

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Antananarivo, Madagascar, 25-29 July 2016

Registration

Please read the following administrative note on the meeting that will take place in the Carlton Hotel, Antananarivo, Madagascar, 25-29 July 2016. In order to expedite travel arrangements and registration, please register online at the GEF ECW webpage: <https://www.thegef.org/gef/ECW-Madagascar-2016>. Please note the registration must include your **full name**, as it appears on your passport, and your **date of birth**.

Activities

Monday 25 July: Eastern Africa Constituency meeting – This meeting will be attended by the GEF OFPs and PFPs and is organized by the GEF Council Member for the Eastern Africa Constituency.

Tuesday 26 July: Half-day CSO meeting for civil society participants and half day (afternoon) GEF SGP Consultation on strategies for GEF 7 (OFPs, PFPs and CSOs)

Wednesday 27 July: ECW exercises on Planning for GEF7, GEF and the SDGs, RBM, Knowledge and Learning at the GEF and Monitoring and Evaluation from the GEF independent Evaluation Office (IEO). - all participants

Thursday 28 July: UNOPS GEF Project Management training. - All participants

Friday 29 July: GEF Knowledge and Learning day site visit. - All participants

Travel

Flights: Travel will be arranged by our travel agent American Express (AMEX). You should plan to arrive on Tuesday 26 July. Departure may be on Friday 29 July, after 9 pm, or Saturday 30 July depending on availability of flights towards your city of destination. **If you are a representative of Civil Society Organizations (CSOs), GEF Operational or Political Focal Point and will participate in the meetings on Monday or Tuesday, you should plan to arrive on Sunday 24 July.**

Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs on the plane ticket will be responsibility of the participant and must be paid by credit card to AMEX. For ticketing issues, please contact AMEX:

Adam Diagne

International Corporate Travel Specialist, Group Desk - The World Bank

American Express Global Business Travel

Tel: 1.855-236-4326 Option 1

Email: adama.diagne@aexp.com

Please send a scanned copy of your passport identity page to ensure that the information is correct. This is required for issuing tickets and *per diem*. (You may use your mobile phone to take a photo of your passport's identity page. This is sufficient as long as it is legible!)

Plane tickets

- Please review the dates and times of travel to check if they are in order. Airline flights can fill up fast and we need a prompt reply in order to book optimum routings and times for you. The GEF is authorizing the most economical round-trip economy fares.
- AMEX will issue an Electronic ticket (E-tkt) and will email you the e-passenger receipt and final itinerary only after you provide your approval.
- Please print out the E-ticket receipt and carry it with you when you travel.
- Please be aware that some airlines prohibit name changes to correct spelling or the order of names. We cannot make any name changes after your ticket has been issued.
- Please check your SPAM/Junk mail folder for automated emails from AMEX - They might be your Electronic tickets!
- If you have received your e-ticket and cannot attend please inform as soon as possible AMEX to cancel your trip. Please note that **any cancellation fees must be reimbursed** to the GEF Secretariat by you.

Airport Transfer

For participants arriving by Air, the Hotel will provide round-trip transfer (airport-hotel-airport).

Visas

Participants who require a visa to enter Madagascar should apply at the nearest Embassy/Consulate. If there is not an Embassy or Consulate in your country, please be sure to send us a scanned copy of your passport's bio page and we will contact our colleagues in the Government to check if visa on arrival is possible. Also, please be sure to confirm all necessary en-route visas.

Hotel and Venue

The Workshop Venue is the Carlton Hotel. Participants sponsored by the GEF will be staying at the **Carlton Hotel** and will have a single room for the duration of the workshop. Self-sponsored participants are welcomed to make their own reservations. The cost of the stay, taxes, breakfast and daily lunch will be covered by the GEF. Additional costs (telephone, laundry / cleaning, room service, extra drinks) are the responsibility of the participant and must be paid upon departure.

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The hotel will provide breakfast every day during the ECW. Lunch is included on workshop days, 25 to 29 July.

A modest *per diem* will be provided to each participant based on World Bank guidelines. Approved en route expenses (overnight stays, baggage fees, airport taxes/fees) will also be provided if applicable (in this case, all original receipts must be provided). Please note that *per diem* will be distributed during the workshop, if not present at the meeting we cannot guaranty its delivery.

For additional questions please contact:

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