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ICANN Constituency Travel

TRAVEL SUMMARY

ICANN 44

Prague, Czech Republic

24-29 June 2012

TABLE OF CONTENTS

Quick Reference	3
Introduction	4
Flight FAQ	4
Visa FAQ	10
Hotel FAQ	13
Per Diem / Stipend / Reimbursement FAQ	14
Misc. FAQ	18
Deadline	18
Appendix A	19

QUICK REFERENCE



MEETING & HOTEL LOCATION

[Hilton Prague Hotel](#)

Pobrezni 1
Prague, Czech Republic 186 00
Tel: 420-2-2484-1111
Fax: 420-2-2484-2378



EMERGENCY PHONE NUMBER

In case of an emergency during in-transit and during the meeting call:

+1.310.578.8610



MEETING DATES

24-29 June 2012



AIRPORT

[Prague-Ruzyně Airport](#) (PRG)



VISAS & IMMIGRATION

Visa information:

<http://prague44.icann.org/travel>

Invitation Letters:

<https://forms.icann.org/inviteletters/requestform/contact-44prague.html>



PER DIEM

\$65.00 USD / day



DEADLINES

- Travel Request Form Due:
Wednesday, 25-April
- Banking Information Form Due:
Wednesday, 25-April



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WHAT'S NEW

General Dates Of Authorized Attendance	5
Maximum Reimbursement.....	6
Visas	10
Where Am I Staying?	13
Important Target Deadlines	18



INTRODUCTION

We would like to thank you for your participation in the ICANN community, supporting the development of policies and operations relating to the Domain Name System. We deeply appreciate your commitment of time and skills towards the advancement of ICANN's mission.

As part of your participation, you have been selected to receive financial support in accordance with ICANN's Community Travel Support processes to attend the upcoming meeting in Prague. These guidelines have been developed based upon community feedback in order to advance the work of ICANN; to provide support for those who might not otherwise be able to afford to attend ICANN meetings; and to broaden participation in ICANN's processes. Each fiscal year, travel guidelines are developed as part of the fiscal year operating plan and budget development. ICANN's Fiscal Year 2012 Travel Support Guidelines have been posted online. This summary has been created to supplement the aforementioned guidelines to assist supported travelers and answer frequently asked questions (FAQs).

FLIGHTS FAQS

WHAT DATES SHOULD I BE AT THE MEETING?

The table below shows the general dates of authorized attendance, which depends on the organization or group you are affiliated with; please note that they are subject to change. Since certain groups have meetings prior to or after the ICANN meeting, your dates of attendance may be different than the dates of the actual ICANN meeting or other groups coming to the meeting. In general, the maximum length of your ICANN supported stay will be defined by these dates – you may arrive on or after the “earliest arrival date” and leave on or before the “latest departure date.” Departures are generally scheduled for Friday after the ICANN Board meeting ends – if you are approved to stay for the ICANN Board and there are no options to depart after the meeting ends you may be authorized for one more night’s stay with you departing the following day.

If you need to arrive before the date shown for your group or leave after the date shown for your group, please contact ICANN at constituency-travel@icann.org indicating the specific reason for your earlier arrival and/or later departure.

GENERAL DATES OF AUTHORIZED ATTENDANCE

GROUP	EARLIEST ARRIVAL DATE	LATEST DEPARTURE DATE	SUPPORTED DAYS
At-Large	23 June	29 June	7
ccNSO	23 June	29 June	7
Fellows	23 June	29 June	7
GAC	22 June	29 June	8
GNSO	22 June	29 June	8
NomCom			
Chair and Chair Elect	24 June	1 July	8
NomCom Members	24 June	1 July	8

HOW DO I ARRANGE MY TRIP?

Travel to an ICANN meeting consists of three primary components:

1. Transportation (air and/or ground)
2. Hotel
3. Per diem/stipend/expenses.

Depending on your needs and what has been authorized, ICANN may pay for your transportation, hotel, and/or per diem/stipend/expenses for eligible travelers. Below are your options in arranging your trip.

