

INFORMATION NOTE FOR PARTICIPANTS

Tenth meeting of the Global Mercury Partnership Advisory Group (PAG10)



23 November 2019

Geneva International Conference Centre (CICG)

Geneva, Switzerland

1. MEETING VENUE

The tenth meeting of the Global Mercury Partnership Advisory Group (PAG10) will be held in Geneva, Switzerland, on Saturday, 23 November 2019 at:

The Geneva International Conference Centre (CICG)
Rue de Varembe 17
1211 Geneva 20, Switzerland
Tel.: + 41 (0) 22 791 91 11, Fax: + 41 (0) 22 791 90 64
Website: www.cicg.ch



2. SCHEDULE

The meeting will be opened at 9 a.m. and is expected to conclude its work at 6 p.m., with lunch break from 1 p.m. to 2 p.m., subject to any necessary adjustments.

3. VISAS

Participants are responsible for obtaining any necessary visa for entering Switzerland as well as any transit visa. Visas must be obtained prior to arrival. Please note that a Schengen visa is required even for transiting through Schengen zone European countries. As time required for the processing of visa requests may vary, it is strongly recommended that visa applications be made sufficiently in advance. Visa support letters can be provided by the Secretariat upon request.

More information is available on the website of the Swiss Department of Foreign Affairs at:

<https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html>

https://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt_einreise.html

4. MEETING DOCUMENTS

This meeting will be a paper smart meeting. Please note that attendees are encouraged to download in advance the meeting documents, which will be published as they become available at:

<https://web.unep.org/globalmercurypartnership/partnership-advisory-group-meeting-10>

5. LIST OF PARTICIPANTS

A list of participants that attend the meeting will be prepared by the Secretariat and made available on the above-mentioned webpage after the meeting. Participants are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditioned to official registration.

6. SERVICES TO PARTICIPANTS

First Aid

Emergency first aid will be available throughout the duration of the meeting.

Internet access

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the Geneva International Conference Centre.

Restaurants / Catering services

Catering services for morning and afternoon coffee breaks, as well as lunch will be available at the Geneva International Conference Centre, outside the meeting room. Other cafes, restaurants and shops are within walking distance of the meeting venue.

Banking facilities

Banking services are available near the meeting venue, the closest one being UBS Switzerland AG Vermont-Nations located at chemin Louis-Dunant 17bis, 1202 Geneva.

7. PROMOTING SUSTAINABILITY IN THE PREPARATION AND CONDUCT OF THE MEETING

The Global Mercury Partnership Secretariat invites participants to bring reusable drinking containers (mugs, bottles) and use them at the cafeteria and water fountains located at the venue. In addition, with the aim of reducing plastic waste at the meeting, arrangements have been made with the venue and catering service to minimize the use of plastic in take-out containers, sandwich bags, cutlery and cups.

8. ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Sponsored participants will be provided at the meeting venue with daily subsistence allowance (DSA) at prevailing UN rates, in the form of a UN cash card (value card). Sponsored participants are requested to inform the Secretariat if they already hold a UN cash card and if so provide its index number to: scholastica.theuri@un.org with copy to tapiwa.nxele@un.org.

Participants whose travel is sponsored by UNEP will be requested to submit originals of their boarding passes to the Secretariat staff before the start of the meeting, and a scanned copy of their return boarding passes upon return after the meeting to scholastica.theuri@un.org.

For any other queries related to travel and DSA please contact the Secretariat at: scholastica.theuri@un.org

9. HEALTH

Participants with a chronic illness should carry all necessary medication and medical items for the entire duration of the journey, in their original containers, clearly labelled.

Participants are advised to seek medical insurance with appropriate cover abroad, i.e. accident, sickness, medical repatriation and death. The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of the participants to obtain adequate insurance prior to travel to Switzerland.

10. TRANSPORT AND SECURITY

Once in Geneva, the conference center is close by. The international airport (Geneva Cointrin) and the main railway station (Geneva Cornavin) are respectively 5 kilometers and 2 kilometers away from the conference center and are linked by public transport (tramway and bus) and by taxi.

By public transport:

From the Geneva International Airport:

- Take BUS 5 Direction Thônex-Vallard
- Get off at the bus stop Vermont

From the Cornavin railway station:

- Take BUS 5 Direction Aéroport
- Get off at the bus stop Vermont

- or take BUS 8 Direction OMS
- Get off at the bus stop UIT

- or take TRAM 15 Direction Nations
- Get off at the tram stop Nations

The Unireso ticket, offered by the Geneva airport, allows the free use of public transport in the city for a period of 80 minutes. Unireso tickets can be obtained from the machine in the luggage collection area on the arrivals level of the airport. Many hotels give their residents a Unireso pass to use during their stay. For more information about public transportation in Geneva, please visit <http://tpg.ch/en/web/site-international>.

Taxi

Taxis are readily available for visitors travelling from the Geneva Cointrin Airport. They are easily available, but comparatively expensive. If you need a taxi, call 022 320 22 02 or 022 331 41 33.

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 attention at the airport, around the Cornavin railway station, in the Pâquis district of the city and on buses and taxis, and to not leave their bags and luggage unattended at any time.

11. HOTEL ACCOMODATION

Participants are responsible for making their own accommodation arrangements in advance of the meeting and for covering any associated incurred costs. The Secretariat encourages all Parties to make such arrangements at the earliest possible opportunity.

An updated list of hotels offering UN preferential rates is available [here](#).

12. CURRENCY AND EXCHANGE RATE

Swiss Franc (CHF). Average exchange rates: 1 US dollar~ 0,99 CHF. 1 Euro ~ 1,09 CHF (rates as of 10 October 2019). Major credit cards are accepted in most hotels and restaurants in Switzerland.

13. ELECTRICITY

Participants are kindly requested to bring their own power adaptors.

Voltage: 220 volts

Frequency: 50 Hz

Plug/socket: C (CEE7/16), J



14. LANGUAGE

The meeting will be conducted in English and meeting documents will be made available in English.

15. TIME ZONE INFORMATION

Switzerland is GMT + 01.00 hours.

16. DISCLAIMER

UN Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure insurance for the period of participation.