

As of 9 September 2022



**The 43rd General Assembly
of the ASEAN Inter-Parliamentary Assembly (AIPA)**

**20-25 November 2022
Phnom Penh, Kingdom of Cambodia**



Advancing Together for Sustainable, Inclusive and Resilient ASEAN

GENERAL INFORMATION



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SECTION 1: MEETING INFORMATION

1. Date and Venue of the Meeting

The 43rd General Assembly of ASEAN Inter-Parliamentary Assembly (AIPA) will be held from **20 to 25 November 2022, Phnom Penh, the Kingdom of Cambodia.**

All official meeting and activities of the 43rd AIPA General Assembly will be held at **Sokha Phnom Penh Hotel and Residence.**

Information and address of Sokha Phnom Penh Hotel and Resident:
Street KeoChenda, Phum 1, Sangkat Chroy Changvar, Khan Chroy Changvar,
Phnom Penh, Kingdom of Cambodia
Tel: +855 23 685 8888 | Fax: +855 23 685 7777
Email: infopp@sokhahotels.com
Website: <https://www.sokhahotels.com.kh/phnompenh/>

2. Official Meeting Program

The official meeting programs of 43rd AIPA are outlined as below:

Sunday, 20 November 2022		
20:00 - 21:30	Meeting of AIPA Executive Committee <i>Venue: Ballroom III</i>	
Monday, 21 November 2022		
09:30 - 11:30	Opening Ceremony <i>Venue: Ballroom I & II</i>	
13:00 - 14:45	First Plenary Session <i>Venue: Ballroom III</i>	
15:00 - 17:00	First Plenary Session (Cont.) <i>Venue: Ballroom III</i>	
15:00 - 17:30	Meeting of the Women Parliamentarians of AIPA (WAIPA) <i>Venue: Ballroom I</i>	
15:30 - 18:00	Meeting of the Young Parliamentarians of AIPA (YPA) <i>Venue: Ballroom II</i>	
Tuesday, 22 November 2022		
08:00 - 10:30	Meeting of Committee on Political Matters <i>Venue: Malisrouth Room</i>	Meeting of Committee on Economic Matters <i>Venue: Krovan Room</i>
	Meeting of Committee on Social Matters <i>Venue: Nakry Room</i>	Meeting of Committee on Organizational Matters <i>Venue: Champei Room</i>
10:30 - 12:00	The AIPA-ASEAN Hearing <i>Venue: Raing Sap Room</i>	
Wednesday, 23 November 2022		
08:00 - 10:00	Second Plenary Session <i>Venue: Ballroom III</i>	
10:00 - 12:00	Dialogue with Observer Parliaments <i>Venue: Meeting Rooms (M Floor)</i>	

13:30 - 15:30	Dialogue with Observer Parliaments (Cont.) <i>Venue: Meeting Rooms (M Floor)</i>
16:30 - 18:00	Meeting of Committee on Joint Communiqué <i>Venue: Ballroom I</i>
Thursday, 24 November 2022	
08:30 - 11:45	Second Plenary Session (Cont.) and Closing Ceremony <i>Venue: Ballroom II & III</i>

* *The above programs may be subject to change*

3. Agenda Items for Discussion

The 43rd General Assembly of AIPA will be held under the main theme “**Advancing Together for Sustainable, Inclusive and Resilient ASEAN**”. The agenda topics of discussion for the meeting of committees and dialogues during the General Assembly are:

