



**United Nations Development Account Project: Measuring and Curbing  
Illicit Financial Flows  
International Kick-off Workshop**

**Palais des Nations, Room XXII, Geneva,  
Switzerland**

20-21 September 2023

(Morning sessions 10:00-13:00 /  
Afternoon sessions 15:00-18:00)

INFORMATION NOTE

## I. General information and registration

The United Nations Conference on Trade and Development (UNCTAD) is hosting an International Kick-off Workshop of the United Nations Development Account (DA) project on *Measuring and Curbing Illicit Financial Flows (IFFs)*, on 20-21 September 2023 at the Palais des Nations, in Geneva, Switzerland.

The meeting is open to national and international stakeholders within the DA project. These refer to representatives from selected beneficiary countries such as national focal points, members of national Technical Working Groups (TWGs), national and regional/international consultants, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD and UNODC staff, and other international stakeholders.

**The workshop will be held in Room XXII** (Building E, 1<sup>st</sup> floor) at the Palais des Nations, Geneva, from 20 to 21 September 2023, starting at 10:00 on Wednesday, 20 September, and finishing on Thursday, 21 September, at 18:00 local time.

**The meeting is organized as a hybrid event.** Participants for both, in-person and on-line participation must **register** online following the link: <https://indico.un.org/event/1005529/>.

The working languages of the workshop are Arabic, English, French and Russian. Simultaneous interpretation will be provided in these four languages. Following the new UN rules, online participants will be interpreted only 30 minutes during morning and 30 minutes during afternoon sessions. Nonetheless, they will hear interpretation of in-person interventions in the room during the whole meeting.

The meeting is organized in sessions spanning two days to allow for agencies and countries to present their existing work and share lessons learned on both, measurement of IFFs and policy recommendations and formulations to curb these flows; and to learn of project activities for the duration of project implementation. Please refer to the agenda for details.

## II. Documentation

Timetables, papers, presentations and other documents will be made available on the meeting web page ([IFF Kick-Off Event](#))<sup>1</sup>.

Participants are encouraged to download papers from the websites and, where feasible, use electronic devices to read them in order to minimize paper use. Free Wi-Fi is available in the meeting rooms in the Palais des Nations.

If printed copies are preferred, participants are asked to bring their own copies, as no printing is available in the room.

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<sup>1</sup> <https://unctad.org/meeting/inter-regional-workshop-project-measuring-and-curbing-iffs>

### III. Accommodation and travel arrangements

Participants are requested to make their own hotel arrangements. It is advisable to book your hotel well in advance of the meeting as hotels in Geneva may be fully booked when there are many events taking place.

In addition, below is a list of hotels situated within 10-20 minutes' walk to the Palais des Nations:

<http://www.hotelmonrepos.ch/en/>

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

<http://www.astoria-geneve.ch/>

<http://www.hotel-suisse.ch/uk/index.php>

<http://www.hotel-arcades.ch/>

<http://www.ibis.com/gb/hotel-2154-ibis-geneve-centre-gare/index.shtml>

<http://www.ibis.com/gb/hotel-8069-ibis-geneve-centre-nations/index.shtml>

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

<http://www.montbrillant.ch/uk/index.php>

### IV. Visa

Participants are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible to the Embassy of Switzerland in the country in which the participants reside, with a reference to the meeting. If necessary, UNCTAD can provide a letter to facilitate obtaining a visa. Please contact Ms. Amandine Rushenguziminega ([amandine.rushenguziminega@unctad.org](mailto:amandine.rushenguziminega@unctad.org)), and Ms. Cloé Schaub ([anne.schaub@unctad.org](mailto:anne.schaub@unctad.org)) if you need such a letter.

### V. Registration and entering the UN Building

Participants are kindly requested to **register online** on the meeting's website under <https://indico.un.org/event/1005529/> to get access to the Palais des Nations. Guidelines for registration are available on the registration website, or below:

- Create an Indico.UN Account: <https://conf.unog.ch/indicohelp/userguides/create-your-account/>
- Register for an Event: <https://conf.unog.ch/indicohelp/userguides/registration-with-an-indico-account/>

For participants who have registered on Indico.UN **BEFORE September 1<sup>st</sup>**:

Participants who register for the event on Indico before September 1<sup>st</sup>, 2023, will need a **physical ID badge** to enter the Palais des Nations. To obtain the badge, they will have to enter the Palais des Nations at the **Pregny Gate**, Avenue de la Paix 14 (buses 8, F, 20, 22 and 28, stop “Appia”) (see maps). The Pregny Gate is opposite the Red Cross (“CICR”) building, approximately 300 meters uphill from the other gate (Nations Gate) at the Place des Nations, where the flags of UN member countries can be seen.

