

Contributions of Supreme Audit Institutions (SAI) to the Sustainable Development Goals

SAI Leadership and Stakeholder Meeting

19-20 July 2018, 10:00- 18:00 hrs.
Conference Room 2

INFORMATION CIRCULAR

1. Meeting Site

Conference Room 2, UN General Assembly Building, New York, NY.

2. Visa

It is the responsibility of the participants to ensure that they have the necessary visas before they travel.

3. UN Pass

UN passes will be ready for pick-up on 19 July from 8:30 am to 11:30 am at the following location:

UN Visitor's Center
1st Ave. between 45th St. and 46th St.

4. UN Conference Building

To go to the UN General Assembly Building, you need to pass the security check in the UN Visitor's Center, located on 1st Ave. between 45th St. and 46th St.

After the security check, you will see the entrance to the UN General Assembly Building on your right-hand side. Conference Room 2 is located at the 1st Basement South in the UN General Assembly Building.

See the maps attached for location and access.

Participants are required to wear their UN pass all the time when inside the UN buildings.

5. Food services

Participants are responsible for making arrangements for lunch and coffee breaks. There are a variety of options on site at the UN. See map attached for locations.

For additional information and menu options, please see <https://unitednations.catertrax.com/>

6. Accommodation and Airport Transfer arrangements

Participants are responsible for booking their own accommodation and should make their own transportation arrangements from the airports/bus/train stations to their respective hotels. Taxi and public transportation information are available at the airports.

7. Entitlements

Participants supported by UNDESA will receive a daily subsistence allowance (DSA) at the rate of \$410.00 per day. DSA shall cover hotel accommodations, meals and other personal expenses. In addition, participants will receive \$250.00 to cover terminal expenses, which include airport transfers and extra luggage fees that may be charged by the air carrier.

Please note that participants shall receive DSA for the actual meeting days attended. Attendance will be taken daily.

Participants will receive the full amount of DSA and terminal expenses in cheque on the 19 July 2018 upon receipt and verification by a UN staff member of the airline ticket / e-ticket, boarding passes and copy of the first page of your passport.

The cheque can be picked up at the UN Cashier's Office located on the 20th floor of the Secretariat Building, between 10:00 am to 3:30 pm. A UN staff member will be available to accompany the group of participants to the cashier's office during the lunch break of 19 July 2018.

The cheque can be cashed in at the UNFCU branch located on the 1st basement of the Visitor's Entrance from 9:30 am to 4:30 pm.

8. Contact:

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