AIDE MEMOIRE

EXPERT GROUP MEETING AND TRAINING ON ELECTRIC VEHICLES FOR BHUTANESE TRANSPORT EXPERTS

TO BE HELD IN AUSTRIA

FROM

05 TO **08** SEPTEMBER, 2022

Please check for regular updates on the agenda <u>here</u>.

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BACKGROUND ON THE PROJECT

A response to global emergencies, such as COVID, climate change and escalation of fossil fuel prices, the Government of Bhutan is accelerating its efforts to diversify the economy and rebuild in a more resilient and sustainable way. Apart from renewed activity in traditional sectors, Bhutan aims to tap into the new value chains of sustainable transport.

In this context, the United Nations Industrial Development Organization (UNIDO), with funding from the Austrian Federal Ministry for Europe, Integration and Foreign Affairs (MFA), is implementing the project "*Promoting green electric mobility (e-mobility) solutions for urban transport in Bhutan and the wider Hindukush-Himalaya region*", in partnership with the Gross National Happiness Commission (GNHC), the Prime Minister's Office (PMO), the Thimphu City Council/City Bus Service and other key stakeholders in the transport and power sector. UNIDO is supporting the country to embark into a transformational pathway towards e-mobility solutions, in line with Bhutan's 12th Five Year Plan (2018-2023). The project is supporting the Government in its efforts to implement a "safe, reliable, eco-friendly and sustainable surface transport" program. This programme focuses on the transport (BRT) system in the city of Thimphu. The Government aspires to benefit from a full-fledged transition towards electric vehicle solutions. The availability of low-cost hydropower generation capacity makes the country an ideal place to pioneer the low-carbon electrification of the transport sector.

More specifically, the UNIDO project is supporting the Government in piloting e-buses and related infrastructure in the capital city of Thimphu. The project follows a holistic approach and combines interventions in the areas of technology demonstration, policy and planning, capacity building and knowledge management. The project funds the installation of an e-bus pilot, incl. charging infrastructure and required software. The project includes also knowledge exchange with other countries in the Hindukush-Himalaya (HKH) region.

The national execution of the project is being spearheaded by a Project Management Team for E-Mobility, located at the Prime Minister's Office (PMO) in Thimphu, Bhutan. All activities are implemented in close cooperation with the Thimphu City Council and Bus Service. Supervision is provided by a multi-stakeholder Project Steering Committee.

BACKGROUND ON GN-SEC

To address the missing link of regional clean energy cooperation in developing and emerging countries, UNIDO launched the Global Network of Regional Sustainable Energy Centres (GN-SEC) Programme in 2010. Under a joint platform, UNIDO assists regional economic communities (RECs) in the creation and operation of sustainable energy centres, which drive and accelerate the energy transition "from the region for the region". The centres are part of the economic integration efforts of RECs and work towards the creation of integrated and inclusive regional markets for sustainable energy products and services by mitigating barriers.

Today, the GN-SEC network comprises eight operating centres in the Arab and African region (ECOWAS, SADC, EAC, Arab League), Asia and Pacific (SPC, ICIMOD), as well as Latin America (CARICOM, SICA) and has approval by more than 108 Ministers of Energy. In this moment, the network expands to Central Asia (ECO) and Central Africa (ECO). With the latter, the GN-SEC covers the entire African continent and will be an important infrastructure for the implementation of the African Union ambition towards a continental trade and energy market.

By setting regional policies and standards for national implementation, the centres influence the energy futures of more than 1,2 billion consumers and serve 38 of 46 least developed countries (LDCs) and 32 of 36 small island developing states (SIDS). Currently, the geographic GN-SEC scope is expanded to Latin America and South East Asia by signing cooperation agreements with existing energy centres (e.g. OLADE, ASEAN).

The global GN-SEC platform, hosted by UNIDO in Vienna, Austria, facilitates joint coordination, learning, programs, events and initiatives between the centres and various regions. It provides a "virtual" maker-space for south-south and triangular cooperation activities and joint project proposals. For example, SIDS share similar challenges and opportunities when it comes to electric mobility and storage solutions. LDCs in Sub Sahara Africa share a common interest in renewable energy mini-grid development for rural electrification and productive uses. The virtual GN-SEC platform www.gn-sec.net brings the information sources of all centres in real-time together.

