



Food and Agriculture Organization
of the United Nations

**Regional Workshop on the
World Programme for the Census of Agriculture 2020 (WCA 2020)
Operational Guidelines
Amman, Jordan, 1-4 April 2019**

INFORMATION NOTE FOR MINISTRY OF AGRICULTURE PARTICIPANTS

1. INTRODUCTION

The purpose of this Information Note is to provide information to participants on the Regional **Workshop** on the Operational Guidelines of the World Programme for the Census of Agriculture 2020 (WCA 2020) to be held in Amman, Jordan, 1-4 April 2019.

2. VENUE

The Workshop will be held in Amman, Jordan, from Monday 1st to Thursday 4th April 2019 at the following venue:

Days Inn Amman

Rabiya - Omar Bin Abdul Aziz Street

Tel: 009625519011 Fax: 009625517077

3. MEETING ARRANGEMENTS

The normal working hours of the meeting will be 08.30 to 17.00 unless specified otherwise by the Secretariat. The workshop meeting timetable and detailed arrangements will be communicated directly to the accepted participants in due course.

Registration: Participants are required to complete the registration form (enclosed with the invitation to institutions)). The information provided in the form will be used in the preparation of the Workshop meeting; mainly for badges and other additional documentation for the participants. The badges and documentation can be collected from the registration desk on Monday, April 1 from 08.30 – 09.00 at the venue.

Working language: The workshop meeting will be conducted in English with Arabic interpretation.

4. ACCOMMODATION

Participants are required to stay at the **Days Inn Amman Hotel**. Assistance will be provided to make bookings in the name of the participants at the Days Inn Amman, inclusive of breakfast. **Participants are required to make payment for the hotel accommodation directly to the hotel at check in.**

CHECK-IN/CHECK-OUT TIME:

Check-in time: after 12.00 hours March 31, 2019

Check-out time: before 10.00 hours April 4 or 5, 2019

5. LOGISTIC ARRANGEMENTS

Airline tickets for sponsored participants will be provided by FAO using the most direct and economical route, according to the rules of the organisation. Please do not make any bookings. Participants should retain all original air ticket stubs (or e-ticket receipt and itinerary) and boarding passes.

The participants will receive a reduced DSA for Amman, covering accommodation, meals and incidentals, (after discounting any meals that will be provided by the workshop organisers) plus a flat sum of terminal expenses as per FAO regulations. For **sponsored participants** the daily subsistence allowance will be paid to each participant during the meeting in Jordan through FAO Jordan Office. The DSA rate is based on the UN applied rates and as per the UN rules and procedures in this regard.

N.B. Please keep enough cash with you during your travel in case the DSA allowance payment is delayed.

6. VISA

It is the responsibility of participants to obtain any necessary visa(s) for travel to Jordan, including any necessary transit stops. Participants from countries that are not exempted from visas to the **Hashemite Kingdom of Jordan** must acquire valid visas before leaving their home countries. Participants are requested to take special care to check whether visa(s) are required and which category their country is in. Visas can be obtained at any diplomatic or consular mission of the **Hashemite Kingdom of Jordan**.

For information on visa requirements and list of country category (Visa exempted countries, countries requiring visa granted upon arrival paying the fee of **USD 56.50** for a single entry, Referred Visa Countries where prior approval by the Ministry of Immigration is required), please visit:

<http://international.visitjordan.com/generalinformation/entryintojordan.aspx#Asia>

If you require a personalized invitation letter for the visa, please contact **Mr Carlos Palmer (FAO)** at carlos.palmer@fao.org as soon as possible.

7. TRANSPORTATION BETWEEN THE QUEEN ALIA INTERNATIONAL AIRPORT AND THE HOTEL

The airport in Amman, Jordan "**Queen Alia International Airport** (IATA: AMM, ICAO: OJAI)" is Jordan's main and largest airport and is located in Zizya 30 kilometres (20 mi) south of the capital city, Amman.

