



**2013 Conferences of the Parties to the Basel,  
Rotterdam and Stockholm Conventions**  
**Geneva, Switzerland, 28 April – 10 May 2013**

**2013COPs**  
sustainable synergies

*Information for  
participants*



**BASEL CONVENTION**



**ROTTERDAM CONVENTION**



**STOCKHOLM CONVENTION**

## Venue of the meetings

The meetings of the conferences of the parties will be held at the following venue:  
Centre International de Conférences Genève (CICG)  
17, rue de Varembé  
CH-1211 Geneva 20  
Switzerland  
Tel: +41 (0) 22 791 91 11  
Fax: +41 (0) 22 791 90 64  
Internet: [www.cicg.ch](http://www.cicg.ch)

## Registration

The names and contact information of your designated representatives (including postal addresses, telephone numbers, facsimile numbers and e-mail addresses, where available) should be communicated [using the registration form](#) to the following address:

Secretariat of the Basel, Rotterdam and Stockholm Conventions  
Ms. Stéphanie Cadet  
International Environment House  
11-13 chemin des Anémones  
CH-1219 Châtelaine  
Switzerland  
Tel: +41 (0) 22 917 83 24  
Fax: +41 (0) 22 917 80 98  
E-mail: [scadet@pops.int](mailto:scadet@pops.int)

On-site registration will be open from 9 a.m. to 6 p.m. on Saturday, 27 April, from 8 a.m. to 6 p.m. on Sunday, 28 April, and from 9 a.m. to 6 p.m. during the remaining days of the meetings. Security checks will be carried out at the conference centre each time you enter the venue. Please note that owing to the high number of participants expected, we strongly recommend that you register on Saturday or as early as possible.



## Credentials

- Credentials of the representatives, as well as the names of the alternate representatives and advisers, who will constitute the delegation for your State or regional economic integration organization to the meetings of those of the three conventions to which your State or regional economic integration organization is a party need to be submitted.
- Credentials for up to all of the 6 meetings can be presented in one document.
- Credentials must be issued by the head of State or Government, **by the Minister for Foreign Affairs** or, in the case of a regional economic integration organization, by the competent authority of that organization.
- Credentials must be submitted if possible no later than 24 hours after the opening of the meetings (in the case of the current meetings, therefore, by 10 a.m. on 29 April 2013).
- Representatives of Parties are kindly requested, however, to submit **an advance copy of the credentials** prior to the meetings and preferably by 28 January 2013, as doing so will greatly facilitate the clearance process. If credentials are submitted in copy or by facsimile, **The original credentials should be submitted upon registration at the meeting.**
- Contact person for credentials: Ms. Stephanie Cadet ([scadet@pops.int](mailto:scadet@pops.int))

## Visa

It is the responsibility of each participant to apply for the required visa. Visas must be obtained prior to arrival.

Please note that Switzerland joined the Schengen area on 12 December 2008 and a Schengen visa is therefore required to enter the country. Swiss visa desks can only accept applications from persons whose main destination is Switzerland. The time needed for a Schengen visa request to be processed may vary and it is therefore strongly recommended that applications be made a minimum of three weeks prior to travel. Further information is available on the website

of the Federal Department of Foreign Affairs of Switzerland at the following link:

<http://www.eda.admin.ch/eda/en/home/rep.html>.

## Insurance

It is strongly recommended that delegates take out international medical, accident and travel insurance. It is the responsibility of participants to make their own arrangements for insurance. The Secretariat is not liable for any loss or damage whatsoever that may be incurred by participants, during their travel time to and from the meetings or during the period of participation at the meetings.

## Accommodation

It is the responsibility of participants to make their own arrangements for accommodation. The Secretariat encourages all parties to make such arrangements at the earliest possible opportunity.

An updated list of [hotels offering preferential rates to the United Nations](#) will be made available on the [meetings website](#).

## Access to conference premises

Please note that access to the conference area is restricted to registered participants of the COP. In order to comply with the security requirements of the secretariat, participants are expected to wear their badges visibly at all time and in all areas. If you lose your badge, please report it to the Registration Counter immediately. <http://www.cicg.ch/en/> (attached: CICG floor plan)

## Schedule of the meetings

On Saturday, 27 April 2013, preparatory meetings, including regional and bureaux meetings, will be held. The regional meetings are scheduled from 3 p.m. to 6 p.m. Further information on the preparatory meetings will be announced on the [meetings website](#).

The meetings will open on Sunday, 28 April 2013, at 10 a.m. Further information on the schedule of work is contained in document UNEP/FAO/CHW/

RC/POPS/EXCOPS.2/INF/2.

