



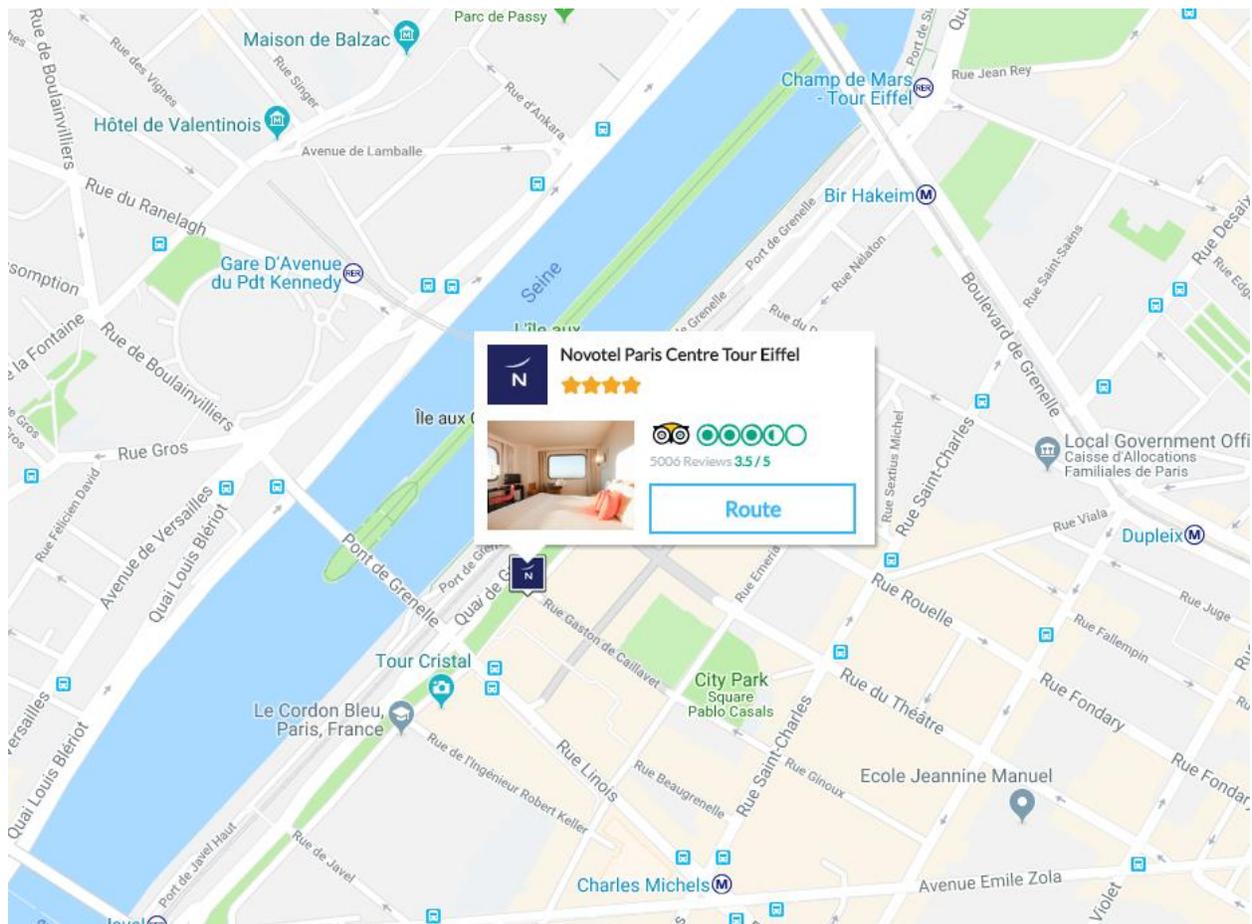
Reinvigorating Effectiveness for the 2030 Agenda 11-12 September 2018, Paris

LOGISTICAL NOTE

I. VENUE

The event will take place at the **Novotel Paris Centre Eiffel Tower Hotel**, located at:

61 quai de Grenelle
75015, Paris, France



II. REGISTRATION FOR THE MEETING

Please note that all participants are requested to register via the [online registration form](#). Queries regarding registration and requests for a personal letter of invitation can be addressed to registration@effectivecooperation.org.

