

29th MEETING OF THE UNAIDS PROGRAMME COORDINATING BOARD GENEVA, SWITZERLAND, 13-15 DECEMBER 2011

INFORMATION FOR PARTICIPANS

DATE AND PLACE OF THE MEETING

The 29th meeting of the Programme Coordinating Board (PCB) will open in Geneva on Tuesday, 13 December 2011, at 9.00 a.m. and is anticipated to close on Thursday, 15 December 2011, at approximately 6.00 p.m. The meeting will be held in the Palais des Nations, located near Place des Nations and Avenue de la Paix, and is most easily reached by the entrance gate on Route de Pregny. Plenary sessions will be held in meeting room XIX located on the third floor of the E building.

REGISTRATION PROCESS

Online registration is now required for the PCB and can be accessed from the UNAIDS web site. Queries concerning the system can be addressed by email to PCBRegistration@unids.org. Registration should be completed by 20 November 2011.

VISAS

Attention is drawn to the strict provisions in force regarding entry into Switzerland: the Swiss authorities refuse entry to people who do not have the required entry visa. Since 12 December 2008, Switzerland applies the Schengen Agreement regulations concerning visas. Please refer to the Federal Department of Foreign Affairs Informative note on the implementation of Schengen-Dublin, accessible through the following link:
<http://www.eda.admin.ch/eda/en/home/topics/intorg/un/unge/gepri/manvis/manvi2.html>

Participants requiring a visa to enter Switzerland must obtain a Schengen visa from the Swiss embassy or consulate in, or closest to, their country of residence; it cannot be obtained from the embassy of another Schengen country. Delivery of a Schengen visa takes between 7 and 21 days, so any visa application should be lodged well in advance of the expected date of travel. It is recommended that participants apply for a Schengen visa Type C, which entitles the holder to visit or transit other Schengen States, including neighboring France. Applicants must attach a visa support letter to their application. Requests for a visa support letter must be addressed to UNAIDS as soon as possible and include the name of the applicant, function/title, nationality, and passport number and details (date and place of issue and validity).

Participants should note that any visa applications made in several different places will be rejected.

ACCOMMODATION

December is a busy period in Geneva. Participants are strongly advised to arrange their hotel accommodation as early as possible.

Reservations can be made through the Geneva Tourism & Convention Bureau:

Geneva Tourism
& Convention Bureau
Rue du Mont-Blanc 18
P. O. Box 1602
CH - 1211 Geneva 1

Tel. +41 (0)22 909 70 00

Fax +41 (0)22 909 70 11
<http://www.geneve-tourisme.ch>.

ACCESS TO THE PALAIS DES NATIONS

The Palais des Nations is located near the Place des Nations and Avenue de la Paix. Delegates enter the Palais through the Pregny Gate (Portail Pregny - see map) entrance, which faces the International Committee of the Red Cross (ICRC) headquarters on the Route de Pregny .

Public transport:

The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (Appia stop) where the Pass and Identification Unit is located. Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Place des Nations. Place des Nations, where the Nations Gate is located, is some 500 metres away from the Pregny Gate. The number 28 bus serves Cointrin Airport from the Place des Nations.

Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports publics genevois (<http://www.tpg.ch>).

All participants staying at hotels, youth hostels or campsites in Geneva can benefit from a free Geneva transport card. The personal, non-transferable card is issued on registration at the place of residence, and entitles its holder to the use of the entire public transport network without restriction (bus, train and boat). It is valid for the duration of the stay in Geneva, including the day of departure.

Participants not staying at hotels, youth hostels or campsites in Geneva will be able to purchase their tickets from ticket machines (located at every stop) before boarding the transport.

Taxis:

A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, direction Place des Nations.

Taxis are usually available round the clock. The following direct telephone numbers will ensure arrival within minutes: +41(0)22 331 4133; +41(0)22 320 2020; +41(0)22320 2202. Please note that no taxis are allowed to access the Palais des Nations.

Shuttle service:

A shuttle service will be available to take delegates from UNAIDS to the Palais des Nations.

Private vehicles (for members of Permanent Missions only):

Delegates may drive to the Palais des Nations and park their vehicles in the car parks in the compound, provided they have been delivered a parking sticker. Parking stickers are issued upon written request from the Permanent Missions. They can be collected from the Pass and Identification Unit of the Security and Safety Section at the Pregny Gate at the same time as the delegates' security identification badges.

Please note that the access doors within the buildings are open from 7.00 a.m. to 8.00 p.m.

