

## Logistical Note of the Inaugural Meeting of the Green Action Programme

24-25 November 2016, Paris, France

### MEETING VENUE

The Inaugural Meeting will be held on **24-25 November 2016** at the OECD Headquarters - **room CC6** - address: 2 rue André-Pascal, Paris 16<sup>th</sup> arrondissement.

The meeting will begin at **12:15 pm** on **Thursday, 24 November 2016** and is expected to finish by **5:00 pm** on **Friday 25 November 2016**.

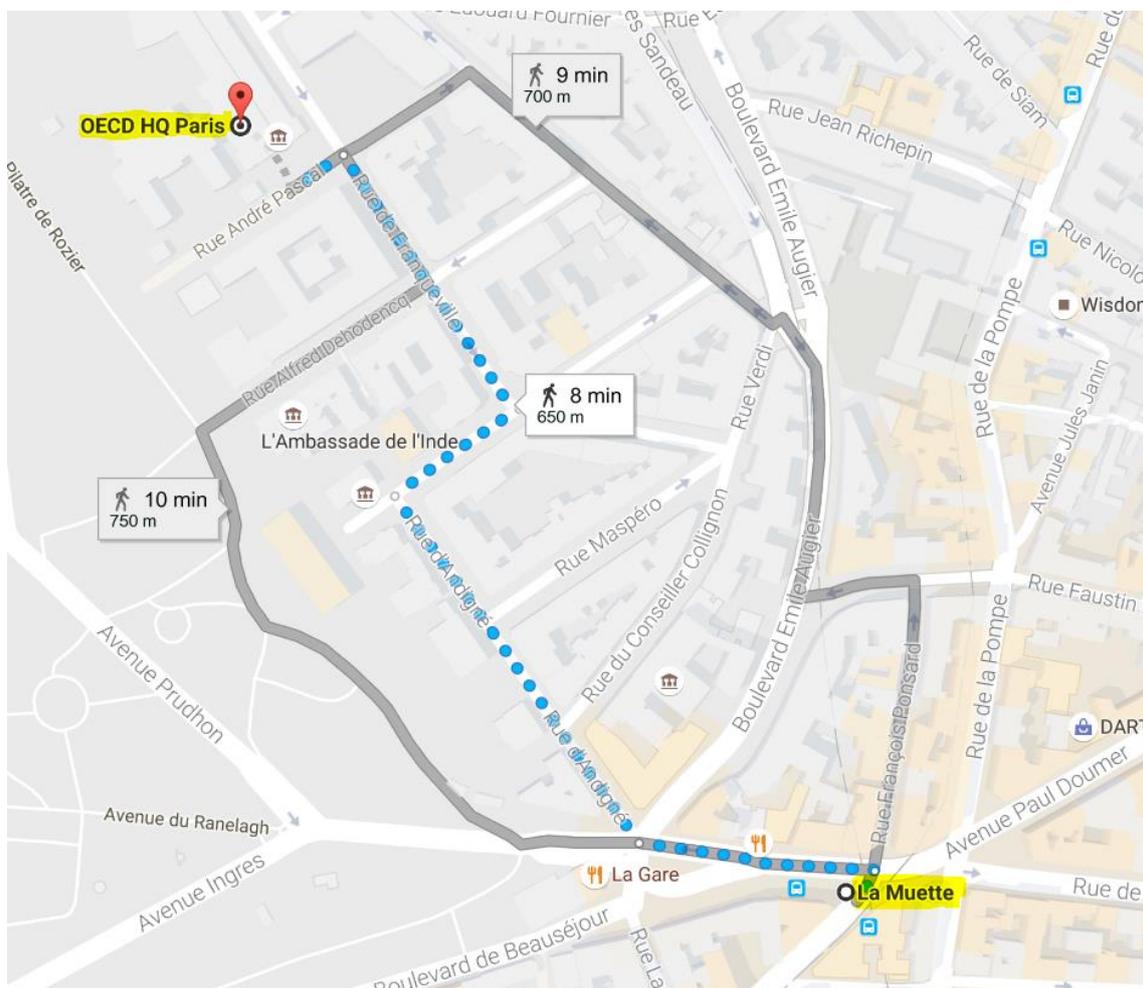
In view of the formalities for admission to the premises of the meeting, please confirm your participation as soon as possible, but not later than 24 October 2016.

To have access to the OECD Headquarters, please present your ID at the reception of the OECD main entrance and you would be granted an access badge. Please keep this badge with you till the end of the meeting. Please come in advance to allow enough time for passing the security control.

### TRANSPORTATION

#### Getting to OECD Headquarters

The closest metro station is “La Muette”. See line 9 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 45-50 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 35 EUR.

## 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 Shukhrat Ziyaviddinov ([shukhrat.ziyaviddinov@oecd.org](mailto:shukhrat.ziyaviddinov@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 list of hotels close to the OECD and offering special OECD rates is available in registration form.

Please contact Shukhrat Ziyaviddinov at tel. +33 1 45 24 93 03 or [shukhrat.ziyaviddinov@oecd.org](mailto:shukhrat.ziyaviddinov@oecd.org) if you need any guidance on how to get from your hotel to the OECD Headquarters.

## 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 Shukhrat Ziyaviddinov during the meeting.

A member of the Secretariat will help you with the reimbursement of your travel expenses, which will be made in cash during your stay in Paris at the OECD branch of the bank "Société Générale".

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

You can have lunch in the OECD canteen, which is served from 12h to 14h (approx. cost of 3 courses is 10 EUR).

In the evening of 24 November, all participants will be invited to a cocktail hosted by the OECD Secretariat. It will be organised in the OECD Headquarters 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 Shukhrat Ziyaviddinov for any questions related to this meeting at  
Tel: (+33) 1 45 24 93 03 (fix) or (+33) 6 76 89 00 61 (mobile)  
E-mail: [shukhrat.ziyaviddinov@oecd.org](mailto:shukhrat.ziyaviddinov@oecd.org)

***WE LOOK FORWARD TO SEEING YOU IN PARIS!***