

Logistical Note for Funded Participants Attending the Second High-Level Meeting of the Global Partnership for Effective Development Co-operation (HLM2)

Funding Availability

For government:

There is limited funding available for delegations from Low-Income Countries (LICs) and Lower Middle-Income Countries (LMICs), as well as Least Developed Countries (LDCs) that do not fit either of these income categories. LICs and LDCs will be entitled to funding for three (3) delegates; LMICs will be entitled to funding for two (2) delegates. **Please note that these figures are subject to the availability of funding in the UNDP travel fund.** The designation of funded participants will be at the discretion of the government-mandated Delegation Coordinator.

Number of Funded Participants Per Country:

Please see Annex 1 for a table detailing the World Bank income classification for each invited country in the LIC, LMIC and LDC category, as well as the number of participants to be funded from each, according to current resource availability. Availability of funding for Civil Society Organizations (inclusive of trade unions, youth and women's organizations), private sector from the Global South, and the Local Governments will be communicated directly to Delegation Coordinators. In consultation with the host, parliamentary participation is strongly encouraged through a country delegation.

For CSOs / Non-State Entities:

To ensure a representative and balanced representation at HLM2, there is limited funding available for civil society and other non-state actors. However, the UNDP travel fund only supports those delegates that are designated as funded participants from a central co-ordination platform that exists for CSO engagement.

If additional resources become available, the travel team - hlm2nairobitravel@effectivecooperation.org - will be in touch with Delegation Co-ordinators directly to nominate additional funded participants.

Registration

- **Step 1:** Designated Delegation Coordinators are asked to contact the HLM2 Secretariat (hlm2nairobi@gmail.com and hlm2nairobi@treasury.go.ke with copy to hlm2nairobitravel@effectivecooperation.org) to identify themselves. The Secretariat will respond with a link to the general registration portal (registration for the HLM2 meeting itself). Delegation Coordinators must register all delegation participants through the general registration portal.
- **Step 2:** Delegation Coordinators are then asked to contact UNDP's HLM2 travel facilitation team (hlm2nairobitravel@effectivecooperation.org) to identify themselves.
- **Step 3:** Delegation Coordinators will then be contacted by UNDP who will confirm the number of participants to be funded and will ask the Delegation Coordinator to register

approved funded participants through a travel facilitation portal. The information on funded participants should be entered onto the travel facilitation portal no later than **14 November 2016 5:00pm GMT +3**.

Travel Facilitation

After registration on the HLM2 Travel Portal, a representative from the travel facilitation team will be in touch with each individual funded participant to confirm the travel itinerary.

Please note that due to UNDP travel policy, all funded participants to HLM2 will receive economy-class tickets via the most economical and direct route possible. Due to budget restrictions, no upgrades to business class or premium economy for any funded participants will be allowed on tickets facilitated through UNDP unless proven to be cheaper by the authorized travel agent.

Please also note that, due to UNDP travel policy, funded participants will only be allowed to arrive the day prior the official meeting (27, 28 or 29 November according to their personal registration) and will depart the last day of the meeting (1 December) after 9pm or the day following if no flights are available after 9pm on December 1.

Deviations from the approved route or mode of transportation may be made for personal convenience as long as it does not increase costs to the organization or increase the travel time allowance beyond the approved route.

Visas

Funded participants are responsible for securing their own visa arrangements (including transit visa).

In-Country Costs and Per Diem

Hotel: All funded participants will stay in a hotel designated and pre-paid by UNDP. This information will be provided to the participant by the travel facilitation team along with air ticket details.

Travel from the airport to hotel and from the hotel to KICC is not facilitated, but a stipend for this travel will be included in per diem provided to all participants.