Women Parliamentarians of AIPA (WAIPA)	A. Gender Equality and Women Empowerment for a Sustainable, Inclusive and Resilient COVID-19 Recovery B. Promoting the Role of Women Parliamentarians in Advancing Women, Peace and Security Agenda
Young Parliamentarians of AIPA (YPA)	A. Fostering Engagement with Young People for a Sustainable, Resilient and Prosperous ASEAN Community
Committee on Political Matter	A. Report of the 13 th AIPA Caucus B. Promoting Peace, Solidarity and Multilateralism for ASEAN Centrality
Committee on Economic Matter	A. Promoting Parliamentary Cooperation for Sustainable and Inclusive Economic Growth through Environmental, Social, and Governance (ESG) Approach B. Promoting Capacity Development for Micro, Small and Medium Enterprises (MSMEs) in Digital Transformation
Committee on Social Matters	A. Report of the 5 th AIPACODD Meeting B. Enhancing Digital Transformation for Inclusive Social Protection C. Strengthening Parliamentary Partnership in Addressing Climate Change
Committee on Organizational Matters	A. Secretariat’s Annual Report 2021-2022 B. Financial Report 2021-2022 C. Budget Estimation 2022-2023 D. Accrediting the United States Congress as an Observer of ASEAN Inter-Parliamentary Assembly (AIPA) E. Accrediting the Parliament of Georgia as an Observer of ASEAN Inter-Parliamentary Assembly (AIPA) F. Renewal and Amendment of the Memorandum of Understanding Between AIPA and the Economic Research Institute for ASEAN and

	<p>East Asia (ERIA) to <i>“Develop AIPA’s Capacity on Matters Concerning ASEAN Economic Community and ASEAN Economic Integration in Various Areas”</i></p> <p>G. Renewal and Amendment of the Memorandum of Understanding Concerning Cooperation between AIPA Secretariat and Freeland Foundation</p> <p>H. Renewal and Amendment of Memorandum of Understanding between AIPA and Parliamentary Centre of Asia (PCAsia) on <i>“Capacity Development Program for Staff of the AIPA Member Parliaments”</i></p> <p>I. The Development of the AIPA 2023-2025 Strategic Plan Funded by the Canada Fund for Local Initiatives (CFLI) ASEAN</p> <p>J. Creation of E-LIBRARY of the ASEAN Inter-Parliamentary Assembly (AIPA)</p> <p>K. AIPA Distinguished Service Award to Hon. Kittisanghakbindit Khuon Sudary, Second Vice-President of the National Assembly of the Kingdom of Cambodia and Chairperson of WAIPA</p> <p>L. Appreciating the Service of Samdech Akka Moha Ponhea Chakrei Heng Samrin as President of AIPA</p> <p>M. Appreciation on the Completion of the Service of the Fifth AIPA Secretary General Hon. Nguyen Tuong Van</p> <p>N. Appointment of the Sixth Secretary General of AIPA</p> <p>O. Date and Venue of the 44th AIPA GA</p>
Dialogue with Observer Countries Member	A. Investing in Peace, Sustainable Development and Post Covid-19 Recovery

4. Official Language

The official working language of the meeting and documents is English. Delegates who wish to use languages besides English and require for simultaneous interpretation during the meeting are advise to bring their own interpreters. Translations of the text of speeches in English should be forwarded to the Host Secretariat in advance for circulation at the General Assembly.

5. Time Allocation of Speeches

Time allocated for deliver statements of delegations during the Plenary Session shall be limited as follow:

- For the statements by Heads of Delegate from AIPA Member Parliament is a maximum to 7 minutes each.

- For the statements by Heads of Delegate from Observer Parliament is a maximum to 5 minutes each.
- For the statements by the Guest of the Host is a maximum to 5 minutes each.

All statements during the Plenary Session should be forwarded to the Host Secretariat in advance for the preparation and circulate at the General Assembly and interpretation purpose.

SECTION 2: MEETING DOCUMENTS & CONTACTS

All meeting documents related to the 43rd General Assembly of AIPA such as Tentative Program of activities, Draft Agenda Items, Draft Resolutions and related documents will be available on the official website at <http://aipa43.nac.org.kh/>.

1. Submission of Meeting Documents

In accordance to the Resolution **on the Submission of AIPA Draft Resolution**, AIPA Member Parliaments are required to submit their proposed draft resolutions to AIPA Secretariat at least six (6) weeks prior to the General Assembly. In this connection, AIPA Member Parliaments are kindly requested to submit the Draft Resolution to the Host Parliament and AIPA Secretariat **at the latest by 10 October 2022**.

