Third meeting of the UNEP Working Group on Nitrogen

27-28 April 2023 Bucharest, Romania

Hybrid meeting

Participants Logistics Note

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INTRODUCTION

The following is practical information provided for participants, online as well as in person, that will attend the third meeting of the **UNEP Working Group on Nitrogen, to be held in the Bucharest, Romania on 27 April 2023 followed by an informal expert meeting on 28 April 2023**.

All information regarding the meeting will be regularly updated on the meeting page.

VENUE

The third meeting of the Working Group will take place at the Pullman Bucharest World Trade Center, located in the North part of the city, approximately 15 minutes from the Gara de Nord (North Station) railway station and 20 minutes from the Otopeni (Henri Coanda) Airport (by taxi / UBER). Food and beverage services will be made available in the event's facilities.

ADDRESS

10 Montreal square, District 1
011469 BUCHAREST
ROMANIA

REGISTRATION AND BADGING

1. Registration

All focal points are requested to register online by 5 April 2023 via the following link:

https://indico.un.org/event/1004908/

Please ensure to upload the note verbale submitted to the secretariat with your nomination as focal point to the UNEP Working Group on Nitrogen.

2. Issuance of conference badge

Access to the meeting venue is subject to the presentation of a valid meeting badge. Meeting badges will be issued at the entrance of the venue, upon presentation of the UN EVENT PASS resulting from the online pre-registration and a valid passport or identification card with a photograph. Issuance of meeting badges will start on 27th of April, at 09.00.

Meeting badges will be valid from 27 April to 28 April. Focal points are strongly recommended to register and collect their badges on starting with 09.00 to avoid any possible congestion on the morning of the meeting. For security reasons, the display of conference badges is mandatory at all times to gain access to the meeting venue. Any loss of a conference badge should be reported immediately to the registration counter.

3. Remote participation

Remote participation will be available through (PLATFORM FOR REMOTE PARTICIPANTS). The link for approved online participants will be provided in due course.

STAKEHOLDER PARTICIPATION

1. Interventions

During the meeting, and in line with the revised Terms of Reference of the Working Group, at the discretion of the Co-Chairs, members of the Global Partnership on Nutrient Management (GPNM) and of the UNEP Major Groups and Stakeholders can be invited to attend the meetings of the UNEP Working Group on Nitrogen as observers, including representatives of the science community who may be invited to present relevant scientific views, as needed.

Furthermore, members of the GPNM and the nine UNEP Major Groups and Stakeholders may be invited to provide their interventions[1] after Member States' interventions, consistent with applicable United Nations practice and at the discretion of the Co-Chairs.

2. Registration

Members of the GPNM and UNEP Major Groups and Stakeholders are invited to register to the meeting via: https://indico.un.org/event/1004908/

INTERPRETATON

The meeting will be held in English only.

MEETING DOCUMENTS

Participants are strongly encouraged to read the available documents for the meeting. The documents can be accessed on the meeting website at:

https://www.unep.org/events/working-group-meeting/third-meeting-unep-working-group-nitrogen

REQUEST FOR BILATERAL MEETING ROOMS OR OFFICE ROOMS

Please note that due to space limitation, we are unable to provide working rooms for bilateral meetings or office rooms.

ACCOMODATION

A list with suggestions is provided as an annex to this note.

Participants are encouraged to make their bookings as soon as possible.

VISA REQUIREMENTS

The Government of Romania will issue special individual letters to focal points to assist with visa process. Please note that **only participants that require a visa will be issued the letter**. Participants can find the list of countries requiring visa here.

Once registration is duly approved on Indico, the relevant information of the delegate will be shared by the Secretariat with the Government of Romania for issuance of the special letter to the contact address provided by the participant upon registration. The process is fully online. The issuance of the letter will not be immediate.

Focal points are responsible for obtaining any transit visas required for points of transit in other jurisdictions. Participants are recommended to have all documentation with them at the time of travel, including the meeting ticket and email confirmation.

