

**Administrative arrangements for meeting participants nominated by Governments of
Least Developed Countries to receive the airfare by UNODC**

In accordance with past practice, Governments of least developed countries may nominate one representative to receive the air fare travel (in economy class) and daily subsistence allowance (DSA) in order to facilitate his/her participation in the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, to be held in Kyoto, Japan, from Monday 20 to Monday 27 April 2020, with pre-session consultations scheduled for Sunday 19 April 2020. Nominations for travel requests must be received via official communication from the Permanent Mission by the Secretariat (unodc-14congress-registration@un.org) by **Friday, 13 March 2020 at the latest**.

Upon receipt of the required nomination and accompanying documentation (Note Verbale, passport copy and contact details of the traveller), the Secretariat will communicate to the traveller's email address the officially authorized reservation itinerary. Travellers will be entitled to arrival the day before the meeting and to departure the day immediately after the last day of the meeting from/to their original destination. Please note that requests for specific routings or airlines cannot be considered by the Secretariat. Reimbursement of pre-purchased tickets is not possible.

Travellers will be asked to confirm the proposed itinerary **in writing and within 24 hours**, as otherwise the authorized itinerary may not be available anymore, which could result in higher ticket costs.

As soon as the Secretariat receives the traveller's confirmation of the officially authorized flight reservation, the Secretariat will proceed to request the issuance of the ticket.

***** Important Note *****

Costs for subsequent changes to the official ticket after issuance will not be covered by the United Nations.

For inquiries please contact the Secretariat:
unodc-14congress-registration@un.org