Logistics Information for Participants

**Inter-Agency Standing Committee Working Group**

**12-13 October 2015, Geneva, Switzerland**

**Hosted by the United Nations Population Fund**

On 12 and 13 October 2015, the Inter-Agency Standing Committee (IASC) Working Group will meet in Geneva, Switzerland. The meeting will take place in conference room VIII at the Palais des Nations, Geneva**.** The meeting will begin at 09:00 on Monday, 12 October (with coffee and croissants available from 08:30) and end at 17:30 on Tuesday, 13 October 2015.

***Location of the Palais des Nations***

Visitors must enter at the Pregny Gate of the Palais, (NOT by the “Broken Chair” gate with all the flags)

14, avenue de la Paix  
1211 Geneva 10  
Tel: +41 (0)22 917 48 96 / +41 (0)22 917 45 39

Fax: +41 (0)22 917 00 32

***Registration and Security***

Participants who have UN badges issued in Geneva or in New York do not need additional badges to enter the Palais des Nations. However, it is not possible to enter the Palais des Nations with a UN LP.

For those participants who do not have Geneva or NY-issued UN badges, please contact   
Mr. Abdallah Gagaz, UNFPA, [gagaz@unfpa.org](mailto:gagaz@unfpa.org) to get a badge, which can be collected at the Pregny Gate Security Desk on the day of the meeting.

Please note that taxis are not allowed to enter the Palais.

***Transportation***

Public Transport by Tram and Bus:

The Palais des Nations is served by several trams 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 where one can only enter with a UN badge, is some 500 metres away from the Pregny Gate.

Bus number 28 serves Cointrin Airport from the Place des Nations.

Further information such as itineraries, timetables, fares, etc. is available on [www.tpg.ch](http://www.tpg.ch)

Taxis:

A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, direction

Place des Nations. Taxis are usually available around the clock. The following direct telephone number will ensure arrival within minutes: : +41 (0) 22 331 41 33.

***Accommodation***

Participants are requested to make their own arrangements; Geneva offers a large variety of hotels. Please find on page 4 a list of hotels. www.MySwitzerland.com also lists hotels.

***Meals***

Croissants and coffee will be available in front of the meeting room (Room VIII) on both mornings 30 minutes before the beginning of the meeting.

Lunch: UNFPA will host a lunch for participants on Monday 12 October 2015 from 12h30 to 14h00 at the delegates’ restaurant on the 8th floor of Building A, Palais des Nations. (The time is to be confirmed.) Lunch on the subsequent day of the meeting will be at the participants’ expense.

Coffee, tea and refreshments will be provided, courtesy of UNFPA during the coffee/tea breaks.

Informal Dinner: Monday 12 October 2015 at Thai Phuket Restaurant, 33 Avenue de France, Geneva at 19.00 (see information on the dinner on the next page).

***Internet***

A Wi-Fi connection can be accessed free of charge in the meeting room.

***Further Information and Assistance***

For further information regarding the arrangements for the IASC Working Group meeting, please do not hesitate to contact Ms. Mirlinda Pasoma ([Pasoma@un.org](mailto:Pasoma@un.org)) or Mr. Abdallah Gagaz ([gagaz@unfpa.org](mailto:gagaz@unfpa.org))

**IASC Working Group (WG) Informal Dinner**

**19h00, Monday 12th October 2015**

Informal Dinner is organized at the Thai Phuket Restaurant, 33 Avenue de France, Geneva (at 19.00).

<https://www.google.ch/maps/place/Restaurant+Thai+Phuket/@46.220693,6.14204,15z/data=!4m2!3m1!1s0x0:0x9fe9774bde02fc3e>

Participants will kindly be requested to cover the cost of their meal, approx. CHF 60.

Please **RSVP** – Abdallah Gagaz ([gagaz@unfpa.org](mailto:gagaz@unfpa.org)) by **Thursday 1st October 2015.**

**Directions to Thai Phuket Restaurant:**

The restaurant is next to the UNHCR building within walking distance from the Palais des Nations entry/Exit by the “Broken Chair” (Place des Nations).

**Other accessible hotels in Geneva within DSA rates** (please contact the hotels directly):

* Hotel Ibis Genève Centre Nations, rue du Grand Pré 33-35, 1202 Genève Tel : +41 22 919 20 30 website : <http://www.accorhotels.com/fr/hotel-8069-ibis-geneve-centre-nations/index.shtml>
* Hotel Auteuil Manotel, 33 rue de Lausanne, Genève 1201 Tel: +41 22 544 22 22 website : [www.manotel.com](http://www.manotel.com)
* Hotel Warwick Geneva, 14 rue de Lausanne, 1201 Genève Tel: +41 22 716 80 00 website : [www.warwickhotels.com](http://www.warwickhotels.com)
* Hotel le Montbrillant, 2 rue de Montbrillant, 1201 Genève Tel: +41 22 733 77 84 website : www.montbrillant.ch
* Hotel Novotel Genève-Centre, 19 rue de Zurich, 1202 Genève Tel: +41 22 909 99 00 website : <http://www.novotel.com/fr/hotel-3133-novotel-geneve-centre/index.shtml>
* Hotel Royal Manotel, 41 rue de Lausanne, 1201 Genève  Tel : +41 22 906 14 14 website : [www.manotel.com](http://www.manotel.com)
* Hotel Les Nations, 62 rue du Grand Pré, 1202 Genève Tel : +41 22 748 08 08 website : [www.hotel-les-nations.com](http://www.hotel-les-nations.com)
* Hotel Edelweiss, 2 Place de la Navigation, 1201 Genève Tel : +41 22 544 51 51 website : [www.manotel.com](http://www.manotel.com)
* Hotel Eden, 135 rue de Lausanne, 1202 Genève Tel : +41 22 716 37 00 website : [www.eden.ch](http://www.eden.ch)

