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**20th Regional Coordination Mechanism on 11 December 2014**

**Beirut, Lebanon**

**Logistics Note**

1. **Meeting Venue & Times**

# The meeting will be held at the United Nations House in Riad El Solh Square in central Beirut. The opening session will start at 9:00am on 11 December, and the closing session is expected to end at 5:30pm.

# C**onfirmations**

A confirmation must be received **no later than 25 November 2014** to allow ESCWA to take the necessary administrative and security procedures that facilitate participation and physical entry to the UN House. Please confirm your participation using the link:

 <http://participant.escwa.org.lb/MeetingsReg.aspx?_M=I8lFr7wDlmY=&_N=N&_O=N>

1. **Background documents**

Background materials are being regularly updated on the RCM website. RCM members who wish to distribute documents, reports or other materials should send a copy to Ms. Ramla Khalidi.

RCM Website URL: <http://www.escwa.un.org/rcm/index.asp>
Click on the ‘20th RCM’ tab and use the password: **rcmmtg**

1. **Internet access**

Free wireless internet access is available. Username: **escwa-wguest** and Password: **un-escwa-2010**.

1. **Official dinner**

An official welcome dinner is planned at 7:30pm on 10 December at [Liza Beirut Restaurant](http://www.lizabeirut.com/) (Metropolitan club – Doumani street, Ashrafieh, Beirut – Tel.: 01 208108).

##### Travel/Admin Requirements

Participants arriving from outside Lebanon are expected to cover their own costs (Travel and DSA), and settle their bills directly with the hotel. Dinner on 10 December, and lunch and coffee on 11 December will be provided.

##### Security Clearance

Security Clearance is required for all UN Staff travelling to Beirut from outside the country. Staff are reminded to apply for security clearance through the TRIP system at the following DSS portal: <https://dss.un.org>

##### Visa Formalities

Participants with a valid UNLP can obtain a visa upon arrival at the airport free of charge. Other participants should check visa requirements with their local embassy.

##### Entrance to the Building

**A)**  If you are entering the building by vehicle, kindly provide us with the **model, color and plate number of the vehicle**, in addition to the **driver’s name by 9 December**.

**B)** For pedestrians, two entrances will be available to access the building: 1) The UN Staff entrance on the East side of the building next to “Izz Café”, and 2) The Visitors Entrance on the West side of the building under the bridge (see image below).



1. **Organizer Contacts**

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