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 – Second Session

Informal session: 9 February 2016, 10am to 1pm and 3pm to 6pm
Formal session: 10-11 February 2016, 10am to 1pm and 3pm to 6pm (both days)
Venue: Room XVIII, Palais des Nations, Geneva, Switzerland

I. Introduction

The second formal session of the Open-ended intergovernmental expert working group (OIEWG) on indicators and terminology relating to disaster risk reduction will be held in Geneva at the Palais des Nations, Conference Room XVIII, Building E, Door 40, first floor, from Wednesday, 10 February to Thursday, 11 February 2016. The formal session will be preceded by an informal session on Tuesday, 9 February 2016 (same venue).

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

II. Registration

a. Participation of nominated experts from Member States
A Note Verbale was sent to all Permanent Missions to the United Nations Office at Geneva and other International Organizations in Switzerland on 11 December 2015, requesting the permanent mission to inform the United Nations Office for Disaster Risk Reduction (UNISDR) of any updates (new registrations, changes, additions) to their nominated experts for the second session of the OIEWG. Government delegations are requested to refer to this Note Verbale and follow the corresponding instructions on how to convey the pertinent details of their nominated experts for the second session.

b. Registration and participation of Other Stakeholders
At the first formal session, the Working Group agreed that other stakeholders would be welcome to support the discussions and the future work of the Working Group including through briefings and documentation. Such contributions would be for technical information purposes only.

Other Stakeholders who had successfully registered for the first session of the OIEWG are considered as automatically registered for the second and third session and for any inter-sessional work between the second and third session.

Other stakeholders registering for the first time (and who have the appropriate technical expertise as regards terminology and indicators for DRR) can submit a request for registration through completing the online registration form:

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

Registration deadline for 2nd session (Other stakeholders): 3 February 2016
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 **Monday (8 February) from 2pm to 5pm and from Tuesday to Thursday (9-11 February) from 8am to 5pm.** To collect their grounds passes, the registered participants must present a **valid 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 Pregny Gate 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.

c. Cloak Rooms
Unattended cloakrooms and coat racks will be found in close proximity to all conference rooms. The United Nations assumes no responsibility for the loss of or damage to any articles deposited there.

IV. Arrangements for meetings

a. Seating arrangements
Due to seating limits in the meeting room (Room XVIII), two (1+1) 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 (9 February) when the meeting will be conducted in English. For the formal session (10-11 February), 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. Closed Captioning (CC) and webcasting
Closed Captioning and webcasting will be available for both the formal and informal session. Closed Captioning and webcasting can be accessed by clicking on the relevant link in the webpage of the Working Group. Participants will need
to have their own laptop or tablet to access closed captioning in the meeting venue.

**Webcasting:**
Informal (9 Feb) http://preventionweb.net/go/47137  
Second formal (10-11 Feb) http://preventionweb.net/go/47136  
(The webcast will be embedded on the event page)

**Closed captioning:**
https://www.streamtext.net/player?event=CFI-UNOG

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>Member States</th>
<th>Mr. Numayr Chowdhury <a href="mailto:chowdhuryn@un.org">chowdhuryn@un.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Observers of the General Assembly, Intergovernmental Organizations and other entities</td>
<td>Mr. Numayr Chowdhury <a href="mailto:chowdhuryn@un.org">chowdhuryn@un.org</a></td>
</tr>
<tr>
<td>United Nations system</td>
<td>Ms. John Harding <a href="mailto:harding@un.org">harding@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>
<tr>
<td>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</td>
<td>Mr. Glenn Dolcemascolo <a href="mailto:dolcemascolo@un.org">dolcemascolo@un.org</a></td>
</tr>
<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>
</tbody>
</table>

f. Wireless internet
Wireless Internet access will be available in Room XVIII 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.hotel-chavannes.ch/
   - http://www.citadines.com/

   Additional accommodation may be available in neighbouring France, with good public transport options that will require between 20 and 60 minutes of travel. Participants should carry their passports with them when crossing borders.

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 the relevant parking sticker. Parking stickers are issued upon written request from the respective permanent mission of the participating expert. 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.