



Third United Nations World Conference on Disaster Risk Reduction**Preparatory Committee****Second session**

Geneva, 17–18 November 2014

Information note for participants**I. Introduction**

1. The second session of the Preparatory Committee of the Third United Nations World Conference on Disaster Risk Reduction will be held in Geneva at the Assembly Hall, Palais des Nations, Building A, Door 15, Third floor, from Monday, 17 to Tuesday, 18 November 2014.

The address is as follows:

Palais des Nations
8-14 Avenue de la Paix
CH-1211 Geneva 10

II. Registration of participants

2. Participants attending the sessions are required to register to gain entry to the venue.

States

(a) To register, States are requested to inform the Conference secretariat of the composition of their delegation via note verbale from their Permanent Mission to the United Nations. The Conference secretariat is pleased to accept a scanned copy of the note verbale sent by email to wcdrr2015-un@un.org.

Intergovernmental organizations

(b) Intergovernmental organizations holding observer status with the General Assembly and the Economic and Social Council may register through the same procedure used by States. For a list of accredited intergovernmental organizations, please see <http://www.un.org/en/members/intergovorg.shtml>.



Other intergovernmental organizations must first apply for ad hoc accreditation by submitting an application to wcdrr2015-igo@un.org no later than 15 September 2014. The application will be reviewed by the Conference secretariat against existing criteria (geographical scope and membership, with at least three Member countries specified in the membership note) and submitted to the Preparatory Committee for approval.

United Nations system entities

(c) The registration of representatives of specialized agencies (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, IAEA, WTO, UNWTO, CTBTO, and OPCW) follows the same procedures as for States.

United Nations funds, programmes and other entities (United Nations Secretariat entities, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBD, UNU, ITC, UNAIDS, UNITAR, UNRISD) are also invited to communicate the composition of their delegation to the Conference secretariat by email (wcdrr2015-un@un.org) at their earliest convenience.

Non-governmental organizations and other major groups

(d) To register for the session, there are two different procedures for non-governmental organizations (NGOs) and major groups, depending on whether they are accredited or non-accredited.

(i) Accredited NGOs and other major groups

NGOs and organizations belonging to major groups that have consultative status with the Economic and Social Council should pre-register to participate through the online registration system at <http://www.wcdrr.org/majorgroups>. If you are unsure of your organization's accreditation status, please check the iCSO database at <http://esango.un.org/civilsociety/login.do>. A confirmation e-mail will be sent to each nominated representative after the registration form is received and the accreditation status is checked. This confirmation e-mail serves as an official invitation to the meeting and can be used to apply for a visa to Switzerland.

Deadline for pre-registration 3 November 2014

Deadline to submit names of representatives
to the Conference secretariat via
wcdrr2015-majorgroups@un.org 11 November 2014

(ii) Non-accredited NGOs and other major groups

NGOs and other major groups that are currently not in consultative status with the Economic and Social Council who wish to attend the meeting as observers may apply through the Conference secretariat to receive special accreditation for that purpose. Information on how to apply for special accreditation is available on the Conference website at <http://www.wcdrr.org/majorgroups>. The deadline for application is 15 September 2014.

Each major group has an Organizing Partner to assist as needed:

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|---|---|
| Business and Industry | Ms. Louise Kantrow International Chamber of Commerce louise.kantrow@iccwbo.org |
| Children and Youth | Mr. Aashish Khullar Children and Youth International aashish@childrenyouth.org |
| Indigenous Peoples | Ms. Galina Angarova Tebtebba – Indigenous Peoples’ International Centre angalya@gmail.com Mr. Nigel Crawhall Indigenous Peoples of Africa Coordinating Committee ipacc@iafrica.com |
| Local Authorities | Mr. Yunus Arikan ICLEI-Local Governments for Sustainability yunus.arikan@iclei.org Mr. Mohamed Boussraoui United Cities and Local Governments m.boussraoui@uclg.org |
| Non-governmental organizations | Mr. Marcus Oxley Tearfund marcus.oxley@globalnetwork-dr.org Mr. Siddharth Pathak Climate Action Network – International (CAN-I) spathak@climatenetwork.org Mr. Simon Rogers Peace Boat simon@pbv.or.jp <i>For community-led organizations</i> Ms. Regina Pritchett Huairou Commission regina.pritchett@huairou.org |
| Scientific and Technological Community | Anne-Sophie Stevance International Council for Science anne-sophie.stevance@icsu.org |