Delegates wishing to attend specific sessions of the meetings only should keep in mind that the order and timing of sessions may change, depending on decisions made by the bureaux of the conferences of the parties and on the time required for discussion. Delegates are invited to take this into consideration when making their travel arrangements.

## High-level segment

The meetings will include a high-level segment on the afternoon of Thursday, 9 May 2013 and the morning of Friday, 10 May 2013. Further information on the high-level segment will be provided in document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/INF/3.

## Side events

Two side events will be held in parallel during lunch breaks and up to two in the evenings following the plenary sessions. A draft schedule of side events will be published on the [meetings website](#) approximately three weeks prior to the meeting.

If you have any questions related to side events, please contact Ms. Andrea Warmuth at the Secretariat of the Basel, Rotterdam and Stockholm Conventions (e-mail: [awarmuth@pops.int](mailto:awarmuth@pops.int) or Tel. +41 (0) 22 917 88 53).

## Exhibitions

Requests for exhibitions should be sent no later than 28 March 2013 to the Secretariat of the Basel, Rotterdam and Stockholm Conventions ([nalini.basavaraj@unep.org](mailto:nalini.basavaraj@unep.org)) or, should this not be possible, by telephone to the following number: +41 22 91 78383.

Approximately three weeks prior to the meeting, the exhibitors will be informed about their allotted dates and space for exhibiting their information materials. After being informed, any Exhibitor wishing to send materials for the purpose of an exhibition should inform the Secretariat ([nalini.basavaraj@unep.org](mailto:nalini.basavaraj@unep.org)), and provide a description

of the content of the package. The packages then should be sent directly to:

c/o. Ms. Marina Bartolomei  
Project Manager  
BRS COPs and ExCOPS 2013  
Centre International de Conférences Genève (CICG)  
17, rue de Varembe  
CH-1211 Geneva 20  
Switzerland  
Tel:+41 (0) 22 791 90 63  
Fax:+41 (0) 22 791 90 64  
Email: [m.bartolomei@cicg.ch](mailto:m.bartolomei@cicg.ch)

### Paperless meeting

The meetings will be paperless and printed documents will not be available at the meetings. Pre-session documents will be made available on the [meetings website](#) and in-session documents (such as conference room papers) will be available electronically via wireless intranet or memory stick only.

Making a meeting paperless considerably reduces the cost and carbon footprint of the meeting. A paperless meeting also makes it easier for participants to locate documents and allows for faster preparation and distribution of conference room papers.

To facilitate the paperless nature of the meetings, participants are requested to ensure the following:

- Each participant should bring a laptop computer containing basic applications, including Microsoft Office Word, Excel and PowerPoint, Adobe Acrobat Reader and updated antivirus software.
- Laptops should be pre-checked for viruses and confirmed as virus-free prior to arrival at the meetings. Virus-free laptops are crucial to the success of a paperless meeting.
- Participants should bring a memory stick that has been pre-checked for viruses for the purpose of transferring documents.
- Laptops should be configured for a standard wireless (Wi-Fi) connection. If in doubt, please

check with your local information technology expert.

- Participants should bring an appropriate adaptor to enable laptops to be connected to Swiss power sockets.
- When completing the meetings registration form, participants should include a current e-mail address so that they can be sent correspondence relating to the meetings.

### Electricity

Voltage: 230 volts  
Frequency: 50 Hz  
Plugs/sockets: C (CEE 7/16) and J

### Internet café (PCs with Internet access)

An "Internet Café", open all day, may be found on the lower level of the CICG building. These PCs are equipped with USB ports, as well as the standard and most useful applications and tools, and have a shared printer. All PCs have permanent Internet access.

### Family-friendly area

During the COPS/ExCOPS meetings, the Secretariat will provide a room for parents and babies (for nursing et al.). There will also be a playroom for older children. Parents travelling with children who would want to make use of these facilities can either opt to stay in the room with their children themselves or, alternatively, hire the services of a babysitter. The Secretariat can provide information on such babysitting services in order for parents to contact them to make proper arrangements. Please note that parents leaving their children under the custody of a babysitter/caregiver in the children's room remain responsible for their children, and should therefore have appropriate medical/ accident and liability insurances. The Secretariats, UNEP and the UN shall not be liable for any damage or claim whatsoever occurring as a result of the children staying in such premises.

### Parking and drop-off / pickup points

Delegates may be dropped off at the drop-off/pick-up points at the CICG, near the roundabout in front of the main entrance on rue de Varembe. Chauffeur-driven official cars should not remain parked in the vicinity of the entrance to the CICG, but must leave the area, only returning prior to the expected end of the meeting.

