

Information Note to Participants

5th International Conference on Chemicals Management

25-29 September 2023 / Bonn, Germany



Participant Note

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I. General

1. The 5th session of the International Conference on Chemicals Management (ICCM5), organized by UNEP and hosted by the government of Germany who holds the presidency of this fifth session of the Conference, will take place from 25 to 29 September 2023 at the World Conference Center Bonn (WCCB) with a High-level Segment (HLS) on 28 and 29 September 2023. In the margins of ICCM5, a programme of side events displaying broad sectoral linkages to chemicals and waste management will be convened.
2. The Conference and its HLS will be preceded by the resumed fourth meeting of the Intersessional Process considering the Strategic Approach and the sound management of chemicals and waste beyond 2020 (IP4.3) on 23 and 24 September 2023, at the World Conference Center Bonn. Regional meetings prior to the Conference will take place from the 21 to 22 September 2023 (further details on the regional meetings will be provided later).
3. To make a positive contribution towards comprehensive climate neutrality, the Strategic Approach to International Chemicals Management, SAICM, is committed to organizing and implementing sustainable, environmentally friendly, and carbon-neutral conferences, including this fifth session of the Conference.
4. The Conference will include an exhibition in the Conference Center. Different stakeholders in the field of chemical management will have booths inviting participants to network and inform.

II. Contacts

5. This participant's note provides you with all the necessary information for your journey and stay. Should you have any further questions regarding the programme and the logistical preparations for ICCM5, please do not hesitate to contact our organization offices.

Contact to SAICM Secretariat: saicm.chemicals@un.org; cc: iccm5@bmuv.bund.de

III. Venue



https://www.worldccbonn.com/fileadmin/Downloads/ENG/WorldCCBonn_Anfahrtsskizze_mit_Anlieferung_ENG.pdf

- The event will be convened at the World Conference Center Bonn. The address of the venue is:

Bonn Conference Center Management GmbH
 Address:
 Platz der Vereinten Nationen 2,
 53113 Bonn,
 Germany

The venue is accessible by the main entrances on United Nations Square (Platz der Vereinten Nationen 2). We kindly ask you to arrange your travel as sustainably as

possible. During events, cars can drive up to the Platz der Vereinten Nationen.

Accessibility: The building is fully accessible for wheelchair and rollator users. Parking spaces for people with disabilities are available upon request at the main entrance. There will be a prayer room available at the Rhine Level in the Main Building. The building is also accessible for wheelchair and walker users. If you have any accessibility needs or request, please communicate them to: organization-iccm5@familie-redlich-events.de

7. The World Conference Center Bonn is located near the *United Nations Campus*, as well as the headquarters of GIZ (the German Agency for International Cooperation), *Deutsche Post* (the German Post), and *Deutsche Welle* (German news channel).
8. The venue consists of two different buildings with different levels: the Main Building, and the Plenary Building. Both can be accessed with the directions given.
9. Please make sure you bring a valid government-issued **picture identity card or passport** with you to enter the building.
10. During the Conference, public screens at different locations in the venue will indicate the Conference room names/numbers.

IV. Registration and Accreditation

11. Participants should register online no later than 28 July 2023 for participants requesting funding and until 31 August 2023 for non-funded delegates using the following link: <https://indico.un.org/event/1005245>. Timely registration will facilitate the issuance of badges at the Conference venue and the compilation of the list of participants. The badges will carry information such as the name of the participant and duration of the stay. Participants are also strongly encouraged to upload identification photos in the registration system in advance to speed up the registration process.
12. Participants are invited to get their badges for the Conference on Friday, 22 September 2023 on site (opening hours will be communicated separately). Registration will be opened until Friday, 29 September at 11:00 a.m. To ensure easy registration, we strongly recommend that all participants carry an ID card/passport and confirmation of successful registration in INDICO.
13. For identification and security reasons, all participants are requested to always wear their Conference badges at the complex. The loss of a Conference badge should be reported immediately to the registration counter.

14. Credentials and Accreditation - The Conference has the ambition to agree on a new framework to better manage chemicals and waste and protect the environment and human health.
15. **It is expected that Government nominees are in possession of official accreditation signed by the Minister of Foreign Affairs. Intergovernmental and non-governmental organizations participating in the Conference are also expected to be in possession of official accreditation signed by the responsible officer of their organization.**
16. Copies of credentials and official accreditation may be provided to the SAICM secretariat up to one month prior to the start of the Conference, that is 25 August 2023. Original credentials should be given to the secretariat at the Conference no later than 24 hours after the start of the meeting, that is 26 September 2023 at 10 a.m.
17. The online registration in INDICO to the ICCM5 includes the registration to the IP4.3 and regional meetings.