**At the Palais**

Restaurant, Cafeteria, and Bar

* The *restaurant* on the eighth floor of the Assembly block is open from 12:00 to 14:30 from Monday to Friday (ext. 73588 for reservations). The restaurant can organize private receptions (cocktail parties) and luncheons for a minimum of 25 participants. These services can also be provided on Saturdays or Sundays. Arrangements for dinners should be discussed with DSR/UN (ext. 73588).
* The *cafeteria*, which is on the ground floor of the Assembly block, and to which there is direct access by Lift 29, is open from 08:15 to 16:45, Monday to Friday, and from 11:30 to 14:00 on Saturday. Hot meals are served from 11:30 to 14:00 or 14:30 (grill only).
* The *snack bar* in the hall between Doors 13 and 15 is open from 07:30 to 18:00 or until the close of meetings (on Saturday, 24 May, it will be open from 07:30 to 09:00). It should be noted that this area has been reserved for non-smokers.
* The *Delegates’ Bar*, adjacent to Conference Room VII on the third floor, is open from 08:30

to16:45, Monday to Friday, and also serves snacks.

* The *Bar du Serpent*, located on the first floor of the E Building, is open from 09:00 to 17:30, Monday to Friday or until the close of meetings; it also serves sandwiches.

Newsstand

Newspapers, magazines, books, postcards and other items are on sale at the news stand in the hall between Doors 40 and 42. It is open Monday to Friday from 08:00 to 13:00 and from 14:00 to 17:15. (The main kiosk is in the hall near Door 6).

Post Office

The post office, located near Door 6, is open from 08:30 to 17:00, Monday to Friday. It provides normal services including monetary operations such as giro payments, postal or money orders.

Telephones

1. *Calls inside the Palais des Nations*

(a) Lift the receiver and wait for the dialling tone

(b) Dial the required number

(c) A succession of long slow buzzes indicates that the number is ringing

(d) A succession of short rapid buzzes indicates that the number is engaged

1. *Local calls within the Geneva area*

(a) Lift the receiver and wait for the inside dialling tone

(b) Dial 0 and wait for the outside dialling tone

(c) Dial 022 and the required number within the Geneva area

1. *Calls within Switzerland and international calls*

Calls within Switzerland and international calls can be made at any time with most common credit cards or with a Taxcard from telephone booths located as follows:

* *E Building*: near Lifts 42A, 42B, 43A and 43B –one telephone booth on each of the 3rd, 4th, and 6th floors, near Door 41 –2nd floor – near Salle XVII –2nd floor.
* *Pregny Building*: New Security Office –ground floor.
* International codes and rates can be obtained by calling 1811.
* Please note that the Taxcards can be purchased at the following places:

*Assembly block*: Naville kiosk or post office near Door 6

*E Building*: Naville kiosk near Salle XVII – 2nd floor

* All charges for calls within Switzerland and international calls requested by participants must be borne by the participants concerned.

Bank

The branch of the UBS inside the Palais des Nations near Door 6 is open from 08:30 to 16:30 from Monday to Friday. A cash desk located near Door 41 is open from 08:30 to 12:30 and 13:30 to 16:30 from Monday to Friday.

Medical service

* A nurse is on duty for first-aid care in the Palais des Nations Infirmary located in the

E Building, office E.1018 (tel. 022 917 6308). If necessary, the nurse will refer participants to appropriate facilities in Geneva.

* For a medical emergency during the working hours of the United Nations medical service (08:00 to 17:00), the nurse will follow the United Nations medical emergency protocol. After 17:00 the nurse will call 144.
* Participants requiring urgent medical attention when they are not in the conference buildings are advised to dial 144 for medical or ambulance service.

**Personal Security**

Geneva can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and purse or cell-phone snatching do occur in the vicinity of, or within, the train and bus stations, the airport and in public parks.

Participants are advised to take the following precautions when moving around the city:

* stay alert – watch your luggage and briefcase
* avoid walking alone at night - keep to well-lit areas
* be aware of individuals posing as police – always ask for proper identification before surrendering your passport or complying with any requests
* be particularly vigilant at the airport, the train station and when checking into your hotel
* never leave anything on car seats, doing so attracts the attention of thieves
* never leave valuables in a parked car

Geneva emergency numbers are:

* police 117
* ambulance service 144
* fire 118
* roadside assistance 140