

**Intersessional Meetings To the Convention on Cluster Munitions
(ISM)**

07 – 09 April 2014, Geneva, Switzerland

&

**Intersessional Meetings To the Mine Ban Treaty (ISC) -
2nd Preparatory Meeting for the 3rd Review Conference**

09 - 11 April 2014, Geneva, Switzerland

At

World Meteorological Organisation Building



LOGISTICAL MEMO

TABLE OF CONTENTS

- I. Provisional schedule**
- II. Official website and registration**
- III. Sponsored participants**
- IV. Visa information**
- V. Accommodation in Geneva**
- VI. Venues**
- VII. ICBL-CMC campaign meetings and events**
- VIII. ICBL-CMC side events, exhibitions and materials**
- IX. Transportation and practical information**
- X. Contacts**

I. Provisional Schedule

07 – 09 April 2014 (end 13:00):	Intersessional Meetings of the Convention on Cluster Munitions
09 April 2014 (starts 15:00)	Intersessional Meetings of the Mine Ban Treaty (MBT ISC)
10 April 2014	2 nd Preparatory Meeting for the 3 rd Review Conference
11 April 2014 (morning)	Continuation of MBT ISC if needed (unlikely)

Recommended travelling dates for ISM CCM are:

- arrival in Geneva on Sunday 06 April 2014
- departure on Wednesday 09 April 2014 in the afternoon

Recommended travelling dates for ISC MBT & 2nd Prep Meeting are:

- arrival by Wednesday morning 09 April 2014
- departure on Friday 11 April 2014 morning (the meeting is most likely to finish on Thursday evening already)

A detailed schedule of the week's activities will be provided in the participant handbook in advance of the meeting.

II. Official Website and Registration

Please note that if you intend to attend both ISM and ISC you must register on both online forms separately

ISM CCM

Background documents for the meeting and provisional programme will be available here:
<http://www.ccm-registration.org/menu/administrative-information/>

All CMC campaigners and members attending these meetings, including sponsored participants, must register online by filling in before **31 March 2014** the form available at:

<http://www.ccm-registration.org/menu/registration/>

ISC MBT & 2nd Prep Meeting for 3rd Review Conference

Background documents for the meeting and provisional programme will be available here:
<http://www.apminebanconvention.org/intersessional-work-programme/april-2014/>

All ICBL campaigners and members attending these meetings, including sponsored participants, must register online by filling in before **31 March 2014** the form available at:

<http://www.apminebanconvention.org/intersessional-work-programme/may-2013/registration/>

N.B: Please note that **ICBL-CMC members do not need to send an individual notification to UNODA**. The formal notification of member organizations of the ICBL-CMC is done by the ICBL-CMC on the basis of the information provided in registration form

III. Sponsored participants

The ICBL-CMC is only able to fund a very limited number of participants given the available funding. For this reason, a call for applications will not be implemented for neither ISM CCM and ISC MBT this year. Based on the priorities and sponsorship criteria below as well as advocacy needs for the Intersessionals, the ICBL-CMC will invite a very limited number of campaigners that cover as many of the criteria as possible. Sponsored participants will be informed shortly individually.

Priorities and list of criteria for the sponsorship selection

1) PRIORITIES

Implementation targets:

- The country is alleged of using antipersonnel mines and/or Cluster Munition;
- The country is significantly affected by landmines and/or Cluster Munition;
- The country submits extension request for its clearance obligation;
- The country is not on track in meeting its clearance or victim assistance obligations;
- New landmines and/or Cluster Munition have been discovered in the country;
- The country is in violation of its stockpile destruction obligation;
- The country has a significant number of survivors and large victim assistance needs;
- There are significant concerns about the country's ability to meet MBT and/or CCM obligations;
- There is demonstrated value in conducting advocacy activity with this country during the Intersessionals that cannot as easily be achieved in-country.

Universalization targets:

- The country continues using antipersonnel mines and/or Cluster Munition;
- The country is a State not party that announced its intention to ratify, accede or could realistically make positive steps towards the MBT and/or CCM;
- The country is an affected country that could realistically make positive steps towards the MBT and/or CCM in near future, and;
- There is demonstrated value in conducting advocacy activity with this country during the Intersessionals that cannot as easily be achieved in-country.

2) OTHER CRITERIA CONSIDERED FOR THE SELECTION

- The country is hosting a major MBT or CCM conference;
- ICBL-CMC will prioritize sponsoring members who are actively and effectively involved in national and regional campaigning activities to urge target countries to implement and/or accede to, ratify the MBT and/or CCM;
- ICBL-CMC membership or willingness to join as a member shortly is a pre-requisite for sponsorship;
- Gender and regional balance as well as linguistic diversity have been considered in selection of campaigners to ensure a balanced delegation;
- Total travel costs of each campaigner to attend the meeting will be considered within the limits for the budget available.
- The campaigner is from a low-income country.

