



## Economic Development and Integration Division Economic Governance and Planning Section

---

### Expert Group Meeting on “Implementing Agenda 2030: Economic Governance and National Development Planning in the Arab Region”

On 9 and 10 May 2018 in Tunis, Tunisia

#### LOGISTICS NOTE

#### MEETING VENUE

The Expert Group Meeting starts at 9:00 on Wednesday, 9 May 2018 and ends at 16:30 on Thursday, 10 May 2018. It will be held in the Golden Tulip, address (see map).

GOLDEN TULIP CARTHAGE TUNIS  
AVENUE DE LA PROMENADE BP 606  
2078 LA MARSA

Telephone: +216 71 913000, Fax: +216 71 912812, Reservations: 800 358 0846

#### Location of the hotel

36° 54' 27" N, 10° 18' 51" E

The hotel is located:

- 15 min from the Tunis Carthage international Airport.
- 10 min from the main train connecting Tunis Center to the main suburb of La Marsa.
- La Goulette port is 20 min from the hotel.

#### REGISTRATION

Participation at Expert Group Meeting (EGM) is by invitation only. The registration desk will open at 8.00 am on 9 May 2018 and we recommend you arrive no later than half an hour before the start of the meeting.

#### ACCOMMODATION

For participants invited by UNESCWA and not based in Tunis: hotel room reservation will be arranged by the meeting organisers at the conference in hotel Golden Tulip Carthage. Please settle the hotel room bill individually.

Other non-Tunis based participants are kindly asked to make their hotel reservations individually.

#### AIRPORT TRANSFER

Please make individual arrangements from the airport to the hotel. Alternatively, please contact the conference hotel to arrange transfer at your own cost.

## **WORKING METHODS /MEETING LANGUAGES**

Speakers have the flexibility to choose whether to use a powerpoint presentation or prepare other written contributions. Any intervention should not exceed 30 minutes.

To have the presentations ready in time during the speaker's respective session, please send your presentation or contribution ahead of the meeting and **prior to 7 May 2018** to Ms. Denise Sumpf ([sumpf@un.org](mailto:sumpf@un.org)) and Ms. Layal Issa ([issal@un.org](mailto:issal@un.org)).

The meeting languages are English and Arabic. Simultaneous interpretation service will be provided.

## **MEETING DOCUMENTS**

Relevant documents are circulated electronically. Power Point presentations will not be printed for distribution but uploaded on the web site after the meeting.

<https://www.unescwa.org/events/economic-governance-national-development-planning-arab-region>

Unless explicitly requested not to do so, we intend to share all written contributions in pdf format (e.g. presentations) on our website for reference and to have a knowledge repository.

## **FINANCIAL SUPPORT/DSA PAYMENT**

The meeting secretariat is covering the cost of some invited participants and UNESCWA will purchase your ticket according to the applicable UN rules and regulations (most direct and economical route will be chosen), and an electronic ticket will be sent to you. Eligible participants invited by UNESCWA and not based in Tunis will receive the standard UN Daily Subsistence Allowance and terminal expenses. **Please bring your ticket, boarding passes and your passport with you on the first day of the meeting to have your payment processed on time.** Kindly note that participants will receive the DSA payment via bank transfer once the event is completed. Only in exceptional cases (e.g. participants without bank access), the payment can be done in cash during the meeting.

## **VISA REQUIREMENTS**

Depending on your nationality, the length and purpose of your stay in Tunisia, a visa may be required before departure. For further information, please consult the Tunisian Ministry of Foreign Affairs website for up to date information and/or the Tunisian diplomatic representation in your country. Kindly note that UNESCWA cannot organise a visa on your behalf and that there are potentially long deadlines to get visas in some countries. Your personalised invitation letter provided by UNESCWA can be used for getting a visa if necessary.

## **LIABILITY AND INSURANCE**

UNESCWA will not take any responsibility for injuries or damages involving persons or property during the Expert Group Meetings.

**For any additional information on meeting logistics, or any other assistance please contact:**

**Ms. Layal Issa, Tel: +961 1978431, E-mail: [issal@un.org](mailto:issal@un.org)**

**WE LOOK FORWARD TO SEEING YOU IN TUNIS!**