



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

Secretariat: UNCTAD, Palais des Nations, CH-1211 Geneva 10, Switzerland

Telephone: (41 22) 917 2083 / 917 1234

Telefax: (41 22) 917 0052

Contact: [stdev@unctad.org](mailto:stdev@unctad.org)

---

18<sup>th</sup> Session  
Room XVIII, Palais des Nations, Geneva  
4-8 May 2015

**INFORMATION FOR PARTICIPANTS**

**I. Draft Provisional Agenda and organization of work**

1. The eighteenth session of the Commission on Science and Technology for Development (CSTD) will take place from Monday, 4 May to Friday, 8 May 2015, in room XVIII of the Palais des Nations, Geneva. The session will open at 10.00 a.m. on Monday 4 May. Due to security requirements, participants are advised to arrive on time, especially if they need to retrieve a badge at the Pregny Gate (see below).
2. The draft provisional agenda and organizations of work, along with all other relevant documentation, will be made available at the following page of the CSTD website in due course:

<http://unctad.org/en/Pages/MeetingDetails.aspx?meetingid=606>

**II. Participation**

3. The list of members of the Commission is available at:

<http://unctad.org/en/Pages/CSTD/CSTD-Membership.aspx>

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, civil society entities, business sector entities including the private sector, and academic entities that were accredited to the World Summit on the Information Society (WSIS), may participate in the eighteenth session of the Commission on an exceptional basis (ECOSOC decisions 2011/236, 2011/237 and 2011/238). The 18th session of the CSTD is also open to representatives of NGOs and civil society entities, business sector entities including the private sector and academic entities including academies of science and engineering, that had not 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 and 2011/239). Their participation as observer is subject to prior approval by ECOSOC.

### **III. Registration**

5. Registration is required for all representatives prior to attending the annual session. This is highly recommended to avoid delays in entry. **Participants should register latest by 24 April 2015.**
6. Member States are invited to notify the Secretariat of the CSTD regarding the composition of their delegations. Geneva-based diplomats who already possess mission badges 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. Those who have not pre-registered are kindly requested to fill out a form when entering the meeting room. This will allow the Secretariat to complete the “list of participants”.
7. 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 register online:
8. Please follow the link to the CSTD 18<sup>th</sup> annual session:  
<http://unctad.org/en/Pages/MeetingDetails.aspx?meetingid=606>  
and click on the **UNCTAD ONLINE MEETING REGISTRATION** icon.

**\*\*IMPORTANT:**

- All the mandatory fields must be accurate and completed in English, French, or Spanish to assist in the security clearance and the delivery of badges.
- Please DO NOT use ALL CAPS.
- Please note that each participant must create or have his/her own account with his/her own username and password. (The username is the participant's email address).
- Once the registration process is completed and approved, please PRINT OUT the Registration Form which will be sent to the participant's email already filled in.

### **IV. Badging**

9. For your information, all participants will need to appear in person at the Pregny Gate in order to receive a non-photo badge and will have to present a valid passport or national ID-card along with the registration form. The badge facilities are open

from 4 to 8 May 2015, from 8.00 a.m. to 5.00 p.m. It is advisable to obtain your badge as early as possible as we are expecting a large number of participants.

10. You can also ask your permanent mission to collect your badge on Friday, 1 May 2015, from 2.00 p.m. to 5.00 p.m.
11. Special rules shall apply for delegations coming to the CSTD 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 ministerial participation.
12. Representatives of any entity mentioned in the second part of paragraph 4, will be issued a CSTD badge valid for the duration of the eighteenth session only upon the presentation of an identity document, proof of their status as a representative of any of these organisations, and the pre-registration document.

#### **V. Oral interventions of observers**

13. The modalities for oral interventions of observers will be announced by the Chair of the CSTD at the opening of the session.

#### **VI. Written inputs to the work of the CSTD**

14. 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 9 may submit written inputs to the Commission. These inputs should be related to the agenda and objectives of the eighteenth session of the Commission. They can be submitted electronically to [stdev@unctad.org](mailto:stdev@unctad.org). Written inputs will be published on the website of the eighteenth 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.

#### **VII. 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. Only holders of valid UNOG staff and Geneva mission badges will be allowed access through the Nations gate (flag gate).
17. A map of the Palais des Nations is available at:  
<http://www.unece.org/fileadmin/DAM/meetings/map.pdf>
18. Room XVIII is situated in the E-Building (the Annex), and accessible through the Gate 40 Entrance, on the first floor.

#### **VIII. 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". Wireless internet with free access is available in the plenary room and its immediate surroundings.

#### **IX. Cloakroom facility**

20. 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.

#### **X. Hotel room reservations**

21. 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/>
22. 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.
23. A list of budget hotels and foyers is available at the following link:  
<http://tinyurl.com/Budget-Hotels-Foyers>

Also, please find in the following link the list of hotels that offer special rates for delegates in UN meetings: <http://tinyurl.com/mb6s946>

#### **XI. 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).

**XII. 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.

**XIII. 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.

**XIV. Travel agency**

28. 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.

**XV. Banking**

29. 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.

**XVI. 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.

**XVII. 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 9.00 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 16:30 p.m.

**XVIII. 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.

**XIX. Security**

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

**XX. 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](http://www.unece.org/meetings/practical_information/2010_Practical_Guide.EFR.pdf)

## **Annex**

### **DOCUMENT POLICY**

#### **A. Official documents**

1. Official documents for the eighteenth 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 eighteenth session of the CSTD will be posted on the CSTD website at: <http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=606>

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**

3. Written inputs to eighteenth session of the CSTD will be made available on the website of the eighteenth session of the CSTD in the language in which they were submitted. They can be submitted as an electronic file to [stdev@unctad.org](mailto:stdev@unctad.org). If a Government, an intergovernmental organization, an NGO, civil society, academic or business entity mentioned in 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**

4. If a Government, an intergovernmental organization, an NGO, civil society, academic or business entity mentioned in 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 are not compatible with ECOSOC resolution 1996/31.

\* \* \* \* \*