Participants must **bring a photo ID** (e.g., passport) to present it at the Security Office on the first day. Once participants have received their badge, it will be possible to exit and re-enter the Palais des Nations area through the Pregny Gate or the Nations Gate, depending on what type of badge it is. For identification and security reasons, participants are requested to always wear their badges while inside the Palais des Nations.

For participants who have registered on Indico.UN **AFTER September 1<sup>st</sup>**:

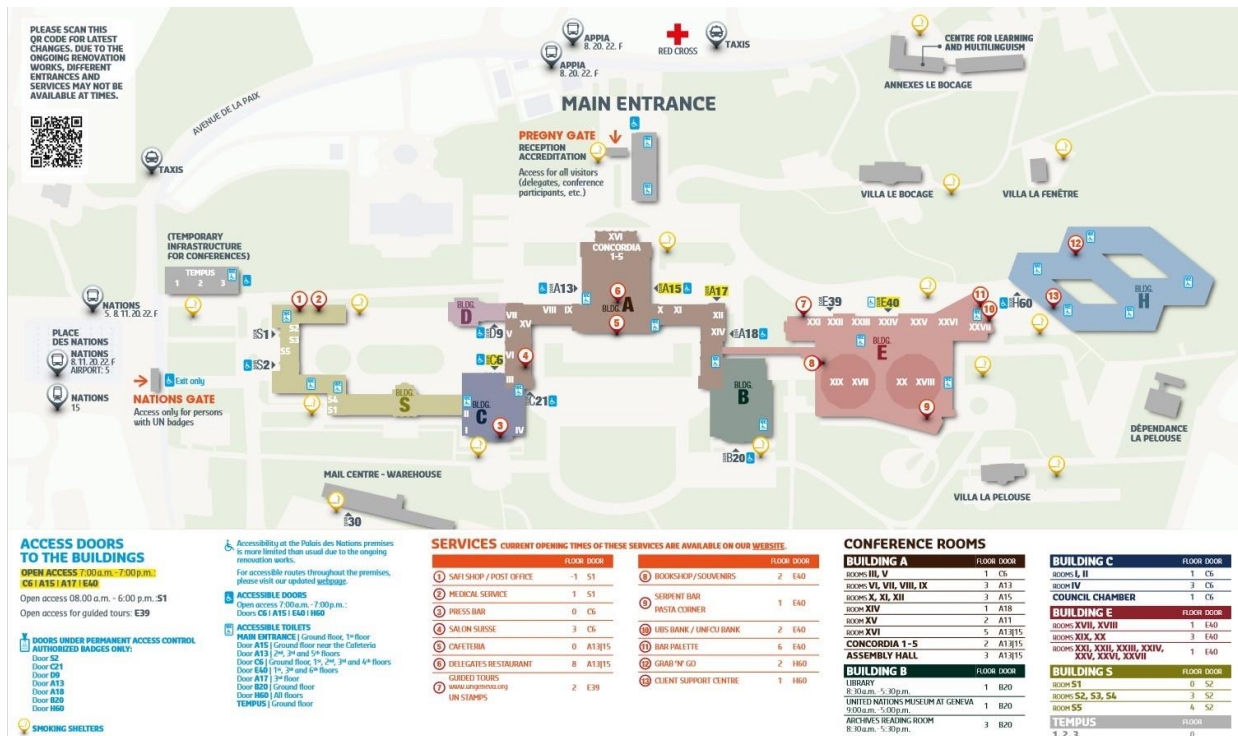
Participants who register for the event on Indico starting Friday, 1 September 2023, will **receive a digital badge by email** consisting of their photo, a QR code, and the name and date of the conference. Once downloaded to a mobile phone or any mobile device, the digital badge will enable faster entry to the Palais des Nations by no longer necessitating extra time to create a ‘physical’ badge.

