



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

Secretariat: UNCTAD (DTL)
Palais des Nations
CH-1211 Geneva 10, Switzerland
Telephone: (41 22) 917 2083 / 917 1234
Telefax: (41 22) 917 0052
E-mail: stdev@unctad.org

INFORMATION FOR PARTICIPANTS

First Meeting of the Working Group on Enhanced Cooperation (WGEC)
of the Commission on Science and Technology for Development (CSTD)

Room XXIV, Palais des Nations, Geneva
30 September 2016

I. Draft Provisional Agenda and organization of work

1. The first meeting of the Working Group on Enhanced Cooperation of the Commission on Science and Technology for Development (CSTD) will take place on Friday, 30 September 2016 (full day), in room XXIV of the Palais des Nations, Geneva. The session will open at 9.30 a.m. Due to security requirements, participants are advised to arrive early, especially if they need to retrieve a badge at the Pregny Gate (see below).
2. The draft provisional agenda, along with all other relevant documentation, will be available shortly on the website of the WGEC:

<http://unctad.org/en/Pages/CSTD/WGEC-2016-to-2018.aspx>

3. The working language of the meeting will be English.

II. Participation

4. The list of members of the Working Group on Enhanced Cooperation is available at:

http://unctad.org/Sections/un_cstd/docs/CSTD_2016_WorkingGroup_en.pdf


5. Member States of the United Nations, that are not members of the Working Group, may attend the session as observers.
6. Representatives from other non-state stakeholders are invited to register, provided they are in consultative status with ECOSOC or accredited to the World Summit on the Information Society

(WSIS) (ECOSOC decisions 2015/243, 2015/244 and 2015/245). Participation is subject to the decision of the Working Group, which is expected to be taken at the outset of the meeting.

7. For those unable to attend in person, remote participation to the meeting will be available through WebEx (please see no.12 under Registration).

III. Registration

8. Registration is **mandatory for all participants**, including those who possess long-term badges and those who wish to participate remotely or as observers, prior to attending the Working Group meeting. This is highly recommended to avoid delays in entry and to allow the secretariat to complete the "list of participants". Participants should **register by 26 September 2016**.

9.  Member States and non-state stakeholders are invited to notify the secretariat of the CSTD (stdev@unctad.org) regarding the list of attendees so that the participants/observers can be approved promptly once they register.

10. To register, please follow the link to the first meeting of the Working Group on Enhanced Cooperation:

<http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=1183>

11. **Guidelines for registering** are available in the following link, which can also found on the tool bar on left side of the registration webpage:


http://unctad.org/meetings/en/SessionalDocuments/iss2016_Indico_Guidelines_en.pdf

12. For those unable to attend in person, remote participation to the meeting will be available through WebEx. If you would like to receive information about this mechanism for participation, **please tick the box for 'remote participation' when registering online (as shown on the screen shot below)**.

Remote Participation

For those unable to attend in person, remote participation to the meeting will be available through WebEx. If you would like to receive information about this mechanism for participation, please tick the box below:

WebEx participation



IV. Badging

13. All participants who require an entry badge will need to appear in person at the Pregny Gate in order to receive a photo badge and will have to present a valid passport or national ID-card.
14. Badges can be obtained on 29 and 30 September 2016. The badge facilities are open, from 8.00 a.m. to 5.00 p.m. It is advisable to obtain your badge as early as possible. Please note that the permanent missions can collect badges for other members of the delegations coming from outside Geneva.
15. Only holders of valid UNOG staff and Geneva mission badges will be allowed access through the Nations gate (flag gate).

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

16. A map of the Palais des Nations is available at:
<http://www.unece.org/fileadmin/DAM/meetings/map.pdf>
17. 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. Pedestrians will find it most convenient to use the Pregny Gate entrance to enter the E building from 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.
18. Room XXIV is situated in the E-Building, and accessible through the entrance door 40 and down the escalator/elevator to the first floor.

VI. Internet access

19. A computer point is available for use by participants on the 1st floor of the E Building, close to the Bar Serpent.
20. Wireless internet with free access is available throughout the Palais.

VII. Cloakroom facility

21. An unattended cloakroom and coat racks are in close proximity to all conference rooms. However, the United Nations assumes 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.

VIII. Hotel room reservations

22. Participants are requested to make their own hotel reservations and are advised to book hotel accommodation well in advance of the meeting. 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 hotels in Geneva can be found in the following links:
- <http://www.geneve-tourisme.ch/en/home/>
 - Budget hotels and foyers: <http://tinyurl.com/Budget-Hotels-Foyers>
 - Hotels that offer special rates for delegates in UN meetings: <http://tinyurl.com/mb6s946>

IX. Climate

24. The climate in Geneva in late September is moderate, with daytime temperatures averaging 15°C (daytime temperatures may vary between 5°C and 15°C).

X. Electrical appliances

25. The electrical current in Switzerland is 220 V/50 Hz. Swiss plugs are described on the website <http://users.telenet.be/worldstandards/electricity.htm> as type J. Type C plugs can also be used.

XI. 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).

Tram number 15 (direction Place des Nations), as well as Bus 5 (direction Airport) 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/>

27. 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.

XII. Banking

28. There is a UBS bank located in the Palais des Nations at door 6, building S: open from Monday to Friday 8.30 a.m. to 4.30 p.m.
29. Additional ATMs are available in two other locations (1) right as you enter from door 41, building E; (2) by the counter of the Bar Serpent, E-Building, on the 1st floor.

XIII. Post Office

30. 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.

XIV. Cafés and restaurants

31. The restaurant on the 8th floor of the Assembly Building serves hot meals from 12.00 a.m. to 2.00 p.m., Monday to Friday.
32. 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.
33. The Press bar on the ground floor of the Council Building is open Monday to Friday from 8.00 a.m. to 6.30 p.m.
34. The Bar Serpent in the Conference room area of the E-Building is open from 8.30 a.m. to 5.30 p.m.
35. 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.
36. The Bar de la Palette on the 6th floor of the E-Building is open from 8.15 a.m. to 4.30 p.m.

XV. First Aid

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

XVI. Security

38. In case of emergency, dial 15 (Medical), or 17 (Police), or 18 (Fire brigade).
39. The Security Control and Operation Center (COC) operating 24/7 can be reached at the following number: (022) 917 2900, or 917 2902

XVII. Practical Guide

40. A practical guide of the United Nations Office at Geneva is available for download:
http://www.unece.org/meetings/practical_information/2010_Practical_Guide.EFR.pdf