



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

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INFORMATION NOTE TO PARTICIPANTS

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

3-5 May 2017

Room XXIII, E-Building
Palais des Nations
Geneva, Switzerland

I. Introduction and draft provisional agenda

1. The Third Meeting of the Working Group on Enhanced Cooperation on Public Policy Issues Pertaining to the Internet will take place on 3-5 May 2017 in room XXIII of the Palais des Nations, Geneva. The meeting will begin at 10.00 a.m. 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. The draft provisional agenda and organization of work, along with all other relevant documentation, will be available shortly at the following website:
<http://unctad.org/en/Pages/CSTD/WGEC-2016-to-2018.aspx>.

II. Participation

3. 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.
4. Member States of the United Nations, that are not members of the Working Group, may attend the session as observers.
5. 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).
6. For those unable to attend in person, remote participation to the meeting will be available through WebEx (please see below under Registration).

III. Registration

7. Registration is **mandatory for all participants**, including those who possess long-term badges, prior to attending the Inter-sessional Panel 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 April 2017.
8. Member States and non-state stakeholders are invited to notify the secretariat of the CSTD (stdev@unctad.org) regarding the composition of their delegations.
9. To register, please follow the link to the website of the Working Group: <http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=1351> and click on the UNCTAD ONLINE MEETING REGISTRATION icon.
10. **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
11. 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.

IV. Badging

12. 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.
13. Badges can be obtained as of 1 May 2017. 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. Participants who also attend the twentieth annual session of the CSTD on 8-12 May 2017 may indicate this to the Security in order to receive the two badges at the same time.
14. 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

15. 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 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. A map of the Palais des Nations is available at:
<http://www.unece.org/fileadmin/DAM/meetings/map.pdf>
17. Room XXIII is situated in the E-Building (the Annex), and accessible through the Gate 40 Entrance, on the first floor.

VI. Internet access

18. A computer point is available for use by participants on the 1st floor of the E Building, close to the bar "Serpent". Wireless internet with free access is available in the plenary room and its immediate surroundings.

VII. Cloakroom facility

19. 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

20. Participants are requested to make their own hotel reservations. A list of hotels in Geneva can be found at this link: <http://www.geneve-tourisme.ch/en/home/>.
21. Participants 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.
22. A list of budget hotels and foyers is available at the following link:
<http://tinyurl.com/Budget-Hotels-Foyers>.
23. Also, please find in the following link the list of hotels that offer special rates for delegates in UN meetings: <http://tinyurl.com/Hotels-GVA-FRA-2016-2017>.

IX. Climate

24. The climate in Geneva in May is moderate, with daytime temperatures averaging 15°C (daytime temperatures may vary between 10°C and 20°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. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois at: <http://www.tpg.ch/>.

27. Public transport tickets can be purchased at every tram and bus stations in Geneva.
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.

XII. Travel agency

29. The Carlson Wagonlit 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.

XIII. Banking

30. A UBS bank is located at door 6, building S. It is open from Monday to Friday 8.30 a.m. to 4.30 p.m.

XIV. 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.

XV. Cafés and restaurants

32. 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.
33. The cafeteria, on the ground floor of the Assembly Building is open Monday to Friday from 8.15 a.m. to 3.00 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 8.00 a.m. to 5.45 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.
37. The Bar de la Palette on the 6th floor of the E-Building is open from 8.15 a.m. to 16:30 p.m.

XVI. First aid

38. 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.

XVII. Security

39. In case of emergency for all security problems, dial 15, or 17, or 18.
40. The Security Control and Operation Center (COC) operating 24H00/24H00 can be reached at the following number: (022) 917 2900, or 917 2902

XVIII. Practical guide

41. 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