On arrival at the venue, **please pick up your badge at the event reception** at the hotel.

III. TRAVEL MANAGEMENT

The event is jointly funded by UNDP and German Development Cooperation. Please refer to the sections below for further information on available funding and travel management:

NON-FUNDED PARTICIPANTS

Non-funded participants are kindly requested to organise their own travel to and from Paris. For additional information on travel requirements and accommodation please refer to the relevant sections below.

Buffet breakfast, lunch and coffee breaks (all of which will include vegetarian options) will be provided during the conference.

FUNDED NATIONAL COORDINATORS

Limited funding is available from UNDP to support **National Coordinator** participation in the event. In order to ensure fair distribution of the resources available, funding will be provided on a first come, first served basis.

Confirmation of funding status will be sent via email in August. Once available resources have been surpassed, additional eligible registrants will be placed on a waitlist. If additional resources become available, the travel team will be in touch with the registrant. Queries regarding funding should be addressed to registration@effectivecooperation.org.

A representative of UNDP will be in touch with confirmed funded participants regarding travel arrangements. 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 (10 September), and to depart on the final day of the meeting (12 September) after 11:00pm, or the following day if no flights are available.

All funded participants' flight arrangements will be made by UNDP. **Please note that UNDP cannot reimburse participants for flights booked directly.** Personal deviations from the

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 borne by the participant.

Funded participants will also receive a daily allowance to cover accommodation, meals and incidentals, as well as a small sum to cover terminal expenses. **Participants are responsible for securing their own accommodation, as well as their own visa arrangements, including transit visas.**

If a participant cancels his or her travel after a ticket has been issued and per diems have been paid, the participant will be required to return the full amount paid to UNDP. UNDP will not cover any costs associated with cancellation of accommodation or other travel arrangements made by the traveller.

Participants are also required to keep all boarding passes, receipts and other proof of eligible expenses (including visa expenses) for submission to groups.tss@undp.org no later than 28 September 2018.

FUNDED SPEAKERS

Travel management and accommodation for eligible speakers will be organised by GIZ. Please note that invited speakers from non-DAC countries are eligible for funding by GIZ. National Coordinators invited to speak will still be funded by UNDP, as per above.

Speakers meeting the above-mentioned conditions are requested to communicate their travel requirements **no later than 31 August** to Jurek Seifert (jurek.seifert@giz.de), copying Katharina Steczek-Kampe (katharina.steczek-kampe@giz.de).

Please note that flight bookings will be arranged by the GIZ travel department. **Please do not purchase any flight tickets individually.** It is kindly requested that speakers select a preferred flight connection and communicate the details to GIZ, along with a copy of the biometrical data page of their passport. Accommodation will be provided at the venue hotel.

Please also note that all tickets will be issued for economy class travel. Unfortunately, GIZ cannot provide any additional tickets for any persons accompanying invited speakers. Flights will be scheduled to arrive the day prior to the official meeting (10 September), and to depart on the final day of the meeting (12 September).

To extend the stay in Paris, funded speakers may request a return ticket for a later date, if the cost does not exceed the given ticket fare for an immediate return following the conference. In this case, individuals are required to make their own accommodation arrangements for the extension of your stay. Any additional personal expenses (e.g. telephone costs, additional meals) are to be paid individually.

IV. ACCOMMODATION

All participants are responsible for making their own accommodation arrangements (except eligible speakers as mentioned above).

