



# ADMINISTRATIVE INFORMATION

ASIA-PACIFIC PARTNERSHIP FOR  
DISASTER RISK REDUCTION (APP-DRR) FORUM  
12-13 NOVEMBER 2019

BRISBANE CONVENTION & EXHIBITION CENTRE, AUSTRALIA

## 1. SCHEDULE AND VENUE OF THE MEETING

The Asia-Pacific Partnership for Disaster Risk Reduction (APP-DRR) Forum will be held on 12-13 November 2019 in Brisbane, Australia. A detailed agenda and concept note will be shared in due course.

Meeting venue:

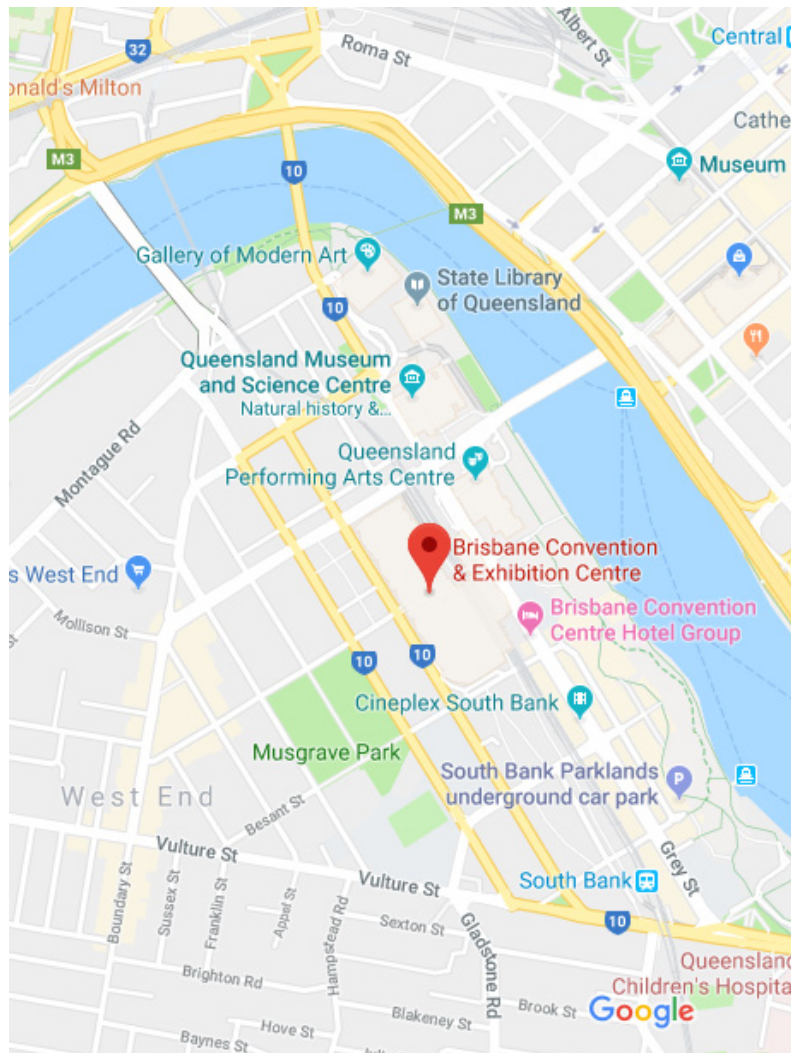
### **Brisbane Convention & Exhibition Centre**

Merivale St & Glenelg Street, South Brisbane QLD 4101, Australia

<https://www.bcec.com.au/>

Tel: +61 7 3308 3000

GPS: -27.476270, 153.018696 (Map below)



The conference rooms include:

- Plenary meetings: Boulevard Room
- Breakout rooms: Arbour Room A2

A reception will be hosted by the Minister for State Development, Manufacturing, Infrastructure and Planning: Level 41, 1 William Street (outside conference centre).

## 2. PARTICIPATION

### 2.1 Meeting Website

All information concerning the Asia-Pacific Partnership for Disaster Risk Reduction (APP-DRR) Forum can be accessed at <https://www.preventionweb.net/go/67057>.

### 2.2 Registration

All the participants are required to register by sending an email to [undrr-ap@un.org](mailto:undrr-ap@un.org), copying Ms. Kamolwan Thaninkitiwong ([thaninkitiwong@un.org](mailto:thaninkitiwong@un.org)) for Governments and Mr. Jiradej Mahawannakij ([mahawannakij@un.org](mailto:mahawannakij@un.org)) for all other participants.

### 2.3 Working Language

The official working language of the meeting is English with no simultaneous interpretation. All the meeting documents will be provided in English only.

## 3. TRAVEL ARRANGEMENTS

### 3.1 Self-Sponsored participants

All self-sponsored participants are requested to make their own travel arrangements.