As also set out in the Resolution, AIPA Member Parliaments may request the inclusion of an emergency Draft Resolution which relates to a major event of regional concern. The proposal of the inclusion of the emergency item shall be submitted at the latest 17 November 2022 at 20.00 GMT+7 (72 hours prior to the Executive Committee Meeting).

Propose of Draft Resolution, input to the draft as well as inclusion of the emergency item shall be submitted to the Host Secretariat via email to aipa43cambodia@gmail.com and cc: to aipa@aipasecretariat.org and thulheang@gmail.com.

2. Format of Documents

It is required that all proposed documents and input submitted to the Host Secretariat in Word File with the following format:

Font: Times New Roman, Font size: 12
Paper size: A4

The template of the draft resolution is available to download from Documents Section on the official webpage of the AIPA 43rd.

3. Contacts Detail

For all communication and request related to the meeting documents should be directly contact to the Host Secretariat at aipa43cambodia@gmail.com.

In person direct contact can be made to:

Secretariat of the National Assembly of Cambodia

Rathasaphea Street, Tonle Bassac, Khan Chamcar Morn, Phnom Penh, Cambodia.

H.E. Mr. Prom Virak,

General Director of International Relations, Protocol and Information

Tel/WhatsApp/Telegram: (+855-12) 924 384

H.E. Mr. Heang Thul

Director of International Relations Department

Tel/WhatsApp/Telegram: (+855-12) 761 666,

Email: thulheang@gmail.com,

Administration Coordinator & Register at: aipa43register@gmail.com

- Mr. Ly Mengtyth (lymengtyth.aseanaipa@gmail.com, Tel/WhatsApp/Teleg.: 855- 16 653528)

- Mrs. Nhim Dalin (dalin.nhim@gmail.com, Tel/WhatsApp/Teleg.: 855- 16 889107)

- Mrs. Vann Vimol (vimolvann26@gmail.com, Tel/WhatsApp/Teleg.: 855- 16 246497)

- Mrs. Phav Chanmatin (chanmatin@gmail.com, Tel/WhatsApp/Teleg.: 855- 12 992162)

- Miss. Te Leina (te_leina@yahoo.com, Tel/WhatsApp/Teleg.: 855- 77 747567)

And the AIPA Secretariat at:

DPR RI Nusantara III Building 6th floor

Jl. Jend. Gatot Subroto Jakarta 10270, Indonesia

Tel: (62-21) 5715511, 5715691

Email: aipa@aipasecretariat.org

SECTION 3: REGISTRATION

AIPA Member Parliaments, Observer Parliaments and Guests of the Host participating in the 43rd General Assembly of AIPA are kindly requested to register their delegates via the **online registration** found on the official website of AIPA 43rd at <http://aipa43.nac.org.kh/> **no later than 1 November 2022.**

Delegate may register by themselves or having a person to register for them. However, He or she will be the sole user of the online registration system.

Please kindly noted that, carefully to provide information of each delegates and some important requirement when completing on the online registration process. Once you finish providing the information requested, it cannot be edited at a later stage of the system.

Request to change any information of delegation or request for more information must be sent to the Administration Coordinator and Register at aipa43register@gmail.com.

Any change of delegation information should be contact to the Host Secretariat as soon as possible. The Administration Coordinator and Register may contact you or the delegation's secretary to clarify some information if needed.

SECTION 4: TRAVEL TO CAMBODIA

1. Passport and Visa

All delegates and accompanying persons must bear a valid passport with more than six (6) months before entry to the Kingdom of Cambodia and are advised to contact their local Cambodian Embassy or Consulate prior to their departure to obtain a validity visas.

Cambodia is now re-open for fully vaccination traveler to have Visa on Arrival. For countries with no Cambodian diplomatic or consular representation, visas can be issued on arrival at Phnom Penh International Airport or apply for e-visa. Please visit the official website of [Ministry of Foreign Affairs & International Co-operation](#) for more information about visa and application.

