

The United Nations Office for Disaster Risk Reduction

Information note for participants

Open-ended intergovernmental expert working group on indicators and terminology relating to disaster risk reduction – First Session

Informal session: 28 September 2015

Time: 10am to 1pm and 3pm to 6pm

Formal session: 29-30 September 2015

Time: 10am to 1pm and 3pm to 6pm (both days)

I. Introduction

The first formal session of the Open-ended intergovernmental expert working group on indicators and terminology relating to disaster risk reduction will be held in Geneva at the Palais des Nations, Conference Room XIX, Building E, Door 40, third floor, from Tuesday, 29 September to Wednesday, 30 September 2015. The formal session will be preceded by an informal session on Monday, 28 September 2015 (same venue).

Address: Palais des Nations, 8-14 Avenue de la Paix, CH-1211 Geneva 10.

II. Registration

a. Participation of Member States

Following the adoption of A/RES/69/284: Establishment of an open-ended intergovernmental expert working group on indicators and terminology relating to disaster risk reduction, a Note Verbale was sent to the permanent missions of all United Nations Member States, requesting the permanent mission to inform the United Nations Office for Disaster Risk Reduction of the participating experts in the first session of open-ended intergovernmental expert working group on indicators and terminology. Government delegations are requested to register through this mechanism.

b. Registration of Other Stakeholders

Modalities for engagement of relevant stakeholders will be decided at the first session of the open-ended intergovernmental expert working group on indicators and terminology. Organizations with appropriate technical expertise are encouraged to signal their interest in participating by registering online for the first session via the following link:

<http://www.preventionweb.net/drr-framework/open-ended-working-group/register/form/step2>

Note that registration will include the options of attending the first formal session of the open-ended intergovernmental expert working group on indicators and terminology relating to disaster risk reduction 29-30 September, the full-day informal session on 28 September, or both sessions. **Other stakeholders registration deadline: 24 September 2015**

III. Access to premises

a. Grounds passes

Grounds passes provided by Pass and Identification Unit of the UNOG Security and Safety Section will allow registered participants access to the Palais des Nations. Registered participants (experts from Member States and other stakeholders) can collect their grounds passes at the Pregny Gate entrance on Friday (25 September) from 3pm to 5pm. Grounds passes can also be picked up on Monday (28 September), Tuesday (29 September) and Wednesday (30 September) from 8am to 5pm. To collect their grounds passes, the registered participants must present their national identification card or passport. Representatives of the United Nations system can enter by using their United Nations grounds pass.

Pass and Identification Unit
UNOG Security and Safety Section
Pregny Gate, 8-14 Avenue de la Paix, 1211 Geneva 10
Tel.: +41(0)22-9175002, +41(0)22-9175042, +41(0)22-9171240
Fax.: +41(0)22-9170494, +41(0)22-9170493

b. Access to premises with large luggage

As a general rule, access to the United Nations premises with large luggage (i.e. larger than carry-on size) is not authorized. Pedestrians carrying large luggage will be directed to the Porte de Prégny entrance where, after passing a security inspection, those items will be placed in storage subject to availability of space. Luggage detected inside cars at the occasion of random vehicle checks may be subject to security inspection.

IV. Arrangements for meetings

a. Seating arrangements

Due to seating limits in the meeting room (Room XIX), three (1+2) seats will be made available for experts from each government for the formal and informal session. A limited number of seats will also be available for representatives of inter-governmental organizations, the United Nations system and other stakeholders during the formal and informal session.

b. Languages and interpretation

No interpretation will be provided for the informal session (28 September) when the meeting will be conducted in English. For the formal session (29-30 September), interventions made in any of the six official languages will be interpreted into the other official languages from 10am to 1pm and from 3pm to 6pm for both days.

c. Captioning and webcasting

Captioning and webcasting will be available for both the formal and informal session.

d. Distribution of documents

To support greening efforts, only the Agenda and Programme of Work will be made available in hard copy format in the meeting rooms. Participants are encouraged to download (and print if needed) all meeting related documents,

including the background papers on terminology and indicators, from the webpage of Open Ended Working Group:

<http://www.preventionweb.net/drr-framework/open-ended-working-group/>

e. Focal points

The following are the focal points from the UNISDR Secretariat for the open-ended intergovernmental expert working group:

Civil society, volunteers, organized voluntary work organizations and community-based organizations including Women, Children and youth, Persons with disabilities, Older persons, Indigenous peoples and Migrants	Mr. Glenn Dolcemascolo dolcemascolo@un.org
Local Governments	Mr. Abhilash Panda pandaa@un.org
Business, professional associations and private sector financial institutions, including financial regulators and accounting bodies, as well as philanthropic foundations	Ms. Kiki Lawal lawalk@un.org
Academia, scientific and research entities and networks	Mr. Pedro Basabe basabe@un.org Ms. Chadia Wannous wannous@un.org

f. Wireless internet

Wireless Internet access will be available in Room XIX and immediate surroundings.