### 3.2 UNDRR-Sponsored participants

#### 3.2.1 Sponsorship Inclusions

UNDRR will provide travel and daily subsistence allowance (DSA)/per diem to nominated delegates from LDCs, LLDCs and SIDS. This will be provided according to the UN rules and regulations and will include:

- Round trip air ticket by the most economical class and route
- DSA at the current UN rate<sup>1</sup>
- Airport terminal expenses

UNDRR will directly contact sponsored participants for travel arrangements. Air ticket will be issued by the UN Travel Agent. It is recommended that participants should arrive in Brisbane, Australia on **Monday, 11 November 2019** and depart from Brisbane on **Thursday, 14 November 2019**.

Sponsored participants ***are not*** authorized to purchase their own tickets without approval from UNDRR and reimbursement of air tickets bought by sponsored participants without approval by UNDRR is not permissible under UN rules. However, participants can request for self-ticketing option in case this is considered practical for arrangement. In order to process for self-ticket, ***participants must receive confirmation from UNDRR on the maximum amount of reimbursement before buying the ticket***. Participants should bear in mind the maximum amount of reimbursement given by UNDRR when making a purchase. The reimbursable amount is the actual amount paid by meeting participant for air tickets (as indicated on the receipt). The amount in currency other than USD will be converted using the current UN operational rates of exchange. If the actual paid amount is higher than the approved maximum amount, UNDRR will reimburse only the approved maximum amount.

For self-ticket option, receipt of the ticket must be to the name of meeting participant only. UNDRR cannot reimburse the cost of the ticket if it is purchased by participant's organisation.

---

<sup>1</sup> Current DSA rate for Brisbane is USD 243.00 and may change in November 2019.

### 3.2.2 Allowances

DSA and terminals will be paid to the sponsored participants according to the UN rules and regulations. DSA paid to the participant covers all related costs of hotel accommodation and meals and miscellaneous expenses (i.e. visa fee, airport transfer, airport tax, etc) during the period of the meeting. Any additional expenses (e.g. room service, laundry, telephone, mini bar, etc.) are at personal expense of the participant. Participants who wish to stay beyond the official mission dates have to bear any additional costs related to travel and accommodation.

The sponsored participants should confirm their nomination **not later than 30 September 2019 with their copy of passport, Nomination Form and Bank Information Form (Annex A and B)**. The travel advance (not exceeding to 75% of DSA) will be directly transferred to participants' bank account. The balance of allowance (25% of DSA) will be settled after participants return to their duty station when providing the following documents:

- Copy of passport
- Copy of air ticket/e-ticket
- Original boarding pass(es)
- Copy of Passport with Immigration Stamp
- Original receipt for air ticket (for authorised self-ticket only)

#### **Please note that:**

- UNDRR will proceed together ticket and allowance for participants. The participants should provide all required documents at once.
- The sponsored participants, **whose nominations are submitted after 30 September 2019**, will receive **100% of DSA after they return to their duty station** via bank transfer after completely providing above mentioned documents.
- The request to change of nomination after 30 September 2019 will be considered as new nomination, of which the DSA will be processed after they return to their duty station and provide completely the required documents mentioned above.
- The participants, who have received travel advance but cannot attend the meeting, have to return their travel advance received to UNDRR.
- All payments will be made via bank transfer only. No cash DSA payment will be made at the venue.

### **3.3 Visa**

Participants must hold a passport valid for at least six months from the final date of travel. Participants requiring a visa should apply to the consular office or embassy of Australia in their respective countries. The official invitation letter will be sent to a provided email address if requested.

### **3.4 Travel Insurance**

All participants are strongly recommended to buy travel insurance before travelling. UNDRR will **NOT** be liable to pay any costs towards hospital/medical claims in case of an accident or illness.

## 4. LOGISTICAL ARRANGEMENTS

### 4.1 Accommodation

The accommodation nearby Brisbane Conference and Exhibition Centre are listed on the following website: <https://www.bcec.com.au/visit/brisbane-accommodation>. Meeting participants are requested to contact the hotel directly for booking of accommodation.

### 4.2 Payment Method

The hotel reservation for all participants will be made under the participant's name. Participants are responsible for all hotel expenses. At the check-out, please contact the Reception/Front Office Desk and settle your bill accordingly. The hotel accepts payments in cash or major credit cards.

### 4.3 Local transportation

UNDRR will **NOT** provide local transportation to participants. However, participants may choose the following means of public transportation:

#### 4.3.1. Taxis

Taxis are available 24/7 from sheltered ranks right outside the Domestic and International Terminals. During peak times, Kerbside Officers are on hand to assist.

Passengers can expect to pay \$45 - \$55 (one way for a trip from the airport to Brisbane City / South Bank). Outside of peak periods, it is approximately a 20-minute drive from the airport to the city.

