



Travel

“Bringing the UN closer to the people it serves”

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Taking the decision to travel...

- Mandates – for example, UN conferences outside of HQ might have procedural elements involving the PGA
- Invitations – countries will invite the PGA to visit. This could be because a country is celebrating a milestone in their engagement with the UN, bilateral consideration, or alignment with priorities
- Determining the “why” – PGA is required to be there. A PGA visit could bring spotlight on initiatives related to UN processes. They might be aligned with a priority of the PGA.
- Travel Schedule – advance planning as much as possible, around meetings and other engagements

Once the decision is taken...

- A trip captain is decided
- What needs to be decided – Funding details, the delegation,
- Coordination – Memo to DGACM, creation of Event ID in Umoja, Assigning DSS Officer, Notification to the Mission,
- Logistics – Flights, Hotels, DSA, Visas, Vaccination, Airport Courtesies, On-ground transportation,
- Programme - discussed, usually in consultation with host and UNCT, priorities in mind
- Communications – Media kit, Interviews, Op-eds, Communication materials (tweets, readouts, photos, videos)

Useful tips

- Maintain close relationship with UNCT on ground (if bilateral), and organisers (if multilateral). They can advise you on the dos and don'ts and support in liaising with the Government.
- A mix of formal and informal engagements, including visits to projects, meetings with civil society, and/or other stakeholders, as per interests and priorities of the PGA.
- Be prepared for anything (COVID, technical problems on flight, lost luggage, not having the right dress), be flexible and open minded. Have a plan B in case things don't work out.
- Do as much as you can in advance. (Readouts, tweets, twitter handles).
- Trips can be taxing, but they will be some of the best memories.