IV. Visa Information

Participants are responsible for applying for all visas required to travel to and enter Switzerland. If you need a visa to enter Switzerland or a transit visa, please apply for it immediately. Please note that Switzerland is part of the Schengen area.

The list of Swiss representations abroad is available on the website of the Federal Department of Foreign Affairs:

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

Further information as well as the visa application form is available on the website of the Federal Office of Migration:

<http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>

The ICBL-CMC will send an invitation letter to all selected sponsored participants and upon request to non-sponsored participants.

If you have any issues with your visa application, please contact immediately Zuzanna Tittenbrun at zuzanna@icblcmc.org for additional support.

V. Accommodation in Geneva

Sponsored Participants

The ICBL-CMC will arrange the accommodation for sponsored participants at the hotels below.

Sponsored participants will be asked to share rooms.

Hotel Montana

Rue des Alpes 23

CH - 1201 Genève

Tél: +41 (0)22 732 08 40

www.hotel-montana-ge.ch

email : info@hotel-montana-ge.ch

Hotel Moderne

Rue de Berne 1

CH - 1201 Genève

Tél : +41 (0)22 732 81 00

<http://hotelmoderne.ch>

email : info@hotelmoderne.ch

Accessible rooms are available at the Intercontinental Hotel with roll-in showers. Otherwise, the other hotels are accessible for prosthetic users. Please make sure you indicate your accessibility needs to Zuzanna zuzanna@icblcmc.org

Non-sponsored participants

Non-sponsored participants are responsible for making their own hotel arrangements. Please note that hotel room availability is limited during the month of December in Geneva. We strongly recommend that you book your accommodation as soon as possible. You will find below a list of recommended hotels near the train station, airport or in town **in addition to the hotels listed under “sponsored participants”**. Rates may vary from 170CHF to 250CHF per night for a single room, and from 180CHF to 280CHF per night for a double room. Most hotels will request credit card information to guarantee the reservation. The ICBL-CMC cannot guarantee reservations for non-sponsored participants.

Hotel de Genève**

1, Place Isaac-Mercier

CH - 1201 Genève

Tel: +41 (0) 22 908 54 00

www.hotel-de-geneve.ch

email: contact@hotel-de-geneve.ch

Hôtel Central (Old town)**

2, rue de la Rôtisserie

CH - 1204 Genève

Tel: +41 (0) 22 818 81 00

www.hotelcentral.ch

Email: info@hotelcentral.ch

Hotel Jade***

55, rue Rothschild
CH - 1202 Geneva
Tel: +41 (0) 22 544 38 38
<http://www.manotel.com/en/jade/index.php>
Email: jade@manotel.com

Design Hotel f6 Genève

6, rue Ferrier
CH-1202 Genève
Tel: +41 (0)22 901 66 66
<http://www.hotel-f6.ch>
Email : info@hotel-f6.ch

Mövenpick hotel*** (near the airport)**

20, Route de Pré-Bois
CH - 1215 Genève
Tel: +41 (0) 22 717 11 11
www.moevenpick-geneva-airport.com
Email: hotel.geneva.airport@moevenpick.com

Nash Ville Hotel ****

26 Rue de Berne
CH - 1201 Genève
Tel: +41 (0) 22 715 46 00
<http://www.nashvillegeneva.com/>
Email : hotel.nash-ville@nashhotels.com

If you have any issues finding a hotel room, please contact the Geneva Tourist Information Centre (<http://www.geneve-tourisme.ch>) by phone at +41 (0)22 909 70 00, by fax at +41 (0)22 909 70 11.

For any further information or assistance, please do not hesitate to contact Zuzanna Tittenbrun at zuzanna@icblcmc.org

VI. Venues

Official Venue and ICBL-CMC Office

The ISM CCM and ISC MBT, side events and the ICBL-CMC morning briefings will take place at the following venue:

World Meteorological Organization (WMO) building
Avenue de la Paix 7bis
1211 Geneva 2
Switzerland
Tel: +41(0)22 730 81 11
Fax: +41 (0)22 730 81 81

The ICBL-CMC office will be located at the WMO building.

From Cornavin station you may use the following buses/trams:

Bus 1 direction "Jardin Botanique" and get off at the stop "Jardin Botanique". The WMO building is on your left side.

Tram 15 direction "Nations" and get off at the stop "Nations". Walk down the hill along Avenue de la Paix (towards the lake) for about 5 minutes. The WMO building is located on the right-side.

