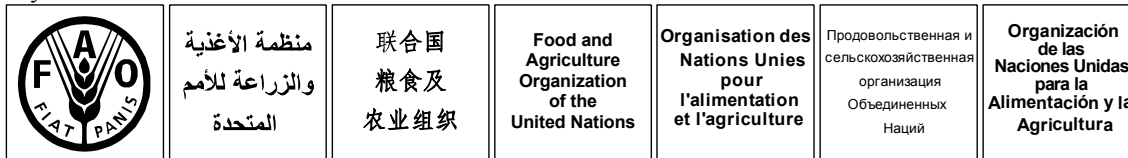


May 2016



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REGIONAL NGOs-CSOs CONSULTATION IN PREPARATION FOR THE 30th REGIONAL CONFERENCE FOR EUROPE

Antalya, Turkey 2-3 May 2016

INFORMATION NOTE

CONSULTATION ARRANGEMENTS

01. The Regional FAO/NGOs-CSOs Consultation will be held at the Hotel Akra Barut in Antalya, Turkey from 2 to 3 May 2016.
02. The normal working hours of the Consultation 2-3 May will be from 09.00 to 12.00 hours in the morning and from 14.00 to 17.00 hours in the afternoon.

WORKING LANGUAGES / DOCUMENTATION

03. Simultaneous interpretation will be provided in English, French, Russian and Spanish and meeting documentation will be available in the same languages. Turkish language interpretation will also be available.

The documentation related to the FAO ERC/ECA is available in English, French, Russian and Spanish at <http://www.fao.org/about/meetings/erc30/en/>

04. All working documentation is also available on the website <http://2016.csoconsultation.org/>

PRESS LIAISON AND INFORMATION

05. Advance accreditation is a requirement for all journalists attending the week's events.. Journalists should register for the NGO/CSO Consultation meeting online at: <https://www.regonline.com/builder/site/Default.aspx?EventID=1432202> and should upload during the registration process a letter of assignment from their editor or employer.

For registering at the ERC/ECA, there is a separate registration, available here: <https://www.regonline.com/builder/site/?eventid=1430147>.

DOCUMENTATION

06. All documents are accessible on the NGO/CSO Consultation web site. Printed copies of the documents will also be available on the spot, but only upon request and in limited quantities as an effort to achieve a "papersmart" Meeting. In addition, participants will receive documents in electronic format on pen drives when registering. Participants are encouraged to carry personal laptops in order to access documents online and thus reduce the need for hard copies. Complimentary Wi-Fi service will be available at the meeting venue.

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ON-SITE CHECK-IN

07. Check-in for the NGO/CSO Consultation will be on Saturday, 02 May 2016 between 08.00 and 09.00 hours at the Conference site.

CORRESPONDENCE

08. All correspondence concerning the Consultation should be addressed to the following:

Mr Goran Stavrik
ERC/ECA Conference Secretary
FAO Regional Office for Europe and
Central Asia
Benczur utca 34
1068 Budapest, Hungary
Tel: +3614612010, Fax: +36 1 3517029
E-mail: ERC-ECA-Secretary@fao.org

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Regional Partnership Officer
FAO Regional Office for Europe and Central
Asia
Benczur utca 34
1068 Budapest, Hungary
Tel: +36 1 4612010, Fax: +36 18141268
E-mail: darya.alekseeva@fao.org

Ms Olcay Bingöl
Secretariat
NGOs/CSO Consultation
FAO Regional Conference
for Europe and Central Asia
c/o Nyeleni Europe Movement for Food
Sovereignty
Tel: +905302017760
E-mail: cso.consultation2016@gmail.com

HOTEL ACCOMMODATION AND REGISTRATION

09. The Host Government is facilitating hotel booking for the participants of the NGO/CSO Consultation

Akra Barut Hotel

Address: Sirinyali Mah. Lara Cad. No:24
Muratpasa/Antalya
Phone: +90 242 310 99 99 Pbx
<http://www.baruthotels.com/en/akra>

