



**To :** UNFPA Representatives and Country Directors for EECA Country Offices  
**Cc:** UNFPA Assistant Representatives for EECA Country Offices, UNFPA EECA Gender FPs  
**From:** Alanna Armitage, Director, Eastern Europe and Central Asia Regional Office  
**Subject:** COA Authorization for the arrangements of the "Leaving No-One Behind: Ensuring rights for women and young people with disabilities" meeting, 9-11 September 2019, Istanbul

**Date:** 5 August 2019  
**Phone:** +90 212 705 36 52  
**File:** EECARO

Dear Colleagues,

This memo is to authorize the use of funds by the UNFPA EECA Country Offices for the travel expenses of nominated participants from each country (one CO colleague, one government representative and one civil society representative from respective country), related to their participation in the forthcoming "Leaving No-One Behind: Ensuring rights for women and young people with disabilities" meeting, to be held on 9-11 September 2019 in Istanbul, Turkey.

When nominating participants please consider their role in policy making, advocacy and in sensitizing decision makers. Considering our ambition on inclusion, and the objective of the meeting, please give strong preference to include people with disability among your nominees. Also consider cabinet level participants with disability if you think that he or she could be a disability champion within your national government, even if their area of responsibility is not directly related to the topic of the workshop. We also invite speakers from Special Olympics, private sector and media to share good practices that they have integrated in their respective area, and there will be a space for sharing good practices from each CO on ongoing and planned work.

The meeting is part of the joint effort of UNFPA EECARO and HQ Technical Division to support the region's countries in achieving a strategic shift in the well-being of young people, women and adolescent girls with disabilities. The workshop will be mainly facilitated by WEI (Women Enabled International), the organization that developed UNFPA's Global Guidelines for Providing Rights-Based and Gender Responsive Services for Women and Young People with Disabilities.

The meeting will discuss interlinked issues and challenges faced by women and young persons with disabilities. By the end of the workshop it is expected that each country delegation will have outlined the first steps they will take to address priority issues faced by women and young people with disabilities.

The meeting venue will be "Marriot Hotel Sisli" Istanbul, Turkey. Staying at the Istanbul Marriot Hotel Sisli is mandatory for all participants. For more details please refer to the Logistics Note and draft agenda.

With the funding support from HQ, the RO will fully cover the participation of one CSO representative and an accompanying person if there is one, and one government representative. However for the CO staff's participation, the RO will only cover the accommodation and meeting package, and we kindly request COs to cover travel and reduced DSA at 32%.

The UNFPA EECA Country Offices are authorized to use the below COA to cover expenses related to travel of authorized meeting participants from each country: RECA8GD2 – ACT05WDISAB -PU0074-FPA80

Details of costs covered by UNFPA EECARO:



- Participants are expected to arrive on 8 September and depart on 11 September evening or 12 September, subject to flights availability
- Economy class round trip tickets
- Accommodation is covered by RO for all participants, so everyone must stay in Marriot Hotel Sisli
- Coffee breaks on meeting days will be provided for all participants
- Breakfast is included in the room cost
- Lunches will be provided on all meeting days for all participants
- Dinners have to be organized by participants on individual basis.
- Airport transfers should be organized by the participants on individual basis. Terminals will be paid per the Travel Policy.

\*DSA should be applied as follows:

8 September – 44%;

9, 10 September - 32%;

11 September - 0% (or 32% if departure day is 12 September);

12 September – 0% - departure day)

Kindly calculate the entitlements and proceed with the travel arrangements based on this information.

Please ensure to comply with UNFPA Travel Policy and relevant guidelines.

Please address queries to Hakan Özkan ([ozkan@unfpa.org](mailto:ozkan@unfpa.org)) and Karlygash Mizanova ([mizanova@unfpa.org](mailto:mizanova@unfpa.org)).

Thank you