Participants **must bring a photo ID** (e.g., passport) to present it at the Security Office on the first day in order to activate the badge.

Participants who do not have a phone or any other mobile device can print their confirmation and bring it to the badging desk at the Pregny Pavilion in order to have a paper badge issued and printed.

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.

Below is a map of the Palais des Nations.



Please arrive at least 30 mins before the meeting is due to start to allow time to make your way to the meeting room.

## VI. 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 center for evening meals.

## VII. Travelling from the airport to Geneva

Geneva Airport is approximately four kilometres from the city centre. The train is the most efficient way to travel to the city centre. Follow the signs to the airport railway station from the arrivals area. All trains leaving from the airport stop at the central Geneva “Cornavin” station. The journey takes six minutes.

In addition to the train, there are **buses** from the airport to various parts of Geneva:

To the United Nations, Palais des Nations:

- [bus 5](#) (direction Hopital) - stop “Nations”
- [bus 28](#) (direction Jardin Botanique) - stop “Appia”
- Geneva city centre: [bus 10](#) (direction Onex/Rive)

**Taxis** are readily available from the airport. They are metered, so costs will vary, but the journey from the airport into the city centre will usually cost around CHF 35-45.

Tourist and public transport information is available at the [Unireso](#) information desk in the airport arrival hall after you go through customs. More information on Geneva's public transport are available from [public transport](#) from Geneva Airport.

## VIII. Transport in Geneva

Geneva is a small city and it is easy to reach places by foot. It takes about 25 minutes to walk from the Geneva-Cornavin train station to the Place des Nations (tram/bus stop next to the Palais des Nations). It takes another 10-15 minutes to walk from the Nations entrance, through the building to the meeting room.

Geneva has an extensive public transport network with many tram and bus lines.



**Tram 15** goes from Cornavin train station to the Place des **Nations** (the main square outside the Palais des Nations). From Cornavin take the tram in the direction “Nations”, which is also the name of the last stop where you should get off.

**Buses 5, 8, 11, 22 and F** serve the Place des Nations, and stop close to the Nations gate. Buses 8, 22 and F also stop near the Pregny Gate at the stop named “**Appia**”.



Further information on itineraries, timetables and fares is available on the site of the **Transports Publics Genevois** ([www.tpg.ch/](http://www.tpg.ch/)).

Some hotels 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 the reception when you check into your hotel.

Should you need to purchase public transport tickets, you may do so from the ticket machines at bus stops. No tickets are sold on buses and trams.

**Taxis** are expensive but generally easy to find. A taxi stand is located on Avenue de la Paix, 50 meters uphill from the Nations gate. Taxis are available any time. The following direct telephone number will ensure arrival within minutes: 022 331 41 33. Taxis cannot enter the UN compound - passengers will have to get off at the Pregny or Nations gates.

## **IX. General information about Geneva**



Geneva is the second-most populous city in Switzerland and lies at the southern tip of Lake Geneva. It is surrounded by the French Alps to the South-East and the Jura mountains to the North-West. It is one of the most international cities in Europe with over 40% of its population coming from outside Switzerland. It is home to the United Nations and the Red Cross and is a global hub for diplomacy and banking. It is located in the French-speaking part of Switzerland and has over 200,000 inhabitants.

### **Weather**

Information on the weather and temperature in Geneva can be found, for example, on the website of the Federal Office of Meteorology and Climatology : <http://www.meteoswiss.ch>.

### **Currency**

The Swiss currency is the Swiss franc (CHF).

Currency exchange facilities are available in the city center and at the UBS bank branch at the Palais des Nations, located on the second floor of E building (door 41; please note that second floor of E building is the entry-ground floor from the parking and main entrance). It is open from 08:30 to 16:30 from Monday to Friday.

All major credit cards are widely accepted in shops, hotels, and restaurants.

### Time Zone

Switzerland is located in the Central European (CET)/Central European Summer (CEST) time zone (GMT+2 after 26 March 2023).

### 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

Please, bring your own adaptor as no adaptors can be provided by UNCTAD.

### 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.

### Useful telephone numbers

General emergency calls: 112

Police: 117

Ambulance: 144

Fire Department: 118

## X. Information and correspondence

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

## XI. Contact information

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