

UN-REDD PROGRAMME



Food and Agriculture
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United Nations



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UNEP

Information and Logistics Note for Participants

UN-REDD PROGRAMME
FIFTEENTH POLICY BOARD
MEETING

7 - 10 November 2015
San José, Costa Rica

VENUE

The 15th Policy Board meeting will be held in San José (Costa Rica) on **7-10 November 2015** at the:

[DoubleTree by Hilton Cariari](#)

San Antonio de Belen, Ciudad Cariari

San José, Costa Rica

Tel.: (+506-2) 239 0022

The hotel is located approximately 6.4 kms. from Juan Santamaria International Airport.

Taxi fare from the airport costs approximately US\$ 20.00 one way. The hotel can arrange taxi service at a fee of US\$ 20.00/per car. It can accommodate up to 4 persons depending on the quantity of luggage. Please contact the hotel directly if you wish to book the hotel's recommended car service (SJODT_careline@hilton.com) and provide your travel itinerary.

The hotel offers **complimentary Wi-Fi** internet access in all guest rooms. Wi-Fi will also be provided in the meeting rooms.

Lunch and coffee breaks for all participants will be covered and paid for by the Programme on 7 -8 November (joint field visit and knowledge exchange day with the FCPF), and the Policy Board meeting on 9-10 November.

ACCOMMODATION

The Secretariat has secured a limited number of rooms at the DoubleTree Hilton by Cariari Hotel at the negotiated rate of US\$ 99/day, breakfast included (+13% taxes). To make a reservation, please complete the dedicated [hotel reservation online](#). Sponsored participants do not need to book a room (see next paragraph). Please note that the number of rooms being held is limited and these will be designated on a first come, first served basis. The hotel will release any unbooked rooms by **20 October**.

SPONSORED PARTICIPANTS' ACCOMMODATION

The UN-REDD Programme Secretariat will book, reserve and cover the cost of accommodation of sponsored participants for up to five nights from 6 to 10 November. Sponsored participants should not use the online reservation tool.

VISA REQUIREMENT

A detailed [visa information note](#) was circulated on 31 August, as a link in the official Policy Board invitation. It is also [accessible](#) on the UN-REDD Programme Workspace. Participants from countries that do not have a Costa Rica Embassy should read the visa note carefully to avoid any last-minute glitch. Please note that the government of Costa Rica does not issue visas on arrival (VOA) at the airport, with very little exception.

TRAVEL OF UN-REDD PROGRAMME SPONSORED PARTICIPANTS

Sponsored participants are entitled to a return air ticket in economy class at the least costly fare and most direct route, in accordance with UN travel rules. Ms. Valeria Variano (Valeria.Varano@un-redd.org) is the focal person for travel arrangements of funded participants. She will contact sponsored participants and arrange for the issuance of electronic air tickets.

Please note that once itineraries are confirmed by the sponsored traveller and an e-ticket is issued, any request for changes will be at the participant's own cost.

DAILY SUBSISTENCE ALLOWANCE (DSA) FOR SPONSORED PARTICIPANTS

DSA for sponsored participants will be issued at the meeting venue upon presentation of the passport data page and original airline ticket stubs. The reduced DSA is calculated to cover incidental costs, dinner and official travel days, in accordance with UN rules. The focal person for DSA issuance onsite is Ms. Frances Lim (Frances.Lim@un-redd.org).

TRANSPORTATION TO/FROM AIRPORT

Taxi fare from the airport costs approximately US\$ 20.00 one way. It can accommodate up to 4 persons depending on the quantity of luggage. The hotel can arrange taxi service at a fee of US\$ 20.00/per car with their preferred transportation company. It can accommodate up to 4 persons depending on the quantity of luggage. Please contact the hotel directly if you wish to book the hotel's recommended car service (SJODT_careline@hilton.com) and provide your detailed travel itinerary.

WEATHER

The average temperature in San José, Costa Rica during the month of November is 72 to 75°F (22 to 23°C).

ELECTRICITY

Electrical sockets (outlets) in Costa Rica are very similar to the electrical outlets found in the United States and Canada, and usually supply electricity at between 110 and 120 volts AC. If your appliance is built only for 220-240 volt electricity, or a Japanese appliance built for 100 volts, then a travel plug adapter by itself won't be sufficient; a voltage transformer will be necessary.

						
North America Grounded NEMA 5-15	Japan Non-grounded JIS C 8303	Europe German style CEE7/4 Schuko	Europe French style Schuko	Europe/Russia Non-grounded CEE7/16 Europlug	Great Britain Grounded BS-1363	Great Britain "Shaver socket" BS-4573
						
Australia/China Grounded AS-3112	Italy Grounded CEI 23-16	Switzerland Grounded SEV-1011	Denmark Grounded SRAF 1962/DB	Israel Grounded SI 32 (IS 16A-R)	India Grounded BS-546 "Small"	South Africa Grounded BS-546 "Large"
