



Information and Logistics Note for Participants

UN-REDD PROGRAMME TWELFTH
POLICY BOARD MEETING

7-9 July 2014

Lima, Peru

VENUE

The Twelfth Policy Board meeting will be held on **7-9 July 2014** at the **Hilton Lima Miraflores** Hotel, Avenida La Paz 1099, Lima, 18, Peru; tel. No. (51-1) 200 8000; fax No: (51-1) 200-8080. The hotel is conveniently located in the heart of the cultural, commercial and touristic district of Lima, the Miraflores neighborhood. It is approximately 11 miles from the Jorge Chavez international airport.

ACCOMMODATION

The Secretariat has secured a number of rooms at the Hilton Lima Miraflores at negotiated rates inclusive of breakfast. To make a reservation, please complete the [hotel reservation online](#). Please note that blocked rooms are limited and will be designated on a first come, first serve basis. The hotel will release unbooked rooms by **20 June**.

SPONSORED PARTICIPANTS' ACCOMMODATION

Rooms for UN-REDD sponsored participants will be reserved and paid for by the UN-REDD Programme for 4 nights from 6 to 9 July 2014. To accommodate the planned IP-CSO meeting on 6 July, reservations will be made for IP and CSO sponsored participants for up to 5 nights from 5-9 July, unless otherwise indicated by the participant. As in past practice, hotel rooming arrangements for sponsored participants are being made in coordination with the FCPF FMT to ensure that reservations for participants attending the FCPF-PC 17th meeting will be extended or adjusted accordingly, as necessary.

VISA REQUIREMENTS

In general, the following countries do not require a visa to enter Peru (for up to 90 days):

- North America: United States, Canada and Mexico
- Central America: Most Central American countries (with the exception of Costa Rica, Cuba, El Salvador, Guatemala, Haiti, Honduras, Nicaragua, Dominican Republic)
- South America: All South American countries
- Europe: All countries within the European Union and Switzerland
- Africa: South Africa
- Asia: Brunei, Indonesia, Israel, Japan, Laos, Malaysia, Philippines, Singapore and Thailand
- Oceania: Australia and New Zealand

For other countries not listed above, a visa is required. Please check this [link](#) to verify if there is a [Peru Embassy](#) in your country and if so, apply for your visa accordingly.

For countries not listed above and that do not have a Peru Embassy or Consulate, please note the following process:

1. Participants must send a clear, scanned copy of the relevant passport pages to the Secretariat (policyboard@un-redd.org) **by 10 June**, who will collate a list of participants requiring support and submit to the Peru Ministry of Foreign Affairs.
2. The MFA will formally send the list to the Immigration Office, who will provide a copy and instructions to Immigration officials at the airport and other entry points in Peru. A copy of this

letter will also be sent to the UN Country Office and to participants who requested visa support via the Secretariat.

3. An entry stamp will be placed on participants' passports upon arrival at the airport in Lima.
4. Upon arrival at the hotel, participants must submit their national passport to Ms. Frances Lim (UN-REDD Secretariat) who will submit the passports to the MFA first thing on Monday, 7 July, in order for the MFA to place the visa in the respective passports. The passports are expected to be returned within the same day or next.

Participants from countries with no Peru Embassy are **strongly advised** to carry with them, both the official UN-REDD Programme invitation letter and the MFA letter addressed to the Immigration Office (No. 2 above), in case they are asked for these by immigration officials upon arrival to Peru.

TRAVEL OF SPONSORED PARTICIPANTS

Sponsored participants are entitled to a return air ticket in economy class from their home country to Lima, Peru, at the least-costly fare and most direct route, in accordance with UN travel rules. Ms. Mwanaisha Hassan (Mwanaisha.Hassan@unep.org) is the focal person who will process travel arrangements of funded participants and will be responsible for sending the electronic air ticket by e-mail. Please note that once itineraries are confirmed by the sponsored traveller and e-ticket is issued, any change made will be at the participant's own cost. Kindly be reminded that in accordance with UN guidelines on processing time for travel, the deadline for completion of travel process of sponsored participants is **12 June 2014**. Beyond this deadline, sponsored participants will have to purchase their own ticket subject to UN travel guidelines and seek reimbursement after the meeting.

DAILY SUBSISTENCE ALLOWANCE (DSA) FOR SPONSORED PARTICIPANTS

Reduced DSA for sponsored participants will be issued at the meeting venue upon presentation of 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 the UN rules. Lunch and coffee breaks for **all** participants will be covered and paid for by the Programme Secretariat for the 3-day meeting. The focal person for DSA issuance onsite during PB12 in Lima is Ms. Frances Lim (Frances.Lim@un-redd.org).

TRANSPORTATION TO/FROM AIRPORT

The Jorge Chavez international airport is located about 11 miles away from the Hilton Lima Miraflores, venue of PB12 meeting. We recommend taking an airport taxi, which can take about 40 minutes to the venue depending on the traffic. The cost of taxi fare is approximately \$40/one way. Sponsored participants will be provided an allowance to cover the transportation costs between the airport and the hotel in accordance with the UN rules.

WEATHER

The month of July is winter season in Lima. The average temperature during this season ranges between 54°F to 59°F (12° to 15°C).

ELECTRICITY REQUIREMENTS

Electricity in Peru is 220 volts 60Hz.

						
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"