or Ms. Sarah Manuel** on the 1st day of the meeting. Allowances will not be issued without or partial submission of the required documents that would substantiate the disbursement.

### 8. Hotel Accommodation

A block booking for all the participants has been made by ADB at the following:

**The Ritz-Carlton, Astana**  
16 Dostyk Street  
Astana, 010016 Kazakhstan  
T: 7.7172.734.000

Contact Person:

Anel Zhylkaidarova  
Sales Executive  
Email: [anel.zhylkaidarova@ritzcarlton.com](mailto:anel.zhylkaidarova@ritzcarlton.com)

Kundyz Sapargaliyeva  
Catering and Conference Sales Manager  
Email: [kundyz.sapargaliyeva@ritzcarlton.com](mailto:kundyz.sapargaliyeva@ritzcarlton.com)

All rooms are single occupancies with free in-room internet access. Any extra cost for upgrading the room shall be borne by the participant. Check in time is 3:00 p.m. Guest arriving before 3:00 p.m. will be accommodated as rooms are vacated and prepared. Check out time is 12:00 noon.

Only room accommodation will be covered by ADB. Please note that any cost incurred due to upgrade or consumption of items from snack bar and the likes, will have to be paid by the participants prior to check-out.

## **9. Transportation from and to the Airport**

The Astana International Airport, also known as Nursultan Nazarbayev International Airport is about 16 km from the city centre, where most of the hotels are located. It takes around 25 minutes to/from the airport to the city center. Information on the Astana International Airport is available at <http://nn-airport.kz/>.

Transportation from the airport to the hotel and vice versa will be at the participant's own account. The Workshop organizers will not provide transportation to/from the airport.

**Taxis.** Taxi is the best transport to use from the airport to the city center. There are two types of taxis: licensed taxis (with "taxi" label painted on the side of the vehicle) and informal taxis (privately owned vehicles without a "taxi" label). The safest means of transport is by licensed taxi, which can be booked at the counters located in the waiting area inside the airport or through the uniformed dispatchers who may be found at the arrival gate of the airport. The following licensed taxi companies are represented at the airport:

Astana Taxi (+7 7172 577707); Econom Taxi (+7 700 001 0101); and Yandeks Taksi (+7 707 909 0770). If you go with one of these licensed taxis, expect to pay approximately 4,000 KZT (or about 12 USD, based on current exchange rate), one-way from the airport to a hotel in the city center. If you decide to go with informal taxi, (private vehicle without a "taxi" sign/label) make sure to agree on a fixed price before you get into the vehicle or allow the driver to handle your luggage. The amount you pay will depend on your negotiating skills and how well you speak Russian or Kazakh. It may be necessary to have the exact amount of the fare in hand just in case the taxi driver does not have enough change.

UBERs are also available in Astana by installing and using the app.

**Hotel transfer.** Should you wish to avail of this service from the Ritz-Carlton, Astana, please e-mail Mr. Eric Suan or Ms. Sarah Manuel. Airport transfer (to or/and from the hotel) charges are as follow:

- Mercedes Benz S-class W222:
  - One-way transfer: KZT 50,000 incl. 12% VAT per car
  - Round-trip transfer: KZT 100,000 incl. 12% VAT per car
  - Price per hour (hourly service): 25,000 KZT incl. 12% VAT per car
- Toyota Camry:
  - One-way transfer: KZT 16,000 incl. 12% VAT per car
  - Round-trip transfer: KZT 30,000 incl. 12% VAT per car
  - Price per hour (hourly service): 8,000 incl. 12% VAT per car

## 10. Immigration Requirements

All foreign participants must hold passports that are valid for at least six months. Holders of passport issued by any of the countries belonging to the Commonwealth of Independent States (CIS)—except Turkmenistan—are not required to obtain entry visas for Kazakhstan. Participants from countries not covered by bilateral agreements on visas with the Republic of Kazakhstan are required to obtain appropriate entry visa. To obtain a visa of the Republic of Kazakhstan, the participants should apply to a diplomatic/consular mission of the Republic of Kazakhstan in their country of residence. The visa application should be submitted together with the official invitation letter, which is generally sufficient to be used as supporting documentation for visa application. Participants are urged to check the latest information regarding visa requirements applying to their citizenship with the nearest Kazakh diplomatic mission.

These are the following countries exempted from visa:

- Armenia, Azerbaijan, **Georgia**, Kyrgyzstan, Tajikistan, Uzbekistan.
- Australia, Hungary, the Italian Republic, the Principality of Monaco, the Kingdom of Belgium, the Kingdom of Spain, the Kingdom of the Netherlands, the Kingdom of Norway, the Kingdom of Sweden, Malaysia, the United Arab Emirates, Singapore, the United Kingdom of Great Britain and Northern Ireland, the United States of America, the Federal Republic of Germany, the Republic of Finland, the French Republic, the Swiss Confederation, and Japan.
- Diplomatic and Service/Official passport holders from India, Iran, Pakistan, **P.R.C.**, Philippines, **Turkmenistan** and some others – (there is a list of countries which signed agreements with KAZ on a visa-waiver for holders of different types of passports) – (all up to 1 month). Note that letter D should be indicated before passport number in the Diplomatic passport and letters PO or O in the Service/Official passport. Please do not mix up Service/Official passport issued for Government and Parliament members with the regular (ordinary) national passport.
- **Mongolia** (up to 3 months)
- Turkey (up to 30 days).
- South Korea (up to 30 days).

