



*Empowered lives.
Resilient nations.*

Technical Consultation Meeting on Fostering Women's Political Participation

26-27 September 2017

Amman, Jordan

Logistics Letter

1. Accommodation and Venue of the meeting

1.1 Meeting venue:

The meeting will be held at [Amman Rotana](#) (Jordan) at the Monarch Ballroom located on B2 level.

Amman Rotana Hotel
Al Sawosana Al Sawoda Street - Abdali
Amman - Jordan
Tel: +962 6 520 8888
E-Mail: randa.hammad@rotana.com
www.rotana.com

1.2 Hotel Accommodation

Participants are expected to arrive on 25 September and depart on 28 September 2017.

Rooms have been reserved for participants coming from outside Jordan at the [Amman Rotana](#) hotel at a special rate of US\$ 126.16 (inclusive of breakfast and all applicable taxes).

Participants are kindly requested to cover the cost of their accommodation and extra expenses incurred during their stay such meals (consumed outside meeting dates), mini-bar, alcohol, telephone calls, laundry, business center, spa, etc.

Please be informed that a cancellation fee applies to all rooms booked at the Amman Rotana Hotel. Thus, if a participant decides to check out earlier than planned he/she will be charged according to the initial booking.

Hotel rooms are available for guest check-in after 15:00. Guests arriving earlier will be checked in as soon as rooms become available. Consideration for checkout extensions later than 12:00 noon can only be confirmed on the date of departure.

2. Travel/ Admin Requirements

2.1. Visa Formalities:

Participants traveling with national passports from non-restricted countries can obtain a visa upon arrival for JOD 40.00. Those travelling with national passport from restricted countries (refer to Annex I – enclosed hereafter) are required to obtain visa prior to travelling. Please consult with the Jordanian Embassy in your country to avoid any delays.

2.2. Security Clearance for (UN staff only):

To assist Designated Officials in managing security clearance for both external and internal travel, the Department of Safety and Security supports a web-based system called “Travel Request Information Process” ([TRIP](#)). TRIP is the third iteration of the security clearance system and was introduced at the same time as the SLS system to reflect the changes in the applicable policies.

Please note that initial registration is not required for those staff members who have completed their registration on ISECT as the information has already been migrated to [TRIP](#). Please bear in mind that all previously adopted procedures including internal travel and notification of travel are still applicable for Jordan. Access to the TRIP system is through the following portal: <https://dss.un.org>.

Security Clearance is required for all official travel to any location regardless of the Security Level, and must be submitted through [TRIP](#) 7 days prior to travel.

A security briefing is mandatory on arrival for all staff on official travel to Jordan for more than one week. Security Briefings are held in UNDSS Office every Monday at 10:00hrs.

Unpredictable events as terrorist attacks or natural hazards, reinforces the need for Staff to fill all the necessary fields when filling at [TRIP](#) the SC. Designated Officials ability to support you relies on the accuracy of your data.

Jordan Specific excluding 5km buffer zone from Syria Border (Amman, Aqaba, Azraq, Irbid, Mafraq, Ramtha, Ruwaished, Zaatari Camp): All internal travels within Jordan - outside Greater Amman Municipal limits - are also subjected to obtaining a security clearance via [TRIP](#) 7 days prior to travel.

In case you face any problems, you can contact dsshelp@un.org for technical support.

2.3. Transportation

Airport Taxi transportation is available 24 hours. Kindly note the cost per way from Queen Alia International Airport to Rotana Amman Hotel should not exceed JOD 25.00 (US\$ 35.31).

Alternatively, you may wish to request an airport pick-up and/or drop-off directly from the hotel. The cost per way is JOD 35.00 for a Full-Size Car or JOD 49.00 for a Mini Van. For confirmation of pick-up/drop-off services, please contact Ms. Randa Hammad (T: +962-6-5208888 or E: randahammad@rotana.com).

3. Facilities

3.1. Fax/ E-mail/Printing

A business center is available at the Hotel for Fax/e-mail and printing of documents. Participants are kindly requested to cover extra expenses incurred from using the hotel business center services.

