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:

<table>
<thead>
<tr>
<th>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</th>
<th>Mr. Glenn Dolcemascolo <a href="mailto:dolcemascolo@un.org">dolcemascolo@un.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Governments</td>
<td>Mr. Abhilash Panda <a href="mailto:pandaa@un.org">pandaa@un.org</a></td>
</tr>
<tr>
<td>Business, professional associations and private sector financial institutions, including financial regulators and accounting bodies, as well as philanthropic foundations</td>
<td>Ms. Kiki Lawal <a href="mailto:lawalk@un.org">lawalk@un.org</a></td>
</tr>
<tr>
<td>Academia, scientific and research entities and networks</td>
<td>Mr. Pedro Basabe <a href="mailto:basabe@un.org">basabe@un.org</a> Ms. Chadia Wannous <a href="mailto:wannous@un.org">wannous@un.org</a></td>
</tr>
</tbody>
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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.ebookers.ch
http://www.chavannes.ch/ (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](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.

TOURS
PLACE DES NATIONS
15
BUS
PLACE DES NATIONS
1 (shuttle), 16, 17, 28 (shuttle), 5, 7
V, F
RIGBY
1, 11, 20 (AIRPORT)
APPQ
B, 29 (AIRPORT)
V, F
TAXIS
PLACE DES NATIONS
022 33 141 33

MAKING TELEPHONE CALLS

FROM INSIDE
111 UNOG switchboard
112 Medical emergency
113 Security emergency
110 Fire emergency
7790 Police service
7778 Police

FROM OUTSIDE
+41 (0)22 917 91 91
+41 (0)22 917 91 92
+41 (0)22 917 91 93

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 secretaries or the delegates’ requests should be sent via registration form. The completed form will accompany official letters requesting 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 Preovy Gate to collect their identification badges. Delegates must present the original of the registration form sent beforehand to the conference secretariat and their identification card or passport. On the first day of a conference, there could be a mix-up of Who 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 the Preovy 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 - 6:00 pm
T +41 (0)22 917 54 82
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 staff on duty.
T +41 (0)22 917 29 00
F +41 (0)22 917 29 02

ARCHIVES
Consultation of the League of Nations and United Nations Archives of Geneva in the reading room is open to external researchers (professors, specialists, etc.) serving residents in private research institutions for the purpose of their professional work or research studies.
More information on: www.unog.ch/archives

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

TWITTER
@UNOGeneva
@UNOG_DE

FACEBOOK
facebook.com/UNGeneva

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 of Nations Museum has been listed since 2006 as a Historic Site of International Importance.
Information for guided tours and group visits at: leagueofnationsmuseum.unog.ch

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

LEAGUE OF NATIONS MUSEUM
Building B - 1st Floor

Serpent Bar
Building E - 1st Floor

Ski Shop
Building S - Floor 1

BOOKSHOP SOUVENIRS
Building E - 2nd Floor

http://www.flickr.com/photos/unogeneva/