TRANSPORTATION

AIR TRAVEL:

The participants must arrive through the Otopeni (Henri Coanda) Airport - https://www.airport-bucharest.com/

GROUND TRAVEL:

Transfer from Airport to Bucharest may be done by taxi / Uber – more information may be found here.

We recommend travel by Taxi or Uber, as the connection to Bucharest is relatively cheap, around 15 euro.

Travelling from Otopeni Airport to Bucharest (Gara de Nord station) is also possible by train – https://www.airport-bucharest.com/train.php or by bus - https://www.airport-bucharest.com/bus.php . Tickets may be bought at the stations and paid by card.

Information in this regard will be made available and constantly updated in this note.

DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS (DSA)

The schedule and venue for DSA disbursement will be announced upon arrival at the venue.

Sponsored participants will be requested to present to the designated staff the original arrival boarding ticket and the physical travel identification document used to enter Romania.

PLASTIC-FREE MEETING

This meeting is plastic-free. Delegates are suggested to bring their own water bottles to the meeting. Water dispensers for refilling will be provided.

HEALTH SERVICES AND EMERGENCY NUMBERS

Currently, there are no special requirements for proving a negative PCR test / certificate (non-COVID statement). Still, depending on the developments of the epidemiological situation both within and outside the EU, travel restrictions may be eased or reintroduced. All travelers are responsible for verifying the travel restrictions in place before departure.

For more information please visit Romania's official website: https://eviza.mae.ro/

EMERGENCY NUMBERS

Police Department / Ambulance / Fire department number: 112

THE CITY

More information on Bucharest may be found here: https://en.wikipedia.org/wiki/Bucharest

ELECTRIC PLUG AND SOCKET

Romania operates on a 230V supply voltage and 50Hz. You will need a transformer in order to use your portable devices if they do not run on 230V/50Hz. Please make sure you bring one along or purchase one in Bucharest if you need it. Plug types in Romania are C and F.

INTERNET SERVICES

Free wireless internet access will be provided in the meeting venue.

BANKING FACILITIES, POSTAL SERVICES AND CURRENCY

The Romanian leu (RON/Leu) is the official currency. Bank notes are available in the following denominations: 1, 5, 10, 100 and 200 Leu (Lei for plural), while the coins are denominated in Bani (100 Bani = 1 Leu).

Exchange rates (29 March 2023) 1 USD = 4.56 Romanian leu; 1 Euro = 4.95 Leu.

Romania imposes no restrictions on the import or export of any local or foreign currency. There is only an obligation to declare sums greater than 10,000 dollars or equivalent.

There are many banks and exchange offices where you can exchange dollars, euros, and other currencies. (Banks working hours: 10.00, Foreign exchange offices: 17.00. Some hotels also provide currency exchange service, but it should be noted that these rates are not always favourable. Is recommended to be avoided the exchange services at the airport, as are not favourable, as at any airport in the world.

ATMs can be found all throughout the country. Most places accept credit or debit cards.

CONTACT

For information about the UNEP Working Group on Nitrogen, please contact unep-nitrogenworkinggroup@un.org

ANNEX A: ACCOMODATION LIST PROVIDED BY THE HOST COUNTRY

Hotel	Contact	Rooms/ pricing (USD)	Breakfast included	Star rating	Distance to city's central area	Distance to meeting venue	Further details
World Trade Center Bucharest	+4 021 202 4450	107	yes	****	9 km	0	10 Montreal Square, District 1, BUCHAREST
Ramada Plaza	+4 021 549 2300	160	yes	****	8 km	1,4 km	3-5 Poligrafiei Blvd, District 1, Bucharest
Hotel Sir Royal	+4 021 311 0535	110	yes	****	8,4 km	1,7 km	Bd. Poligrafiei 69, District 1, Bucharest
Crystal Palace Hotel	+4 021 233 2030	122	yes	****	9 km	4,5 km	Cpt.Av.Alex Serbanescu 18-20, District 1, Bucharest
Hotel Herastrau	+4 021 232 9666	93	yes	***	8.7	4,8 km	Soseaua Nordului, 7 - 9, District 1, Bucharest

Prices may fluctuate and availability of the rooms will depend on the moment the reservation is made.