

1st Working Group meeting under UNEP/EC Project Identifying and quantifying plastic contaminant sources and leakages into the aquatic environment

3 and 4 September 2024, Brussels, Belgium

Information note – version 2

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(A) General information

(1) Meeting Venue

The meeting venue is yet to be confirmed. Most likely option is European Commission Directorate-General for Environment Office (Av. d'Auderghem 19, 1040); otherwise it will take place at UNEP Office in the UN House (Bd du Régent 37/40, 1000).

(2) Accommodation

Participants are requested to directly book and pay for their own accommodation, and there is no need to submit payment receipts to UNEP. The Daily Subsistence Allowance (DSA) will be reimbursed to participant's bank account after the travel, as explained below. Attached, you may find a list of suggested hotels.

(3) Travel

Round-trip international flight tickets will be arranged in accordance with the UN Secretariat rules for the most economical route available between the country of residence and the meeting city for those who need to take the international flight.

The itineraries will be directly confirmed by our associated travel office in communication with participants. Once participants confirm the proposed itinerary, tickets will be directly e-mailed to participants by the travel office. **Please do not buy tickets yourself, and kindly wait for the organizer to issue the tickets. Re-imbusement of self-ticketing is not possible.** Also, make sure to check your Spam box in case you have not received an email from the travel agency in the days following IETC's confirmation of your travel request.

If you decide to take a TRAIN to the meeting venue (instead of flight), participants will be informed to self-ticket themselves and UNEP will reimburse the amount. For this, participants need to immediately send a copy of train fee estimate (PDF) to UNEP-IETC (if not yet done) and wait for further instruction, before buying the ticket. If the information is written in a language other than English, please provide English translation.

Please note that, if personal deviation is requested and approved by UNEP, all deviation-related transactions are between the traveler and the travel office, and the traveler will be required to pay any difference in cost of travel between the official authorized itinerary and the traveler's personal deviation and any associated agent fees / service charges directly to the travel agent. UNEP will not prepay any deviation charges.

(4) Daily Subsistence Allowance (DSA) and Terminal Expenses

As informed in the previous Information Note provided with the Invitation Letter, DSA and Terminal Expenses will be provided at prevailing UN rates to compensate for the expenditures to be made for your accommodation cost, meals and miscellaneous including airport tax, and local transportation. **DSA and Terminal Fee will be disbursed to your bank account after the trip is completed.**

For your information, below are the tentative estimates (subject to further updates and approval within UNEP):

- DSA: To be calculated at **USD 419 per night** (subject to further update).
(Note: DSA is only paid upon arrival at the traveler's destination (i.e. DSA is not paid for the period while the traveler is in-route to the destination). DSA is not paid for the day on which travel is concluded or for overnight travel on a plane.
- Terminal Expenses: **USD 252 per person.**

(5) Visa

As informed in the previous Information Note provided with the Invitation Letter, participants are responsible for their visa arrangement. For information regarding visa and/or travel documents, participants are asked to consult the Embassy or Consular mission in their country.

Visa fee will be reimbursed after the travel, together with the payment of DSA and Terminal Fee, upon receipt of the visa fee **within 3 days** after your travel. **If the receipt is issued in a language other than English, please provide your translation in English.**

(6) Any other expenditures

As informed in the previous Information Note provided with the Invitation Letter, UNEP will provide only travel, DSA, Terminal Fee or visa fee (when applicable) as expressed. UNEP will not assume responsibility for any other expenditures, including costs incurred by participants in respect of travel insurance, accident insurance, medical bills, or hospitalization fees in connection with this travel.

(B) Request for submission for travel arrangements

(1) Submission at your earliest convenience

(If you have already done this, please dismiss this section)

To facilitate the travel arrangements and bank transfer, please submit the following data **at your earliest convenience**.

(If it takes several days to prepare all these, please submit at least **No. (a)** and **(b)** first **within 2 days** of receipt of this Information Note to process the travel.)

(a) Registration Form

Please fill in attached.

(b) National passport copy

(c) United Nations laissez-passer copy (if applicable)

(d) HR Mini Master Registration Form

For the bank transfer, please fill in the attached form ([Part A](#), [Part B](#), and [Part C](#)) and sign next to your typed name with signature date in [Part C](#).

(e) A supplementary bank document to verify your bank account information

The purpose is to verify the bank account information provided in the **HR Mini Master Registration Form**. Please submit a copy (PDF) of your bank book, a check book, a monthly bank statement, or any other document issued by your bank. The document should have: (a) your bank name; (b) your name (account title); and (c) your account number. Please feel free to black out any other private information (such as the amount of money saved in the account or transferred).

(2) During the meeting (*Important*)

Please sign the roster paper at the meeting venue **every day**. The signed roster needs to be submitted internally within UNEP for the reimbursement of your travel costs after the travel.

(3) After the travel (*Important*)

To facilitate the disbursement after your travel, please submit the scanned copy (PDF or JPEG) of the boarding pass for each leg and, if applicable, visa payment receipt **within 3 days** after your travel. If you take the train for travel (instead of flight), please submit both the train ticket for each leg (JPEG is fine) and the train ticket receipt.

(C) Meeting information and contact

The meeting time shall be from 9am to 5:30 pm, with an earlier conclusion at 5pm on day 2.

During the sessions, there will be a service of coffee and snacks. Lunch will be upon participants' personal arrangement.

All documents related to the meeting will be shared through the project's [website](#)

We suggest participants to regularly check the website, as new versions and updates to the agenda and relevant documents will be continuously uploaded there.

English will be the primary language for the meeting and its correlated materials.

*** For information about the meeting, please contact alvaro.zopatti@un.org and felipe.dallorsoletta@un.org.