Fourth Session of the Global Platform for Disaster Risk Reduction: 19-23 May 2013

Invest Today for a Safer Tomorrow

Administrative arrangements
Administrative Arrangements

The Fourth Session of the Global Platform for Disaster Risk Reduction aims to continue the momentum of the prior Global Platform meetings, into durable and sustained efforts from all actors to take shared responsibility in reducing risks and reinforcing resilience in our communities. The Fourth Session will also be an opportunity to progress and consult on a post-2015 Framework for Disaster Risk Reduction (successor to the Hyogo Framework of Action or HFA 2).

The Fourth Session of the Global Platform will be held from Sunday 19 May to Thursday 23 May 2013. Sunday 19 May and Monday 20 May are reserved for preparation and consultations. The official agenda is from Tuesday 21 to Thursday 23 May.

The main events will include:

- Opening and closing ceremonies
- Official statements
- Plenary sessions
- Informal plenary discussions on the post-2015 framework for disaster risk reduction
- Featured events
- Side events
- A market place
- An ignite stage

Venue

The Fourth Session of the Global Platform for Disaster Risk Reduction will be convened at the International Conference Centre Geneva (CICG), 17 rue de Varembé, Geneva, Switzerland.

Centre International de Conférence de Genève
Telephone: +41 22 791 91 11
Fax: +41 22 791 90 64
Website: www.cicg.ch

In addition, some meetings will be held in the CCV building, 9-11 rue de Varembé (opposite the Conference Centre CICG’s main entrance).
Registration and accreditation

Participants can register online through the link: www.preventionweb.net/globalplatform/2013/registration
An automated e-mail with an ID reference number will be sent confirming receipt of your request. All applications are reviewed according to the guidelines and criteria for accredited delegations. A confirmation of successful registration will be sent to approved delegates.

Participants joining National Government Delegations must be recognised by their Permanent Mission to the United Nations through an official note verbale addressed to UNISDR. For more information on accreditation for participants from other organizations; please visit the above weblink.

Badges and registration

Participants are invited to pick-up their badges at the on-site registration desk with a national passport or national ID card. Photo badges must be worn at all times to gain access to the conference centre and meeting rooms. Please allow at least 30 minutes to pick-up your badge. Longer lines should be anticipated on Tuesday 21 May. Early badge pick-up on Sunday May 19 and Monday May 20 is encouraged.
Registration desks will open at 09h30 on Sunday May 19, 2013 and from 08h00 to 18h00 on other days. Separate counters for VIP and High Level participants will be provided.

UN staff from Geneva and Permanent Missions should register via the website. They will be granted entry to the conference centre with regular staff badges and receive a non-photo conference badge at the designated counter on site. Permanent Missions in Geneva may collect badges for High-Level participants up to ten days before the event. For early pick-up of badges please contact Ms. Elena Dokhlik:

Email: dokhlik@un.org
Telephone: +41 22 917 88 61

Visas

You will need to verify whether or not you need a visa to enter Switzerland. Please, visit this page in order to check your status: www.bfm.admin.ch
A list of Swiss embassies and consulates abroad can be found at: www.eda.admin.ch/eda/en/home/reps.html which explains which Embassy or Consulate General is responsible for handling your visa application in your country of residence. There are some countries where there is no Swiss representation. In this case, the visa request has to be lodged in another country where the competent representation is located. If you need a visa to enter Switzerland, it is very important you contact the Swiss Embassy or consulate responsible for handling visa applications in your country of residence. The application procedure can take from several weeks up to two months. It is therefore essential that you submit your visa application as soon as possible.
As Switzerland is now part of the Schengen area, the appropriate Schengen visa will permit travel to other Schengen states, but please note this depends on the type of visa issued. A non-Schengen visa will only provide entrance to Switzerland and no other countries. We therefore strongly advise all travelers to check the type of visa issued before traveling to or transiting through other Schengen states.

You need to be a registered conference participant before applying for a visa. The Swiss embassy or consulate responsible for handling your visa application in your country of residence can, upon request, provide you with a list of necessary documents needed for your visa application. Upon request and when necessary, the UNISDR secretariat can provide a written confirmation of registration which the registered participants [non governmental officials] can submit to the respective Swiss representation. Request for visa support letters should be sent to: globalplatform@un.org
Security

Within UN premises or on premises used for conferences such as the Global Platform at the CICG (International Conference Centre Geneva), security is the responsibility of the United Nations. Outside these premises, all external security related issues are the responsibility of the host country, Switzerland.