OPTION 1: Booking through ICANN

Air transportation may be arranged through ICANN’s designated travel agent: BCD Travel. If you indicate you wish to use ICANN’s travel agent, please do the following:

- Review and complete the “Travel Request Form” that was emailed to you; and
- Send the “Travel Request Form” to:

ICANN.Meeting@bcdtravel.com AND constituency-travel@icann.org

The travel agency will contact you regarding your transportation needs and provide you with an itinerary to review and approve. Once you approve the itinerary the travel agency will book your transportation and charge it directly to ICANN.

OPTION 2: Self-arrange

Travelers of the aforementioned groups may book their own air travel and request a “less than reimbursement.” Please see below for the guidelines and “less than reimbursement” amounts should you choose to book your own travel.

I WANT TO SELF-ARRANGE MY TRIP. WHAT DO I DO?

Booking your own travel is limited to air transportation (and affiliated ground transportation) only. All hotel bookings at the meeting venue must be made by ICANN.

If you intend on booking your own travel, you must receive approval from ICANN prior to making your self-arranged trip. Please notify ICANN in writing and in prior of booking, at constituency-travel@icann.org. ICANN will ensure that you have been designated for travel support and send you a written authorization to book your own travel. If you do not receive a written authorization from ICANN in advance of booking your travel, your submission for reimbursement will be denied.

Reimbursement for self-arranged flight travel is limited to a maximum reimbursable amount from each region (which consists of the countries in that region). The list identifying which countries are in which region can be found in Appendix “A” to this summary or by visiting the [United Nations Statistic Division](#).

The table below shows the maximum reimbursable airfare from each region. Reimbursable airfares are based on non-refundable economy class tickets – however, a traveler may purchase any type of fare and any class service, but will only be reimbursed up to the maximum reimbursable fare for his/her region.

MAXIMUM REIMBURSEMENT

REGION	MAXIMUM REIMBURSEMENT
AFRICA	
Eastern Africa	\$1,950
Middle Africa	\$1,900
Northern Africa	\$900
Southern Africa	\$1,750
Western Africa	\$1,650
AMERICAS	
Caribbean	\$1,650
Central America	\$1,850
Northern America	\$1,750
Southern America	\$2,000
ASIA	
Central Asia	\$1,700
Eastern Asia	\$1,850
Southern Asia	\$1,500
South-Eastern Asia	\$1,900
Western Asia	\$800

REGION	MAXIMUM REIMBURSEMENT
EUROPE	
Eastern Europe	\$450
Northern Europe	\$350
Southern Europe	\$350
Western Europe	\$300
OCEANIA	
Australia and New Zealand	\$2,350
Melanesia	\$2,900
Micronesia	\$2,600
Polynesia	\$3,000

Reimbursement for traveler arranged air/train transport shall be made after the conclusion of the ICANN Meeting upon submission of appropriate documentation substantiating the purchase of the ticket (and any approved stopover hotel costs).

MY FLIGHT HAS A STOPOVER. WHAT DO I DO?

If a hotel stay is required on my way to the meeting or on the way home due to the length of the trip and/or the itinerary, then ICANN will book and pre-pay for the hotel room required. However, they must meet all of the following criterias:

1. The stopover was necessary as part of the only available itinerary to/from the meeting on the authorized dates of travel; and
2. The stopover exceeds ten hours for flights scheduled to arrive in the stopover city between 8:00 am to 8:00 pm local time or the stopover exceeds six hours for flights scheduled to arrive in the stopover city between 8:00 pm and 8:00 am local time; and
3. The cost of the hotel does not exceed \$150.00 USD per night.

If eligible for a per diem, the per diem will only be calculated for the authorized dates of attendance at the ICANN Meeting plus any travel days based on available itineraries for the authorized arrival/departure days.

ICANN will not reimburse for hotels during stopovers to/or from the meeting unless the stopover(s) meet all the following criteria. ICANN will not pay for nor reimburse for hotel stays

or other expenses other than those expressly described in this Summary for the authorized dates of attendance at the ICANN Meeting or stopovers as described above. Travelers who choose to arrive prior to the authorized arrival date or leave after the authorized departure date will be responsible for any hotel room, meals, transportation costs, or other expenses not otherwise authorized in this Travel Summary.

