

**PARTICIPATORY ACTION
RESEARCH: A hands-on learning
event**

**February 1-3, 2017
London, United Kingdom**

LOGISTICS PACK

Welcome!

....to our PAR workshop.

This welcome pack should give you all the information you need in order to arrive for the workshop in London.

We will start each day sharply at 9:00 am, and finish at 5:00 PM. Please plan to arrive a little early each day so we can all start together. There will be coffee, tea and fruit each morning.

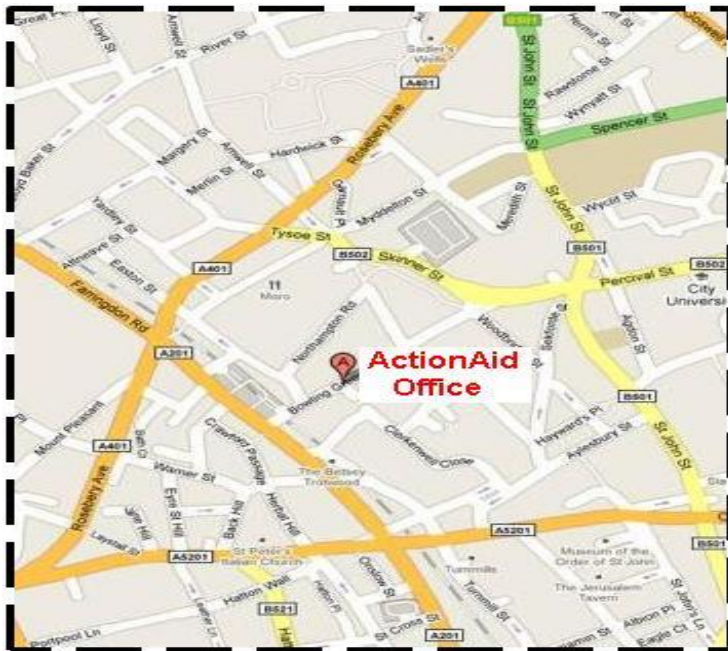
Lunch will be around 12:30, depending on how prior sessions are going. There is a food market next to the ActionAid office. You can buy what you want and return to the reception area of the office where there are tables and sofas. Or eat out, as you wish.

Please bring/make your own name tag (easy to read, creative) and bring your own note pad and pens.

1. Workshop venue details

The workshop will be taking place in our ActionAid London offices at 33 – 39 Bowling Green Lane, London, EC1R 0BJ.

Our offices at Bowling Green Lane



Our address:

ActionAid

33 – 39 Bowling Green Lane, London,
EC1R 0BJ

Telephone: +44 203 122 0561

Fax: +44 207 278 5667

Email:

FMServiceDesk@actionaid.org

Bowling Green Lane is located in **Farringdon**.

The closest tube and train stations are:

Farringdon (First Capital Connect, Circle, Metropolitan, Hammersmith and City line) - **8 minutes walk**

Angel (Northern line – Bank branch) – **12 minutes walk**

Kings Cross St. Pancras (Network Rail, Northern line, Piccadilly line, Victoria, Circle, Metropolitan, Hammersmith and City line) – **20 minutes walk**

2. Hotel details

Most participants and facilitators (travelling from abroad) will be staying in the Thistle City Barbican hotel based in Clerkenwell in central London.

Hotel address:

Thistle City Barbican

Central St,
Clerkenwell,
London
EC1V 8DS

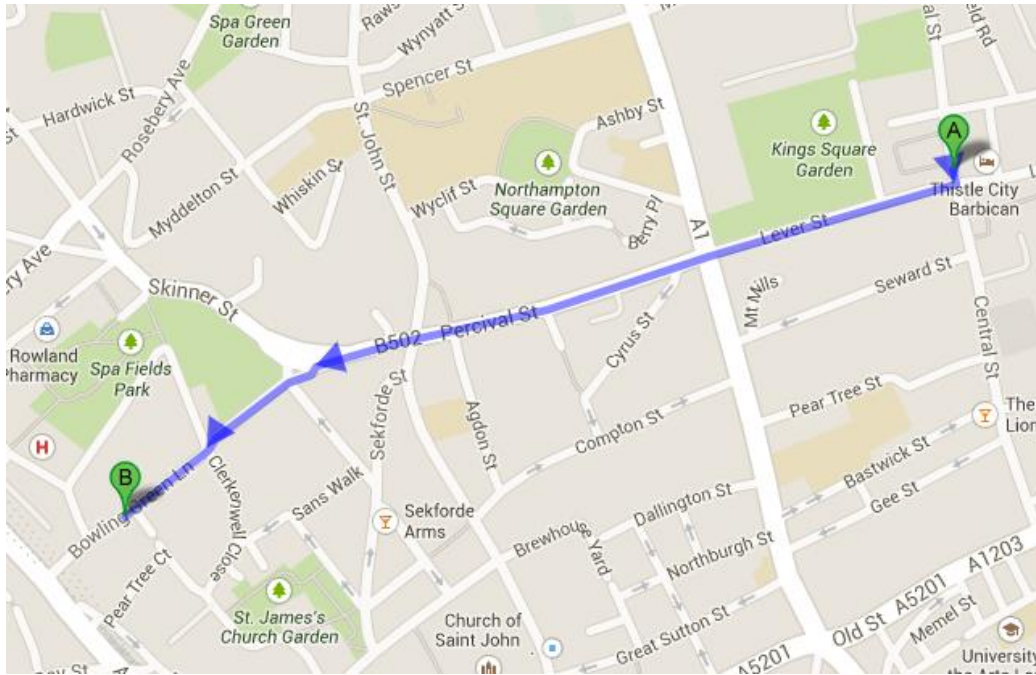
Further information about the hotel and its facilities can be located here: <http://bit.ly/1E8xcbB>

