

## Fourth Regional Committee Meeting of the International Solar Alliance

3<sup>rd</sup> August to 5<sup>th</sup> August 2022

Venue: Georgetown, Guyana

### Advisory for Delegates

#### 1. General

The Fourth Regional Committee Meeting of the International Solar Alliance hosted by the ISA Secretariat will be held at Georgetown, Guyana from 3<sup>rd</sup> to 5<sup>th</sup> August 2022.

The three-day tentative programme is as follows:

Day 1: 3 <sup>rd</sup> August, 2022   Venue: Hotel Marriott Hotel, Georgetown	
	Arrival of Hon'ble Ministers and National Focal Points
1400 hours to 1800 hours	Pre-scheduled meetings with Director General, ISA
1900 hours onwards	Reception and Welcome Dinner
Day 2: 4 <sup>th</sup> August 2022   Venue: Arthur Chung Conference Center, Georgetown	
0900 to 1000 hours	Agenda Item 1 – Opening of the meeting
1000 to 1030 hours	<i>Break</i>
1030 to 1225 hours	Agenda Item 2 to Item 8
1225 to 1330 hours	<i>Lunch</i>
1330 to 1545 hours	Agenda Item 9 to Item 15 Close of Meeting
1545 to 1630 hours	<i>Break</i>
1630 to 1715 hours	Press Conference (Media interaction)
1900 hours onwards	Reception and Dinner
Day 3: 5 <sup>th</sup> August 2022   Venue: Arthur Chung Conference Center, Georgetown	
To be Confirmed	Roundtable Conference with Private Sector
To be Confirmed	Site visit to project sites

## 2. Registration for the Fourth Regional Committee Meeting

### A. Mode of Registration:

Registration is mandatory for the delegates to participate in the Fourth Regional Committee Meeting of the ISA. Delegates are requested to register online by filling the form available through the following link:

<https://isaeventlac2022.org/>

### B. Categories of Registration:

All the delegates are requested to register themselves in the suitable categories and sub-categories given below.

S. No.	Category of Registration	Explanatory Note
1	ISA Member Countries	<b>ISA Member Countries from Latin American and Caribbean</b>
2	Observer Countries	<b>This category has two sub-categories:</b> a) <b>ISA Signatory Countries – This includes those countries who have signed the ISA Framework Agreement but have not ratified or deposited the ratified FA with the depository.</b> b) <b>ISA Prospective Countries – The countries who have not yet signed and ratified the ISA Framework Agreement.</b>
3	ISA Officials	<b>ISA Officials</b>
4	<b>Speakers/Presenters</b>	<b>Only for invited panelists, speakers, presenters.</b>

**P.S.:** To participate in the “Round Table Conference with the Private Sector” event on 5 August 2022, please select "Participation in Side Events" from the drop down menu.

### C. General Advisory

Delegates are requested to register no later than 29<sup>th</sup> July 2022, to facilitate smooth coordination of the issuance of badges and compilation of the list of the delegates. Furthermore, kindly note that prior online registration is mandatory in line with standard security procedures to facilitate security clearance.

To ensure smooth registration:

Delegates are requested to submit the completed form including scanned photo, passport, and where applicable. Forms submitted with missing information, such as unclear passport copies, or any discrepancy in pictures etc, will not be processed.

**For further information, please contact:**

Email: [rc-lac@isolaralliance.org](mailto:rc-lac@isolaralliance.org)

CC: [protocol@isolaralliance.org](mailto:protocol@isolaralliance.org)

After **29 July 2022**, changes, if necessary, to existing registrations will only be possible through the 'Special Cases Cell'. Kindly contact Mr. Shishir Seth, Chief of Unit, Governance (Email: [shishir.seth@isolaralliance.org](mailto:shishir.seth@isolaralliance.org)) at ISA Secretariat for such a case. Delegations are urged to ensure that such requests are limited to the absolute minimum – only for unavoidable last-minute changes in the delegation composition.

For identification and security reasons, all delegates are requested to wear their meeting badges at all times at the Venue. The loss of a meeting badge should be communicated to the Regional Committee Management Unit (Email: [rc-lac@isolaralliance.org](mailto:rc-lac@isolaralliance.org)).

### 3. Travel Advisory

All visitors to Guyana are required to possess a valid passport with validity of at least 6 (six) months from the date of entry into Guyana. For delegates from countries with visa requirements, it is recommended that they obtain a valid visa (Conference Visa) before arrival. It is advisable to submit visa applications at the earliest to the relevant Guyana Embassy / Consulate. Visa will be issued 'gratis'.

