



ADMINISTRATIVE ARRANGEMENTS

FIFTIETH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO) AT COLOMBO, DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA 26 JUNE - 1 JULY 2011

NOTE: For Updates on the Annual Session, Please refer to the Webpage of the Fiftieth AALCO Annual Session at [Ministry of Justice, Government of Sri Lanka Website: <http://www.justiceministry.gov.lk> and AALCO's Website: <http://www.aalco.int>]

A. VENUE OF THE MEETING

The Fiftieth Annual Session of the Asian-African Legal Consultative Organization Session ("50th AALCO Annual Session") will be held in Colombo, Sri Lanka. The venue for the 50th AALCO Annual Session is as follows:

Cinnamon Lakeside Colombo

115, Sir C. A. Gardiner Mawatha,
Colombo, Sri Lanka

Telephone No. +94 71 7078232 & +94 11 2491000

Fax No: +94 11 471 4143

E-mail: naslin@cinnamonhotels.com.

Website: www.cinnamonhotels.com

B. FOCAL POINT

The National Organizing Committee (NOC)

1. Mr. Priyasath Dep, President's Counsel (**Head of NOC**)
Solicitor General of Sri Lanka
Attorney General's Department,
Colombo 12, Sri Lanka
Tel No: +94 – 11- 2440239/2323595
Mobile: + 94 - 77-7677730
E-mail: priyasathdep@yahoo.co.uk
Fax:+ 94-11-2329992
2. Mrs. Kamalini de Silva
Additional Secretary (Legal)
Ministry of Justice,
Superior Court Complex
Colombo 12, Sri Lanka
Tel No: +94- 11-2433301
Mobile: +94-77-7179558
E-mail: secretary@justiceministry.gov.lk
Fax: +94-11-2445447
3. Mr. Jayantha Jayasuriya
Deputy Solicitor General
Attorney General's Department, Colombo 12, Sri Lanka.
Tel No: +94-1-2458293 (Office)
Mobile: +94 - 77-3017729
Email: jayanthac@hotmail.com
Fax: +94 -11-2436421
4. Mr. Kapila Waidyaratne
Deputy Solicitor General
Attorney General's Department, Colombo 12, Sri Lanka.
Tel No. 94-1-2438792 (Office)
Mobile: +94- 77-3799552
Email: kapilawaidyaratne@hotmail.com
Fax: +94 -11-2436421
5. Mrs. Nelum Mayadunne Bandara
Actg. Legal Advisor, Ministry of External Affairs,
Republic Building, Colombo 01, Sri Lanka.
Tel No: + 94-11-2448355
Mobile : +94-77-2267934
E.Mail : Legal@formin.gov.lk
Fax: +94-11-2433384

6. Mrs. Piyumanthi Peiris
Senior Assistant Secretary
Ministry of Justice,
Superior Court Complex,
Colombo 12, Sri Lanka
Tel No: +94- 11 2432710
Mobile: + 94 - 71-8258869 Fax: +94-11-2445447
E-mail: aalco2011@gmail.com
7. Name: Mrs. Sanjika Kammanankada
Legal Officer
Ministry of External Affairs,
Republic Building, Colombo 01, Sri Lanka
Tel No: +94-11-2325923
Mobile :+94-77-3464394 Fax: +94-11-2433384
Email : kammanankada@yahoo.com

For further information with regard to the 50th AALCO Annual Session, please contact any of the following members of the AALCO Secretariat,

Contact Points at the AALCO Secretariat

H.E. Prof. Dr. Rahmat Mohamad
Secretary-General, AALCO
29-C, Rizal Marg,
Diplomatic Enclave, Chanakyapuri,
New Delhi-110021, India
Tel:+91-11-26117641/26117642
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Dr. Xu Jie
Deputy Secretary-General, AALCO
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Dr. Hassan Soleimani
Deputy Secretary-General, AALCO
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Diplomatic Enclave, Chanakyapuri,
New Delhi-110021, India
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Fax +91-11- 26117640
Email: hsoleimani@aalco.int

C. REGISTRATION FORM

The registration form is as attached to this document. Alternatively, the form will be available at <http://www.justiceministry.gov.lk> and www.aalco.int. All forms should be completed and returned by facsimile or email to the NOC Secretariat of the 50th AALCO Annual Session 2011 of Sri Lanka by 20th June 2011 at the following address:

NOC Secretariat of the 50th AALCO Annual Session
C/o. Ministry of Justice
Superior Court Complex
Colombo 12
Sri Lanka
Fax No: +94-11-2445447
E-mail: aalco2011@gmail.com

D. GUESTS OF THE GOVERNMENT OF SRI LANKA

Guest status will be accorded by the Government of the Democratic Socialist Republic of Sri Lanka to the Heads of Delegation and Special Invitees ("Guests of the Government of Sri Lanka"). The Guest status by the Host Government is accorded only to the Heads of Delegation having the rank of Minister or Minister of State or Attorney-General in the respective Governments and the Secretary-General of AALCO.

