



## **INFORMATION NOTE**

02 May 2024

### **I. GENERAL INFORMATION**

The Eleventh Plenary Meeting of the European Region of the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM: Europe) will be held in Geneva at the United Nations Economic Commission for Europe (UNECE) overlapping with the 72nd Session of the Conference of European Statisticians (CES).

### **II. DATE AND VENUE OF THE MEETING**

**The UN-GGIM: Europe Plenary meeting will be held in Room H207-209, Building H at the Palais des Nations in Geneva, from 9:30 – 17:30 on the 19 June.**

**The Joint Meeting between CES and UN-GGIM: Europe (Common Day) will be held in Room XXI, Building H at the Palais des Nations in Geneva, from 9:30 – 17:30 on the 20 June.**

### **III. INTERPRETATION AND DOCUMENTATION**

**There will be no simultaneous interpretation during the UN-GGIM: Europe Plenary meeting.** Documents for the meeting will be available at the following website: <https://un-ggim-europe.org/past-meetings/plenary-meetings/eleventh-plenary-un-ggim-europe-june-2024/>

**Simultaneous interpretation during the Common Day will be provided into and from the three official working languages of the UNECE** (English, French and Russian). The documents for the meeting will be available at the following website: <https://unece.org/statistics/events/CES2024>

Free Wi-Fi is available in all meeting rooms in the Palais des Nations.

### **IV. VISAS**

Participants travelling to Switzerland must have a valid passport and, if required, a visa<sup>1</sup>. Prior to leaving their country of residence, participants are requested to make their own arrangements for obtaining a Schengen visa or any other travel permits that may be required for the entire journey, including countries of transit. If necessary, the UNECE secretariat can provide an invitation letter to facilitate visa procedures. Such letters can be requested by contacting the secretariat.

### **V. REGISTRATION AND ENTERING THE UN BUILDING**

**Participants are kindly requested to register at <https://un-ggim-europe.org/register/eleventh-plenary-meeting-un-ggim-europe/> by 7 June 2024.**

As the United Nations Security and Safety Service is moving to a more efficient and greener digital badging solution, **all registered and accredited conference participants will receive a digital badge by email.**

This digital badge will have your photo, name and last name, your organization, the name and date of the meeting and a QR code. **Please download the digital badge to your mobile phone or any other mobile**

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<sup>1</sup> Information on visa requirements according to the traveler's nationality can be found on the website of the Swiss government: <https://www.eda.admin.ch/eda/en/dfa/entry-switzerland-residence/visa-requirements-application-form.html>.

**device, for a faster entry to the Palais des Nations.** More details on how the digital badge will work can be found in this video: [Pavilion Prégny \(English\) - YouTube](#). Participants who do not have a phone or any other mobile device can print their confirmation and bring it to the Peace Gate to have a paper badge issued and printed.

You may activate your digital badge or receive a paper badge at the UN Pass and ID Accreditation Service at the **Peace Gate Entrance**:

Address: Avenue de la Paix 12, Geneva.

Public transportation: Tram 15 or Buses: 5, 8, 11, 20, 22, F (stop "Nations").

Location: The Peace Gate is located opposite of the Broken Chair monument, a few metres from the Nations Gate (please see the map below).

Working hours: from 08:00 to 16:45 on weekdays.



**Please bring your passport to present it at the UN Pass and ID Accreditation Services** together with your digital badge on the first day of the meeting. Your entry badge will last for the duration of the meeting for which you have registered.

**It is advisable to arrive at the Peace Gate 1 hour before the meeting to activate your badge and make your way to the meeting room.** There might be a long queue at the gate due to other meetings starting on the same day, especially on Monday mornings. After entering the Palais des Nations grounds, you may need 10-15 minutes to walk to the meeting room. Please note that due to ongoing renovation works some walkways are only partly accessible.

After activating your digital badge or collecting your paper badge and during its period of validity, you may:

- Enter UN premises through the Peace Gate if you are a holder of a red badge (Academia, NGO, Private sector, other);
- Enter UN premises through the Peace Gate or the Prégny Gate if you are a holder of a green badge (Government, Observer Org, UN Agencies); and
- Exit UN premises through the Peace Gate, the Nations Gate or the Prégny Gate for holders of all badges.

**Due to security procedures, we advise participants not to bring any large items of luggage to the Palais des Nations as such luggage is not permitted in the building.** You may bring into the Palais only the type of luggage that is normally considered as carry-on luggage by airline companies e.g., computer bags, rucksacks and handbags.