WHAT IF I WISH TO COME PRIOR TO MY AUTHORIZED ARRIVAL DATE OR STAY BEYOND MY AUTHORIZED DEPARTURE DATE OR BOTH?

In terms of flights...

If you wish to arrive before your authorized arrival date and/or stay past your authorized departure date, your request will be handled through an exception process. If ICANN is paying for your airfare, our travel agent will establish the standard cost of your travel for arriving on the authorized arrival date and departing on the authorized departure date. If you are booking your own travel you will only be reimbursed up to the authorized limit regardless of arrival and/or departure days. See above for more information on booking your own travel.

In terms of hotel...

If ICANN is paying for your hotel for the meeting, ICANN will only pay for the nights authorized as described above. You will be responsible for finding hotel accommodations and paying directly for any room nights prior to your authorized arrival and/or after your authorized departure. If you arrive early and/or stay after the meeting, ICANN will make every effort to reserve the same room ICANN is paying for on your behalf, but we cannot guarantee that the hotel will have the same room/vacancy available for such a booking.

I FOUND A LOWER AIRFARE MYSELF – CAN I BOOK IT MYSELF?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?”

I AM BRINGING A GUEST WITH ME – I’D LIKE TO BOOK BOTH OF US TOGETHER – CAN I BOOK IT MYSELF?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?” However, booking for your guest is your financial responsibility, e.g., double occupancy rates.

If you choose to utilize ICANN’s travel agent to book your travel, ICANN will directly pay for the cost of your ticket. If you wish to have the travel agent book a guest for you as well, you will

need to arrange to pay the travel agent directly – you cannot have ICANN pay for a guest's ticket and then reimburse ICANN.

WHAT CLASS OF SERVICE DO I TRAVEL?

Most travelers will be booked in a non-refundable Economy (coach) class ticket. Certain travelers are pre-authorized to travel in Business Class. If you are not pre-approved for Business Class travel and believe you have specific need for Business Class, you may request an exception by contacting ICANN at constituency-travel@icann.org stating the specific reason you are requesting an exception (e.g. medical reasons). Upon receipt, you will be directed to the next course of action.

If you are booking your own travel you may book any class of travel you wish but will only be reimbursed up to the maximum allowed for your region as published in the chart above.

CAN I UPGRADE MY CLASS OF SERVICE?

ICANN will only pay for a non-refundable Economy class ticket. If the airline will allow you to upgrade your ticket (for example, using your own frequent flyer miles) you may do so. Please note that you may not request a higher economy class fare in order to upgrade with frequent flyer miles, the economy fare purchased must be the lowest fare available unless you are arranging your own air fare and will submit for reimbursement only up to the maximum allowable fare for your region as outlined above.

I NEED TO CHANGE MY PLANS – WHAT DO I DO?

If you have booked through ICANN's travel agent and you need to change your transportation plans you should contact ICANN.Meeting@bcdtravel.com AND constituency-travel@icann.org. Please note that you are responsible for ALL change and/or cancellation fees once your original ticket has been purchased. The Travel Support Team will ensure the Meetings Department is notified of any changes that would affect your hotel room booking; simply forward a copy of your modified itinerary to constituency-travel@icann.org.

If you did not use ICANN paid transportation, it is up to you to make the necessary arrangements with the vendor from whom you purchased the ticket. In addition, please forward a copy of your modified itinerary to constituency-travel@icann.org to change your hotel arrival and/or departure dates.



VISA FAQs

DO I NEED A VISA TO TRAVEL TO PRAGUE AND IF SO HOW DO I OBTAIN IT?

For more information regarding visa requirements, please visit:

<http://prague44.icann.org/travel>

A valid passport is mandatory to enter Prague. Your passport must be current and valid at least 6 months from the date of entry into Prague. Also, all visitors must have an entry and exit ticket.

