The Secretary-General of the United Nations presents his compliments to the
Permanent Representatives of Member States and to the Permanent Observers of
Non-Member States to the United Nations and has the honour to inform them that, in
accordance with Economic and Social Council decision 2013/241, the United Nations
Forum on Forests will hold its eleventh session at United Nations Headquarters from
4 to 15 May 2015 with the overall theme of “Forests: progress, challenges and the way
forward for the International Arrangement on Forests”.

Pursuant to Forum resolution 7/1, the eleventh session of the Forum will
include a high-level segment, from 13 to 14 May 2015, open to the participation of
all United Nations Member States and Observers, which will provide their ministers
or their representatives with responsibilities for forest issues with an opportunity to
elaborate on their vision on the integration of forests in the broader post-2015
development agenda, as well as solid commitment to a strong international
arrangement on forests beyond 2015. The high-level segment will include a dialogue
with the heads of member organizations of the Collaborative Partnership on Forests,
other forest-related international and regional organizations, institutions and
instruments, as well as senior representatives of Major Groups.

The annotated provisional agenda for the eleventh session of the Forum will be
issued as document E/CN.18/2015/1 and the provisional organisation of work for the
session is available on the Forum website (www.un.org/esa/forests/)
A note containing information on the availability of financial support for the travel of delegates from eligible countries is enclosed. The deadline for the request of financial travel support is 13 March 2015.

The Secretary-General would be grateful if the Permanent Representatives of Member States and the Permanent Observers of Non-Member States to the United Nations would inform him, as soon as possible, of the names of the members of their delegations who will attend the eleventh session (e-mail: alejandrino@un.org).

6 February 2015

T. C. H.

Annex enclosed
UNITED NATIONS FORUM ON FORESTS
Eleventh Session of the United Nations Forum of Forests (UNFF-11)

TRAVEL SUPPORT FOR PARTICIPANTS FROM ELIGIBLE COUNTRIES

A. Travel Support for Delegates 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 delegate per eligible country to the maximum extent possible from the limited available budget on a first come, first serve basis.

2. Round-trip, economy class air tickets will be issued using the most economical route by recognized public transport between the capital city of the Member State and New York. 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 New York, at the applicable prevailing rate, for up to a maximum of 13 days subject to verification of actual travel days and/or days of attendance, and Terminal expenses will also be provided to cover airport transfers. Participants are responsible for making their own hotel and visa arrangements.

4. Requests for travel support to attend the Eleventh Session of the United Nations Forum on Forests (4-15 May 2015, New York) must be received by the UNFF Secretariat no later than 13 March 2015, following the procedures outlined below.
B. Procedures

1. All travel support requests by national authorities should be transmitted to the United Nations Forum on Forests Secretariat **exclusively** through a Note Verbale of their Permanent Missions to the United Nations in New York no later than **13 March 2015**. No other types of communications will be accepted for requests for travel support.

2. 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 delegate, should be advanced to the UNFF Secretariat by fax - 1 (917) 367-3186 or by e-mail unff@un.org with copy to Ms. Edith Niamke niamke@un.org.

3. The United Nations will make all necessary arrangements for issuance of the travel tickets and will inform the Government-designated delegate directly of these arrangements.

4. Permanent Missions are kindly requested to include the following details regarding their respective Government-designated delegate in their travel support requests:

   *i) Complete name of the expert as it appears on his/her passport (surname or family name in full capital letters); ii) title; iii) gender; iv) date and place of birth (day/month/year and city and country of birth); v) complete street address; vi) city of departure; vii) direct telephone numbers (voice and fax); and viii) current e-mail address(es).*