



U.N. Department of Economic and Social Affairs  
**Financing for Development Office**

**Tenth Session of the Committee of Experts  
on International Cooperation in Tax Matters  
Geneva, Switzerland  
27-31 October 2014**

**Information Circular for Committee Members**

**Dates and Venue**

The tenth session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 27-31 October 2014. The meetings will be held in conference room XVII, located on the 1st floor of the New Building of the Palais (Batiment E), which is accessible through outer doors marked Porte 40 of the Palais.

**Note:** Please be advised to check our website (<http://www.un.org/esa/ffd/tax/tenthsession/>) regularly for updates on conference documents. Participants are encouraged to bring their own copies as the copying facilities available to us in Geneva will be very limited.

**Registration**

To register, participants are requested to use one of the following options:

- 1) Register online at <http://www.un.org/esa/ffd/tax/tenthsession/>;
- 2) Complete the attached registration form, scan and return it by email to [taxffdoffice@un.org](mailto:taxffdoffice@un.org).

In both cases participants should retain a hard copy of their completed registration form and bring it with them when registering with UN Security in Geneva.

To obtain their grounds passes, participants are requested to report to the UN Security at the “New Pregny Building” on **27 October between 9:00 and 9:30 am**. The “New Pregny Building” is located at the Pregny Gate. Kindly consult the UN Geneva map on our website at <http://www.un.org/esa/ffd/tax/tenthsession/UNGenevaMap.pdf>. Participants are requested to bring with them:

- 1) Copy of their registration form (see above); and
- 2) Photo ID (Passport, National ID or a Driver License).

## **Hotel Accommodations**

The UN no longer has preferential rates for conference participants in Geneva. We advise participants to make use of the following hotel booking sites or others to make reservations:

<http://www.expedia.com/>

<http://www.trivago.com/>

<http://www.booking.com/>

Prices may differ between these sites, so we advise participants to cross-check prices for any hotel booking.

There is also the possibility to arrange bookings with hotels directly.

## **Travel Arrangements**

Committee Members will be issued prepaid air tickets by the American Express Office located in the UN Secretariat in New York. Once participants' registrations are received by FfDO, their contact information will be forwarded to the American Express, which will contact them regarding their tickets. Members of the Committee are kindly requested not to purchase their own airline tickets.

## **Financial Arrangements**

Official dates of arrival to, and return from Geneva are 26 October and 01 November 2014 respectively. Daily subsistence allowance (per diem) for the tenth session of 27-31 October will be paid for the actual days of attendance, at the prevailing Geneva rate (currently \$415, but subject to adjustment from time to time) which is then multiplied by 1.4 for Committee Members, plus one-off terminal expenses of \$152 to cover costs of ground transportation to/from airports and expenses in home country incidental to travel abroad. Please note that a check for 100% of the amount will be provided to you on the last day of the meeting, upon presentation of your passport, air ticket and all incoming boarding passes. It can be cashed at the bank in the Palais.

## **Visa**

Participants should obtain a visa through the Swiss Consulate in their home country. Participants who require a visa are advised to start the process as soon as possible. If participants in the meeting need a letter from us as part of their visa application, please do not hesitate to contact Mr. Olivier Munyaneza at [munyaneza@un.org](mailto:munyaneza@un.org) for assistance.

## **Medical and Insurance Coverage**

The UN Department of Management draws your attention to regulations concerning medical and life insurance coverage that must be strictly observed. These are reproduced below for your information and necessary action:

“In issuing invitations to participants in advisory meetings, the UN assumes that the individual concerned is in good health and has no illness or disability that might prevent the individual concerned from traveling to and participating in the meeting as required by the Organization. It is the responsibility of the participant in an advisory meeting to inform the UN of any such health impediment prior to accepting the invitation.”

Please be advised that participants in advisory meetings are responsible for arranging, at their own expense, such life, health and other forms of insurance coverage for the duration of the meeting, as they deem appropriate.

### **The FfDO contact persons for this meeting are:**

For substantive matters:

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