



**United Nations
Environment
Programme**



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**European
Commission**

**2nd Meeting of the UNEP/EC
Working Group to develop a toolkit
on plastic pollution sources**
Brussels, 3-4 July 2025

Information Note

2nd Working Group meeting under UNEP/EC Project Identifying and quantifying plastic contaminant sources and leakages into the aquatic environment

3 and 4 July 2025, Brussels, Belgium

Information note – version 1

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(A) General information

(1) Meeting Venue

UNEP Office in Brussels, (UN House), Boulevard du Régent 37-40, 1000 Brussels, Belgium.

(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.

A list of accommodations in Brussels can be found in Annex 1, for participants' reference.

(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. Reimbursement 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 may 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

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):

- DSA: To be calculated at **USD 446 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

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 shall 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 English translation.

IMPORTANT: Visa fee reimbursement is not applied for personal deviation destinations.

(6) Any other expenditures

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 5:40 pm.

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

All documents related to the meeting will be shared through the project's **website**, in a link to be soon made available.

We suggest participants to regularly check the webpage, as updates 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.

Annex 1 - Hotels in Brussels, Belgium for your information

1. To apply UN rate, please indicate which UN meeting you will attend through the below email/hotel booking site/phone call etc. when you make a hotel booking; and
2. Prices are indicative only, and subject to update. Please make sure to check the exact price before you make a reservation.

1) B-Aparthotel Group

Go to : <https://www.b-aparthotels.com/>

Type in the code **CORPO** and get **15%** upfront on the **BAR** (best available rate of the day)

Tel: 02-743 51 11

E-mail : Hajar Bennani hbennani@b-aparthotels.com

B-Aparthotel Ambiorix Square Ambiorix 28 - 1000 Brussel

B-Aparthotel Regent Boulevard du Régent 58 - 1000 Bruxelles

B-Aparthotel Montgomery Av. de Tervueren 149 - 1150 Woluwe-Saint-Pierre

B-Aparthotel Grand Place Rue des Dominicains 25 - 1000 Bruxelles

Adagio Aparthotel

Jean François Mignon

Sales Manager

Tel: +32 2 212 93 00

E-mail: H7242-DM@adagio-city.com

UN rate for a Standard Room is **€185/night (breakfast incl.)** + 4.25 € city tax (price goes down for long term stays)

2) Citadines Sainte Catherine

Reservations: • E-mail at: corporate@citadines.com / Phone: +33 1 4105 7970

A corporate portal available on www.citadines.com enables your whole staff to book their business stays online at Citadines' rates and contract terms. Access code available upon request to your privileged contact Sophie Blivet.

UN rate **€155/night** for 1 up to 6 days

3) Thon Hotels Group:

client code TH36651869

Stanhope Hotel

9 rue du Commerce – 1000 Brussels

UN rate for a Classic Room is **215€/night (breakfast incl.)** + City Tax of 4.25€

<http://www.stanhope.be/>

Thon Hotel EU

75 Rue de la Loi – 1040 Brussels

UN rate for a Classic Room is **€180/night (breakfast incl.)** + City Tax of 4.25 €

<http://www.thonhotels.com/hotels/countrys/belgium/brussels/thon-hotel-eu/>

Thon Brussels City Center

Avenue du Boulevard 17 - 1210 Sint-Joost-ten-Node

UN rate for a Classic Room is **€155/night (breakfast incl.)** + City Tax of 4.25 €

<https://www.thonhotels.com/our-hotels/belgium/brussels/thon-hotel-brussels-city-centre/>

Thon Brussels Bristol Stephanie

Av. Louise 91, 1050 Bruxelles

UN rate for a Classic Room is **€170/night** (breakfast incl.) + City Tax of 4.25 €

<https://www.thonhotels.com/our-hotels/belgium/brussels/thon-hotel-bristol-stephanie/>

Thon Brussels Airport

Berkenlaan 4, 1831 Machelen

UN rate for a Classic Room is **€130/night** (breakfast incl.) + City Tax of 4.25 €

<https://www.thonhotels.com/our-hotels/belgium/brussels/thon-hotel-brussels-airport/>

Thon Residence Florence

Rue de Florence 1-11, 1000 Brussels

UN rate for a Classic Room is **850€/week** (breakfast excl.) + City Tax

<https://www.thonhotels.com/our-hotels/belgium/brussels/thon-residence-florence/>

Thon Residence Parnasse

Rue d'Italie 8, 1050 Ixelles

UN rate for a Classic Room is **875€/week** (breakfast excl.) + City Tax

<https://www.thonhotels.com/our-hotels/belgium/brussels/thon-residence-parnasse/>

Thon Residences EU

Rue d'Arlon 81, 1040 Bruxelles

UN rate for a Classic Room is **450€/month** (breakfast excl.) + City Tax

<https://www.thonhotels.com/apartments/belgium/brussels/residence-eu/>

4) Courtyard Brussels EU (by Marriott)

32 Rue Joseph II – 1000 Brussels

UN rate for a Classic Room is **/night €199** (breakfast incl.) + City Tax

<https://www.marriott.co.uk/hotels/travel/brumt-courtyard-brussels-eu/>

5) The Hotel

38 Boulevard de Waterloo – 1000 Brussels

UN rate for a Classic Room is **370€/night** (breakfast incl.) + 4.25 € City Tax

<http://www.thehotel-brussels.be/>

6) Radisson Hotel Group

Radisson RED EU Hotel Brussels

35 rue d'Italie – 1050 Brussels

UN rate for a Standard Room is **€275/night** (breakfast incl.)

<https://www.radissonhotels.com/brussels/radisson>

Radisson Collection Hotel, Grand Place Brussels

Rue du Fossé aux Loups 47 - 1000 Bruxelles

UN rate for a Standard Room is **€283/night** (breakfast incl.)

<https://www.radissonhotels.com/brussels/radisson>

Park Inn by Radisson Brussels Midi

Pl. Marcel Broodthaers 3, 1060 Bruxelles

UN rate for a Standard Single Room is **€157/night** (breakfast incl.)

<https://www.radissonhotels.com/brussels/radisson>

7) Doubletree by Hilton Brussels City (former Crowne Plaza)

3 rue Gineste – 1210 Brussels

UN rate for a Standard Room is €227/night (breakfast incl.) + 4.25 € City Tax

info@doubletreebrussels.com

<https://www.hilton.com/en/hotels/brudtdi-doubletree-brussels-city>

8) Sofitel Brussels Europe

Place Jourdan 1 – 1040 Brussels

UN rate for a Classic Single Room is €215/night (breakfast incl.) + 4.25 € city tax

<https://www.sofitel-brussels-europe.com/en/>

9) Renaissance Hotel (by Marriott)

Rue du Parnasse 19 - 1050 Bruxelles

UN rate for a Classic Single Room is €215/night (breakfast incl.) + 4.25 € city tax

<https://www.marriott.com/en-us/hotels/brubr-renaissance-brussels-hotel/>

10) Motel ONE

Rue Royale 120 - 1000 Bruxelles

UN rate for a Standard Rooms:

<https://www.motel-one.com/en/hotels/brussels/hotel-brussels/>

01/01/2023 - 01/12/2023							
Standard Business	Standard Low	Standard High	Fairdate 30	Fairdate 50	Fairdate 80	Fairdate 110	Fairdate 160
99,00 €	79,00 €	129,00 €	129,00 €	149,00 €	179,00 €	209,00 €	259,00 €
119,00 €	99,00 €	149,00 €	149,00 €	169,00 €	199,00 €	229,00 €	279,00 €
6pm	6pm	6pm	3 days	3 days	3 days	14 days	14 days