



**Ministries of Health,
Ecology and Natural
Resources and Agency
of Transport,
Republic of Moldova**



**United Nations
Economic
Commission for
Europe**



**World Health
Organization
Regional Office for
Europe**

WORKSHOP ON SUSTAINABLE AND HEALTHY URBAN TRANSPORT
Focus on Eastern and Southeast Europe, Caucasus and Central Asia

29-30 October 2008, Chisinau, Republic of Moldova

Organized in the framework of the Transport, Health and Environment Pan-European Programme (THE PEP)

INFORMATION CIRCULAR

Dear Participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

1. Site of the meeting

The meeting takes place at the following Venue:

Rose Conference Hall
Codru Hotel, 127, 31 August 1989 Str.
MD 2012 Chişinău, Moldova,
Tel. +373 22 237948,
Fax +373 22 237 948
e-mail: codru@codru.md
www.codru.md

2. Transportation

Please note that the meeting venue, Rose Conference Hall is located at the Codru Hotel, in the Centre of Chisinau, close to the Public Garden **Stefan cel Mare (Stephen the Great)**. Suggested hotels (Dacia Hotel, Jolly Allon Hotel) are near the meeting venue.

A shuttle service to your Hotel, will be provided both upon your arrival at Chisinau International Airport and upon your departure. To enable us to organize this shuttle service, please remember to inform us of any change in your arrival and departure date and time.

More detailed information regarding these shuttle services will be sent to you by e-mail a few days before departure to Chisinau.

Language of the meeting

The meeting sessions will be held in English with simultaneous interpretation into Russian. THE PEP Bureau meeting that will be held on Friday 31 October will be in English only.

3. Registration

Registration of participants will take place from 9.00 to 9.30 on Wednesday 29 October 2008, directly at the meeting site.

4. Working Hours, opening session and closure

The meeting will start at 09.30 on Wednesday 29 October and will close at 15.30 on Thursday 30 October. The closing session will be followed by a pre-meeting of the Extended Bureau of THE PEP Steering Committee on Thursday 30 October, at the same place (16.00-18.00), to be continued on Friday, 31 October (9:00-15:00). See separate Bureau agenda.

Please note that lunch breaks as well as short breaks for refreshments in the mornings and afternoons will be offered on all days.

5. Visas

Please check with your travel agent if a visa is required for your travel to the meeting. If so, kindly apply for one as soon as possible. The letter of invitation to participate in the meeting should facilitate the issuance of your visa.

Please note that visas cannot be issued at Chisinau international airport. Visas are issued exclusively by the Diplomatic and Consular Missions of the Republic of Moldova abroad (visas will not be issued at Chisinau airport). For other details please consult web page of the Moldovan Ministry of Foreign Affairs and European Integration <http://www.mfa.gov.md/consular-information/#types>.

6. Accommodation

We have provisionally booked 30 single rooms for the nights of 28-29 and 30 October in the following hotels which are near the meeting site:

Address	Price / Remarks	Phone, Fax, Email
Jolly Alon Hotel 37 Maria Cebotari str.	90,00 € for single rooms – breakfast included	Tel. +373 22 881 751 Fax + 373 22 232 870 e-mail: reservation@jollyalon.com www.jollyalon.com
Dacia Hotel 31 August str., 135 Chisinau	60,00 € for single rooms – breakfast included	Tel. +373 22 232 251 Fax + 373 22 234 647 e-mail: info@hotel-dacia.com www.hotel-dacia.com
Codru Hotel 127, 31 August 1989 Str. MD 2012, Chişinău	80,00 € for single rooms – breakfast included	Tel. +373 22 237 948 Fax + 373 22 237 948 e-mail: codru@codru.md www.codru.md

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*In order to confirm your booking, please fill the name of the hotel, the exact dates of your arrival and departure in the attached Registration Form and send it directly to the Host Secretariat and the UNECE Secretariat, as specified in the form. This will be fundamental in order to enable us to organize hotel booking and bus shuttle between the Airport and the hotels. **Hotel rooms will be paid for by the participants themselves, except in the case where travel and accommodation have been arranged in advance by the UNECE.***

All participants are requested to settle their bills directly with the management of the hotel for any additional charges (laundry, room service, bar bills, telephone calls etc.). VISA, Mastercard/Eurocard and Diners major credit cards are accepted.

Please note that you should inform immediately both Host and UNECE secretariats if appear any last minute changes affecting your reservation.

7. Currency, Exchange Rate

The currency used in Moldova is Moldavian Lei (MDL). On 24 September 2008, the exchange rate was 1 USD for 10.4 MDL and 1€ for 15.25 MDL.

Foreign currency exchange offices are available at the hotel and around the hotel.

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any queries however, please do not hesitate to contact us. We would be grateful if you could return the attached registration form as soon as possible, but not later than **15 October 2008**.