United Nations Office for Disaster Risk Reduction (UNISDR)

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

Third Session

Information note for participants

Informal session: 14, 16, 17 November 2016, 10am - 1pm and 3pm - 6pm
Formal session: 15, 18 November 2016, 10am - 1pm and 3pm - 6pm

Venue: Room XIX, Palais des Nations, Geneva, Switzerland

I. Introduction

The Third (and final) 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 in Room XIX on Tuesday, 15 November and Friday, 18 November. Informal sessions will be held on Monday, 14 November, Wednesday, 16 November and Thursday, 17 November.

Address: Palais des Nations, Building E, Room XIX (3rd Floor, door E40), 8-14 Avenue de la Paix, CH-1211 Geneva 10.

II. Registration

a. Participation of nominated experts from countries
A Note Verbale (Ref: ISDR/OUT/2016/00738) was sent to all Permanent Missions in Geneva and New York on 29 August 2016, requesting the Permanent Missions to inform the United Nations Office for Disaster Risk Reduction of any updates (new registrations, changes, additions) to their nominated experts for the third session, by conveying the full name, professional designation and email address of the experts via email to DRR.working.group@un.org

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 and/or second session of the OIEWG are considered as automatically registered for the 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 Third session for Other stakeholders: 9 November 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 **Friday, 11 November from 2pm to 5pm and from Monday through Friday, 14-18 November, 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 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 (14, 16, 17 November) when the meetings will be conducted in English. For the formal session (15, 18 November), 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. Webcasting and Closed Captioning (CC)
Webcasting and Closed Captioning will be available for both the formal and informal session. The relevant links will be posted on the homepage of the OIEWG which can be accessed via the following link:
http://www.preventionweb.net/drr-framework/open-ended-working-group

Participants will need to have their own laptop or tablet to access closed captioning in the meeting venue.
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 room. Participants are encouraged to download (and print if needed) all meeting related documents, including the reports of the informal consultations of the OIEWG Chair, the updated technical non-papers on indicators and terminology and the working texts on terminology and indicators from the following webpage: http://www.preventionweb.net/drr-framework/open-ended-working-group/sessional-intersessional-documents

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

<table>
<thead>
<tr>
<th>Member States</th>
<th>Mr. Numayr Chowdhury <a href="mailto:chowdhury@un.org">chowdhury@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:chowdhury@un.org">chowdhury@un.org</a></td>
</tr>
<tr>
<td>United Nations system</td>
<td>Mr. Rahul Sengupta <a href="mailto:sengupta@un.org">sengupta@un.org</a></td>
</tr>
<tr>
<td>Academia, scientific and research entities and networks</td>
<td>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 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.ebookers.ch  
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.*
PRACTICAL INFORMATION

UNITED NATIONS OFFICE AT GENEVA – UNOG
R. 42 avenue des Nations 10
CH-1211 Geneva 10
T +41 022 917 12 34
www.unog.ch

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

TAXI
PLACE DES NATIONS
+41 022 917 12 34

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 daily station, with more than 1,500 staff representing close to 120 nationalities.
Learn more at: www.unog.ch

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

WELCOME TO THE UNITED NATIONS OFFICE AT GENEVA
A PRACTICAL GUIDE