V. Additional practical information

a. Hotel websites

<http://www.booking.com>

<http://www.accorhotels.com>

<http://www.bnb.ch>

<http://www.mandint.org/>

<http://www.geneve-tourisme.ch>

<http://www.hotel-les-nations.com>

http://www.geneve-central.com/liens.asp?id_rubrique=31

<http://www.tbh-ge.ch/en/index.html>

<http://www.ebookers.ch>

<http://www.lake-geneva-region.ch/en/Accommodation/Hotels> (around Geneva's lake)

http://www.tourisme-rolle.ch/net/Net_Otr.asp?NoOFS=8102&Sty=&NumStr=30

(10-50 kms from Geneva)

<http://www.lausanne-tourisme.ch/view.asp?DomID=62865&Language=E>

(60 kms from Geneva)

<http://www.hotel-chavannes.ch/>

<http://www.citadines.com/>

(Ferney-Voltaire Apartments, France)

Additional accommodation may be available in neighbouring France, with good public transport options that will require between 20 and 60 minutes of travel.

b. Public Transport by Tram and Bus

The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (**Appia** stop) where the Pass and Identification Unit is located.

Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Place des Nations. Place des Nations, where the Nations Gate is located, is some 500 metres away from the Pregny Gate.

The number 28 bus serves Geneva (Cointrin) Airport from the Place des Nations. Further information such as itineraries, timetables, fares, etc. is available on the TPG website: <http://www.tpg.ch/en/web/site-international>

c. Taxis

A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, in the direction of Place des Nations. Contact number for taxis: +41(0)22-3314133. Entry to the premises of the Palais des Nations by taxi is prohibited at all times. Taxis will drop off passengers outside the Pregny Gate entrance.

d. Private Vehicles (for members of permanent missions only):

Delegates may drive to the Palais des Nations and park their vehicles in the parking lots in the compound, provided they have been delivered a parking sticker. Parking stickers are issued upon written request from the permanent missions. They can be collected from the Pass and Identification Unit of the Security and Safety Section at the Pregny Gate at the same time as the delegates' security identification badges. Please note that the access doors within the buildings are open from 7 a.m. to 8 p.m.

Vehicles are asked to exercise care and drive slowly within the grounds and immediate vicinity of the Palais des Nations; to observe traffic signs and instructions given by the attendants in charge of traffic and parking; and in the event of an accident to follow the attendant's instructions or, in his absence, those of the official in charge at the Security Control Centre (Room A.220, Tel: +41 (0)22 917-2900/72902) with regard to first-aid arrangements and certain necessary formalities.

e. Restaurants, cafeteria and bars

(please refer to map of Palais des Nations for ease of reference)

The "UNOG cafeteria" (Tel: 022-917-3467) is located on the ground floor (Floor 0) of Building A and can be accessed by all Working Group participants with a valid grounds pass. Hours: Monday to Friday: 815am to 445pm. Lunch hours: 1130am – 2pm. *See point 6 on map of Palais des Nations.*

The "Delegates Restaurant" on the 8th floor of Building A serves hot meals from 12pm to 230pm Monday through Friday. The restaurant will make arrangements for cocktail parties, private luncheons and dinner parties (Tel: 022-917-3588). *See point 7 on map of Palais des Nations.*

The "Press Bar" on the ground floor of the Building C (enter via Door 6) is open from 830am to 630pm from Monday to Friday and sells sandwiches and salads during lunch hours. *See point 4 on map of Palais des Nations.*

The "Serpent Bar" on the first floor of Building E is open from 9am to 515pm and has a pasta corner during lunch hours. *See point 10 on map of Palais des Nations.*

The “Delegates Lounge” on the 3rd floor of Building A is open from 830am to 5pm. *See point 5 on map of Palais des Nations.*

f. Bank

(please refer to map of Palais des Nations for ease of reference)

The United Nations branches of the UBS are located as follows:

Building C, Ground floor, enter via Door 6 (Tel: 022-917-2170). Opening hours: Monday to Friday, 830am – 430pm. *See point 5 on map of Palais des Nations.*

Building E, 2nd floor, enter via Door 40 (Tel: 022-917-4916). Opening Hours: Monday to Friday, 830am - 430 pm. *See point 11 on map of Palais des Nations.*

Cash machines are available at both locations.