#### **Application Form for regular Conference Visa:**

[http://minfor.gov.gy/demo/wp-content/uploads/2016/10/VISA\\_APPLICATION\\_FORM.pdf](http://minfor.gov.gy/demo/wp-content/uploads/2016/10/VISA_APPLICATION_FORM.pdf)

#### **Countries exempted from Guyana Visa:**

<https://www.minfor.gov.gy/visa-entry-requirements-countries/>

Duly filled applications must be submitted with two recent passport-size colour photographs, copy of flight itinerary or ticket, and a letter of nomination from the National Focal Point in the Foreign Ministry. It may be noted that Conference Visa cannot be applied for online. For visa-related inquiries, please visit the website of the respective Embassy/Consulate.

Delegates from countries that require a visa to enter the Guyana and do not receive an entry visa upon arrival are requested to contact the Guyana mission in their country or their Diplomatic Mission in Guyana and apply for a visa in good time before travelling.

#### *Airline Reservation*

#### **For LDCs and SIDS Delegates from Ratified and Signatory Countries:**

International Solar Alliance Secretariat will provide air tickets for travelling into Guyana and travelling from Guyana for the Regional Committee Meeting. This will be offered to the country's Hon'ble Minister (Business Class), National Focal Points (Economy Class) and Contact Points (Heads of Mission in New Delhi) from LDCs and SIDS Countries of the ISA Ratified & Signatory Countries through ISA Secretariat. In case the Honorable Minister is not coming, only two official would be provided the economy class ticket. Local Embassies of the aforesaid countries are requested to coordinate with the ISA Secretariat.

For further assistance, please contact:

Jonathan Beaton: [jbeaton@tagmanmedia.com](mailto:jbeaton@tagmanmedia.com)

CC

Mr. Vineet Mathur: [vineetmathur@isolaralliance.org](mailto:vineetmathur@isolaralliance.org)

Mr. Sudhakar Upadhyay: [sudhakar@isolaralliance.org](mailto:sudhakar@isolaralliance.org)

Ms. Sheetal John: [sheetaljohn@isolaralliance.org](mailto:sheetaljohn@isolaralliance.org)

Additional delegates nominated by the aforesaid ISA Countries are welcome to participate at own cost.

**For all others including LDCs/SIDS Delegates from countries other than ISA Ratified and Signatory countries:**

All arrangements with respect to airline reservation among others will be made by the delegates themselves at their own cost.

#### 4. Hotel Accommodation

**For LDC and SIDS Delegates from Ratified and Signatory Countries:**

Hotel accommodation for 3 nights:

Check-in: 3<sup>rd</sup> August (after 3 PM)

Check-out: 6<sup>th</sup> August (by 11 AM)

Designated Hotel:

**GUYANA MARRIOTT HOTEL GEORGETOWN**

**Block Alpha, Battery Rd, Kingston**

**Georgetown, Guyana**

**Phone: +592 231-2480**

**Fax: +592 231-248**

Website: <https://www.marriott.com/en-us/hotels/geomc-guyana-marriott-hotel-georgetown/overview/>

- Deluxe Room for Hon'ble Minister + Standard Room for 1 (one) NFP and 1(one) Contact Point designated official per country.
- All meals and internet/WiFi in the room / hotel premises included.
- Facility of hotel laundry service is extended to Ministers only.
- All other incidental costs including alcohol, tobacco, IDD calls, in-room minibar services, pay channels, etc. will be at the expense of the delegates and are to be settled directly with the hotel at the time of check-out.

- The cost of accommodation and other services prior to or after the applicable dates for hospitality are the responsibility of individual delegates and will be required to be settled by each delegate on checkout from the hotel.
- Non-sponsored / self-funded delegates are requested to book directly with the hotel.

**For all others including LDC/SIDS Delegates from countries other than ISA Ratified and Signatory countries**

Delegates from ISA countries not falling in the SIDS and LDC categories are requested to make their own arrangements for stay in Georgetown, Guyana. For assistance, a few rooms have been held at the designated hotels at special rates. While booking, please complete the reservation by referring to the title of the event and its specified dates. Any reservation made before after these dates will be subject to room availability and at own cost.

