



## **TRIALOGUE FOR THE COUNTRIES SUPPORTED BY THE BES SOLUTION FUND**

*Towards a world living in harmony with nature by translating evidence into actions*

# **LOGISTICS NOTE**

04-06<sup>TH</sup> OCTOBER 2023

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**GREEN ONE UN HOUSE (GOUNH)**  
**304 Kim Ma Street, Ba Dinh Dist, Hanoi, VN**

## I. EVENT VENUE

The Trialogue will take place on 4-6 October 2023 at the **Green One UN House (GOUNH) in Viet Nam** (304 Kim Ma, Ba Dinh, Hanoi, Viet Nam [[Google Map](#)]). The provisional event itinerary is outlined below.

## II. EVENT ITINERARY

TIME	ACTIVITIES	LOCATION
<b>Arrival: Up to Tuesday, 3 October 2023</b>		
	Check-in at the Hotel starting at 15:00	Dolce Wydham Hanoi Golden Lake (hereafter Dolce Hotel)
<b>Trialogue Day 1 (GOUNH): Wednesday, 4 October 2023</b>		
8:00 – 9:00	Two buses will pick up the participants from Dolce Hotel to GOUNH. <b>Be ready at the Dolce Hotel lobby by 7:55 a.m. at the latest.</b>	Dolce Hotel Lobby
9:00 – 12:30	Meeting in Session, including tea break	Green One UN House (hereafter GOUNH) The Plenary Session is in GOUNH C1&C2 Room Tea Break and Lunch are at the GOUNH Cafeteria
12:30 – 14:00	Lunch	
14:00 – 15:45	Meeting in Session	
15:45 – 16:00	Transfer from GOUNH to Dolce Hotel	GOUNH Lobby
17:30 – 18:00	Pick up from Dolce Hotel to Sen Tay Ho restaurant. <b>Be ready at the Dolce Hotel lobby by 17:25 at the latest.</b>	Dolce Hotel Lobby
18:00 – 20:30	Dinner Reception	Sen Tay Ho Restaurant
20:30 – 21:00	Pick up from Sen Tay Ho Restaurant to Dolce Hotel	614 Lac Long Quan, Tay Ho, Hanoi
<b>Trialogue Day 2 (Field Trip): Thursday, 5 October 2023</b>		
6:00	Departure from Dolce Hotel to Van Long Wetland Nature Reserve. <b>Be ready at the Dolce Hotel lobby by 5:55 a.m. at the latest.</b>	Dolce Hotel Lobby
6:00 – 8:00	Transfer to Van Long Wetland Nature Reserve	
8:00 – 11:00	Boat Tour on Van Long Lagoon	Van Long Wetland Nature Reserve, Ninh Binh
11:00 – 11:15	Pick up from Van Long to Emeraldal Restaurant	
11:15 – 13:30	Lunch	Emeralda Ninh Binh, Van Long Wetland Nature Reserve, Gia Vien Dist, Ninh Binh
13:30 – 16:00	Meeting in Session, including afternoon Tea Break	
16:00 – 18:00	Transfer from Emeraldal Hotel to Dolce Hotel	
<b>Trialogue Day 3 (GOUNH): Friday, 6 October 2023</b>		
8:15 – 9:00	Transfer from Dolce Hotel to GOUNH. <b>Be ready at the Dolce Hotel lobby by 8:10 a.m. at the latest.</b>	Dolce Hotel Lobby
9:00 – 13:35	Meeting in Session, including tea break	GOUNH Sessions are in GOUNH C1 and C2 Room Tea Break is at the GOUNH Cafeteria
13:35 – 13:50	Walk to Pizza 4P from GOUNH	

13:50 – 15:30	Farewell Lunch at Pizza 4P	
15:30 – 15:45	Transfer from Pizza 4P to Dolce Hotel	
<b>Departure: Saturday, 7 October 2023, Onward</b>		

### III. ACCOMMODATION

Accommodation for the international participants is arranged and pre-paid for at the **Dolce by Wyndham Hanoi Golden Lake** (Address: B7, Ba Đình, Ha Noi, Viet Nam | Tel.: +84 24 3365 9999) during the official event period in correspondence with the participants' official travel itineraries. Participants will be responsible for any cost incurred to the personal deviation. Check-in time is 15:00, and check-out time is 12:00 noon.

During the stay, a buffet breakfast will be served at the hotel on the 3<sup>rd</sup> floor every morning from 6 a.m. to 10 a.m. Usage of high-speed internet is complimentary at the hotel. The participants will be responsible for the payment of personal expenses, such as the food bar, laundry, etc., during the hotel stay.