### Local transportation and security

Once in Geneva, reaching the conference centre is simple. The international airport (Geneva Cointrin) is some 5 kilometres from the conference centre, a journey of approximately 10 minutes by taxi ([see access map](#)). The main railway station (Geneva Cornavin) is 2 kilometres from the conference centre and the two are linked by public transport (tramway and bus) and by taxi.

[Public transport in Geneva](#) is fast, frequent, safe and clean. Bus number 10 links the airport with downtown Geneva, with connections approximately every eight minutes, and train services are also available. The Unireso ticket, offered by the Geneva airport authority, allows the free use of public transport in the city for a period of 80 minutes. Unireso tickets can be obtained from the machine in the baggage collection area on the arrivals level of the airport ([www.tpg.ch](http://www.tpg.ch)).

The conference centre can be reached from the main railway station by taking bus number 5 (alight at either the Vermont stop or the Varembe stop), bus number 8 (alight at the International Telecommunications Union stop) or tram number 13 or 15 in the direction of Nations (alight at Sismondi).

Taxis are easily available and safe, but comparatively expensive. If you need a taxi, call 022 320 22 02 or 022 331 41 33.

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 railway station and in the Paquis

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

### Lost and found property

All inquiries concerning lost and found items can be addressed at the CICG reception desks.

### Emergency contacts

You can call the following emergency numbers from a public telephone (payphone) or from your mobile phone:

International Emergency Number: 112  
Switzerland police 117  
Fire emergencies 118  
Medical emergency 144 for an ambulance

### Currency

Swiss franc (CHF). Average exchange rates:  
1 United States dollar ≈ 0.93 CHF;  
1 euro ≈ 1.22 CHF.

### Banking

An office of the Union des Banques Suisses (UBS) is situated across the street from the CICG, at 17 chemin Louis-Dunant. Opening hours: 8.30 am to 4.30 pm. (Monday to Friday) Exit the CICG through the main door, take left, cross the road (chemin Louis-Dunant) and you are in front of the bank.

### Postal service

The Post Office is located on the ground floor of the CICG building at 17, rue de Varembe. Opening hours: 8 am to noon and 2 pm to 6 pm (Monday to Friday). Exit the CICG through the main door and turn right.

## Restaurants

The CIGG bar and restaurant are located on the ground and first-floor levels. [Other cafes, restaurants and shops are within walking distance of the CIGG.](#) More information is available on the [meetings website](#).

## Other useful information

[Geneva International Airport Information to travel free on public transport during your stay in Geneva](#)  
[Map of Geneva with search function](#)

## Contacts Details

### Registration:

Ms. Stéphanie Cadet  
**Email:** [scadet@pops.int](mailto:scadet@pops.int)  
**Telephone:** +41 22 917 83 24

### High-level segment:

Ms. Laura Meszaros  
**Email:** [imeszaros@pic.int](mailto:imeszaros@pic.int)  
**Telephone:** +41 22 917 87 40

### High-level registration:

Ms. Blanca Garcia de Antonio,  
Ms. Inma Roda Martin  
**Email:** [Blanca.Garcia@fao.org](mailto:Blanca.Garcia@fao.org),  
[Inma.RodaMartin@fao.org](mailto:Inma.RodaMartin@fao.org)  
**Telephone:** +39 06 57 05 53 52  
+39 06 57 05 50 19



Follow [BRS Conventions](#) on Twitter (@brsmeas) to keep up-to-date on all conference developments.

### Sides Events:

Ms. Andrea Warmuth  
**Email:** [awarmuth@pops.int](mailto:awarmuth@pops.int)  
**Telephone:** +41 22 917 88 53

### Exhibitions:

Ms. Nalini Basavaraj  
**Email:** [nalini.basavaraj@unep.org](mailto:nalini.basavaraj@unep.org)  
**Telephone:** +41 22 917 83 83



## Coordonnées

- **Centre International de Conférence Genève (CIGG)**  
17 rue de Varembe  
CH 1211 Genève 20  
Tél. +41 (0)22 791 91 11  
Fax +41 (0)22 791 90 64
- **Centre de Conférences de Varembe (CCV)**  
9-11 rue de Varembe  
CH 1211 Genève 20  
Tél. +41 (0)22 791 91 11  
Fax +41 (0)22 791 90 64

# Les accès Access



## Adresses utiles

- **Genève Tourisme**  
18 rue du M-Blanc - CP 1602  
CH 1211 Genève 20  
Tél. +41 (0)22 909 70 00  
Fax +41 (0)22 909 70 01
- **Aéroport International**  
CP 100 - CH 1215 Genève 15  
Tél. +41 (0)22 717 71 11  
Fax +41 (0)22 798 43 77
- **Gare de Cornavin**  
CH 1200 Genève  
Tél. 0900 300 300