ENTRY BADGES

Delegates will only be able to gain access to the Palais de Nations with a valid UN badge (issued to staff of permanent missions and UN/international organizations) or a UN meeting badge that will be issued by the UNOG Security and Safety Section. UNOG badges will be issued upon provision of photo identification and an accreditation request duly approved by the Secretariat, therefore participants are requested to register in advance through the PCB online registration system available on the UNAIDS website. Badges will be available at the Pass and Identification Unit at the following address:

Pass and Identification Unit
UNOG Security and Safety Section
Pregny Gate
8 - 14 avenue de la Paix
1211 Geneva 10

Permanent Missions may collect badges from UNOG for their registered participants the day before the meeting from 2:00 p.m. to 5:00 p.m. and will not be required to provide photo identification for delegation members. However, it is suggested that all delegates carry photo identification (passport etc.) in case of problems.

Participants are requested to arrive at the Palais one hour before the start of the meeting, **with their completed registration forms and some photo identification**, so that they can pass through the security controls. Please note that large pieces of luggage will NOT be allowed access to the Palais des Nations. A luggage storage area is in place at the Pregny gate, but is limited and available on a first-come, first-served basis.

RECEPTION FOR PARTICIPANTS

A welcome reception is foreseen to take place on 13 December from 6:30 p.m. to 8:00 p.m. at the Delegates' Restaurant on the 8th floor of the Palais des Nations. All participants are invited to the reception.

THEMATIC SEGMENT

The meeting will include a thematic segment on the last day (15 December), which will address the theme of HIV and Enabling Legal Environments.

DOCUMENTS

All meeting documents will be available on the UNAIDS web site as they become available: <http://www.unaids.org/en/aboutunaids/unaidsprogramme coordinatingboard/upcomingmeetingofunaidspcb/name%2C61050%2Cen.html>. Participants are encouraged to download the documents from the website and bring their own copies to the meeting. A limited number of meeting documents will also be available at the entrance to the plenary room.

For distribution of publications/documents to the PCB, participants are requested to refer to the Registration/Information Desk.

UNAIDS publications will be available at the publications desk in the meeting area.

SPEAKING IN PLENARY

To ensure accurate interpretation and a reliable report, participants are encouraged to submit to the Secretariat the text of their presentations for immediate delivery to interpreters and to send an electronic version of the document to Ms Adriana Hewson at: hewsona@unaids.org and to Ms Anne-Claire Guichard at: guicharda@unaids.org.

FACILITIES AT THE PALAIS DES NATIONS

Post office and newspapers

The post office, located near door 6, is open from 8:30 a.m. to 5 p.m. Newspapers, magazines, and other items are on sale at the news stand in the hall between doors 13 and 15, open from 8:00 am to 1:00 p.m. and from 2:00 p.m. to 5:15 p.m.

Calls within Switzerland and international calls

Calls within Switzerland and international calls can be made at any time with most common credit cards or with a Taxcard from telephone booths located in E Building as follows: near lifts 42A, 42B, 43A, 43B - one telephone booth on each of the third, fourth and sixth floors, near door 41 – second floor near sale XVII – second floor.

Catering services

The Bar du Serpent located on the first floor of E Building is open from 9:00 a.m. to 5:30 p.m. There are several restaurants and bars at the Palais (please refer to the plan at the end of this document for details)) as well as several restaurants in the vicinity of the Palais, including Chinese, French, Indian, Italian, Japanese and Thai. Meeting participants can also use the cafeteria in the UNAIDS building.

Bank

The branch of the UBS near Door 6 is open from 8.30 am to 4.30 pm, from Monday to Friday. A cash desk located near Door 41 is open from 8.30 am to 12.30 pm and from 1.30 pm to 4.30 pm from Monday to Friday.

PERSONAL SECURITY

Geneva can be regarded as a safe city with a low rate of violent crime. However, pick pocketing and purse or cell-phone snatching do occur in the vicinity of train and bus stations, airports and in some public parks. Do not leave anything on car seats. Doing so attracts the attention of thieves. Never leave bags containing money, airline tickets, credit cards or passports in a parked car. Thefts frequently occur as a result of that.

Emergency numbers are:

- Police 117
- Ambulance 144
- Fire 118
- Roadside assistance 140

WEATHER

The weather in December is relatively mild in Geneva, with average temperatures varying from 0° to 10°C (32 to 50° F). Generally it is not very sunny and sometimes, when a cold dry north wind known as the “bise” blows, the temperature may drop down to -10° (14°F).

THE PALAIS CONFERENCE ROOMS

Most of these rooms feature gifts from one or several Member States.

