



**Global
Partnership**
for Effective Development
Co-operation

LOGISTICAL NOTE

**15th STEERING COMMITTEE MEETING
21 – 22 April 2018**

Washington DC, United States

Venue: Inter-American Development Bank, Room CR-2
1300 New York Ave NW, Washington, D.C.

Contact:

Ms Susan Rantalainen susan.rantalainen@oecd.org and
Ms Sophia Rufeï Wang rufeï.wang@undp.org

UNDP

One United Nations Plaza, New York, NY 10017, USA
Tel +1 (212) 906-5000 Fax +1 (212) 906-5364

OECD

2 rue André Pascal, 75775 Paris Cedex 16, France
Tel +33 1 45 24 82 00 Fax +33 1 45 24 61 27



1. Venue and Registration

The 15th Steering Committee Meeting will be held on **Saturday, 21st April and Sunday, 22nd April 2018 in Washington, DC**. The meeting will be held in the margins of the 2018 Spring Meetings of the World Bank Group (20-22 April 2018) at the Inter-American Development Bank, Room CR-2 (1300 New York Ave NW, Washington, D.C).

Please register for participation in the Steering Committee Meeting **by Friday, 30 March 2018** via the registration form available at: <http://bit.ly/SCM15-register>. Funded participants must register **no later than 16 March**.

2. Requirements to enter the United States

It is required for many overseas visitors to obtain a visa for entry into the United States. **Participants are responsible for their own visa arrangements.** We recommend that participants contact the nearest United States Embassy or Consulate, in the country of departure (<http://www.usembassy.gov>), **as soon as possible** to determine whether a visa is required. **IMPORTANT:** Please also check whether you need a **transit visa** for countries in which you may have to transfer / stop over during your trip to / from Washington, DC.

Participants will receive a personalised letter of invitation. Other than provision of this letter, the Joint Support Team will not be able to support visa application procedures. For any questions on this, please contact Ms. Sophia Rufe Wang (rufe.wang@undp.org).

To find out whether your country may fall under the Visa Waiver Programme please refer to: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>.

Those eligible to travel under the Visa Waiver Programme will need Electronic Travel Authorization (ESTA) prior to departure. For details see: <https://www.cbp.gov/travel/international-visitors/esta>.

We also encourage you to review recent aviation security enhancements for commercial flights to the United States, which may apply to participants traveling through, or with layovers in, the 10 identified airports: <https://www.dhs.gov/news/2017/03/21/fact-sheet-aviation-security-enhancements-select-last-point-departure-airports>

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3. Airport Transfer

Participants are asked to make their own arrangements. Funded participants please refer to Section 8.

Taxis are readily available at all major Washington, DC area airports. Additionally, the DC Metro's Blue/Yellow Line is directly accessible at Ronald Reagan Washington National Airport (DCA).

4. Transportation

The Inter-American Development Bank is accessible through the DC Metro by taking the Blue/Orange/Red/Silver Line to Metro Center Station.

For more information about the Washington, DC metro, please visit the [Washington Metropolitan Area Transit Authority website](#).

For more train information, please visit the [Amtrak website](#).

5. Meeting room arrangements

As per usual practice, we ask Steering Committee members to limit their participation to **no more than two delegates**.

We anticipate that Wi-Fi access will be available in the meeting room, and tea / coffee and lunch will be provided during the meeting.

Please note that there will be **no interpretation** available during the meeting.

6. Specific food requirements

If participants have special dietary requirements or allergies, please advise susan.rantalainen@oecd.org.

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7. Accommodation

All participants are responsible for securing their own hotel reservations. **Due to the volume of meetings foreseen during the Spring Meetings, we strongly advise to make your arrangements for accommodation as soon as possible.** While we do not have arranged rates, participants are encouraged to inquire about rates for attending a UN/World Bank conference.

Please see below for recommended hotel options, for your consideration:

Hotel	Address	Telephone/Contact
Avenue Suites	23 rd & Penn Ave, NW	202-333-8060 / 8070
Club Quarters	839 17 th Street, NW	202-463-6400
The Concordia	1250 New Hampshire Ave, NW	202-557-2000
Georgetown Suites	1111 30 th St. NW, Georgetown	202-298-7800
River Inn	924 25 th St., NW	202-337-7600
MADISON Hotel	1177 15th St., NW	202-862-1600
State Plaza	2117 E St., NW	202-861 8200
Melrose Georgetown Hotel	2430 Pennsylvania Ave NW	202-955-6400

8. Funded participants

Funding is available for **one participant** from eligible Steering Committee delegations.

Eligibility for funding can be found in participants' personal Steering Committee invitations or by contacting Ms. Sophia Rufe Wang at rufe.wang@undp.org.

Delegations eligible for funding should register for the meeting as directed in Section 1 by no later than **16 March 2018**. Upon registration, UNDP will contact the delegation to verify funded status and will then be in touch with individual funded participants to facilitate travel arrangements.

Participants are responsible for securing their own visa arrangements (including transit visa) in accordance to Section 2.

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All funded participants will receive a daily allowance to cover hotel accommodations (up to a specified amount), meals and incidentals. The allowance will also include a small sum to cover terminal expenses. **Funded participants are responsible for securing their own hotel accommodations.** The allowance will be provided by the local UNDP country office. A representative will be in touch regarding travel facilitation and disbursement of the allowance only after registration for the meeting.

All funded participants' travel arrangements will be made by UNDP. **Please note that UNDP cannot reimburse participants for flights booked directly, in any circumstance.**

Personal deviations from the UNDP approved route, mode of transportation or standard of accommodation must be **approved and booked by UNDP prior to the trip** and the **costs of any deviations shall be born by the participant.** If a participant plans to attend any other meeting back-to-back with the Steering Committee meeting, the non-Steering Committee meeting segments of the trip must be booked by UNDP at the same time as the Steering Committee meeting segment.

In line with UNDP travel policy, all funded participants who travel by air will receive economy class air tickets via the most direct and economical route. Flights will be scheduled to arrive the day prior to the official meeting on 20 April, and to depart on the final day of the meeting after 6pm or the following day if no flights available in the evening of 22 April.

Participants are strongly encouraged to travel by train and other forms of public transport when the duration of the journey is less than five (5) hours. When travelling by rail within the United States the traveler is entitled to standard below First Class.

Participants are **required to keep all boarding passes and receipts for accommodation and other expenses** for submission after the event.

9. Additional Information

❖ Weather

In April, Washington, DC has moderate rainfall, with temperatures ranging from 7°-28°C Celsius or 60°-80° Fahrenheit. It is recommended to bring a medium-weight jacket or coat for the colder days during the month.

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❖ **Voltage**

The standard voltage in the United States is 120V and 60Hz AC electricity.

❖ **Local time**

The time zone in Washington, DC is (GMT/UTC -5).

❖ **Telecommunications**

The telephone country code is +1. Washington, DC area code is 202.

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