### Visa upon arrival allowed only for:

Nationals from countries with no Kazakh consulate. Visa upon arrival should be arranged depending on the first port/airport of entry to Kazakhstan.

### Simplified visa procedures:

You could get the visa application form in the KAZ MFA website's relevant embassy webpage by clicking the name of the country in the list at the bottom of the page for the embassy details: <http://mfa.gov.kz/en/#!/countries>.

For single-entry visa for nationals from other countries (mostly Asian, as **P.R.C.**, Pakistan, **Afghanistan**, Indian) and for multiple-entry visa (**6-month or 1-year**), please advise KARM minimum **1.5 month in advance**. KARM applies for these visas.

Please note the Ministry of Foreign Affairs accepts no visa requests on short notice. The Ministry of Foreign Affairs accepts applications only from 9:30 AM to 12:30, Monday to Friday and issues approved Visa Authorization Letters (VALs) from 17:00 to 18:00.

Reminder: *Please check the validity of visa stamped in your passport.*

### **III. Other Information**

#### **11. Proper Behavior and Attire**

While attending the event/s organized by ADB, proper behavior is expected at all times while in the host country. Participants are expected to wear business attire for the duration of the workshop. They are reminded that they are officially representing their governments and must observe proper conduct and decorum as expected by the host country and in accordance with ADB's Code of Ethics. Participants will be personally liable for any form of behavior unacceptable to the host country/host agency; to ADB; or to any person during and after the event organized by ADB.

#### **12. Weather**

Astana time is six hours ahead of Greenwich Mean Time (GMT+6). Astana warm season lasts for 4 months (from May to September). The average temperature for May during day time will range from 7°C to 21°C (45-70°F). For further details, kindly check the website at <https://www.timeanddate.com/worldclock/kazakhstan/astana>.

#### **13. Foreign Exchange**

The local currency in Kazakhstan is the Tenge (KZT). The current exchange rate is around Tenge 379.81 (subject to change) to 1 US Dollar. Currency exchange can be made at the airport, all major banks, hotels, major world currencies and travelers checks can be easily converted to or from tenge and the banknotes come in 200/500/1,000/2,000/5,000 10,000 and 20,000 tenge denominations. All major credit cards (MasterCard, Visa, American Express, Diner's Club, Union Pay) are accepted in the larger hotels in Astana and in major department stores, restaurants and supermarkets. Small businesses and family-run stores may not accept credit cards, so it is useful to keep a moderate amount of cash on hand. Please note only banknotes of good quality (especially the US \$ without any signs, marks, stamps) are acceptable all over the country.

#### **14. Electricity**

The electricity voltage in Kazakhstan is 220 volts; the frequency is 50 Hz. Plug adaptors may be necessary to operate electrical appliances.

Power Plugs in Kazakhstan:

- Type C (Euro plug) – also works with plug E and plug F.
- Type F (Schuko) – also works with plug C and plug E.

Participants are advised to bring their own power plug (international) adapter.

## **15. Financial and Administrative Arrangements**

ADB will not assume responsibility for expenditures such as:

- salary and related allowances for the participants during the period of the workshop;
- costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the workshop;
- compensation in the event of death or disability of participants in connection with their attending the workshop;
- any loss or damage to personal property of participants while attending the workshops or losses or damages claimed by third parties because of negligence on the part of the participants; and any other expenses of a personal nature, not directly related to the purpose of the workshop.

## **16. Getting around in Astana**

**Buses.** Nur-Sultan (Astana) has an excellent city bus network. Buses operations start between 6:00 a.m. and 7:00 a.m. and end between 10:00 p.m. and 11:00 p.m. The single-trip tickets cost at 90 KZT while express routes cost at 150 KZT. You could install Astra Bus app for further details of the route and shows real time schedule of buses.

These are the following useful bus routes:

10 Astana-1 train station to airport via Khan Shatyr and Qonayev bulvar

9 & 12 Astana-1 train station via Beibitshilik, Seyfullin, Zhengis and Kenesary

21 Astana-1 to Bayterek Monument, Ak Orda, the pyramid and National Museum, via Zhengis, Sarayka, Qabanbay Batyr, Qonayev and Mangilik

25 Astana-1 south to the river via Zhengis and Respublika dangyly

32 Astana Nurly Zhol to the old city via the pyramid, Ak Orda, Nurzhol bulvar, Turan dangyly and Respublika dangyly

40 Astana-1 to the pyramid and Khan Shatyr via Seyfullin and Kenesary in old Nursultan, and Sarayshyk, Mangilik and Dostyk in modern Nursultan

100 Express bus from Astana-1 to the airport

500 Express bus from Astana Nurly Zhol to the airport

505 Express bus from Astana Nurly Zhol to Khan Shatyr, via the pyramid

**Taxis.** Most journeys in the city center could be charged at the estimated cost 800 KZT - 3,500 KZT, which depends on distance (and try to negotiate the price before setting off).