3rd Regional EUWI+ Steering Committee Meeting
26 November 2019, Paris, France

MEETING VENUE

The meeting starts at 09:30 a.m. on Tuesday, 26 November 2019 in the Conference Room 2 at the International Energy Agency (Address: 9, rue de la Fédération, Paris 15th arrondissement; phone: (+33)1 40 57 65 00). Please present your ID at the reception of the main entrance and you would be granted an access badge. Please keep this badge with you until the end of the meeting. Please come in advance to allow enough time for passing the security control.

Once you receive your badge, leave the welcome desk. The cloakroom (room FED0111) will be on your left and the Conference Room 2 on your right on the ground floor.

The closest metro station is "Bir Hakeim" (see line 6 as indicated on the map of Paris metro).

Please see an internet map below:
We kindly ask participants to take care of their visa. Please let us know if you wish to receive a formal invitation letter for visa purposes. If yes, please provide necessary information and a copy of your passport for issuing the invitation letter.

ACCOMMODATION

We kindly ask participants to take care of their hotel reservation themselves. The International Office of Water has a partnership with the Hotel «Europe» at the negotiated rate 130.88€ (breakfast and city tax included). For booking please contact Nassou at contact@europehotelparis.com till 10 November 2019. Booking code is OECD.

The hotel “Europe” is situated approximately 10 minutes by walk from the International Energy Agency and will also be the meeting point for buses on 25 and 28 November.

REIMBURSEMENT OF TRAVEL EXPENSES

The EUWI+ project team will provide financial support to the invited participants from EaP countries. The OECD will book economy class air ticket, pay for terminal charges and the per diem for 26 and 27 November. The International Office of Water (IOW) will cover the per diem for 24 and 28 November. The OECD will reimburse the expenses via Western Union in Paris and the IOW will pay the per diem by cash in Paris. In order to be reimbursed, please send original acceptance letter, visa receipt (if applicable) and invoice for eligible expenses to Maria Dubois (maria.dubois@oecd.org). Please note that any eligible expenses will not be reimbursed if they were not notified in advance.

MEETING DOCUMENTS

Relevant documents will be uploaded on the web site. A limited number of printed copies will be available in the meeting room. Participants are encouraged to bring their own copies of the relevant documents.

TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE CONFERENCE

The meeting language is English. Simultaneous interpretation in Russian language will be provided. The OECD will not be able to arrange copies of documents provided by other organisations or meeting participants, so countries/institutions should ensure that they bring with them sufficient number of copies.

MEALS

Lunch will be offered at the IEA café on the 1st floor. All participants are invited for the cocktail organised in the IEA premises after the meeting at 5.30 pm.

LIABILITY AND INSURANCE

The OECD will not take any responsibility for injuries or damages involving persons or property during the meeting. Participants are advised to take their own personal insurance prior to coming to Paris.
GETTING TO PARIS FROM CHARLES DE GAULLE AIRPORT

Airport transfer will be not provided by the OECD Secretariat. For your information, here are your basic options for getting from Roissy-Charles de Gaulle (CDG) into Paris and minimum time:

- Train RER B + Metro, 30-45 minutes
- Bus: 40-50 minutes

Access by Train (you can buy your ticket from an automatic machine at the train station)

The RER is Paris's system of fast suburban trains, and you'll be taking the one designated RER B3 into the city. There are two RER stations at the airport: Roissy CDG 1, in the Terminal 1 complex and Roissy CDG 2/TGV, in the Terminal 2 complex. In Terminal 1, walk or take the Green shuttle to the shopping level to find the RER station. In Terminal 2, take either the Blue shuttle or walk to the TGV-RER station. Note, the designation B3 refers to the branch of the B train system that goes to and from the airport (among other places). This is more important when you're coming back to the airport. In this case, be sure to get on a B3 train, not a B5.

Access by Bus (you can buy your ticket directly on the bus)

Air France Coach Line 2 leaves from several points at the airport and makes two stops in Paris: Porte Maillot, and Place Charles de Gaulle (at the Arc de Triomphe). The trip time is about 40 minutes. Place Charles de Gaulle is a transportation hub, so you can take the metro from here. Approx. ticket cost is 17 EUR one way.

Air France Coach Line 4 departs from several points at the airport and stops at the Gare de Lyon and Montparnasse (two major train stations). This is ideal if you have to make a quick train connection at one of these stations. Approx. ticket cost is 17 EUR one way.

Roissybus. The area around CDG is known as Roissy, and the airport is often called Roissy Charles de Gaulle Airport. This bus takes you from the airport to Place de l'Opéra, in the heart of Paris, it takes about 45 minutes to get there. Approx. ticket cost is 10 EUR one way. As usual, the metro is nearby.

Access by taxi

Please only take a taxi with a special taxi sign that looks as follows: Approx. cost is 50-60 EUR.

GETTING TO PARIS FROM ORLY AIRPORT

Access by Train

ORLYVAL is an automatic (driverless) metro line that links the Orly airport and the RER station "Anthony". The RER is Paris's system of fast suburban trains, and you'll be taking the one designated RER B 4 into the city. Note, the designation B4 refers to the branch of the B train system that goes to and from the airport (among other places). This is more important when you're coming back to the airport. In this case, be sure to get on a B4, not a B2.
getting in to the RER on “Antony” go to the station “Châtelet-les Halles” and then take an appropriate metro line to the hotel.

**Access by Bus**

ORLYBUS is a special bus service that links the Orly airport and "place Denfert-Rochereau" in Paris. As usual, the metro is nearby. Trip time is about 30 minutes.

For any logistical questions please contact Maria Dubois at
Tel: (+33) 1 45 24 98 18 (land line)
E-mail: maria.dubois@oecd.org

WE ARE LOOKING FORWARD TO SEEING YOU IN PARIS!