

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Budva, Montenegro – 15<sup>th</sup> to 18<sup>th</sup> March 2016*

### Registration

If you have not already registered, please register online at: <https://www.thegef.org/gef/ECW-Montenegro-2016>. Please note that registration is required prior to making your travel arrangements.

### Workshop Venue/Hotel

#### Hotel Splendid & Conference Center

Address: Becici, Postanski Fah 21, 85310 Budva, Montenegro

Phone: +267 315 9954

<http://www.montenegrostars.com/index.php/en/our-hotels/hotel-splendid-conference-spa-resort>

### Agenda

Detailed agenda will be issued separately.

Tuesday (15 <sup>th</sup> March)	
<b>CSO Consultation (CSOs only)</b> morning	Participants must arrive on Monday 14 <sup>th</sup> March.
<b>Constituency Meeting (OFF/PFPs only)</b> morning	
<b>SGP Consultation on GEF 7 (CSOs and OFF/PFPs only)</b> – afternoon	Participants must arrive on either Monday 14 <sup>th</sup> March or in the morning of Tuesday 15 <sup>th</sup> March.
Wednesday – Thursday (16 <sup>th</sup> -17 <sup>th</sup> March)	
	<b>Expanded Constituency Workshop (ECW)</b>
Friday (18 <sup>th</sup> March)	
	<b>ECW GEF Project Site Visit</b>
	(Please bring comfortable clothes and shoes.)
All participants are advised to depart on Friday 18 <sup>th</sup> March after 6:00 pm or on Saturday 19 <sup>th</sup> March.	

### Travel

For GEF-sponsored participants, your travel will be arranged by the World Bank American Express (AMEX) Travel Counselor:

#### Meriam E Villasenor

Group Travel Counselor, The World Bank Onsite, American Express Global Business Travel

Tel: 855-236- 4326

Tel: 602-567-1683 (toll-free)

Email: [meriam.e.villasenor@aexp.com](mailto:meriam.e.villasenor@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!)

Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs will be your responsibility and must be paid by credit card to AMEX.

### Tickets

- You will receive a suggested travel itinerary by email (the email address in your registration). Please review the itinerary, your full name in the tickets, any connecting stops and transit visa requirements. Airline flights can fill up fast; to avoid any last minute changes, please confirm your itinerary promptly.
- The GEF authorizes the most economical round-trip economy fares.

- You will receive an Electronic ticket (E-tkt), an e-passenger receipt and final itinerary only after you provide approval.
- Please print out the E-tkt 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!

For Self-sponsored participants (i.e., GEF Agency & Convention Secretariat representatives), please make your own travel arrangement.

### Visas

Participants who require a visa to enter Montenegro 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.

### Accommodations

- GEF-sponsored participants: You do not need to contact the hotel to reserve a room. The hotel will reserve your room once your travel itinerary is finalized.
- Self-sponsored participants (i.e., GEF Agency and Convention Secretariat representatives): You are welcomed to make your own reservations.

### Airport Transfer

- GEF-sponsored participants: Round-trip transfer (airport-hotel-airport) will be provided by the hotel. Since the Hotel has your final travel itinerary, you do not need to contact the Hotel. Please look out for a driver holding a sign of a green GEF logo or the hotel name.
- Self-sponsored participants (i.e., GEF Agency & Convention Secretariat representatives): You are welcomed to make your own arrangements. Please be advised that the Hotel is approx. 1.5 hour drive away from the Podgorica international airport.

### Materials

Materials will be in English only. Presentations and related materials will be made available electronically on a USB Drive and online at <https://www.thegef.org/gef/ECW-Montenegro-2016>.

### Per diem & Meals

The hotel will provide breakfast on all days. Lunch is included on workshop days, 16<sup>th</sup> to 18<sup>th</sup> March, as well as on the 15<sup>th</sup> March to those participating in the CSO and SGP meetings. A modest *per diem* will be provided to all GEF-sponsored participants on 17<sup>th</sup> March. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided). For those who drive to the venue will receive reimbursement based on the distance of travel.

### Contacts

**Robert T. Schreiber (Ted)**, [rschreiber@thegef.org](mailto:rschreiber@thegef.org), M: (+1) 202-258-8753

**Seo-Jeong Yoon**, [syoon@thegef.org](mailto:syoon@thegef.org), T. 202-473-7832, M. 1202.492.6840

On the CSO and SGP Consultations: **Ms. Pilar Barrera** at [pbarrera@thegef.org](mailto:pbarrera@thegef.org) Tel: (+1) 202-458-9891; or **Mr. Oreste P. Maia de Andrade** at [omaiaandradejr@thegef.org](mailto:omaiaandradejr@thegef.org) Tel: (+1) 202-458-9387