



**ASEM Senior Officials' Meeting
12-13 May 2016, Ulaanbaatar, Mongolia**

ADMINISTRATIVE ARRANGEMENTS

1. DATES AND VENUE

The ASEM Senior Officials' Meeting (ASEM SOM) will be held in Ulaanbaatar, Mongolia on 12-13 May 2016.

The meeting will take place at the following venue, located in the heart of Ulaanbaatar:

Best Western Premier Tuushin Hotel
Prime Minister Amar's Street 15
14200 Ulaanbaatar, Mongolia
<http://bestwesternmongolia.mn/>

The gala dinner on 12 May will be held at the exclusive location of:

The Ulaanbaatar Hotel (350 meters from the venue)
Sukhbaatar Square 14
14241 Ulaanbaatar, Mongolia
<https://www.ubhotel.mn/>

The ASEM SOM will be co-organized and financed by the European Union. Mongolia is the host and the chair of the event.

2. ASEM SOM SECRETARIAT

A dedicated Secretariat will be set up at the Best Western Premier Tuushin Hotel on 12-13 May.

For substantive and organisational matters please contact:

Mr. Orgil LUVSANTSEREN
Ambassador
ASEM Senior Official for Mongolia
Deputy Head of ASEM Office of Mongolia
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For logistic matters please contact:

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Event Organizer
IBF International Consulting
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Coordinator
ASEM Office of Mongolia
Mobile: +976 94229108
Email: amartuvshinn.asemoffice@mfa.gov.mn

3. ACCOMMODATION

ASEM partners are advised that accommodation arrangements for SOM leaders and delegates for the ASEM SOM should be made directly, with the assistance of their respective diplomatic missions that reside in or are accredited to Mongolia. The host has no preferential agreement with any hotel and will not cover the costs of accommodation for visiting delegations. The list below is for the delegations' reference only.

Recommended hotels

1/ Best Western Premier Tuushin Hotel (the venue)

Prime Minister Amar's Street 15
14200 Ulaanbaatar, Mongolia
Telephone: +976 11 323162
Email: info@bestwesternmongolia.mn
Website: <http://bestwesternmongolia.mn/>

2/ The Ulaanbaatar Hotel (350 meters from the venue)

Sukhbaatar Square 14
14241 Ulaanbaatar, Mongolia
Telephone: +976 11 320620, +976 70116688
Email: reservations@ubhotel.mn
Website: <https://www.ubhotel.mn/>

3/ The Blue Sky Hotel (550 meters from the venue)

Peace Avenue 17
14240 Ulaanbaatar, Mongolia
Telephone: +976 70100505
Email: info@hotelbluesky.mn
Website: <https://hotelbluesky.mn/en/>

4/ Shangri-La Hotel Ulaanbaatar (1000 meters from the venue)

Olympic Street 19
14241 Ulaanbaatar, Mongolia
Telephone: +976 77029999
Email: slub@shangri-la.com
Website: <http://www.shangri-la.com/ulaanbaatar/shangrila/>

4. TRANSPORT

Upon arrival to the Chinggis Khan International Airport, the contractor of the European Union will provide transport to the hotels mentioned above.

Transport from/to the airport will be provided only for the delegates who will travel in the period of 10-14 May 2016. The delegates who will arrive before 10 May and leave after 14 May will have to arrange their transportation on their own.

The contact person for transfer from/to the airport is:

Ms. Jana BACHEVA
Event Organizer
IBF International Consulting
Phone: +32 2 237 09 60
Mobile: +32 476 97 96 24
Email: bacheva@ibf.be

More detailed information on the transportation to and from the airport will be provided on the SOM website (<http://asem2016som.mn>) in due course.

No transport will be provided from the recommended hotels to the venue.

5. REGISTRATION AND ACCREDITATION

Registration is accessible on-line via the following web-site:

<http://asem2016som.mn/>
Password: ASEM2016

Registrations must be fully completed, including an uploaded photograph in the required format, by 3 May 2016. In case of any changes in the delegation after the accreditation deadline, please contact ASEM Office of Mongolia at asemsom@mfa.gov.mn and Ms. Jana BACHEVA at bacheva@ibf.be.

6. COSTS

With the financial support of the European Union, the host will provide the venue for the SOM and related meetings, as well as coffee breaks, lunches during the SOM meeting on 12 – 13 May 2016, and will hold a gala dinner on 12 May 2016. The participants will bear the costs for accommodation and travel.