E. PERSONAL SECURITY OFFICERS

Guests of the Government of Sri Lanka will be provided with a Personal Security Officer ("PSO") from the Sri Lanka Police Force.

F. ACCOMMODATION

For delegates attending the 50th AALCO Annual Session whose accommodation is not being borne by the Government of Sri Lanka, a special conference package has been arranged at the following hotels inclusive of breakfast. The addresses of the hotels are as follows:

1. **Cinnamon Lakeside Colombo**
 115, Sir Chittampalam A.Gardiner Mawatha
 Colombo 2. Sri Lanka
 Tel: +94- 71 7078232
 Fax: +94-11-4714143
 E-mail : naslin@cinnamonhotels.com.
 Website: www.cinnamonhotels.com
 Single room B & B - 172 \$ (inclusive of taxes)
 Double room B& B - 185 \$ (inclusive of taxes) } deluxe city view

2. **Cinnamon Grand Colombo**
 P.O.Box 252, 77, Galle Road,
 Colombo 03. Sri Lanka.
 Tel.: +94-11-2437437
 Fax: +94-11-2449283
 Email : sadhana@cinnamonhotels.com
 Website : www.cinnamonhotels.com
 Single room B & B - 140 \$ +27% tax
 Double room B& B - 150 \$ +27% tax } cinnamon room

3. **Taj Hotels Resorts and Palaces**
 25, Galle Face Centre Road,
 Colombo 03. Sri Lanka.
 Tel : + 94 -11 2446622 & +94 -71- 4306791
 Fax : +94-11-2437208
 Email - kanishka.udawatta@tajhotels.com
 Website : www.tajhotels.com
 Single room B & B - 171 \$ (inclusive of taxes)
 Double room B& B – 182 \$ (inclusive of taxes) } superior category city facing rooms

4. **Hilton Colombo**
 No. 2 Sir Chittampalam A Gardiner Mawatha,
 Colombo 1, Sri Lanka.
 Tel: +94-11- 2544644
 Fax: +94-11-2492191
 E-mail : sarath.ranasinghe@hilton.com
 Website: www.hilton.com
 Single room B & B - 135 \$ +27% tax
 Double room B & B - 145 \$ + 27% tax } standard room

5. **Galadari Hotel**
 Address: 64, Lotus Road,
 Colombo 1, Sri Lanka.
 Tel: +94 11 2544544
 Fax: +94 – 11-2544585
 Email: naizer@galadarihotel.lk
 Website: <http://www.galadarihotel.lk>
 Single room B & B – 171 \$ (inclusive of taxes)
 Double room B& B – 183 \$ (inclusive of taxes) } standard room upgraded to superior

6. Ramada Colombo
No. 30, Sir Mohamed Macan Markar Mawatha,
Colombo 3, Sri Lanka.
Tel: +94-11-4794309/2422001
Fax: +94-11-2445836
E-mail: palitha@ramadacolombo.com
Website: www.ramadacolombo.com
Single room B&B – 131\$ (inclusive of taxes) – standard room
Double room B&B – 141 \$ (inclusive of taxes) – standard room

All room reservations should be made by direct contact with the Hotel. When making the reservation the delegates should inform the hotel that they are attending the AALCO meeting. The necessary instructions have been given to the specified hotels in this regard. While the delegates have discretion to choose a hotel for accommodation it is recommended for the delegates to opt for the conference venue. The Government of Sri Lanka will pay only for the accommodation of those accorded with the Guest status. (Any other expenses incurred by them such as alcoholic beverages or miscellaneous service charges etc. are not covered.)

Delegates other than Guests of the Government of Sri Lanka

All other delegates are responsible for the settlement of their personal hotel accounts and any other charges incurred upon departure and are kindly requested to settle their Bills directly with the hotel.

G. MEETING ARRANGEMENTS

(i) Registration

A registration Desk will be available at the Cinnamon Lakeside Colombo Hotel premises. Registration will commence from 26th June 2011 from 17.00 hrs to 20.00 hrs. Registration will continue on 27th June 2011 from 08.00 hrs to 09.30 hrs at the Conference Venue. All delegates and observers are advised to register their names before the Inaugural Session and to obtain their Meeting Badges. Delegates will not be permitted into the meeting hall without meeting Badges.

