



**UNITED NATIONS COMMISSION ON SCIENCE AND TECHNOLOGY
FOR DEVELOPMENT**

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**Fourteenth session
Geneva, 23–27 May 2011**

INFORMATION FOR PARTICIPANTS

1. Opening session

1. The fourteenth session of the Commission on Science and Technology for Development (CSTD) will be convened on Monday, 23 May 2010, in room XIX of the Palais des Nations, Geneva. The session will open at 10.00 a.m. sharp. The first day will consist of an opening ceremony and two ministerial roundtables: one entitled "Review of progress made in the implementation of the World Summit on the Information Society (WSIS) outcomes" to be held in the morning, and another, entitled "Harnessing science and technology to address development challenges", to be held in the afternoon at 3:00 p.m. On the second day, the Commission will discuss the report of the working group on improvements to the Internet Governance Forum (IGF). Due to security requirements, participants are advised to arrive on time, especially if they need to retrieve a badge at Pregny Gate (see below).

2. Provisional annotated Agenda and organization of work

2. The provisional annotated Agenda is available at:
http://www.unctad.org/en/docs/ecn162011d1_en.pdf

Working hours will be from 10.00 a.m. to 1.00 p.m. and from 3.00 p.m. to 6.00 p.m.

3. Participation

3. The list of members of the Commission is at:
<http://www.unctad.org/Templates/Page.asp?intItemID=2698&lang=1>

4. Plenary meetings of the CSTD are open to all United Nations member States (both members and non-members of the CSTD), representatives from intergovernmental organizations and from NGOs in consultative status with ECOSOC. Representatives of NGOs and civil society entities that were accredited to the World Summit on the Information Society (WSIS) may participate in the fourteenth sessions of the Commission on an exceptional basis (2010/226). The fourteenth session of the CSTD is also open to business sector entities including the private sector and academic entities including academies of science and engineering, that had been accredited to the World Summit on the Information Society, and that have expressed or are expressing the wish to participate in the work of the Commission (ECOSOC decisions 2007/216, 2008/218, 2010/227, 2010/228). **Their participation as observer is subject to prior approval by ECOSOC.**

4. Pre-registration and badging for the fourteenth session of the CSTD

(a) Pre-registration

5. All delegates must Pre-register. This is highly recommended to avoid delays in entry
6. Member States are invited to notify the secretariat of the CSTD regarding the composition of their delegations.
7. Geneva-based diplomats with a mission badge, and representatives of NGOs in consultative status with ECOSOC in possession of an identity badge issued by UNOG security services and valid for the duration of the session, shall have unrestricted access to the plenary meetings of the CSTD. If they have not pre-registered, they may be asked when entering the meeting room to fill out a form to complete the “list of participants”.
8. All other participants (including participants from Geneva or New-York-based UN agencies without a valid identity badge issued by UNOG Security) are kindly asked to pre-register by sending the registration form available at:

http://www.unctad.org/en/docs/ecn162011_regform.doc

to the e-mail address indicated in the form or to the fax of CSTD secretariat at:

+41 22 917 0052.

(b) Badging

9. Badges can be obtained at Pregny Gate in advance on Friday, 20 May 2011, from 2.00 p.m. to 5.00 p.m. The badge facilities are open from 23 to 27 May 2011, from 8.00 a.m. to 5.00 p.m. All participants will have to apply in person at Pregny Gate to receive a non-photo badge and will have to present a valid passport or national ID-card along with the pre-registration document (see exceptions below para 11.)

10. Special rules shall apply for delegations coming to the opening of the CSTD on 23 May 2011 at the ministerial and higher levels. Entourage non-photo badges will be

delivered that can be retrieved in advance. Permanent Missions will receive special information regarding the facilities for ministerial delegations.

11. Obtaining badges for participants without pre-registration: participants that have not pre-registered should apply in person at the security entrance at Pregny Gate. This will cause delays in registration as permission has to be given by the host section before security can issue a badge. Delegates who did not pre register must fill in a registration form and produce a valid identity document (Passport or National Identification card) and a letter from their organization for accreditation to the conference. This will then be faxed to the host section for approval. Only once this procedure has taken place can a badge be issued.