g. First Aid

(please refer to map of Palais des Nations for ease of reference)

In case of emergency dial extension 112. Otherwise, first aid is available at the infirmary as follows:

Building S, Floor -1 (minus 1, Basement), enter via Door S2 (Tel: 022 917-2807). Opening hours: Monday to Friday, 8am – 5pm. *See point 2 on map of Palais des Nations.*

Automated External Defibrillators (AED) can be found in the following locations: Door S2 | Door C6 | Door E40 | Pregny, visitor entrance |Le Bocage Annexes, ground floor | Library, B building, 1st floor | Hall des Pas Perdus, A building, 3rd floor | Quai 30

h. Travel agency

(please refer to map of Palais des Nations for ease of reference)

Carlson Wagonlit has two offices in the Palais des Nations:

a) Building C, Ground Floor, enter via Door 6 (Tel: 022-917-2850). Opening hours: Monday to Friday, 9am – 5pm. *See point 3 on map of Palais des Nations.*

b) Building E, 2nd Floor, enter via Door 40 (Tel: 022-917-4622). Opening hours: Monday to Friday, 9am – 530pm. *See point 9 on map of Palais des Nations.*

PRACTICAL INFORMATION

UNITED NATIONS OFFICE AT GENEVA - UNOG

8-14 avenue de la Paix
CH-1211 Geneva 10
T +41 (0)22 917 12 34
www.unog.ch

PUBLIC TRANSPORTATION

Pre-paid cards and season tickets are on sale at the newspaper kiosks in the Palais des Nations.

 **TRAMWAY**
PLACE DES NATIONS
15

 **BUS**
PLACE DES NATIONS
5 (AIRPORT), 8, 11, 22, 28 (AIRPORT)
V, F, Z

RIGOT
1, 11, 28 (AIRPORT)

APPIA
8, 28 (AIRPORT)
V, Z, F

 **TAXIS**
PLACE DES NATIONS
022 33 141 33

MAKING TELEPHONE CALLS

 **FROM INSIDE**
111 UNOG switchboard
112 Medical emergency
112 Security emergency
112 Fire emergency
729 53 Pregny Gate
719 48 Lost and found
Telephones are available in the Palais for internal calls only.

 **FROM OUTSIDE**
T +41 (0)22 91 followed by the five-figure extension number.
or
call the switchboard.
T +41 (0)22 917 12 34

ACCREDITATION

All delegates visiting the Palais des Nations must first register with the Security and Safety Service, which will issue identity badges upon arrival.

ACCREDITATION REQUESTS

The conference Secretariat at the delegate's request will send out a registration form. The completed form with accompanying official letters regarding the delegation must be sent back to the conference Secretariat at least four working days in advance of the conference.

IDENTIFICATION BADGES

On arriving for a conference, accredited delegates should visit the Security and Safety Service at the Pregny Gate to collect their identification badges. Delegates must present the original of the registration form sent beforehand to the conference Secretariat and their national identification card or passport. On the first day of a conference, there could be a bit of a wait so you may wish to arrive in good time.

PARKING AUTHORIZATIONS

Delegates wishing to park on the premises should request authorization in advance through their Individual Permanent Mission in Geneva. The UNOG Security and Safety Service at Pregny Gate will issue the parking authorization at the same time as the delegate's identification badge.

SECURITY AT THE PALAIS DES NATIONS

For security reasons, the identification badge must be worn and visible to UNOG Security staff at all times while visiting the UNOG.

OPENING HOURS

PREGNY GATE
From Monday to Friday
8:00 am - 5:00 pm
T +41 (0)22 917 50 42
F +41 (0)22 917 04 94

ACCESS DOORS TO THE BUILDINGS

7:00 am - 7:00 pm
For access to the offices outside these hours, call the Security and Safety Service.
T +41 (0) 22 917 29 00
T +41 (0) 22 917 29 02

UNOG

The United Nations Office at Geneva (UNOG) is a centre of multilateral diplomacy that provides a dynamic platform for collaboration, dialogue and action on global priorities. It is the representative office of the Secretary-General in Switzerland and the second largest UN duty station, with more than 1,500 staff representing close to 120 nationalities.
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TWITTER



@UNGeneva



@UNOG_DG

FACEBOOK



Facebook.com/UNGeneva

FLICKR



<http://www.flickr.com/photos/unitsgeneva/>

ARCHIVES

Consultation of the League of Nations and United Nations Archives at Geneva in the reading room is opened to external researchers (professors, historians, etc.), university students as well as UN affiliates for the purpose of their professional work or research studies.
More information at: www.unog.ch/archives

BUILDING B - 3RD FLOOR
8:30 am - 5:30 pm



UNArchivesGeneva



@UNArchivesGE

LEAGUE OF NATIONS MUSEUM

The Museum relates, from 1919 to 1946, the history of the very first Intergovernmental organization for peace and cooperation, without which the United Nations would not be what it is today. It also evokes current issues and the work of the UN today. The League's Archives have been registered since 2009 in the Memory of the World Register of UNESCO.

