



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



Twelfth meeting of the Ozone Research Managers of the parties to the Vienna Convention for the Protection of the Ozone Layer

24–26 April 2024, Geneva

Information note for participants

I. Venue

1. The twelfth meeting of the Ozone Research Managers of the parties to the Vienna Convention for the Protection of the Ozone Layer (ORM12) will be held in Geneva, from Wednesday, 24 April to Friday, 26 April 2024. The meeting will take place at the following venue:

World Meteorological Organization (WMO)
7bis, avenue de la Paix
Case postale 2300
CH-1211 Geneva 2
Switzerland
E-mail: wmo@wmo.int

II. Timing of the meeting

2. The meeting will be opened at **9 a.m. on Wednesday, 24 April 2024**.
3. The meeting will begin at 9 a.m. and end at 6 p.m. daily, unless otherwise specified. Timings of coffee and lunch breaks will be specified in the meeting agenda. A cocktail reception is planned for Wednesday, 24 April 2024 in the WMO building. It will start immediately after the close of the afternoon session of the meeting.
4. The Bureau of the Conference of the Parties to the Vienna Convention will meet at the above-mentioned venue in the margins of ORM12.

III. Preregistration and identification badges

5. WMO will preregister participants for whom confirmation of attendance has been received via official nomination letter or, in the case of co-chairs, Bureau members and invited experts, via notification to WMO (Jrimmer@wmo.int with a copy to cbihute@wmo.int and jbourdeu@wmo.int) and the Ozone Secretariat (Sophia.Mylona@un.org with a copy to Judy.Ngungi@un.org). Identification badges will be issued **from 8 a.m. on Wednesday, 24 April 2024**. Participants are requested to present valid photo identification cards when collecting their badges. The badges must be worn at all times at the meeting venue. Please note that, for security reasons, badges must be displayed to gain admission to the conference venue as well as to meeting rooms.

IV. Visa information

6. Visa requirements for entering Switzerland vary greatly between different nationalities and it is always advisable to check regulations before travelling.
7. It is the responsibility of each participant to obtain the required entry visa for Switzerland. Please note that a Schengen visa is required for even transiting through Schengen-zone European countries. Visas must be obtained prior to arrival. Participants may use the following link for more information: <https://www.ch.ch/en/foreign-nationals-in-switzerland/entry-and-stay-in-switzerland/visas-for-foreign-nationals>.

V. Hotel accommodation

8. Participants are responsible for making their own accommodation arrangements and are advised to do so well in advance. Participants may wish to consider emissions from local travel and exposure to traffic delays in the selection of hotels. A list of recommended hotels located near the meeting venue can be found on the meeting portal: <https://ozone.unep.org/system/files/documents/hotel-rooms-at-UN-preferential-rates.pdf>.
9. For tourist information on Geneva, please visit <https://www.geneve.com/>. Every hotel will have tourist information packages and should be able to advise participants regarding tourism options.

VI. Financial assistance

10. Limited funds are available to assist the participation of representatives from parties operating under paragraph 1 of Article 5 of the Protocol (Article 5 parties) and countries with economies in transition. Should your Government require such assistance, please submit an official request, that includes the details of the representative to be assisted, to the Ozone Secretariat (mea-ozoneinfo@un.org) by 12 January 2024. The request for funding must be signed by a relevant senior officer in the Government, other than the nominee. The travel of only one participant, using the most direct and economical fare, including a daily subsistence allowance in accordance with United Nations travel policies and procedures, will be covered for each country selected for assistance. The selection will take into consideration regional and subregional balance, gender balance (with a view to increasing the participation of female delegates) and the timeliness of the submission of the funding request. Decisions on the provision of financial support will be communicated to participants by 26 January 2024.
11. The financial assistance includes a return air ticket using the most direct and economical fare as approved by the United Nations and the daily subsistence allowance (DSA). The DSA rate for Geneva as of 1 January 2024 is US\$435 and is subject to change.
12. For further enquiries regarding financial assistance, please contact the Ozone Secretariat (Jacqueline.Gitau@un.org and Sandeep.Bhambra@un.org).

VII. Paper-smart system, meeting documents and presentations

13. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents and other general information during the meeting. The documents and information will be accessible at the meeting portal on the Secretariat's website.
14. Participants are kindly reminded to bring their own laptops or handheld devices to enable access and reference to documents online. The devices must have wireless capability to connect to the Wi-Fi network at the conference venue and a browser (such as Firefox, Chrome) to access the meeting portal. No additional software is required.
15. The Secretariat, in cooperation with WMO Conference Services, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.
16. All pre-session documents, including the national reports submitted by the parties, will be available for download from the Secretariat's meeting portal (<https://ozone.unep.org/meetings/12th-meeting-ozone-research-managers>). Presentations to be projected during the meeting should be sent to the Ozone Secretariat (Sophia.Mylona@un.org with a copy to Judy.Ngungi@un.org) preferably well in advance of the start of the meeting to allow time for their upload on the meeting portal.

VIII. List of participants

17. The preliminary list of participants, for the purposes of verification, will be made available on the meeting portal before the close of the meeting. Delegates are requested to verify the accuracy of the information in the list, including names, designations, contact information and the order in which names are presented within the delegation, to sign the list and to return it to the meeting room attendant. The final list of participants will be included in the final meeting report.