IMPORTANT NOTE: You will be responsible for arranging your own travel to and from the hotel to our offices.

Getting from your Hotel to our offices (workshop venue)

Walking

The Thistle City Barbican is located within ten minutes' walk of ActionAid's offices on Bowling Green Lane. Turn right as you come out of the hotel onto Lever Street, then keep walking straight until you reach 33-39 Bowling Green lane, which is on the right hand side (opposite The Grubberie cafe).



Public Transport

Take the number 812 bus from the corner of Lever Street and Central Street (opposite the hotel). Alight at Skinner Street / Exmouth Market, and walk through Spa Fields Park to get to Bowling Green Lane.

Further details on modes of transport including our tube/subway system can be found on page 11. This also gives an indication of pricing of various modes of transport when travelling around London.

3. Flights and travel to and from the airport

The various modes of transport of travelling to and from the airport are outlined below.

IMPORTANT NOTE: You will be responsible for arranging your own airport transfers.

From the Airport

Heathrow

Taxi: The car company we normally use for this is A1 Airport Cars, and the free phone number to call is 08000 181813.

Underground: London Underground's Piccadilly line from any terminal at Heathrow Airport takes you into the centre in around one hour. We strongly recommend that you get an Oyster card for your underground travel at the airport to help you travel through the capital cheaply and easily.

Train: The Heathrow Express leaves the airport every 15 minutes to London Paddington, taking 15 minutes and costing £18 for a standard single ticket or £32 for a standard return ticket. These can be purchased on the internet, www.heathrowexpress.com , by calling 0845 600 15 15 (+ 44 845 600 1515) or at the station/on board the train.

Gatwick

Trains: National Rail trains leave every 15 minutes and go directly to Farringdon Station, taking only 45 minutes and costing approx. £9 for a single ticket and £17 for a return ticket.

City

DLR: The Docklands Light Railway leaves regularly and travels to Bank. Buy an Oyster card at the airport and your travel in can be included within this. You will then need to change on to the underground at Bank. This will take about 40 minutes.

Luton

Bus/ train: A shuttle bus goes from the airport to Luton Parkway station, and then there is a direct train to Farringdon, taking around 35 minutes at a cost of £15 (single) or £27 (return).

4. Meals

Please note: Lunch will be around 12:30, depending on how prior sessions are going. There is a food market next to the ActionAid office. You can buy what you want and return to the reception area of the office where there are tables and sofas. Or eat out, as you wish.

5. Contact numbers

If you have questions about local logistic, please contact Zaira Drammis, ActionAid.

ActionAid London office

General reception number: +44 (0) 20 3122 5000

6. Additional information about London and the UK.

Welcome to ActionAid UK and to the United Kingdom!

The UK is made up of England, Scotland, Wales and Northern Ireland. The Republic of Ireland is not part of the UK, and is an independent country.



England

Area: 129,720 sq km (50,085 sq miles)

Population 50 million

Language English

Scotland

Area: 78,772 sq km (30,414 sq miles)

Population: 5.1 million

Language: English, Gaelic

Wales

Area: 20,764 sq km (8,017 sq miles)

Population: 2.9 million

Language: Welsh, English

Northern Ireland

Area: 14,139 sq km (8,766 sq miles)

Population: 1.6 million

Language: English, Irish, Gaelic

As with all major cities, visitors should remain vigilant and pay attention to their personal security and belongings when travelling around London.

Security information

The United Kingdom is politically stable and has a modern infrastructure, but shares with the rest of the world an increased threat of terrorist incidents of international origin, as well as the potential for isolated violence related to the political situation in Northern Ireland.

The UK is overall a LOW RISK COUNTRY (AAI Risk Rating)