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| Women | Ms. Eleanor Blomstrom Women's Environment and Development Organization eleanor@wedo.org |
| Farmers | Ms. Anette Engelund Friis World Farmers' Organisation aef@if.dk Ms. Luisa Volpe World Farmers' Organisation luisa.volpe@wfo-oma.org |
| Workers and Trade Unions | Ms. Anabella Rosemberg International Trade Union Confederation anabella.rosemberg@ituc-csi.org |

(iii) Representatives from subnational government

Registration for municipal and other local or regional authorities can be arranged in three ways: under the auspices of the organizing partners of the local authorities major group United Cities and Local Governments (contact person: Mr. Mohamed Boussraoui, m.boussraoui@uclg.org) or ICLEI-Local Governments for Sustainability (contact person: Mr. Yunus Arikan, yunus.arikan@iclei.org); under the auspices of an accredited NGO; or through a Permanent Mission to the United Nations as an invited member of a national delegation.

(iv) Representatives of for-profit and private sector entities

The accreditation of representatives of for-profit and private sector entities can be arranged through the business and industry major group under the auspices of a relevant NGO accredited in accordance with resolution 1996/31, which governs the consultative relationship between the United Nations and NGOs. For assistance, please contact the organizing partner for the business and industry major group: Ms. Louise Kantrow from the International Chamber of Commerce (louise.kantrow@iccwbo.org).

III. Access to premises

Badges and grounds passes

3. Badges provided by United Nations security will allow registered participants access to the Palais des Nations. Registered participants can collect their badges at the Porte de Prégny entrance (8-14 avenue de la Paix, CH-1211 Geneva 10) on Thursday, 13 November from 2 p.m. to 5 p.m., and Friday, 14 November, Monday, 17 November and Tuesday 18 November from 8 a.m. to 5 p.m. To collect their badges, participants must present their national identification card or passport with a completed conference registration form, which the Conference secretariat will have provided to each individual that indicated their attendance, via email, according to the registration procedures detailed in section II above.

4. Geneva-based representatives of the United Nations system are not required to collect a badge and may enter by using their United Nations grounds pass. Non-Geneva based representatives of the United Nations system may enter using their local United Nations grounds pass in combination with a laissez-passer.

Access to premises with large luggage

5. As a general rule, access to the United Nations premises with large luggage (that is, larger than carry-on size) is not authorized. Pedestrians carrying large luggage will be directed to the Porte de Prégny entrance where, after passing a security inspection, those items will be placed in storage subject to availability of space. Luggage detected inside cars during random vehicle checks may be subject to security inspection.

IV. Arrangements for meetings

Seating arrangements

6. Four seats will be made available for each official government delegation at the plenary session. A number of seats will also be made available at the plenary session for representatives of intergovernmental organizations, specialized agencies, United Nations system funds, programmes and other entities, and each major group, for which details will be presented on the Conference website (www.wcdrr.org).

Languages and interpretation

7. In the plenary room (Assembly Hall), statements made in any of the six official languages of the United Nations will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

8. Meetings other than those of United Nations bodies, such as meetings of regional or major groups, will be accommodated according to the availability of meeting rooms and services.

Registration for statements

9. Inscription in the list of speakers will be open a number of days before the session and a list will be made available at <http://www.wcdrr.org/preparatory/prepcom2/statements> at a date to be announced. Participants are encouraged to check the Conference website for details (www.wcdrr.org).

Distribution of documents

10. In an effort to support greening, participants are encouraged to download documents of the Preparatory Committee from the World Conference website (www.wcdrr.org) or the Official Documents System of the United Nations (document.un.org).

11. A limited number of session documents will be made available at the distribution counter (located at door 40). Documents requiring action (draft resolutions, draft decisions, conference room papers) will be available at the documents booth in the Assembly Hall.