V. Meeting Documents and Language

18. Please note that the Conference, the resumed IP4 meeting, and Regional Meetings will be paper-smart meetings, and participants are advised to bring their own laptop, as copies of Conference documents will not be printed and distributed.
19. The Conference will have simultaneous translation in the six official languages of the UN in the plenary.
20. The agenda, provisional schedule, and Conference documentation for the 5th session of the International Conference on Chemicals Management, as well as registration details, will be published on the Conference web page as soon as they become available:

<http://www.saicm.org/About/ICCM/ICCM5/tabid/8207/Default.aspx>
21. The resumed IP4 meeting will be held in English, and meeting documents will be in English. Documentation will be published as soon as it becomes available on the web page of the Fourth Intersessional meeting at:

<http://www.saicm.org/Beyond2020/IntersessionalProcess/FourthIntersessionalmeeting>

</tabid/8226/language/en-US/Default.aspx>

22. The Regional Meetings will be held in English, except the meetings of the African and GRULAC regions, which will have an English-French and English-Spanish interpretation provided, respectively.
23. Meeting documents will be available in English.
24. Documentation will be published as soon as it becomes available at:

<http://www.saicm.org/Beyond2020/IntersessionalProcess/Regionalactivities/tabid/6050/language/en-US/Default.aspx>

VI. Entry Regulations for the Federal Republic of Germany

25. It is the delegate's own responsibility to obtain a visa if required for Germany prior to departure. The information provided herein acts only as guidance. Please contact the relevant German diplomatic mission (embassy or consulate) in your country of residence to ensure that the necessary arrangements are made in a timely fashion to obtain an entry visa to Germany. As part of the requirements, the general invitation letter circulated to SAICM stakeholders serves as the official document for this purpose, and a passport must be valid for at least six months in order to obtain a visa, with at least one blank page for the German visa sticker.
26. EU nationals do not require a visa to enter the Federal Republic of Germany.
27. Generally speaking, all other foreigners require a visa for their stay in Germany. However, a visa is not required for visits of up to 90 days in a 180-day period for nationals of those countries for which the European Community has abolished visa requirements. You will find an overview on visa requirements here:

<https://www.auswaertiges-amt.de/en/visa-service/-/231148>
28. Information about visa fees can be found here: <https://www.auswaertiges-amt.de/blob/231160/5beb74da9516aa949a6d07d7a4b61bce/gebuehrenmerkblatt-data.pdf>
29. In general, it takes up to 14 working days for embassies and consulates to decide on an application for a Schengen visa. However, during peak travel seasons, **there may be**

waiting times before the application can be submitted to the embassies and consulates. You can apply for the Schengen visa up to six months and usually no later than 15 days before the planned trip- It is strongly recommended to schedule the appointment as early as possible.

30. When applying for a visa that allows for a longer stay, depending on the purpose of your stay, you should expect a processing time of several months.
31. It is advisable to submit the visa application as early as possible and allocate sufficient time for processing to avoid potential delays. It is recommended to contact the German embassy or consulate in your home country or the country where you are currently residing to inquire about specific processing times and requirements.
32. Below, you can find contact details of the Federal Foreign Office Germany:

The website of the Federal Foreign Office Germany:

<https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/visa/207794>

Federal Foreign Office Germany Hotline: +49 30 5000 2000 (Monday to Friday, 8 a.m. until noon and 1 p.m.to3 p.m.)

Contact the help desk via contact form:

<https://www.auswaertiges-amt.de/en/visa-service/buergerservice>

VII. Transport

We ask all participants to arrange their journeys in the most environmentally friendly way possible. The German Government will make efforts to offset the unavoidable CO₂ emissions.

33. Arrival by airplane
 - a. Participants should make their own transportation arrangements from Cologne/Bonn Airport (approximately 25 minutes' drive, 27 km from the Conference venue). Detailed information about the airports may be found at <https://www.cologne-bonn-airport.com/en/index.html>.
 - b. There are two further international airports close to the cities of Frankfurt am Main and Düsseldorf within a two-hour radius.

- c. The ICE high-speed train station, a dense rail and road network, as well as a modern suburban-railway network make Bonn a congress city with easy access.
- d. There is a direct bus connection to Cologne/Bonn Airport. The bus runs every 30 minutes on weekdays. You can look up further information here: <https://www.cologne-bonn-airport.com/en/parking-arrival/bus-rail-services.html>.
- e. Many hotels provide shuttle services to/from the airport and, in some cases, from the hotel to the Conference Center. Visitors should advise their hotels in good time of their transportation needs.

