38th CityNet Executive Committee Meeting and International Seminar on

Heritage and Sustainable Tourism

6-8 November 2019 | Hotel Himalaya, Lalitpur, Nepal

Information Note
Introduction

Welcome to the 38th CityNet Executive Committee Meeting and International Seminar

*Heritage and Sustainable Tourism*

The CityNet Secretariat and the city of Lalitpur look forward to welcoming you to the 38th Executive Committee Meeting and International Seminar. We are pleased to announce that this year, the CityNet Executive Committee Meeting will be hosted by the city of Lalitpur and will be held at the Hotel Himalaya from Wednesday, November 6th to Friday, November 8th, 2019.

The Executive Committee is the highest governing body of CityNet and holds an annual meeting to discuss the network’s direction and strategy. The members of CityNet’s Executive Committee formulate the Biennial Work Program for the Network in accordance with the Medium-Term Plan, approve new members, and set policy guidelines for the Secretariat. They offer an opportunity to build Asia Pacific regional partnerships, identify opportunities for collaboration and share best governing practices in a broad range of urban development goals. City mayors, administrators, civic leaders and international experts will come together to consider strategies to propel local governments toward the goal of developing sustainable, innovative and resilient cities.

In conjunction with the Executive Committee Meeting, CityNet will hold the International Seminar ‘Heritage and Sustainable Tourism’. The event will focus on urban infrastructure development and revitalization. This event will provide a platform for city leaders, practitioners and urban experts to share best practices and discuss how smart infrastructure investments can foster sustainable urbanization.

The 38th CityNet Executive Committee preparatory team is eager to make our participant’s travels, stay and experience as pleasant and productive as possible. We are committed to providing a program of meetings and side events that will enable participants to effectively network, share their personal knowledge and learn from others while enjoying the beauty, energy, and history of Lalitpur, Nepal.

This document provides general information on administrative and logistical arrangements as well as other relevant information for the 38th CityNet Executive Committee Meeting and International Seminar. Please refer to the information below for your convenience.

Visit our website for additional and updated information

Follow us on Twitter for the latest 2019 CityNet Executive Committee news
[@CITYNET_ORG](https://twitter.com/CITYNET_ORG)
Meeting Date and Venue

The 38th CityNet Executive Committee Meeting and International Seminar will be hosted by the city of Lalitpur, Nepal from Wednesday, November 6th to Friday, November 8th, 2019 at the Hotel Himalaya.

ExCom and International Seminar Venue:

Lalitpur City

Hotel Himalaya, Sahid Sukra Marg, Lalitpur 44700, Nepal

The Hotel Himalaya is conveniently located 8 km away from the Tribhuban International Airport and only 2 km from the Kathmandu city centre. Many of the distinguished NGO’s and INGO’s in Kathmandu are in the vicinity and the UN head office is only a few minutes walking distance and so is a great place for the valued guests to rest, work or socialize.

Approximately 20 minutes by car from the Tribhuban International Airport, the Hotel Himalaya provides ExCom attendees with a convenient and efficient environment throughout the duration of the event. It’s located near one of Nepal’s heritage sites, Patan Durbar Square.

If you have any questions in Lalitpur, please contact:

Ms. Chanrhan (Rina) Hwang
CityNet
communications@citynet-ap.org

Mr. Raju Maharjan
Lalitpur Metropolitan City
rajumaharjan77@gmail.com, and CC: rrajuu@gmail.com
General Meeting Information

About CityNet

CityNet is the largest association of urban stakeholders committed to sustainable development in the Asia Pacific region. Established in 1987 with the support of UNESCAP, UNDP and UN-Habitat, the Network of cities has grown to include over 150 municipalities, NGOs, private companies and research centers.

ExCom Meeting

All partners and participants are invited to join the Open Session of the ExCom meeting. ExCom members, national chapters and cluster leaders will have presentations.

