



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде

برنامج الأمم المتحدة للبيئة

联合国环境规划署



Third session of the ad hoc open-ended working group on a science-policy panel on chemicals, waste and pollution prevention (OEWG 3)

Geneva, Switzerland, 17 – 21 June 2024

Logistics note for participants

Date and venue

The third session of the ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution (OEWG 3) will be held from 17 to 21 June 2024, at the following venue:

Centre International de Conférences Genève (CICG)
17, rue de Varembe
1202 Geneva
Switzerland
Tel.: + 41 (0) 22 791 91 11

Internet: www.cicg.ch

Schedule of the meetings

On Sunday 16 June 2024, preparatory meetings, including regional groups and the bureau meeting, will be held. Information on the preparatory meetings will be announced on the [meeting webpage](#).

The meeting will be opened on Monday 17 June 2024, at 10 a.m. Further information on the schedule of work for the meeting is provided on the [meeting webpage](#).

Registration and badging

Participants attending OEWG 3 are expected to arrive the day before the opening ceremony, therefore on 16 June 2024. Participants attending preparatory meetings are expected to arrive the day before the meeting, therefore on 15 June 2024. All participants should depart from the morning of 23 June 2024.

On-site registration and badging will open from 10 a.m. to 5 p.m. on Sunday, 16 June 2024, and from 8 a.m. to 5 p.m. during the remaining days of the meeting. Security checks will be carried out at the conference centre each time you enter the venue. We strongly recommend that you register on Sunday or as early as possible.

Attendance in the meeting is limited to registered participants. The meeting schedule will be made available on the [meeting webpage](#) once finalized.

Participants who have not registered and wishing to attend the meeting are requested to register through the online meeting platform at this link: <https://indico.un.org/event/1009531/> no later than **31 March 2024**. The registration system contains participant information from the first and second session of the ad hoc open-ended working group (OWEG 1.2 and OEWG 2), which can be updated and used to register for the current meeting.

The registration platform allows approved participants to receive an official invitation letter to the meeting, should they require one for their visa application.

Organizations that wish to send their representative to the meetings but have not received an invitation are requested to send an email to spp-cwp@un.org. Interested stakeholders who are not already accredited to UNEP can find more information about how to become accredited at <https://www.unep.org/civil-society-engagement/accreditation>.

For any questions regarding registration for the meeting, please contact the secretariat (spp-cwp@un.org).

Security identification documentation and badges for meeting participants

Security identification badges are issued to participants upon arrival at the meeting and upon completion of the relevant registration procedure. Meeting participants may collect their security identification badges at the registration desks upon presentation of one of the following identification documents issued by a government recognized by the United Nations:

- a. Valid national passport;
- b. Valid picture identification card, in Latin alphabets;
- c. Valid picture "residency" card, in Latin alphabets; or
- d. Valid picture drivers' licence, in Latin alphabets.

Sponsored participants

In addition to registering online through the link provided above, any delegate designated to receive financial support for travel and daily subsistence allowance are requested to fill out an online form through the following link: <https://indico.un.org/event/1009556/registrations/> and attach the three documents listed below. The deadline to request funding is **11 March 2024**.

- Event Ticket (Approved Registration for Attendance at OEWG 3).
- Note Verbale nominating the delegate who should be receiving the travel funding.
- Copy of the passport bio-page.

Participating Governments are requested to indicate in their formal letter from the Ministry or a Note Verbale from the Embassy or Permanent Mission, the delegate who should be receiving the travel funding.

For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations or replacements of delegates received after the deadline cannot be guaranteed consideration for funded support. Final decision on travel requests will be subject to available financial resources.

Financial assistance includes a return air ticket using the most economical fare as approved by the United Nations, to be issued by the travel agency working with the United Nations, and daily subsistence allowance (DSA) for Geneva area by means of a debit card. As of February 2024, the DSA rate for Geneva area is **\$422** per day; that rate is, however, subject to change.

For further enquiries regarding the financial assistance that may be provided to representatives of eligible countries, please contact the secretariat (spp-cwp@un.org).

Visa information

It is the responsibility of each participant to apply for the required visa. Visas must be obtained to the Swiss Embassy/Consulate responsible for the applicant's legal place of residence (regardless of nationality) prior to arrival

Please note that a Schengen visa is required even for transiting through Schengen zone European Countries. The time needed for a request for visa to be processed may vary from case to case. It is therefore strongly recommended that visa applications be made with sufficient time in advance, so that a Schengen visa can be issued. Visa applications can be lodged to the Swiss Embassies/Consulates from 6 months at the earliest to 20 days at the latest prior to the intended departure date,

The list of required documents to be included in a visa application varies and depends on the applicant's country of residence. Please consult the responsible Swiss Embassy/Consulate website and if necessary, enquire about specific requirements by contacting as soon as possible the responsible Embassy/Consulate to submit a complete application.

