



Regional Workshop on
Multidimensional Poverty Indices for Poverty Reduction Strategies

Beirut, 28-30 November 2022

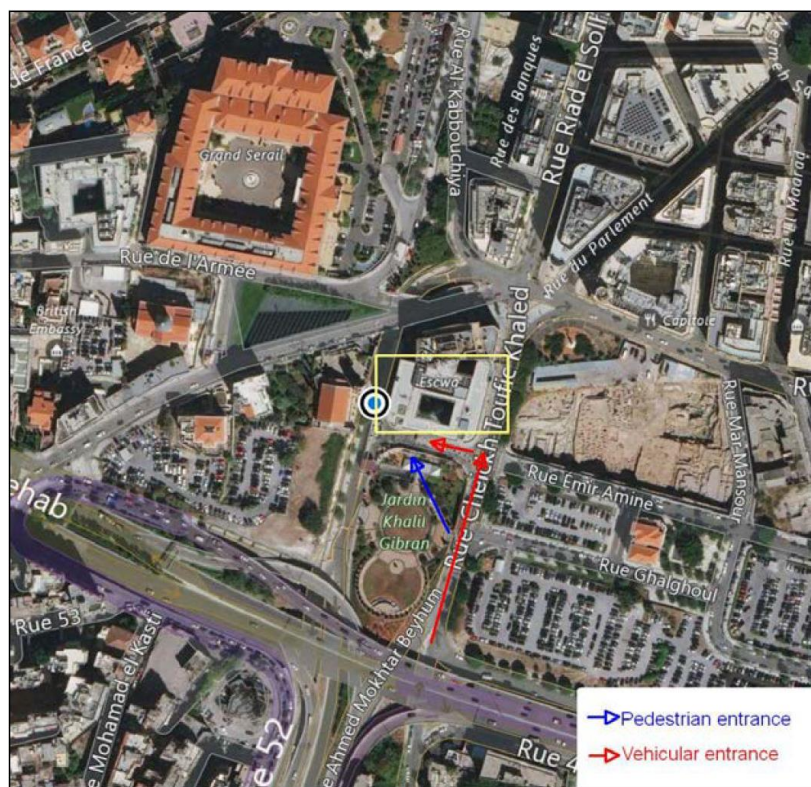
Logistics Note

1. ACCESSING THE UN HOUSE: FOR IN-PERSON PARTICIPANTS

Access to the UN House will be facilitated by the Safety and Security Section of ESCWA. 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 on them at all times.

1.1. Pedestrian access

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



1.2. Car Access and Parking

Car access to the United Nations House premises is not allowed. Exception is made for cars of VIPs 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 3 days ahead of 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 or place of residence early to account for this.



2. AMENITIES

2.1. Meeting Room

The workshop will take place at the UN House, B1 level, Committee Room I.

2.2. Lunch and coffee breaks

Lunch will be served at ESCWA's cafeteria. Coffee Breaks will be served outside the meeting room.

2.3. Prayer room

There is a prayer room located on the Mezzanine Floor (MZ) as well as numerous mosques in close vicinity to the UN House.

2.4. 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.

3. VISA

In-person participants arriving from outside Lebanon are requested to inquire about their visa and, if needed, secure one accordingly by contacting the Lebanese embassy/consulate in their country. For official nominees whose travel is sponsored by ESCWA, visa assistance will be provided.

Any difficulties should be reported to the organizers. Please refer to the website of the Lebanese General Security for further details: <http://www.general-security.gov.lb/en/posts/38>

4. HOTELS

Participants are requested to arrange their own hotel reservations by directly contacting a hotel of their choice in Beirut. A list of hotels that offer reduced rates is provided along with this logistic note. Participants are kindly requested to arrange for settling their bills directly with the hotel.

5. TRANSPORTATION

Participants are kindly requested to arrange their own local transportation between the airport, hotel and forum venue. It is recommended to arrange airport pick-up with the hotel selected. Transportation for VIPs and VIP delegations may be arranged with the country's Embassy in Lebanon.

6. SPONSORED PARTICIPANTS

In-person participants whose travel is sponsored by ESCWA should have a valid medical insurance that includes adequate coverage for COVID-19-related expenses. Costs related to medical insurance coverage are not reimbursable by the United Nations. Exceptions may apply on case-by-case basis.

For a limited number of sponsored participants from outside Lebanon, ESCWA will cover the cost of economy-class air travel and will issue pre-paid tickets. Notifications of flight details will be sent to all air travelling participants by email. For self-ticket purchase, please contact the organizers for information on applicable rules.

For covered participants from the State of Palestine, the organizers will cover the costs of self-arranged land travel to Amman based on the United Nations distance rate and will arrange ticket reservations for Amman-Beirut-Amman.



For covered participants from the Syrian Arab Republic, the organizers will cover the costs of self-arranged land travel to Beirut based on the United Nations distance rate.

7. ITINERARIES AND ISSUING OF TICKETS

Travel reservation will be arranged based on United Nations rules and regulations. Participants who have specific requests for travel times or deviation in dates are requested to communicate this immediately with the organizers. The organizers will accommodate deviations in dates/times only if feasible within the allocated budget and timeline. Otherwise, participants will be requested to amend their own ticket after issuance.

Sponsored participants are reminded not to purchase their tickets individually before liaising with the organizers.

8. REQUIRED DOCUMENTS

Sponsored participants are urged to submit a clear coloured copy of a valid passport (**validity of minimum 6 months**).

On the first day of the workshop, sponsored participants are requested to submit the following to the staff member sitting at the Registration desk:

- ✓ Original Passport that includes airport stamps;
- ✓ Original boarding pass(es);
- ✓ A copy of the e-ticket, if changed;
- ✓ Receipt for two-way land travel expenses with a clear date (applicable to participants from the State of Palestine and the Syrian Arab Republic);
- ✓ Bridge crossing receipt/ticket (applicable to participants from the State of Palestine);
- ✓ Receipt for visa expenses, if any;
- ✓ In case a participant arrives in Beirut after midnight, a hotel invoice is required for the first night.

All receipts should clearly show the participant's name and date.

9. SUPPORT FOR DAILY EXPENSES

Participants are requested to fill and submit an HR Mini Master Form.

On the last day of the Workshop, sponsored participants will receive the daily subsistence allowance (DSA) for Beirut¹ and a set amount that covers airport terminal expenses². This amount is used to cover accommodation, meals and other daily expenses.

¹ The current DSA for Beirut is \$232. Since lunch will be offered by the organizers, a reduction applies.

² Airport terminal expenses is set by the United Nations at a lumpsum of \$188.