7. ACCESS TO THE CONFERENCE VENUE

For access to the conference venue, badges will be issued to all members of the delegations who have registered online and uploaded their picture. These badges can be obtained in advance or/and at the entrance of the venue.

To arrange advance pick up by the diplomatic missions after 10 May 2016, please, contact:

Mr. Javkhlan DEMCHIGGARAV
Officer
ASEM Office of Mongolia
Mobile: +976 99631865
Email: javkhland.asemoffice@mfa.gov.mn

There will be four types of badges: SOM Leader, Delegate, Embassy Official and Secretariat supporting staff. In addition to these badges, every delegation will receive 2 overlay/floater badges to enable 2 delegates to accompany the SOM leader and to enter the SOM meeting room. The badges should be displayed at all times during the course of the meetings.

Please note that the format of the ASEM SOM is 1+2 as referenced in the next section.

8. FORMAT OF SOM

The format of ASEM SOM is 1+2, i.e. SOM Leader and 2 members of the official delegation, in addition to one Embassy Staff and a whispering interpreter (if required).

Participation at the gala dinner is limited to the SOM Leader +2 accompanying delegates.

9. DELEGATES' LOUNGE

One Delegates' room with 10 PCs or laptops and Wi-Fi, printers and photo copiers, will be functional at the Best Western Premier Tuushin Hotel.

10. LISTENING ROOM

No listening room is envisaged and there will be no live streaming outside of the official meeting room.

11. BILATERAL MEETINGS

A room can be arranged for bilateral meetings between ASEM partners during the SOM (12-13 May 2016). Requests for room booking for bilateral meetings should be addressed to: ASEM Office of Mongolia at asemsom@mfa.gov.mn by 9 May 2016. Sufficient additional informal spaces for bilateral meetings are available at the meeting venue for ad-hoc contacts between delegations.

12. OFFICIAL LANGUAGE AND INTERPRETER

The official working language of the ASEM SOM will be English. No interpretation/translation service will be provided. In case interpretation is required, it is requested that a whispering interpreter be included in the Delegation and the ASEM Office of Mongolia be informed.

13. VISIBILITY AND MEDIA

There will be no media present at the SOM but an appropriate factual press release might be issued.

14. DIETARY REQUIREMENTS

Participating delegations are requested to submit the dietary requirements on their registration forms.

15. PRAYER ROOMS

Two prayer rooms will be available at the conference venue.

16. VISA

All delegates and accompanying personnel must possess a valid Mongolia Visa, as appropriate. The appropriate visa can be obtained at the Mongolia Embassy in the respective countries

(http://asem11.mn/?page_id=3220&lang=en). Participants are required to have at least a six month valid passport with a visa before arriving in Ulaanbaatar (if applicable).

17. INTERNET/TELEPHONE

Free Wi-Fi will be provided at the venue.

Roaming is possible with all the major network providers (MobiCom and Unitel).

18. EMERGENCY INFORMATION

For emergencies at the venue of the SOM meeting, contact: +976 75772016

For other emergencies:

Police: 120

Medical assistance/fire department: 103

19. GENERAL INFORMATION

Climate in May:

Average High: 17.8°C

Average Low: 3.3°C

Average Precipitation: 21 mm

Electricity:

Voltage 220 V

Frequency 50 Hertz

Currency and Banking:

The currency in Mongolia is Tugrug (₮). As of 4 April 2016, the Dollar-Tugrug rate is US\$ 1 = 2050₮. All major international credit cards are accepted in Mongolia.

More information about Ulaanbaatar/Mongolia:

<http://www.ulaanbaatar.mn/en/>, <https://www.lonelyplanet.com/mongolia/ulaanbaatar>,

<https://www.discovermongolia.mn/the-capital-of-mongolia/>

Information about ASEM and Mongolia:

<http://www.asem11.mn>

Information about ASEM:

<http://www.aseminfoboard.org>

<http://www.asef.org>

<http://eeas.europa.eu/asem>



Asia-Europe Meeting 11
20 YEARS OF ASEM | ULAANBAATAR 2016
Tentative Programme
ASEM Senior Officials' Meeting
12-13 May 2016, Ulaanbaatar
Venue: Best Western Premier Tuushin

Wednesday, 11 May 2016

AM/PM Arrival of the ASEM delegations

Thursday, 12 May 2016

08:30-09:15 Registration of Delegates (open throughout the day)

09:15-09:30 Opening of the Senior Officials' Meeting
Welcome address by Mr. D. Gankhuyag, State Secretary, MFA, Mongolia (open for the press)
Participants: SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1

