



Regional Coordination Mechanism and Regional UNSDG Meeting

7 & 8 April 2019

Joint Logistics Note

1. Meeting Details/Venue

1.1 Meeting Date

The R-UNSDG meeting will take place on 7 April 2019, followed by the RCM meeting on 8 April 2019.

1.2 Meeting Venue

The two meetings will be held at the UN House, Riad El Solh Square in central Beirut.

The R-UNSDG meeting will be held in Mezzanine Hall from 9:00 –17:00.

RCM meeting will be held in Mezzanine Hall from 13:00 – 18:00.

1.3 Registration/Confirmation

Participants are kindly requested to confirm participation to Cathal Elder (cathal.elder@one.un.org) and Razi Awada (awada4@un.org), by 22 March 2019.

1.4 Arrival and Departure

Participants should aim to arrive on 6 April and depart late on the evening of 8 April 2019 (following the conclusion of the RCM meeting).

1.5 Lunch and Coffee Breaks

Lunch and coffee will be provided during the R-UNSDG meeting.

Coffee will be provided during the RCM meeting.

2. Hotel Accommodation

Participants are responsible for arranging their own accommodation. (A recommended list of hotels is attached as Annex 1).

3. Travel/Admin Requirements

Participants are expected to cover their own costs, Travel and Daily Subsistence Allowance (DSA), and settle their bills directly with the hotel.

3.1 DSA

Regular DSA rate for Beirut (March 2019): USD 246

3.2 Visa

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.

3.3 Security

Security Clearance is required for all UN Staff travelling to Beirut. UN staff are reminded to apply for security clearance through the TRIP system on the [DSS portal](#).

3.4 Transportation

Participants are responsible for organizing their own transport. Transportation to and from the airport can usually be arranged directly with the hotel. Ride sharing apps, including Uber, and Careem are in use in Lebanon.

4. Facilities

4.1 Internet:

WiFi will be made available to participants at the meeting venue and IT will be available to support. The wifi user name is ESCWA-Guest and Password: **UNescw@2019**.

4.2 Currency and Exchange Rate

The monetary unit in Lebanon is the Lebanese Pound (LBP). The present operational rate of exchange for the UN is US\$ 1 = 1,510 (LBP). Most vendors accept both currencies.

5. Meeting Documents

Documents for the RCM and R-UNSDG meetings can be found here:

<https://www.unescwa.org/events/25th-rcm-and-r-unsdg>

6. 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 30 March 2019**. (see image below with vehicular route marked in **blue**).

B) Pedestrians use the Visitors Entrance accessed through the Gibran Khalil garden (see image below with route marked in **red**).

