

## ADMINISTRATIVE INSTRUCTIONS

### Workshop on the Implementation of a National Quality Assurance Framework for Official Statistics in Countries of the Eastern-Europe/Central-Asia Region

**Dates:**  
10-13 December 2019

**Location:**  
Belgrade, Serbia

**Venue:**  
Serbian-Korean Information Access  
Center

#### Contact details

**For Substantive Issues:**  
**Mr. Matthias Reister**  
Email: [reister@un.org](mailto:reister@un.org)

**For Administrative Issues:**  
**Ms. Jennifer Tungol**  
Email: [tungol@un.org](mailto:tungol@un.org)

- **IMPORTANT NOTE:** To ensure timely processing of administrative and travel arrangements, the participant is requested to confirm participation at least four weeks in advance of the meeting to allow UNSD to make the necessary travel arrangements in compliance with the advance purchase policy for the issuance of tickets as approved by the General Assembly in its resolution A/RES/67/254. During these processes, kindly disregard UMOJA system-generated emails pertaining to travel modification/rejection notifications which are not for the participant's action. Any expense related to partial travel or no travel due to passport and visa issues are not reimbursable by UN Statistics Division (UNSD). Please complete, sign, and submit the (1) Participation Form, (2) F.249 Funds Transfer Request Form, (3) copy of passport information page by **Friday, 25 October 2019** to Ms. Jennifer Tungol (see contact details above).

#### 1. Travel Details:

- UNSD will provide round-trip economy class travel for the participant on the most economical route. Please ensure that the participant's passport is valid for at least 6 months after the duration of travel.
- All travel arrangements will be organised through an UN-authorized travel agency, please do not make any booking. The participant is required to confirm travel itinerary and to check with due diligence the travel itinerary, name, date of birth, passport validity and visa requirements. For any requested change after an air ticket is issued, please contact the airline. Please note that the applicable change fee is the responsibility of the participant.
- The participant is requested to retain e-ticket receipt and boarding passes for submission to UNSD to receive financial entitlement as outlined in section 2.
- In the event of unavoidable delays or cancellation of flights causing unforeseen changes/delays in itinerary and/or forced stopovers, the participant must provide original proof of the cancellation or delay from the airline, all boarding passes and other supporting documentation such as hotel receipts to UNSD. The claim must be submitted within two weeks of completion of travel.

#### 2. Daily Subsistence Allowance (DSA) and Terminal Expense (TRM):

- UNSD will provide the participant DSA for the duration of the meeting including arrival on the day before the meeting (subject to the actual time and date of arrival/departure). The DSA covers hotel accommodation, meals and accidental expenses.
- The current DSA rate for Belgrade, Serbia is US\$202.00 per day (rate subject to change based on the ICSC DSA standards).
- If applicable, the participant will be provided with terminal expense for travel to and from the airport at the rate of US\$188.00.
- DSA and Terminal Expense will be disbursed through electronic bank transfers as per the submitted F.249 form (Funds Transfer Request Form): (1) 75% DSA before the meeting and (2) remaining 25% DSA and terminal expense after completion of travel and submission of all flight boarding passes. For participants without bank accounts or limited international bank services, the funds will be disbursed through a Financial Authorisation (FA) which will be sent to the participant's respective local UN Country Office.

#### 3. Hotel Arrangements:

- An Information Note will be available to participants with hotel listings before the meeting. The participant is responsible for arranging accommodation reservations with the hotel of choice. Please note that most hotels require a credit card to confirm a reservation.

#### 4. Visa Arrangements:

- Visa and all related fees are the responsibility of the participant and/or the participant's Government.