



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



Tenth meeting of the Ozone Research Managers of the parties to the Vienna Convention for the Protection of the Ozone Layer Geneva, Switzerland, 28-30 March 2017

Information note for participants

I. Venue

1. The tenth meeting of the Ozone Research Managers of the parties to the Vienna Convention for the Protection of the Ozone Layer (10ORM) will be held in Geneva, Switzerland, from Tuesday 28 to Thursday 30 March 2017. The meeting will take place at the following venue:

World Meteorological Organization (WMO)

7 bis, Avenue de la Paix
CH-1211 Geneva 2
Switzerland
Tel: (+41-22) 730 8111/455
Fax: (+41-22) 730 8181

II. Schedule of the meeting

2. The 10ORM will be opened at 9 a.m. on Tuesday, 28 March 2017, in Salle Obasi.
3. A cocktail reception is planned for Tuesday, 28 March 2017 in the Attic located on the 9th floor of the WMO building. It will start immediately after the afternoon session of the meeting is adjourned.

III. Registration and identification badges

4. The Secretariat will pre-register participants for whom confirmation of attendance is received via official nomination letter, or in the case of co-chairs, Bureau members and invited experts via notification to Mr. Geir Braathen (gbraathen@wmo.int) and Ms. Sophia Mylona (sophia.mylona@unep.org). Identification badges will be issued from 8:00 a.m. on Tuesday 28 March. Participants are requested to present valid passports or identification cards when collecting their badges that must be worn at all times at the meeting venue. Please note that for security reasons, badges must be displayed to gain admission to the conference venue, as well as to meeting rooms.

IV. Visa information

5. Visa requirements for entering Switzerland vary greatly between different nationalities and it is always advisable to check regulations before travelling.
6. It is the responsibility of each participant to obtain the required entry visa for Switzerland. Please note that a Schengen visa is required even for transiting through Schengen zone European countries. Visas must be obtained **prior** to arrival. You might wish to use the following link for more information: <https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html>

V. Financial assistance to developing countries

7. Limited funds are available to facilitate the participation of representatives of Article 5 countries in the meeting. Should your Government require such assistance, please submit an official request via e-mail to Ms. Tina Birmpili (tina.birmpili@unep.org) with copy to Ms. Sophia Mylona (sophia.mylona@unep.org), no later than Thursday 15 December 2016, providing the name and details of the participant to be assisted. The selection will be based on geographical balance, rotation of funding within a region, timeliness of submission of the request and timeliness of submission of National Reports on ozone research and monitoring.

8. The financial assistance includes a return air ticket using the most appropriate and economical fare as approved by the United Nations, to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance (DSA) for Geneva, Switzerland. As of November 2016, the DSA rate for Geneva was US\$373 per day; this rate, however, is subject to change.

9. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide airfare for a route through that country by using the most appropriate and economical fares as approved by the United Nations, but will not provide DSA for any transit stay in that country.

10. In-keeping with recent guidance from the United Nations regarding the payment of DSA, the Secretariat is no longer disbursing cash payments at meeting venues; instead, a debit card containing funds equivalent to the DSA amount will be distributed to each funded participant. The card will be activated on the day it is given to the participant and can be used to withdraw money from any automatic teller machine (ATM) with a 'MasterCard' logo or to pay for goods and services. The card is valid for more than one year and can be used internationally.

11. For further enquiries regarding the financial assistance to be provided to representatives of eligible countries, please contact Ms. Kathleen Creavalle (e-mail: kathleen.creavalle@unep.org; Tel: + 254 20 762 4032).

VI. Paper-smart system, meeting documents and presentations

12. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents and provide other general information during the meeting. The documents and information will also be accessible via the mobile application for the meeting. Please download the 'UNEP Events' app from your app store. Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online.

13. Please note that the paper-smart system is web-based; the only requirement is a laptop or hand-held device that has a wireless capability to connect to the Wi-Fi network at the conference venue and a browser (e.g., Internet Explorer, Firefox, Chrome) to access the paper-smart system. No additional software is required.

14. The Secretariat, in cooperation with the WMO Conference Services, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

15. All pre-session documents will be available for download from the Secretariat's respective meeting portal: <http://conf.montreal-protocol.org/meeting/orm/10orm>

16. Presentations to be projected during the meeting should be sent to Ms. Sophia Mylona (sophia.mylona@unep.org), preferably well in advance of the start of the meeting to allow time for their upload on and distribution through the meeting portal.

VII. List of participants

17. The preliminary list of participants will be distributed in the conference room before the close of the meeting for verification. Delegates are requested to verify the accuracy of the information in the list, including names, designations, contact information and the order in which names are presented within the delegation, to sign the list and to return it to the meeting room attendant. The final list of participants will be included in the final meeting report.

VIII. Health requirements and medical facilities

18. No immunisations are required to enter Switzerland, although it is advisable to make sure your tetanus, diphtheria and polio vaccinations are up to date before travelling.

19. First-aid and emergency services will be available at the venue throughout the meeting. Geneva main hospital, the Geneva University Hospitals (HUG), is five minutes away by ambulance and is also reachable by bus number 5 from the venue.

