LOGISTICS AND ADMINISTRATIVE NOTE

YOUTH KNOWLEDGE FORUM
UNDP YOUTH STRATEGY

Tunis, Tunisia
31 March – 1 April 2014
31 March – 2 April (for Arab States participants)

TRAVEL AND VISA REQUIREMENTS

Transportation to and from Tunis: Kindly make your travel reservation flying into/out of Tunis-Carthage International Airport and send the final itinerary to both Mrs. Ghalia Ben Otham Kacem, UNDP Tunisia (ghalia.kacem@undp.org) and the Ramada Plaza karima.ouertani@ramadaplazatunis.com so that the Ramada may make ground transport arrangements to/from the airport upon arrival/Departure. Please reference ‘UNDP Youth Forum’ in your communication so that your name is immediately associated with the group UNDP booking.

All participant travel funded by the DGTTF project budgets is requested to be via economy class due to budgetary constraints, and to maximize country delegation participation.

With regard to an entry visa, please see the attached list of countries for which an entry visa for Tunisia is not required of nationals from those countries. Nationals of all other countries (even if already holding a UN LP) will require a visa. If there is no Tunisian Embassy in your capital, arrangements may be made for a visa to be issued upon arrival in Tunis. In order for UNDP Tunisia to facilitate the process, please send Mrs. Ghalia Ben Otham Kacem a copy of your national passport as well as UNLP so that UNDP Tunisia may communicate with MoI and MoFA in Tunis. Please bring US$100 to cover the cost of visa processing upon arrival.

All participants within the UN system must obtain security clearance for Tunisia. UN staff should submit their security requests individually through ISECT. ISECT can be accessed via the DSS Travel Portal: https://dss.un.org. Security clearance requests should be submitted at least 7 days prior to the proposed date of travel.

CONFERENCE VENUE/HOTEL ACCOMMODATION

The conference will convene at the Ramada Plaza in Tunis. A group reservation for accommodations has also been made at the Plaza for our forum participants. Based on the travel itinerary that you send to the Ramada at karima.ouertani@ramadaplazatunis.com, the reservations desk will reserve your room accordingly and send you a confirmation.
Ramada Plaza, Tunis
Les Côtes de Carthage Gammarth - Tunisie
Tel. +216 71 911 100
Fax: +216 71 910 041
Internet services will be provided free of charge.
Breakfast is included in the accommodation rate.
The participant is responsible for all personal charges to the room account.

TRAVEL ENTITLEMENTS

Please note that participants should receive reduced Daily Subsistence Allowance for Tunis as follows:

- **31 March (Day 1): 70%**
  Breakfast is included in the hotel room rate. Lunch and dinner will be paid for directly by the conference organizer to the hotel. 70% DSA is intended to cover accommodations and incidentals.

- **1 April (Day 2): 82%**
  Breakfast is included in the room rate. Lunch will be paid for directly by the conference organizer to the hotel. 82% DSA is intended to cover accommodations, dinner (no group dinner is planned for Day 2) and incidentals.

- **2 April (Day 3 for colleagues from RBAS Country Offices to discuss implementation of the Youth Strategy in the Arab region): 70%**
  Breakfast is included in the hotel room rate. Lunch and dinner will be paid for directly by the conference organizer to the hotel. 70% DSA is intended to cover accommodations and incidentals.

- **The terminal allowance entitlement payable to the traveler should cover ground transport in the country of departure only. No terminals are to be paid in Tunis, as ground transport will be provided by the hotel.**

For countries with DGTTF-supported initiatives, travel and reduced DSA are to come from the DGTTF project budget. For countries that do not have ongoing DGTTF supported projects, travel and reduced DSA for all three days will be covered by RBAS (Chart of Accounts to be provided by RBAS in due course) or in exceptional cases (non DGTTF-supported, non-Arab region country) from the DGTTF central budget.

Please share this logistics note with your administrative and/or operations team so that entitlements may be disbursed accordingly in advance of your departure.

REGISTRATION

Participants are requested to register on the evening of 30 March (from 2000 hrs – 2100 hrs) or on the morning of 31 March (from 0800-0900 hrs). Please look for a sign in the hotel lobby that will direct you to the registration area.

MEETING PROCEEDINGS
The event will be live-streamed and simultaneous interpretation will be provided for English, French and Arabic. BDP and RBAS will be in further touch with regard to soliciting substantive inputs towards particular sessions.

**WEATHER**

Tunis has a Mediterranean climate with dry hot summers and mild winters. March and April in Tunisia are characterized by rising day-time temperatures, with daily highs ranging from 17°C to 22°C and dropping night-time temperatures sometimes to 6°C. It is usually sunny during this period of year, with possibilities of moderate rain (usually at night).

**TIME ZONE**

GMT +1 all year-round. At this time of year, Tunisia maintains almost 12 hours of daylight. Sunrise is typically 06.00 and sunset at 18.15.

**WATER**

Tap water in Tunisia is perfectly safe to drink.

**CURRENCY**

Tunisia’s unit of currency is TND (Tunisian Dinar)
Operational exchange rate in February 2014 was 1 USD = 1.607 TND
Notes 5 TND, 10 TND, 20 TND 30 TND and 50 TND.

**BANKS AND BANKING HOURS**

Foreign currency can be changed at banks, foreign currency bureaux or hotels. Banks in major centers are open from 09.00 to 16.00 Mon-Fri.
Some banks at the international airport open around the clock everyday as do the foreign exchange bureaus.

**ATMs/CREDIT CARDS**

ATMs are available country wide with 24-hour access.
All the major international credit cards are acceptable in Tunisia and most ATMs can accept any international VISA and MASTERCARD credit cards.

**VOLTAGE**

All regions in Tunisia are supplied with 240 volts AC.

**CONTACTS**

UNDUP Tunisia: Ghalia Ben Otham Kacem (Ghalia.kacem@undp.org)
UNDUP/BDP/NY: Margaret Chi (margaret.chi@undp.org)
UNDUP/RBAS: Linda Haddad (linda.haddad@undp.org)