Citizens of the countries below could enter Prague without a visa for up to 90 days:

Member States of the European Union	Guatemala	Paraguay
Albania	Honduras	Saint Christopher and Nevis
Andorra	Iceland	Salvador
Antigua and Barbuda	Israel	San Marino
Argentina	Japan	Serbia
Australia	Lichtenstein	Seychelles
Bahamas	Macedonia/Fyrom	Singapore
Barbados	Malaysia	South Korea
Bosnia and Herzegovina	Mauritius	Switzerland
Brazil	Mexico	Taiwan
Brunei	Monaco	United states of America
Canada	Montenegro	Uruguay
Chile	New Zealand	Vatican
Costa Rica	Norway	Venezuela
Croatia	Panama	

Also, nationals with the following circumstances are exempt from a Czech Republic visa:

- Holders of Serbian passports issued by the Special Coordination Directorate in Belgrade are excluded from visa-free regime.
- Citizens of Serbia, Montenegro, Macedonia/FYROM, Albania and Bosnia and Herzegovina visa-free regime applies only to holders of biometric passports.
- Citizens of Hong Kong with a "Hong Kong Special Administrative Region" passport.
- Citizens of Macau with a "Região Administrativa Especial de Macau" passport.
- British Nationals (Overseas)

WHAT COUNTRIES WILL NEED A VISA FOR PRAGUE ENTRY?

Afghanistan	Eritrea	Mali	Somalia
Algeria	Ethiopia	Marshall Island	South Africa
Angola	Fiji	Mauritania	Sri Lanka
Armenia	Gabon	Micronesia	Sudan
Azerbaijan	Gambia	Moldova	Surinam
Bahrain	Georgia	Mongolia	Swaziland
Bangladesh	Ghana	Morocco	Syria
Belarus	Grenada	Mozambique	Tajikistan
Belize	Guyana	Myanmar	Tanzania
Benin	Guinea	Namibia	Thailand
Bhutan	Guinea-Bissau	Nauru	Togo
Bolivia	Haiti	Nepal	Tonga
Botswana	India	Niger	Trinidad & Tobago
Burkina Faso	Indonesia	Nigeria	Tunisia
Burundi	Iran	North Korea	Turkey
Cambodia	Iraq	Oman	Turkmenistan
Cameron	Ivory Coast	Pakistan	Tuvalu
Cape Verde	Jamaica	Palau	Uganda
Central African Republic	Jordan	Palestinian National Authority	Ukraine
Chad	Kazakhstan	Papua-New Guinea	United Arab Emirates
China	Kenya	Peru	Uzbekistan
Colombia	Kiribati	Philippines	Vanuatu
Comoros	Kosovo	Qatar	Vietnam
Congo-Brazzaville	Kuwait	Russia	Yemen
Cuba	Kyrgyzstan	Rwanda	Zambia
Democratic Rep of Congo	Laos	Saint Lucia	Zimbabwe
Djibouti	Lebanon	Saint Vincent & The Grenadines	
Dominica	Lesotho	Samoa	
Dominican Republic	Liberia	Sao Tome and Principe	
Eastern Timor	Libya	Saudi Arabia	
Ecuador	Madagascar	Senegal	
Egypt	Malawi	Sierra Leone	
Equatorial Guinea	Maldives	Solomon Islands	

Also, nationals with the following circumstances will require a Czech Republic visa:

1) Territorial and autonomous units which are not recognized as states by at least one of the Member States:

- The Palestinian Autonomy
- Taiwan

2) British nationals who are not citizens of the United Kingdom of Great Britain and Northern Ireland in the sense of the Commonwealth law:

- CITIZENS OF BRITISH OVERSEAS TERRITORIES
- BRITISH OVERSEAS CITIZENS
- BRITISH SUBJECTS without a title to stay in the United Kingdom of Great Britain and Northern Ireland
- BRITISH PROTECTED PERSONS
- If you have a diplomatic and service passports, please contact the nearest Embassy/Consulate General of the Czech Republic to confirm if you are exempt from a visa requirement.

