

REGIONAL UN SYSTEM MEETING

20-21 May 2019

Istanbul, Turkey

① Logistics Information Note



Meeting Venue: The meeting will be held at the UNDP Istanbul Regional Hub (IRH), located in the Key Plaza building:

**UN Istanbul Regional Hub
Key Plaza Business Center, Abide-I Hurriyet Cad. Istiklal Sok. No: 11,
Sisli, Istanbul, 34381 TURKEY
Floor 10 (large conference room)**

This is the same building as the Marriot Hotel Sisli, Istanbul, but with a separate entrance

Accommodation: As the event is taking place in the same building with **Marriott Sisli Hotel** (<http://www.marriott.com/hotels/travel/istdt-istanbul-marriott-hotel-sisli/>), this hotel is highly recommended for participants.

In case another accommodation is chosen, please be aware of the UNDSS cleared hotels (see second attachment). IRH is located some five minutes' walk from "Sisli" metro station.

DSA: Regular DSA for Istanbul applies; April '19 rate is USD 235.00, please check May DSA rate as appropriate.

Visas: Visas are usually required for entry into Turkey. It is therefore strongly recommended to check with the local Turkish Embassy or Consulate before traveling. Nationals of EU member states and a limited number of nations are eligible for Visas-on-arrival at international air terminal and certain border crossing points.

Officials holding red-colored UN Laissez-Passer are exempt from visa.

Officials holding blue-colored UNLP with official invitations are exempt from visa provided their stay in Turkey does not exceed 90 days within the last 180 days and have invitation letters. The UNLP should have at least 6 months of validity on the date of arrival in Turkey. For those travelling on a blue-colored UN Laissez-Passer, an invitation letter may be required and should be presented to the border police at the airport.

Holders of national passports are subject to general visa rules and regulations on basis of their nationalities for their private travel. Please refer to the Ministry of Foreign Affairs website for visa requirements and instructions: <http://www.mfa.gov.tr/default.en.mfaa> It is advisable to contact the nearest Turkish Embassy or Consulate to ascertain the latest visa requirements for those not travelling on a UNLP. Should a visa be required, it should be obtained prior to departing your respective countries.

Each travel is responsible for ensuring that the necessary valid documents are in place prior to travel.

Security/Tracking: The current security level in Istanbul is Level 2 (Low). **Travel notification** through the (online) Security Clearance and Travel Request Information Process (TRIP) **is mandatory, for tracking purposes, in the event of an emergency** in the country. The system may be accessed via the UN

Department of Safety and Security Travel Portal (DSS): <http://dss.un.org>

Please note mobile phones of the Security personnel:

- Ilkka Laukkannen, UNDSS Advisor for Turkey: +92-51-835-57-39
- Serdar Kalfa, UNDSS Security Associate in Istanbul: +90-533-922-77-70

There are no specific security requirements to **enter the IRH building**. However, a list with the names of the participants will need to be provided to the IRH Security. Therefore, it is important to confirm your participation.

Ground Transportation: Transportation from/to Istanbul airport to your hotel should be arranged by participants. Estimated cost of taxi from the airport to Key Plaza is 120-150 TLY. **Note:** Exchange small amount of money at the airport to be able to pay to a taxi driver. Withdrawing cash from the ATM is safe.

Lunches: Lunches will not be provided and should be covered by the participants.

Coffee breaks: Will be provided throughout the Regional UN System meeting.

Have a safe trip and a successful meeting!