Upon the presentation of an identity document and proof of their status as a representative of an intergovernmental organization, a non-governmental organization (NGO) in consultative status with ECOSOC or another NGO, civil society or business entity mentioned in the second part of paragraph 4, a CSTD badge valid for the duration of the fourteenth session of the CSTD will be issued to them.

6. Oral interventions of observers

12. The modalities for oral interventions of observers will be announced by the President at the opening of the session.

7. Written inputs to the work of the CSTD on WSIS follow-up

13. Governments, intergovernmental organizations, NGOs in consultative status with ECOSOC as well as NGOs, civil society and business entities mentioned in the second part of paragraph 4 may submit written inputs to the Commission. These inputs should be related to the agenda and objectives of the fourteenth session of the Commission. They can be submitted electronically to stdev@unctad.org. Written inputs will be published on the website of the fourteenth session of the CSTD in the language they are submitted. The secretariat will neither print nor circulate or translate these inputs. See the documents policy (Annex 1) for information regarding physical distribution by the submitting entity.

8. Access to the Palais des Nations and to the conference rooms

14. Only those vehicles with stickers issued by the UNOG Security and Safety Section can access the Palais des Nations. Access to the premises by taxi is prohibited at all times. Therefore taxis will take participants no further than the entrance of the Pregny Gate.

15. Pedestrians will find it most convenient to use the Pregny Gate entrance and doors 40 and 41. Attention is drawn to a circular issued by UNOG which stipulates that, as a general rule, access to the United Nations premises with large luggage (i.e. bigger than carry-on hand-baggage) is not authorized. Pedestrians carrying large luggage will be directed to the Pregny Gate where, after being security cleared, those items will be stored to the extent of the storage space available.

16. Only valid UNOG staff and Geneva mission badges will be allowed access through the Nations gate (flag gate). Until such time that all work is finalized at the Nations Gate, all other badge categories are required to use the Pregny Entrance which is considered to be the primary entrance to UNOG premises.

17. A map of the Palais des Nations is available at:

<http://www.unece.org/meetings/map.pdf>

18. Room XIX is situated in the E-Building (the Annex), through the Gate 40 Entrance, one floor up (third floor) from the Gate 40 entrance level.

9. IT issues

19. UNOG may set up a cybercorner, which may also be used by participants of other meetings. For courtesy reasons, each participant is kindly requested to limit the use of the computer to 15 minutes per use. Cooperation in respecting these rules will be appreciated. In addition, some PCs are available for CSTD participants in the UNCTAD library in room E-3071.

20. Wireless internet is available in the plenary room and its immediate surroundings for participants who have laptops and cards for wireless access.

10. Cloakroom facility

21. An unattended cloakroom and coat racks will be found in close proximity to all conference rooms. However, the United Nations can assume no responsibility for the loss or damage to any articles deposited there. Please note that large luggage and suitcases will not be allowed inside the premises of the Palais des Nations.

11. Hotel room reservations

22. Participants are requested to make their own hotel reservations. A list of hotels in Geneva can be found from, e.g. <http://www.geneva-tourism.ch>. Participants are advised to book hotel accommodation well in advance of the meeting since hotels in Geneva may be fully booked, given the large number of conferences or other events. Some hotels offer special rates for delegates in UN meetings. Please make the inquiry when you arrange the booking.

23. A list of budget hotels and foyers is available from CONGO at:

<http://www.ngocongo.org/index.php?what=doc&id=100>

12. Climate

24. The climate in Geneva in May is moderate, with daytime temperatures averaging 15°C (daytime temperatures may vary between 10°C and 25°C).

13. Electrical appliances

25. The electrical current in Switzerland is 220 V/50 Hz. Swiss plugs are described on the website of <http://www.kropla.com/electric2.htm> as type J. Type C plugs can also be used.

14. Public transport and taxi

26. The Palais des Nations is served by several tram and bus lines. From the Cornavin train station, the most convenient transport is by Bus 8 (direction OMS), which serves Pregny Gate where the Pass and Identification Unit of UNOG is located (Appia stop). Buses 28, F, V and Z also serve the Appia stop. From the Airport, the best connection is Bus 28 (direction Jardin botanique), which runs every 20-30 minutes during daytime (Appia stop).