UNIDO is organizing the <u>5th Steering Committee Meeting of the Global Network of Regional</u> <u>Sustainable Energy Centres (GN-SEC)</u> programme, from the 5th to the 8th of September 2022 in Vienna, Austria. The event will bring together representatives from the centres, core donors and technical partners. The meeting will be held in a hybrid form and includes the possibility of joining online. The meeting is the first physical get-together of the GN-SEC members since the 4th Steering Committee, which was held on 25 October 2019 in Accra, Ghana at the margins of the ECOWAS Sustainable Energy Conference. The meeting includes a demonstration training to the Green Tech Cluster in Styria on the 7th of September.

EGM & TRAINING JUSTIFICATION, OBJECTIVES AND RESULTS

Justification:

The undertaken assessments during the project preparation have revealed an urgent need to strengthen the capacities of the public officials and other relevant local stakeholders of the transport and power sector on e-mobility solutions, (including the policy, technology and business aspects). Therefore, UNIDO is organizing expert group meetings and training for Bhutanese transport experts from 05 to 08 September in Vienna, Austria, back-to-back to the GN-SEC Steering Committee Meeting. A targeted group of national stakeholders and decision makers from Bhutan will get acquainted with the latest developments in the Austrian e-mobility sector. Additional info in Annex II on the draft agenda. Moreover, the experts will participate in the GN-SEC working session on regional electric mobility programs.

Purpose:

- Enhance the capacities of the national representatives from the Prime Minister's Office, the local government officials from the city of Thimphu, and the City Bus Service on the best practices and lessons learned on e-mobility in Austria.
- Visit e-mobility demonstration sites in to learn from latest innovations with relevance for Bhutan. Focus will be given to the policy, technology and business aspects of e-mobility solutions in a comprehensive way.
- Present the Bhutanese approach on e-mobility to the GN-SEC centres for further replication; learn from e-mobility experiences of other regions (e.g. PCREEE, CCREEE);

Expected Results:

- Enhanced capacities of the Bhutanese stakeholders to upscale their e-mobility initiative beyond the closure of this pilot project.
- Enhanced visibility of the Bhutanese e-mobility initiative and exchange of relevant experiences with the Austrian e-mobility, policy and business networks.
- Facilitated replication of the Bhutanese e-mobility in other GN-SEC regions.

ORGANIZATION

The expert meeting and training is organized by UNIDO, under the coordination of the GN-SEC team, in collaboration with the City of Thimphu, the Prime Minister's Office of Bhutan, the Thimphu City Council and Bus Service, Wiener Linien, ÖBB-Postbus, the Green Tech Cluster in Styria, klimaaktiv and other selected partners.

No.	NAME	INSTITUTION	POSITION	CONTACT NUMBER	E-MAIL ADDRESS
1	Ms. Sonam Zangmo	Thimphu City	Engineer, Head of GIS Section	+97517922399	sonamzangmo@gmail.com
2	Mr. Ugyen Norbu	Ministry of Information and Communications, Thimphu City	Chief, Road Safety and Transport Authority	+97577364637	<u>unorbu@rsta.gov.bt</u>
3	Mr. Sonam Tobgye	Prime Minister's Office	Project Manager, EV, PMU	+97577167788	stobgye@cabinet.gov.bt
4	Mr. Sangay Dorji	City Bus Service	Oft. Director	+97517622364	sangay.dorji@citybusservice.bt
5	Mr. Pasang Tshering	City Bus Service	Manager (Operation and Maintenance)	+97517602500	Pasang.tshering@citybusservice.bt

PARTICIPANTS

External Sponsored Participants

Core Organizational and Coordination Team

- 1. Mr. Martin Lugmayr (UNIDO)
- 2. Mr. Andrew Campbell (UNIDO)
- 3. Mr. Gentjan Sema (UNIDO)
- 4. Ms. Mary Bindu Palacherril (UNIDO)

5. Mr. Lukas Kaehn (UNIDO)

DOCUMENTS AND REQUIREMENTS

Documentation pertaining to the various EGM and training locations will be provided electronically before the meeting.

