Logistical Note of the Annual Meeting of the Green Action Task Force

30 September – 1 October 2019, Boulogne-Billancourt, France

MEETING VENUE

The GATF Annual Meeting will be held on 30 September – 1 October 2019 at the OECD Boulogne Building - room BB1 - address: 46 Quai Alphonse le Gallo, Boulogne-Billancourt, France. The meeting will begin at 10:30 am on Monday, 30 September 2019 and is expected to finish by 3:30 pm on Tuesday 1 October 2019.

In view of the formalities for admission to the premises of the meeting, please confirm your participation as soon as possible, but not later than 10 September 2019.

To have access to the OECD Boulogne Annex, please present your ID at the reception of the OECD main entrance and you will 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 (10-15 min) for passing the security control.

TRANSPORTATION

Getting to OECD Boulogne Annex

The closest metro stations are “Boulogne - Pont de St Cloud” with line 10 or “Pont de Sèvres” with line 9. See metro lines 9 and 10 as indicated on the map of Paris metro. You can also consult the Citymapper Paris transport map for more detailed information.
Getting to Paris from Charles De Gaulle airport

Airport transfer will be not provided by the OECD Secretariat.

**By Train (RER):** 30-45 minutes *(you can buy your ticket from an automatic machine at the train station)*
Take B3 train destination Saint-Rémy-lès-Chevreuse and stop in Châtelet Les Halles. Metro station is nearby.

**By Bus:** 40-50 minutes *(you can buy your ticket directly on the bus)*
- *Air France Coach Line 2.* This bus stops in Paris at Porte Maillot, and Place Charles de Gaulle (at the Arc de Triomphe).
- *Air France Coach Line 4.* This bus stops in Paris at the Gare de Lyon and Montparnasse.
- *Roissybus.* This bus stops at Place de l'Opéra.

**By taxi**
Please take only a taxi with the taxi sign “Taxi Parisien”.
Approx. cost is 50-55 EUR.

Getting to Paris from Orly airport

**By Train (RER)**
Take ORLYVAL line that links the Orly airport and the RER station "Antony". Then, take RER B4 destination Aéroport Charles de Gaulle 2 or Mitry-Claye, and stop in Châtelet Les Halles. Metro station is nearby.

**By Bus (ORLYBUS):** 30-35 minutes.
This bus stops at "place Denfert-Rochereau" in Paris. The metro is nearby.

**By taxi**
Please take only a taxi with the taxi sign “Taxi Parisien”.
Approx. cost is 40 EUR.

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**VISA**

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 this is a case, please provide Ms. Mari Laikre (mari.laikre@oecd.org) with the necessary information and a copy of your passport.

**ACCOMMODATION**

We kindly ask participants to take care of their hotel reservation themselves. For your information, the link to the hotels close to the OECD Boulogne Annex and offering special OECD rates is available on the webpage dedicated to the meeting.

Please contact Ms. Mari Laikre at tel. +33 1 45 24 17 46 or mari.laikre@oecd.org if you need any guidance on how to get from your hotel to the OECD Boulogne Annex.

**REIMBURSEMENT OF TRAVEL EXPENSES**

The Secretariat provides financial support to the invited participants from EECCA countries (pre-paid economy class air ticket and a lump sum to cover hotel accommodation, meals, airport transfer and other incidental expenses). In order to be reimbursed, please submit original acceptance letter, visa receipt (if applicable) and invoice for eligible expenses to the Secretariat representative Mari Laikre during the meeting.

The invited participants will receive the reimbursement of their travel expenses via Western Union in Paris.

Please note that the Secretariat will not be in a position to reimburse any eligible expenses which were not notified in advance.
MEETING DOCUMENTS

Relevant documents will be uploaded on the programme [web site] and made available in the meeting room.

TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE CONFERENCE

The meeting language is English. Simultaneous interpretation in Russian language will be provided. The Secretariat will not be able to arrange for 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

Lunches and coffee breaks of 30 September and 1 October will be provided by the OECD Secretariat. In the evening of 30 September, all participants will be invited to a cocktail reception hosted by the OECD Secretariat. It will be organised in the OECD Boulogne Annex starting at 18:00.

LIABILITY AND INSURANCE

The OECD/EAP Task Force Secretariat 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.

Please contact Mari Laikre for any questions related to this meeting at
Tel: (+33) 1 45 24 17 46 (fix)
E-mail: mari.laikre@oecd.org

WE LOOK FORWARD TO SEEING YOU IN PARIS!