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Information Note for Participants

UN-REDD PROGRAMME ELEVENTH POLICY BOARD MEETING

8-10 December 2013

Geneva, Switzerland

VENUE

The Eleventh Policy Board meeting will be held from **8 to 10 December 2013** at the [Movenpick Hotel](#), route de Pré Bois 20 | 1215 Geneva | Switzerland, Tel. +41-22 717 1111. Movenpick is a Green Globe certified hotel committed to environmental and social sustainability. It is conveniently located close to the airport, approximately 10-minute ride away. A free airport shuttle is provided by the hotel to participants arriving at the Geneva international airport who are booked at the Movenpick (see further details under Transportation to/from Geneva Airport on page 2). There are 2 tram lines that are a 5-minute walk from the hotel providing easy access to Geneva city center in 15 minutes. Free Wi-Fi Internet access is available in all rooms. The hotel also offers free access to its Sky Gym fitness centre located on the 14th floor. It also has a sauna and a hammam available for use to its guests.

The joint UN-REDD and FCPF meeting will be held on **11 December** at the [Starling Hotel](#), 34 Route François-Peyrot, 1218 Grand-Saconnex, Tel. +41-22 747 0202. Participants booked at the Movenpick who wish to attend the joint meeting will be informed of transport arrangements later.

ACCOMMODATION

The Secretariat has blocked a number of rooms at the Movenpick with a negotiated rate of CHF 249/per night inclusive of breakfast (+ city tax of CHF 4.50/day). To make a reservation, please complete the [hotel reservation form](#) and send it directly to the reservations email address indicated on the Form. Please note that the hotel will release unbooked rooms by **7 November 2013**.

Rooms for UN-REDD sponsored participants will be secured and paid for by the UN-REDD Programme from 7 to 11 December 2013. Reservations will also be made for IP and CSO sponsored participants from 6-11 December 2013, unless otherwise indicated by the participant. Sponsored participants do not need to submit the hotel reservation form. As in past practice, hotel rooming arrangements for sponsored participants are being made in coordination with the FCPF FMT to ensure that reservations for participants attending the FCPF-PC meeting will be extended as required.

ALTERNATIVE HOTELS IN GENEVA

Name	Tel. No.
Crowne Plaza Hotel , 75-77 Avenue Louis-Casai 1216 Genève-Cointrin	(41-22) 710 30 00
Starling Hotel , 34 Route François-Peyrot 1218 Grand-Saconnex	(41-22) 747 0202
Ibis Budget Hotel (formerly Etap Hotel) 20 Avenue Louis Casai, Genève-Cointrin	(41-22) 710 4636
Hotel Auteil Manotel , 33 rue de Lausanne	(41-22) 544 22 22
Hotel Intercontinental , 7-9 chemin de Petit-Saconnex	(41-22) 919 3939
Hotel Bristol , 10 rue de Mont-Blanc	(41-22) 716 57 00

TRANSPORTATION TO/FROM AIRPORT IN GENEVA

A regular, free airport shuttle is conveniently provided by Movenpick Hotel to its hotel guests. The shuttle can be located upon exiting the arrival area (Gate 4) of the Geneva airport. The Movenpick shuttle runs regularly every 20 minutes to and from the hotel and airport starting at 5:40 am to 11:40 pm, seven days a week.

For participants who will not be staying at the Movenpick Hotel, please note that a free one-trip Geneva public transport ticket can be picked up from an automatic dispenser in the baggage hall area just before exiting the airport customs area. Kindly also note that most hotels in Geneva including the Movenpick Hotel, provide free complimentary public transport pass for hotel guests for the duration of their stay.

VISA REQUIREMENTS

A visa for entry to Switzerland is required. Please refer to the visa and travel note circulated to PB members and observers on 20 September 2013. It is also posted in 3 languages on the [UNREDD PB webpage](#).

For participants who have not yet registered and especially those who may require visa assistance, please complete the [online registration](#) as soon as possible **before 31 October**.

TRAVEL OF SPONSORED PARTICIPANTS

Sponsored participants are entitled to a return air ticket in economy class from their home country to Geneva, Switzerland at the least-costly fare and most direct route, in accordance with UN travel rules. Ms. Rosa Andolfato, (Tel: +41-22 917 8946, email: rosa.andolfato@un-redd.org) will facilitate and process travel arrangements of funded participants and will send the electronic air ticket by e-mail. Please note that once itineraries are confirmed by the traveller, no further changes can be made. If you prefer to arrange your own travel, please advise accordingly. Kindly be advised that in accordance with recent UN guidelines on travel-processing time, the deadline for completion of travel of sponsored participants is 12 November 2013.

DAILY SUBSISTENCE ALLOWANCE (DSA) FOR SPONSORED PARTICIPANTS

Reduced DSA for sponsored participants will be issued at the meeting venue upon presentation of passport data page and original airline ticket stubs. The reduced DSA is calculated to cover incidental costs and meals not provided, in accordance with the UN rules. Accommodation, breakfast, lunch, and dinner on certain days will be covered and paid for by the Programme Secretariat. The focal person for DSA issuance during PB11 in Geneva is Ms. Rosa Andolfato, (rosa.andolfato@un-redd.org).

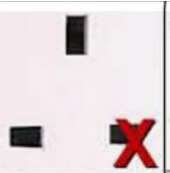
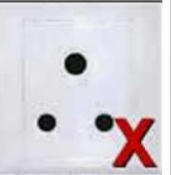
WEATHER

The average temperature in Switzerland in December is 2° Celsius (37° Fahrenheit).

For additional, useful and practical information about [Geneva](#), including things to see, what to do, how to get around, or planning short trips, please click on the following link: <http://wikitravel.org/en/Geneva>.

ELECTRICITY REQUIREMENTS

Electricity in Switzerland is 220 volts 50Hz. Switzerland uses a 3-prong outlet system that is smaller than most continental plugs.

						
North America Grounded NEMA 5-15	Japan Non-grounded JIS C 8303	Europe German style CEE7/4 Schuko	Europe French style Schuko	Europe/Russia Non-grounded CEE7/16 Europlug	Great Britain Grounded BS-1363	Great Britain "Shaver socket" BS-4573
						
Australia/China Grounded AS-3112	Italy Grounded CEI 23-16	Switzerland Grounded SEV-1011	Denmark Grounded SRAF 1962/DB	Israel Grounded SI 32 (IS 16A-R)	India Grounded BS-546 "Small"	South Africa Grounded BS-546 "Large"