The contact person for the Steering Committee is:

Registration, agenda, documents, logistics:

Ms. Olcay Bingöl

Tel: +90530 201 7760 / cso.consultation2016@gmail.com

CATERING DURING THE CONSULTATION

10. The Government of Turkey has made special all inclusive arrangements with the Akra Barut Hotel. Open buffet breakfast, open buffet lunch with unlimited soft drinks, open buffet dinner with unlimited soft drinks, tea and coffee, as well as two bottles of water, two bottles of soft drinks and two bottles of mineral water in the minibar will be offered. for NGO/CSO participants during the Consultation on 2-3 May 2016

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11. Local Transportation

Transfers will be provided to all delegates upon arrival to, and departure from Antalya between the airport and Akra Barut Hotels

The contact persons for transportation issues are:

Mr Sinan Senem

Armada Tour
Telephone: +90 312 427 0733 Fax: +90
3124270734
Mobile: +90 534774 9791
E mail: sinan@06armadatur.com

Mr Tolgahan Bahtiyar

Ministry of Food, Agriculture and Livestock
Telephone: +90 312287 3360- ext.4631
Mobile: +90 532 327 4696
E mail: tolgahan.bahtiyar@tarim.gov.tr

FOREIGN EXCHANGE AND BANKING

12. Information on Turkish Customs' regulations can be found at <http://english.gtb.gov.tr/>.

Turkey's currency is Lira and its abbreviation is TRY. **Banknotes** are in denominations of TL 5, 10, 20, 50, 100 and 200 liras.

13. Changing currencies other than Euro, British Pounds and US\$ can be a problem in Turkey. So it is advisable that you bring US Dollar or Euro. Information on Turkish Customs' regulations can be found at <http://english.gtb.gov.tr/>. Turkey's currency is the Lira and its abbreviation is TRY.

14. Foreign currencies may be exchanged at banks or authorized exchange offices. International airports and larger hotels also offer currency exchange services. Exchange rates offered by the exchange offices at the airport are significantly lower than the official rates. The indicative exchange rates for foreign currencies, valid on 04 April 2016 according to Forex Buying announced by the Central Bank of Turkey are:

- one USD = 2.8197 TRY
- one EUR = 3.2146 TRY
- one GBP = 4.0314 TRY

15. ATM machines are available at the main banks, at airports, shopping centres and at airports, shopping centres, and at the conference facilities. Major credit cards including American Express, MasterCard and Visa are accepted at large hotels, car rental companies and stores in the main cities. The closest ATM machine is around 400 metres from the conference venue. The closest bank is one kilometre away from the conference venue. Guests can exchange Euro or US dollars at the hotel reception with 15 percent commission.

WEATHER AND TIME

16. Antalya has a [Mediterranean climate](#) with warm and dry springs. The average temperature in Antalya in May is about 20°Celsius. Afternoons can be fairly hot with [average high temperatures](#) reaching 25.3 °C in May.

Turkey is in Eastern European Time Zone (CET+01:00).

ELECTRICITY

17. Turkey operates on 220 volts, 50 Hz, with round-prong European-style plugs that fit into recessed wall sockets /points.. A plug adaptor is required for non-European appliances.

COMMUNICATIONS

18. Internet, telephone and fax facilities will be available on the Consultation premises. An international direct dialling service is available throughout Turkey. Most public telephones require the use of a telephone card.

Dialling rules:

Dialling within Antalya: +90 242 telephone #

Dialling within Turkey: 00 + three digit area code + : seven digit telephone #

International dialling from Turkey: 00 + country code + area code + telephone #

CSF MULTI-STAKEHOLDER CONSULTATION

19. The participants from the NGO/CSO Consultation Meeting are also invited to participate in the CFS Multi-Stakeholder Dialogue (on Tuesday, 03 May 2016 14:00 - 17:00 (Eastern European Time). More details will be made available on the Regional Conference website and the CFS website: www.fao.org/cfs/cfs-home/en/.

