



22nd Regional Coordination Mechanism on 14 December 2016
Doha, Qatar

Logistical Note

Venue:

- The RCM meeting will be held at the [Sheraton Grand Doha Resort & Convention Hotel](http://www.sheratongranddoha.com) <http://www.sheratongranddoha.com>. The opening session will start at 09.00am on 14 December in meeting room SELWA I. The half-day RCM will be followed by the 29th Ministerial Session at the same location in meeting room SELWA II.

Confirmation of Attendance and On-Line Registration:

- Please confirm your participation at both the RCM meeting and the Ministerial Session **no later than Monday 28 November 2016**. Please send your confirmation to Ms. Ramla Khalidi with a copy to Ms. Shadia Abdallah (*see contacts below*).
- Participants must **register on line using the following link**, in order to be issued with the ID pass required to enter the premises. Participants will be asked to upload a copy of their passport photo: <https://participant.escwa.org.lb/MeetingsReg.aspx? M=WQH3417U2FE=& N=N& O=N>

Travel and Hotel Arrangements:

- Participants are expected to cover their own costs (Travel and DSA), and settle their bills directly with the hotel.
- The Sheraton Grand Doha has offered participants at the meeting the rate of \$185 USD/night including breakfast. To benefit from this offer, please contact Ms. Dennielyn Viesca by email at dennielyn.viesca@sheraton.com or by phone at +974-4485-4445, indicating that you are attending the ESCWA meetings.

Visa to Qatar:

- All participants, including those with a valid UNLP, will need to an entry visa. Should you require assistance in obtaining a visa to Qatar, please provide Ms. Shadia Abdallah with an e-copy of your passport along with your date of arrival and departure as soon as possible and **no later than 28 November**. After this date, obtaining a visa is the responsibility of the participant.

Background documents:

- Background materials will be available on the RCM website in advance of the meeting: <https://www.unescwa.org/events/regional-coordination-mechanism-22nd-meeting>

Language

- The RCM meeting will be held in English; Simultaneous translation will not be available.

Lunch and Hospitality

- The Government of Qatar is kindly offering participants lunch on 14 and 15 December 2016.

Contacts:

| Name | Title | Tel No | Email address |
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| Ms. Ramla Khalidi | Chief, Strategy, Evaluation and Partnership | +961 1- 9788419 | khalidir@un.org |
| Ms. Shadia Abdallah | Administrative Assistant at the Office of the Executive Secretary | +961 1- 9788501 | abdallah6@un.org |