Per diem: A daily allowance, in line with UNDP travel policy, will be provided for funded participants to cover meals and incidentals. The allowance will also include a small sum to cover terminal expenses. **The allowance will be provided on a declining balance credit card that can be picked up at Laico Regency Hotel (Uhuru Highway, 00200 Nairobi) on 27-29 November from 10am-7pm; or at KICC on 30 November – 1 December from 8am-6pm.**

Please note that these funds will only be provided upon arrival in Nairobi and no advances will be paid. that no cash will be provided under any circumstances. Declining balance cards can be used to withdraw cash at most ATM machines in Nairobi or at the KICC as well as pay for goods and services directly in most cases, and the fund balance must be used or withdrawn no later than **31 December 2016**, when the card will expire.

Contact

For general travel facilitation questions: Please contact UNDP's HLM2 travel facilitation team at hlm2nairobitravel@effectivecooperation.org.

For general HLM2 registration questions: Please contact the government of Kenya's HLM2 Secretariat at: hlm2nairobi@gmail.com and hlm2nairobi@treasury.go.ke with copy to hlm2nairobitravel@effectivecooperation.org.

On-site in Nairobi: Should you need on-site help with your travel arrangements, including your declining balance card, please contact UNDPHLM2@ultramartravel.com or see an on-site agent at the following locations: Laico Regency Hotel (Uhuru Highway, 00200 Nairobi) on 27-29 November from 10am-7pm; or at KICC on 30 November – 1 December from 8am-6pm.

Annex 1: List of Eligible Countries and Number of Participants to be Funded

Country / Delegation Name	Number of Funded Participants	Income Classification
Afghanistan	3	LDC
Angola	3	LDC
Armenia	2	LMIC
Bangladesh	3	LDC
Benin	3	LDC
Bhutan	3	LDC
Bolivia	2	LMIC
Burkina Faso	3	LDC
Burundi	3	LDC
Cambodia	3	LDC
Cabo Verde	2	LMIC
Cameroon	2	LMIC
Central African Republic	3	LDC
Chad	3	LDC
Comoros	3	LDC
Congo, Dem. Rep.	3	LDC
Congo, Rep.	2	LMIC
Côte d'Ivoire	2	LMIC
Djibouti	3	LDC
Egypt, Arab Rep.	2	LMIC
El Salvador	2	LMIC
Equatorial Guinea	3	LDC
Eritrea	3	LDC
Ethiopia	3	LDC
Gambia, The	3	LDC
Ghana	2	LMIC
Guatemala	2	LMIC
Guinea	3	LDC
Guinea-Bissau	3	LDC
Haiti	3	LDC

Honduras	2	LMIC
India	2	LMIC
Indonesia	2	LMIC
Kiribati	3	LDC
Korea, Dem. Peoples Rep.	3	LIC
Kyrgyz Republic	2	LMIC
Lao PDR	3	LDC
Lesotho	3	LDC
Liberia	3	LDC
Madagascar	3	LDC
Malawi	3	LDC
Mali	3	LDC
Mauritania	3	LDC
Micronesia, Fed. Sts.	2	LMIC
Moldova	2	LMIC
Mongolia	2	LMIC
Morocco	2	LMIC
Mozambique	3	LDC
Myanmar	3	LDC
Nepal	3	LDC
Nicaragua	2	LMIC
Niger	3	LDC
Nigeria	2	LMIC
Pakistan	2	LMIC
Papua New Guinea	2	LMIC
Philippines	2	LMIC
Rwanda	3	LDC
Samoa	2	LMIC
São Tomé and Príncipe	3	LDC
Senegal	3	LDC
Sierra Leone	3	LDC
Solomon Islands	3	LDC
Somalia	3	LDC

South Sudan	3	LDC
Sudan	3	LDC
Sri Lanka	2	LMIC
Swaziland	2	LMIC
Tajikistan	2	LMIC
Tanzania	3	LIC
Timor-Leste	3	LDC
Togo	3	LDC
Tonga	2	LMIC
Tunisia	2	LMIC
Tuvalu	3	LDC
Ukraine	2	LMIC
Uganda	3	LDC
Uzbekistan	2	LMIC
Vanuatu	3	LDC
Vietnam	2	LMIC
Yemen, Rep.	3	LDC
Zambia	3	LDC
Zimbabwe	3	LIC