**Recommended hotel(s):**

**Hotel Pegasus**  
**Seawall Road,**  
**Georgetown, Guyana**  
**Tel: +592 225 2856**  
[reservations@pegasushotelguyana.com](mailto:reservations@pegasushotelguyana.com)

Delegates (Non LDC/SIDS) are advised to contact the hotel directly in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

Rooms are available to delegates on a first-come, first –served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

Before departure from Georgetown, delegates should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long distance telephone calls, internet use, business centre use, laundry, room and hotel transportation services, mini- bar items, as well as restaurant and bar services. Delegates are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

In case you need any further assistance, please contact:

**Accommodation Coordinator**

Mr. Jonathan Beaton  
[jbeaton@tagmanmedia.com](mailto:jbeaton@tagmanmedia.com)

## 5. Transport

### **For LDC and SIDS Delegates from Ratified and Signatory Countries:**

One courtesy chauffeur-driven sedan car will be provided to LDC/SIDS Minister and accompanying official.

### **For all others including LDC/SIDS Delegates from countries other than ISA Ratified and Signatory countries:**

Delegates from ISA Ratified & Signatory countries not falling in the SIDS and LDC categories, and all others including LDC/SIDS Delegates from countries other than ISA Ratified and Signatory countries are requested to make their own arrangements for transport. in Georgetown as advised earlier in this document.

A designated team deployed at the airport will be assisting each arriving delegation to their respective cars waiting at the airport. These cars will remain with the delegates throughout their stay in the host country.

Additional transport may be booked directly by delegations at their own cost. All main hotels provide reliable taxi services.

In case any further assistance required, please contact:

Airport Transfer Coordinator

Mr Corville Gillis (+592 672 9527)

Mr. Naresh Mehta (+91 81305 55556)

## 6. Catering Services

For all the delegates arriving on 3rd August, the dinner, 4th August lunch & dinner and 5th Lunch & Dinner will be provided by ISA Secretariat.

## 7. Meeting Documents

All Regional Committee documentation will be sent by email.

Delegates are requested to make their own arrangements to print out copies of the meeting documents distributed by the ISA Secretariat prior to the meeting. Hard copies of such documents will not be available during the session.

## 8. Internet Services

Free wireless internet access is available in selected conference and meeting rooms and in the public areas of the Venue.

## 9. Bilateral Meetings

All bilateral meetings should be prescheduled. Kindly write to Ms. Jyotsana Gola at [jyotsna@isolaralliance.org](mailto: jyotsna@isolaralliance.org) and Mr. Nikhil Kumar at [nikhilkumar@isolaralliance.org](mailto: nikhilkumar@isolaralliance.org) for further coordination, with: “**Request for Bilateral**” in the subject line, before 3rd August 2022

## 10. Seating Inside the Meeting Hall

Delegates will be guided to their respective places at the Committee Hall by Organizers appointed at the venue. Delegates are also requested to refer to the seating arrangement blueprint placed inside the conference bag which will be provided to all the participants at the venue on arrival.

Only three delegates per member countries will be seated in the Committee Hall. Additional delegates will be seated in the overflow rooms with live video transmission of Committee proceedings.

## 11. Safety and Security

Badges will be screened at all entrances to the meeting area. The Regional Committee program will be a high security event with entry by invitation only.

## 12. Other Information

### Currency & Banking

Guyana currency is Guyana Dollars

US Dollar-Guyana Dollars: USD 1 = Guyana \$ 200 (as on July 2022)

[www.oanda.com/currency](http://www.oanda.com/currency)

**Banking hours:** 1000 – 1600 IST

All major international credit cards are accepted. Most ATMs accept international debit and credit cards.

### Business Hours

Public offices and major businesses are usually open from 1000 – 1700 IST, Monday to Friday.

### Electricity

Voltage: 240 V | Frequency: 50 Hertz

Adequate power connections will be provided at conference venue to recharge cellphones and laptops.

### **Attire and Language**

Business attire is recommended. English will be the working language for the Meetings.

### **Interpretation**

Simultaneous interpretation for English, Spanish will be provided during the Regional Committee.

### **Prayer & Meditation**

The prayer and meditation rooms may be made available on prior request

## **13. Important Contacts**

### **EMERGENCY**

POLICE: 911

AMBULANCE: 911

FIRE: 912

WOMEN HELPLINE: 914

### **Coordination with Host Country:**

Mr. Shishir Seth, Chief of Unit (Governance), ISA

Email: [shishir.seth@isolaralliance.org](mailto:shishir.seth@isolaralliance.org)

### **Coordination with organizing industry partner:**

1. Mr. Alexander Hogeveen Rutter, Private Sector Specialist, ISA  
Email: [alex.hogeveenrutter@isolaralliance.org](mailto:alex.hogeveenrutter@isolaralliance.org)
2. Mr. P C Sharma, NFP/ CP Coordinator, ISA  
Email: [pcsharma@isolaralliance.org](mailto:pcsharma@isolaralliance.org)

