



Division for Social Policy and Development (DSPD)

Inter-agency Expert Group Meeting on “Implementation of the Third United Nations Decade for the Eradication of Poverty (2018-2027)”

United Nations Economic Commission for Africa Conference Centre
Addis Ababa, Ethiopia 18-20 April 2018

Information Note

I. Place and Time of Meeting

The Inter-Agency Expert Group Meeting on “Implementation of the Third United Nations Decade for the Eradication of Poverty (2018-2027)” will be held on 18-20 April 2018 in **Conference Room 3**, United Nations Economic Commission for Africa Conference Center, Addis Ababa, Ethiopia (Tel: +251-1-5514945).

The opening session of the meeting will be on Wednesday, 18 April 2018, at 9:00AM in Conference Room 3, which is located on the 1st floor of the ECA Conference Center. All participants are expected to attend the opening session.

Sessions on Thursday, 19 April 2018 and Friday, 20 April 2018 will begin at 9:00AM. The Inter-Agency Expert Group Meeting will close in the afternoon of Friday, 20 April 2018 at 1:00PM.

More information on the conference site is located at: <http://www.uneca.org/uncc/>.

II. Registration and Identification Badges

Security regulations at the Economic Commission for Africa (ECA) require that all participants be registered in order to enter the ECA premises. Each participant will require an identification badge issued by ECA for entry into the premises prior to the opening of the meeting. Identification badges must be worn visibly at all times in the conference area and ECA premises.

Registration will take place on Wednesday, 18 April 2018 at the Delegates Registration Building (DRB), located at the pedestrian entrance of the ECA compound, from 8:30AM to 9:00AM. Please bring your invitation letter and a government issued identification.

III. Visa Requirements

A visa for entry into Ethiopia may be required. Participants are strongly advised to seek information on requirements applicable in their case from the nearest Embassy or Consulate-General of Ethiopia. Please provide, if required, the official letter of invitation for the meeting. Passports must be valid for at least six months from the date of entry into Ethiopia.

For any questions or problems regarding visas, please contact Ms. Anna Satarova (e-mail: satarova@un.org).

IV. Travel Arrangements

The United Nations will provide a round-trip economy air ticket for travel to Addis Ababa by the most economical route, through American Express Travel Agency. The travel agency will contact you by email with a provisional itinerary in accordance with United Nations official travel rules and regulations. You will need to review the itinerary and confirm by reply email, in order for the ticket to be issued. The authorized date of **arrival** in Addis Ababa will be **17 April 2018**, i.e. the day preceding the meeting, and the authorized date of **departure** from Addis Ababa will be **21 April 2018**, i.e., the date following the end of the meeting. If you would like to make changes to the itinerary, you can do so by reply to the Amex travel agency who will provide you with a deviation form. Please note that any such changes (“personal deviation”) could lead to increased costs or additional fees which will have to be borne by the traveller. Participants should not purchase their own tickets unless prior written approval has been obtained from the UN, as the organizers will not be able to reimburse such ticket costs.

Should you have any questions regarding travel arrangements, please contact Ms. Anna Satarova (e-mail: satarova@un.org).

V. Daily Subsistence Allowance (DSA) and Terminal Expenses

The UN will provide a Daily Subsistence Allowance (DSA) of \$198 per day for the duration of the Meeting. DSA is issued to cover hotel accommodations, meals, and other incidentals. In addition, participants will also be provided terminal expenses of \$188 to cover transportation costs to and from airports and other travel related costs. Participants will be responsible for arranging their own transportation to and from the airport.

Please make sure to bring ORIGINAL travel documents with you to the meeting, including passport, boarding passes, and itineraries. These documents are mandatory proof of travel, which are required for the UN to release any payment. Please retain all original boarding passes used on your trip.

More information regarding the payment of DSA at ECA premises will be communicated shortly.

VI. Hotel Accommodations

Participants are requested to make their own arrangements for accommodation in Addis Ababa. Please provide your hotel information and phone number during your stay in Addis Ababa to the Secretariat of the Meeting. Contact details of the Secretariat can be found on the next page.

Attached to this information note you will find a list of hotels from the ECA website (<https://www.uneca.org/ecacc/pages/information-participants>). Please note that the rates are indicative and subject to revision. Participants are encouraged to confirm the rates from the hotels.

Before departure from Addis Ababa, participants are expected to settle directly with the hotel all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, business centre use, hotel transportation services, laundry, room service, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

VII. Medical clearance/insurance

The United Nations assumes that participants are in good health and have no illness or disability that might prevent them from travelling to or participating in the meeting as required by the Organization. It is the responsibility of the participants to inform the United Nations of any such health impediment prior to accepting the invitation. In addition, participants with accessibility needs should inform the Organization.

Participants are advised to arrange at their own expense for insurance coverage including life, health and other forms deemed appropriate.

VIII. Presentation

Participants are requested to send by email their presentation and other documents by Friday, 6 April 2018, to Ms. Meron Sherif (sherif4@un.org).

The webpage link for the expert group meeting will be circulated shortly. All briefs and presentations will be posted on the meeting's webpage.

IX. Secretariat of the Meeting

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