International Seminar Theme

“Heritage and Sustainable Tourism”

Meals

Nov 5th  Dinner: Voucher (for participants staying at the Hotel Himalaya)

Nov 6th  Breakfast: At the hotel (for participants staying at the Hotel Himalaya)  
         Lunch: At the hotel  
         Dinner: Patan Durbar Square (with Inauguration Ceremony)

Nov 7th  Breakfast: At the hotel (for participants staying at the Hotel Himalaya)  
         Lunch: At the hotel  
         Dinner: At the hotel

Nov. 8th  Breakfast: At the hotel (for participants staying at the Hotel Himalaya)

_Where meals are not provided, participants are expected to organize and fund their own eating arrangements._

Clothing

The workshop will be conducted in a business setting and participants are requested to wear business casual clothing. Jackets are optional depending on the weather. For those joining the Inauguration Ceremony and Welcome Dinner, we encourage participants to wear traditional/cultural attire along with warm layers and comfortable shoes.
Weather

November in Katmandu is moderate with little or no rain. Temperatures range from 20 to 5 degrees Celsius depending on day time or evenings and early mornings. Warm clothes is recommended especially for outdoor activities. Checking up-to-date forecasts is also encouraged.

Health and Travel Insurance

CityNet will NOT provide health and travel insurance. These will be the personal responsibility of each participant.

Language

All sessions and activities during the 38th Executive Committee Meeting and International Seminar will be conducted in English.
### Tentative Program

**38th Executive Committee Meeting and International Seminar: Overview**

<table>
<thead>
<tr>
<th>November 2019</th>
<th><strong>Day 1 6th (Wed)</strong></th>
<th><strong>Day 2 7th (Thurs)</strong></th>
<th><strong>Day 3 8th (Fri)</strong></th>
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<tbody>
<tr>
<td><strong>8:00 - 8:50</strong></td>
<td>Registration</td>
<td>Registration</td>
<td>Registration</td>
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<tr>
<td><strong>9:00 - 11:45</strong></td>
<td>38th Executive Committee Meeting 1 Pre-meeting</td>
<td>38th Executive Committee Meeting 2 meeting</td>
<td>International Seminar “Heritage and Sustainable Tourism”</td>
</tr>
<tr>
<td><strong>12:00 - 14:00</strong></td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td><strong>14:00 - 18:00</strong></td>
<td>Site-Visit 1* Patan Museum Press/ Photo Inauguration Ceremony</td>
<td>Site-Visit 2*</td>
<td>-</td>
</tr>
<tr>
<td><strong>18:00 - 20:00</strong></td>
<td>Welcome Dinner</td>
<td>Seoul Night</td>
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*Site visit details will be provided separately

A more detailed agenda will also be provided soon.

For further information and updates, please visit our website at [https://citynet-ap.org/category/events/2019-citynet-executive-committee-meeting/](https://citynet-ap.org/category/events/2019-citynet-executive-committee-meeting/)

Or contact Chanrhan (Rina) Hwang at communication communication@citynet-ap.org and CC danbee@citynet-ap.org and excominfo@citynet-ap.org
## Preparatory Team Contacts

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program, Registration, Logistical (Flights)</td>
<td>Ms. Chanrhan (Rina) Hwang Program Officer, CityNet Secretariat +82-2-723-0634</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:communications@citynet-ap.org">communications@citynet-ap.org</a></td>
</tr>
<tr>
<td></td>
<td><strong>For Local Logistics</strong></td>
</tr>
<tr>
<td></td>
<td>Mr. Raju Maharjan Lalitpur Metropolitan City <a href="mailto:rajumaharjan77@gmail.com">rajumaharjan77@gmail.com</a> CC: <a href="mailto:rraju@gmail.com">rraju@gmail.com</a></td>
</tr>
<tr>
<td>Local Logistics (general questions)</td>
<td>Ms. Kusum K.C. Sales Executive, Hotel Himalaya +977-9843350640 <a href="mailto:sales@hotelhimalaya.com.np">sales@hotelhimalaya.com.np</a></td>
</tr>
<tr>
<td>Emergencies (If you require medical attention)</td>
<td>Dr. Madan Kumar Piya Advisor - Health, Lalitpur Metropolitan City +977 9851033269 <a href="mailto:madanpiya@hotmail.com">madanpiya@hotmail.com</a></td>
</tr>
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For the latest updates please visit our website: [citynet-ap.org/category/events/2019-citynet-executive-committee-meeting/]
Accommodation

Designated Hotel for the 2019 CityNet Executive Committee Meeting and International Seminar

Located at the south of the Bagmati River and Kathumandu City, the Hotel Himalaya offers guests the ideal place to experience the life and culture of the city. The Hotel Himalaya provides guests with a convenient location for the CityNet 38th ExCom Meeting. There are shopping centers, Bhatbhateni departmental store, Nepalese ethnic gift shops and entertainment options nearby. Patan Durbar Square and the ancient palace city of the Malla Kings, listed in UNESCO World Heritage Site, is 10 minutes-walk from the hotel.