2. Luggage

A luggage tag for delegates to the 43rd AIPA General Assembly will be provided to attach with their luggage. Delegate are advised to download the luggage tag from the official website <http://aipa43.nac.org.kh/> to facilitate in collecting for their arrival and before departure.

3. COVID-19 Restrictions and Health Protocol Measure

On March 23, 2022, Cambodia has announced as a safe and warm tourism destination for all tourist, private and international travelers. Covid-19 travel restrictions in not apply for the following:

- For fully vaccination travelers, waiving the requirement for Negative 72-hours certification of Covid-19 PCR test result prior to arrival to Cambodia.
- Waiving requirement for Antigen Rapid Test upon arrival for fully vaccination. However, we are encouraging all travelers to do the Antigen Rapid Test for their own response and others safety before departure to Cambodia.
- No more quarantine with fully vaccination evidence at the international entrance.

Though not a requirement, before arrival delegate are advised:

- to purchase insurance with COVID-19 coverage from their home country or from Cambodia insurance company at <https://www.forteinsurance.com/covid-19-insurance>. The Host Parliament will extend the courtesy health for the head of delegate, spouse and 2 official member of delegates, if needed.
- to vaccinate primary dose of COVID-19
- must have COVID-19 vaccination certificate issued by competent authority of origin delegate country
- health declaration of travelers (will be provided on board)

On arrival, each delegate will undergo a primary health screening, including thermal check. If:

- the body temperature is 37.5 °C and above or delegate is showing any suspected symptoms including cough, runny nose, sore throat, having breathing difficulty, etc., delegate will be placed in a designated area to take the COVID-19 rapid test performed by the medical team.
- If the rapid test result is positive, they have to be isolated in a designated quarantine area, while undergoing another PCR test.
 - * if PCR result is positive, he/she will have to consult a MOD personnel, should he/she decide to receive treatment at a designated treatment center or a booked hotel. The overall expenses for the treatment shall be borne by the insurance company, the patient, or the home country.
 - * if PCR result is negative, delegates will be able to travel freely and to attend the meetings.
- If the rapid test result is Negative, delegates will be able to travel freely and to attend the meetings.
- If body temperature is below 37.5 °C or has no suspected symptoms, he/she must present the relevant documents:
 - COVID-19 vaccination certificate
 - Health insurance
 - Health Declaration of Travelers
- For dependent passengers under the age of 18, he/she shall be followed by the status of delegate who they accompany.

For non-fully vaccinated or unvaccinated delegates are required to take Antigen Rapid Test (ART) of COVID-19 administered by the Cambodian Medical Team upon the arrival at port of entries. The Host Country will extend our courtesy of the ART test expenses for all delegates.

- If ART result is positive without/with mild symptoms, delegate can be isolated and treated at his/her hotel or at a hospital designated by the Ministry of Health or at a private hospital as requested by delegation. All costs related to medical treatment shall be borne by the insurance/individual/home country.
- If ART result is positive with serious symptoms, delegate will be treated at a designated hospital by the Ministry of Health or at a private hospital as requested by the delegation. All costs related to medical treatment shall be borne by the insurance/individual/home country.
- If ART result is negative, delegates will be able to travel freely and to attend the meetings

4. PCR Test Request

Delegates who require certificates of PCR test results, for returning home, must first request from the health authority through the organizer (fill in the request in registration form and attached bio-page of passport). Delegate must take a PCR test at least 24 hours



prior to departure. The Host Country will extend our courtesy of this PCR test expenses for all delegates, if needed.

SECTION 5: HOSPITALITY

1. Accommodation






The Host Parliament will provide accommodation for the following:

- a) AIPA Member Parliaments delegations - Fifteen (15) Member of Parliaments and two (2) delegate secretaries.
- b) AIPA Secretariat - Secretary General and fours (4) secretary staffs.

Other cost incurred during the stay at hotel including minibar, laundry, mobile/international phone calls, business centers and extra meals will be at their own response.