### IV. DAILY SUBSISTENCE ALLOWANCE (DSA)

For representatives from abroad, respective UNDP Country Offices will be responsible for all travel requisitions according to the United Nations rules and procedures. The travelers shall receive a reduced DSA, which deducts the expenses covered by the organizer (i.e. accommodation and meals included in the official agenda), and terminal allowance, which compensates the cost of local transport to and from the airports in your country of origin and Hanoi. Please contact your Country Office for any clarification necessary on DSA and terminal allowance.

### V. LOCAL TRANSPORTATION

The organizing team will provide the transport services to and from GOUNH on 4 and 6 October and to and from Van Long on 5 October. On 4 and 6 October, two 29-seater cars are the primary transportation to be used. On 5 October, one 45-seater car and one 16-seater car are in service to commute to and around Van Long.

It is the responsibility of the participants to arrange transportation from Noi Bai Airport to Dolce Hotel on arrival, as well as from the hotel to Noi Bai Airport on selected departure dates, while the cost will be compensated through terminal allowance. Any other transport expenses **incurred outside of the designated trip** must be self-sponsored.

**Noi Bai International Airport:** A public taxi service is available at the airport entrance. The taxi cost ranges from VND250,000 ~ 400,000 (USD11 ~ 20) from Noi Bai to most central Hanoi hotels. You may also utilize other taxis (as below), and buses as well as digital ride-hailing services such as [Grab](#) (gasoline-fueled car) [VinFast](#) (electric-operated car) around Hanoi. Common domestic taxi tariffs are as follows:

Name	Average Rate per KM
Taxi Mai Linh	Est. VND 16,500 VND (0.65 USD) per KM to VND 21,000 VND (0.86 USD) for 4-seat car model.
Taxi Group	
Thanh Cong Taxi	Est VND 18,000 VND (0.74 USD) per KM to 25,000 VND (1.03 USD) for 7-seat car model. * <i>Tax/Airport fee is not included</i>
Taxi G7	

You may also book an airport pick-up through Dolce Hotel by emailing [fo5@dolcehanoigoldenlake.com](mailto:fo5@dolcehanoigoldenlake.com) or [reservations@dolcehanoigoldenlake.com](mailto:reservations@dolcehanoigoldenlake.com). For your departure from Dolce to the airport, please notify the front desk staff in person in the event you need assistance with taxi booking.

## VI. MEALS

Besides the breakfast at the hotel, lunches and morning/afternoon snacks will be served as part of the official agenda. A welcome buffet reception will be organized on the evening of 4 October, and the transport service to and from the restaurant will be provided. Participants are requested to take care of their dinner for the rest of the event period.

## VII. PREPARATION FOR THE VAN LONG TRIP (DAY 2)

**Weather:** Anticipated 24 Celsius to 30 Celsius degrees.

**Clothing:** A comfortable outfit is recommended for the boat tour. It is also advised to take a change of clothes with you just in case you happen to get wet.

**Accessories:** Recommended to bring a hat/umbrella for weather protection. To avoid plastic waste, please carry your water bottle, which will be distributed on Day 1. Water fountains are available on the bus for refilling.

**Breakfast:** Given the early departure time (6 a.m.), Dolce Hotel will offer carry-on breakfast packages for the participants. The Trialogue organizing team will coordinate with the hotel on this service and distribute the packages to the participants on the bus to Van Long.

## VIII. USEFUL CONTACTS

### BES-Net Point of Contact

- Ms. Yuko Kurauchi, Programme Specialist/BES-Net Coordinator, UNDP  
Email: [yuko.kurauchi@undp.org](mailto:yuko.kurauchi@undp.org)
- Ms. Alexandra Postrigan, BES-Net Partnership Building and Stakeholder Engagement Officer, UNDP  
Email: [alexandra.postrigan@undp.org](mailto:alexandra.postrigan@undp.org)  
Phone: +393477136385 (Available on WhatsApp only for emergencies upon arrival)

### Logistical Point of Contact in Viet Nam

- **Focal Person for Logistics Inquiry:** Ms. Nguyen Vu Linh, Logistics Assistant, UNDP Viet Nam  
Email: [nguyen.vu.linh@undp.org](mailto:nguyen.vu.linh@undp.org)  
Phone: +84 0363268020 (Available both for call and on WhatsApp for emergencies upon arrival)
- **For Visa-Related Inquiry:** Ms. Ha Hong Hanh, Protocol Assistant, UNDP Viet Nam  
Email: [protocol.gounh@one.un.org](mailto:protocol.gounh@one.un.org)
- **In case of issues with check-in at Dolce Hotel or conference transportation:**  
Mr. Nam, Hoa Binh Co. Phone: +84 0367281967
- **For General Management Inquiry/Emergency:** Ms. Hoang Thu Thuy, Programme Analyst, UNDP Viet Nam  
Email: [hoang.thu.thuy@undp.org](mailto:hoang.thu.thuy@undp.org)  
Phone: +84 912372143 (Available both for call and on WhatsApp)

## IX. USEFUL INFORMATION ABOUT VIET NAM

- **Location:** The S-shaped land known as Viet Nam stretches along the eastern part of the Indochinese peninsula, surrounded by China to the north, Laos and Cambodia to the west, and the East Sea and the Pacific Ocean to the east and the south.

