



Information and Logistics Note

UN-REDD PROGRAMME
THIRTEENTH POLICY BOARD
MEETING

3-7 November 2014

Arusha, Tanzania

VENUE

The 13th Policy Board meeting will be held in Arusha, Tanzania on **6-7 November 2014** at the [Ngurdoto Mountain Lodge](#) (Off Momela Road, USA River, 7302 Arusha; Tel: +255 (27)254 2217-26 Fax: +255 (27)254 2227-28). It is situated within a 140-acres coffee plantation property, nestled between Mount Meru and Mount Kilimanjaro. (Please note that a separate hotel exists called 'Nugurdoto Lodge').

The joint knowledge day with the Forest Carbon Partnership Facility (FCPF) as well as pre-Policy Board information and knowledge sharing sessions will also be held in the Ngurdoto Mountain Lodge on 4 and 5 November 2014 respectively.

ACCOMMODATION

The Secretariat is holding a number of rooms at the negotiated rate of US\$80 per day inclusive of breakfast. To make a reservation, please complete the **attached** hotel reservation form and send directly to the hotel email address indicated on the form. Sponsored participants do not need to complete the form; see further information below for sponsored participants.

ACCOMMODATION FOR SPONSORED PARTICIPANTS

Rooms for UN-REDD sponsored participants will be reserved and paid for by the UN-REDD Programme for six nights from 2 to 8 November 2014.

For the IP-CSO meeting planned for 2 November, reservations will be made and paid for IP and CSO sponsored participants for up to seven nights from 1 to 8 November 2014, unless otherwise indicated by the participant.

As in the past, 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 18th and PA7 meetings (Arusha, 31 October to 2 November) will be extended or adjusted as necessary.

Sponsored participants do **not** need to complete the hotel reservation form.

VISA REQUIREMENTS

The following countries do **not** require an entry visa to Tanzania:

Botswana	Malaysia
Gambia	Mozambique
Ghana	Namibia
Hong Kong	Swaziland
Kenya	Uganda
Lesotho	Zambia
Malawi	Zimbabwe

All countries except those listed in the table above must obtain a visa prior to entry to Tanzania. Visas can be obtained at any Diplomatic or Consulate Mission of the United Republic of Tanzania and are generally issued within one business day. It is advisable to apply for a visa prior to travel wherever possible to avoid any potential inconvenience at the point of entry in Tanzania.

For delegates who do not have a Tanzania Embassy in their country and require visa assistance, the Secretariat is liaising and coordinating with the Government of Tanzania to facilitate the issuance of a Visa on Arrival (VOA). Kindly submit a clear scanned copy of relevant passport pages by email to the Secretariat general mailbox (policyboard@un-redd.org) as soon as possible.

TRAVEL OF 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. 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 an e-ticket is issued, any request for changes 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 completing travel arrangements for sponsored participants is **10 October 2014**. Beyond this deadline, sponsored participants may have to purchase their own ticket - subject to UN travel guidelines - and seek reimbursement after the meeting.

DAILY SUBSISTENCE ALLOWANCE (DSA) FOR SPONSORED PARTICIPANTS

DSA for sponsored participants will be issued at the meeting venue upon presentation of a passport data page and original airline ticket stubs. The DSA is calculated to cover incidental costs, dinner and official travel days, in accordance with UN rules.

Lunch and coffee breaks for **all** participants will be covered and paid for by the Programme Secretariat for the joint KM day, the pre-PB information sessions and the Policy Board meeting (4-7 November). The focal person for DSA issuance onsite during PB13 in Arusha is Ms. Frances Lim (Frances.Lim@un-redd.org).

TRANSPORTATION TO/FROM AIRPORT

The Ngurdoto Mountain Lodge is located between Arusha town and Kilimanjaro International Airport, 27 km from either. Please click on this [link](#) to see a map and directions to the Lodge. It is recommended that participants take an airport taxi to the Ngurdoto Mountain Lodge and the journey should take approximately 40 minutes. The Lodge also offers shuttle service to/from the airport for \$50 each way.

Sponsored participants will be provided with an allowance to cover transportation costs between the airport and the Lodge, in accordance with the UN rules.

WEATHER

The maximum average temperature in Arusha during the month of November is 26°C (79°F) during the day and minimum 14°C or (57°F) at night time.

ELECTRICITY

Electricity in Tanzania is 220 volts, alternating at 50Hz.

						
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"