For Observer Countries, Guest of the Host as well as accompanying persons are encouraging to responsible for funding their own participation in AIPA General Assembly.

Delegates are kindly requested to make their reservation directly with the hotels which are accredited and have cooperated prices with the Host as recommended in below list:

	<p>Sokha Phnom Penh Hotel & Residence Rate: ★★★★★ Street KeoChenda, Phum 1, Sangkat Chroy Changvar, Khan Chroy Changvar, Phnom Penh, Kingdom of Cambodia Tel: +855 23 685 8888 Fax: +855 23 685 7777 Website: www.sokhahotels.com.kh/phnompenh/ Check Rates & Reservation at: reservation.fopp@sokhahotels.com / rmpp@sokhahotels.com</p>		
	<p>Hyatt Regency Phnom Penh Rate: ★★★★★ #55, Street 178, Sangkat Chey Chumnas, Phnom Penh, 12206 Tel :(+ 855) 023 600 1234 Website: hyattregencyphnompenh.com, https://www.hyatt.com/en-US/hotel/cambodia/hyatt-regency-phnom-penh/pnhrp Check Rates & Reservation at: reservations.pnhrp@hyatt.com</p>		<p>Raffle Hotel Le Royal Rate: ★★★★★ 92 Rukhak Vithei Daun Penh, Sangkat Wat Phnom, Phnom Penh, Cambodia Tel: +855 23 981 888 Fax: +855 23 981 168 Website: https://www.afflesphnompenh.com/ Check Rates & Reservation at: bookus.phnompenh@affles.com</p>
	<p>Courtyard by Marriot Phnom Penh Rate: ★★★★★ No 115 Street 214 at Corner Street 63, Sangkat Boeng Raing, Khan Daun Penh, Phnom Penh, Cambodia, 12200 Tel: +855 23-238888 Website: www.courtyardphnompenh.com Check Rates & Reservation at: Enquiries.CYPNH@courtyard.com</p>		<p>Hotel Cambodiana Rate: ★★★★★ 313 Sisowath Quay, Chakto Mukh, Doun Penh, Phnom Penh 120207, Kingdom of Cambodia Tel:(+ 855) 23 426 288 Mobile: (+855) 78 809 990 Website: www.hotelcambodiana.com.kh Check Rates & Reservation at: reservation@hotelcambodiana.com.kh</p>

Hotel Reservation categories also available to find on the official website. Room availability before 19 November and after 25 November 2022, or others hotel beside



recommended by the Host Secretariat will not be guarantee at special rate. Check in - check out before and after this date also bounce at their personal expenses.

Please kindly forward the hotel confirmation to the Host at aipa43register@gmail.com in order to facilitate the preparation of transportation and hospitality for delegations no later than 1 November 2022.

2. Transportation

Local transportation will be arranged for all delegations from airport to the hotel, and from hotel to the venue of the conference and others specified in the programs.

Any change in the arrival and departure information, please inform to the Host Secretariat as soon as possible in order to arrange of transportation at an early convenience.

3. Meals and Receptions

The Host Parliament will be responsible for expenses related to official receptions and meals to all of AIPA delegations, observers and guests of the host which are specific in the official program and functions. Delegates wishing to have other meal arrangements will be meet their own response.

4. Liaison Officers

Liaison officers will be assigned to each group of AIPA Member Parliaments, Observers and Guests in order to provide support of all official activities during the AIPA General Assembly.

A list of LO and contacts will be provided in detail and distribute as a useful information for all delegations upon their arrival.

5. Excursion and Spouse Programs

Excursion and spouse programs as well as other social program will be notified in due course. Further information of the programs will be uploaded on the official website and in the meeting app upon the arrival of delegations.

SECTION 6: MEETING FACILITIES

1. Registration and Information Desk

Registration and Information Desk will be set up at the official hotel where the conference will conduce from 19 - 25 November 2022.

All Delegates are kindly requested to register their participants upon the arrival to clarify with the list of delegates and obtain relevant documents, Identification badges of the meeting.

