ADMINISTRATIVE CIRCULAR

The purpose of the Administrative Circular is to provide additional practical information to the participants of the meeting.

1. Meeting Information:

The 4th ASEM Environment Ministers’ Meeting will be organized by the Government of Mongolia under the initiative of H.E. Mr. ELBEGDORJ Tsahia, President of Mongolia. The Meeting will be held on 22-23 May 2012 in Ulaanbaatar, Mongolia. The theme of the Meeting is “Sustainable Water and Forest Management”.

2. Venue of the Meeting:

This meeting will be held at the Government House, Ulaanbaatar.

3. Bilateral Meetings:

Bilateral meetings will be organized during the meeting upon the requests from the delegations. Delegations willing to hold bilateral meetings are kindly requested to inform in advance Ms. MAITSETSEG Khadbaatar at int.cooperation@mne.gov.mn or maitsetseg@mne.gov.mn in order to make appropriate arrangements.

4. Dress Code:

Dress code for all function/meetings will be lounge suit.

5. Working Language:

The working language for the meetings will be English.

6. Visas:

Entry visa to Mongolia could be obtained at the nearest Mongolian Embassy or Consulate. Visa Application Form is available on the Ministry of Foreign Affairs and Trade official website www.mfat.gov.mn
For those participants who will not be able to obtain a visa prior to arrival in Ulaanbaatar, arrival visa will be issued free of charge at the Chinggis Khaan International airport. In this case participants are kindly requested to send in advance to Ms.TSETSERLEG Sukhee at tsetserleg@mfat.gov.mn a copy of their passport.

7. Hotel Accommodation:

The Organizing Committee has pre-booked Ulaanbaatar Hotel, Kempinski Hotel Khan Palace and Ramada Hotel.

Ulaanbaatar Hotel (indicated price is in Mongolian Tugrug)

<table>
<thead>
<tr>
<th></th>
<th>Standard single</th>
<th>Standard twin</th>
<th>Superior single</th>
<th>Superior double</th>
<th>Deluxe single</th>
<th>Deluxe double</th>
<th>Suite single</th>
<th>Suite double</th>
</tr>
</thead>
<tbody>
<tr>
<td>single</td>
<td>127.500</td>
<td>153.000</td>
<td>204.000</td>
<td>187.000</td>
<td>238.000</td>
<td>280.500</td>
<td>382.500</td>
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</tr>
<tr>
<td>double</td>
<td>204.000</td>
<td>238.000</td>
<td>280.500</td>
<td>382.500</td>
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</tbody>
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Kempinski Hotel Khan Palace (indicated price is in Mongolian Tugrug)

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<thead>
<tr>
<th></th>
<th>Standard single</th>
<th>Superior single</th>
<th>Superior double</th>
<th>Junior Suite single</th>
<th>Junior Suite double</th>
<th>Suite single</th>
<th>Suite double</th>
</tr>
</thead>
<tbody>
<tr>
<td>single</td>
<td>270.000</td>
<td>290.000</td>
<td>335.000</td>
<td>560.000</td>
<td>998.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>double</td>
<td>315.000</td>
<td>335.000</td>
<td>398.000</td>
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<td></td>
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</tbody>
</table>

Ramada Hotel (indicated price is in USD)

<table>
<thead>
<tr>
<th></th>
<th>Standard single</th>
<th>Deluxe single</th>
<th>Executive single</th>
<th>Executive double</th>
<th>Executive Suite single</th>
<th>Executive Suite double</th>
</tr>
</thead>
<tbody>
<tr>
<td>single</td>
<td>140</td>
<td>150</td>
<td>180</td>
<td>220</td>
<td>270</td>
<td></td>
</tr>
<tr>
<td>double</td>
<td>170</td>
<td>180</td>
<td>220</td>
<td>270</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The participants are kindly requested to send their hotel reservation requests to Ms.AMIRLIN Erdenebold at amirlin@mfat.gov.mn indicating the hotel name, room category and occupancy along with the duration of stay at their earliest convenience, but not later than 1 May 2012. Payment for the hotel room should be made upon check-in at the expenses of the delegations.

8. Local Transportation:

Heads of delegations at the level of Minister, Deputy Minister and State Secretary will be provided a vehicle upon arrival to Ulaanbaatar throughout the Meeting.
Shuttle buses will be provided to the members of the delegations upon their arrival to and departure from Ulaanbaatar and between the three hotels and the venue on 22 May 2012.

9. Field Trip:
The Government of Mongolia will organize on 23 May 2012, one-day field trip to Hustai National Park located approximately 100 km southwest of Ulaanbaatar. Information regarding the field trip details will follow shortly.

10. Currency:
National currency of Mongolia is Tugrug. As of the 1st April, exchange rate is 1 USD equals 1336 Tugrug.

11. Climate:
Climate in Mongolia is continental dry. The average temperature in May is 20°C at day time and 15°C at night time.

Participants are advised to bring warm clothes and comfortable shoes for a field trip.

12. Contact Persons:

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