



Regional Expert Group Meeting on Justice Integrity in Arab Countries 31 July 2016

**Amman,
The Hashemite Kingdom of Jordan**

Logistical Note

1. Accommodation and Venue of the meeting

1.1. Meeting venue:

The meeting will be held at UNDP Hub Amman, Jordan.

Regional Bureau for Arab States

United Nations Development Programme
Abu Baker Seraj Eddine 11, North Abdoun
PO Box 941631, Amman 11194, Jordan
khaled.abdelshafi@undp.org
Mob: +962 790955554
Tel: +962 6 2003144
www.undp.org

1.2. Arrival and Departure:

Participants are expected to arrive on 30 July and depart on 01 August 2016 unless additional nights are required by travel constraints.

July, 2016

1.3. Hotel Accommodation:

Rooms have been reserved for participants coming from outside Jordan at **Le Meridien Amman Hotel**. UNDP will cover participants' accommodation for 3 nights from 29 July till 01 August 2016 unless additional nights are required by travel constraints.

Participants are covered on Bed and Bed Breakfast and can benefit from the following additional meals, within hotel restaurants, for an amount up to **USD 45.00 per meal**, should the value of the meal exceed the mentioned amount, the extra charges will be added to your personal bill. Alcohol, tobacco and shisha are not covered.

Lunch Buffet will be hosted at the hub on 31 July.

2.1. Visa Formalities:

Participants traveling with national passports from restricted countries should obtain a visa prior to commencing travel to Jordan. Kindly consult the Jordanian Embassy on visa requirements. This should be done as soon as possible to prevent problems or delays

2.2. Transportation:

UNDP is arranging for participants airport pick-up and drop-off.

3.1. Currency and Exchange Rate

Exchange rate: US\$ 1.00 = JOD 0.708

The US dollar is widely accepted in the local market. Visa, Master Card & American Express are widely used in Amman. Keep a few small notes (US\$1) handy for tips to porters, bell boys, etc.

3.2. Weather:

You can follow weather updates on Amman by clicking the below link:

<http://www.accuweather.com/en/jo/amman/221790/weather-forecast/221790>

3.3. Voltage

The voltage in Jordan is 220-240 Volts. The majority outlets accept one type of plug with three rectangular British style pins. If you travel to Jordan with a device that does not accept 220-240 Volts, you will need a voltage converter. Although most laptops are designed for travellers and auto-sense and auto-switch between 110 and 240 volts, participants need to check for this capability before bringing their equipment to Jordan. If a laptop does not have the right plug, you will also need to bring a plug adapter.

3.4. Around the Clock Services:

July, 2016

The Hotel offers the following services on 24-Hours basis: Room Service, Concierge, Reception, and Business Center.

4.1. Local emergency contacts

- Police 192, 191
- First Aid & Ambulance service: 193

4.2. UN Security emergency contacts

Name	Title	Tel No	Email address
Mr. Edward Kallon	UN Designated Official	+962-79-6634000 (cell)	edward.kallon@one.un.org
Mr. Jean François Faivre	UN/UNDSS Chief Security Adviser	+962-79-5079997 (cell)	jean.francois.faivre@undss.org
Ms. Chandana Tiwari	UNDSS Deputy Security Adviser	+962-79-654110 (cell)	chandana.tiwari@undss.org
Ms. Mazen Qojas	UNDSS Field Security Coordination Officer	+962-77-6704144 (cell)	qojas@un.org

4.3. Organizers contacts

Name	Title	Tel No	Email address
Mr. Anthony Abi Saad	Junior Programme Management and Operation Officer	+961 3 073 298	Anthony.abi-saad@undp.org

We look forward to welcoming you in Amman!

If you have any questions, please contact Mr. Anthony Abi-Saad anthony.abi-saad@undp.org

The organizers

July, 2016