All arriving High Level participants should alert their respective Permanent Missions for arrangements regarding transport, accommodation and other protocol matters. The Swiss Permanent Mission in Geneva should be kept informed of the itinerary and arrival in Switzerland of all Heads of State.

Field Visits

The Government of Switzerland will organise field visits to the Rhone Valley and Alps all day (0800 hrs to 1800 hrs) on Friday 24 May. There is a limit of around 230 places in total for the field visits at a cost of 50 CHF(Swiss Francs) per participant. Details of the field visits will be available on the Global Platform website in February 2013.

Hotels and accommodation in and around Geneva

Participants are requested to arrange their own hotel bookings for their stay in Geneva, and should contact their Permanent Mission to the United Nations in Geneva or Geneva office for assistance, as required.

Early booking of accommodation is advised, as other large events are scheduled to take place in Geneva around the same date.

Local transportation

A free day ticket for public transport (bus and train) is usually available to guests staying in hotels in Geneva. Transportation information can be found at: www.tpg.ch

Costs

No conference attendance fee will be charged.

A list of websites for hotel booking is available on: www.preventionweb.net/globalplatform/2013/practical

Please note that additional accommodation may be available in neighboring France, with good public transport options that will require between 20 and 60 minutes of travel.
Meeting Rooms

All main events will be held in the meeting rooms of the International Conference Centre Geneva. Consultation meetings and side events will also be held at the CCV building located at 9-11 rue de Varembé opposite the main entrance of the CICG. The meeting rooms are arranged in configurations according to the needs expressed by the organizers. All rooms are equipped with sound systems, tables or tablets and video displays. Room configurations cannot be modified by participants during meetings. Food is not permitted in meeting rooms.

Bilateral Meeting Rooms

A number of rooms is dedicated to bilateral meetings and closed meetings for up to 20 participants. Requests for a bilateral meeting room can be sent to Mr Sebastien Penzini: Email: penzini@un.org Telephone: +41 22 917 79 12

Accessibility

The rooms of the CICG and CCV are all accessible for persons with disabilities. Any further assistance may be requested from the front desk.

“Invest today for a safer tomorrow”

Interpretation Facilities

Opening and closing ceremonies, plenaries, informal plenaries and featured events will be interpreted in the UN official six languages: Arabic, Chinese, English, French, Russian and Spanish. No interpretation services will be provided for preparation and consultations on 19-20 May.

Medical facilities

Assistance may be requested from the front desk and an infirmary with a medical staff of two persons is also available during the Global Platform at level -1.

Internet

Free wireless Internet access will be available at the CICG conference centre during all opening hours of the Global Platform.
Updates, news and information

News items will be regularly published on the Global Platform homepage:
www.preventionweb.net/globalplatform/2013/

A briefing and guidance note for session organisers and speakers is available at:
www.preventionweb.net/globalplatform/2013/assets/documents/

You can also follow the conversation on Twitter
#gpdr13

Or join us on Facebook
www.facebook.com/UNISDR

Contacts

Queries on Global Platform preparations may be made to globalplatform@un.org

Overall logistics: Mr. Dave Zervaas
E-mail: zervaas@un.org
Telephone: +41 22 917 89 26

Room allocation and schedule:
Mr. Sebastien Penzini
E-mail: penzini@un.org
Telephone: +41 22 917 79 12

Travel: Ms Charity Tinofirei
E-mail: tinofirei@un.org
Telephone: +41 22 917 79 08

Protocol and High Level Participation:
Ms. Helena Adlercreutz
E-mail: adlercreutz@un.org
Telephone: +41 22 917 89 10

For early pick-up of badges please contact
Ms. Elena Dokhlik
E-mail: dokhlik@un.org
Telephone: +41 22 917 88 61

“Fourth Session of the Global Platform for Disaster Risk Reduction”
About Geneva

Geography
Geneva is the capital of the Swiss Canton of Geneva located in the westernmost corner of Switzerland. The city is situated along the banks Lake Geneva, at the mouth of the Rhone River and is bordered by the Jura Mountains to the west and the French Alps in the east. The city is easily reached within 2 hours by plane from most major cities in Europe and is a hub of Europe’s highway network. High speed train connections to Paris and Milan as well as fast trains to Spain and Germany provide additional access.

Language
Switzerland has three official languages: French, German and Italian. French is the predominant language spoken in Geneva, but most citizens speak at least one other language. English is spoken by about a quarter of the local population and by the majority of foreigners.

Currency
The currency in Switzerland is the Swiss Franc (CHF, SFr.). The Euro is also accepted at most businesses but expect to pay a premium rate. Check www.xe.com/ for the most up-to-date exchange rates. ATMs are widely available throughout the city.