#### 4.3.2. Shuttle bus

An airport shuttle bus service operates from the Brisbane Airport and provides door to door service. A one-way fare from the Brisbane Airport to Southbank is approximately \$20. Tickets can be purchased online ([www.con-x-ion.com/services/brisbane-airport-transfers](http://www.con-x-ion.com/services/brisbane-airport-transfers)) or at the sales kiosk at Domestic or International Airport Terminal.

#### 4.3.3. Airtrain

The airtrain travels from the Brisbane Domestic and International Airports and reaches both the Brisbane CBD and South Bank in approximately 20 minutes. Airtrain services travel from Brisbane Airport every 15 minutes in peak (and 30 minutes in off-peak). The journey is comfortable in our modern fleet of trains, with air-conditioning, Wi-Fi, space for luggage, restrooms on board and LED screens to help you navigate your journey. Airtrain services operate between 5.40am to 10pm daily. Tickets to the airtrain can be purchased at the airport Terminal for \$23.80 one-way. More information can be found online (<https://www.airtrain.com.au/>).

## 5. ABOUT BRISBANE

Brisbane is the capital city of the state of Queensland and is the third largest city in Australia. Brisbane's metropolitan area has a population of approximately 2.5 million.

Brisbane central business district is located alongside the Brisbane River and adjacent to South Bank Parklands, where the Brisbane Convention and Exhibition Centre is located. South Bank is the premier leisure, education and cultural precinct of Brisbane. It includes spectacular parklands,

restaurants, lagoons and the only man-made inner-city beach in Australia. It is the city's main cultural precinct.

Australia as a country is an extremely safe destination for international visitors. This fact is demonstrated by the lack of any major police presence on Brisbane's streets and the streets of other Australian cities

Wi-fi access is available in 22 outdoor locations across Brisbane City including Queen Street Mall in the Central Business District and South Bank.

### **5.1 Time Zone**

UTC+10

### **5.2 Currency and Credit Cards**

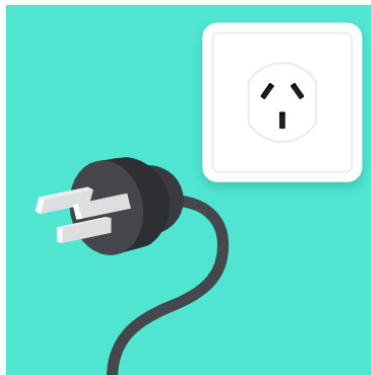
Australia uses Australian Dollar (AUD) as the currency.

UN Exchange Rate as of August 2019: USD 1 = AUD 1.445.

Most credit/debit cards are widely accepted. There are several ATMs dispensing local currency around the city.

### **5.3 Electricity**

Australia uses 230 volts the standard frequency is 50 Hz. The power socket is Type I, which is the plug that has three flat pins in a triangular pattern as per pictured below.



### **5.4 Security**

The security situation in Australia is good and the police are present, ready to provide support or help. Registered taxis are available at all places. Usual precautions at public places and hotels are advised.

### **5.5 Weather**

Brisbane has a humid subtropical climate (23.5 °C on average in November). The days are warm and sunny, with cool evening breezes. The city experiences highs and lows of about 26 degrees Celsius and 19 degrees Celsius respectively. Visitors are encouraged to wear a hat and SPF30+ sunscreen when outdoors as the hot sun can quickly lead to sunburn. Sunscreen is readily available from pharmacies and convenience stores.

The city experiences a rainfall estimate of 100 mm of over 13 rainfall days. In November, there is a 30 per cent chance of rain each day.

## CONTACT PERSONS

For further administrative information, registration and travel arrangements, please contact the following staff in the UNDRR Regional Office for Asia and the Pacific:

**Ms. Kamolwan Thaninkitiwong**

Staff Assistant

Tel: (+66-2) 288 2745

Mobile: (+66 82) 415 9692

E-mail : [thaninkitiwong@un.org](mailto:thaninkitiwong@un.org)

**Mr. Jiradej Mahawannakij**

Staff Assistant

Tel: (+66-2) 288 2749

Mobile: (+66 86) 622 5130

E-mail : [mahawannakij@un.org](mailto:mahawannakij@un.org)

**Mr. Surachai Srisa-ard**

Administrative Assistant

Tel: (+66-2) 288 1779

Mobile: (+66 97) 154 9891

E-mail : [srisa-ard@un.org](mailto:srisa-ard@un.org)

Fax: (+66-2) 288 1050

For any additional information, in particular, on substantive and agenda matters, please contact:

**Dr. Animesh Kumar**

Deputy Chief

UNDRR Regional Office for Asia and the Pacific

E-mail: [animesh.kumar@un.org](mailto:animesh.kumar@un.org)