

INFORMATION NOTE



**Achieving the Sustainable Development Goals
through Effective Delivery of Services,
Innovative Transformation &
Accountable Institutions**



GENERAL INFORMATION

Date and Place

The 2019 United Nations Public Service Forum and Awards Ceremony (UNPSF 2019) will take place in the Republic of Azerbaijan, from **24 to 26 June 2019** (from 09:00 to 18:00) under the theme 'Achieving the Sustainable Development Goals through effective Delivery of Services, Innovative Transformation and Accountable Institutions'.

The Forum will be held at the **Heydar Aliyev Center**. (Three workshops will be held at the Baku Congress Hall - next to the Heydar Aliyev Center)

Map of Heydar Aliyev Center: (Address: 1 Heydar Aliyev Avenue, Baku 1033)



Organizers

The UNPSF 2019 is organized by the State Agency for Public Service and Social Innovations under the President of the Republic of Azerbaijan jointly with the United Nations Department of Economic and Social Affairs (UN DESA) through its Division for Public Institutions and Digital Government (DPIDG) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).



Visa

International participants are responsible for obtaining an entry visa to the Republic of Azerbaijan.

It is important to contact the nearest Consulate and/or Embassy of the Republic of Azerbaijan in your country to check entry visa requirements.

Foreign nationals from countries where Azerbaijan has a Diplomatic or Consular Representation should submit their application, together with a letter of invitation issued by the Forum organizers. The application form for visa to the Republic of Azerbaijan should be duly completed, in capital Latin characters.

The nations of 95 countries can obtain an e-visa (ASAN visa) within 3 hours / 3 days via www.evisa.gov.az/en.

The list of countries whose nations are eligible for an e-visa is available on www.evisa.gov.az/en/countries.

Passport holders of the following countries are eligible to apply for a visa upon arrival at the international airports of the Republic of Azerbaijan (Baku, Ganja, Gabala and Lankaran):

- | | | |
|--------------|-------------|------------------|
| 1. Bahrain | 6. Japan | 11. Saudi Arabia |
| 2. China | 7. Kuwait | 12. Singapore |
| 3. Indonesia | 8. Malaysia | 13. South Korea |
| 4. Iran | 9. Oman | 14. Turkey |
| 5. Israel | 10. Qatar | 15. UAE |

A list of countries whose nationals are exempt from requiring a visa to enter Azerbaijan can be found on the following website: www.mfa.gov.az/en/content/189. The site also contains information for those using a service or diplomatic passport including permitted duration of stay etc.

Nationals of countries where the Republic of Azerbaijan does not have a Diplomatic Representation, as well as those nationals who cannot obtain an e-visa for Azerbaijan, are kindly requested to send an email to **Mrs. Reyhana Hajiyeva** <r.hajiyeva@asan.gov.az> at their earliest convenience, but no later than 5 June 2019.

Foreigners and stateless persons staying in Azerbaijan for a period exceeding **15 days** should register at the Migration Service of the Republic of Azerbaijan.



Travel

Participants are responsible for covering their own flight and other travel related expenses.

Participants are responsible for organizing and covering the costs of their own transfer to and from the airport and hotel.

Transport to and from the Forum venue

Buses will be provided between recommended hotels (see section on accommodation below) and the Forum venue daily: 24 June (morning and evening), 25 June (morning and evening) and 26 June (morning).

Participants are kindly requested to proceed to the buses in due time. The buses will be waiting for you in front of the recommended hotels at 07:20 on 24 June and at 08:00 on 25-26 June.

On 24 June (evening), right after the Forum, the buses will be waiting for you (at 18:00) in front of Heydar Aliyev Center to take participants to the Dinner Reception. After the Dinner Reception, guests will be taken to the recommended hotels.

At 17:30 on 25 June, buses will be waiting in front of Heydar Aliyev Center to take participants who have registered to visit the Baku "ASAN service" centers. After the visit to the "ASAN service" centers, the buses will take participants to the recommended hotels.

Taxis and rental cars are also available at the city.

Accommodation

Participants are responsible for booking and covering the cost of their hotel accommodation.

Kindly follow the link below for a list of the recommended hotels, which were selected for their proximity to the Forum venue and offer a special price for Forum participants. It is important to mention, at the time of the reservation, that you are a participant of the Forum so as to be granted the special discount. Please submit the copy of your invitation letter and the valid travel document to the contact person in your preferred hotel. You can find names, details and prices of hotels here: <https://unpsf2019baku.com/hotels>

Note: To see the prices of the recommended hotels, it is important to log in to <https://unpsf2019baku.com/login>.





Registration and badges

Online registration is mandatory to participate in the Forum. There is NO FEE to attend the Forum, however, attendance is BY INVITATION ONLY.

