

HA NOI, 26-27 OCTOBER 2023

The OECD Southeast Asia Ministerial Forum 2023

**Sustainable and Quality Investment: A New Momentum for
OECD – Southeast Asia Partnership**

LOGISTICS NOTE



1. Introduction

The Ministry of Foreign Affairs of the Socialist Republic of Viet Nam, the Department of Foreign Affairs and Trade of the Australian Government and the OECD will co-host the OECD Southeast Asia Ministerial Forum 2023 under the theme of ***Sustainable and Quality Investment: A New Momentum for OECD – Southeast Asia Partnership***.

2. Date and venue

The 2023 OECD Southeast Asia Ministerial Forum will be held at Melia Hanoi Hotel on 26-27 October 2023.

Melia Hanoi Hotel



- Address: 44B Ly Thuong Kiet street, Hoan Kiem district, Ha Noi, Viet Nam
- Telephone: +84 24 3934 3343
- Website:
<https://www.melia.com/en/hotels/vietnam/hanoi>

3. Tentative programme and meeting format

3.1. Tentative programme

Hanoi Time/ Paris Time	Programme	Venue
Thursday, 26 October 2023		
09:30 – 12:30 4h:30 – 7:30	Investor Roundtables and Business Networking Event	Grand Ballroom (1F)
OECD Southeast Asia Ministerial Forum		
14:30 – 15:00 9:30 – 10:00	Registration	Hotel Foyer (1F)
15:00 – 15:25 10:00 – 10:25	Opening Ceremony	Grand Ballroom (1F)
15:25 – 15:30 10:25 – 10:25	Group photo	Grand Ballroom (1F)
15:30 – 17:00 10:30 – 12:00	First Ministerial Discussion: <i>The global investment trends – New potential for sustainable and quality investment in Southeast Asia</i>	Grand Ballroom (1F)

17:00 – 17:15 12:00 – 12:15	Coffee Break	Hotel Foyer (1F)
17:15 – 18:45 12:15 – 13:45	Second Ministerial Discussion: <i>Financing the energy transition: Where to from here</i>	Grand Ballroom (1F)
18:45 – 19:00 13:45 – 14:00	Closing Remarks	Grand Ballroom (1F)
19:15 - 20:30 14:15 – 15:30	Official Dinner	Grand Ballroom (1F)
Friday, 27 October 2023		
OECD – Viet Nam Investment Forum		
08:30 - 09:00 03:30 - 04:00	Registration	Hotel Foyer (1F)
09:00 - 09:30 04:00 - 04:30	Opening Ceremony	Grand Ballroom (1F)
09:30 - 10:40 04:30 - 05:40	Session 1: <i>Towards quality and sustainable investment in Viet Nam: A deep dive</i>	Grand Ballroom (1F)
10:40 - 11:00 05:40 - 06:00	Coffee Break	Hotel Foyer
11:00 - 12:00 06:00 - 07:00	Session 2: <i>Towards the OECD Declaration on International Investment and Multinational Enterprises</i>	Grand Ballroom (1F)
12:00 - 12:10 07:00 - 07:10	Closing Ceremony	Grand Ballroom (1F)

3.2. Meeting format

The 2023 OECD Southeast Asia Ministerial Forum will be held with in-person attendance in Ha Noi.

4. Registration

- All participants are required to register in advance. Please follow the link to register: bit.ly/SEAForum2023 no later than 20 October 2023.
- If you wish to make an intervention, please indicate your interest in the initial registration form and send an email to fora.deamofa@gmail.com or/and the OECD Southeast Asia Team at grcsoutheastasia@oecd.org.

- A Registration Package is provided for each delegate and is available for pick-up after 17:00 on 25 October at the Hotel Foyer (1F). Invitation to the Official Dinner will also be included – Please inform us of your dietary preferences (if any) by 22 October to fora.deamofa@gmail.com.

5. Venue details – Registration

The main Event is held on floor 1. Please refer to the enclosed floor plan for meeting room locations, which is also available at <https://shorturl.at/rzSZ3>.

- **Registration and Information Desk:** 1F, Foyer

The Registration and Information Desk will be available on both 26 and 27 October. Should any inquiries arise during the meetings, please visit the Desk.

- **Main Conference Room:** 1F, Grand Ballroom

All sessions of the OECD Southeast Asia Ministerial Forum 2023 will be held in Grand Ballroom (1F). The seating arrangement is two U-shaped rows, HoDs in the first row and accompanying delegates in the second row.

- **HoDs/VIP Lounge:** 1F, Function Room I+II

The Lounge is available exclusively to HoDs on the 26 October and morning of the 27th with the presence of security. Coffee/tea and light refreshments will be served.

