

**Experts' Group Meeting  
State-building and Institutional Development in Post-Conflict Settings:  
Opportunities and Challenges**

23 & 24 November 2017  
United Nations House, Beirut

**Logistical Note**

**Date and Venue:**

The meeting will be hosted by ESCWA at the United Nations House (UN-House), in Beirut, from 23 until 24 November 2017. To enter the UN-House please proceed towards Gibran Khalil Gibran garden that is facing the UN-House. For location, please refer to the following Google Map link [location](#)

**Security Arrangements:**

There are security arrangements that are put in place to enter the UN-House. To avoid any delay, participants are kindly requested to arrive early at the UN-House to secure their identification cards and access to the UN-House. Please note that badges should be displayed at all times while present in the premises of the UN- House.

**Meeting Room:**

The meeting will be held in Mezzanine Hall located at the MZ level of the UN House.

**Registration:**

Registration starts at 09:00 am on Thursday, 23 November 2017 and the opening will promptly start at 9:30 am.

**Language of the meeting:**

The official languages of the meeting are English and Arabic

**Interpretation Services:**

Simultaneous interpretation is available inside the meeting Hall.

**Tea and Coffee Breaks:**

During the two-day meeting, two daily coffee breaks will be provided according to the time schedule on the agenda.

**Travel Arrangements:**

ESCWA provides an economy class air ticket as well as assist in security entry visas to Lebanon from the Lebanese authorities.

**Airport Pick-Up:**

Taxi service is available at Rafic Hariri International Airport from the airport to the city of Beirut. Most hotels in Beirut also provide this service at almost the same price tag.

ESCWA will pay an amount of US\$ 152 to cover the cost of transportation to and from airports calculated as follows: 4 trips \* \$38 = US\$152.

Participants are therefore kindly requested to make their own airport pick-up arrangements as well as transportation to and from the UN-House.

**Important Notice: Please retain the air plane boarding pass and provide it with your passport to Ms. Ghada Sinno on the first day of the meeting. Failure to provide these documents may result in delaying your travel entitlement until after your return to your home country.**

**Accommodation:**

All participants are responsible for making their own hotel bookings in Beirut. ESCWA Secretariat has taken the necessary arrangements to provide a list of hotels that provide discounted prices. Kindly refer to the attached list of hotels.

Participants are also responsible for settling their own accommodation bills and other expenses directly with the hotel before departure.

Please note that you will be paid in Beirut on Friday, 24 November 2017, a Daily Subsistence Allowance (DSA) for 3 nights (one travel day and two meeting days). The return day is not accounted for. The DSA covers cost of accommodation (50%), 3 meals (30%) and incidentals (20%).

The Daily Subsistence Allowance for the city of Beirut for the month of October 2017 is US\$ 246 and is expected to remain the same for the month of November 2017.

**General Information:**

The US dollar is widely used in local market transactions and has no restrictions on it. The exchange rate of one US dollar in the markets is 1500 Lebanese pounds. As for the banks and exchange shops, the rate is determined by the stock exchange (approximately 1508-1513).

The weather in Beirut during your stay in Beirut is mainly cloudy with some showers. The temperatures range between 20°C-23°C (High) and 15°C-16°C (low).

The electrical voltage in Lebanon is 220 V - 50 Hz 220Volts - 50 Hz

The time difference between Lebanon and Greenwich GMT is +2 hours

**Correspondence:**

All administrative and logistical correspondence related to the meeting should be addressed to:

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