

## **INFORMATION NOTE FOR PARTICIPANTS**

### **Inception Workshop for the Global Environment Facility Full-Size Project #9771 – ‘Global best practices on emerging chemical policy issues of concern under SAICM’**

**15-16 January 2019**

#### **1. GENERAL**

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The inception workshop will be held at Room VIII, Building A, Palais des Nations, 1211 Geneva, Switzerland, from Tuesday 15 to Wednesday 16 January 2019.

Information on the workshop documents are available at [www.saicm.org](http://www.saicm.org) – IMPLEMENTATION – GEF Project.

The working languages for the meeting will be in English only.

#### **2. REGISTRATION**

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For participants who do not have a UN badge, please plan to arrive at Pregny Gate for ground pass accreditation by 08:30am on Tuesday 15 January 2019. Only the names of duly registered and confirmed participants will be included in the list of participants and therefore eligible for receiving identification badges for the meeting.

**IMPORTANT NOTICE: Participants must register online at <https://reg.unog.ch/event/27281/> to obtain an entry pass into the Palais des Nations. Please refer to Annex I for online registration instructions.**

#### **3. SCHEDULE**

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Welcoming of participants and registration will begin at 08:30 on Tuesday 15 January 2019.

The inception workshop is expected to start at 09:00 on Tuesday 15 January 2019 and conclude at 17:30 on Wednesday 16 January 2019.

#### **4. VISA REQUIREMENTS**

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It is the responsibility of each participant to apply for the required visa. Visas must be obtained prior to arrival. UN Environment does not guarantee visa issuance or visa processing.

Upon request to the SAICM secretariat for visa purposes, an individualized invitation letter will be sent via email to the participant from the SAICM secretariat.

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.

More information is available on the Swiss Department of Foreign Affairs at the following links:

<https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html>

[https://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt\\_einreise.html](https://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt_einreise.html)

[https://www.swiss-visa.ch/register/i210\\_select\\_country\\_view.action](https://www.swiss-visa.ch/register/i210_select_country_view.action)

## 5. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE (for funded participants only)

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Funding is available for a limited number of participants to this meeting. The SAICM secretariat will contact you to make arrangements. Registration by 15 December 2018 for funded participants is required for the SAICM secretariat to process the travel arrangements.

In accordance with applicable United Nations (UN) rules, funded participants will be provided with a round-trip economy class air ticket at the most economical rate applicable and daily subsistence allowance (DSA) at prevailing UN rates for Geneva, Switzerland.

**Funded participants only: Please submit a copy of the first page of your national passport together with the registration form.**

For any question related to Travel and DSA, funded participants should contact the SAICM secretariat at [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org) with copy to [prisca.chulley@un.org](mailto:prisca.chulley@un.org)

## 6. INSURANCE

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The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of the participants or of their Governments to obtain adequate insurance prior to travel to Switzerland.

## 7. PLASTICS FREE WORKSHOP

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In order to make this workshop plastics free and environmentally friendly, we strongly encourage you to bring your own water bottle. Please support #BeatPlasticPollution.

## 8. PAPERLESS WORKSHOP

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The meeting will be paperless and printed documents will not be available at the meeting. Please note that attendees are encouraged to download in advance the meeting documents, which will be published as they become available at: [www.saicm.org](http://www.saicm.org).

## 9. ACCOMMODATION & TRANSPORTATION

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Participants are responsible for making their own arrangements for accommodation. For hotel recommendations in Geneva, please click on the following link.

[https://papersmart.unon.org/resolution/uploads/list\\_hotels\\_in\\_geneva\\_01.04.2018\\_to\\_31.03.2019.pdf](https://papersmart.unon.org/resolution/uploads/list_hotels_in_geneva_01.04.2018_to_31.03.2019.pdf)

Information on transportation to Palais des Nations can be found on the following link.

<http://www.unece.org/meetings/practical.html>

## 10. POWER PLUG AND SOCKETS

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Participants are kindly requested to bring their own power adaptors for phones and laptops.

Voltage: 220 volts; Frequency: 50HZ; Plug/Socket: C, J

## 11. EMERGENCY NUMBERS

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Fire: 118 Police: 118 Ambulance: 144

Security and safety service at Palais des Nations: +41(0)229172900; +41(0)229172902

## 12. DISCLAIMER

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UN Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, 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 that participants secure prior to departure insurance for the period of participation.

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## ANNEX I: ONLINE REGISTRATION

Please register for entry pass online at <https://reg.unog.ch/event/27281/>

### TO CREATE AN INDICO ACCOUNT

1. Go to <https://reg.unog.ch/user/login?returnURL=https%3A%2F%2Freg.unog.ch%2F>
2. Click on "[create a new account!](#)";
3. Fill in the required information;
4. When confirmed, an activation email is sent to your inbox;
5. Kindly click on the "Activation Link";
6. Your INDICO account is now activated.

TO OBTAIN AN ENTRY PASS for "Inception Workshop: Global Environment Facility (GEF) Full-Size Project #9771 'Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM)'

7. Go to <https://reg.unog.ch/event/27281/>
8. Click on "[Register now](#)";
9. Login to your account;
10. Fill in the required information and click "[Register](#)";
11. You will receive an email confirmation acknowledging your registration request to the event;
12. The registration is pending approval. You will receive an additional email when your registration is processed.

**For further information about the meeting, please contact the secretariat, by e-mail at [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org), or consult our website at [www.saicm.org](http://www.saicm.org).**

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