Inquiries for guided tours and group visits at: leaguemuseum@unog.ch

BUILDING B - 1ST FLOOR
9:00 am - 5:00 pm



LeagueofNationsMuseum



LEAGUE OF NATIONS MUSEUM
Building B - 1st Floor



SERPENT BAR
Building E - 1st Floor



SAFI SHOP
Building S - Floor -1



BOOKSHOP | SOUVENIRS
Building E - 2nd Floor



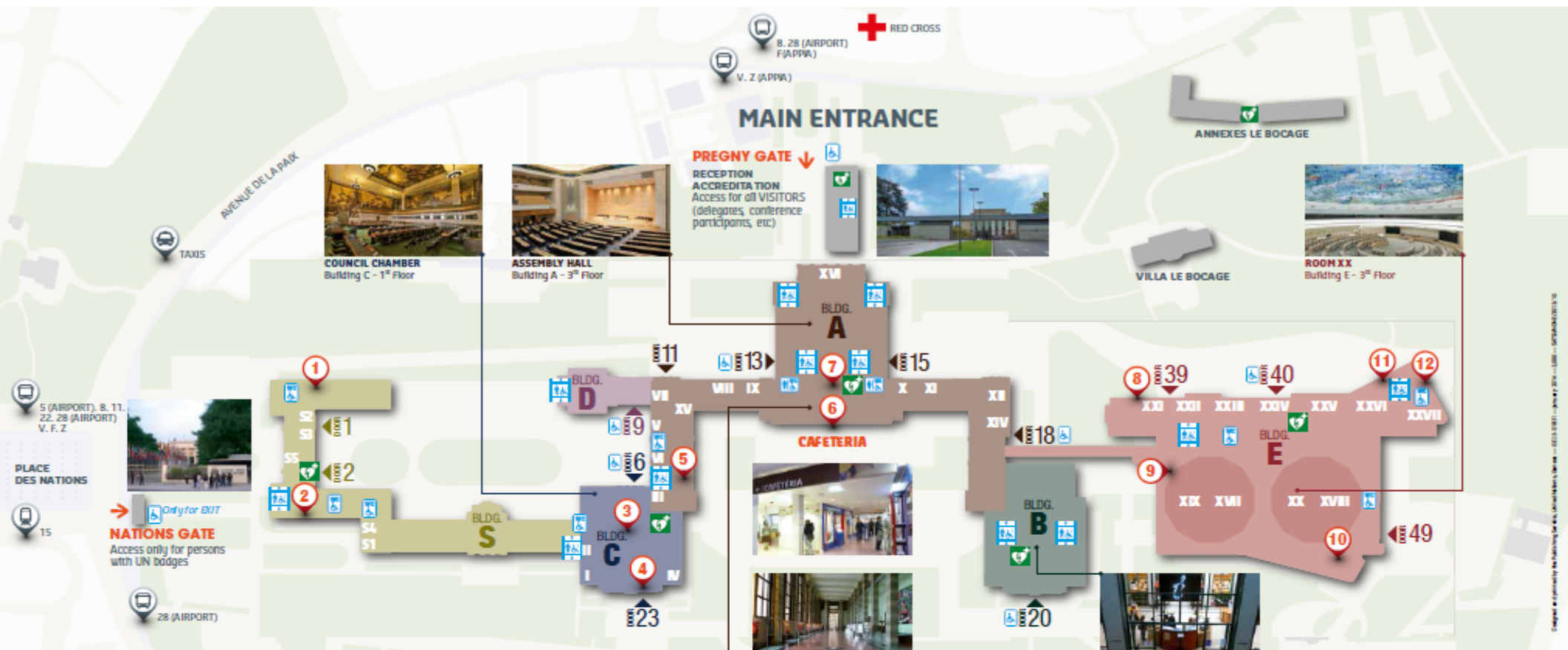
مكتب الأمم المتحدة في جنيف
مرحبا بكم

联合国日内瓦办事处
欢迎光临

OFFICE DES NATIONS UNIES À GENEVE
BIENVENUE

ОТДЕЛЕНИЕ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ В ЖЕНЕВЕ
ДОБРО ПОЖАЛОВАТЬ

OFICINA DE LAS NACIONES UNIDAS EN GINEBRA
BIENVENIDO



ACCESS FOR PERSONS WITH DISABILITIES



The 3rd floor and the ground floor allow you to cross the entire length of the Palais des Nations.