SECRETARIAT - S

- Ground Room A-B - Lithuania
- 3rd Room C-3
- 3rd Room F-3

COUNCIL - C

The Council Chamber

- 1st Room C-100 - Sweden and Iran
- 1st Room I - Austria, Finland and Iran
- 1st Room II - Latin or French delegates lounge
- 1st Room IV - Czech and Slovak lounge
- 3rd Room H-3 - Romanian lounge

ASSEMBLY/COUNCIL WING - A-C

- 1st Room III - Switzerland
- 1st Room V
- 3rd Room A-302 - Slovenian room
- 3rd Room VII - Denmark
- 3rd Room IX - Union of South Africa

ASSEMBLY BUILDING - A

- 3rd Assembly Hall - Renovated in 1995-1996
- Room XVI

ASSEMBLY/LIBRARY WING - A-B

- 3rd Room X - Latvia
- 3rd Room XI - The Netherlands
- 3rd Room XII - Italy
- 1st Room XIV (Annex) - France

NEW BUILDING - E

- 1st Room XVII
- 1st Room XVIII
- 3rd Room XIX
- 3rd Room XX, Switzerland
- 1st Room XXIV, Croatia

The 3rd floor and the ground floor are the only ones that allow you to traverse the entire length of the Palais. Your orientation is based on the Lake, the Jura, Geneva and Louisaire instead of on the points of the compass.

SERVICES IN THE PALAIS

- Banks and cash dispensers**
bldg. C-door 6 08:30-16:30
bldg. E-door 41 08:30-12:30 and 13:30-16:30
- Swiss Federal Post Office**
bldg. C-door 6 08:30-17:30
- Travel agencies**
bldg. C-door 6 09:00-17:00
bldg. E-door 40 09:00-17:00
- UNODC Bookshop**
Publications and souvenirs
bldg. E-door 40 09:00-17:30
- UNODC kiosks**
Sale of United Nations postage stamps
bldg. C-door 6 09:00-12:00 and 14:00-16:00
- Philatelic Museum**
United Nations Postal Administration
bldg. E-door 39 by appointment only
72813 / 72816
- Guided tours of the Palais**
bldg. E-door 39 10:00-12:00 and 14:00-16:00
- League of Nations Museum**
bldg. B-door 20 08:30-17:30
- UNODC Library**
Cyberspace
bldg. B-door 20 08:30-17:30
- Cultural Kiosk**
Information about Geneva
bldg. C-door 6 09:00-17:00
- Newspaper Kiosks**
Newspapers
bldg. C-door 6 08:00-17:15
bldg. E-door 41 07:30-17:00
- SMBI shop**
Food, cosmetics and dailies
bldg. K-door 1 12:00-18:30
- Medical service (72520)**
bldg. S-door 2 08:30-17:00
- Sidibay (75009)**
bldg. E-door 41 08:00-12:30 and 13:00-16:00
Outside hours call 72900 or 72902 (after A 20)

RESTAURANTS AND BARS IN THE PALAIS

Delegates' Restaurant	bldg. A - 8th flr.	12:00-15:00
Cafeteria*	bldg. A - ground	08:15-17:00
Delegates' bar* (also VI)	bldg. A - 3rd flr.	08:30-16:45
The Serpent bar	bldg. E - 1st flr.	09:00-17:30
Palatka bar*	bldg. E - 6th flr.	08:45-17:00
Press bar	bldg. C - doors 6-23	08:30-19:00
Assembly bar (open for some occasions)	bldg. A - doors 13-15	08:15-16:30

The sale of alcohol is permitted between 11:30 and from 17:00 until closing time.
* non-smoking

MONUMENTS IN THE ARIANA PARK

These monuments were gifts from Member States: most of them are on the lake side of the buildings, opposite the Library (B) and the New Building (E).

- The Armillary Sphere** (United States - 1939)
- The Cosmos of Space** (Soviet Government - 1971)
- The Great Contour** (Russian Government - 1997)
- Family (E. Sandys - 1979)**
- Scalping (Germany - 1995)**
- The Spreading of the Seeds. The Gathering of the Ashes**
- The Tower of Loneliness** (Denmark - 1995)
- Memorial (collective gift - 2003)**
In memory of civil servants who have given their lives in the service of peace.
- Genealogy** (tomb of Gustave Revilliod - 1890)
- Northvegen Chapel** (Switzerland - 1668) - Alike des Nations

PUBLIC TRANSPORT

Pre-paid cards and seasons tickets are on sale of the newspaper kiosks in the Palais.

- Train number 13 and buses 8, 8, 11, 14, 14, 14, 14 and Z** serve the Place des Nations.
- The number 18 bus** serves the Airport from the Place des Nations.
- The number 4 bus** passes not far from the Chemin de fer gate.
- Taxis**, Place des Nations (tel. 022 33 141 33)
- UNODC also uses doors 4-6** (extension 72575) serve the Palais Wilson Office of the United Nations High Commissioner for Human Rights (OHCHR), International Environment House (IIEH) and Office of the United Nations High Commissioner for Refugees (UNHCR) on working days.