DATE AND VENUE

The expert meeting and training will be held between 05 to 08 September, 2022 at the UNIDO Headquarters in Vienna, in combination with other demonstration sites in Austria. Please refer to Annex 2, which delineates the current draft programme. The final programme will be shared with the participants, before their arrival in Austria.

FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Financial and administrative arrangements for the sponsored participants will be made in accordance with UNIDO's rules and regulations. UNIDO will provide each sponsored participant with the following:

Travel

Round trip, economy class air transportation for the most direct and economical route from the closest airport of the participants' hometown and Vienna, in accordance with UNIDO's Financial Regulations.

The procedure is as follows and needs to be strictly adhered to by the participant:

UNIDO will make the appropriate travel arrangements for issuance of an electronic ticket by UNIDO's travel agent in Vienna - Carlson Wagonlit, and will communicate the changes to you.

Sponsored Invited Participants are requested to leave their home countries in time to arrive in Austria, no earlier than 04 September 2022, and depart no later than on 09 September 2022, or as close to that date as airline schedule permits.

UNIDO cannot assume financial responsibilities for earlier arrivals/later departures for personal reasons.

Please note that <u>no tickets should be purchased by sponsored participants</u>. The participants shall cover any additional costs incurred upon deviations from the authorized route.

Daily Subsistence Allowance (DSA)

A lump sum of Daily Subsistence Allowance (DSA) of euro € 250 will be paid to cover the board and lodging for the purpose of attendance at the meeting Austria, based on the air ticket approved by UNIDO's Travel Unit.

In accordance with UNIDO Rules and Regulations the DSA is paid from the date of the arrival, for the period of the attendance at the meeting and for the nights of stay, in accordance with the flight schedule. Private extension of stay in Vienna will not be covered by UNIDO.

One additional lump sum DSA of euro \in 250 will be paid as a contribution towards the expenses incidental to the travel abroad, including Visa fees. The total amount of DSA will be paid in Euros to each sponsored participant at Bank Austria¹. Please ensure that you have your passport/identification card and boarding pass ready to receive your DSA. This DSA is expected to cover all accommodation, food, local transport and other expenses of the participant.

UNIDO will not assume responsibility for the following expenditures:

a) Cost incurred by the participants with respect to travel insurance, accidental insurance, medical bills and hospitalization fees, (including COVID-19), in connection with their attendance of the meeting;

b) Compensation in the event of death, disability or illness of the participants in connection with their attendance of the meeting;

c) Loss or damage of personal property of the participants while attending the meeting;

d) Purchase of personal belongings and compensations in the event of damage caused by them by climatic or other conditions;

¹ The Bank Austria office is located at the Vienna International Centre (VIC), the same premises where UNIDO has its headquarters, alongside other international organizations. Sponsored participants will be given proper guidance on how to get their DSA at the Bank Austria office, once they are at the VIC.

e) Travel and any other costs incurred by dependents who might accompany the participants;

f) Incidental costs incurred in home country in connection with travel abroad, such as costs of passport, visas, inoculations or travel to and from the airport in the home country;

g) Purchase of personal belongings and compensations in the event of damage caused by climatic or other conditions;

h) Compensation for salaries and any related allowance/social benefits during period of the event and associated travel times;

i) Other unforeseen expenditures.

VISA AND COVID-19 INOCULATION ARRANGEMENTS

Before leaving the home country, participants should complete all formalities regarding entry and transit visas, which they may require for the journey to Vienna. Participants are asked to contact the nearest Embassy of Austria as soon as possible. The visa process may require at least three weeks. In the absence of an Embassy in the home country, participants are advised to contact UNIDO to assist them with obtaining their visa.

Upon leaving their home country the participants should ensure to be fully COVID-19 vaccinated. A 3rd booster vaccination and one regular PCR test before arrival to Vienna strongly are recommended. During the meetings, participants should please continue to observe the usual COVID-19 prevention hygiene and behavioural rules (regular hand washing/disinfection, etc.). Particularly, wearing a face mask in public areas at Vienna International Centre and at all the relevant EGM and training events is recommended.