Participants may request airport transfers via shuttles provided by the hotel. However, FAO will not cover the costs of the transportation. Thus the participants are requested to settle the transportation fees individually.

Participants organizing for individual airport transfers can arrange with **Days Inn Amman Hotel**

If anything should happen or if you are delayed, and if you find that no shuttle or no taxi is waiting for you at the airport, though there are always taxis at the airport, it is wiser to negotiate the price of the journey beforehand, as you might otherwise be overcharged.

Payment can be made in Jordan Dinar. If you need to exchange money (USD or Euro), this can be done directly at the airport in the arrivals hall (see below). Cost of airport transfer ranges around JD20 (USD30), one way. Taxi ride in Amman around 5km or 5-10 minutes costs approximately JD1.50 (USD2.20); Small size car rental per day price starts at JD25 (USD36); Bus transport between cities are fairly cheap a 30km bus ride starts from JD0.5 (USD0.7).

8. CURRENCY AND FOREIGN EXCHANGE SERVICES

The official currency is the Jordan Dinar (JOD); most major foreign currencies and traveller's cheques can be exchanged (USD, Euro).

The current exchange rate is approximately 1 **JOD** = 1.41 **USD**.

There are currency exchange services at the airport, reception of the hotel and are ATMs in many locations but best to use the ones outside banks. All major credit cards are accepted for payment purposes in supermarkets and shops in town, as well as restaurants. There are numerous ATMs available in town where you can withdraw cash.

9. CLIMATE

Temperatures will be in the high teens (°C) during your visit to Jordan is March-May. Amman reaches a comfortable 32°C between June and September, while nights can drop below freezing from December to February in Amman.

10. ELECTRICITY

A standard voltage is 230 V, and the frequency is 50 Hz. You can use your electric appliances in Jordan 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). You will need a Type G plug adapter.

11. HEALTH AND MEDICAL CARE:

Medical services are excellent in the larger cities and towns, and most doctors are bilingual in Arabic and English.

Top private hospitals in Amman, which are of a high standard (please see contacts below):

- **Al Khalidi Hospital & Medical Center (Previously Al Khalidi Medical Center (KMC))**
Address: Ben Khaldoun Street, Jabal Amman, near 4th circle, Amman 11183, Jordan;
Tel: +962 6 464 4281; Fax: +962 6 461 6081
- **Alfaevac**
Address: Alhijaz Towers Mecca Street, PO BOX 812009, Amman 111881, Jordan;

Tel: +962 65503224

- **Amman Hospital (AKA Amman Surgical Hospital)**
Address: Jabal Amman 3rd Circle, Amman, Jordan;
Tel: +962 64 64 12 61; Fax: +962 64 64 12 60

12. VACCINATIONS

Be sure to plan for getting the recommended vaccinations. For detailed information on recommended vaccinations, medicines to have on the trip, general advice, precautions and other information related to Jordan, please visit:

<https://wwwnc.cdc.gov/travel/destinations/clinician/none/jordan>. It contains updated information.

13. SAFETY INFORMATION

Crime is generally not a serious problem for travellers in Jordan; however, local sources have reported a slight increase in petty crime. In the narrow streets of the older parts of the city centre, crowded conditions invite pickpockets and other petty criminals. Women are advised to take reasonable precautions including dressing conservatively, not travelling alone, and avoiding travel to unfamiliar areas at night. Women should never sit in the front seat of a taxi.

14. CONTACT

Correspondences concerning technical aspects of the workshop meeting should be addressed to:

Mr Jairo Castano

Senior Statistician

Statistics Division, FAO Rome

Tel: +39 06 57055166

E-mail: jairo.castano@for.org

Correspondences concerning logistic arrangements of workshop meeting should be addressed to:

Mr. Suhail Saleh

PR person

AITRS, Jordan, Amman

Tel/WhatsApp: + 962 79 633 5 104

Email: Suhail@aitrs.org