- **Bilateral Room:** 2F, Function Room III

One (01) Bilateral room will be provided on both 26 and 27 October during the meetings with a capacity of HoD + 3 and is available on a first come - first served basis. Please register [here](#) before 25 October.

- **Official Dinner Ballroom:** 1F, Grand Ballroom

The Official Dinner will be served following the OECD Southeast Asia Ministerial Forum on 26 October and is accessible for HoD and 2 accompanying delegates only.

6. Meeting arrangements

- **Refreshments:** Coffee/tea and light refreshments will be served throughout meeting days. Special dietary options will be available upon request.

- **Interpretation:** Simultaneous interpretation (English/Vietnamese and Vietnamese/English) will be available throughout the meetings. If another language is requested, please contact the Organizer for more details.

- **Wi-Fi:** Free Wi-Fi access will be available in all meeting rooms.

7. Entry visa and Covid-19 preventive requirements

- Except countries who are exempt from visa for entry into Viet Nam, all foreign nationals are required to register for an entry visa¹. Delegates from countries that require visas to enter Viet Nam are responsible for their own visa and visa application. For more details, please contact the nearest Viet Nam Embassy or Consulate General in your country, or visit [Viet Nam Visa Information Website \(www.visa.mofa.gov.vn\)](http://www.visa.mofa.gov.vn) and the [online registration form](#).

- International delegates are not required to provide proof of vaccination or negative SARS-CoV-2 test results upon entry. Please note that in case of worsening pandemic situation in Viet Nam, new regulations may be applied and will be updated via registered emails to all delegates.

- Nearby hospitals/clinics in case of medical needs:

Viet Nam Cuba Friendship Hospital, 37 Hai Ba Trung street

Thu Cuc International General Hospital, 52A Ly Thuong Kiet street

Hanoi City Police Hospital, 89 Ly Thuong Kiet street.

8. Travel and Accommodation:

Participants are requested to make their own other travel arrangements, including hotel room(s), flight reservations and transportation to the meeting venue (if applicable).

9. Airport transfers, vehicle arrangement and transportation in the city

- Participants are requested to make their own travel arrangements, including flight reservations and transportation to the meeting venue.

- ***Transfer from Noi Bai International Airport to Melia Ha Noi Hotel and vice versa*** for delegations are organised as below: One (1) sedan for the ministerial-level HoD and shared MPVs for all delegates will be provided.

- ***Transportation in the city:***

- Private vehicles (motorbikes and cars): **Grab** (Mobile App); **Taxi Group** (Tel: (024) 38 53 53 53; Mobile App); **Taxi Mai Linh** (Tel: 1055; Mobile App). These are the most popular, convenient and highly recommended modes of transportation in Viet Nam.

- Public transportation: Local buses, BRT, Hanoi SkyTrain, etc. For further information and convenience, please contact your hotel concierge.

¹ Please refer to the list of Entry Visa Exemption to Viet Nam at <https://lanhsuvietnam.gov.vn/>

10. Additional information

- ***Climate and weather:*** October is the last autumn month of the year and generally considered the most favourable time to visit the city. The weather feels pleasant during day time and cool breeze at night, with the temperature ranging from 22 to 29 Celcius degree. Sudden rains are less common so it feels drier. Humidity is 74% on average.

- ***Currency and currency exchange:*** The official currency in Viet Nam is Viet Nam Dong (VND) and can be exchanged at airports. Credit cards are also widely accepted in most commercial facilities (restaurants, shopping malls, etc.)

*Exchange rates for information only: 1 USD = 24,000.00 VND.

- ***Telecommunication:*** Mobifone, Viettel and Vinaphone are three largest mobile network operators in Viet Nam. 4G/5G Connections are available. SIM cards are available at airports.

- ***Electric voltage:*** 220V

- ***Time zone:*** UTC+7

- ***Telephone country code:*** +84

- In case of emergency, please contact the Organizer immediately or dial 113 (Police), 114 (Fire) and 115 (Ambulance).

11. Contacts

The OECD Southeast Asia Regional Programme Secretariat and the Ministry of Foreign Affairs of Viet Nam stand ready to support you from the Forum's preparation stage until its closing. Should you need assistance or have any other inquiries, please do not hesitate to contact the OECD Southeast Asia Team: grcsoutheastasia@oecd.org;

- ***Ministry of Foreign Affairs of Viet Nam (Department of Economic Affairs):***

For more details, please contact us via fora.deamofa@gmail.com.

For more information concerning the OECD Southeast Asia Regional Programme, please consult the following website: bit.ly/SEAFforum2023.

We look forward to welcoming you in Ha Noi.