

PRACTICAL ARRANGEMENTS

17th Meeting of the IRDR Scientific Committee
22nd May 2017 (closed)

Scientific Committee and ICoE Members
23rd May 2017

UNISDR Global Platform
24th to 26th May 2017

VENUE for the IRDR SC and ICoE Meetings

Krystal Grand Punta Cancun
Blvd Kukulcan km 8.5 Zona Hotelera, Cancun, Quintana Roo 77500, Mexico
Meeting Room **VISTA** - which is in the Lobby area.

SC Members, who requested accommodation, are also housed at the Hotel Krystal Grand Punta Cancun for the duration of the meetings. The Groups Code at the hotel is G-1715. <http://en.krystalgrand-puntacancun.com/>

VENUE for the 2017 Global Platform for Disaster Risk Reduction

Moon Palace Arena
Moon Palace Resort, Carretera Quintana Roo, Cancun. Ref. Code GP2017
<http://moonpalacecancun.com/en-us>

TRANSPORT FROM/TO THE AIRPORT

Free transportation will be organized by the conference organizers from the airport to the Hotel Crystal. The table with arrival dates and times has been sent to the organizers in Cancun.

A shared shuttle bus will cost \$9 from the airport to the hotel.

A taxi from the airport will cost roughly \$20 to \$25. It is advisable to negotiate the fare in advance.

Free buses will be provided to take members from the Hotel Krystal Grand Punta to the Moon Palace Arena on the morning of 24th, 25th and 26th May and back again to the hotel in the evening. The journey takes roughly 45 minutes. Bus will depart from the Hotel Crystal at 7:50 a.m.

The local bus system is very easy to use, especially in the Hotel Zone. For about \$1 (8.5 pesos to be precise, you can travel all the way from one end of the zone to the other. Look for the buses with a big "R" in the window.

TRAVEL

ICSU will reimburse the cost of an economy class (most direct route) return ticket for **SC IRDR members** attending the meetings. Reimbursements will be made upon receipt of the signed Travel Claim form (attached) with copy of travel ticket and relevant expense receipts.

PER DIEMS

As is ICSU's usual practice, a partial per diem will be paid to **SC IRDR members** for the days of the meeting upon receipt of the Travel Claim Form. Cash will not be provided.

The hotel bill will be paid directly for the cost of a single occupancy and meals for the duration of the meeting dates **for SC members only**. All other extras should be borne before departure.

DOCUMENTS

The documents for the meeting will be posted on the IRDR web site in the member zone. Please be sure to either download the documents on your computer or bring a copy with you as no hard files will be available at the place of the meeting. Wifi is available, free of charge, in the hotel and also in the Moon Palace.

ACCOMMODATION/MEALS

An all Inclusive package(\$217) for accommodation, breakfast, lunch and dinner has been negotiated with the Krystal Grand Punta Cancun from arrival date to 23rd May.

As of 24th, 25th and 26th May, a single occupancy (\$180) with breakfast will be provided.

A Committee Dinner (**for members only**) will be held at 19:30 on 22nd May in the Garden restaurant.

A cocktail will be hosted in the hotel at the end of the meeting at 18:30 on 23rd May. All participants are invited.

Participants availing of the special rate (\$217) should take their breakfasts and dinners in one of the following hotel restaurants:

Restaurant O: A complete buffet breakfast is served in the restaurant or on the terrace which has a wonderful view. The restaurant is open from 6:30-11:00 for breakfast and from 17:00 to 23:00 for dinner with a different buffet every night.

The Grill: Seafood and meat specialties in the stone oven. Angus Beef certified. Open from 12:00 pm a 17:00 pm for lunch and from 18:30 to 23:00 for dinner.

The Beach Bar and Grill: Serves hamburgers with homemade bread, ceviche, snacks and cocktails. Open from 11:00 to 18:00.

The Lounge and Terraces: Original cocktails in a relaxed and modern atmosphere. Open from 10:00 to 12:00 midnight.

Restaurant Ayamí: Oriental menu. The restaurant offers 3 Tepanyaki bars with a spectacular live cooking show. Reservations required. Open from 18:30 to 23:00.

Dress code: No shorts, no t-shirt, no sandals (flip flops), no snickers, no bathing suit. Preference long pants or jeans for men.

Restaurant Risotto: Traditional Italian cooking. Elegant atmosphere while the sommelier offers a selection of Italian wines and other regions with his recommendation for the best pairing. Reservations required. Open from 18:30 to 23:00. **Dress code as above.**

Lobby Bar: Open from 17:00 to 23:00.

VISA

Participants needing visas to enter Mexico should have by now applied to the Mexican Embassy in their countries.

WEATHER

The temperature during the day is about 28°C and in the evening 24°C. Sea temperature is 28°C. May is classed as a dry month.

CONTACT NUMBERS

Please contact Maureen on the following number should you have a problem during your travel +33 6 8998 8652 or +33 7 8215 5894.