Climate
Due to the tempering effects of the lake and surrounding mountains, Geneva is pleasant almost year round. September and October are the rainiest months. January and February are the coldest but rarely drop below freezing. Summers are long with relatively low humidity and cool breezes from the lake. Mont Blanc is visible from Geneva about half of the days out of the year. For more information, see: www.free-weather.com/Geneva-Switzerland.php

Electricity
Electricity in Switzerland is 220 volts, 50 cycle AC. Most U.S. appliances require a converter and an adapter to operate, although some dual-voltage items such as laptops may only require an adapter. Some European appliances may also require an adaptor as Switzerland uses a 3-prong outlet system that is smaller than most Continental plugs.

Time Zone: GMT/UTC +1
Telephone Area Code: 041

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### Draft Preliminary Schedule: January 2013

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<thead>
<tr>
<th>19-20 May</th>
<th>Tuesday 21 May</th>
<th>Wednesday 22 May</th>
<th>Thursday 23 May</th>
<th>Friday 24 May</th>
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<tbody>
<tr>
<td><strong>Opening Ceremony</strong>&lt;br&gt;9:30 - 10:30</td>
<td><strong>Plenary Community Resilience</strong>&lt;br&gt;The Foundation of Resilient Nations 9:00-11:00</td>
<td><strong>Plenary Governments and HFA: A Sustainable Engagement</strong>&lt;br&gt;9:00-11:00</td>
<td><strong>Plenary Summary</strong>&lt;br&gt;Global Platform and Discussions on Post-2015 Framework 15:00 - 16:30</td>
<td><strong>Closing Ceremony</strong>&lt;br&gt;16:30 - 17:00</td>
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<td><strong>High-Level Meeting</strong>&lt;br&gt;(Closed)&lt;br&gt;10:40-12:30</td>
<td><strong>Featured Event</strong>&lt;br&gt;Drought Resilience in a Changing Climate 11:15-12:45</td>
<td><strong>Featured Event</strong>&lt;br&gt;Reconstruction: Planning and Programming Recovery 11:15-12:45</td>
<td><strong>Featured Event</strong>&lt;br&gt;Disaster Risk Standards and Accountability for Business and Citizens 11:15-12:45</td>
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<td><strong>Featured Event</strong>&lt;br&gt;Private Sector for Resilient Societies 10:30-12:30</td>
<td><strong>Featured Event</strong>&lt;br&gt;HFA 2 - Women Making a Difference 11:15-12:45</td>
<td><strong>Featured Event</strong>&lt;br&gt;Building Resilience into Urban Planning and Investments 11:15-12:45</td>
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<td><strong>Lunch</strong>&lt;br&gt;13:00-15:00</td>
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<td><strong>Sasakawa Award Reception</strong>&lt;br&gt;19:00 - 20:00</td>
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<td><strong>Side Events</strong>&lt;br&gt;13:00-13:55</td>
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<td><strong>Featured Event</strong>&lt;br&gt;Applying Science to Practice in DRR 15:00-16:25</td>
<td><strong>Featured Event</strong>&lt;br&gt;Children and DRR: The Future We Went 15:00-16:25</td>
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<td><strong>Featured Event</strong>&lt;br&gt;Small Island Developing States and DRR 15:00 - 18:00</td>
<td><strong>Featured Event</strong>&lt;br&gt;The Health Imperative for Safer and Resilient Communities 16:35-18:00</td>
<td><strong>Featured Event</strong>&lt;br&gt;Global Assessment Report 2013: A New Landscape of Risk 16:35-18:00</td>
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<td><strong>Official Statements</strong>&lt;br&gt;GAR and Tangible Earth: The Global Risk Experience 18:10 - 18:30</td>
<td><strong>Informal Plenary</strong>&lt;br&gt;Optimising Financing for DRR 15:00-16:25</td>
<td><strong>Informal Plenary</strong>&lt;br&gt;Post-2015 Framework 15:00-18:00</td>
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<td><strong>Reception hosted by Switzerland</strong>&lt;br&gt;18:30 - 19:30</td>
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**Registration:** Sunday: 09:30 - 18:00 / Tuesday to Thursday: 08:00 - 18:00

**Market Place:** Tuesday to Wednesday: 08:00 - 18:00 / Thursday: 08:00 - 14:30

**Ignite Stage:** Tuesday: 11:00 - 17:30 / Wednesday: 09:00 - 17:30 / Thursday: 09:00 - 14:30