Locations of Embassy/Consulate/Diplomatic Missions of the Czech Republic, please [click here](#).

WHERE CAN I GET AN INVITATION LETTER TO APPLY FOR A VISA?

Invitation letters can be obtained from ICANN's website: <http://prague44.icann.org/travel>

For Local Host Letters, please email: michaela.vyternova@nic.cz



HOTEL FAQS

WHERE AM I STAYING?

[Hilton Prague Hotel](#)

Pobrezni 1 Prague, 186 00, Czech Republic
Telephone +420 (0) 224 841 111

Room reservation is inclusive of breakfast and Internet.

The ICANN Meeting is being held at Hilton Prague Hotel. While every effort will be made to house constituents at Hilton Prague Hotel, nearby hotels may also be used to house attendees to the ICANN Meeting.

If you do not intend to stay in a hotel funded by ICANN you should inform ICANN at constituency-travel@icann.org as soon as possible so the room may be released to someone else. Certain ICANN supported travelers receive only airfare support – if you are only receiving airfare support ICANN will not reserve a room in your name. You will be responsible for making your own lodging arrangements. However, should you wish to stay at one of the contracted hotels, please email constituency-travel@icann.org and we will try to book a room for you if possible.

Allocations of hotel rooms for use during the ICANN meeting are arranged directly by the ICANN Meetings Department. The Travel Support Team will inform the Meetings Department of your itinerary and they will book your room from a block of rooms reserved at the hotel(s) for this purpose.

ICANN pays for room and tax only – all incidentals (mini bar, pay television, phone calls, laundry, room service, etc.) charged to the room are the responsibility of the traveler. If you are not booking transportation through BCD you will need to notify ICANN at constituency-travel@icann.org of your arrival and departure dates (you may need to send a copy of your itinerary) so the Meetings Department can properly book a room for you. ICANN must confirm its room list by Friday, 11-May 2012. To ensure ICANN is able to book a room for you in your name you should have a valid itinerary that has been forwarded to constituency-travel@icann.org no later than Friday, 4-May 2012. If we do not receive your itinerary by Friday, 4-May 2012, ICANN may likely be unable to make a reservation for you in the venue hotel.

If you are booking transportation through BCD but do NOT need a hotel room please notify ICANN at constituency-travel@icann.org so we can inform the Meetings Department to not book a room for you.

I WANT TO STAY AT A DIFFERENT HOTEL.

ICANN will NOT reimburse you if you decide to stay at a different hotel. ICANN will NOT reimburse you on what would have been paid on your behalf at the official hotel(s) so that you can stay at your preferred hotel.

If you feel that your particular situation is an extenuating circumstance, you may request an exception by sending an email to ICANN at constituency-travel@icann.org. ICANN will not reimburse travelers who submit expense reports unless the arrangement has been PRE-APPROVED by the Chief Financial Officer (CFO) of ICANN.

I WANT TO BOOK MY OWN HOTEL RESERVATION.

No reimbursement will be made for self-booked hotel rooms.

Our Meetings Department negotiates with contracted hotel(s) by committing to a certain number of room nights. If constituents do not stay at the contracted hotel(s) and we do not achieve the number of committed room nights; ICANN then has to pay for these vacant rooms (even though they were not used).



PER DIEM / STIPEND / REIMBURSEMENT FAQS

If you are eligible, you will receive a daily “per diem” for the following:

- Each day you are at the ICANN meeting starting no earlier than your authorized arrival date and ending no later than your authorized departure date. Fellows group receive a flat stipend at the conclusion of the ICANN meeting); PLUS
- 8 – 23 travel hours: One day of per diem each way if your continuous journey in each direction is greater than 8 hours (including layovers/connections);
- 24 – 35 travel hours: Two days of per diem each way if your continuous journey in each direction is greater than 24 hours (including layovers/connections);
- 36 travel hours and above: A maximum of three per diem days will be given if your continuous journey each way is 36 hours or greater (including layovers/connections).

EXAMPLE

You are authorized to arrive on Sunday, 24-June 2012 and depart on Friday, 29-June 2012. It takes 15 hours to travel from your home to Prague and 14 hours to return.

