

Arab Regional Parliamentary Forum on the 2030 Agenda: Strengthening Parliamentary Engagement in Climate Action in the Arab Region

Beirut, 29-30 November 2022

Logistics Note

I. DATE AND VENUE

The Arab Region Parliamentary Forum on the 2030 Agenda will take place from 29 to 30 November 2022 at the UN House in Riad El Solh Square, Beirut, Lebanon. For additional information, please visit the following webpage: <https://www.unescwa.org/events/2022-arab-regional-parliamentary-forum-2030-agenda>.

II. CONTACT INFORMATION

For any inquiries regarding logistics and arrangements, please contact:

Ms. Sobhie Kabbarah
Staff Assistant, 2030 Agenda and SDG Coordination Cluster, ESCWA
Tel: +961 1 978 734 | Mobile: +961 3 901218 | Fax: +961 1 981 510
E-mail: sobhie.kabbarah@un.org

III. LANGUAGES

The working languages of the Forum are Arabic, English and French. Simultaneous interpretation to and from the three languages will be provided.

IV. REGISTRATION

All participants are requested to register online on the following link: <https://indico.un.org/e/ArabParliamentaryForum2022>. Please report any registration difficulties to the organizers.

V. COVID-RELATED MEASURES

In-person participants traveling from outside Lebanon should comply with local authorities' health measures, and are responsible for checking updates issued by the Lebanese Directorate General of Civil Aviation at the following websites:

www.dgca.gov.lb/index.php/ar/
www.dgca.gov.lb/index.php/ar/recomm-dgca-ar

Current health requirements in Lebanon do not necessitate the wearing of a face mask in public areas, although it is encouraged in closed and crowded spaces. The use of face masks is not required in the United Nations House. Those exhibiting illness symptoms are asked to refrain from participating in person and are kindly requested to inform the organizers.

VI. CURRENCY

The Lebanese currency is the Lebanese Pound (LBP). Different exchange rates are applied by the government and vendors for different purposes. While the official exchange rate of LBP 1507 to USD 1 is

largely fixed, the Sayrafa rate applied by the Central Bank of Lebanon is used for limited transactions but is not used in the marketplace. The informal market exchange rate is applied for daily transactions.

The use of United States Dollars (USD) in hotels and certain restaurants is usually possible at the market exchange rate, with a small surcharge. The use of international credit cards and debit cards may not be accommodated, or a cap may be imposed on the bill. Cash payments are preferred.

VII. ACCESSING THE UN HOUSE

Access to the United Nations House will be facilitated by the ESCWA Safety and Security Section. Upon arrival, participants will be asked to show a valid government-issued photo identification card and will receive a badge to access the building. Participants are requested to keep the badge with them at all times.

A. Pedestrian access

Pedestrians must use the Visitors' Entrance, accessed through Gibran Khalil Gibran Garden facing the building. The following is a map showing both the pedestrian and vehicular entrances.

B. Car access and parking

Car access to the United Nations House premises is not allowed. Exception is made for cars of VIPs¹ and persons with disabilities. In this case, please provide ESCWA with the model, colour and plate number of the vehicle, in addition to the driver's name and mobile number, at least two days before the event.

With the exception of VIPs and persons with disabilities, you are advised to walk or take a taxi from your hotel to the United Nations House. Beirut experiences morning traffic congestion, so it is recommended to leave your hotel/place of residence early to account for this.



VIII. AMENITIES

C. Lunch and coffee breaks

Lunch will be served by the ESCWA cafeteria. Coffee breaks will be served outside the meeting room.

D. Prayer room

There is a prayer room located on the Mezzanine Floor (MZ). There are also numerous mosques in close proximity to the United Nations House.

E. Smoking

Smoking is prohibited in the building. There are designated smoking areas outside the building. You are also free to smoke in the Khalil Gibran Garden in front of the building.

¹ Minister, ambassador or equivalent.

IX. VISA INFORMATION

Participants from outside Lebanon are advised to inquire about their entry requirements to Lebanon and, if needed, secure a visa by contacting the Lebanese embassy/consulate in their country of residence². For participants whose travel is sponsored by the organizers, visa assistance will be provided on a case-by-case basis. Any difficulties should be reported to the organizers. Please refer to the website of the Lebanese General Security for further details, at <http://www.general-security.gov.lb/ar/posts/38>.

X. ACCOMODATION

Participants are requested to arrange their own accommodation by directly contacting a hotel of their choice in Beirut. After registering to participate in the event, participants will receive an e-mail that contains more detailed logistical information, including the list of hotels with reduced UN room rates. Participants are kindly requested to manage their own hotel reservations and settle their own bills directly with the hotel.

XI. TRANSPORTATION

Participants are requested to arrange their own local transport between the airport, hotel and the United Nations House. It is recommended to arrange airport pick-up with the selected hotel. Transport for VIPs and VIP delegations may be arranged with the country's embassy in Lebanon.

XII. TRAVEL

A. ITINERARIES AND ISSUANCE OF TICKETS

Travel reservations will be arranged by ESCWA based on UN rules and regulations. Arrival will be on the day preceding the forum and departure will be after the forum, depending on the availability of flights. Specific requests for travel arrangements or deviation in dates should be communicated to the organizers **as early as possible and prior to the issuance of tickets**. The organizers will accommodate deviations in dates/times **only if feasible** within the allocated budget and timeline. Otherwise, the participant will be requested to amend his/her own ticket after issuance.

Sponsored participants coming from outside Lebanon will be provided with economy-class air tickets, to be covered by the organizers, and will be notified of flight details by e-mail. For self-ticket purchase, please contact the organizers for information on applicable rules.

For participants from Palestine, the organizers will cover the cost of self-arranged land travel to Amman based on the UN distance rate and will then arrange ticket reservations for Amman-Beirut-Amman.

For participants from Syria, the organizers will cover the costs of self-arranged land travel to Beirut based on the UN distance rate.

B. TRAVEL EXPENSES

The organizers will cover the travel expenses of a limited number of sponsored participants in accordance with their regulations as well as applicable UN rules regulations. Accordingly, sponsored participants will receive a Daily Subsistence Allowance (DSA) of \$232 which will allow them to pay for their meals, accommodation at the hotel and other expenses. Since lunch will be provided by the organizers throughout the meeting days, a 10 percent deduction of the DSA will be applied on the meeting days. In addition, sponsored participants will also receive terminal expenses for the amount of \$188 which covers transportation fees to and from the airport. It should be noted that participants are individually responsible for settling their bills directly with the hotel at the time of checkout.

² ESCWA will offer visa assistance to participants from Palestine, and other Arab countries as needed, on the condition that required papers are submitted at least 4 weeks ahead of the travel date.

C. REQUIRED DOCUMENTS

Sponsored participants are urged to submit the following through the registration link as soon as possible:

1. A colored scanned copy of a valid passport;
2. For Participants from Palestine: Travel permit.

On the first day of the forum, sponsored participants are requested to submit the following to a representative from ESCWA on the **first day of the Forum**:

1. Personal passport containing airport stamps;
2. Boarding pass(es);
3. A copy of the travel ticket, if changed;
4. A receipt showing the cost of travel by land, back and forth (for participants from the Syrian Arab Republic, Palestine and the Republic of Yemen).
5. The bridge crossing receipt/card (for participants from Palestine).
6. Receipt of visa expenses, if any.
- 7. If the participant arrives in Beirut after midnight, please provide the hotel bill for the first night.**
8. Other receipts according to Covid-19 regulations during the dates of the forum, such as a PCR test receipt, if any.

The participant's name must appear clearly on all receipts.