


December 2013

	منظمة الأغذية والزراعة للأمم المتحدة	联合国 粮食及 农业组织	Food and Agriculture Organization of the United Nations	Organisation des Nations Unies pour l'alimentation et l'agriculture	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Alimentación y la Agricultura
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NEAR EAST FORESTRY AND RANGE COMMISSION**TWENTY-FIRST SESSION****THIRD NEAR EAST FORESTRY WEEK****Amman, Jordan, 26 - 30 January 2014****Theme: Sustainable management of forests and rangelands: towards a green economy in the Near East and North Africa region****INFORMATION NOTE FOR PARTICIPANTS****I. DATES AND VENUE**

1. At the kind invitation of the Hashemite Kingdom of Jordan, the Twenty-first Session of the Near East Forestry and Range Commission (NEFRC) and the Third Near East Forestry Week will be held in Amman, Jordan, from 26 to 30 January 2014.
2. The opening ceremony of the NEFRC will take place at the Landmark Hotel, Amman, and will start at 09.00 hours on Sunday 26 January 2014.

II. REGISTRATION AND ENROLMENT

3. Participants are requested to kindly complete the attached registration form and return it as soon as possible to the three addresses indicated. Registration will take place from 08.00 to 08.45 hours at Hotel Landmark, Amman.

III. DOCUMENTATION

4. The meeting documents will be made available to participants in Arabic and English. To the extent possible they will be sent out before the sessions and posted on the NEFRC Commission website: <http://www.fao.org/forestry/31112/en/>. Delegates are kindly requested to take their own documents to the meeting since very few copies will be available during the sessions.

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at www.fao.org

IV. EXHIBITION

5. A space for exhibition will be provided, for reservation and more information, please contact:
- Ms Fidaa HADDAD**
Programme Manager
Drylands, Livelihoods and Gender Programme
Tel: 00962 6 5546912/3/4 Fax: 00962 6 5546915
Mobile: +962 77 990 2007
Email: Fida.HADDAD@iucn.org

V. CLIMATE / CLOTHES

6. The Hashemite Kingdom of Jordan, located in the Middle East, is bounded on the north by Syria, on the east by Iraq and Saudi Arabia, on the south by Saudi Arabia and the Gulf of Aqaba, and on the west by Israel and the West Bank, an area previously held by Jordan that has been occupied by Israel since 1967. The area of Jordan is 89 210 km².
7. The Jordan River and the Rift Valley, and extension of the Great Rift Valley in Africa, follow the western border of the country. The Jordan River flows from the north through the Sea of Galilee (Lake Tiberias) and empties into the Dead Sea. Much of the valley is below sea level, and the elevation at the Dead Sea (366 m below sea level) is the world's lowest point.
8. To the east, the land rises abruptly to a height of about 600 to 900 m, then slopes gently in a plateau toward the Syrian Desert. Steep-walled valleys (wadis) cut the plateau. To the south, the Arabian Plateau is characterised by deep canyons, hills and mountains to 1 500 m.
9. Average daytime maximum temperatures in Amman range from 5.2°C to 14.4°C in December. The average winter temperature is above 7° C, but there can be occasional frosts. January is the coldest month. Precipitation is most common in the winter and ranges from about 660 mm in the north-western corner to less than 120 mm in desert areas.
10. In January, the weather in Amman is cold. Make sure you bring warm clothes and a windproof and waterproof jacket, particularly for the field day on January 29, 2014.

VI. LANGUAGE

11. The official spoken languages during the meetings are Arabic and English. Simultaneous interpretation will be available in plenary sessions.

VII. FORMALITIES FOR ENTERING JORDAN

Visas

12. Participants are advised to contact as soon as possible the nearest Embassy or Consular Mission of the Hashemite Kingdom of Jordan in their respective countries, to enquire about immigration regulations and visa requirements to enter Jordan, if applicable. The cost of one entry visa for all nationalities is 20 JD (around \$30) obtained upon arrival at the airport; for multiple entries for all nationalities it is 60 JD (around \$85) and can be obtained at the nearest embassy/consulate.
13. Certain nationalities require an entry visa to be obtained prior to travel. Obtaining visa if required is the responsibility of the participant. Countries that require a pre-entry visa before travel

are: Afghanistan, Ethiopia, Iran (Islamic Republic of), Iraq, Mauritania, Qatar, Somalia, Sudan, Tunis, Morocco, Mauritania, Pakistan, Uzbekistan.

14. Countries that can obtain their visa at airport: Algeria, Cyprus, France, Kuwait, Lebanon, Libya, Malta, Morocco, Oman, Palestine, Saudi Arabia, Syrian Arab Republic, Tajikistan, Tunisia, Turkey, United Arab Emirates, United Kingdom, United States of America and Yemen. UN/ laissez-passer holders do not require a visa.

15. For delegates coming from countries where no Jordanian diplomatic representation exists, the National Organizing Committee could help to obtain an entry visa on arrival at Queen Alia International Airport, provided that passport details and scanned copy are sent at least three weeks before the arrival date. If you need any assistance, please inform at the soonest.

Flight connections

16. The following are some of the airline companies from the Region flying to Amman and the Queen Alia International Airport: Afriqiyah Airways, Air Algerie, Air Arabia, Air Arabia Egypt, Air France, Alitalia, Arkia Israel Airlines, Austrian Airlines, British Airways, EasyJet, EgyptAir, Emirates, Etihad Airways, flydubai, Gulf Air, Iraqi Airways, Jazeera Airways, Kuwait Airways, Libyan Airlines, Lufthansa, Middle East Airlines, Nas Air, Oman Air, Petra Airlines, Qatar Airways, RAK Airways, Royal Falcon, Royal Jordanian, Royal Wings, Saudia, Sudan Airways, Syrian Air, TAROM, Transaero Airlines, Turkish Airlines, UM Airlines and Yemenia.