Audio files of meetings

12. Audio files of all plenary meetings of the second session of the Preparatory Committee will be available on the Conference website. These recordings will be posted on the webpage the following afternoon or morning after the meeting has taken place. For technical reasons, the recordings will only be available in English. The software needed to download the audio files will be available on the Conference website (www.wcdrr.org).

Focal points for major groups

13. At the session, the Conference secretariat will have focal points to assist each major group should the Organizing Partner not be present:

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| Business and Industry | Ms. Kiki Lawal lawalk@un.org |
| Children and Youth | Ms. Christel Rose rosec@un.org |
| Indigenous Peoples | Mr. Glenn Dolcemascolo dolcemascolo@un.org |
| Local Authorities | Mr. Abhilash Panda pandaa@un.org |
| Non-governmental organizations | Mr. Glenn Dolcemascolo dolcemascolo@un.org |
| Scientific and Technological Community | Mr. Pedro Basabe basabe@un.org |
| Women | Ms. Madhavi Ariyabandu ariyabandu@un.org |
| Farmers | Mr. Steven Goldfinch goldfinch@un.org |
| Workers and Trade Unions | Ms. Maria Hasan hasan3@un.org |

14. To take the floor, major groups' speakers should use the conference-table seats reserved primarily for that purpose. Major groups are not permitted to distribute documents, pamphlets or any other material in the meeting rooms.

Wireless Internet

15. Wireless Internet access will be available throughout the meeting venue.

V. Participation of least developed countries and small island developing States

16. As described in the note verbale from the Conference secretariat on 26 August 2014 to the permanent missions to the United Nations Office at Geneva and in New York, where appropriate, one participant from the delegation of a State belonging to the list of least developed countries and small island developing States can be sponsored to attend the second session of the Preparatory Committee (in accordance with General Assembly resolution 68/211). To allow timely processing of funds and ticketing, the name, title and email

address of the nominated delegate is requested in the form of a note verbale, to be sent to wcdrr2015@un.org no later than 30 September 2014.

VI. Media arrangements and services

Media accreditation

17. The Information Service must be satisfied that the individuals applying for accreditation are bona fide media professionals and represent bona fide media organizations (formally registered as a media organization in a country recognized by the United Nations General Assembly). Accreditation will only be given on proof of a track record of reporting for media organizations on international affairs. Media accreditation is not accorded to the information outlets of NGOs. Applications are considered on a case-by-case basis and the decisions of the Information Service are final. The Information Service reserves the right to deny or withdraw accreditation of journalists from media organizations whose activities run counter to the principles of the Charter of the United Nations, or who abuse the privileges so extended or put the accreditation to improper use or act in a way not consistent with the principles of the Organization. All journalists applying for accreditation must submit proof that they represent a bona fide media organization as follows:

(a) Letter of assignment on official letterhead of a media organization from the Publisher/Assignment Editor or Bureau Chief. It should specify the name and functional title of the journalist and the period for which accreditation is sought at the United Nations.

(b) Print media representatives are required to submit two recent issues of the publication they work for. Radio and TV media representatives must submit recordings of two recent reports.

(c) Independent TV production companies are required to provide a letter from a broadcast organization that intends to air their work.

(d) Photographers are required to submit original tear sheets or photos with credits of the issuing organization.

In addition to the above requirements, online media must meet the following requirements:

(e) The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number.

(f) The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues.

(g) If the website is new, the applicant seeking accreditation must provide the latest data on the number of website visitors or other relevant material (press citations, among others) about the outlet's audience.

(h) The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles with his/her byline.

18. Correspondents must submit their request for access to the United Nations Office in Geneva on their media organization's letterhead to the Press and

External Relations Section, offices C.323 or C.300, by email to accreditation-media@unog.ch, or by fax: +41(0) 22 917 0073, Tel: +41 (0)22 917 4359 or +41 (0)22 917 2336. The Section does not acknowledge receipt of requests for media accreditation. You may call to check the status of your request.

19. Once the request for accreditation is accepted, a badge can be collected from the Security Identification Unit at the Porte de Prégny of the Palais des Nations.

