



UNITED NATIONS
NATIONS UNIES



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

FOURTH CDM DNA FORUM MEETING

*Representatives of
Designated national authorities (DNAs) and UNFCCC focal points*

**Bali, Indonesia
GRAND HYATT HOTEL
29–30 November 2007**

INFORMATION SHEET

MEETING VENUE

The fourth meeting for the DNA Forum will be held from 29 to 30 November 2007 at:

GRAND HYATT BALI
PO Box 53, Nusa Dua, Bali, Indonesia
Tel: + 62 36 177 1234
Fax: + + 62 36 177 2038
Email: baligh.inquiries@hyattintl.com

For further information on the venue of the meeting please follow this link:
www.bali.grand.hyatt.com

DAILY SUBSISTENCE ALLOWANCE (DSA)

Participants eligible for DSA in accordance with UNFCCC rules, and who have not elected to receive their DSA via bank transfer, will be able to collect their DSA in local currency (Euro) travelers cheques at the meeting venue on 29 November 2007. The time slot for DSA payment will be communicated to you at a later stage. ALL PARTICIPANTS eligible for DSA must please bring their passport, plane ticket and boarding pass(es) on the first day of the meeting to allow payment to be made or earlier bank transfer verified. Please note that the DSA is calculated as follows:

- i. Official arrival day for the meeting (or later depending upon flight schedule) through the conclusion of the official meeting with the expected departure the next day.
- ii. Plus one day DSA deemed to cover miscellaneous travel expenses including visa and airport taxes. The DSA described above represents the total entitlement to be provided at the meeting.

NOTE ON TRAVEL

Any change made to the date of departure and/or arrival may incur a fee. Changes for private reasons are to be paid by the traveller. Should you require additional information on travel and other logistical matters please do not hesitate to contact Ms. Gloria Gonsalves (Ggonsalves@unfccc.int) on Tel.: + 49 228 815 1382. cc Ms. Lucila Serra (LSerra@unfccc.int).

IMMIGRATION REQUIREMENTS

All foreigners wishing to enter Indonesia must have a passport valid for at least six months from the date of arrival along with proof (ticket) of onward or return passage. Please contact the Indonesian Embassy/Consulate in your country well before the Conference in order to check if you require any immigration documents necessary to visit Indonesia.

HEALTH REQUIREMENTS

Visitors to Indonesia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country.

NOTE FROM THE SECRETARIAT

You are strongly advised to obtain international travel and medical insurance to cover the period of your departure for the meeting until the time of your return as indicated above.

The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation in the meeting. Your travel to and from Bali, Indonesia is the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes you may wish to make to your ticket, for example upgrading, re-routing or stop-overs.

ACCOMMODATION

Participants should make their own hotel bookings. Reservation and payment for accommodation shall be directed to respective hotels. In addition to accommodation costs, all participants are responsible for all additional costs, i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar and laundry, additional meals, i.e. lunch and dinner, and must pay these directly to the hotel at checkout.