HOTEL RESERVATION

All sponsored participants are kindly requested to make their own arrangements with regards to hotel reservations. A list of hotels to be selected has been provided in Annex V. It is recommended, for organizational reasons, to book in a hotel from this list, or located nearby. The meeting point for the bus excursions will be close to the hotels and will be announced at a later date.

ENQUIRIES AND CORRESPONDENCE

Specific enquiries and correspondences prior to the meeting should be addressed to the following contacts:

Mr. Martin Lugmayr Department of Energy UNIDO, Vienna, Austria E-Mail: <u>m.lugmayr@unido.org</u>

Mr. Andrew Campbell Department of Energy UNIDO, Wellington, New Zealand E-Mail: <u>a.campbell@unido.org</u> Ms. Mary Bindu Palacherril Department of Energy UNIDO, Vienna, Austria E-Mail: <u>m.palacherril@unido.org</u>

Mr. Gentjan SEMA Department of Energy UNIDO, Vienna, Austria E-Mail: <u>g.sema@unido.org</u>

Mr. Lukas Kaehn Department of Energy UNIDO, Vienna, Austria E-Mail: <u>L.Kaehn@unido.org</u>

Annex I: Estimated Budget Calculations

The budget is available in a separate sheet.

Annex II: Draft EGM and Training Itinerary

Austria, 04 to 9 September 2022

Dates	Travel Information - Location/Site Visits	Transport requirements
Sunday 4th September 2022	Arrival from Bhutan to Vienna. Accommodation at the hotel in Vienna.	
Monday 5th September 2022	MorningVisit of the Wiener Linien Headquarter (Austria's largestpublic transport provider)Site visits:• first electric articulated bus in operation• e-competence center for electric busses inSiebenhirten (currently under construction).AfternoonSiemens Mobility: an introduction to charginginfrastructure and the commercialization of e-mobility• Wien Energie headquarter (Austria's largestenergy supplier): discussion about the charginginfrastructure in Vienna• Lidl: learning about e-powered trucks for storedeliveries	
Tuesday 6 th September 2022	Full day trip into the direction of SalzburgMorning Start from Vienna at around 7 am Site visit: ÖBB-Postbus & Gletscherbahnen Kaprun AG: Austria's first e-ski bus in KaprunLate lunch in Salzburg + short city walkAfternoon Site visit: (Electric) truck company Tschann Nutzfahrzeuge GmbH in Salzburg: Talk about the heavy e-truck tested in the high mountains in AustriaAlternative:Morning Headquarter of ÖBB-Postbus (Austria's largest bus company)	Bus including driver for one full day

	Site visit: Operating Postbus e-buses in the Weinviertel region	
	Afternoon	
	Site visit:	
	Brantner green solutions in Krems an der Donau:	
	emission-free e-truck waste disposal	
	16:30 Participation in the GN-SEC conference at VIC:	
	Working session IV on Electric Mobility and Integrated	
	Power Systems	
Wednesday 7 th	Full day trip from Vienna to Graz	Bus including
September 2022		driver for one
~ · p · · · · · · · · · · · · · ·	Morning	full day, will
	Site visit:	be provided
	Visit to BEST Bioenergy and sustainable technologies and	externally
	HycentA Research GmbH - Green Hydrogen Plant	j
	Afternoon	
	Site visit:	
	Visit to SOLID - Solar District Heating entry point and	
	Solar Thermal Test Field and the Green Tech cluster in	
	Graz, Austria	
Thursday 8 th	Morning	
September 2022	Discussion with KommunalKredit Public Consulting (responsible for the E-Mobilitaetsoffensive 2022) and/or klimaaktiv about e-mobility promotion in Austria	
	Discussion with UIV Urban Innovation Vienna GmbH	
	(responsible for the execution of the initiative) about the	
	promotion of e-cargo bikes by the city of Vienna	
	Afternoon	
	Site visit:	
	Listnride – e-bike-sharing-community in Vienna	
Friday 9 th	Departure from Airport Vienna to Bhutan.	
September 2022	1	
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Annex III: Local Transportation

Transport From/To Vienna Airport

Vienna Airport is well connected to the public transportation network and can be reached quickly, comfortably and cheaply by train or bus. https://www.wien.info/en/travel-info/to-and-around/airport-to-center.

