



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

LOGISTICAL NOTE

13th STEERING COMMITTEE MEETING

23 – 24 April 2017

Melrose Georgetown Hotel, Washington DC, United States

2430 Pennsylvania Ave NW, Washington, DC 20037, Room: Potomac III

Contact:

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1. Venue and Registration

The 13th Steering Committee Meeting will be held on **Sunday, 23 April and Monday, 24 April 2017 in Washington, DC**. The meeting will be held in the margins of the 2017 Spring Meetings of the World Bank Group (21-23 April 2017) at the **The Melrose Georgetown Hotel**, 2430 Pennsylvania Avenue, NW (walking distance from the World Bank), Room: **Potomac III**.

Please register for participation in the Steering Committee Meeting **by Friday, 31 March 2017** via the registration form, here: <http://bit.ly/SCM13-register>.

Registration for the World Bank Spring Meetings is not required for entrance into the Melrose Georgetown Hotel.

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. The Global Partnership Joint Support Team will not be able to support visa application procedures, however, you have received a letter of invitation in your name. Please enclose it with your visa application. If you require an individual invitation letter in your name for additional participants, please request it from Ms. Jocelene Fouassier (jocelene.fouassier@oecd.org).

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.

To find out whether your country may fall under the Visa Waiver Programme please refer to: <https://travel.state.gov/content/visas/en/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>.

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.

We 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.

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 Melrose Georgetown Hotel is accessible through the DC Metro by taking the Silver/Orange/Blue Line to Foggy Bottom-GWU.

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

Amtrak trains arrive to Washington, DC at Union Station. To get to the Melrose Georgetown Hotel from Union Station, either take a taxi, or take the Red Line to Metro Center, transfer to the Orange/Blue/Silver line to Foggy Bottom-GWU.

For more train information, see [Amtrak](#).

5. Additional Information

❖ **Weather**

In Washington, DC, April is often characterised by moderate rainfall and temperature can range 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.

❖ **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)

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❖ **Telecommunications**

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

6. Accommodation

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 some recommended hotel options, for your consideration, below:

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

7. Meeting room arrangements

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

Wi-Fi access will be available in the meeting room. Tea / coffee and lunch will be provided during the meeting.

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

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8. Specific food requirements

If participants have special dietary requirements or allergies, please advise jocelene.fouassier@oecd.org

9. Funded participants

Funding is available for **one participant** from eligible Steering Committee delegations, those of which were informed in their respective invitation letters.

Delegations eligible for funding should register for the meeting as directed above (Refer to Section 1) by no later than **31 March 2017**. 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.

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 relevant UNDP country office. A representative will be in touch regarding travel facilitation and disbursement of the allowance.

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

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

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