

# **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 2<sup>nd</sup> 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:

Member States	Mr. Numayr Chowdhury chowdhury@un.org
Observers of the General Assembly, Intergovernmental Organizations and other entities	Mr. Numayr Chowdhury chowdhury@un.org
United Nations system	Ms. John Harding harding@un.org
Academia, scientific and research entities and networks	Mr. Pedro Basabe basabe@un.org Ms. Chadia Wannous wannous@un.org
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

**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.geneve-central.com/liens.asp?id\\_rubrique=31](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](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. 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 8<sup>th</sup> 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 3<sup>rd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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.*
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# 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)22 917 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.

Learn more at: [www.unog.ch](http://www.unog.ch)



## TWITTER



@UNGeneva



@UNOG\_DG

## FACEBOOK



[Facebook.com/UNGeneva](https://www.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](http://www.unog.ch/archives)

## BUILDING B - 3<sup>RD</sup> 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](mailto:leaguemuseum@unog.ch)

## BUILDING B - 1<sup>ST</sup> FLOOR

9:00 am - 5:00 pm



LeagueofNationsMuseum



**LEAGUE OF NATIONS MUSEUM**  
Building B - 1<sup>st</sup> Floor



**SERPENT BAR**  
Building E - 1<sup>st</sup> Floor



**SAFI SHOP**  
Building S - Floor -1



**BOOKSHOP/SOUVENIRS**  
Building E - 2<sup>nd</sup> Floor



مكتب الأمم المتحدة في جنيف  
مرحباً بكم

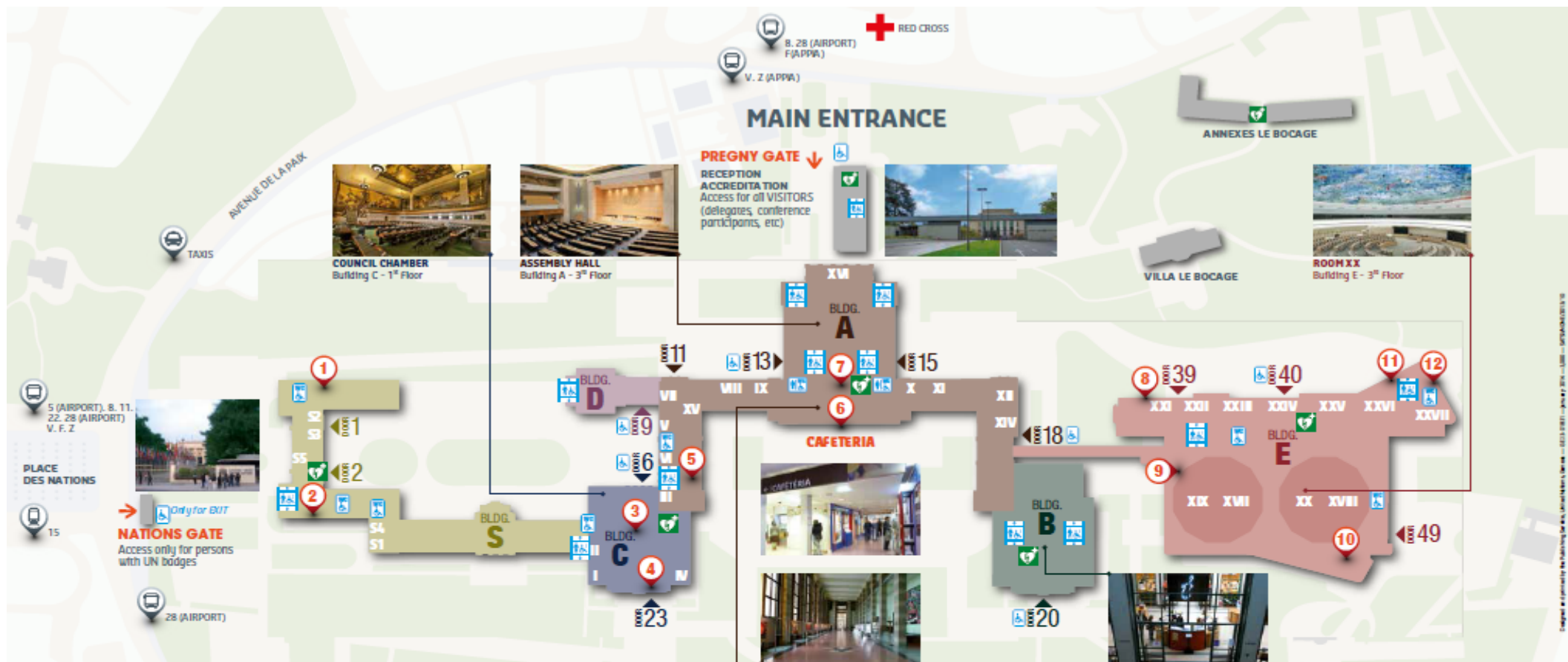
聯合國日内瓦辦事處  
歡迎光臨

OFFICE DES NATIONS UNIES À GENEVE  
**BIENVENUE**

ОТДЕЛЕНИЕ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ В ЖЕНЕВЕ  
**ДОБРО ПОЖАЛОВАТЬ**

OFICINA DE LAS NACIONES UNIDAS EN GINEBRA  
**BIENVENIDO**

WELCOME TO  
THE UNITED  
NATIONS OFFICE  
AT GENEVA  
**A PRACTICAL  
GUIDE**



## ACCESS FOR PERSONS WITH DISABILITIES



The 3<sup>rd</sup> 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 | 3<sup>rd</sup> floor  
Door C6 | 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floor  
Door E40 | 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup> 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	FLOOR	DOOR
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	FLOOR	DOOR
ROOM I	1	C6
ROOM II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6

BUILDING E	FLOOR	DOOR
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	FLOOR	DOOR
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 8:15am - 4:45pm	0	A13/15
7 DELEGATES RESTAURANT 12:00am - 2:30pm	8	A13/15
8 GUIDED TOURS <a href="http://www.unog.ch">www.unog.ch</a>	2	E39
TRAVEL AGENCY 9:00am - 5:30pm		
9 NEWSPAPER KIOSK 7:30am - 5:00pm	2	E40
BOOKSHOP   SOUVENIRS 9:00am - 5:30pm		
10 SERPENT BAR 9:00am - 5:15pm	1	E40
11 BANK 8:30am - 4:30pm	2	E40
12 BAR / SNACK PALETTE 8:15am - 5:00pm	6	E40

### DEFIBRILLATORS

Door S2 | Door C6 | Door E40 | Pregny, visitor entrance | Le Bodge Annexes, ground floor | Library, B building, 1<sup>st</sup> floor | Hall des Pas Perdus, A building, 3<sup>rd</sup> floor | Quai 30 |