• ÖBB Railjet (recommended option)

The Railjets of Austrian Federal Railways ($\ddot{O}BB$) run non-stop, every 30 minutes from Vienna Airport to Vienna Main Station (U1) in 16 minutes. The ticket costs $\notin 4.30$ (= $\notin 1.90$ for the ticket from the airport to the Vienna city limits + $\notin 2.40$ for the ticket within the Vienna urban area) and is available from $\ddot{O}BB$ ticket machines or $\ddot{O}BB$ ticket counters.

• Express train S7

Rapid transit railway line S7 departs the airport every 30 minutes and stops at the centrally located stations of Wien Mitte (takes 25 minutes) and Wien Praterstern (takes about half an hour). The ticket costs $\notin 4.30$ (= $\notin 1.90$ for the ticket from the airport to the Vienna city limits + $\notin 2.40$ for the ticket within the Vienna urban area) and is available from ÖBB ticket machines or ÖBB ticket counters.

Bus connections

The buses of Vienna Airport Lines take you direct to Vienna city center, to the Donauzentrum via Messezentrum and Vienna International Centre (VIC)/Austria Center Vienna, or to the Westbahnhof and Vienna Main Station. The ticket costs €9 and can be bought online at www.viennaairportlines.at, directly from the bus driver (cash payment) or from the ticket machines of Vienna Airport Lines at Vienna Airport.

Purchasing Tickets for Public Transportation

The tickets can be purchased at multilingual ticket machines (subway stations), all advance sales points and the online shop of the Vienna Lines, most tobacco shops and Mobile phone ticket. The tickets are valid in all trams, buses and subways of Vienna Transport Authority (i.e. within the city of Vienna). Each stamped single ticket is valid up to the destination, including multiple transfers https://www.wien.info/en/travel-info/transport/tickets-361360. Various tickets are available:

Single ticket: € 2.40 (Children € 1.20)

24-hour Vienna ticket: € 8.00

48-hour Vienna ticket: € 14,10

72-hour Vienna ticket: € 17.10

Vienna weekly ticket (valid from Monday to Monday at 9.00 am): \notin 17,10

Annex IV: Vienna International Centre (VIC)

More than 190 nations work together at the Vienna International Centre (VIC) - also known as 'UNO City' - to promote peace, sustainable development and human rights across the globe. The VIC accommodates the United Nations Industrial Development Organization (UNIDO), the United Nation Office at Vienna (UNOV), the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO PrepCom), the Office for Drug Control and Crime Prevention (ODCCP), and other smaller United Nations entities.

The Vienna International Centre (VIC) has a gross area of approximately 379,000 square meters. It has two conference (namely, Buildings C and M) and 6 Y-shaped buildings (namely, Buildings A, B and D to G). The VIC also has an annex building (J) and various checkpoint buildings. The VIC has a Child Care Centre, Commissary, Housing Services, Language Training centres, travel agencies, banks, Austrian post office, newspapers facility, laundry services, offices of various insurance companies, office of Vienna Services (City of Vienna) and Catering Services.

How to Reach the VIC

The VIC is located in Vienna's Donaustadt area across the Danube, just ten minutes from the city centre by U-Bahn.

The street address is Wagramer Strasse 5, 1220 Vienna, Austria, with the Visitors Entrance located right next to the "Kaisermühlen/Vienna International Centre" U-Bahn stop.

We recommend the use of public transportation.

• By Underground/Subway

Plan your journey to "UNO City" with Wiener Linien.

Take the red U1 "U-Bahn" underground/subway line in the direction Leopoldau. Get off at the stop "Kaisermühlen/Vienna International Centre". Exit at the back of the train and proceed to the VIC main entrance (Gate 1) directly next to the station.

• By bus

Buses may stop in the side street of Wagramer Straße 5.

