

UNITED NATIONS FORUM ON FORESTS Ad Hoc Expert Group

10 - 14 November 2008, United Nations Office at Vienna

TRAVEL SUPPORT FOR PARTICIPANTS

A. Travel Support for Experts from Developing Countries and Countries with Economies in Transition:

1. Travel support and daily subsistence allowance at the established United Nations rate may be provided to **one Government-designated expert per eligible country** to the maximum extent possible from the budget on a *first come, first serve* basis.
2. Round-trip, economy class air tickets would be issued using the most economical and direct route by recognized public transport between the capital city of the Member State and Vienna. Tickets will be issued by the American Express Travel Agency at UN Headquarters. In exceptional cases, cost of air ticket may be advanced by the Government for reimbursement upon completion of travel. Such reimbursement will be made only up to the cost which would have been incurred by the UN had the ticket been purchased by the Organization. This maximum amount as well as procedures for claiming reimbursement will be communicated to the Government.
3. Daily subsistence allowance (DSA) will be paid in Vienna, at the applicable prevailing rate, for up to a maximum of 6 days subject to verification of actual travel days and/or days of attendance. The current daily subsistence allowance rate for Vienna is €17. Terminal expenses of €7 will likewise be provided to cover airport transfers.
4. Requests for travel support to attend the Ad Hoc Expert Group of the United Nations Forum on Forests (10 - 14 November 2008, Vienna) must be received by the UNFF Secretariat on or before **15 September 2008**, following the procedures quoted below.

B. Procedures

1. All travel support requests should be made by the national authorities through their Permanent Missions to the United Nations in New York before the deadline of **15 September 2008**.
2. It would be appreciated if a copy of the official communication sent by the Permanent Missions to the United Nations in New York containing the nomination of the Government-designated expert be advanced to the UNFF Secretariat by fax - 1 (917) 3673186.
3. The United Nations will make all necessary arrangements for issuance of the travel tickets and will inform directly the Government-designated experts of those arrangements.
4. Permanent Missions are kindly requested to include in the communication containing the nomination of their respective Government-designated expert the following information:

Complete name of the expert as it appears on their passports (surname or family name in full capital letters), gender, date of birth (day/month/year), place and country of birth, title, complete street address, direct telephone numbers (voice and fax) as well as current e-mail address(es).

5. Please direct any eventual inquiry to:

Mr. Peter Csoka
Officer-in-Charge, Secretariat of the United Nations Forum on Forests
1 UN Plaza, DC1 1254
New York, NY 10017
Tel.: 1 (917) 367 4244 Fax: 1 (917) 367 3186