34. Arrival by train

- a. Bonn Central Station (Hauptbahnhof) can be reached easily by airports or high-speed trains. It is located right in the city center and is well connected to public transport.

Am Hauptbahnhof 1, 53111 Bonn

<https://www.bahnhof.de/en/bonn-hbf>

- b. b. If you have to travel within Germany by train, you can book a special event train ticket by the local train service provider, Deutsche Bahn. The event ticket can be booked via the following link: <https://www.veranstaltungsticket-bahn.de/?event=11420&language=en>

It can be purchased at a standard fixed price and includes a city ticket for direct connection with the public transport.

Single ticket (for booked trains only):

1st class = 84,90 €

2nd class = 51,90 € (as long as stocks last)

One-way trip (fully flexible):

1st class = 106,90 €

2nd class = 72,90 € (while stocks last)

Seat reservation is included in 1st class tickets.

35. Public transport

- a. Public transport: Bonn has a sophisticated local road and public transport network with trams, subways, city trains, buses, and several Rhine River ferries. Local public transportation services operate very frequently. Tickets may be purchased from vending machines on trams and underground trains and at stations, or from approximately 130 ticket offices in Bonn. Tickets must be validated by inserting

them in the yellow time-stampers in all buses, trams, and underground trains.

Information regarding the public transport in Bonn can be found here:
<https://www.swb-busundbahn.de/en/english/>.

- b. By booking a hotel through this website, a public transport ticket for the entire duration of your stay is included: <https://www.bonn-region.de/events/iccm5-2023.html>
- c. Make sure to inform yourself about the correct ticket for your journey. You have various options to choose from: <https://www.vrs.de/en/tickets/ticket-assortment>
 - (1) “EinzelTickets” – a ticket for a single journey from A to B
 - (2) “4er Ticket” – a ticket for four single journeys
 - (3) “24StundenTickets” – free travel for 24 hours
 - (4) All tickets are available in different price categories.
 - a) “1b” for journeys within the city with more than four stops
 - b) “K” for journeys within the city with four or less stops
 - c) “Flughafenlinie” for journeys with the line SB60 to and from the airport Cologne/Bonn
- d. Specific directions to the venue
 - (1) From the airport

Airport Express Bus

Take Airport Express Bus no. SB 60 to Bonn Central Station. When arriving at the central station, please follow the instructions below.

More information on the Airport Express Bus can be found here:
<https://www.cologne-bonn-airport.com/en/parking-arrival/bus-rail-services.html>

- (2) From central station

Light rail from Bonn Central Station:

Light rail – lines 63/16 or 66 in the direction of Bad Godesberg or Königswinter/
Bad Honnef

Get off at the Heussallee/Museumsmeile stop and follow the signs to the World Conference Center Bonn (about 450 meters walk along Heussallee to Platz der Vereinten Nationen). There, turn left onto Platz der Nationen. The main entrance of the World Conference Center Bonn is located after 100 meters on the left side (Main Building) or on the right side (Plenary Building).

Bus from Bonn Central Station:

Bus lines 610 and 611 direction Pappelweg from stop C4. Get off at the stop “Deutsche Welle”, follow Heussallee a few meters to Platz der Vereinten Nationen. Turn to the left there. The main entrance of the World Conference Center Bonn is located after 100 meters. On the left side you will find the entrance to the Main Building, and the entrance to the Plenary Building on the right side.

36. By taxi

- a. Taxi Bonn: +49 (0) 228 555 555
- b. You can also use several apps, for example Uber or Bolt.

37. By car

- a. You can reach the location by car. However, you might experience a more drawn-out journey, due to higher traffic volume and security measures.
- b. Directions from the airport to the venue:

Start on Kennedystraße, 51147 Cologne and take the freeway A59 for 2.8 km. Follow the freeway towards Bonn, take exit B9 onto freeway A562 and follow it for 23 km. In Bonn, follow Friedrich-Ebert-Allee, take Helmut-Kohl-Allee to Karl-Carstens-Strasse. After 1.7 km you will reach World Conference Center Bonn.

- c. Please keep in mind that there is limited parking capacity at the venue itself:
 - (1) Parking deck: Karl-Carstens-Straße 4 / 53113 Bonn
 - (2) Parking area: Charles-de-Gaulle-Straße / 53113 Bonn
- d. Due to its central location, the venue is located within the Bonn environmental zone. Since 1 July 2024, only vehicles with a green environmental badge are allowed to enter this low emission zone. Further information about the environmental zone and the environmental badges are available on the [website of the city of Bonn](#).

