

## Note for Information CCOP-EPPM P3W6:

### Training Sessions for Cambodia on Metadata Concept and Use of GIMS, 13-14 March 2012 Workshop on Database Management, 15-17 March 2012, Cambodia

<b>Accommodation</b>	<p><b>NAGAWORLD HOTEL</b> Address: Samdech Techo Hun Sen Park, Phnom Penh, Kingdom of Cambodia Tel: + Dr. Seng Cheaseth (855) 017 465 738 and Mr. Cheth (855) 077 611 864 Website: <a href="http://www.nagaworld.com/">http://www.nagaworld.com/</a></p>
<b>CCOP Group Hotel Room Rates</b>	<p><b>SINGLE / TWIN Deluxe Room USD 80- nett/ room/ night (including breakfast)</b> <i>The rates is inclusive of service charge and government tax.</i></p> <p>CCOP, as the organizer, will reserve the hotel rooms on behalf of all delegates. Single rooms will be automatically reserved for each nominated delegate both sponsored and own-cost unless requested otherwise. Cancellation of room or no show will incur one night room charge which will fully be borne by the delegate. Any inquiry in regard to room reservation should be directed to organizer.</p>
<b>Training: 13-14 Mar. Function Room</b>	<b>Meeting room 3, Level 2</b>
<b>Workshop: 15-16 Mar. Function Room</b>	<b>Meeting room 2-3, Level 2</b>
<b>Meeting Package</b>	2 coffee breaks and 1 Lunch during training & workshop will be sponsored by the CCOP-EPPM Fund to both sponsored and own-cost delegates plus a limited number of 15 local delegates.
<b>Internet Access</b>	<b>Additional charge USD 105.00/ day</b>
<b>Evening Functions</b>	Welcome Dinner on <b>Thursday 15 March</b> (hosted by CNPA) Farewell Dinner on <b>Friday 16 March</b> ( hosted by CCOP-EPPM Fund ) Details to be announced, Round-trip transport from Hotel will be provided.
<b>Excursion</b>	1-day Field Trip on <b>Saturday 17 March</b> will be organized and sponsored by " <b>CNPA</b> ". The programme will be announce later.
<b>Airport Transfer</b>	Round-trip Airport transfer service will be arranged and provided to both sponsored and own-cost foreign delegates according to their flight schedules. Representatives from CNPA will wait at the arrival hall with a signage " <b>CCOP</b> ".  <b>Note:</b> The foreign passengers no longer have to pay airport departure tax in Cambodia.

## Note for Information CCOP-EPPM P3W6:

### Training Sessions for Cambodia on Metadata Concept and Use of GIMS, 13-14 March 2012 Workshop on Database Management, 15-17 March 2012, Cambodia

<b>Visa Requirements</b>	<p>Delegations, who are required to <u>obtain entry VISA to Cambodia, pls provide your completed passport details to organizer within deadline. The Official Invitation Letter from Cambodia National Petroleum Authority (CNPA) will be provided and submitted upon requested.</u> Delegates will receive "<i>Acceptance Letter</i>" issued by <i>the CCOP as organizer</i> via E-mail for the travel approval from their organizations.</p> <p><b>Note:</b> The delegates must possess a passport valid for at least six months upon departure.</p>
<b>Sponsorship</b>	<p><b>Daily Subsistence Allowance (DSA):</b> will be distributed to sponsored participants at registration day in Cambodia. This DSA covers accommodation (based on single occupancy rate), meals and any incidental expenses. Sponsored participants are to settle the payment of their room and personal expenses with the hotel directly. In case of compulsory overnight transit, the cost of extra nights will also be calculated into the DSA and assistance can be provided for hotel reservation.</p> <p><b>Air-tickets:</b> Sponsored participants are kindly requested to purchase the air-ticket for reimbursement upon the provision of original receipt indicating CCOP-approved itinerary &amp; airfare.</p>
<b>Travel Insurance</b>	Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.
<b>Activity Record</b>	A USB drive will be provided to all participants that is included presentations, final list and contact details of delegates and some pictures.
<b>Currency</b>	USD 1 ~ Riel 4,000 ( as of January 2012 )
<b>Climate</b>	Average daily temperatures range from 73 to 95 degrees Fahrenheit (23 to 32 degrees Celsius).
<b>Time Zone</b>	GMT+7
<b>For more information, please contact</b>	<p><b>Mr. Simplicio P. Caluyong</b> EPPM Project Coordinator, CCOP Technical Secretariat CCOP Building, 75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand Tel: +66 (0) 2644 5468 ext. 503, Fax: +66 (0) 2644 5431, Mobile +66 (0) 81 827 0527 E-mail <a href="mailto:sim@ccop.or.th">sim@ccop.or.th</a> , Website: <a href="http://www.ccop.or.th">www.ccop.or.th</a>, Skype: Sim Caluyong</p> <hr/> <p><b>MR. LIM VATHA</b> Deputy Director of Upstream Division Cambodian National Petroleum Authority #13-14 Russian Federation Blvd., Sangkat Kakab, Khan Dangkor, Phnom Penh, Cambodia Tel: 855-888-998877, Fax: 855-23-866 234 E-mail: <a href="mailto:limvatha@gmail.com">limvatha@gmail.com</a></p>

**Note for Information CCOP-EPPM P3W6:**

**Training Sessions for Cambodia on Metadata Concept and Use of GIMS, 13-14 March 2012**  
**Workshop on Database Management, 15-17 March 2012, Cambodia**