3.2. Internet

Free wireless connection will be available in both the rooms and the meeting room.

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. Currency and Exchange Rate

Exchange rate: US\$ 1.00 = JOD 0.708 (as per UN September 2017 exchange rate).

The US dollar is 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.

3.5. Weather

High temperatures in September range from 29°C (84.20°F) to 31°C (87.80°F), while night-time temperatures may fall as low as 13°C (55.40°F).

4. Emergency contact numbers:

4.1. Local emergency contacts

- Police: 191
- First Aid & Ambulance: 193
- Civil Defense: 199

4.2. UN Security emergency contacts

Name	Designation	Tel No.	Email address
Mr. Mohamed Khafagi	Chief Security Adviser	+962-79-5079997 (cell)	mohamed.khafagi@undss.org
Mr. Fady El-Murr	Deputy Security Adviser	+962-79-6541110 (cell)	fady.elmurr@undss.org

4.3. Organizers contacts

Name	Designation	Focal Point	Tel No.	Email address
Mr. Tarek T. Abdelhadi	Project Management Consultant	Logistics	+961-3-214335 (cell)	tarek.abdelhadi@undp.org
Mr. Jad Chammas	Programme Support Unit Assistant	Logistics	+961-71-437061 (cell)	jad.chammas@undp.org

ANNEX – I

Restricted nationalities that require a Pre-approved Visa prior to traveling to Amman (Jordan)

No.	Restricted Countries – Asia Continent
1	Islamic Republic of Afghanistan
2	Islamic Republic of Iran
3	Independent State of Papua New Guinea
4	Islamic Republic of Pakistan
5	Democratic Socialist Republic of Sri Lanka
6	Republic of the Philippines
7	Socialist Republic of Vietnam
8	Kingdom of Cambodia
9	Lao People's Democratic Republic
10	Mongolia (Republic of Mongolia)
11	Republic of India
12	Republic of the Union of Myanmar
13	Kingdom of Nepal (Federal Democratic Republic of Nepal)
14	Republic of Iraq
15	Republic of Yemen

No.	Restricted Countries – Africa Continent
1	Federal Democratic Republic of Ethiopia
2	State of Eritrea
3	Central African Republic
4	Republic of Angola
5	Republic of Uganda
6	Republic of Botswana
7	Republic of Benin
8	People Democratic Republic of Burkina Faso

9	Republic of Burundi
10	Republic of Chad
11	United Republic of Tanzania
12	Togolese Republic
13	Republic of Djibouti
14	Democratic Republic of the Cong (Zaire)
15	Republic of Zambia
16	Republic of Cote d'Ivoire (Ivory Coast)
17	Republic of Senegal
18	Republic of South Sudan
19	Republic of Sierra Lion
20	Federal Republic of Somalia
21	Gabonese Republic
22	Republic of the Gambia
23	Republic of Ghana
24	Republic of Guinea
25	Equator Genie Republic
26	Republic of Guinea-Bissau
27	Republic of Cameroon
28	Republic of the Congo
29	Republic of Liberia
30	Republic of Mali
31	Democratic Republic of Madagascar
32	Union of the Comoros
33	Islamic Arab Republic of Mauritania
34	Republic of Mozambique
35	Republic of Namibia
36	Republic of Niger
37	Federal Republic of Nigeria
38	Republic of The Sudan

39	Libya
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No.	Restricted Countries – Europe Continent
1	Republic of Albania
2	Republic of Moldova

No.	Restricted Countries – South America Continent
1	Belize
2	Republic of Cuba
3	Republic of Colombia

It should be noted that this list may change from time to time and it is therefore best to consult with the Jordanian diplomatic mission at your respective country on this regard. If you do NOT fall into one of the above categories, you DON'T need to obtain a pre-approved a visa prior to travelling to Amman. This should be done as soon as possible to prevent problems or delays (refer to section 2.1 Visa Formalities above).