(ii) Meeting Badges

Meeting Badges for all speakers and delegates will be issued upon Registration.

Different Colour schemes would be followed for different category of delegates.

Red Colour for the Heads of Delegations of AALCO Member States

Blue Colour for the Delegates from Member States

Green Colour for the Observers (Non-Member States and International Organizations)

Yellow Colour for the Members of the National Organizing Committee (**NOC**)

Grey Colour for the AALCO Secretariat

(iii) Working Language

The working language of the 50th AALCO Annual Session will be English and all documentation will be in the English language. There will be simultaneous translations during the session, from English into Arabic and Arabic into English at the plenary session. The Secretariat Reports on the deliberated agenda items shall be translated into Arabic as well.

(iv) Dress Code

Business attire will be required for the meeting and the Official Dinners.

(v) Distribution of Documents

Documents of the 50th AALCO Annual Session will be available and can be downloaded from the AALCO's website (www.aalco.int). In addition, the Secretariat of the AALCO will be transmitting an official set (only one set per delegation) of the meeting documents to all members of States. Delegations are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session.

(vi) Matters for Consideration

Certain topics on the work programme of AALCO would be deliberated, during the 50th Session namely: 1) Report of matters relating to the Work of International Law Commission at its Sixty-Second Session; (2) Law of the Sea; (3) Report on the Work of UNCITRAL and other International Organizations in the Field of

International Trade Law; (4) Environment and Sustainable Development; (5) Deportation of Palestinians and other Israeli Practices Among Them the Massive Immigration and Settlement of Jews in All Occupied Territories in Violation of International Law Particularly the Fourth Geneva Convention of 1949; and (6) Expressions of Folklore and its International Protection, in addition to the organizational matters.

(vii) Two Special Meetings

The two-half day special meetings would be jointly organized by the Government of Sri Lanka and AALCO Secretariat with the (possible partnerships) on the following :-

- Trafficking of Women/Children, Migrant Workers and Protection of Children
- International Commercial Arbitration

(viii) Secretariat

The AALCO Secretariat will be located at the Hotel Cinnamon Lakeside which is the conference venue.

(ix) Drafting Committee

A Drafting Committee will be established at the Conference venue which will be chaired by the host country with the assistance of the AALCO Secretariat.

H. MEDICAL FACILITIES

National Organizing Committee (NOC) has arranged with the Ministry of Health of Sri Lanka for basic medical facilities for all delegates in cases of emergency.

I. AIRFARE

Delegations are required to make their own travel arrangements.

J. MEALS

Breakfast will be provided for all delegates at the respective hotels, unless otherwise stated, all meals including tea during sessions as well as lunches and dinners will also be provided for all delegates throughout the meeting dates.

K. PROTOCOL, IMMIGRATION AND TRANSPORTATION

(i) Arrival and Departure at Colombo Bandaranaike International Airport

The National Organizing Committee (NOC) Personnel will be at the Colombo Bandaranaike International Airport, to meet and assist the Ministers, Attorneys General, Solicitors General, Secretary General of AALCO and other Guests of the Government of Sri Lanka, and delegates on their arrival and departure. NOC. Desk will be located at the Airport to assist all delegates.

At Hotel

The National Organizing Committee Personnel will be at the hotel to meet and assist all delegates.

(ii) Return bookings/confirmation

Delegates are responsible for their return air-travel bookings confirmation. Please contact the Hotel Reception counter or the Secretariat for assistance if required.

(iii) Transportation at the Airport

Heads of Delegations and invited guests who are accorded Guest status of Guests by the Government of Sri Lanka will be provided with separate vehicles at the airport for transportation to the hotel on their arrival and for transportation from the hotel to the airport on their departure.

The National Organizing Committee personnel will also assist the other delegates at the airport for transportation to the hotel on their arrival and from the hotel to the airport on their departure.

Transportation during the Annual Session

Transportation will be provided for all delegates who are staying at the specified hotels to the Conference venue and to attend any official/social functions.

L. HELP DESK

A help desk for all delegates will be made available at the Secretariat Room from 08:00 hours to 2000 hours daily from 26th June 2011 – 1st July 2011.