IX. Local transportation and safety

20. Participants will be responsible for coordinating their own transportation to and from the airport.

21. Geneva has a very effective public transport system which is fast, frequent, safe and reliable. At the airport, free tickets for public transport are available from the machine in the Baggage Conveyor Hall before passing customs. A map of the bus network can be obtained free of charge from the UNIRESO Information Centre at Cornavin Station and you can also check the following web site <http://www.tpg.ch>

22. The WMO building is 5 km away from the Geneva International Airport (approximately 10 minutes by taxi) and 2 km from the main railway station, Cornavin, which are linked by public transport and by taxi as follows:

Getting to WMO from the airport

By taxi: From the taxi rank outside the Arrivals Hall (Ground floor). The cost is about CHF 25 to 30.

By train: All day, all trains leaving the airport stop at Cornavin Station before carrying on with their journey. Look for the "Gare CFF" or "Cornavin" signs.

By bus: Bus 28 can be taken from outside the Terminal Building (First floor). The bus goes all the way to Jardin Botanique, which faces the WMO building (last stop).

Getting to WMO from the center of Geneva

By tram: From Cornavin Station, tram 15 goes to the Place des Nations. WMO is then within walking distance (avenue de la Paix, towards the lake – 10 minutes).

By bus: Buses 1, 11 and 28 also stop at the Jardin Botanique, which faces the WMO building.

Useful links

General information on Geneva: <http://www.gva.ch>

Travel free on public transport in Geneva: <http://www.gva.ch/en/desktopdefault.aspx/tabid-67>

Map of Geneva with search function: <http://www.ville-geneve.ch/plan-ville>

Train information: <http://www.cff.ch>.

23. Taxis are easily available and safe, but comparatively expensive. Taxi telephone numbers: 022 320 22 02 or 022 331 41 33.

24. Although Geneva is a comparatively safe place and violent crime is rare, the incidence of pickpocketing and theft has increased considerably over the last few years. Participants are advised to pay particular attention at the airport, around the Cornavin Station and in the Paquis district of the city, and to not leave their luggage unattended at any time.

X. Local currency

25. The currency of Switzerland is the Swiss franc (CHF). Many prices are also indicated in Euros (EUR) so that visitors may compare prices. Merchants may accept Euros but are not obliged to do so and the change to be given back to the client will most likely be in Swiss francs. Currency exchange facilities and ATMs are available in and around the main railway station, Cornavin, and at the airport.

XI. Weather and local time information

26. The average temperature in Geneva in March ranges from 0 to 11 °C. For more information regarding weather see: <http://www.meteocentrale.ch/en/europe/switzerland/weather-geneva/details/N-3514239/>

27. The standard time zone in Geneva is GMT +1 hour.

XII. Official language

28. 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 widely spoken.

XIII. Other practical information

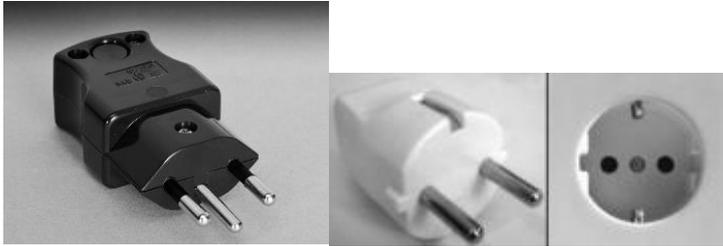
Phone access codes

29. The country code for Switzerland is 41 and the area code for Geneva is 22.

Electrical power supply

30. Electric power in Switzerland is 230 volts, frequency running at 50 Hz, and the plug/socket types are J (SEV 1011 – 3 pin) and C (CEE 7/16- 2 pin) See figures below. **Delegates are strongly encouraged to carry their own electrical adapters for use with laptop computers and other electrical appliances, as the Secretariat will not be able to provide them.** Adapters can be purchased from shops selling electronic or electrical items in Geneva.

Illustration of the plug



SIM cards for cellular phones

31. Local SIM cards that can be used with unlocked phones are available from any post office or newsstand. A valid passport is required for purchase.

Business hours

32. The standard working week for government and businesses is Monday to Friday 9 a.m. to 6 p.m. Banks are open from 8.30 a.m. to 4.30 p.m. Monday to Friday. Most banks and other outlets offer 24-hour access to ATMs. Most retail stores are open throughout the day, however many service shops close for lunch between noon and 2 p.m. during the week. Most stores, including grocery stores, do not stay open past 7 p.m. on weekdays, past 6 p.m. on Saturdays and are closed on Sundays.

Restaurants and cafes

33. Participants can use the restaurant and the coffee bar located on the 9th floor of the WMO building. Other cafes, restaurants and shops are within walking distance of the WMO building.

Emergency telephone numbers in Switzerland

34. The following are the telephone numbers to call in case of an emergency:

Medical: 144

Police: 117

XIV. Hotel accommodation

35. Participants are expected to make their own hotel arrangements and are advised to do so as soon as possible. A list of recommended hotels located near the meeting venue can be found on the meeting portal: <http://conf.montreal-protocol.org/meeting/orm/10orm/>.

36. For tourist information on Geneva, please visit <http://www.geneve-tourisme.ch/en/home/>. Every hotel will have tourist information packages and should be able to advise participants regarding tourism options.