

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 Sunday 7 to Friday 12 March 2021, with pre-session consultations scheduled for Saturday 6 March 2021.

Given that travel from overseas will be subject to regulations on the entry to Japan due the COVID-19 pandemic, the cost of participation for one representative will be defrayed under the following conditions: **(a)** if the delegation is headed by a ministerial-level representative; **or (b)** if there is no embassy or diplomatic representation in Japan. In such an event, and if the Government wishes to avail itself of this possibility, it should transmit an official notification to the Secretariat (email: unodc-14congress-registration@un.org) with the details of the representative for whom a ticket is to be provided, indicating his/her official email address, telephone number and official email address, as well as his/her date of birth and copy of his/her passport, by latest **29 January 2021**.

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