

# PRACTICAL INFORMATION NOTE



## MEETING VENUE AND REGISTRATION

### **Meeting venue**



Palais des Nations

#### **Salle VII**

8-14 avenue de la Paix

CH - 1211 Geneva 10, Switzerland

Access to the meeting venue will only be granted to registered participants upon presentation of a valid ID or passport. .

Venue is accessible to participants with reduced mobility needs.

### **Registration of participants**

Registration is open and all participants need to register online **by 1<sup>st</sup> of October 2024**, using the following link: <https://indico.un.org/event/1007305/>

- **Step 1:** Create an account in Indico (tutorial: <https://indicohelp.unog.ch/userguides/create-your-account/>)

Once you have created your account, you can now register for the event.

- **Step 2:** Register for the meeting in Indico (tutorial: <https://indicohelp.unog.ch/userguides/registration-with-an-indico-account/>)

Participation in the meeting is subject to the approval of the registration by the Secretariat.

As of Monday 22 May 2023, the information note on [digital badging](#) is to be observed.

For assistance with registration, please see the instructions on the meeting's web page or contact the secretariat by e-mail ([ece-teia.conv@un.org](mailto:ece-teia.conv@un.org)).



## CREDENTIALS

### **Only applicable to Parties to the Industrial Accidents**

All [Parties to the Industrial Accidents](#) must submit their credentials to the Secretariat. Credentials, which are issued either by the Head of State or Government or by the Minister for Foreign Affairs, should indicate the composition of the delegation, including the Head of Delegation, and should state that the respective delegation is empowered to participate in the meeting and take decisions on behalf of the respective Government, following the applicable rules of procedure. The credentials should list all official representatives of a Party. Please find an example of credentials [here](#).

Parties are requested to send a **scanned copy** of their credentials **by 30 October 2024** to the Secretariat by e-mail ([ece-teia.conv@un.org](mailto:ece-teia.conv@un.org)), with a copy to their Permanent Mission to the United Nations in Geneva. **Originals** of credentials should be presented to the Secretariat upon arrival to Geneva and **before the start of the tenth session**.

Parties are encouraged to include representatives of their embassies in Geneva in the credentials.

Non-Parties do not need to submit credentials.



## CONFERENCE DETAILS

### **Provisional organization of work**

The thirteenth meeting of the Conference of the Parties will start at 10 a.m. on Wednesday, 27 of November 2024 and will end at 6 p.m. on Friday, 30 of November 2024.

All official sessions will be organised in the form of a plenary. More information on the programme will become available on the website in due course (<https://unece.org/info/Environmental-Policy/Industrial-Accidents/events/389754>)

### **Statements during the meeting**

Representatives are invited to contribute to the plenary discussions. Speakers are asked to limit their statements to three minutes during the high-level segment and two minutes during the rest of the meeting. The chair will strictly enforce this time limit. Delegations are asked to inform the Secretariat ([ece-teia.conv@un.org](mailto:ece-teia.conv@un.org)) **by 9<sup>th</sup> of October 2024**, if they intend to make a statement and to specify under which agenda item(s). Statements should be submitted to the Secretariat in electronic form prior to the meeting, in order to facilitate the work of the interpreters. In case of insufficient time for statements, they will be posted on the website.

### **Management of documents**

All official and unofficial documents for the meeting will be made available on the webpage of the 10<sup>th</sup> session of the Meeting of the Parties (<https://unece.org/info/Environmental-Policy/Industrial-Accidents/events/389754>).

The meeting will follow a PaperSmart model. Therefore, delegates are asked to bring their own copies of documents or laptops. Internet access to documents will be provided during the meeting.

### **Working languages**

Simultaneous interpretation in English, French and Russian will be provided during all plenary sessions.

### **Livestreaming of the meeting**

The meeting will be livestreamed on Zoom in all three languages. Recordings of the meeting will also be available, following the meeting.



## **SEMINARS**

The concept notes, background documentation and programmes of two seminars will complement the official agenda. Links to the seminar webpages containing this information will be made available on the webpage of the meeting closer to the date.



## **FINANCIAL SUPPORT**

Nominated eligible participants from countries with economies in transition and developing countries may apply for financial support to facilitate their participation in the meeting.

Applications for [financial support](#) should be submitted together with the **financial support request form duly signed by the authorized high-level official** and registration in Indico to the secretariat ([eceteia.conv@un.org](mailto:eceteia.conv@un.org)) as soon as possible but **not later than 1st of October 2024**.

Only limited funding is available. If a minister is participating, financial support might be allocated to two people in the delegation. Otherwise, only a maximum of one participant per country/organization might be eligible for support. Priority will be given to Parties, countries in accession, countries represented at high level (ministerial level) and presenters. The Secretariat will inform in early October whether applications have been accepted. Countries and organizations are encouraged to look for additional sources of funding through their institutions' budget, national and basins projects and partners, as the Secretariat may not be able to respond positively to all requests.



## **VISA**

Participants requiring an entry visa for Switzerland are expected to make their own visa arrangements. Switzerland is part of the **Schengen area**. Information about visas can be found at the following link: [Schengen Area Countries - List of 29 Member States \(schengenvisa.info\)](https://schengenvisa.info)

Visa applications might take up to at least 5 weeks, participant requiring a visa are therefore invited to register as soon as possible and start the visa application procedure well in advance, which means no later than in the second half of September.