38. Bike

- a. Bonn is easily explored and commuted by bike.

b. Bike rental services:

- (1) nextbike (bike-sharing): Registration is free of charge. In order to verify your account, a € 3.00 deposit is required, which will serve as the basic charge for your first bike rental in Bonn. With the voucher code ICCM52023 you get 100 free minutes, which you can use during the entire conference period. After registration, simply use the nextbike by TIER app to scan the QR code on the bike, and the frame lock will automatically open. You can return the bike at any public street or junction within the pink flex zone or at an official station. There are two official stations located in close proximity to the World Conference Center Bonn. During the conference, a dedicated virtual ICCM5 nextbike station will be set up directly in front of the World Conference Center Bonn at Platz der Vereinten Nationen with bikes available.
- (2) Some hotels offer their own bike rental service or can at least give recommendations if requested.

VIII. Accommodation in Bonn

39. Participants are responsible for reserving their accommodation for their stay and for covering their own food and other living expenses.
40. To book a hotel for the ICCM5, you can visit the dedicated website provided by the city of Bonn: <https://www.bonn-region.de/events/iccm5-2023.html>. Booking a hotel through this website includes a public transport ticket for the duration of your stay.

IX. Health Protocol

41. Since 11 June, 2022, all COVID-19 entry restrictions to Germany have been provisionally lifted. As of this date, entry to Germany is permitted for all travel purposes, including tourism and visiting trips. Proof of vaccination, proof of convalescence, or proof of testing is no longer required for entry into Germany. We kindly suggest delegates to verify health protocols well in advance, as they are subject to change.
42. For up-to-date information, please visit <https://www.auswaertiges-amt.de/en/coronavirus/2317268>.

X. Financial and Administrative Arrangements, including Daily Subsistence Allowance (DSA) (if applicable)

43. Participants whose travel is sponsored by UN Environment Programme will be provided with a Daily Subsistence Allowance (DSA) at prevailing United Nations rates. In order to facilitate the payment of the subsistence allowance, eligible participants are requested to submit copies of their passports and boarding pass(es) to the SAICM secretariat.
44. Any participant unable to stay for the entire duration of the Conference is requested to

inform the secretariat as soon as possible after arrival, so that the subsistence allowance may be adjusted accordingly.

45. In cases where participation costs are borne by UNEP, UNEP will provide only travel and DSA as expressed. UNEP will not assume responsibility for any other expenditures, including the following:
- a. All expenses in the home country incidental to travel abroad, including expenditures for visa, medical examinations, inoculations, and other miscellaneous items, as well as internal travel to and from the airport of arrival and departure in the home country,
 - b. Salary and related allowances for the participants during the period of the Conference,
 - c. Costs incurred by participants in respect of travel insurance, accident insurance, medical bills, or hospitalization fees in connection with attending the Conference,
 - d. Compensation in the event of death or disability of participants in connection with attending the Conference,
 - e. Any loss of or damage to personal property of participants while attending the Conference or losses or damages claimed by third parties as a result of any negligence on the part of the participants,
 - f. Any other expenses of a personal nature, not directly related to the purpose of the Conference.
46. DSA for this Conference will be provided through cash cards. These cards are rechargeable multiple times within their validity, as indicated below the card number. Funded participants are advised to keep the cash card in a safe place for future use. If you as a funded participant already possess a cash card issued in USD, please inform the SAICM Secretariat by providing the cash card number and bring it with you to receive your DSA payment. The cash card number must correspond to a USD-issued card in order to be usable. Please ensure, that these cash cards are kept separate from smartphones to avoid any damage.

XI. Harassment-free Conference

47. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful, and safe environment. UN system events adhere to the highest ethical and professional standards, and all participants are expected to demonstrate integrity and show respect towards others attending or involved with any UN system event.
48. Prohibited conduct includes harassment: any improper or unwelcome conduct that might be expected or be perceived to cause offense or humiliation to another person. Harassment in any form, because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin,

political affiliation, age, religion, or any other reason, is prohibited. We encourage reporting any incident directly to any badged UN Department of Safety and Security (UNDSS) officer. Sexual harassment: any unwelcome conduct of a sexual nature that might be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal, or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

49. Further information on the Code of Conduct to prevent harassment, including sexual harassment, at UN system events may be consulted at: <https://www.un.org/en/content/codeofconduct/>.

