

**INFO/RAC National Focal Points Meeting,  
Palermo, Italy, 20 - 21 May 2025  
INFORMATION NOTE**

**VENUE OF THE MEETING**

The meeting will take place at the **Orto Botanico di Palermo** (<https://www.ortobotanico.unipa.it>).

**ACCOMMODATION**

The participants will be accommodated at the following hotel

<https://www.hotelcristalpalacepalermo.it>

**VISAS**

All participants should ensure that they are in possession of any necessary entry and/or transit visas prior to their departure. Whilst INFO/RAC will try to facilitate the issue of the relative visas, final responsibility to obtain any required visa shall rest with the participant. It is suggested that visa applications are submitted at the Embassy of Italy as early as possible.

For further information visit the Ministry of Foreign Affairs of Italy:

<http://vistoperitalia.esteri.it/home/en>

**MEETING INFORMATION**

- The working languages of the meeting are English and French. Simultaneous translation will be provided.
- Coffee breaks and lunch are organised according to the time slots listed in the provisional annotated agenda (WG.623/2).

**DAILY SUBSISTENCE ALLOWANCE**

INFO/RAC will cover the costs of participation, including one economy air ticket, hotel room, lunch for the working day, coffee breaks, and a daily subsistence allowance (DSA) calculated as per UN rules for the duration of the meeting, plus terminal expenses.

**OTHER USEFUL INFORMATION**

Local Currency: Euro (€)

**LAST BUT NOT LEAST – RECOMMENDATIONS ON “GREEN BEHAVIOUR”**

No documents will be printed during the meeting as far as possible and working documents will only be available electronically. Such a decision can significantly reduce costs and limit carbon printing.

To facilitate this, participants are strongly encouraged to follow the guidelines below:

- Bring a laptop. This one will have to be checked beforehand with respect to the viruses.
- Laptop will need to be configured for standard wireless (wifi) connection. If in doubt, please consult your local IT expert.
- Each participant should provide an appropriate adapter for connecting laptops to EU power outlets.

**CONTACT PERSON**

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