

INFORMATION NOTE FOR PARTICIPANTS

Bern III

Bern III Conference on Cooperation among the Biodiversity-related Conventions for the implementation of the Kunming-Montreal Global Biodiversity Framework, Bern, Switzerland, 23- 25 January 2024

1. Opening of the Meeting

The Bern III Conference on Cooperation among the Biodiversity-related Conventions for the implementation of the Kunming-Montreal Global Biodiversity Framework, will be held in Bern, Switzerland from 23 to 25 January 2024.

The conference officially starts at 09:00 CET on Tuesday, January 23, 2024, and closes at 17:00 on Thursday, January 25, 2024.

2. Registration

Registration will take place at the venue starting Monday, January 22, 2024, at 14:00 CET. The registration desk will also be open at 08:00 CET Tuesday, January 23, 2024.

3. Venue

The meeting will be held at:

United Nations Union Postale Universelle (UPU)

Conference Room: Heinrich von Stephan

Weltpoststrasse 4

3000 Bern, Switzerland

Tel: +41 31 350 31 11

Website: <https://www.upu.int/>

Information on access to venue from various airports: <http://www.upu.int/en/more/access-plan.html>

4. Working language of the Meeting

The meeting will be held in English.

5. Documents



To minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no extra copies made available on site during the conference.

Documents are available on the UNEP website: <https://www.unep.org/events/conference/bern-iii-conference-cooperation-among-biodiversity-related-conventions>

6. General information on access to Bern



Most international flights to Switzerland arrive at the Zurich International Airport (ZRH) or the Geneva Cointrin International Airport (GVA). The easiest and most economical way to get from Geneva Airport (GVA) or Zurich Airport (ZHR) to Bern Main Station is by train. Direct train connections to Bern from both

airports depart every 15 to 30 minutes. Tickets costs are about 60 CHF each way and can be bought online or at the ticket machines at the railway station.

- To purchase tickets and for more detailed information on the trains from Geneva Airport to Bern, please refer to this [link](#)
- To purchase tickets and for more detailed information on trains from Zurich Airport to Bern, please refer to this [link](#)

Please note that supersaver tickets are available for early train ticket bookings. Also, a hotel booking confirmation will account for your public transportation from Bern Main Station to your accommodation.



7. From Bern to UPU (United Nations Union Postale Universelle) Venue

As you leave Bern railway station, go to platform B (“Kante B”) in the tram stop area under the glass canopy, take tram **No. 8** towards **Saali** (“1-2 zones” ticket is given to guest by their hotel), alight at Weltpostverein, the 7th stop from the station. To get the public transport connections from your hotel to UPU you can get necessary information using this [link](#)



Alternatively, you can use a taxi to get to UPU conference center. Bären Taxi Bern is a trusted taxi company in the city of Bern. However, the prices for taxis are quite high. You can calculate the estimated price [here](#) or inquire with the taxi company directly. Email: zentrale@baerentaxi.ch / Telephone: +41 800 55 42 32/ Website: baerentaxi.ch

8. Visa information

Participants requiring a Schengen visa for Switzerland are strongly advised to contact the nearest Swiss diplomatic representation **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa procedures, including a list of relevant Swiss diplomatic representations is provided below:

- The visa applications must be submitted to the Swiss Embassy/Consulate covering your country of residence;
- The visa application must be accompanied by the travel documents and others as required clearly indicating the purpose and circumstances of the intended stay;

- For information on visa requirements, Swiss representations abroad and visa application forms, please go to the following web sites of the Swiss Federal Office of the State Secretariat for Migration (FEM):
 - **Visa Requirements:** [Link](#)
 - **Schengen Visa Application Form:** [Link](#)
 - **Swiss diplomatic representations abroad:** [Link](#)

To facilitate the issuance of visas, UNEP will issue, upon request, an invitation letter to be attached to the visa applications. Please contact Ms. [Dorothy Obuya](#) and [Harpreet Panesar](#) in case you need an invitation letter for your visa application.

9. Accommodation

Participants are kindly requested to make their own hotel reservations as soon as possible.

A list of hotels near the Conference venue is provided in the Annex A below.

10. Air Tickets

For funded participants, a return electronic ticket will be sent to you directly via email. Travel entitlement is computed on the most economical route as per the UN Policy. Please let us know if you have not received your ticket from us by 14 December 2023. The port of entry will be Geneva Airport or Zurich Airport. For travel arrangements, please contact Ms. [Dorothy Obuya](#) and Ms. [Harpreet Panesar](#)

11. Payment of the Daily Subsistence Allowance (DSA)

For funded participants, the DSA will be disbursed to sponsored participants on the first day of the conference. The DSA amount is calculated from the authorized day of arrival, which is generally a day prior to the meeting, through closure of the meeting. For identification purposes, the funded participants are kindly requested to bring their passports and boarding passes. These will be photocopied and returned to participants during the conference.