XII. Catering During the Conference

51. During the Conference, water, coffee, and tea will be provided for free.
52. Some side events will organize additional catering, which will be vegetarian.
53. Please bring a water bottle as there are free water stations installed on the premises.
54. At the venue, participants of the Conference will have the opportunity to purchase catering at own expense. Lunch is served between 1 pm and 3 pm and can be purchased with cash or card

XIII. Further Practical Information

55. Event App

- a. You can download the event app “ICCM5” in Google and Apple stores. The access will be opened a few days before the conference. There you will find all relevant information as the agenda, meeting documents, participant lists with networking options, maps etc.

56. Currency and foreign exchange services

- a. The official currency of Germany is the Euro (EUR). As of May 2023, the commercial exchange rate is 1 EUR = 1.1044 USD but is subject to daily changes. Most banks and financial institutions offer currency exchange services. Some foreign currencies may need to be ordered in advance. Exchange offices and banks typically provide up to 100 different currencies, and money exchange is usually possible without reservation.
- b. Foreign currency can be changed at the airport, banks, foreign currency exchange bureaus, and some hotels.
- c. ATMs are available countrywide with 24-hour access.

57. Telecommunication

- a. Local SIM cards are available at the stores of the network providers, online, or from other retailers such as corner stores. You need a valid ID or passport to register for a SIM card.
- b. The dialing code to call Germany is: +49
- c. For international calls from within Germany: +Country code + number

58. Electricity

- a. The power plugs and sockets are of type F (this socket also works with plug C and plug E). The standard voltage is 230 V, and the standard frequency is 50 Hz.



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59. Time zone

- a. Central European Summer Time (GMT +2)

60. Useful contacts

- a. Emergency numbers

Police: 110

Fire department: 112

EMP/paramedics: 112

(toll-free calls, 24 hrs., 7 days a week)

61. Medical Assistance

Physician Standby Service +49 116 117

Poison Emergency Hotline +49 228 19 24 0

62. Medical services

Urgent medical first aid and respective staff is available at the venue during the whole

conference. The next hospital is in short distance (approx. 1 km). Hospitals close to the venue:

Johanniter-Clinics Bonn	+49 228 5430
Gemeinschaftskrankenhaus Bonn	+49 228 5060

63. Internet services

- a. Free wireless internet access is available in all Conference and meeting rooms. No password is required.

64. Weather

- a. You can typically expect pleasant temperatures during the day at the end of September. The average maximum daytime temperature in Bonn in September lies at 19.4 °C (66.92 °F). The average minimum temperature drops to around 10.3 °C (50.54 °F). Rainfall in September is moderate, with an average of 59 mm (2.3 in.). There are typically around 14 rainy days.

65. Information focal points and addresses

- a. Useful links for a stay in Bonn/Germany:
 - (1) Police Bonn: <https://bonn.polizei.nrw/>
 - (2) Tourist Information Bonn, including leisure, sightseeing, and cultural activities: <https://www.city-tourist.de/en/>
 - (3) Information about Germany by the Federal Foreign Office: <https://www.auswaertiges-amt.de/en/visa-service/02-lernen-und-arbeiten/01-deutschland>

XIV. Sustainable Practice in Lifestyle

66. The venue is a certified “Partner of Sustainable Bonn”, an initiative in which several hotels, conference facilities, and event industry businesses participate under the patronage of the Mayor of Bonn. The Bonn Conference Center Management GmbH has drawn up a catalogue of measures to further reduce its energy requirements. More information can be found here: <https://www.worldccbonn.com/en/information/sustainability/>.
67. Available Complementary catering during the Conference will be vegetarian and vegan only, aimed at reducing emissions and minimizing water waste.
68. The organization of the ICCM5 is based on the governmental guidelines for hosting sustainable events (“[Leitfaden für die nachhaltige Organisation von Veranstaltungen](#)”). These guidelines are communicated to all assisting service providers.
69. To reduce the emissions of the journeys, we kindly request that you prioritize train travel instead of planes or cars. Once in Bonn, it is convenient to navigate the city using public transportation, bicycles, or by walking. For guidance on utilizing public transport or

renting a bike, please refer to the transport section provided above.

70. Please consider offsetting the emission from your journey, if possible. The German Presidency will also offset emissions if they have not already been compensated.
71. Please bring a water bottle as there are free water stations installed on the premises.
72. We encourage you to use your travel mug/bottle and utensils during your travel instead of single-use plastic cups and utensils. In Germany, waste sorting is mandatory. You must dispose of your waste in separate bins and containers. Embrace the 3 R's: Reduce, Reuse, Recycle. Prioritize waste reduction by minimizing consumption and choosing reusable alternatives. Whenever possible, reuse items instead of discarding them, and ensure proper recycling of materials that cannot be reused.
73. We recommend minimizing the collection of excessive giveaways and reducing the use of printed documents. All Conference documents will be available online.