



Empowered lives.
Resilient nations.

Regional Management Cluster Meeting

20 - 22 March 2016

International Humanitarian City (IHC)

Dubai, UAE

Logistical Note

1. Accommodation and Venue of the meeting

1.1 Meeting venue:

The meeting will be held at the International Humanitarian City (IHC)

International Humanitarian City (IHC)

P.O. Box 506030

Dubai, United Arab Emirates

Tel: 00971-4-3680202

Fax: 00971-4-3681099

<https://www.ihc.ae>



1.2. Arrival and Departure

Participants are expected to arrive on 19 March and depart on 23 March 2016.

Please fill in the attached registration form (annex 2) with all relevant details. Kindly return the form to [Movenpick Hotel Ibn Battuta Gate Dubai](#) and copying [UNDP team](#) by 10 March 2016.

Please be informed that a cancellation fee apply to all rooms booked at the Mövenpick Hotel Ibn Battuta Gate Dubai. 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 check-in after 14:00 hrs. 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.

1.3. Hotel Accommodation

Accommodation will be at the [Mövenpick Hotel Ibn Battuta Gate Dubai](#). Bed & Breakfast will be covered for the duration of the meeting in addition to nights required by travel constraints.

Participants are kindly requested to cover extra expenses incurred during their stay such as mini-bar, alcohol, telephone calls, laundry, business center, spa, etc.

1.4. Extra Meal(s)

Participants can have lunch and/or dinner at the [Mistral](#) restaurant. UNDP will cover the extra meals for up to AED 159.00 (USD 43.29) per lunch and AED 199.00 (USD 54.18) per dinner. Should the value of the meal exceed the mentioned amount, the extra charges will be added to the participants' bill. Alcohol, tobacco and shisha are not covered.

Lunch and coffee will be provided during meeting dates (20-22 March 2016) as per the timings indicated on the Agenda.

2. Travel/ Admin Requirements

Participants are expected to arrange their own travel and cover relevant incurred costs (Ticket and DSA).

We are arranging for a promotional code in partnership with Emirates Airlines for travel discount purposes. The code will be communicated shortly for you to share it with your respective travel agents prior to e-ticket issuance to obtain a special travel discount. This discount is only applicable if you are flying via Emirates Airlines.

2.1. DSA

Dubai DSA in March 2016 is USD 370.00

Lunch and dinner will be provided as follows. Participants should receive reduced DSA accordingly.

Item	Date				
	19 March*	20 March	21 March	22 March	23 March*
Lunch		√	√	√	√
Dinner	√	√	√	√	

* Meals must be consumed at [Mistral](#) restaurant. No Group Signing. See section 1.4. Extra Meal(s)

2.2. Visa Formalities

Participants travelling with national passports from non-restricted countries (refer to Annex I here enclosed) don't require a pre-approved visa prior to travelling to UAE. Those travelling with valid UNLP or with national passport from restricted countries (any country that is not mentioned in Annex I) are required to obtain visa prior to travelling. UNDP team may facilitate your entry visa to UAE on your behalf by sending us a colored scanned copy of your UNLP and/or national passport no later than 5 March 2016. Please note that entry visa formalities take at least 3 weeks to process. This should be done as soon as possible to prevent problems or delays.

2.3. Security Clearance for (UN staff only):

Security Level MINIMAL (1) is in effect throughout the Emirates. All UN personnel are advised to contact the DSS Security Adviser (Tel: +971 436 01779) in Dubai, if there is any concern on safety and security.

Traffic accidents are a leading cause of death in the UAE because of speeding, erratic driving, and failure to obey traffic laws. Unsafe driving practices are common on city and highways.

UN personnel are advised to drive with due care at all times, maintaining the highest level of consideration towards passengers, other road users and pedestrians, including by obeying all national codes, driving regulations and speed limits.

Use caution when riding in taxicabs, Do not sit in the front seat, and do not engage in idle conversation.(Being too friendly with a taxi driver may cause him to misunderstand your intentions.).

Security Clearance Procedure: The United Arab Emirates use TRIP at <https://dss.un.org>. Security Clearance should be submitted 7 days prior to travel. Technical assistance for TRIP is available at dsshelp@un.org or +1 917 367-9438.

Note: For all international travel to UAE, security clearance must be requested a minimum of seven (7) days prior to travel.

2.4. Transportation

[Mövenpick Hotel Ibn Battuta Gate Dubai](#) is just 30 minutes away from Dubai International Airport and 45 minutes from Abu Dhabi International Airport. We recommend you take a taxi or use a limousine service running 24 hours from Amman international airport to [Mövenpick Hotel Ibn Battuta Gate Dubai](#).

Alternatively, [Mövenpick Hotel Ibn Battuta Gate Dubai](#) offers pick up/ drop off service from the Dubai international airport to the hotel and vice versa. The cost of the service is AED 275.00 per way.

