



UNODA
UNITED NATIONS OFFICE FOR
DISARMAMENT AFFAIRS

Global Partnership
against WMD



LOGISTICAL NOTE

Coordination Workshop for the project on 'Supporting Universalization and Effective Implementation of the BWC in Africa'

26-27 July 2022

United Nations Office at Geneva
Palais des Nations, Room XXVII, Building E
Geneva, Switzerland



INTRODUCTION

1. A coordination workshop is organised by the Implementation Support Unit (ISU) of the Biological Weapons Convention (BWC) for the recently launched project on 'Supporting Universalization and Effective Implementation of the BWC in Africa'. The project is funded by the Global Partnership Against the Spread of Weapons and Materials of Mass Destruction (the Global Partnership) as part of its Signature Initiative to Mitigate Deliberate Biological Threats in Africa.
2. The meeting will be held in the Palais des Nations, Geneva, Switzerland on 26-27 July 2022.

WORKSHOP REGISTRATION AND ACCESS TO THE PALAIS DES NATIONS

3. The workshop will be held in-person in **Room XXVII, Building E of the Palais des Nations**, United Nations Office at Geneva (see [info](#)). The Palais des Nations is accessible via the Pregny Gate (see [map](#)). The Pregny Gate (Visitor's Entrance) is located in front of the International Committee of the Red Cross (ICRC). Please note that workshop participants cannot enter the Palais via the access gate/Place des Nations in front of the Broken Chair sculpture.
4. Please note **all workshop participants**, including those already in possession of a UNOG security badge, **need to register online <https://indico.un.org/event/1001130/> by Wednesday 22 June 2022**.
5. Participants registering for the first time will need to provide details of their passport or national identification card and upload a passport quality photo. Please refer to the [user guide](#) for creating an Indico account. For any queries, please contact the ISU at bwc@un.org
6. Once your application has been approved, you will receive a UN Event Pass via e-mail. Security badges can be collected from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations. Participants are advised to come to the Pregny Gate well in advance to allow enough time for security checks.
7. For security reasons, identification badges must always be worn and visible to UN Security staff while inside the Palais des Nations.

TRAVEL ARRANGEMENTS

8. The BWC ISU will provide travel arrangements for workshop participants in accordance with United Nations rules and regulations. Airtickets will be issued at the cheapest available airfare for the shortest routing for the official dates of the meeting arriving one day prior to the meeting and parting following day after the end date of the meeting). Any personal deviations and upgrades shall be at the travellers' expense and agreed personally with the UN travel agent: **CWT, Tel.: +41 22 917 28 50 (24 hr. service) or unog.ch@contactcwt.com**. For other travel emergencies, e.g. **flight cancellations, missing connecting flights, etc.**), please contact directly the travel agency **CWT for assistance: Tel.: +41 22 917 28 50 (24 hr. service) or unog.ch@contactcwt.com**.
9. Participants should ensure that their travel documentation including visas for transit and entry to Switzerland are valid as per respective government travel policies.
10. Participants should familiarize themselves with applicable travel advisories. The relevant regulations to travel to Switzerland and travel restrictions, including quarantine requirements can be found [here](#).

11. Some airlines apply additional rules irrespective of the national COVID restrictions policy. Please kindly check COVID-related policy from the airlines websites.
12. Local transportation, airport pick-up and drop-off will not be arranged by the UN. Participants will receive Terminal Expenses at the fixed total amount of USD 188 for the commuting purposes. No other transportation expenses can be claimed for reimbursement. A free public transport pass is provided by all hotels in Geneva upon check in.

DAILY SUBSISTENCE ALLOWANCE AND TERMINAL EXPENSES

13. International participants will receive the Daily Subsistence Allowance (DSA), at the UN fixed rate (current rate of May 2022 is USD 369 per night). DSA is paid to cover accommodation, meals, and other miscellaneous expenses). No other costs can be claimed by the travellers.
14. Unless arranged otherwise, participants will receive their DSA and Terminal Expenses through bank transfer. DSA advance at 75% will be transferred prior to the travel date, while the remaining 25% as well as Terminal Expenses will be transferred after the travel has been concluded.
15. All sponsored participants must **submit original or scanned inward and outward flight boarding passes** to Ms. Elena Orlyk (elena.orlyk@un.org). Kindly note that failure to provide the boarding passes will result in non-disbursement of the remaining 25% of DSA and Terminal Expenses and recovery of the DSA advance.

HOTEL ACCOMMODATION AND VISAS

16. Participants are required to make personal arrangements for the accommodation. Practical information can be found on the website of the [Geneva Welcome Centre](#).
17. Personal travel documents and transit/entry visas shall be the personal responsibility of each traveller. Please refer to the [Swiss embassies or consulates](#) as per the Participants requiring a visa support letter from UNODA could contact Ms. Elena Orlyk (elena.orlyk@un.org).