In keeping with the standard practice, a debit card (cash card) will be provided to each funded participant. The card will be loaded with the US Dollar equivalent of the amount to which you are entitled and will be activated on the day it is issued. It can be used to withdraw money from any Automated Teller Machine (ATM) with a 'MasterCard' logo or to pay for goods and services. In addition to a withdrawal charge of US\$5, other bank charges on transactions may apply. Since ATMs issue cash in specific denominations, it may not be possible to withdraw the full amount of cash on the card, however, the residual balance may be used for small purchases. The cards may not be used beyond expiration date. It is recommended to use a valid debit card issued in previous UNEP meetings which can be loaded with DSA for the current meeting provided you still have the PIN code. Please send a copy of the card to Ms [Dorothy Obuya](#) by 31 December 2023. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid debit card from which they will access their DSA.

12. Official languages in Switzerland

The official languages are French, German, Italian and Romansh. English and/or French is spoken in hotels and restaurants in Bern.

13. Weather and time zone information



In January, the average temperatures in Bern typically range between +3°C in the daytime and -3°C at night. Freezing conditions as well as rain and snowfall are common during this time of the year. You can use the

following [link](#) for up-to-date information on the weather conditions.

The standard time zone for Switzerland is CET (Central European Time), which corresponds to GMT/UTC +1 hour.

14. Electricity

The main power supply in Switzerland is 220-240 V, 50 Hz. It is recommended that participants who bring their laptops also bring their own plug adapters to enable them to plug into Swiss power sockets which accept Type J Swiss 3-pin plug or the Type C European 2-pin plug. Information on the appropriate plugs may be found using this [link](#).



(Note, that plug type C is compatible with type J sockets as well)

15. Currency \$

The currency in Switzerland is the Swiss Franc (CHF/ Fr.). The current exchange rate as at 31 October 2023 is 1 USD (\$) = 0.90 CHF (Fr.) and 1 EUR (€) = 0.96 CHF (Fr.) (source: www.xe.com, rates are subject to change).

There are various branches of renowned banks in Bern (like UBS, CreditSuisse, BEKB, PostFinance, Raiffeisen, MigrosBank). They are usually open from 09:00 to 17:00. In addition, ATMs of many of these banks are located within the Bern station building.

16. Disclaimer

UNEP disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Meeting Contacts

For further questions regarding the meeting or logistical support, please contact the following persons from UNEP

- For meeting information:
 - Ms. Diane Klaimi, Programme Management Officer: diane.klaimi@un.org
 - Ms. Emilie Vauchel, Associate Programme Management Officer: emilie.vauchel@un.org
 - Mr. Yannik Friedli, Associate Programme Management Officer: yannik.friedli@un.org
- For logistical support:
 - Ms. Harpreet Panesar, Senior Programme Management Assistant: harpreet.panesar@un.org
 - Ms. Dorothy Obuya, Programme Management Assistant: dorothy.obuya@un.org
 - Mr. Paxon Maina: Senior Programme Management Assistant: paxon.maina@un.org

Annex A – Hotel List

LIST OF HOTELS WITH INDICATIVE ROOM RATES,RATES ARE IN SWISS FRANCS (CHF)

(The rates are indicative and subject to change)

Hotels	Room Rates per night(VAT and taxes included)	Distance to Venue	Remarks
The Bristol Schauptatzgasse 10, 3011 Bern Phone: +41 31 311 01 01 Website	<i>Please request UPU rates</i> Internet Rate Single Room: 150 CHF Junior Suite: 230 CHF	17 minutes, by public transport (2.9 km)	Breakfast for additional 20 CHF
Hotel Ibis Bern Expo Am Guisanplatz 4, 3014 Bern Phone: +41 31 335 12 00 E-Mail: h5007@accor.com Website:	<i>Please request UPU rates</i> Internet Rate Twin Bed Room: 150 CHF	13 minutes, by public transport (2.8 km)	Breakfast included
Stay Kooook Bern Zeughausgasse 26, 3011 Bern Phone: + 41 80 056 66 65 Website:	<i>Please request UPU rates</i> Internet Rate Singel Room: 150 CHF Big Room: 180 CHF	19 minutes by public transport (2.8 kms)	No breakfast option
Hotel Bären Schauptatzgasse 10, 3011 Bern Phone: +41 31 311 33 67 Website:	<i>Please request UPU rates</i> Internet Rate Double Room: 225 CHF	14 minutes, (2.8 kms) by public transport	Breakfast for additional 20 CHF
Best Western Puls Hotel Bern Zeughausgasse 9, 3011 Bern Phone: +41 31 329 22 22 Website:	<i>Please request UPU rates</i> Internet Rate Twin Bed Room: 200 CHF Queen Bed Room 200 CHF	13 minutes, (2.7 kms) by public transport	Breakfast for additional 20 CHF

Please also refer to other hotel booking websites for further options.
