



Logistics Information Note

UN-REDD PROGRAMME EIGHTH
POLICY BOARD MEETING

25 – 26 March 2012
Asunción, Paraguay



In accordance with the decision of the Policy Board this document is printed in limited numbers to minimize the environmental impact of the UN-REDD Programme processes and contribute to climate neutrality. Participants are kindly requested to bring their copies to meetings. Most of the UN-REDD Programmes meeting documents are available on the internet at: www.unredd.net.

REGISTRATION

To confirm participation in the Eighth Policy Board Meeting, each participant must complete and return a registration form to policyboard@un-redd.org by **27 February 2012**.

VISA REQUIREMENTS

A visa for entry into Paraguay may be required. Participants concerned are strongly advised to seek information on individual requirements from Paraguayan diplomatic or consular missions in their home countries. Where a visa is required, applicants are strongly advised to apply as early as possible.

The Government of Paraguay has arranged a special '**entry & stay permit**' for registered participants of the UN-REDD Programme's Eighth Policy Board Meeting. The '**entry & stay permit**' will be granted to authorized participants entry access to Paraguay upon arrival at Asunción's airport –Silvio Pettirossi International Airport at no charge. To request an '**entry & stay permit**' upon arrival please indicate this in your **registration form** (enclosed) and include a **copy of your passport data page**.

The Government of Paraguay will also be providing an invitation letter to support participants who have requested an '**entry & stay permit**' upon arrival during their transit to Asunción. The letter will be forwarded to participants who have registered, upon receipt of their registration form and passport data page.

HOTEL ACCOMMODATION – GROUP BLOCK BOOKING

The UN-REDD Programme has secured a block booking at the **Granados Park Hotel** with a group rate of USD\$ 100/night + taxes (10%) which includes breakfast. To make a reservation please refer to the booking code: **UNREDD 2012**. Reservations will be accepted either by telephone: + **595 21 497 921** or email: ventas@granadospark.com.py or reservas@granadospark.com.py. Please note space is limited and will be designated on a first come first serve basis.

Important Notice: The Granados Park Hotel is working with the UN-REDD Programme Secretariat & FCPF FMT to provide accommodations for participants between itself and three of its partner hotels. Given this, please note that despite making a reservation via the Granados Park Hotel, you may be allocated rooms within one of its partner hotel's (located within walking distance of the meeting venue: Granados Park Hotel). Contact and location details for the hotels are found below.

Hotel rooms have been secured and paid for by the UN-REDD Programme for **sponsored participants** at **Hotel Las Margaritas** (located across the street from the meeting venue: Granados Park Hotel); however, sponsored participants will be responsible for covering any incidental expenses (such as room service, phone calls, etc.). Please note that it is standard in Paraguay for hotels to request a credit card or cash deposit upon your arrival to cover incidentals.

The reservation period for IP and CSO sponsored participants is from **23-28 March 2012**, and partner country sponsored participants from **24-28 March 2012**, 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 11 meeting will be extended as required.

MEETING VENUE & PARTNER HOTELS OF THE GRANADOS PARK



Granados Park Hotel - Meeting venue

15 de Agosto, Estrella, Asuncion 9999, Paraguay

+595 (0)21 497 921

www.granadospark.com.py

Las Margaritas Hotel

15 De Agosto, Asuncion, Paraguay

+595 (0)21 448 765

www.lasmargaritas.com.py

Hotel Guaraní Esplendor

Gral Diaz, Asunción, Paraguay

+595 (0)21 452 099

www.hotelguarani.nett

Sabe Center Hotel

25 De Mayo Esq. Mexico, Asuncion 1000, Paraguay

+595 (0)21 450 093

www.sabecenterhotel.com.py

ADDITIONAL HOTEL OPTIONS

Excelsior Inn - +595 (0)21 495 632; www.excelsior.com.py

Internacional - +595 (0)21 494114; www.hotelinternacional.com.py

TRAVEL FOR SPONSORED PARTICIPANTS

Funded participants are entitled to a return air ticket in economy class from their home country to the meeting venue at the least costly fare and most direct route, in accordance with UN rules. **Ms. Rosa Andolfato**, (T: (+41 22) 917 8946, E: rosa.andolfato@un-redd.org) will expedite sponsored participants travel arrangements, and send details of your electronic air ticket by e-mail. Please note that once itineraries are confirmed by the traveller no changes can be made. If you prefer to arrange your own travel please advise.

TRANSPORTATION TO/FROM AIRPORT

Silvio Pettirossi International Airport, (<http://airport.airlines-inform.com/Asuncion-Silvio-Pettirossi.html>), is approximately 17 Km from the Granados Park Hotel. We recommend taking a taxi, which takes about 45 minutes from the airport to the meeting venue.

For sponsored participants transportation to/from the airport will be reserved based on your travel itinerary. A driver will be outside the airport waiting for you with your name on a piece of paper. For your departure to the airport, drivers will be waiting at the **Granados Park Hotel** at least a few hours before your airline departure time to take you to the airport.

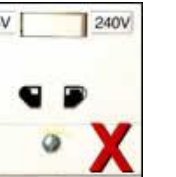
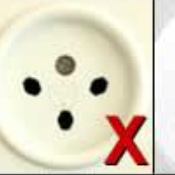
DAILY SUBSISTENCE ALLOWANCES (DSA) FOR SPONSORED PARTICIPANTS

DSA for sponsored participants will be provided at the meeting venue, upon presentation of your passport data page and original airline ticket stubs for your journey to Asunción. The DSA is calculated to cover additional incidental costs and dinner as accommodation, breakfast, lunch, and transportation are covered.

WEATHER— <http://www.theweathernetwork.com/weather/PAXX0001>

ELECTRICITY REQUIREMENTS

Voltage: 220 V 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"