27. Trams number 13 and 15 (direction Place des Nations), as well as buses 5 (direction Palexpo) and 11 (direction Jardin Botanique) serve the Place des Nations, from where participants will have to walk some 500 metres up the Avenue de la Paix to Pregny Gate. As a consequence of prevailing security measures, Flag Gate (Nations Gate) is reserved for UNOG and mission staff only. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports publics genevois at:

<http://www.tpg.ch/>

28. A taxi stand is located on route de Pregny, some 25 metres from the Pregny Gate, direction Place des Nations. Taxis are usually available round the clock. The following direct telephone number will ensure arrival within minutes: **022 33 141 33**.

15. Travel agency

29. The American Express travel agency has two offices, one on the ground floor in the lobby of the Council Building (door 6, ext. 72850) and the other in the entrance hall of the E-Building (second floor, door 40, ext. 74621). Opening hours Monday to Friday are 8.00 a.m. to 4.30 p.m.

16. Banking

30. Two UBS banks are located in the Palais des Nations: (1) at door 6, building S: open from Monday to Friday 8.30 a.m. to 4.30 p.m.; (2) door 41, building E, open from 8.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m.

17. Post Office

31. The post office is located at door 6, building S. Only UN stamps may be used there. Opening hours: 8.30 a.m. to 5.00 p.m.

18. Cafés and restaurants

32. The restaurant on the 8th floor of the Assembly Building serves hot meals from 11.45 a.m. to 2.30 p.m., Monday to Friday.
33. The cafeteria, on the ground floor of the Assembly building is open Monday to Friday from 8.15 a.m. to 4.45 p.m. Lunch is served from 11.30 a.m. to 2.00 p.m.
34. The Press bar on the ground floor of the Council Building is open Monday to Friday from 8.30 a.m. to 6.30 p.m.
35. The “Bar Serpent” in the Conference room area of the E-Building is open from 9.00 a.m. to 5.30 p.m.
36. The Delegate’s Lounge on the 3rd floor of the Assembly building (Room VI) is open from 8.30 a.m. to 4.45 p.m.

19. First Aid

37. **In case of emergency dial extension 112.** Otherwise, first aid is available at the Infirmerie as follows: Secretariat building: room No. 016 (basement), door 2, ext. 72807. Opening hours are from 8.00 a.m. to 5.00 p.m.

20. Security

38. In case of emergency for all security problems, dial 15, or 17, or 18.

The Security Control and Operation Center (COC) operating 24H00/24H00, can be reached at the following number: (022) 917 2900, or 917 2902

21. Practical Guide

39. A practical guide which summarize the information provided above is available for download at

http://www.unece.org/meetings/practical_information/2010_Practical_Guide.EFR.pdf

Annex 1**DOCUMENT POLICY****A. Official documents**

1. Official documents for the fourteenth session of the CSTD are made available in the six official UN languages: Arabic, Chinese, English, French, Russian and Spanish. Administrative documents are made available in English only. A set of official documents for all participants will be made available in the meeting room(s). All official and administrative documents for the fourteenth session of the CSTD will be posted on the CSTD website at:

<http://www.unctad.org/Templates/Meeting.asp?intItemID=5889&lang=1>

2. During the meeting, working documents may be established for negotiation purpose. Such documents will be made available in the meeting rooms in English only. Only official and administrative documents can be distributed in the meeting rooms.

B. Contributions

Written inputs to fourteenth session of the CSTD will be made available on the website of the fourteenth session of the CSTD in the language in which they were submitted. They can be submitted as an electronic file to stdev@unctad.org (see Information for participants, chapter 9). If a Government, an intergovernmental organization, an NGO in consultative status with ECOSOC or a NGO, civil society or business entity mentioned in the second part of paragraph 4 would like to make hardcopies of their electronic contribution available to the participants, such hardcopies can be put on the tables located near the entrance to the plenary room.

C. Information documents

3. If a Government, an intergovernmental organization or an NGO in consultative status with ECOSOC or a NGO, civil society or business entity mentioned in the second part of paragraph 4 would like to make available to the participants documents other than contributions, such documents can be put on the tables located near the entrance of the plenary room. Such information documents must be directly and explicitly relevant to the CSTD's agenda and objectives of the session and should be clearly marked with the logo (or name and address) of the submitting entity. The CSTD secretariat is managing these tables and reserves the right to remove any documents which do not fulfil the above-mentioned criteria or who are not compatible with ECOSOC resolution 1996/31.

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