The country's total length from north to south is 1,650km. Its width, stretching from east to west, is 600km at the widest point in the north, 400km in the south, and 50km at the narrowest part, in the centre, of Quang Binh Province. The coastline is 3,260km long and the inland border is 4,510km.

- **Coordinates:** Latitude: 02° 08' - 109° 28' east | Longitude: 8° 02' - 23° 23' north
- **Population:** 99 million (as of 2022)
- **Administrative Units:** Viet Nam is divided into 63 provinces and centrally-run cities
- **Topography:** 3/4 of Viet Nam's territory consists of mountains and hills
- **Climate:** Viet Nam is located in both tropical and temperate zones. It is characterized by strong monsoon influences but has a considerable amount of sun, a high rate of rainfall, and high humidity. Regions located near the tropics and in the mountainous regions are endowed with a temperate climate.

The monsoon climate also influences the changes in the tropical humidity. In general, Viet Nam has two seasons, with the cold season from November to April and the hot season from May to October, with most noticeable variations where differences of 12-30°C have been observed in the Northern part, while the difference in temperature between the two seasons in the Southern part is almost unnoticeable, averaging 3°C.

There are essentially four distinct seasons, which are most evident in the northern provinces (from Hai Van Pass toward the north): Spring, Summer, Autumn, and Winter. However, there are two main seasons: the rainy season from May to September (hot, high rainfall), and the dry season from October to April (cold, low rainfall). The annual average temperature is 23.2°C, but in winter the average temperature is 17.2°C. The lowest temperature ever recorded was 2.7°C in 1955. The average summer temperature is 29.2°C, with the highest ever recorded being 42.8°C in 1926. On average, there are 114 rainy days a year with around 1,800mm of rainfall.

The weather in Ha Noi in May is normally hot, ranging from 30°C – 35°C.

- **Capital city:** Ha Noi is the capital city of Viet Nam, with a population of more than 8.4 million people (as of 2022). The city comprises two different topographical features: the Red River Delta and the Middle Region of the North. Most of the deltaic land lies on both sides of the Red River and its tributaries (rivers Đuống, Đáy, etc.). The Middle Region comprises Sóc Sơn district and a portion of Đông Anh district, a prolongation of the Tam Đảo mountainous mass stretching towards the Delta which is 7-10 meters or sometimes even hundreds of meters above sea level.
- **Currency:** Viet Nam's unit of currency is the Viet Nam Dong (VND). Major foreign currencies are exchangeable at Vietcombank and other Vietnamese Banks/Branches, ANZ Bank, Citibank, etc. The current exchange rate is about US\$1 = VND 23,500. Major credit cards (Visa, MasterCard, American Express, Diners Club, JCB) and most traveler's checks are accepted. ATMs that dispense VND are widely available but usually have a limit of VND 3,000,000/transaction and VND 10,000,000/day depending on the bank.
- **Electricity and Water Supply:** The standard electricity supply in Viet Nam is 220 Volts, 50 Hz, AC. Most plugs

are two-pin with rounded pins, except in international-standard hotels. Drinking tap water and un-boiled water is not recommended.

- **Phone services:** Local phone services are reliable. Both GSM and CDMA mobile phone systems are in operation although the former is more popular. SIM cards are readily available for GSM mobile phones and can be bought in any convenience stores, post offices or hotels. Local calls from a prepaid mobile phone cost about 30 US cents/minute. The most popular OTT apps are Zalo, Viber, etc.
- **Internet:** Broadband and wireless internet services are available in all major hotels and at the meeting venue.
- **Time:** Viet Nam's standard time zone is GMT +7 hours.
- **Medical Clinic:** Some of the internationally renowned primary clinics that are close to Dolce Hotel are as follows:
  - [Family Medical Center](#) (298 Kim Ma Street | +84 024 3843 0748 | 700 meters from Dolce Hotel)
  - [Thu Cuc International General Hospital](#) (286 Thuy Khue Street | +84 0936 388 288 | 2.7 km from Dolce Hotel)
  - [Raffles Medical International Clinic](#) (51 Xuan Dieu Street | +84 024 3676 2222 | 6.6 km from Dolce Hotel)
- **Tourism:** Information on tourism and other information can be found on the following websites:
  - <http://www.vn-tourism.com>
  - <http://www.vietnamtourism.com>
  - <http://www.vietnamtourism-info.com>