### **UN-GGIM: Europe Plenary meeting 19 June**

Once you have entered the Peace Gate entrance, **to get to room H207-209 in building H**, walk straight until a roundabout, then turn to your left and continue walking uphill along the Palais until you reach building H - the newest building at the very end of the compound (about 15 minutes). Enter through a revolving door and show your badge to the security guard, who will let you inside. Room H-207 is on the same floor as the building entrance: go straight, pass the elevators and it will be the first meeting room on your left.

### **Common Day 20 June**

Once you have entered the Peace Gate entrance, **to get to room XXI in building E**, walk straight until a roundabout, then turn to your left and continue walking uphill along the Palais until you reach building E (about 10 minutes). Enter the building through door E40. Room XXI is located one level below the entrance.



### ACCESS DOORS TO THE BUILDINGS

**OPEN ACCESS 7:00 a.m. - 7:00 p.m.:**  
C6 | A15 | A17 | E40

Open access 08.00 a.m. - 6:00 p.m.: S1

Open access for guided tours: E39

#### DOORS UNDER PERMANENT ACCESS CONTROL AUTHORIZED BADGES ONLY:

- Door S2
- Door C21
- Door A13
- Door A18
- Door B20
- Door H60



Accessibility at the Palais des Nations premises is more limited than usual due to the ongoing renovation works.

For accessible routes throughout the premises, please visit our updated webpage.

#### ACCESSIBLE DOORS

Open access 7:00 a.m. - 7:00 p.m.:

Doors C6 | A15 | E40 | H60

#### ACCESSIBLE TOILETS

- MAIN ENTRANCE** | Ground floor, 1<sup>st</sup> floor
- Door A15 | Ground floor near the Cafeteria
- Door A13 | 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> floors
- Door C6 | Ground floor, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors
- Door E40 | 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup> floors
- Door A17 | 3<sup>rd</sup> floor
- Door B20 | Ground floor
- Door H60 | All floors
- TEMPUS** | Ground floor

### SERVICES CURRENT OPENING TIMES OF THESE SERVICES ARE AVAILABLE ON OUR WEBSITE.

	FLOOR	DOOR
1 SAFI SHOP / POST OFFICE	-1	S1
2 MEDICAL SERVICE	1	S1
3 PRESS BAR	0	C6
4 SALON SUISSE	3	C6
5 CAFETERIA	0	A13 15
6 DELEGATES RESTAURANT	8	A13 15
7 CONCORDIA BAR	2	A13 15
8 GUIDED TOURS www.un-geneva.org UN STAMPS	2	E39

	FLOOR	DOOR
9 BOOKSHOP / SOUVENIRS	2	E40
10 SERPENT BAR PASTA CORNER	1	E40
11 UBS BANK / UNFCU BANK	2	E40
12 PALETTE BAR	6	E40
13 GRAB 'N' GO	2	H60
14 CLIENT SUPPORT CENTRE	1	H60

### CONFERENCE ROOMS

BUILDING A	FLOOR	DOOR
ROOMS III, V	1	C6
ROOMS VI, VII, VIII, IX	3	A13
ROOMS X, XI, XII	3	A15
ROOM XIV	1	A18
ROOM XV	2	A11
ROOM XVI	5	A13 15
CONCORDIA 1-5	2	A13 15
ASSEMBLY HALL	3	A13 15
BUILDING B	FLOOR	DOOR
LIBRARY 8:30 a.m. - 5:30 p.m.	1	B20
UNITED NATIONS MUSEUM AT GENEVA 9:00 a.m. - 5:00 p.m.	1	B20
ARCHIVES READING ROOM 8:30 a.m. - 5:30 p.m.	3	B20

BUILDING C	FLOOR	DOOR
ROOMS I, II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6
BUILDING E	FLOOR	DOOR
ROOMS XVII, XVIII	1	E40
ROOMS XIX, XX	3	E40
ROOMS XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII	1	E40

BUILDING S	FLOOR	DOOR
ROOM S1	0	S2
ROOMS S2, S3, S4	3	S2
ROOM S5	4	S2
TEMPUS	FLOOR	DOOR
1, 2, 3	0	

## VI. ACCOMMODATION

**Participants and/or their offices are requested to make their own travel arrangements and hotel reservations.**

It is advisable to book your hotel well in advance as available rooms may be limited due to other meetings and events taking place in Geneva at the same time. A list of hotels and other useful information about Geneva are available on the following website: <https://www.geneve.com/en/>.

The following accommodation options are close to the Palais des Nations:

- The closest hotel to Palais des Nations is the 5-star Intercontinental.
- There are several 3- and 4-star hotels near Servette/Grand Pre and Cornavin train station. These hotels are located about 10 minutes by bus or tram and 25-30 minutes on foot from the Palais des Nations.