You decide to stop somewhere else on your way to Prague and the airfare to do so is less than the most direct route (the established standard cost mentioned above) AND you receive approval for this itinerary. You leave your home on Wednesday, 20-June 2012 and arrive in Prague on Saturday, 23-June 2012 after making your requested stopover. You depart Friday, 29-June 2012 and arrive home Sunday, 1-July 2012.

In this example ICANN will pay you the following:



ICANN will pay for your entire airfare.



ICANN will pay for your hotel room from Sunday, 24-June – Friday, 29-June (five nights).



ICANN will pay 8 days of per diem (six authorized days you are in Prague plus one travel day to get to Prague and the one travel day on your way home)



You will need to pay for your hotel room the night of Saturday, 23-June.

WHICH ONE WILL I GET?

PER DIEM	STIPEND	EXPENSE REIMBURSEMENT
At-Large	Fellows	NomCom
ccNSO		Review Team
GNSO		
GAC		
IDN		
SSAC		

HOW WILL I GET IT?

Per Diems: Per Diems will be wire transferred to your bank account. Therefore, it is very important that you submit your “Bank Information Form” to constituency-travel@icann.org in a timely manner so that you may receive your per diem prior to the meeting. In addition, should you wish, you could also receive the payment “on-site” at the meeting; please indicate to constituency-travel@icann.org that you would like to opt-in to this service.

Stipends: If you are a Fellow, you will receive a stipend at the conclusion of the ICANN meeting once you have met the designated requirements. Stipends are typically wire transferred unless you are unable to receive a wire transfer in which case alternative arrangements will be made. The stipend for the Prague Meeting will be \$500.00 USD for the entire meeting period.

Expense Reimbursement: Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipts. Please make sure to submit your “Bank Information Form” to constituency-travel@icann.org

WHAT DOES MY PER DIEM AND STIPEND AMOUNT COVER?

Per Diems and stipends are intended to cover the following incidental expenses incurred to attend the ICANN meeting:

- Meals
- Ground transportation (such as taxis to and from the airport, hotel, and venue)
- Parking
- Immunizations
- Etc.

If necessary, the cost for obtaining a visa, which is limited to visa shipping cost and actual visa cost, will be reimbursed separately. Please see the section on visas above.

Kindly note that ICANN will not pay for your travel insurance.

Per diems are based on US dollars. For the Prague Meeting the per diem amount is \$65.00 USD per day. If you incur reasonable expenses that are significantly more than the per diem

rate, you may request to be reimbursed for actual costs incurred by filling out a reimbursement request form and attaching your receipts. The form can be acquired from constituency-travel@icann.org and the completed form and scanned receipts should be returned to the same address.

If possible, your per diem will be wire transferred to a bank account you designate at least one week prior to the start of the ICANN meeting. Since your per diem is based on arrival/departure dates plus any travel dates, your travel plans must be completed by 4-May and bank wire details MUST be provided to ICANN by 4-May in order for your per diem to be paid to you in a timely manner. Wire transfers for individuals who submit completed paperwork after 4-May will receive the wire transfer as soon as possible, but possibly AFTER the ICANN meeting.

If you are not able to receive a wire transfer (for example, certain countries have restrictions on receiving wire transfers from other countries), alternative arrangements will be made to pay you your per diem. If you are unable to receive a wire transfer please notify ICANN at constituency-travel@icann.org and they will coordinate an alternative payment method with ICANN's Finance Department. You will receive separate communications as to the method and timing of the payment.

EXPENSE REIMBURSEMENT

NomCom and Review Team members approved for travel support to this meeting may submit actual expenses for meals, ground transportation, visa costs, etc. at the conclusion of the ICANN meeting. Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipts. Travelers who booked their own air transportation should submit documentation (usually an invoice from the airline or travel agent) showing the itinerary and how much was paid. Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipt. All expense reimbursements will be made after the conclusion of the ICANN Meeting.

i MISC. FAQs

DO I NEED TO REGISTER FOR THE ICANN MEETING?