Overall Country	LOW	<ul style="list-style-type: none"> Normally Calm and predictable
Political / Social context	LOW	<ul style="list-style-type: none"> Political and social situation is generally calm and under control. The UK government is reliable and stable. There is no targeted attempt to harm NGOs or limit civil society space.
Crime	LOW	<ul style="list-style-type: none"> There is generally low street crime. Incidents of violent crimes are rare. Beware of pickpockets and ATM Fraud - seek advice from SFP – Will Bowen or Patrick Milne if you have any doubts or queries
Conflict	LOW	<ul style="list-style-type: none"> No major conflicts in the UK at present
Travel Risks	LOW	<ul style="list-style-type: none"> Road accidents do happen, follow national speed limits and authorities guidelines if driving Air travel is considered safe and reliable. There are no travel restrictions in place
Terrorism	MED	<ul style="list-style-type: none"> Organized anti-government or terrorist groups may be active but not strong enough to threaten the government. The threat level is substantial from international terrorism. This means that the threat is considered by the government as a strong possibility. Advanced counter terrorism initiatives and units are in place There is no direct threat to NGOs.
Hazards and Disasters	LOW	<ul style="list-style-type: none"> The risk of natural occurrences and disasters such as floods, storms etc. may exist but is not very high. In the event of a disaster, there is generally appropriate infrastructure available to contain the damage
Comms, security and health infrastructure	LOW	<ul style="list-style-type: none"> Communication facilities are generally reliable (phones, internet) Police and other law enforcement agencies are in good order and trusted by public. Medical facilities and fire response and rescue services are in good order. Threat of epidemics and disease is generally low.

For any updates or requests for information on security or travel please contact:

Will Bowen – Facilities Manager and SFP 0044 7703 393 276

Travelling around London

The London Underground

London has the world's biggest (and oldest) underground train system. It is not as daunting as it might seem to use the London underground system or Tube as it is commonly known. There are signs that indicate the Tube lines and the stations, and signboards on the platforms indicate the destination of the trains.

Although London is in many ways a 24-hour city, sadly the Tube system does not reflect this. Most lines run from around 5.30am to 12.30am, however, it is always best to double check when the last train is running.



A detailed London underground map and leaflet about the different types of tickets and fares is available from facilities management on request. London underground currently runs an 'on the spot' fine system of £20 for those found without a valid ticket for the entire journey; they may also choose to press official charges for fare evasion so please make sure you purchase the correct ticket.

A one-day travel card (zones 1 to 6) can be used to travel on the tube, buses and British Rail (within London). However if you are only going to travel around the local area, you only need a zones 1 to 2 travel pass. Having a weekly pass or one-day travel card is very convenient especially when you are unfamiliar with your routes, because it means you can take as many buses and tubes as you want with no extra charge. It is advisable to buy your one-day travel card after 9.30 in the off-peak period otherwise the tickets are more expensive.

The London underground system is predominantly safe. Minor harassment, mostly in the form of begging does occur, but it is easy to refuse or ignore such approaches. Be careful about getting into an empty tube carriage on your own (especially late at night) and beware of pickpockets. Women travelling alone at night should exercise extra caution.

Note: the underground system is a strictly non-smoking environment.

London Buses

London's extensive bus network is a cheap and easy way to travel around the capital. Bus stops should have a list of the buses that stop at them and their routes, whilst the buses themselves will be labelled with their final and intermediary destinations. If you are unsure about where to get off, stand near the driver and ask him/her to alert you when you arrive at your destination.

Night buses run through central London from about 11pm to 6am, about once an hour on most routes. Virtually all buses pass through Trafalgar Square, which is the best place to head for if you are in central London and unsure which bus to get. Night buses have the letter 'N' before the number.



Oyster Cards

This card is issued at all Tube stations and can be used on most forms of public transport. It costs £5 initially and you can put any amount of money on it. Ticket barriers will tell you how much is left on your card and alert you when your funds are running out. All fares are cheaper using this card and if several journeys are made in the same day then only the rate of a One-Day Travel Card is charged. You must remember to touch the yellow pads at the start and end of your journey to pay the cheapest fares.

Taxis

Black cabs are metered and are very expensive, especially if travelling during peak times when traffic is at a standstill. If you do require a taxi at any time for business purposes, please contact ActionAid Reception or Facilities Management who will be able to assist with arrangements by calling a local mini cab office. However it is advisable to use the underground to travel around London as this is much cheaper and faster, or buses if you have plenty of time.

London has an increasing problem with illegal mini cabs picking up passengers around the capital. They are often waiting around outside clubs and bars, or picking passengers off the street (illegal for mini cabs) but they are unlicensed and can be dangerous so please do not take this risk.



In all legal taxis or mini cabs, drivers should have photo ID on show. Furthermore a licensed taxi firm should not object to you taking the registration and license number and texting this information to someone else (a good tip if you are travelling alone and have access to a mobile phone).

Banks and Bureaux de change



Bank opening hours vary, though minimum hours are 09:30 – 16:30 Monday to Friday. Some branches are open until 5pm and some will open until midday on Saturdays.

If you are here for a long stay (especially staff on secondment) speak to the Human Resources department for advice on opening bank accounts and salary payment.

Banks and post offices generally offer the best exchange rate when changing money but you can also use bureaux de change. It is advisable to check the rate being offered and the commission charged, as they may differ greatly. Post offices don't charge commission on traveller's cheques unless they are in pounds sterling (£), and will change foreign currency without charge. Commission is sometimes charged for cashing traveller's cheques in

foreign currency. You will always need identification, such as a passport, when exchanging money in a bank.

Useful websites

www.visitlondon.com – General tourism information and advice

www.tfl.gov.uk – For planning journeys using public transport in London

www.streetmap.co.uk – Type in any postcode/address and you can view a map of the area

www.london-eating.co.uk – Information about eating out in London, restaurant recommendations, etc.