IX. Health requirements and additional services

A. Health requirements and medical facilities

18. No immunizations are required to enter Switzerland, although it is advisable to make sure tetanus, diphtheria and polio vaccinations are up to date before travelling.

19. First-aid and emergency services will be available at the venue throughout the meeting. The main hospital in Geneva, the Geneva University Hospitals (HUG), is open 24 hours a day and is 15 minutes away by ambulance or by bus (number 5) from the venue. More information can be accessed using the following link: <https://www.hug.ch/contact>.

20. Participants attending the meetings are not covered by United Nations insurance for any illness or injury resulting from any situation or action not connected to their participation in the meetings. All participants are therefore strongly encouraged to have sufficient medical insurance coverage. The Secretariat will not assume any responsibility for compensation resulting from accident, death, disability, damage to personal property or any other loss that may be incurred during travel or during the meeting period, outside the meeting premises.

B. Transport and safety

21. Participants should make their own transportation arrangements to and from the airport and to their respective hotels. Geneva has a very effective public transport system which is fast, frequent, safe and reliable. A map of the bus network can be obtained free of charge from the network of public transport companies (Unireso) information centre at Cornavin Station and the following website: <http://www.tpg.ch>.

22. The WMO building is 5 km away from the Geneva International Airport (approximately 10 minutes by taxi) and 2 km from the main railway station, Cornavin, which are linked by public transport and by taxi as follows:

(a) Getting to WMO from the airport:

- By taxi: From the taxi rank outside the Arrivals Hall (ground floor). The cost is about CHF 25 to 30
- By train: All day, all trains leaving the airport stop at Cornavin Station. Look for the "Gare CFF" or "Cornavin" signs
- By bus: Number 5, from outside the Terminal Building (first floor), stops at the United Nations building. Then number 11, from the front of the United Nations building, stops in front of the WMO building. Or walk from the United Nations building to WMO, which takes about 8 minutes

(b) Getting to WMO from the centre of Geneva:

- By tram: From Cornavin Station, tram 15 goes to the Place des Nations. WMO is then within walking distance (avenue de la Paix, towards the lake – 10 minutes).
- By bus: Numbers 1, 11 and 28 stop at the Jardin Botanique, which faces the WMO building

(c) More information can be found on the following links:

- General information on Geneva: <http://www.gva.ch>
- Travel free on public transport in Geneva: <https://www.gva.ch/en/>
- Map of Geneva with search function: <https://www.geneve.ch/fr/plan-ville>
- Train information: <https://www.sbb.ch/fr>

23. Taxis are easily available and safe, but relatively expensive. Taxi telephone numbers: 022-320-22-02 or 022-331-41-33.

24. 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 Station and in the Paquis district of the city, and not to leave their luggage unattended at any time.

25. Participants are responsible for the safety of their valuables in the meeting venue and during their stay in Geneva.

C. Local currency

26. The currency of Switzerland is the Swiss franc (CHF). Many prices are also indicated in euros (EUR) so that visitors may compare prices. Merchants may accept euros but are not obliged to do so and the change to be given back to the client will most likely be in Swiss francs. Currency exchange facilities and ATMs are available in and around the main railway station, Cornavin, and at the airport.

D. Weather and local time information

27. The average temperature in Geneva in April ranges from a high of 57°F (14°C) to a low of 39°F (4°C). For more information regarding the weather please visit the following link:
<https://www.meteoswiss.admin.ch/local-forecasts/geneva/1201.html#forecast-tab=detail-view>

28. The standard time zone in Geneva is GMT +1 hour.

E. Official language

29. Switzerland has three official languages: French, German and Italian. French is the predominant language spoken in Geneva, but most citizens speak at least one other language. English is widely spoken.

X. Other practical information

A. Phone access codes

30. The country code for Switzerland is +41 and the area codes for Geneva is 22.

B. Electrical power supply

31. Electric power in Switzerland is 230 volts, frequency running at 50 Hz, and the plug/socket types are C (CEE 7/16 - 2 pin) and J (SEV 1011 – 3 pin). See images below. **Delegates are strongly encouraged to carry their own electrical adapters for use with laptop and other hand-held devices, as the Secretariat will not be able to provide them.** Adapters can be purchased from shops selling electronic or electrical items in Geneva.

Illustration of the plug



C. SIM cards for cellular phones

32. Local SIM cards that can be used with unlocked phones are available from any post office or news stand. A valid passport is required for purchase.

D. Business hours

33. The standard working week of government offices and businesses is Monday to Friday 9 a.m. to 6 p.m. Banks are open from 8.30 a.m. to 4.30 p.m. Monday to Friday. Most banks and other outlets offer 24-hour access to ATMs. Most retail stores are open throughout the day; many service shops close for lunch, however, between noon and 2 p.m. during the week. Most stores, including grocery stores, do not stay open past 7 p.m. on weekdays, past 6 p.m. on Saturdays and are closed on Sundays.

E. Restaurants and cafes

34. Participants can use the restaurant and the coffee bar located on the 9th floor of the WMO building. Other cafes, restaurants and shops are within walking distance of the WMO building.

F. Emergency telephone numbers in Switzerland

35. The following are the telephone numbers to call in case of an emergency:

Medical: 144
Police: 117