More information, including the list of nationalities subject to visas, can be found on the websites of either the Permanent Mission of Switzerland or the State Secretariat for Migration (SEM) at the following links:

- <https://www.dfae.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas/schengen-visas-entry-exit-travel.html>
- <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>

The registration platform allows approved participants to receive an official invitation letter to the meeting, should they require one for their visa application.

Medical and travel insurance

The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of the participant or that of your Government or organization to ensure adequate insurance coverage prior to travelling to Switzerland.

Paperless meeting

The meeting will be paperless and printed documents will not be available at the meeting. Pre-session and in-session documents will be made available on the [meeting webpage](#).

Making a meeting paperless considerably reduces the cost and carbon footprint of the meeting. A paperless meeting also makes it easier for participants to locate documents and allows for faster preparation and distribution of conference room papers.

To facilitate the paperless nature of the meeting, participants are requested to ensure the following:

1. Each participant should bring a laptop computer containing basic applications, including Microsoft Office Word, Excel and PowerPoint, Adobe Acrobat Reader and updated antivirus software.
2. Laptops should be pre-checked for viruses and confirmed as virus-free prior to arrival at the meeting. Virus-free laptops are crucial to the success of a paperless meeting.
3. Participants should bring a memory stick that has been pre-checked for viruses for the purpose of transferring documents.
4. Laptops should be configured for a standard wireless (Wi-Fi) connection. If in doubt, please check with your local information technology expert.

5. Participants should bring an appropriate adaptor to enable laptops to be connected to Swiss power sockets.
6. When completing the registration form for the meeting, participants should include a current e-mail address, so that they can be sent correspondence relating to the meeting.

Geneva

Geneva is the capital of the Republic and Canton of Geneva, in the French-speaking part of Switzerland. Host to more than 40 international organizations, over 400 non-governmental organizations, as well as many multinational companies, Geneva is a perfect example of an international and multi-cultural city. It is located on the banks of Lake Geneva and at the foot of the Alps and the Jura Mountains.

Geneva's most famous monument, Jet d'Eau, is the world's tallest water fountain and provides a constant landmark for exploring the city. Geneva's ancient Old Town offers a living glimpse of the past while Geneva's more than thirty museums and art galleries capture the rich and vibrant history of the city including the International Red Cross and Red Crescent Museum and the Museum of Modern and Contemporary Art (MAMCO).

Hotel accommodation

It is the responsibility of participants to make their own arrangements for accommodation. The secretariat encourages all participants to make such arrangements at the earliest possible opportunity. An updated list of hotels offering preferential rates to the United Nations is made available on the [meeting webpage](#).

Local transportation and security

Once in Geneva, reaching the conference centre is simple. The international airport (Geneva Cointrin) is about 5 kilometres from the conference centre, a journey of approximately 10 minutes by taxi. The main railway station (Geneva Cornavin) is 2 kilometres from the conference centre and the two are linked by public transport (tramway and bus) and by taxi.

Public transport in Geneva is fast, frequent, safe and clean. Bus number 10 links the airport with downtown Geneva, with connections approximately every eight minutes, and train services are also available. Travellers staying in a hotel in Geneva can receive a « Geneva Transport Card » from the establishment. This card allows free use of public transport in Geneva (zone 10) during their stay.

The conference centre can be reached from the main railway station by taking bus number 5 (alight at either the Vermont stop or the Varembe stop), bus number 8 (alight at the International Telecommunications Union stop) or tram number 13 or 15 in the direction of Nations (alight at Sismondi).

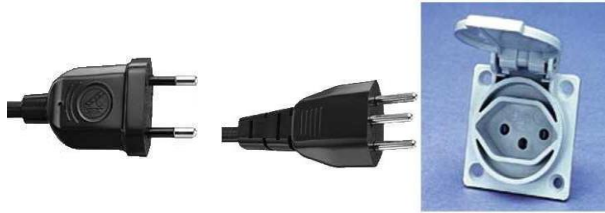
Taxis are easily available and safe, but comparatively expensive. If you need a taxi, call 022 320 22 02 or 022 331 41 33.

Although Geneva is a comparatively safe place and violent crime is rare, the incidence of pickpocketing and theft has increased considerably over the last few years. Participants are advised to pay particular attention at the airport, around the Cornavin railway station and in the Paquis district of the city, and to not leave their luggage unattended at any time.

Electricity

Voltage: 230 volts

Frequency: 50 Hz
Plugs/sockets: C (CEE 7/16) and J



Currency

The currency in Switzerland is the Swiss Franc (CHF, SFr.). The Euro is also accepted at most businesses but expect to pay a premium rate. Average exchange rates: 1 United States dollar \approx 0.90 CHF; 1 euro \approx 1.0 CHF.

Weather

MétéoSuisse provides regular weather updates through its mobile phone applications and through its website at the following addresses: <https://www.meteosuisse.admin.ch/home.html?tab=overview>

Restaurants

The CIGC bar and restaurant are located on the ground and first-floor levels. Other cafes, restaurants and shops are within walking distance of the CIGC.

Other useful information

Other useful information is available on the [meeting webpage](#).