YES! You should register for the meeting. Please note that booking your travel does not register you for the meeting.

Being registered allows us to prepare pre-printed entrance badges and save you time waiting in line. It will also help the scribes with note taking and allow us to notify you if there are significant visa requirements for your country.

Please register here: <http://www.registration123.com/ICANN/PR44/>

WHO DO I CONTACT IN CASE OF AN EMERGENCY?

If you experience an emergency DURING in transit and the meeting please call:

+1.310.578.8610.

This phone will be active from 17-June 2012 – 2-July 2012.

IMPORTANT TARGET DEADLINES

We recognize that the Travel Summary and target deadline we have provided might require too quick of a turn-around to have everything completed. The deadlines below are the optimum time period that we would like to get everyone booked by, as after these dates, our ability to make the hotel reservations that you would want or to find flights within the approved and reasonable costs for travel will be impacted.

Therefore, please complete this travel form as-soon-as-possible upon receipt, so that we may be able to get your travel and lodging booked and ticketed.

- Travel Request Form: Wednesday, 25-April
- Banking Information Form: Wednesday, 25-April

APPENDIX A: UN REGIONS

REGION	SUB-REGION	COUNTRIES WITHIN SUB-REGION		
AFRICA	Eastern Africa	<ul style="list-style-type: none"> Burundi Comoros Djibouti Eritrea Ethiopia Kenya Madagascar 	<ul style="list-style-type: none"> Malawi Mauritius Mayotte Mozambique Réunion Rwanda Seychelles 	<ul style="list-style-type: none"> Somalia Uganda United Republic of Tanzania Zambia Zimbabwe
	Middle Africa	<ul style="list-style-type: none"> Angola Cameroon Central African Republic 	<ul style="list-style-type: none"> Chad Congo Democratic Republic of the Congo 	<ul style="list-style-type: none"> Equatorial Guinea Gabon Sao Tome and Principe
	Northern Africa	<ul style="list-style-type: none"> Algeria Egypt Libya 	<ul style="list-style-type: none"> Morocco South Sudan Sudan 	<ul style="list-style-type: none"> Tunisia Western Sahara
	Southern Africa	<ul style="list-style-type: none"> Botswana Lesotho 	<ul style="list-style-type: none"> Namibia South Africa 	<ul style="list-style-type: none"> Swaziland
	Western Africa	<ul style="list-style-type: none"> Benin Burkina Faso Cape Verde Cote d'Ivoire Gambia Ghana 	<ul style="list-style-type: none"> Guinea Guinea-Bissau Liberia Mali Mauritania Niger 	<ul style="list-style-type: none"> Nigeria Saint Helena Senegal Sierra Leone Togo
AMERICA	Caribbean	<ul style="list-style-type: none"> Anguilla Antigua and Barbuda Aruba Bahamas Barbados Bonaire, Saint Eustatius and Saba British Virgin Islands Cayman Islands Cuba Curaçao 	<ul style="list-style-type: none"> Dominica Dominican Republic Grenada Guadeloupe Haiti Jamaica Martinique Montserrat Puerto Rico Saint-Barthélemy 	<ul style="list-style-type: none"> Saint Kitts and Nevis Saint Lucia Saint Martin (French part) Saint Vincent and the Grenadines Sint Maarten (Dutch part) Trinidad and Tobago Turks and Caicos Islands United States Virgin Islands
	Central America	<ul style="list-style-type: none"> Belize Costa Rica El Salvador 	<ul style="list-style-type: none"> Guatemala Honduras Mexico 	<ul style="list-style-type: none"> Nicaragua Panama
	Northern America	<ul style="list-style-type: none"> Bermuda Canada 	<ul style="list-style-type: none"> Greenland Saint Pierre and Miquelon 	<ul style="list-style-type: none"> United States of America
	South America	<ul style="list-style-type: none"> Argentina Bolivia (Plurinational State of) Brazil Chile Colombia 	<ul style="list-style-type: none"> Ecuador Falkland Islands (Malvinas) French Guiana Guyana Paraguay 	<ul style="list-style-type: none"> Peru Suriname Uruguay Venezuela (Bolivarian Republic of)
ASIA	Central Asia	<ul style="list-style-type: none"> Kazakhstan Kyrgyzstan 	<ul style="list-style-type: none"> Tajikistan Turkmenistan 	<ul style="list-style-type: none"> Uzbekistan
	Eastern Asia	<ul style="list-style-type: none"> China China, Hong Kong China, Macao 	<ul style="list-style-type: none"> Democratic People's Republic of Korea Japan 	<ul style="list-style-type: none"> Mongolia Republic of Korea
	Southern Asia	<ul style="list-style-type: none"> Afghanistan Bangladesh Bhutan 	<ul style="list-style-type: none"> India Iran (Islamic Republic of) Maldives 	<ul style="list-style-type: none"> Nepal Pakistan Sri Lanka
	South-Eastern Asia	<ul style="list-style-type: none"> Brunei Darussalam Cambodia Indonesia Lao People's Democratic Republic 	<ul style="list-style-type: none"> Malaysia Myanmar Philippines Singapore 	<ul style="list-style-type: none"> Thailand Timor-Leste Viet Nam