*in the case of the representative of the State Party to the Industrial Accidents Convention or other UN Nations Member State:*

- a diplomatic note with the names of delegation members is recommended to facilitate expedited visa processing;

*in the case of the representative of governmental and non-governmental organisations with the observer status:*

- an official appointment of the representative by the organisation concerned;

*in the case of the media representative:*

- an official appointment of the representative by the Media house concerned.



## MEALS AND ACCOMODATION

Participants are responsible for their own meals during the meeting.

All options available at the Palais des Nations can be found at the following site: [Palais Food Options | The United Nations Office at Geneva \(ungeneva.org\)](#).

Please note that you can drink tap water at the Palais des Nations. As there will be no drinking water served in the meeting room, we encourage delegates to bring reusable bottles or containers for tap water.

Participants are responsible for booking and covering the costs of their accommodation.  
*How to benefit from the negotiated rate?*

Please follow the link for information on [hotel rooms at United Nations preferential rates](#).



## AIRPORT AND OTHER MEANS OF ARRIVING TO GENEVA

To come to the meeting, participants might arrive in Geneva by plane to the International Airport, by train to the Geneva Rail Station or by other means of transportation.

### **Arrival at International airport in Geneva**

The official side of Geneva Airport can be found at the following site: [Home page Passengers - Genève Aéroport \(gva.ch\)](#)

### **Arrival at Geneva Rail Station**

Information for arriving at the Geneva's Main Rail Station can be found at: [Genève station plan | SBB](#)

**Participants are requested to make their own, self-paid arrangements, of transportation from and to the airport.**

**Participants** arriving at the Geneva International Airport are welcome to use an organized shuttle service from the airport to their hotels. The information on shuttle services can be found [Shuttle buses to hotels - Transport - Genève Aéroport \(gva.ch\)](#). They can offer participants a shuttle from the airport to a selected hotel and back. The reservation of transportation can be made via the above link.



### Taxi services

Participants have the possibility to use the taxi services, provided at the Geneva International Airport. Possible taxi services can be found on the bellow link: [Naveco \(nav-eco.fr\)](http://naveco.nav-eco.fr)

### Bus services

A bus from Genève-Aéroport, Terminal to United Nations Office at Geneva via Grand-Saconnex, Palexpo and Genève, Appia in **around 18 min can be taken**. [Geneva Airport \(GVA\) to United Nations Office at Geneva - 5 ways to travel \(rome2rio.com\)](http://Geneva Airport (GVA) to United Nations Office at Geneva - 5 ways to travel (rome2rio.com))



## CONFERENCE FACILITIES



The deep-seated traditions and peaceful spirit of Geneva make the city the venue of choice for accessible, international multi-stakeholder gatherings. Multilateral meetings, conferences and events at the Palais des Nations cover a wide range of topics, the outcomes of which are capable of impacting every living thing on the planet.

Around 8,000 meetings were organized last year at UN Geneva. Many are open for the public to watch, or listen to, including special cultural events, exhibitions and discussions. 39% of meetings were held with interpretation, and between 70 and 80 million words in official documents and publications are translated every year, making the work of the United Nations widely accessible.

More information is available at: <https://www.ungeneva.org/en/meetings-events>



## ABOUT GENEVA

Geneva is the second-most populous city in Switzerland and the most populous of the French-speaking Romandy. Situated in the southwest of the country, where the Rhône exits Lake Geneva, it is the capital of the Republic and Canton of Geneva, and a centre for international diplomacy. Geneva hosts the highest number of international organizations in the world.

The city of Geneva (Ville de Genève) had a population of 203,856 in January 2021 within its municipal territory of 16 km<sup>2</sup> (6 sq mi), but the larger Canton of Geneva had a population of 506,343 over 246 km<sup>2</sup> (95 sqmi). The Geneva metropolitan area as officially defined by Eurostat, including suburbs and exurbs in Vaud and the French departments of Ain and Haute-Savoie, extends over 2,292 km<sup>2</sup> (885 sq mi) and had a population of 1,053,436 in 2021.

Geneva is a global city, a financial centre, and a worldwide centre for diplomacy due to the presence of numerous international organizations, including the headquarters of many agencies of the United Nations and the ICRC and IFRC of the Red Cross. In the aftermath of World War I, it hosted the League of Nations. It was where the Geneva Conventions on humanitarian treatment in war were signed. It shares a unique distinction with municipalities such as New York City (global headquarters of the UN), Basel (Bank for International Settlements), and Strasbourg (Council of Europe) as a city which serves as the headquarters of at least one critical international organization without being the capital of a country.

**Time zone** UTC + 2 hours  
**Currency** European Euro (EUR)  
1 EUR = 1,07 USD  
1 EUR = 0,84 GBP

**Electricity** The voltage in Geneva is 230 volts, 50 Hz  
**Power** type J, three-pin



**Weather:** [Cit , Geneva, Switzerland weather forecast](#) | [MSN Weather](#)



## CONTACTS

**For issues related to financial support and registration**  
[ece-teia.conv@un.org](mailto:ece-teia.conv@un.org);