All participants, who are not sponsored, are responsible for making their own hotel reservation.

For non-sponsored / self-funded participants:

• Non-sponsored / self-funded participants can make their own hotel reservation at the Hotel Himalaya and receive a discounted rate.
  Contact Ms. Kusum K.C, sales@hotelhimalaya.com.np

For sponsored participants:

• If you receive sponsorship, you do not need to make a reservation.
• All sponsored accommodations are standard rooms (superior room).
Hotel Location

The venue of the event is the Hotel Himalaya on Kupondole Rd near the Bagmati River:

Directions from the Tribhuvan International Airport to the Hotel Himalaya:
Hotel Reservation

Hotel:

The Hotel Himalaya
Sahid Sukra Marg, Lalitpur 44700, Nepal
hotelhimalaya.com.np

For Inquiries related to accommodations and reservations, please contact:
Ms. Kusum K.C. (Sales Executive)
+977-9843350640
sales@hotelhimalaya.com.np

General Details:
Tel: +84 (0)236 392 9999/ +977-1-5523900
Fax: +84 (0)236 392 9998/ +977-1-5523909
reservation@hotelhimalaya.com.np

Room Rates:

<table>
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<tr>
<th>Room Type</th>
<th>With Wifi</th>
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<tbody>
<tr>
<td></td>
<td>Single</td>
</tr>
<tr>
<td>Deluxe Room</td>
<td>USD* 85.00</td>
</tr>
<tr>
<td>Executive Room</td>
<td>USD* 120.00</td>
</tr>
<tr>
<td>Junior Suite</td>
<td>USD* 180.00</td>
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</table>

*For this rate, please submit the attached registration form by Oct. 30th 2019
Extra Bed: USD 45.00 (available only in deluxe room)
Note: Late check-out is subject to availability and till 17:00pm will be charged 50% and after 17:00pm will be charged fully on provided room rate per night.

Rate includes:
- International airport transfers.
- 24 hours WIFI facility.
- Accommodation per night .
- Welcome drink on arrival.
- Daily buffet breakfast at coffee shop.
- Two bottles of mineral water every day in the room.
- Iron and ironing board in the room (on request)
- Usage of swimming pool & gymnasium.
- Tea/coffee maker in the room.
- Daily local English news paper in the room.

All the above rates are subject to 10% Service charges + 13% VAT.
Alternative Hotels:

**Hotel Kutumba**
Kupondole, Lalitpur, Nepal
(by walk – 5 min to the main venue)
hotelkutumba.com
+977-1-5010741
info@hotelkutumba.com

**The Summit Hotel**
Kopundole Height, Lalitpur, Nepal
(Please note that this hotel is not in walking distance to the event venue.)
summit-nepal.com
+991-1-5522843
info@summithotel.com.np

**Shangrila Blu Hotel**
Bakhundole, Lalitpur, Nepal
(by walk – 10 min to the main venue)
shangrilablu.com
+991-1-5546604, 5547294, 5547749
info@shangrilablu.com
Transportation

Airport Arrival

Upon arrival in the Tribhuvan International Airport, our staff will greet participants at the ExCom information desk at the airport and direct them to transportation services to the Hotel Himalaya. In order to arrange direct transportation to and from the Hotel Himalaya, participants must register proper flight details, date, and arrival/departure time in the registration confirmation application form.

Any changes in itineraries must be informed to the 2019 Executive Committee preparatory team via email. Participants can make their own personal transportation arrangements as well, but charges incurred will be at their own expense and are not refundable.

Travel time from the Tribhuvan International Airport to the designated hotel takes approximately 20 minutes by car depending on traffic conditions.