Security check and registration

All sponsored participants should please consider a minimum of 20 minutes to complete their security check at Gate 1 and obtain entry badges. After entering the VIC at Gate 1 you will go through a security screening. Past security you will find a registration desk to your right. Here you will receive your entry badges upon showing your passports.

DSA Collection and Banking Services

Sponsored participants are requested to present themselves with a valid ID card at Bank Austria in the VIC, to collect their DSA. The office is located in building C (level 1, C0113). To get to C1, cross the plaza and enter C building as indicated by the blue arrows on the map above. Take an elevator to the 1st floor. C1 is indicated via signs.

The bank opening hours are 9:00–15:00 (17:30 on Thursdays). ATM machines ("Bankomat") are available on C0113 and on DOE71. Can be reached by telephone: +43(0)50505-30200 and email: vic@ba-ca.com.

Services in the VIC and General Information

VIC Catering Service

The VIC Catering Service operates the Cafeteria, Coffee Corner, Restaurant, Cocktail Lounge and Delegates Lounges. In Addition, the VIC Catering Service provides a number of other services for functions/receptions, available exclusively to international organizations based in the VIC, their staff and diplomatic missions accredited to them or other entities connected with the International Organizations.

The VIC Cafeteria is located on the ground floor of building F and offers a variety of hot and cold dishes, snacks and drinks. Opening hours are 7:30–10:00 and 11:30–14:30. The Coffee Corner in the VIC Cafeteria is open during 7:30–15:30.

The VIC Restaurant is located on the ground floor of building F. Opening hours are 11:30–15:00. Table reservations can be made during 10:00–11:30 at (+43 1 26026) 4877.

Delegate lounges are available at C07 and M0E and is open during 09:00–16:30.

Medical Services

The VIC Medical Service is located on the 7th floor of building F (F07). Opening hours are 8:30–17:30. Except for emergencies, call: +43 1 2600 22223. Emergencies, however, are dealt with at any time during regular office hours. In case of emergency, dial 22222.

The Pharmacy Service in the Vienna International Centre is run by the Maria Lourdes Apotheke, a licensed Austrian pharmacy. It is located on the 7th floor of building F (F0715) and sells over-the-counter and prescription drugs. Opening hours are 10:00 - 17:00.

Annex V: Recommended Hotels

List of Selected Hotels in Vienna

Please note that the hotels are enlisted based on their vicinity/accessibility to the VIC/UNIDO premises and on the preferential rates they provide.

Hotels which offer special UN/UNIDO rates

- Subject to direct reservation with hotels
- All rates include taxes, services and breakfast, unless otherwise indicated.
- All rates are subject to change



U1/Vienna International Centre, opposite VIC

Address: Wagramerstrasse 8, 1220 Vienna

Tel: + (43-1) 52165 813, Fax: + (43-1) 52165 810

E-mail: reservation.kaiserwasser@arcotel.at, Internet: www.arcotel.at/kassierwasser

Single/double room: EUR 159/179 including breakfast including service and taxes

(Ibis Wien Hauptbahnhof (Accor Hotel)

U1/Südtiroler Platz

Address: Canettistrasse 8, Garage Karl Popper Str 4, 1100 Vienna

E-mail: *h8564@accor.com*, Internet: https://all.accor.com/hotel/8564/index.de.shtml

Double room for single use: 89.00 EUR including breakfast

Hotel Post *** U1 Schwedenplatz Address: Fleischmarkt 24, 1010 Vienna Tel: + (43-1) 515 83-0, Fax: + (43-1) 515 83 808 E-mail: *office@hotel-post-wien.at*, Internet: www.hotel-post-wien.at Single room: EUR 159, Double room: EUR 189 including breakfast

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U1/Stephandplatz or U1/4 Schwedenplatz Address: Grashofgasse 4, 1010 Vienna Tel: + (43-1) 512 19 23, Fax: + (43-1) 513 22 28-33 E-mail: *info@karntnerhof.com*, Internet: www.kartnerhof.com Single room: EUR 122, Double room: EUR 205-220 Rates are per room, per night, incl. breakfast, service and taxes