M. PASSPORT AND VISA

To gain entry into Sri Lanka, foreign nationals need to have in their possession passports with at least six months of validity and appropriate visas. Guests and delegates from all countries are requested to obtain visas from the Sri Lanka High Commission/Embassy in their respective countries. In Member States where such High Commissions/Embassies are not available the Ministry of External Affairs of Sri Lanka with the assistance of the Controller General of Immigration & Emigration will make arrangements at the airport to grant visas on arrival for the delegates. For this purpose, the concerned delegates should transmit a scanned copy via e-mail of the relevant passport page containing the details with the photograph to NOC Secretariat of the 50th AALCO Annual Session (e-mail: childabduction_moj@hotmail.com) with copy to Mrs. Sanjika Kammanankada (e-mail: kammanankada@yahoo.com or legal@forin.gov.lk)

For further info: controller@immigration.gov.lk
Tel: 94-11-5329000/ 2674621
<http://www.immigration.gov.lk>

N. HEALTH

All passengers who arrive in Sri Lanka from regions where yellow fever vaccination is required if the disease is endemic in the country of departure need to strictly adhere to the WHO recommendations and will be required to carry their Yellow fever Card.

O. OFFICE FACILITIES

Email/Internet facilities and printing facilities would be made available at the Conference venue for the use of delegates without any cost.

Further, e-mail / internet, telephone/facsimile services in addition to photocopy of services are also available at the business Center of the hotel and delegates are to be responsible for all costs incurred for these additional facilities.

(i) Water

The delegates are advised to drink bottled water for extra safety.

(ii) Climate

Sri Lanka has a warm and humid tropical climate with no marked seasons. There are no extremes of temperature and the average annual temperature can range from 28 °C (82.4 °F) to nearly 31 °C (87.8 °F) in the lower altitudes. However, the central highlands or the hill country are cooler and more temperate with average temperatures that could descend to 60.8 °F (16 °C) and that could rise to a maximum of approximately 91.4 °F (33 °C). For further info; www.visitsrilanka.lk

(iii) Banking Services and Currency

Sri Lanka Rupee = 100 cents. Currency Notes are in denominations of Sri Lankan rupees (SLRs) 5000, 2000, 1000, 500, 100, 50, 20, and 10. Coins are in denominations of SLRs 10, 5, 2 and 1, and cents 50, 25, 10, 5, 2 and 1.

USD 1 = SLRs 110.39 (app.) For the latest exchange rates see:

<http://www.cbsl.gov.lk>

Delegates are advised to exchange foreign currency at authorized exchanges, banks and hotels.

American Express, Visa Cards and Master Cards are widely accepted in Sri Lanka.

The delegates may wish to take traveller's cheques in US Dollars, to avoid additional exchange rate charges.

(iv) Local transport

Car hires for private purposes can be arranged through hotel. There are also taxi services available. Since taxi fares are not fixed it is advisable to negotiate the fare prior to traveling or go by the meter.

(v) Time difference

Local time is GMT + 5.30

(vi) Electricity supply

Electrical current is 230 volt, 50Hz. Round, three-pin plugs are used.

(vii) Tipping

Tipping at hotels/restaurants is not prohibited in Sri Lanka. However, most hotels and restaurants would include a percentage of the bill as a service charge.

P. Social Events

As the 50th Session will be the Golden Jubilee Session of AALCO, a number of social events will take place during the current session.

Q. Sightseeing

Sightseeing excursion to show the natural and scenic beauty of Sri Lanka will be organized by the Host Government in addition to shopping sprees.

**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
FIFTIETH ANNUAL SESSION
CINNAMON LAKESIDE COLOMBO,
115, SIR C. A. GARDINER MAWATHA, COLOMBO, SRI LANKA
26 June – 1st July 2011**

REGISTRATION FORM

NAME: _____

Surname

First

Middle

PASSPORT NUMBER

COUNTRY

TITLE

ORGANIZATION

DESIGNATION

OFFICIAL ADDRESS

PERMANENT ADDRESS

E-Mail :

Tel. No. _____ Fax No. _____

SIGNATURE & DATE

**INTERNATIONAL
ORGANISATIONS / OBSERVER STATES
(GREEN COLOUR)**

**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
FIFTIETH ANNUAL SESSION
CINNAMON LAKESIDE COLOMBO,
115, SIR C. A. GARDINER MAWATHA, COLOMBO, SRI LANKA
26 June – 1st July 2011**

REGISTRATION FORM

NAME: _____

Surname

First

Middle

PASSPORT NUMBER

COUNTRY/ORGANIZATION

TITLE

STATUS: HEAD OF DELEGATION

ALTERNATE MEMBER:

ADVISER / MEMBER

PERMANENT MAILING ADDRESS

E-Mail _____

Tel. No. _____ Fax No. _____

SIGNATURE & DATE _____