FORMALITIES FOR ENTRY INTO TURKEY

20. All delegates and observers who attend the NGO/CSO Consultation Meeting are required to hold a valid travel document recognized by Turkey, the expiration date of which must be at least three months after the date of the end of the Meeting (or after the date of expiry of the visa). Turkey applies EU regulations, for which reason visa issuance at airports and other border crossing points is not applicable to Consultation Meeting participants (see also Annex A). Visa information may be subject to change in the near future, so for updated information, the nearest Turkish Embassy/Consulate and the Conference Secretariat should be contacted or the web site of the Ministry of Foreign Affairs of Turkey at <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>¹ may be consulted.

The citizens of certain countries require a visa for travel to Turkey. It is issued by the Embassy of Turkey in your country. Participants from certain countries can receive their visa upon arrival or prior to the visit through e-visa. **It is recommended to prioritise e-visa applications (at least 30 days prior to your visit) for the citizens of countries who are eligible to get an e-visa.** Application for e-visa can be made at: <https://www.evisa.gov.tr/en/>.

Applicants will obtain their E-visas electronically after entering required information and making payment by a credit or debit card (Mastercard, Visa or UnionPay). The link to download your E-visa will be given on the final step once your application has been completed successfully. In addition, the same link to download your E-visa will be sent to your e-mail address. Applicants must keep the print out of their E-visa during their entire visit in Turkey in order to show it to

¹ As of 1 April 2016, citizens with ordinary passports of the following countries in the Europe and Central Asia region need to obtain entry visas for Turkey: Armenia (also official passport holders), Austria, Belgium, Croatia, Cyprus, Ireland, the Netherlands, Norway, Poland, Portugal, Spain and United Kingdom.

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passport control officers and flight companies. [The average cost for visa is 20 USD except some countries](#)

21. The authorities of Turkey will make special arrangements for participants upon their arrival, assist them with entry formalities, if needed, and to provide them with transport to their respective hotel. Similar arrangements will be made at the end of the Consultation Meeting.

22. Upon arrival in Turkey, participants are advised to contact the information desk at the Conference premises for the reconfirmation of their departure date and time. Information desks will be operational in both Istanbul Atatürk and Antalya Airports for welcoming participants.

ANNEX A**General Information on Turkish Visas for participants from International Organizations and meetings held in Turkey**

In exceptional cases, such as official visits, international meetings, organizations etc., participants who require visas to enter Turkey can obtain them either from the nearest Turkish missions abroad or at the border gates upon arrival. Alternatively, they can obtain an e-visa online from the official web site (www.evisa.gov.tr)

Necessary invitation letters or similar documents, especially issued by the organization or by the relevant Turkish authority for all participants have to be submitted when applying for visas at Turkish missions.

All types of visa applications have to be made online prior to submitting the original documents to the Turkish missions.

The missions are informed by the Ministry of Foreign Affairs in advance regarding the international event and are instructed to issue visas to the invitees provided that they present the required documents mentioned above.

Depending on the requirements of the organization or the decision of Turkish authorities (usually MFA), visas may be granted free of charge either at the Mission or at the border gates. However, obtaining an e-visa always requires regular visa payment.

Due to force majeure, if participants of international events are unable to contact the nearest Turkish Mission, they can obtain visas at the border gates by presenting the aforementioned necessary documents.

As required by law (No. 6458 Law on Foreigners and International Protection), the validity period of passports or travel documents of visitors wishing to enter Turkey must be at least 60 days in excess of the expiry date of their visas, visa exemption period or residence permit.

The total duration of sojourn for visitors to Turkey (with all types of visas) cannot exceed 90 days within a 180-day period. Holders of diplomatic and official passports are exempt from this obligation. Visitors who intend to stay in Turkey longer than the aforementioned period are required to apply for residence permits.