CARPARKS

Priority parking for persons with disabilities is available at the following accessible doors: A13 | A18 | B20 | C6 | D9 | E40

ACCESSIBLE DOORS

C6 | D9 | A18 | B20 | E40

ACCESSIBLE ELEVATORS

S2 | A12 | A13 | A15 | A16 | C5 | C7 | A29 | E46

ACCESSIBLE TOILETS

Door A13 | Ground floor near the Cafeteria
Door A13 | 3rd floor
Door C6 | 1st, 2nd, 3rd, 4th floor
Door E40 | 1st, 3rd, 6th floor

CONFERENCE ROOMS

BUILDING A	FLOOR	DOOR
ROOM III	1	C6
ROOM V	1	C6
ROOM VI	3	A13
ROOM VII	3	A13
ROOM VIII	3	A13
ROOM IX	3	A13
ROOM X	3	A15
ROOM XI	3	A15
ROOM XII	3	A15
ROOM XIV	1	A18
ROOM XV	2	A11
ROOM XVI	5	A13 15
ASSEMBLY HALL	3	A13 15
BUILDING B		
LIBRARY	8:30am - 5:30pm	1 B20
CYBERSPACE	8:30am - 5:30pm	1 B20
LEAGUE OF NATIONS MUSEUM	9:00am - 5:00pm	1 B20
ARCHIVES READING ROOM	8:30am - 5:30pm	3 B20
BUILDING C		
ROOM I	1	C6
ROOM II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6
BUILDING E		
ROOM XVII	1	E40
ROOM XVIII	1	E40
ROOM XIX	3	E40
ROOM XX	3	E40
ROOM XXI	1	E40
ROOM XXII	1	E40
ROOM XXIII	1	E40
ROOM XXIV	1	E40
ROOM XXV	1	E40
ROOM XXVI	1	E40
ROOM XXVII	1	E40
BUILDING S		
ROOM S1	0	S2
ROOM S2	3	S2
ROOM S3	3	S2
ROOM S4	3	S2
ROOM S5	4	S2

BUILDING C	FLOOR	DOOR
ROOM I	1	C6
ROOM II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6
BUILDING E		
ROOM XVII	1	E40
ROOM XVIII	1	E40
ROOM XIX	3	E40
ROOM XX	3	E40
ROOM XXI	1	E40
ROOM XXII	1	E40
ROOM XXIII	1	E40
ROOM XXIV	1	E40
ROOM XXV	1	E40
ROOM XXVI	1	E40
ROOM XXVII	1	E40
BUILDING S		
ROOM S1	0	S2
ROOM S2	3	S2
ROOM S3	3	S2
ROOM S4	3	S2
ROOM S5	4	S2

SERVICES

	FLOOR	DOOR
1 SAFI SHOP	12:00am - 6:30pm	-1 S1
2 MEDICAL SERVICE	8:00am - 5:00pm	-1 S2
COUNCIL CHAMBER LOBBY		
BANK	8:30am - 4:30pm	
TRAVEL AGENCY	9:00am - 5:00pm	
NEWSPAPER KIOSK	8:00am - 5:30pm	
3 POST OFFICE	8:00am - 5:00pm	0 C6 23
SOUVENIRS	9:00am - 5:30pm	
UN STAMPS	9:00am - 4:00pm	
CULTURAL KIOSK	9:00am - 5:00pm	
4 PRESS BAR	8:00am - 6:30pm	0 C6 23
5 DELEGATES LOUNGE	8:30am - 5:00pm	3 A13

	FLOOR	DOOR
6 CAFETERIA	8:15 am - 4:45 pm	0 A13 15
7 DELEGATES RESTAURANT	12:00am - 2:30pm	8 A13 15
8 GUIDED TOURS	www.unog.ch	2 E39
TRAVEL AGENCY	9:00 am - 5:30 pm	
9 NEWSPAPER KIOSK	7:30 am - 5:00 pm	2 E40
BOOKSHOP SOUVENIRS	9:00 am - 5:30 pm	
10 SERPENT BAR	9:00 am - 5:15 pm	1 E40
11 BANK	8:30 am - 4:30 pm	2 E40
12 BAR SNACK PALETTE	8:15 am - 5:00 pm	6 E40
DEFIBRILLATORS		
Door S2 Door C6 Door E40 Pregny, visitor entrance Le Bogage Annexes, ground floor Library, B building, 1 st floor Hall des Pas Perdus, A building, 3 rd floor Quai 30		