A WhatsApp group for secretaries of delegation will be set up at due time of the meeting program to notified at the earliest convenience, any request or related information.

2. Identification Badges

Identification Badges of the 43rd AIPA General Assembly will be issued for all delegates and accompany person upon their arrival and register at the desk.

3. Security and COVID-19 Safety Measures

Delegates are advised to wear the identification badges **at all times** throughout the meeting and events for security purpose as well as identity of all activities program and official function they are invited.

The safety and health of the participation delegations are on top priority.

Participants are advised to wear mask properly throughout the meeting and official function they are intent to attend. Hand sanitizer and good practice of hand hygiene are recommended.

The Host Parliament is putting in place a series of measures to ensure a safe healthy environment for the 43rd AIPA General Assembly. Please note that the safety measures are subject to change depending on the situation.

4. Document Center and Meeting App

A document center will be located at the Secretariat Room which will be open from 19 to 25 November 2022, from 08:00am to 05:00pm.

To encourage green resource and friendly working environment, a Meeting App of the 43rd AIPA will be set up for delegates to download and use to view meeting documents. Meeting App will be available to download later via QR codes/Link in the official website in due time.

5. Simultaneous Translation

Simultaneous translation booths will be arranged to provided interpretation for delegations who wish to have their own interpreters and limited to reserve for first come first serve with the host secretariat. Simultaneous translation booths will be available specific only for:

- Opening and Closing Ceremony
- Executive Committee Meeting
- Plenary Sessions

6. Bilateral Meeting Room

Bilateral meeting rooms will also be arranged at the conference area of the meeting venue and available for delegation's request. The bilateral meeting room request can be made through protocol section of the host from 20 to 24 November 2022, on a first come, first serve basics.



7. On-Site Facilities

Other accessibilities of services will be set up at the meeting area to facilitate for delegations such as:

- Internet and Wifi
- Business Center
- Medical Assistant
- Media Center
- Prayer Room
- Antigen Rapid Test Kits

SECTION 7: OTHER USEFUL INFORMATION

1. Climate and Weather

Cambodia is a Southeast Asian Country overlooking the Gulf of Thailand. Climate is Tropical which is warm and hot all year round. The rainy season from May to mid-November due to the south-west monsoon and a dry season from mid-November to April.

The weather in November is hot but in a good condition. The average temperatures are range between 23⁰C at night to 30⁰C at day time (73⁰F-86⁰F). You can expect about 3 to 8 days of rain in Cambodia and 24 sunny days during the month of November. Recommended to use umbrella and hat if you are at outdoor to protect from sunny and caught in poor weather.

2. **Time Zone:** Time zone in Cambodia is GMT+7 hours.

3. Currency

The Cambodia currency is Riel. Riel denominations are 100,000; 50,000; 20,000; 10,000; 5,000; 2,000; 1,000; 500 and 100. Banknotes, which are printed in the both Khmer and English, increasing in size according to value and generally with two to three issues in circulation.

4. Electricity and Water Supply

There are three associated plug types use in Cambodia; A, C and types G. A type plug has two flat parallel pins, C type plug has two round pins and G type plug is the plug with three rectangular pins, in a triangular pattern. Cambodia operates on a 220V supply voltage and 50Hz.

Drinking tap water and un-boiled water is not recommended.

5. Credit Card and ATM

All major credit cards are most accepted throughout the city, although some small shops and restaurants may only accept cash payments. ATMs are available at the banks, marts, shopping malls and some public areas.

6. **Internet**

Wireless internet services and Wifi are common use and can get access everywhere of throughout the city.

7. **Shop and Outdoor Activities**

Local markets in Phnom Penh City are open daily from 7am to 5pm. Most city shops are open daily from 8am to 6pm and from 9am to 10pm for malls and shopping centers. Bank and business center are open from Monday to Saturday, from 8am to 5pm. Outdoor activities are very popular in Phnom Penh City that why it is mostly crowded at the evening.

** The Host Secretariat reserved the rights to modify the above General Information and will be notified if any.*