20. For more information on media accreditation at the United Nations Office in Geneva and to download the press accreditation form please visit the News and Media section at www.unog.ch.

Photo identification

21. Journalists must also present two forms of valid ID. Valid ID must include a current passport from a State recognized by the United Nations General Assembly, along with a press card, work ID, driver's license or other form of photo ID. Where required, non-nationals of the host government must also confirm their right to work as a journalist by providing a relevant visa or an employment authorization document.

VII. Additional information

Accommodation and medical insurance

22. Participants are responsible for making arrangements for their own accommodation and travel. All representatives interested in attending are required to have adequate medical insurance prior to arrival.

Public transport

23. From the airport, the Palais des Nations is accessible by taxi (15 minutes, about CHF25) or by bus and tramway through Cornavin railway station. From the railway station, a bus service (Bus No.5, 8, F, V and Z, and Tram No.13 and No. 15) operates to the Palais des Nations. Taxis can be ordered through the guard on duty at door 6, door 40 and Porte de Prégny. Please note that taxis will not be allowed inside the premises of the Palais des Nations during the session. For further information on public transportation, you may visit <http://www.tpg.ch/>. For further information on the city of Geneva, you may visit <http://www.geneve-tourisme.ch/>.

Entry of vehicles to the Palais des Nations

24. Only those vehicles with stickers can access the Palais des Nations. Vehicles are asked to exercise care and drive slowly within the grounds and immediate vicinity of the Palais des Nations, observe traffic signs and instructions given by the attendants in charge of traffic and parking, and in the event of an accident to follow the attendant's instructions or, in his absence, those of the official in charge at the Security Control Centre (Room A.220, Tel: +41 (0) 22 917-2900/72902) with regard to first-aid arrangements and certain necessary formalities.

25. Entry to the premises of the Palais des Nations by taxi is prohibited at all times. Taxis will drop off passengers outside the Porte de Prégny entrance.

Restaurants, cafeteria and bars

26. The restaurant on the 8th floor of the Assembly Building serves hot meals Monday to Friday from 11.45 a.m. to 2.30 p.m. The restaurant is closed on

Saturdays and Sundays. The restaurant will make arrangements for cocktail parties, private luncheons and dinner parties (Tel: +41 (0)22 917-3588).

27. The cafeteria (Tel: +41 (0)22 917-3467) on the ground floor of the Assembly Building is open Monday to Friday from 8.15 a.m. to 4.45 p.m. Lunch is served from 11.30 a.m. to 2 p.m.

28. The bar on the ground floor of the Council Building (Press Bar- Door 6) is open Monday to Friday from 8.30 a.m. to 6.30 p.m.

29. The “Bar Serpent” in the Conference room area of Building E is open from Monday to Friday 9 a.m. to 5.30 p.m.

30. The Delegates’ Lounge on the 3rd floor of the Assembly Building (Room VI) is open from Monday to Friday 8.30 a.m. to 4.45 p.m.

31. All bars are closed on Saturdays and Sundays.

Bank

32. The United Nations branches of the UBS are located as follows:

Door 6 area of Council Building, Ground floor, Tel: 022 917-2170.
Opening hours: Monday to Friday, 8.30 a.m. to 4.30 p.m.

Door 41 area of Building E, 2nd floor, Tel: +41 (0)22 917-4916.
Opening hours: Monday to Friday, 8.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m.

Cash machines are available at both locations.

First aid

33. In case of emergency dial extension 112. Otherwise, first aid is available at the infirmary as follows:

Secretariat Building: Room No. 016, Basement, Door 2, Tel: +41 (0)22 917-2807.
Opening hours: 8 a.m. to 5 p.m.

Building E: Room E-3053, 3rd floor, Tel: +41 (0)22 917-5009.
Opening hours: 8 a.m. to 12 p.m.

Travel agency

34. Carlson Wagonlit has offices on the ground floor in the lobby of the Council Building (Door 6, Tel: 022 917-2850) and in the entrance hall of the New Building (2nd Level, Tel: 022 917-4621). Opening hours: Monday to Friday, 9 a.m. to 4.30 p.m.