VII. ICBL-CMC Campaign Meetings and Events

ICBL-CMC Morning Briefings

The ICBL-CMC will organize morning briefings as of Monday, 7 to Thursday, 10 April 2014 at 9 am at the World Meteorological Organization (WMO) building. All ICBL-CMC members are encouraged to participate in these,.

During the Intersessionals

The ICBL-CMC will be organizing media outreach, lobbying activities, side events and other meetings and activities as needed throughout the week and expects you to participate fully. A detailed schedule of the week's activities will be provided in the participant handbook in advance of the meeting.

ALL SPONSORED PARTICIPANTS ARE EXPECTED TO ATTEND ALL ICBL-CMC CAMPAIGN MEETINGS.

VIII. Side Events, Exhibitions and Materials

Side Events and Exhibitions

The official venue offers limited space for side events during lunch time, from Monday 7 April through Thursday 10 April, as well as exhibition space. Therefore, we will need to ensure coordination among campaigners who are planning to organize side events and encourage joint side events on the same topic.

If you wish to organize a side event or exhibition, please return the side event request form by email at logistics@icblcmc.org and not later than 15 March 2014.

Materials

Campaign and lobbying materials will be available at the conference and distributed in advance.

If you wish to send materials to the conference in advance of the meeting, display materials at the conference or have printing requests or needs, we kindly ask you to contact Lucy at lucy@icblcmc.org.

IX. Transportation and Practical Information

Arrival and Getting Around in Geneva

Participants are responsible for their own transportation to the hotel and to the meeting venues. Please note that Geneva has a very efficient public transportation system.

From Geneva airport you can take the bus number 10 or the train to Geneva Cornavin station (city centre) where most hotels are located. Please note that all trains leaving the airport stop at Geneva Cornavin station.

All passengers arriving at Geneva airport can pick up a FREE ticket for public transportation at the distributor in the baggage collection area at arrivals. This ticket, offered by Geneva International Airport, allows you to use public transportation in Geneva for free during a period of 80 minutes.

All hotel guests will then receive the "Geneva Transport Card" allowing free access to public transportation: Geneva Hotels offer a "Geneva Transport Card" to their guests for the whole duration of their stay. You may collect your card at the hotel reception upon check-in. This card is free of charge.

N.B.: Please visit the Geneva Public Transport website (www.tpg.ch) for more detailed information on transportation or to look for your itinerary within Geneva.

Accessibility

More than half of the public trams and buses in Geneva have step-free access. All new vehicles are equipped with an easy maneuverable ramp for wheelchair users. Accessible taxis are available at the airport arrivals.

Accessible transportation between venues will be organised during the meeting. If you have specific requirements for accessible transportation on arrival and during your stay, please inform Zuzanna at zuzanna@icblcmc.org.

A list of accessible restaurants will be provided in the participant handbook.

Taxis

Taxis in Geneva can be ordered by phone, hailed in the street or found at about 60 authorised taxi ranks in town, at the airport and at the main station. Fares between airport and city range from about CHF 30 to CHF 35 and depend on traffic conditions, time of day and number of passengers. Presently, the fare within Geneva, including airport, is the amount shown on the taximeter. The driver will request a small extra charge for luggage. Tip and VAT are included in the taxi fare.

Taxi contacts:

Genève Taxi 202 +41 (0) 22 320 22 02 Taxi-Phone +41 (0) 22 331 41 33

Internet and telecommunication

Free internet access is available in most hotels and at the official venue.

The country code for Switzerland is +41 and the city code for Geneva is 022.

Currency, Tax and tip

The local currency is the Swiss Franc (1 CHF is equal to approximately US\$1).

Money can be exchanged at the airport, banks or exchange offices. Credit cards are widely accepted and ATM machines are available downtown.

The Value Added Tax (VAT) is included in the price in stores and restaurants. The service charge is usually included in the bill of bars and restaurants. It is recommended to leave a small tip according to level of satisfaction in restaurants (up to 10% of the total bill).

Language

Switzerland has three official languages (German, French and Italian) and four national languages (German, French, Italian and Rumantsch). Geneva is located in the French-speaking region.

Weather and time

Springs (April to June) can be chilly or pleasant in Geneva with an average temperature between 14°C and 25°C. Time-zone is GMT+1

IX. CONTACTS

For general enquiries please contact: logistics@icblcmc.org

Strategy and Coordination

CMC

Coordination

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Campaign

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ICBL Campaign Coordination

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Logistics & Finance

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The Monitor

Program Manager

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Emergency Numbers

Emergency – 144

Police – 117

Fire - 118