Arrival and departure date

Name - SC	Arrival date	Depart date	Type of room	N° of nights paid by ICSU
LWASA Shuaib, Uganda	21 May	27 May	S	6
ALCÁNTARA-AYALA Irasema, Mexico	21 May	27 May	S	6
BIRKMANN Jörn, Bonn, Germany	21 May	26 May	S	5
BOSTROM Ann, Seattle, USA	21 May	26 May	S	5
BRENNAN Maureen, France	19 May	25 May	S	6
BRICEÑO Sálvano, France	20 May	24 May	S	4
FAKHRUDDIN S.H.M	21 May	27 May	D	6
HANDMER John, Australia	21 May	27 May	S	6
HAYASHI Haruo, Japan	21 May	27 May	S	6
JIMÉNEZ DÍAZ Virginia,	21 May	27 May	S	6
McBEAN, Gordon, Canada	21 May	26 May	S	5
MURRAY Virginia, London, UK	19 May	27 May	S	8
OLIVER-SMITH Anthony, USA	21 May	27 May	S	6
PELLING Mark, London, UK	20 May	27 May	S	7
UWERA Claudine, Rwanda	21 May	27 May	S	6

List 2

LU Kuanju	21 May	26 May	S	5
SHAW Rajib	21 May	25 May	S	4

List 3

CHEN Fang	21 May	25 May	S	4
GUO Huadong	21 May	27 May	S	6
LIANG Dong	21 May	25 May	S	4
LIU Jue	21 May	25 May	S	4

List 4

SATKOWSKI Laura	21 May	27 May	S	6
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List 5

CHOUN Sian Lim	21 May (?)	27 May (?)		
ZAIN Ismail Mohd Khairul	21 May (?)	27 May (?)		



TRAVEL CLAIM FORM

Please see regulations on p. 3.
Turquoise shaded areas are for ICSU use only.

Name of participant:

Title of meeting:

Place & dates:.....

Email of participant:.....

To be submitted no later than 2 months after the meeting (*only one meeting per form, please*).

Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed.

I declare that the expenses claimed below are not being reimbursed from any other source.

Signature:.....

Date:.....

BANK REFERENCES		
Bank transfer in currency <input type="checkbox"/>	Refund by cheque: (only in Euros) <input type="checkbox"/>	
Name & address of account holder:.....		
Bank, name branch & full address:		
IBAN (for European countries only)		
Swift code/BIC	ABA/Routing n°	Bank/sort code
Account n°		

TRAVEL EXPENSES									
					Amount		Currency		ICSU use only
By air: (tourist/economy class airfare using most economical fare available): By rail: (Do not fill in this part if you received a prepaid ticket)									
<input type="checkbox"/> Tick this box if you have not already carbon offset your travel*					*In May 2008 the ICSU Executive Board approved carbon offsetting for ICSU travel. If you have not already offset your travel, the ICSU secretariat will do so, using the "Climate Friendly" company.				
Local transportation (taxi, bus, etc.):									
Other Expenses (please detail):									
By road (indicate how many kms):									
Total amount travel									Currency
SUBSISTENCE									
Arrival date ... /.../....					Departure date/.../....				
Accommodation (fill in only if hotel not paid by sponsor)					Amount paid		Currency		ICSU use only
							Number of nights:		
Meals not paid by sponsor (please tick for meals you paid yourself):									
Date									
Breakfast*									
Lunch									
Dinner									
Per diem rate %	%	%	%	%	%	%	%	%	%
Amount per day									
Total Amount Subsistence									Currency
Sundries	€	€	€	€	€	€	€	€	€

*If not included in hotel bill

TOTAL CLAIM
Currency

Checked by:
Budget line:

Travel approved by ICSU staff member:

Funding source:

ICSU Travel and Subsistence Regulations

Persons travelling at ICSU's expense may claim advance payment of their travel upon submission of an invoice. Originals of the air tickets must be submitted after the meeting.

TRAVEL EXPENSES:

Travel is reimbursed at the following rates:

- **Rail:** first class rate with sleeper for overnight trips.
- **Air:** tourist or economy class fare using the most economical fare possible.*
- **Road:** 50 cents (Euros) per kilometre, if no convenient rail/air connections are available.

While travelling to and from meetings on ICSU business, reimbursement shall be made for a maximum of 10 kilograms excess baggage and for travel and medical insurance upon production of relevant vouchers.

SUBSISTENCE:

The ICSU per diems are based on the official French Government (MINEFI) per diem rates and are paid to cover living costs whilst travelling on ICSU business. They may be modified, based on the decision of the meeting organizer, taking into consideration special local arrangements.

Per diems cover the nights spent at the meeting. When no overnight stay is involved, actual expenses will be reimbursed on receipt of relevant bills.

For calculation of per diems, when the hotel and/or certain meals are not paid by the participant, deductions will be made according to the following breakdown:

- 50% of per diem for hotel paid by sponsor
- 10% of per diem for breakfast paid by sponsor
- 15% of per diem for lunch paid by sponsor
- 25% of per diem for dinner paid by sponsor

When the hotel and all meals are covered by the sponsors, a payment of 10€ per day for meetings outside France and of 25€ per day for meetings in France will be made to cover sundry expenses.

ICSU shall reimburse hotel room charges in excess of 50% of the official per diem rate, only when no other, less expensive, hotel is available.

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