17. Participants having confirmed in due time the date, time and flight number will be met at the Queen Alia International Airport on their arrival.

VIII. MONEY AND EXCHANGE

18. The Jordanian currency is the “Jordanian Dinar” (Arabic: دينار), code JOD or JD). The exchange rates in December are as follow: 1 JOD = 1.413 USD, 1 USD = 0.708 JOD. Foreign exchange counters are available at Queen Alia International Airport and at the Hotel Landmark. You can change foreign cash or travellers checks at any bank in Jordan. Credit cards are accepted at most large hotels, restaurants, car rental companies and tourist shops.

IX. ELECTRICITY SYSTEM

Jordan’s electricity supply is 220 volts/50 cycles AC. Sockets are generally of the two-pronged European variety (Type C), while a variety of other sockets and plugs—three-pinned plug (Type G) — are in use.

X. COMMUNICATIONS/ LIAISON AGENT

19. Participants' personal correspondence can be addressed to the attention of:

Mr Issa ALSHOBAKI

Secretary General Assistant for Forestry and Rangelands

The Ministry of Agriculture

The Hashemite Kingdom of Jordan

Tel: +962 7990 59191

Fax: +962 5671 256

Email: issasho@yahoo.com

and

Dr Mohammad Alnsour

Head of Project Section

Directorate of Forest

E-mail: mohammed_nsour@yahoo.com .

XI. STUDY TOURS AND EXCURSIONS

20. A field trip will be organized on the 29 January 2014 in Jerash Governorate.

XII. HOTEL ACCOMMODATION AND CATERING

21. The hotel identified for participants is Hotel Landmark, Amman. Rates have been negotiated for all participants to:

- USD 134 per night per person for a single room.
- USD 150 per night per person for a double room.

22. Main criteria in the choice of this hotel were Premium quality– price ratio and proximity to the city centre. Participants are encouraged to make reservations directly by contacting directly the hotel E-mail: info@landmarkamman.com or Tel: 00962-6-5663105 or have reservations made for them upon request (at least ten days in advance) c/o Ms Myriam Aziz (myriam.aziz@fao.org).

23. The conference center is located in the same hotel Landmark Lobby level. Hotel details are available at <http://www.landmarkamman.com/en/index.php> .

How to reach the Landmark Hotel:

Landmark Amman Hotel & Conference Center

Al-Hussein Bin Ali Street

P.O.Box 6399

Amman 11118, Jordan

Tel: 962 (6) 5607100, 00962-6-5663105 (Reservations)

Fax: 962 (6) 5663105

Email: info@landmarkamman.com

www.landmarkamman.com

24. All funded and self-funded participants will have to pay for their accommodation when checking out of the hotel. All extra costs, including dinner, room service, telephone, bar, etc., will have to be paid by the individual conference participant upon departure. The Hashemite Kingdom of Jordan and FAO cannot be held liable for any such costs incurred.

XIII. TRANSPORTATION

25. All international flights to Amman arrive at Queen Alia International Airport, about 30 km from where you are staying. Airport transfer will be provided by the hosting country from the airport to the hotel and from the hotel to the airport. Please note that you might be sharing airport transfer with other participants.
26. If anything should happen or if you are delayed, and you find that there is no shuttle or taxi waiting for you at the airport, please note that there are always taxis at the airport. It is recommended to pay no more than JOD 25 for a taxi to the hotel for a single person. Landmark Hotel can also arrange for a Pick up from the Airport: JOD 37 and Drop off to Queen Alia International Airport: JOD 32.00.
27. Please ensure that you send your flight information and details, including arrival and departure dates and times and the flight numbers to Mr Mohamed Alnsour (mohammed_nsour@yahoo.com) with a copy to Ms Myriam Aziz (myriam.aziz@fao.org). Please indicate if you would NOT like to make use of the pre-arranged shuttle-service both from and to the airport.
28. Upon your departure, kindly make sure to be ready to be picked up from the Hotel's lobby at least three hours prior to your flight time.

Local Emergency Contact Numbers

Emergency Hotline (Amman only) 911, Police 191, Fire Brigade 199, Ambulance Services 199, Highway Patrols 4128131 or 194, Public Security Directorate 196, Telephone Directory Services 1212, Queen Alia International airport 445 3200, Royal Jordanian Flight Information 445 3200.

21ST SESSION OF THE NEAR EAST FORESTRY AND RANGE COMMISSION

Amman, The Hashemite Kingdom of Jordan

26 - 30 January 2014

REGISTRATION FORM

Please complete this form and send a copy as soon as possible but not later than 5 January 2014 to both of the following addresses:

<p>Mr Issa ALSHOBAKI Secretary General Assistant for Forestry and Rangelands The Ministry of Agriculture The Hashemite Kingdom of Jordan Tel: +962 7990 59191 Fax: +962 5671 256 Email: issasho@yahoo.com and Dr. Mohammad Alnsour Head of projects section, Forestry Directorate Ministry of Agriculture in Jordan email: mohammed_nsour@yahoo.com</p>	<p>Mr Abdelhamied Adam HAMID Senior Forestry Officer, FAO-RNE 11, Al Eslah El Zerai Street, Dokki, Cairo, Egypt Tel: +2 02 33316000, ext 2809 Direct: +202 333 16149 Email: abdelhamied.hamid@fao.org and Myriam Aziz Technical Programme Assistant, FAO-RNE Tel: Tel: +2 02 33316000, ext 2816 Email: Myriam.aziz@fao.org</p>
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Family name	
Name	
Ministry/ Organization	
Title	
Postal address City/Country	
Phone/Fax	
E-mail	
Travel Itinerary (to be confirmed)	