### **Delegate Registrations**

1. Mr. P C Sharma, NFP/ CP Coordinator, ISA  
Email: [pcsharma@isolaralliance.org](mailto:pcsharma@isolaralliance.org)
2. Ms. Tanya Jessica Gladston  
E: [tanyajessicagladston@isolaralliance.org](mailto:tanyajessicagladston@isolaralliance.org)  
T: +91 7021827578

### **Event Management**

Tagman Media, Georgetown, Guyana



### Hotel Accommodation

Ms. Traceyann Massay  
E: [traceyanm30@gmail.com](mailto:traceyanm30@gmail.com)  
T: +592 641 6655

### Airport Transfer/ Liaison Officer/ Local Transport

Mr. Corville Gillis  
E: [cgraham@tagmanmedia.com](mailto:cgraham@tagmanmedia.com)  
T: +592 672 9527

### Tickets & Visa

Mr. Samad Yeseen  
E: [samad\\_yeseen@yahoo.com](mailto:samad_yeseen@yahoo.com)  
T: +1 437 333 5386 & +592 698 5386

### Coordination with ISA Secretariat Protocol

1. Mr. Naresh Mehta, Protocol Officer, ISA  
E: [naresh.mehta@isolaralliance.org](mailto:naresh.mehta@isolaralliance.org)  
T: +91 81305 55556
2. Mr. Vineet Mathur  
[vineetmathur@isolaralliance.org](mailto:vineetmathur@isolaralliance.org)  
T: +91 9810530714

### Agenda & other Regional Committee Meeting -related matters

1. Mr. Shishir Seth, Chief of Unit (Governance & Partnerships), ISA  
E: [shishir.seth@isolaralliance.org](mailto:shishir.seth@isolaralliance.org)  
T: +91 9811058664
2. Ms. Tanya Jessica Gladston  
[tanyajessicagladston@isolaralliance.org](mailto:tanyajessicagladston@isolaralliance.org)

### General Coordination

1. Mr. Vineet Mathur  
[vineetmathur@isolaralliance.org](mailto:vineetmathur@isolaralliance.org)
2. Mr. Sudhakar Upadhyay  
Email: [sudhakar@isolaralliance.org](mailto:sudhakar@isolaralliance.org)

## Media & Communications

Mr. Nikhil Kumar  
E: [nikhilkumar@isolaralliance.org](mailto:nikhilkumar@isolaralliance.org)

## Bilateral Meetings

1. Ms Jyotsana Gola  
E: [jyotsna@isolaralliance.org](mailto:jyotsna@isolaralliance.org)
2. Mr. Nikhil Kumar  
E: [nikhilkumar@isolaralliance.org](mailto:nikhilkumar@isolaralliance.org)

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## List of Member and Signatory Countries from the Latin America and Caribbean region

S. No.	Member Countries - signed and ratified the Framework Agreement	Signatory Countries - signed the Framework Agreement
1.	Antigua and Barbuda	Pluri'National State of Bolivia
2.	Republic of Argentina	Federative Republic of Brazil
3.	Barbados	Republic of Chile
4.	Belize	Republic of Costa Rica
5.	Republic of Cuba	Dominican Republic
6.	Commonwealth of Dominica	Republic of Paraguay
7.	Republic of El Salvador	-
8.	Grenada	-
9.	Republic of Guyana	-
10.	Republic of Haiti	-
11.	Jamaica	-
12.	Republic of Nicaragua	-
13.	Republic of Peru	-
14.	Saint Lucia	-
15.	Saint Kitts and Nevis	-
16.	Saint Vincent and the Grenadines	-
17.	Republic of Suriname	-
18.	Republic of Trinidad and Tobago	-
19.	Bolivarian Republic of Venezuela	-

## List of LDCs and SIDs Countries

Small Island Developing States	S. No.	Member Countries - signed and ratified the Framework Agreement	Signatory Countries - signed the Framework Agreement
	1.	Antigua and Barbuda	Dominican Republic
	2.	Barbados	-

	3.	Belize	-
	4.	Republic of Cuba	-
	5.	Commonwealth of Dominica	-
	6.	Grenada	-
	7.	Republic of Guyana	-
	8.	Republic of Haiti*	-
	9.	Jamaica	-
	10.	Saint Lucia	-
	11.	Saint Vincent and the Grenadines	-
	12.	Republic of Suriname	-
	13.	Republic of Trinidad and Tobago	-
	14.	Saint Kitts and Nevis	-

*\*Both Least Developed Countries and Small Island Developing States*

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