DRESS CODE

18. Dress code: the dress code for the event is business casual/smart attire.

COVID-19 RELATED REGULATIONS AND MEASURES

[Switzerland](#)

19. No pandemic-related entry restrictions are in force at the present time. The general rules on entering Switzerland have applied since 2 May 2022. No proof of vaccination, recovery or testing is required for entry into Switzerland. To see what rules apply to your own particular situation when entering Switzerland, consult the online Switzerland [travel check webpage](#).

Palais des Nations/Geneva

20. Information on the response to COVID-19 at the UN Office at Geneva is available at <https://www.ungeneva.org/en/covid-19> and workshop participants are encouraged to read it carefully. Ms. Elena Orlyk is the COVID-19 focal point during the workshops and can be contacted on elena.orlyk@un.org

21. Effective Tuesday 3 May 2022, the majority of COVID-19 measures at the UN Geneva premises have been lifted.

- All available conference and meeting rooms have reverted to their full capacities.
- Masks remain required in conference rooms until further notice. However, the requirement to wear a mask has been lifted elsewhere on the premises.
- Permanent UNOG badge holders are also requested to register via IndicoUN for the meeting.

All persons at the UN premises continue to be encouraged to observe safety and hygiene measures, such as regular hand washing, cough/sneeze etiquette and keeping safe distances.

INSURANCE ISSUES

General aspects

22. The organizers assume that all participants are in good health and fit to travel. Participants are advised to bring their medicine for personal use with them, if they expect to require any.

23. Participants are responsible for obtaining the related national medical clearances, required immunizations and their travel and health-related insurance (theft, illness and accidents, hospital and repatriation costs, etc.). Please kindly note that the United Nations does not cover life or medical insurance for workshop participants. Therefore, it is the responsibility of the participants or of their employer, to obtain adequate insurance prior to travel to Switzerland. The organizers will not assume responsibility for the following:

- Loss, damage or theft of item of any kind, including property, cash or personal effects that may occur during or in connection with the meeting;
- Expenses for excess baggage (additional baggage exceeding the authorized weight/volume established by each individual airline);
- Expenses with respect to travel insurance, accident and medical insurance, medical bills and hospital fees incurred by participants in connection with their event attendance;

24. Since compensation for theft, the loss of or damage to these items cannot be provided by the meeting organizers, participants are recommended to place such items in safekeeping or to obtain an insurance policy that covers such risks.

USEFUL INFORMATION

25. Local currency: **the Swiss Franc** (currency code: CHF) It is divided into 100 Rappen. The current exchange rate is 1 CHF to 1.03 USD. Foreign currencies can be easily exchanged at multiple counters within the Geneva International Airport or Swiss Francs can be withdrawn from local ATMs. Major credit cards are widely accepted in hotels.



26. **Emergency phone numbers:** In an emergency, call one of the following numbers from any telephone in Switzerland:

- **Police: 117**
- **Fire service: 118**
- **Medical service: 144**

You can also use the **pan-European emergency number (112)** in any type of emergency in Switzerland. If you call this number, you'll be put through to an operator who will then direct you to the appropriate emergency service.

27. Electricity and Voltage: Switzerland uses type C (2-pin) and Type J (3-pin) plugs. (Type C 2-pin plugs also fit J sockets.) Most power sockets are designed for three pin round plugs.

ONSITE FACILITIES FOR PARTICIPANTS

28. Free wifi access is available in the meeting rooms and generally throughout the Palais des Nations.

29. Photocopying facilities will not be available to participants.

30. The closest cafeteria is the Serpent Bar which can be found behind Room XVIII on the first floor of the E Building. The main cafeteria in the Palais des Nations is also open. Please kindly note that payments can only be made by credit cards, contactless payment and ELDORA's electronic badges. **No payment in cash will be accepted.** Further information about food options at the Palais des Nations can be found [here](#).

31. A UBS bank is located at Door 41 on the second floor of Building E (see [map](#)) with a functional ATM and the SAFI (a general shop) can be found at Door 1, S Building (see [map](#)).

PRACTICAL INFORMATION

32. The Palais des Nations is currently undergoing major renovations under the Strategic Heritage Plan and some sections/buildings are currently inaccessible. Participants may check practical information to access Palais de Nations, including for people with disabilities, public transport, parking and taxis is available at <https://www.ungeneva.org/en/practical-information/delegates>

UN CODE OF CONDUCT

33. 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 are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UN system event.

34. Advancing the Secretary-General's "zero tolerance" vision, and priority agenda to address sexual harassment in the workplace, a [Model Code of Conduct](#) has been developed to prevent harassment, including sexual harassment, at UN system events.

35. The [Model Code of Conduct](#) is not a legal document but aims to prevent harassment from occurring at UN system events by sharing expectations of standards of conduct in advance of an event, as well as to support victims by ensuring they are aware that harassment is not tolerated at UN system events and what steps they can take if they are harassed or witness harassment.

36. The [Model Code of Conduct](#) applies to all participants of any BWC meetings.