Transportation between [Mövenpick Hotel Ibn Battuta Gate Dubai](#) and International Humanitarian City (IHC) will be provided on complimentary basis by the hotel.

2.5. Air ticket Confirmation:

For re-confirmation of your return flight, please give your ticket to the Concierge of the Hotel to assist on this matter.

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 UAE is 220-240 Volts. The majority outlets accept one type of plug with three rectangular British style pins. If you travel to UAE 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 UAE. 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 = AED 3.673 (as per UN March 2016 exchange rate)

<https://treasury.un.org/operationalrates/>

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

3.5. Weather

High temperatures in March range from 20°C (68°F) to 30°C (86°F), while night-time temperatures may fall as low as 16°C (60.8°F)

<http://www.accuweather.com/en/ae/dubai/323091/march-weather/323091>

4. Emergency contact numbers:

4.1. Local emergency contacts

- Police 999
- First Aid & Ambulance service: 998/999
- Civil defense: 997

4.2. UN Security emergency contacts

Name	Title	Tel No	Email address
Mr. Alexandre Peridis	UN/UNDSS Security Adviser	+971-50-8180870 (cell)	alexandre.peridis@undss.org
Mr. Muataz Yousef Abdalla	UNDSS Local Security Assistant	+971-50-6168335 (cell)	muataz.abdalla@undss.org

4.3. Organizers contacts

Name	Title	Focal Point	Tel No	Email address
Ms. Maya Beydoun	Regional Programme Analyst	Logistics	+961-3-404622 (cell) +971-56-2904876 (cell)	maya.beydoun@undp.org
Mr. Tarek Abdelhadi	Programme Support Unit Coordinator	Logistics	+961-3-214355 (cell) +971-55-4247074 (cell)	tarek.abdelhadi@undp.org
Mr. Mohammad Mahmoud	ICT Associate (procurement a.i.)	Logistics	+971-55-5535476 (cell)	mohammad.mahmoud@undp.org
Ms. Claudia Kanaan	UN RC & UNDP RR Executive Assistant	Logistics	+971-56-6604634 (cell)	claudia.kanaan@undp.org

ANNEX – I

Non-restricted nationalities that DON'T require a Pre- approved Visa prior to traveling to United Arab Emirates

1- United Kingdom	2- Italy	3- Netherlands
4- Luxemburg	5- Austria	6- Norway
7- Portugal	8- Greece	9- France
10- Germany	11- Belguim	12- Switzerland
13- Monaco	14- Iceland	15- San Marino
16- Spain	17- Vatican	18- Andorra
19- Poland	20- Slovenia	21- Sweden
22- Denmark	23- Ireland	24- Finland
25- Slovakia	26- Czech	27- Lithuania
28- Hungary	29- Latvia	30- Estonia
31- Malta	32- Cyprus	33- Croatia
34- Romania	35- Bulgaria	36- USA
37- Australia	38- New Zealand	39- Japan
40- Singapore	41- Hong Kong	42- Brunei
43- Malaysia	44- South Korea	45- Canada

It should be noted that this list may change from time to time and it is therefore best to consult with the UAE embassy at your respective country on this regard. If you do NOT fall into one of the above categories, you need to obtain a pre-approved a visa prior to travelling to UAE. This should be done as soon as possible to prevent problems or delays (refer to section 2.2 Visa Formalities above).

ANNEX – II
Registration Form

Regional Management Cluster Meeting, 20 - 22 March 2016, Dubai (UAE)

**PLEASE COMPLETE THIS FORM and RETURN IN TO [MOVENPICK HOTEL IBN BATTUTA GATE DUBAI](#) AND
COPYING [UNDP TEAM](#) BY 10 March 2016.**

1) Guest Details

Mr. Mrs. Ms.

First Name: _____	Family Name: _____
Company: _____	Position: _____
Address: _____	Nationality: _____
City: _____	Country: _____
Tel No: _____	Fax No: _____
Mobile No: _____	Email: _____

2) Reservation Details (Please reserve the following)

Check In Date: _____	Check Out Date: _____
Arrival Flight: _____	Departure Flight: _____
Arrival Time: _____	Departure Time: _____

Room Type: Superior

Room Rate Starting from 675

Single occupancy subject to 10% service charge, 10% service fee, 20 Dhs per night tourism dirham, including buffet breakfast and high speed internet access.

3) Airport Transportation

Airport Pick-up: Yes No

Airport Drop Off: Yes No

Airport transportation charge is **AED 275** net. per car, per way from Dubai International Airport

4) Credit Card Guarantee

I GUARANTEE MY ROOM RESERVATION WITH THE BELOW CREDIT CARD:

Card Name: _____
Card No: _____
Expiry Date: _____
Name Of The Card Holder: _____

In the event of No-Show Or Cancellation: 100% of the total room revenue for the full length of stay will be charge to my credit card. The room type and the room rate will be subject to availability upon receiving this booking form.

Date: _____

Card Holder Signature: _____