



24<sup>th</sup> Regional Coordination Mechanism on 22 October 2018  
Cairo, Egypt

Logistics Note

**Venue**

The meeting will be held at the Headquarters of the League of Arab States located in Tahrir Square in central Cairo. The opening session will start at 10.00am on 22 October. Due to strict security procedures, participants are requested to arrive by 9.30am.

**Confirmations**

**Confirmation of the names of participants must be received no later than 10 October** to allow LAS to take the necessary procedures to facilitate physical entry to the building. Please bring a photo ID or passport with you. Confirmations should be sent to Ms. Ramla Khalidi at with a copy to Mr. Razi Awada (see contacts below).

**Website and Background documents**

Information and background materials will be available on the RCM website in advance of the meeting.

<https://www.unescwa.org/events/regional-coordination-mechanism-24th-meeting>

Participants who wish to share background papers can do so by sending the e-documents or links to Ms. Khalidi or Mr. Awada as above.

**Lunch and Coffee**

LAS is offering participants refreshments and lunch on 22 October.

**Travel/Admin Requirements**

Unless otherwise agreed, participants are expected to cover their own costs (Travel and DSA), and settle their bills directly with the hotel of their choice.

All participants, including those with a valid UNLP, should check visa requirements with their local embassy.

**Contacts**

Name	Organization	Tel No	Email address
Ms. Ramla Khalidi	Chief, Strategy Evaluation and Partnership Section - ESCWA	+961 1 978419	<a href="mailto:khalidir@un.org">khalidir@un.org</a>
Mr. Razi Awada	Strategy Evaluation and Partnership Section - ESCWA	+961 1 9788474	<a href="mailto:awada4@un.org">awada4@un.org</a>
Mr. Mohamed Abd Al-Maksoud	Office of the Deputy Secretary General - LAS	+ 202 25750511	<a href="mailto:Mohamed.maksoud@las.int">Mohamed.maksoud@las.int</a>