



**ESCWA**

UNITED NATIONS ECONOMIC & SOCIAL COMMISSION FOR WESTERN ASIA

For Regional Integration

## Logistics Note

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### Expert Group Meeting on Social Policy Report II Amman, 17 January 2008

#### Travel

ESCWA is able to cover the cost of travel of a limited number of experts and consultants from outside Jordan. For these participants, it will purchase the round-trip ticket from country of residence to Amman. Tickets will be sent to participants via Prepaid Ticket Advice (PTA). Should participants have any preferences regarding date of arrival or departure, please inform Ms. Salwa Mohamed by 10 December 2007 at the latest. Participants whose travel is being arranged by ESCWA are requested NOT to purchase their own tickets.

In order to proceed with ticket purchases and other administrative clearances, ESCWA requires either a scanned copy of the passport you will be traveling on, or completing the Index Form which will be shared to you. Please provide this information as soon as possible and no later than 10 December 2007. Please send a copy to Ms. Salwa Mohamed by e-mail or by fax.

#### Entry Visas

Participants are requested to obtain their own visas through the Jordanian Consulate in their respective countries. A copy of the invitation to the meeting could be submitted to facilitate the granting of visa. Should you have any difficulty or require assistance please let us know.

#### Daily Subsistence Allowance (DSA) and Terminal Expenses

Participants to the EGM who are sponsored by ESCWA will receive the standard UN Daily Subsistence Allowance (DSA) at the rate of US\$210/per day as well as US\$152 to cover terminal expenses. On the 17<sup>th</sup> of January, the DSA rate will be US\$191 (10% less) as ESCWA will be hosting the lunch. Participants are responsible to settle their own hotel bills and transportation costs.

#### Airport Transportation

The Queen Alia International Airport is approximately 40 minutes from the hotel. Airport taxis are readily available upon exiting the terminal building. A one-way trip from the airport to the hotel costs between 17JD to 20JD (approximately \$24 - \$28 USD).

#### Language

The meeting will be held in English. Simultaneous translation will not be available during the meeting.

#### Draft Country Profile

A draft of the Social Policy Report II will be made available to participants in English during the first week of January. The main findings and recommendations of the Social Policy Report II will be the topic of a presentation during the meeting. Two discussants will also provide in-depth input and feedback on the draft report.

### Meeting Venue and Time

The one-day Expert Group Meeting will be held on Thursday January 17, 2008 at [Le Meridien Hotel](#), located on Queen Noor Street in Shmeisani, Amman.

Registration for the meeting begins at 8:30 am.



### Lodging

Participants to the EGM from outside Jordan will be booked at the [Le Meridien Hotel](#) at the special UN rate of USD \$129, inclusive of taxes and breakfast. Participants are responsible to settle their bill directly with the hotel. Should you **not** wish to stay at Le Meridien Hotel, please inform Ms. Salwa Mohamed by 20 December 2007.

### Le Meridien Hotel

Queen Noor Street  
Shmeisani, Amman  
Tel: +962-6-569-6511  
Fax: +962-6-567-4261

### Weather

The average temperature in Amman during January is approximately 8° Celsius, but may reach 0°C degrees overnight. There is a possibility of rain or snow during January.

### Currency

The currency in Jordan is the Dinar (Jordanian Dinar – JD) The exchange rate is approximately 1 JD = \$1.4 USD.

### More Information

For more information on the EGM, and to get background documents please visit the [EGM website](#) at: <http://www.escwa.org.lb/information/meetingdetails.asp?referenceNum=631E>

### ESCWA Contact Information

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