



7th SESSION OF THE MEETING OF THE PARTIES

04-08 December 2018, Durban, South Africa

“Beyond 2020: Shaping flyway conservation for the future”

INFORMATION FOR SPONSORED DELEGATES

Your participation at the 7th Session of the Meeting of the Parties to AEWA (MOP7) will be organised and sponsored by the UNEP/AEWA Secretariat.

MOP7 will take place from **Tuesday 04 December 2018 to Saturday 08 December 2018**, at the **Olive Convention Centre** in Durban, South Africa.

Your costs will be covered as described below.

General

Sponsored delegates will receive a sum to cover their costs of accommodation, meals, travel to and from airports, visas, vaccines and any other incidental costs (calculated according to the UN regulations for daily subsistence allowance - DSA).

The DSA will be provided to you **on the first day of the meeting** in the form of a **cash card**, charged with the appropriate amount. The cash cards used are Master Cards, embossed with a number but no name. They can be used in the same way as regular credit cards, e.g. for getting cash at ATM's or paying at hotels, restaurants or shops. ATMs are available at the meeting venue and at banks in close proximity.

The cards are valid for three years after issue. **Please remember to keep the cards carefully for further use** and also remember the **PIN**. Receiving a new PIN can be complicated and time-consuming.

Cash card-related charges

If you use your cash card for payments there is no charge, however for each cash withdrawal, you will be charged a fee of 4,30 EUR. We strongly recommend using your card to pay for as much as you can and to withdraw whatever is left in one amount, thus avoiding unnecessary charges.

For more detailed information on the use of the cash card please see Annex 1.

Please make sure that you have sufficient cash (South African Rand or ZAR) with you for buying local transport tickets or any other items on your day of arrival and for the first morning of the meeting.

Travel

Travel to Durban is planned for **Monday 03 December** and departure for **Saturday 08 December or Sunday 09 December**, depending on flight availability.

International travel to the meeting will be organised and provided by the UNEP/AEWA Secretariat. You will be contacted by the UNEP/AEWA Secretariat regarding your travel arrangements.

You will be required to hand in your boarding passes for the inbound journey, so please have them ready, when you register.

Please note: If you would like to travel on other dates, you will be requested to cover any possible higher cost of the flight ticket and there will be an additional fee charged by our travel agency, amounting to 29,00 EUR. Please note that the costs of accommodation and meals will only be covered for the duration of the meeting.

Accommodation

Your DSA covers the cost of your accommodation, thus, you are required to **make your own reservation** at a hotel of your choice. Please see the [Participants Information Sheet](#) for hotel suggestions. You should make your booking as early as you can because December is a busy month in Durban.

Meals

Your DSA covers the costs of all your meals. The host Government will kindly offer light lunches for all participants on the days of the meeting. Please make your own arrangements for breakfast and dinner. Refreshments will also be provided during the coffee breaks throughout the meeting.

Visa applications and expenses

The UNEP/AEWA Secretariat will assist you with your visa application in case you require one. Following your registration, if requested, the Secretariat will provide you with a **visa support letter from the host**, as well as for a **diplomatic verbal note** from the UNEP/AEWA Secretariat to support your application. Please apply for your visa at the South African Representation covering your country, as soon as possible. A link to all South African Representations is available in the Visa information Sheet.

If you have any visa-related questions, please see the [Visa Information Sheet](#) or contact the Secretariat (christina.irven@unep-awa.org).

Contact

Please contact Ms Marie-Therese Kaemper at the UNEP/AEWA Secretariat if you have any other questions or require any assistance (mt.kaemper@unep-awa.org).

Annex 1

Information on the use of Value Cash Cards

The payment of per diem (or Daily Subsistence Allowance, **DSA**) for this meeting is made through Value Cash Card in USD Dollars. These cards are loadable multiple times within their validity period which is indicated on each card below the card number. **Please keep your value cash card, as well as the PIN of your card and the internet access code, in safe custody, for the payment of DSA during future meetings.** To avoid any damage to magnet tape, please keep the card away from smartphone.

At the meeting, the card will be charged with the DSA amount you are entitled to. You will be informed by the meeting organizers when the card is activated/loaded and operational for use. You can use the card like any other credit/debit card to withdraw cash at an ATM machine or pay expenses at hotels, restaurants and shops. All payments through these cards (e.g. to hotels, shops etc.) are free of cost. However, for each cash draw at an ATM, the issuing bank Swiss Bankers will withdraw 5 USD from the card balance (in order to save costs, you might therefore want to withdraw all cash in one go).

If you receive a new value cash card, you will receive an envelope with your cash card. Please carefully read the instruction included in the envelope which includes the PIN and internet access code to check the balance on your card online. Outside of Switzerland, the card balance can only be checked online (i.e. not at an ATM).

You are fully responsible for the safe custody of your Value Cash Card. Please sign the card upon receipt and store separately the PIN code and the security internet access code. It is advisable to change the PIN code at an ATM machine. Please also read carefully the instruction included in the envelope. In case of loss or theft, it is card holder's responsibility to immediately inform Swiss Bankers customer service (cf. below contact details).

How and where can I use the card?

You can use the Value Cash Card like any other credit/debit card to pay at over 36 million shops, restaurants, hotels and online shops accepting MasterCard. In many shops you can even make quick and convenient contactless payments. Cash withdrawals are possible worldwide at over 2 million ATMs **carrying the MasterCard logo**.

How do I know my balance on the card?

You can check your expenses, cash withdrawals, and your card balance at any time by means of the «My Card» app or at <https://www.swissbankers.ch/en/mastercard-prepaid/value-card/account-status.aspx>. For this you will need the internet code provided in the envelope.

What to do if I have lost my card?

If your card is lost, please immediately contact Swiss Bankers Customer Service at **+41 31 710 12 15**. Your card will be blocked and promptly replaced. Swiss Bankers charges for card replacement are CHF 20 if the mailing address is in Switzerland and CHF 50 for outside Switzerland. **You can also opt to transfer balance of lost card to your bank account using the form attached herewith.**



Form for balance
transfer to bank acc

Swiss Bankers contact details:

Swiss Bankers Prepaid Services Ltd, Customer Service
(forgotten PIN numbers, card replacements or transaction claims)

Tel: +41-31 710 12 15

Email: info@swissbankers.ch

Opening hours: Mon-Sun: 8.00-22.00 Swiss time. Closed on Swiss bank holidays.

Step 1: Select the language of your choice:

- Press 1: German / Press 2: French / Press 3: English / Press 4: Italian

Step 2: Enter any of the following:

- Press 1: Consult Card value (balance)
- Press 2: Consult last 5 withdrawals
- Press 3: Change PIN
- Press 4: Internet Code
- Press 5: Replace lost/stolen Cards
Forgotten PIN number (7 days, 8 AM - 10 PM / Swiss time)
- Press 6: Customer representative (Mon - Fri, 8 AM - 6 PM / Swiss time)

To find out about Card balance (Press 1) or the last 5 withdrawals (Press 2) or to change your PIN (Press 3) or to request your Internet code (press 4) **please enter your Card number and PIN and confirm by pressing #.**