

Annual Meeting of the GREEN Action Task Force 11-12 May 2023, Istanbul, Turkey

Logistical Note

MEETING LOCATION AND TIME



The GREEN Action Task Force Annual Meeting will be held on **11-12 May 2023** at the **OECD Istanbul Centre: [ODAKULE IS MERKEZI](#)** (Odakule Business Centre) located at 142 Istiklal Caddesi, Beyoglu, Istanbul, Turkey.

The meeting will begin at **09:30** on Thursday, **11 May** and will finish by **17:00** on Friday, **12 May 2023** (Istanbul time, CET+1).

In view of the administrative formalities of the meeting, please confirm your participation and **register** at <https://forms.gle/34jhiqqAb6j27S5D6> as soon as possible, but not later than **12 April 2023**.

TRANSPORTATION

Arrival to OECD Istanbul Centre

There are 2 airports in Istanbul. [Istanbul Airport \(Istanbul Havalimani\)](#) is located on the European side of the city and is most often used for international flights. [Sabiha Gokcen airport](#) is located at the Asian or Anatolian side of Istanbul.

From both airports (Istanbul Havalimani and Sabihagökçen) there are **special bus lines** coming to Istanbul, which you can see on [this website](#).

Official **airport taxis** are available at a designated area, in both airports.

- From Istanbul Airport to Taksim city centre (40 km): 440 TL (~22 €)
- From Sabiha Gokcen Airport to Taksim city centre (65 km): 500 TL + bridge fee (~30 €).

Please note that not all taxis accept bank cards. Also beware that some taxi drivers do not speak English, so make sure you can present your destination in written to the taxi driver.

Getting around the OECD Istanbul Centre

- **Metro:** Line M2, station [Sishane](#)
- **Bus:** 32T, 46C, 55T, 66, 76E, 89C, station [Tepebasi](#)

Cost of a one-trip ticket: 20 TL (1€ approximately), Cost of 10-Passes Card: 110 TL (5.5€ approximately). For further information concerning public transport in the Istanbul, please consult the [IETT Website](#).

Participants are responsible for organising transfers to/from the airport/hotel and Odakule premises.

WHEN AT THE OECD ISTANBUL CENTRE

When at the OECD Istanbul Centre at Odakule, in order to access the premises, you will be asked by **security officers** to show the registration notification you will be receiving by email in the coming days or invitation letter, as well as a valid personal document.

You will need to go through a **security check** and register at the Reception desk to obtain a **visitor's badge**: your badge will be valid for the whole duration of the meeting. In order to register, you will need a **valid personal document with a picture (passport, national identity card etc.)**. For security reasons, you must wear your badge at all times. After the meeting, please return the badges using a box provided for this purpose at the exit of the Conference Centre.

We suggest arriving in advance before your meeting starts (20-30 minutes) to allow sufficient time for security checks and registration formalities. Please follow the signage to get to the relevant meeting room.

VISA

We kindly ask participants to check their visa requirements on the MFA Turkey website for each country <https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa> and apply for an e-visa if needed on the webpage <https://www.evisa.gov.tr/en/apply/>.

Please let us know if you wish to receive a formal invitation letter for visa purposes. If this is the case, please send a message to Ms. Mari Laikre (mari.laikre@oecd.org) with the necessary information and a **copy of your passport**.

COVID-19

COVID-19 restrictions were lifted in Turkey on June 1st, 2022. Therefore, passengers arriving in Turkey do not need to present evidence of their vaccination status or PCR test results.

ACCOMMODATION

Participants are kindly invited to make their own hotel accommodation booking. We have arranged a list of 10 hotels close to the OECD Istanbul Centre premises (attached in a separate document).

Please contact Mari Laikre at mari.laikre@oecd.org if you need any further guidance for accommodation.

REIMBURSEMENT OF TRAVEL EXPENSES FOR DELEGATES FROM EECCA COUNTRIES

The Secretariat will provide financial support to the invited participants from the EECCA countries. It will include a lump sum to cover hotel accommodation, economy class return flight ticket, meals, airport transfer and other incidental expenses.

In view of the administrative formalities of the meeting, please confirm your participation and **register** at <https://forms.gle/34jhqgAb6j27S5D6> as soon as possible, but not later than **12 April 2023**.

In order to be reimbursed, please submit signed original acceptance letter and OECD invoice for eligible expenses to the Secretariat representative (Mari Laikre) prior to or during the meeting.

The invited EECCA participants will receive the reimbursement of their travel expenses via bank transfer after the event. Please note that the Secretariat will not be in a position to reimburse any expenses which were not notified in advance.

MEETING DOCUMENTS

Relevant documents will be uploaded on the programme [website](#). Please note that the Task Force meeting will be a paperless event and the hard copies of the documents will not be available in the meeting room.

TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE CONFERENCE

The meeting language is English but simultaneous interpretation into the 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 on 11 and 12 May 2023 will be provided by the OECD Secretariat to all participants. In the evening of 11 May, all participants will be invited to a Welcome cocktail hosted by the GATF Secretariat.

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 Istanbul, Turkey.

Please contact Mari Laikre for any questions related to meeting logistics at
E-mail: mari.laikre@oecd.org

WE LOOK FORWARD TO SEEING YOU IN ISTANBUL!