As an alternative, taxis from several companies are also available on the arrivals level. Confirm a fixed or metered rate with a taxi representative. The “Book Cab” taxi service is a reputable company serving Tribhuvan International Airport. The average price for a Taxi from the Tribhuvan International Airport to the Hotel Himalaya is around NPR 600.

Official Travel Agent

For pre and post CityNet ExCom meeting activities:

Raintree Tours and Travel Pvt. Ltd.
Jyatha, Kantipath, Kathmandu, Nepal
Tel: +977-1-4225975 / 4251064
Fax: +977-1-4250980
Email: info@feelmynepal.com
Website: www.feelmynepal.com
**Tips and Useful Information**

**Country Information**

**Official Name:**
Federal Democratic Republic of Nepal

**Government type:**
Federal parliamentary republic

**Location:**
Latitude is 28° N, Longitude is 84° E. Lalitpur is on the south of the Bagmati River.

**Administrative Capital:**
Kathmandu

**Commercial Capital:**
Kathmandu District

**Weather:**
Weather in Katmandu in November will be moderate with little or no rain. Day time temperatures may go as high as 20 degrees Celsius while evening and early mornings may be as low as 5 degrees Celsius. It is recommended to bring warm clothes to be comfortable with Kathmandu weather if walking outside.

**Ethnic Groups:**
Newars 7%, Magars 7.2%, Tharus 6.4%
Others: Sherpas, Dolpas, Lopas, Tamang, Rais, Limbus, Sunwars, and Gurungs

**Language:**
The official language is Nepali
Other spoken languages include Maithili, Bhojpuri, Tharu, Tamang, Nepal Bhasa, Bajjika, and more.

**Religion:**
Hindu 81.3%, Buddhist 9.0%, Muslim 4.4%, Folk 3.0%, Christian 1.42%, Other 0.9%

**Currency:**
The Nepalese Rupee (NPR) is the official currency in Nepal. Major credit cards are typically accepted throughout the city, with the exception of smaller local stores. Major currencies and most travelers' checks can be easily exchanged into the Rupee throughout the country. 1 USD = 114 NPR (as of August 2019). It is recommended to check for an updated exchange rate before departure at: [treasury.un.org/operationalrates/OperationalRates.php](http://treasury.un.org/operationalrates/OperationalRates.php)

**Communications:**
International country code is +977
**Time Zone:**
Nepal Standard Time is 5 hours 45 minutes ahead of GMT. Nepal does not observe daylight savings time.

**Electricity:**
The standard voltage is 230 V and the standard frequency is 50 Hz. Nepal power plugs and sockets are of type C, D and M.

![Power Plugs and Sockets](https://power-plugs-sockets.com/nepal/)

*Type C: This socket also works with plug E and F (aka the standard ‘Euro plug’)*
*Type D: This socket has no alternative plugs*
*Type M: This socket has no alternative plugs*

[power-plugs-sockets.com/nepal/](https://power-plugs-sockets.com/nepal/)

**VISA:**
All Participants will be responsible for their own Visa

To apply for special consideration in immigration procedures: Submit your intended arrival and departure dates along with a copy of your passport before September 13th, 2019 that we may forward it to the Foreign Ministry to expedite approval of visa and possible fast track through immigration on arrival.

Nepal enforces ETA (Electronic Travel Authorization-Online Visa Service) system. Please visit [online.nepalimmigration.gov.np/tourist-visa](https://online.nepalimmigration.gov.np/tourist-visa)

*Online application is highly recommended or get a visa in your home country in advance*

Regardless of any purpose, every visitor should apply visa in advance, and require to pay visa application fee (commission on visa application)

**Tourist visa**
- 15 days: USD 30
- 30 days: USD 50
- 90 days: USD 125

*If you are paying visa application fee on arrival, you are not with visa yet. Line up behind the “Without Visa”*
Local Emergency Contact Information:

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<thead>
<tr>
<th>Public Service Information</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Service Department</td>
<td>101</td>
</tr>
<tr>
<td>Police Station</td>
<td>100</td>
</tr>
<tr>
<td>Hospital/Ambulance</td>
<td>102</td>
</tr>
</tbody>
</table>

For any urgent concern, you may get in touch with:

**Ms. Chanrhan (Rina) Hwang (Program Officer)**
CityNet Executive Committee Coordinator
communications@citynet-ap.org