Participants' accreditation and badge collection will take place at the recommended hotels (between 11:00 on 23 June and 02:00 on 24 June 2019) and at the Forum Reception Desk in the Heydar Aliyev Center starting at 07:30 and finishing at 08:15 on 24 June 2019.

Participants will be provided with a badge upon presentation of their passport (or ID card for Azerbaijani nationals) and the confirmation letter at their registration.

Relevant conference documents and materials

Forum documents including an aide memoire, programme and concept notes can be accessed on the Forum website <https://unpsf2019baku.com/>.

Mobile Application

For your easy of reference, you can also download the Mobile Application (UNPSF2019 Application for IOS and Android platforms) dedicated to the Forum that will constantly provide you with the updated documents.

Media

Representatives of international media wishing to cover the event, should email **Mr. Zaka Muradov** (z.muradov@asan.gov.az) and request an accreditation from the Ministry of Foreign Affairs of the Republic of Azerbaijan.

All documents and information, including name, surname, country of origin, CV or short bio, organization and scan of a valid travel document should be sent to **Ms. Sheyda Rzazade** (sh.rzazade@asan.gov.az) no later than 15 May 2019. Any request for press registration received later than 15 May will not be considered.

Facilities and services by the Heydar Aliyev Center

The following services will be available to all participants during the Forum:

1. Cybercafé;
2. Free Wi-Fi;
3. Information desk.





Courtesy and hospitality of the hosting side

Lunch will be provided at the Forum Venue by the host country.

Participants are kindly invited to a Cultural event generously organized by the host followed by the Gala Dinner.

The hosting side will also organize a visit to the "ASAN service" centers on 25 June 2019. Azerbaijan Service and Assessment Network (ASAN) is a one-stop-shop service center for citizens and residents to access public and private services in Azerbaijan. "ASAN service" is the 1st place winner of the United Nations Public Service Award in the category of "Improving the Delivery of Public Services" in 2015.

USEFUL INFORMATION ABOUT AZERBAIJAN

Geography

Azerbaijan is located in the South Caucasus region, part of Eurasia being the Caspian Sea coastal country. The territory of Azerbaijan is 86,600 square kilometers.

Azerbaijan has 825 kilometers coastal line (without islands). Its capital Baku is the largest city of the region, located at the shores of the Caspian Sea, the largest Lake in the world.

The reviving nature of the country is habitat for leopards and wild horses, among others. The landscape ranges from – 28 meters on the cost of the Caspian Sea to over 4500 meters in the mountains.

Weather

Azerbaijan is an incredibly beautiful area of unique natural contrasts: 9 of 11 main climatic types of the Earth, from subtropics to alpine meadows, are represented there; the four seasons can be watched simultaneously; there is the splendid flora of humid sub-tropics and everlasting snow and glaciers of Shahdagh and Murovdagh, Gabala forests, full of spring flavors, and hot steppes of Mil, Mugan, and Shirvan, and mist and rains over tea and citrus plantations in the foothills of the Talish Mountain Range and warm "Moryana" (a shore-to-sea breeze) and the Absheron Peninsula's gusty "Khazri" (the Caspian north wind), all neighboring each other. The average temperature in the daytime during the month of June in Baku is about 32-34°C / 90-94°F.

Language



Azerbaijani is the state/official language of the Republic of Azerbaijan. While Azerbaijani is the main language of daily interaction country wise, you can also communicate with the locals in English, Turkish or Russian.

Currency and Banking

The monetary unit is the Azerbaijani Manat (₼) (AZN).

Reference rate: 1 USD = 1.68 Azerbaijani Manat 1 euro = 1.91 Azerbaijani Manat

Major Credit and Debit cards are accepted in most hotels and restaurants.

ATMs are widely available. You can exchange foreign currency in banks, which are also located in major hotels and malls.

Banks are open from Monday to Friday from 09:30 to 17:00

Taxes

Value Added Tax (VAT) is 18%.

Tips for extra services are always appreciated but not required. Most restaurants include all taxes to the final bill.

Time zone:

Azerbaijan Time UTC + 4

Health information:

Medical services:

Medical services will be available to reach by dialing 103.

Health insurance:

It is recommended that all participants obtain health insurance to cover medical expenses in Azerbaijan.

Vaccination:

A vaccination certificate is not required for entry into Azerbaijan.



Electricity supply and voltage

In Azerbaijan the standard voltage is 220 V and the frequency is 50 Hz. You can use your electric appliances in Azerbaijan, if the standard voltage in your country is in between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa).



Postal services, fax and Internet

Postal and fax services are available in post offices and in all hotels. Internet access is also provided in all hotels in Baku.

CONTACT INFORMATION

For overall substantive and organizational enquiries, please contact:

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