## VII. DINING

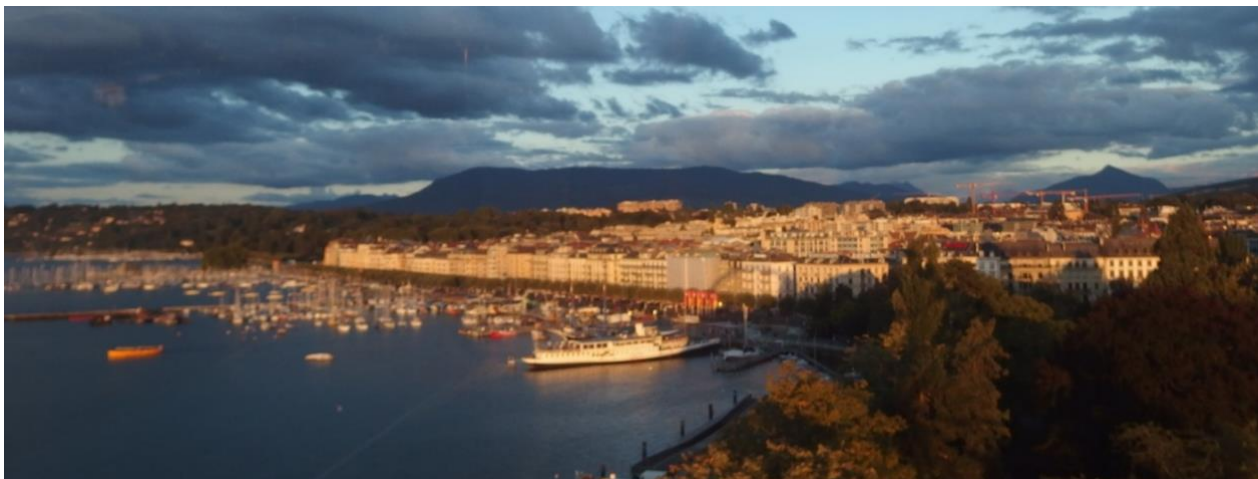
Meeting participants may choose to have lunch at the UN cafeteria located on the ground floor of the A building. It is open from 11:30 to 14:30 Monday to Friday. There are many dining options available nearby and in the city centre for evening meals.

## VIII. PUBLIC TRANSPORT

Geneva has an extensive public transport network with many tram and bus lines. See <https://www.tpg.ch/fr> to plan your route. **Some hotels in Geneva offer a free Geneva Transport Card, enabling you to use the entire Geneva public transport system free of charge throughout your stay. Please ask at your hotel.**

Should you need to purchase public transport tickets, you may do so from the ticket machines at bus stops or by SMS (text 'tpg1' to 788 for a single ticket for the 'all Geneva' zone, zone 10, valid for one hour. For other SMS ticket options, route maps and itineraries use the 'TPG Preview' app). No tickets are sold on buses and trams.

## IX. GENERAL INFORMATION ABOUT GENEVA



**Currency.** The Swiss currency is the Swiss franc (CHF). All major credit cards are widely accepted in shops, hotels and restaurants. Currency exchange facilities are available in the city centre and at the UBS bank branch at the Palais des Nations, located on the second floor of E building (door 41). It is open from 08:30 to 16:30 from Monday to Friday.

**Time zone.** Switzerland is located in the Central European time zone.

**Electricity.** The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Please note that Switzerland uses 'type J' 3-pin electrical plugs and sockets. European 'type C' 2-pin plugs such as that shown below will fit these sockets, but all other equipment, including European 'type F' plugs, will require a socket adaptor.



Type C: This will fit



Type F: This will NOT fit

**Water.** We ask you to consider reducing your contribution to plastic waste by bringing your own refillable water bottle. [Geneva tap water](#) consistently rates among the highest-quality tap water in the world.

**Phone usage.** Despite its central location in Europe, Switzerland operates outside the EU's roaming agreements, meaning visitors from EU countries may incur higher fees for calls, texts, and data usage. To avoid unexpected charges, travelers are advised to check with their mobile providers before departure to activate international roaming plans or packages that cover Switzerland.

**Useful telephone numbers:**

- General emergency calls: 112
- Police: 117
- Ambulance: 144
- Fire Department: 118

**X. CORRESPONDENCE**

Additional details will be communicated to all registered meeting participants by e-mail.

For any questions, please contact the UN-GGIM: Europe Secretariat

Substantive issues: Ms Carol Agius <[Carol.Agius@eurogeographics.org](mailto:Carol.Agius@eurogeographics.org)>

Logistical issues: Mr Giuseppe Novella <[giuseppe.novella@eurogeographics.org](mailto:giuseppe.novella@eurogeographics.org)>