	Western Asia	<ul style="list-style-type: none"> • Armenia • Azerbaijan • Bahrain • Cyprus • Georgia • Iraq 	<ul style="list-style-type: none"> • Israel • Jordan • Kuwait • Lebanon • Occupied Palestinian Territory • Oman 	<ul style="list-style-type: none"> • Qatar • Saudi Arabia • Syrian Arab Republic • Turkey • United Arab Emirates • Yemen
EUROPE	Eastern Europe	<ul style="list-style-type: none"> • Belarus • Bulgaria • Czech Republic • Hungary 	<ul style="list-style-type: none"> • Poland • Republic of Moldova • Romania • Russian Federation 	<ul style="list-style-type: none"> • Slovakia • Ukraine
	Northern Europe	<ul style="list-style-type: none"> • Åland Islands • Channel Islands • Denmark • Estonia • Faeroe Islands • Finland • Guernsey 	<ul style="list-style-type: none"> • Iceland • Ireland • Isle of Man • Jersey • Latvia • Lithuania • Norway 	<ul style="list-style-type: none"> • Sark • Svalbard and Jan Mayen Islands • Sweden • United Kingdom of Great Britain and Northern Ireland
	Southern Europe	<ul style="list-style-type: none"> • Albania • Andorra • Bosnia and Herzegovina • Croatia • Gibraltar • Greece 	<ul style="list-style-type: none"> • Holy See • Italy • Malta • Montenegro • Portugal • San Marino 	<ul style="list-style-type: none"> • Serbia • Slovenia • Spain • The former Yugoslav Republic of Macedonia
	Western Europe	<ul style="list-style-type: none"> • Austria • Belgium • France 	<ul style="list-style-type: none"> • Germany • Liechtenstein • Luxembourg 	<ul style="list-style-type: none"> • Monaco • Netherlands • Switzerland
OCEANIA	Australia and New Zealand	<ul style="list-style-type: none"> • Australia 	<ul style="list-style-type: none"> • New Zealand 	<ul style="list-style-type: none"> • Norfolk Island
	Melanesia	<ul style="list-style-type: none"> • Fiji • New Caledonia 	<ul style="list-style-type: none"> • Papua New Guinea • Solomon Islands 	<ul style="list-style-type: none"> • Vanuatu
	Micronesia	<ul style="list-style-type: none"> • Guam • Kiribati • Marshall Islands 	<ul style="list-style-type: none"> • Micronesia (Federated States of) • Nauru • Northern Mariana Islands 	<ul style="list-style-type: none"> • Palau
	Polynesia	<ul style="list-style-type: none"> • American Samoa • Cook Islands • French Polynesia • Niue 	<ul style="list-style-type: none"> • Pitcairn • Samoa • Tokelau • Tonga 	<ul style="list-style-type: none"> • Tuvalu • Wallis and Futuna Islands