



**23rd Regional Coordination Mechanism (RCM) Meeting on 20-21 November 2017
Beirut, Lebanon**

Logistics Note

1. Meeting Venue & Times

The RCM will be held at UN House, Riad El Solh Square in central Beirut. The opening session will begin on 20 November at 9:30am, and the closing session is expected to end on 21 November at 11:00am. The RCM meeting will be followed, by the Regional undg meeting at 11.30am on 21 November.

2. Confirmations

A confirmation must be received **no later than 11 November 2017** to allow ESCWA to take the necessary administrative procedures that facilitate participation and physical entry to the UN House. Please confirm your participation using the link:

<https://participant.escwa.org.lb/MeetingsReg.aspx? M=WuzkqH9Lloc=& N=N& O=N>

3. Background Documents

Background materials will be updated on the [RCM website](#). RCM members who wish to distribute reports or other materials should send a copy to [Ms. Ramla Khalidi](#) on or before **11 November 2017**.

4. Official Dinner

[The Seray Restaurant](#), Palladium Building, Minet El Hosn, Beirut, has been reserved for 19:30pm on 20 November. Please confirm your attendance.

5. Travel/Admin Requirements

UN participants arriving from outside Lebanon are expected to cover their own costs (Travel and DSA). On 20 November, coffee, lunch and dinner will be provided. Guests invited by the RCM Secretariat will be provided DSA at USD \$246/day as well as terminal expenses at USD \$152.

6. Security Clearance

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](#).

7. 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.

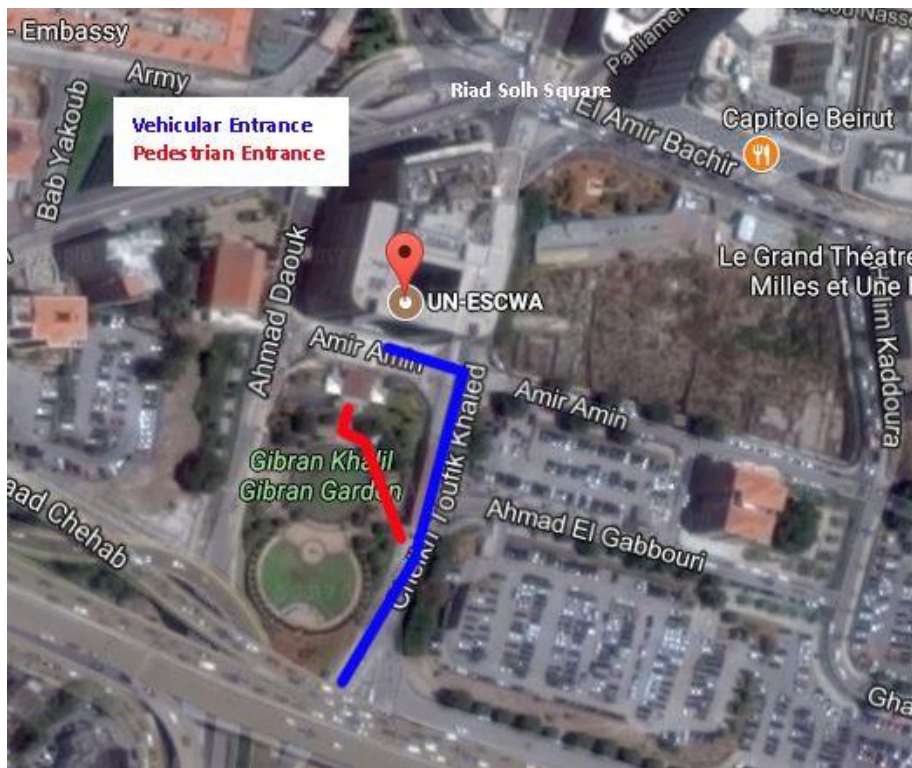
8. Language

With the exception of some opening remarks, the RCM meeting will be held in English. Arabic-English interpretation will be provided during the opening session only.

9. 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 11 November, 2017**. (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**).



10. Organizer Contacts

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