09:30-10:30 European, ASEAN and NESAs sub-groups Coordination Meetings
European Group: 5th floor, meeting room Soyombo 1, Chair: EU
ASEAN: 4th floor, meeting room Suld, Chair: Myanmar
NESAs: 5th floor, meeting room Soyombo 3, Chair: New Zealand

10:30-10:45 Coffee Break
Venue: 5th floor, Soyombo lobby

10:45-12:30 European Group Coordination Meeting
Asian Group Coordination Meeting
European Group: 5th floor, meeting room Soyombo 1, Chair: EU
Asian Group: 5th floor, meeting room Soyombo 3, Chairs:
Myanmar and New Zealand

12:30-14:00 Lunch
Senior Officials: 25th floor, Premier Lounge
Delegates: 3rd floor, Prime Grille

14:00-14:30 Closed ASEM Coordinators' Meeting
Participants (Chair: Mongolia, ASEM Coordinators: EU, Netherlands, Myanmar, New Zealand): SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 3

14:30-15:00 Open ASEM Coordinators' Meeting
Participants (Chair: Mongolia, ASEM Coordinators: EU, Netherlands, Myanmar, New Zealand + interested observers): SOM Leader + 2

- Venue: 5th floor, meeting room Soyombo 1
- 15:00-15:10 Family Photo (SOM Leaders Only)
Venue: 5th floor, meeting room Soyombo 1
- 15:10-15:25 Coffee Break
Venue: 5th floor, Soyombo lobby
- 15:25-17:15 Beginning of the Senior Officials' Meeting
Participants: SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1
- 17:15-17:45 Working Group on Press and Public Awareness Management Strategy
Participants: (Chair EU, Working Group members and interested observers): SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1
- 17:45-18:15 Working Group on the 20th Anniversary Celebration of ASEM
Participants: (Chair Mongolia, Working Group members and interested observers): SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1
- 18:30 Departure to dinner
- 18:45-21:00 Gala Dinner with Cultural Events
Welcome remarks by His Excellency Mr. L. Purevsuren, Minister for Foreign Affairs, Mongolia
Venue: Ulaanbaatar Hotel
Address: Sukhbaatar Square 14 (350 meters from the venue)
14241 Ulaanbaatar, Mongolia
1st floor
Participants: SOM Leader + 2

Friday, 13 May 2016

- 09:00-10:45 Senior Officials' Meeting continues
Participants: SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1
- 10:45-11:00 Coffee Break
Venue: 5th floor, Soyombo lobby
- 11:00-13:00 Senior Officials' Meeting continues
Participants: SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1
- 13:00-14:30 Lunch
Senior Officials: 25th floor, Premier Lounge
Delegates: 3rd floor, Prime Grille

14:30-15:45 Senior Officials' Meeting continues
Participants: SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1

15:45-16:00 Coffee Break
Venue: 5th floor, Soyombo lobby

16:00-18:00 Senior Officials' Meeting continues
Participants: SOM Leader + 2
Venue: 5th floor, meeting room Soyombo 1

Saturday, 14 May 2016

AM/PM Departure of Delegates

Wednesday, 11 May 2016:

17:00 Side event: Asia-Europe Think Tank Dialogue on Connectivity organized by the Konrad Adenauer Foundation in association with the Institute for Strategic Studies of Mongolia

Venue: Shangri-La Ulaanbaatar Hotel
1st floor, Ballroom

Participants: SOM Leaders

19:00 Dinner Reception

Venue: Shangri-La Ulaanbaatar Hotel
1st floor, Ballroom

Participants: SOM Leaders



Provisional Agenda
ASEM Senior Officials' Meeting
12-13 May 2016, Ulaanbaatar

1. Adoption of the Agenda

2. Review of Business Arrangements

3. ASEM Issues

- a. Future of ASEM
 - i. ASEM Centre
 - ii. Role of Stakeholders
- b. Connectivity
- c. Press / Public Awareness Management Strategy
- d. Celebration of the 20th Anniversary of ASEM
- e. ASEM Tangible Areas of Cooperation
- f. ASEM Initiatives and Future Meetings
 - i. ASEM Foreign Ministers' Meeting in 2017
 - ii. Resumption of the ASEM Economic Ministers' Meeting in 2017
 - iii. ASEM Summit in 2018
 - iv. Other Meetings and Initiatives

4. Preparation for the 11th ASEM Summit

- a. Provisional Agenda
- b. Tentative Programme
- c. Ulaanbaatar Declaration
- d. Chair's Statement
- e. Side Events
- f. Other Issues

5. Other Business