**Regional consultation on draft guidelines on the effective implementation of the right to participate in public affairs**

[**United Nations Economic and Social Commission for Western Asia**](https://www.unescwa.org/) **(ESCWA)**

**Beirut, Lebanon**

**21 & 22 December 2017**

**LOGISTICS NOTE FOR PARTICIPANTS**

**Venue, Date, Time & Registration**

The regional consultation for the Middle East and North Africa (MENA) region will be held **on 21 & 22 December 2017**. The **morning sessions will start at 8:00am and end at 11:00pm**. The **afternoon session will start at 12:30pm and end at 15:30pm**. The meeting will take place at [United Nations Economic and Social Commission for Western Asia (ESCWA)](https://www.google.ch/maps/place/UN-ESCWA/%4033.8946108%2C35.501563%2C18.5z/data%3D%214m13%211m7%213m6%211s0x151f16e6de850fb5%3A0xa6be01471fd5dca9%212sRiad%2BEl%2BSolh%2C%2BBayrut%2C%2BLiban%213b1%218m2%213d33.8966874%214d35.5031066%213m4%211s0x151f16e0e8a5e9af%3A0x45d610bb65a64f1c%218m2%213d33.8946885%214d35.5021289?dcr=0), **Beirut, Lebanon, in the Mezzanine Hall.**

**LANGUAGE OF THE MEETING**

Simultaneous interpretation will be provided in **English and Arabic**.

**REGISTRATION**

In order to receive a visitor badge and access ESCWA premises, participants will have to present their valid ID card or passport at the **Security registration counter, located at the entrance gate.** All participants are requested to wear their badges at all times during the meeting and while on ESCWA premises, for identification and security reasons**. We recommend participants to arrive at the Security counter at least 30 minutes in advance of the start of the meeting.**

**Only registered participants will be able to attend the consultation.** For any query in relation to the registration process, please contact Ms Federica Morvay at fmorvay@ohchr.org

**VISA**

Where applicable, participants are responsible for obtaining their entry visas in their respective countries of residence prior to departure. They need to have a hotel reservation that underlines the date of entry and exit, the address of residency, a plane ticket, a statement of account, a credit card, an attestation of profession, and salary. Please refer to the webpage of the General Directorate of General Security <http://www.general-security.gov.lb/en/posts/37>

**DOCUMENTATION**

All relevant background documentation, up-to date information on the consultation process, as well as written contributions received by Office of the United Nations High Commissioner for Human Rights (OHCHR) in response to the call for inputs dated 23 March 2017 is available at the [www.ohchr.org/participationguidelines](file:///C%3A/Users/User/AppData/Local/Temp/notes91D8DD/www.ohchr.org/participationguidelines).

Documents for circulation or distribution at the meeting should be handed to the secretariat staff. In accordance with United Nations regulations on the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations.

**ACCOMMODATION**

Please note that all participants, including expert panelists, will need **to directly make their own hotel reservations.** The UN System recommends the following hotels, located relatively close to ESCWA:

|  |  |  |
| --- | --- | --- |
| **Hotel**  | **Rate per night (** | **Contact**  |
| Radisson Blu | **USD 110** | <http://radisson-blu-martinez.hotels-beirut.com/fr/>  |
| Ramada downtown | **USD 99** | <http://www.ramadadowntownbeirut.com/> |
| Markazia Suites | **USD 104.5** | <http://www.markaziasuites.com/>  |
| Le Patio | **USD 135** | <http://www.le-patiohotel.com/>  |
| Monroe Hotel | **USD 100** | <http://www.themonroehotels.com/>  |

The rates provided in the table are as of November 2017 and subject to change. Please confirm the room rates with the hotel directly.

**TRANSPORTATION**

**Transportation from and to the Airport**

Participants travelling to Beirut are responsible for making their own airport pick-up arrangements for their departure and arrival in Beirut. Taxis services are available at the airport where certified taxis are parked next to the terminal at the arrival gate and have an airport logo on the side. As these taxis are regulated by the airport authorities, they have a unified official rate. Detailed information about Rafic Hariri International Airport can be found at <http://www.beirutairport.gov.lb/index.php?lang=en>

**Transport to attend meetings**

Participants should make their own transport arrangements to and from the ESCWA. Taxis are readily available in the city.

**FOREIGN CURRENCY AND EXCHANGE RATE**

The local currency is the Lebanese Pound (LBP). The exchange rate as of November 2017 is: 1 USD =1,510 LBP

Currency exchange facilities are available at hotels and all over Beirut. There is also an ATM machine located in ESCWA.

**CATERING FACILITIES**

Participants should make their own arrangements for lunch. Catering services are available at the cafeteria of ESCWA.

**GENERAL INFORMATION**

Weather: The weather in December in Beirut is relatively dry (with 164mm of rainfall over 9 days). In the morning the temperature is around 15°C and average temperature is 18°C. In December the sun rises at 06:36 and sunset is at 16:30.

Language: Arabic is the official national language. In Beirut, most of the people also understand and speak English and/or French.

**INQUIRIES**

For further information on the regional consultation, please contact:

Ms. Federica Morvay

Human Rights Officer

Rule of Law and Democracy Section

Office of the High Commissioner for Human Rights

Email: fmorvay@ohchr.org