



AEWA LESSER WHITE-FRONTED GOOSE INTERNATIONAL WORKING GROUP



Doc: LWfG IWG Inf. 3.1
Date: 9.3.2016

3rd Meeting of the AEWA Lesser White-fronted Goose International Working Group

12-14 April - Trondheim, Norway

Information for funded delegates

Your participation to the 3rd Meeting of the AEWA Lesser White-fronted Goose International Working Group will be funded by the Norwegian Environment Agency, with logistical support from the AEWA Secretariat.

The meeting itself will take place on Tuesday the 12th and on Wednesday the 13th of April 2016, followed by a half-day excursion on Thursday the 14th.

Please note that as the meeting is being hosted and organized by the Norwegian Environment Agency, no daily subsistence allowance (DSA) will be paid to funded delegates. Your costs will be covered by the Agency as described below.

Travel

Travel to the meeting will be provided by the Norwegian Environment Agency. Following your registration to the meeting, you will be contacted by the AEWA Secretariat regarding your travel arrangements. The booking will be made by the Travel Agency of the Norwegian Environment Agency.

Travel to Trondheim is planned for Monday the 11th of April and departure from Trondheim is planned for Thursday the 14th of April, directly following the excursion.

NOTE: If you would like to travel on other dates, you will be requested to cover any possible higher cost of the flight ticket. Please also note, that the Norwegian Environment Agency will only cover your hotel accommodation for the period 11th – 14th April (unless, of course, your departure is not possible until the 15th April due to international flight schedules).

Vouchers for the transport from Trondheim airport to the Trondheim city centre (by public transport) will also be provided by the Norwegian Environment Agency. More information on how to travel from the airport to the city centre as well as the distribution of the vouchers will be provided later. Travel back to the airport will be provided by bus directly after the excursion. For those with return flights on the 15th of April, vouchers will also be provided for the return trip to the airport.

Please also note that other local travel expenses will not be reimbursed. The hotel is located in the city centre within walking distance of the meeting venue and all central sights/points of interest.

Accommodation

Hotel rooms will be booked for all funded delegates by the Norwegian Environment Agency following your registration. More information on the hotel arrangements and how to get there will be provided later.



The 3rd Meeting of the AEWA Lesser White-fronted Goose International Working Group is being hosted by the Norwegian Environment Agency with additional funding provided by the EU LIFE+ project "Safeguarding the Lesser White-fronted Goose along its European Flyway" [LIFE10 NAT/GR/000638].

Meals

Breakfast will be provided at your hotel. The Norwegian Environment Agency will provide lunches and dinners for all participants on the meeting days (12th – 13th April). On the 14th of April, the Agency will provide a packed lunch during the excursion.

Visa applications and expenses

The AEWA Secretariat will assist you with your visa application. Following your registration, we will arrange for a letter of invitation from the Norwegian Environment Agency as well as for a diplomatic verbal note from the AEWA Secretariat to support your application.

Please apply for your visas as soon as possible. Depending on your country of origin, there can be up to a one month waiting period for an appointment at the respective Norwegian embassy. The issuance of the actual visa can also take several weeks. Please check the website of the local Norwegian embassy for more information on the visa requirements (valid passport, current photo(s), proof of health insurance etc.). You can find the embassy closest to you here: <http://www.norway.info/>.

Your visa costs will be reimbursed in cash against a receipt(s) during the meeting by the Norwegian Environment Agency. The average cost of obtaining a Schengen visa for Norway lies between 35€ and 70€. Only costs for which you have a receipt will be covered. Please note that applying for a Schengen visa might be necessary depending on your travel itinerary, as your travel route to Trondheim will likely require transit travel through another Schengen country (such as Copenhagen airport in Denmark) before entering Norway.

NOTE: If you expect higher expenses – for example due to national/international travel related to applying for your visa – please contact the AEWA Secretariat to clear these higher costs BEFORE starting the application process. Otherwise, the reimbursement of your visa costs cannot be guaranteed.

Contact

Please contact Nina at the AEWA Secretariat if you have any questions or require any assistance: nina.mikander@unep-awea.org.