A limited number of rooms are available at the event venue:

Novotel Paris Centre Eiffel Tower Hotel

61 quai de Grenelle

75015, Paris, France

Telephone : +33 1 40 58 20 00

Website : <https://www.accorhotels.com/gb/hotel-3546-novotel-paris-centre-eiffel-tower/index.shtml>

Participants are encouraged to stay at the venue to be close to the event, and to enable interaction with speakers and other participants that will also be staying at the venue. To book one of these rooms, it is suggested that you book online (using the link above) as early as possible to secure the best rate available.

Further, a list of hotels convenient to the venue include:

- Aparthotel Adagio – Paris Centre Tour Hotel
Address: 14 rue du Théâtre 75015
Web: <https://www.adagio-city.com/gb/hotel-6790-aparthotel-adagio-paris-centre-tour-eiffel/index.shtml>
- Hotel Beaugrenelle Saint Charles Tour Eiffel
Address: 82 Rue Saint-Charles, 75015 Paris
Web: <https://beaugrenelleparis.com/en/>
- Platine Hôtel
Address: 20 Rue de l'Ingénieur Robert Keller, 75015 Paris
Web: <https://www.platinehotel.fr/en/>
- Campanile Paris 15 - Tour Eiffel
Address: 30 Rue Saint-Charles, 75015 Paris
Web: <https://www.campanile.com/fr/hotels/campanile-paris-15-tour-eiffel>
- Hotel Exposition Tour Eiffel
Address: 42Bis Rue du Théâtre, 75015 Paris
Web: <http://www.expositionhotel.com/>

In addition, please see a list of hotels with negotiated rates using the link below, however, these are not within walking distance of the venue:

<https://www.oecd.org/site/conferencecentre/hotels-close-to-oecd.htm>

V. VISAS

Depending on the nationality of your country, you may need a visa to enter France. Please see the visa application guidelines and find out if you require a visa here: https://france-visas.gouv.fr/en_US/web/france-visas. This website is available in several languages.

All participants are responsible for their own visas, including transit visas. A personalised letter from the Global Partnership confirming that participants will be travelling to France to participate in the *Reinvigorating Effectiveness for the 2030 Agenda* meeting can be made available upon request.

VI. AIRPORT TRANSFER AND TRAVEL WITHIN PARIS

There are two international airports in the Paris area. The two major airports are Charles de Gaulle Airport and Orly Airport. Both are full-service airports offering an array of amenities. The Charles de Gaulle International airport is located 42km north of central Paris.

Charles de Gaulle Airport:

- By Taxi or Shuttle bus services – Travel by road from the airport to central Paris takes approximately 1 hour (when there is no heavy traffic).
- By Public Transport – Air France bus service runs an express service every 30 minutes from the airport to the city centre. Travelling time is approximately 1 hour. You can buy travel tickets directly on the bus or [online](#).

Orly Airport:

- By Taxi or Shuttle bus services – Travel by road from the airport to central Paris takes approximately 30 minutes (when there is no heavy traffic).
- By Public Transport – Orlybus and other public transportation buses depart from Orly Airport every approximately every 20 minutes. More information on bus information can be found [online](#). In heavy traffic and during peak hours, train can be the best way to travel to Paris from the Airport. More information on the train from Orly can be found [online](#).

Practical information on travelling to France may be found on the OECD website at:

<https://www.oecd.org/site/conferencecentre/travellingtofrance.htm>

The event venue is easily accessible by public transit. Google maps, or smartphone application 'Citymapper', or the Paris public transportation [website](#) can assist to plan transportation to the venue.

The closest metropolitan station (underground train) to the venue is Charles Michels on line 10. Bir Hakeim station on line 6 is a 10 minute walk from the venue, as is Javel Station on the RER C.

VII. LANGUAGE

The primary language of France is French. The meetings will be conducted in English, French and Spanish; simultaneous interpretation will be available in these three languages.

VIII. OTHER TRAVEL INFORMATION

The time zone in Paris is UTC+1 hour. The average temperature in early September is 12-20°C.

The single-phase voltage in France is 230 volts, the frequency 50 hertz. The plug type is C/E.