

12 October, 2015

Logistic Note

Workshop Venue

The UNDG Programme Working Group workshop on updating the UNDAF guidance for common country programming will be held in the **Labouisse Hall** at **UNICEF HQ** located at 3 UN Plaza, New York, NY 10017.

Transportation

UNICEF HQ is walking distance from most hotels in mid-town Manhattan. Nearest subway is from Grand Central Station. For more information see the map here:
<https://www.google.com/maps/place/Unicef/@40.7503928,-73.9699759,15z/data=!4m2!3m1!1s0x0:0x267cfc49f60a0df8>

Air Travel

Participants that will be undertaking international air travel are required to submit a quote from their country office for the air ticket based on UNDP rules and regulations, before they proceed. Please send to Kale Yideg at kale.yideg@undg.org with copy to Pervez Hassan at pervez.hassan@undg.org for further action.

Accommodation and Meals

Participants are requested to arrange their own accommodation during their staying in New York. DOCO will provide the participants coming from outside New York **with 2 days DSA** (unless flights require to stay longer).

Meals: Kindly note that DOCO will provide a light lunch on the day of the workshop (6 November).

Please note that DOCO will not assume responsibility for the following:

- i. Expenses in the participants duty station for travel abroad: passports, visa applications, medical examinations, immunizations, airport expenses, such as baggage handling, airport taxes, etc.;
- ii. Expenses for excess baggage (additional baggage or baggage exceeding the authorized weight/volume established by each individual airline);
- iii. Extra expenses incurred by the participant during the course of the travel or stay at the hotel, such as telephone calls, mini-bar, internet, alcoholic drinks, laundry and housekeeping services, and other costs;
- iv. Expenses incurred for the travel, hotel accommodation and other costs incurred by accompanying dependants;
- v. Expenses with respect to travel insurance, accident insurance, medical bills and hospital fees incurred by participants in connection with their attendance at the workshop;
- vi. Loss or damage to personal property while attending the workshop.

Visa Information

Please note that all UN contract holders will absolutely need a G4 Visa on their national passport to enter the United States, even if they hold a UN Laissez Passer.

To facilitate your G4 application, UNDP Office of Human resources (OHR) will be providing such assistance. To enable us to process your G4 visa application, please complete in full the attached Visa form (TTS1) as it will be returned by OHR if the information is not complete. Please also kindly note that handwritten applications will not be accepted. In order for OHR to endorse the Visa application before it is sent to the Visa desk for approval, they will also need a scanned copy of your valid Letter of Appointment (LoA) or Personal Action Form (PAF).

The duly completed application form (TTS1) and copy of your LoA or PAF should be sent as soon as possible to Kale Yideg at kale.yideg@undg.org with copy to Pervez Hassan at pervez.hassan@undg.org for further action.

Security

A Security Clearance is required for official travel, please use TRIP at <https://dss.un.org>. Requests for clearance should be submitted at least 7 days prior to travel. Technical assistance for TRIP is available at dsshelp@un.org or +1 917 367-9438.

Weather

Autumn is a wonderful season in New York City. The weather is nice, the leaves change colors, and the parks are beautiful. It's a very enjoyable time to visit NYC. The weather is usually mild and pleasant for walking around. [Average high temperatures](#) are 64° F (18° C) for October and 53° F (12° C) for November. It can get chilly, especially at night, so come prepared with sweaters and jackets.

Budget (COA)

Project #: **87701**

Oper. Unit: H45

Dept. ID: **06401**

Impl. Agent: **001981**

Fund: **68076**

Donor: **11234** Activity 3 'Programme'.

Contact persons in DOCO

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