

SEVENTH SESSION OF THE UNITED NATIONS FORUM ON FORESTS
16 - 27 April 2007, United Nations Headquarters, New York

TRAVEL SUPPORT FOR PARTICIPANTS

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

1. Travel support and, **if designated funds are available, daily subsistence allowance as well as terminal expenses at the established United Nations rate**, may be provided to **one participant per eligible country** to the maximum extent possible from the budget on a *first come, first serve* basis.
2. **Participants nominated by eligible countries which are not members of the Commission on Sustainable Development** will receive round-trip, economy class air tickets using the most economical and direct route by recognized public transport between the capital city of the Member State and New York. **Participants nominated by countries which are members of the Commission on Sustainable Development as well as of the Forum** will have their air tickets issued in accordance with the travel rules of the United Nations.
3. 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.
4. **If designated funds are available**, daily subsistence allowance, currently set at \$347, will be paid in New York for up to a maximum of 13 days subject to verification of actual travel days and/or days of attendance. Terminal expenses of \$202 will likewise be provided to cover airport transfers.
5. Requests for travel support to attend the seventh session of the United Nations Forum on Forests (16 - 27 April 2007, New York) must be received by the UNFF Secretariat on or before **3 March 2007**, 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 **3 March 2007**.
3. The United Nations will make all necessary arrangements for issuance of the travel tickets and will inform directly the eligible participants of those arrangements.
4. Permanent Missions are kindly requested to include in the communication containing the nomination of their respective participant the following information:

Complete name of the participant as it appears on his/her passport (surname or family name in full capital letters), gender, date of birth (day/month/year), place and country of birth, present nationality, title and organization, complete street address, direct telephone numbers (voice and fax) as well as current e-mail address.

5. Please direct the requests for travel support and any eventual inquiry to:

Mr. Pekka Patosaari
Director, Secretariat of the United Nations Forum on Forests
1 UN Plaza, DC1 1252
New York, NY 10017
Tel.: 1 (212) 963 9875 Fax: 1 (917) 367 3186