



## INTERSESSIONAL MEETINGS 25-26 JUNE 2015

### ADMINISTRATIVE INFORMATION

#### 1. The nature of the meetings

The 25-26 June meetings are being held pursuant to the decision of the 2014 Third Review Conference “that informal intersessional meetings will be held each year, preferably after the 30 April deadline for submitting transparency information, and that they could comprise a thematic segment and a preparatory segment.” It was also agreed that these meetings “be scheduled during the same week as the meetings of other Conventions or activities.” In this regard, delegations may wish to note that meetings of the Convention on Cluster Munitions will take place on 22-24 June in Geneva. For more information, visit: <http://www.clusterconvention.org/meetings/intersessional-meetings/june-2015/>

#### 2. Participation

The intersessional meetings are open to the States Parties, the States not party to the Convention and interested international and non-governmental organisations.

#### 3. Registration

Please register on-line no later than 19 June 2015.

#### 4. Costs

There is no cost to delegations for participation in the meetings of the Standing Committees. Costs for organizational arrangements and interpretation are covered by Switzerland through its contributions to the GICHD. The Third Review Conference “expressed its appreciation for the GICHD’s ongoing support to intersessional meetings.”

#### 5. Venue

The meetings will be held at the World Meteorological Organisation (WMO) building, 7 bis avenue de la Paix, Geneva, Room A. The Implementation Support Unit and the GICHD provide the logistical and administrative support for these meetings.

#### 6. Languages

In keeping with past practice, interpretation will be provided in Arabic, English, French, Russian and Spanish.

#### 7. Travel and accommodation

Participants are expected to cover their own travel and accommodation expenses and to take steps to ensure that they have adequate medical coverage while in Switzerland. Several other large events

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will take place in Geneva in June. It is recommended that delegations book accommodation as early as possible.

## **8. Visa requirements for Switzerland**

Participants requiring entry visas for Switzerland and transit visas are required to make their own arrangements. Switzerland is an associated Member State of the Schengen Agreement and hence Schengen regulations apply for the entry. The process of acquiring a Schengen visa takes up to 21 days once that your application is completed. Therefore it is strongly recommended that delegates contact the Swiss representation responsible for their place of residence as soon as possible for information about visa application procedures and documents to be presented. Switzerland's Federal Department of Foreign Affairs' website contains information about visa applications and the list of Swiss representations abroad: [www.eda.admin.ch/eda/en/home/reps.html](http://www.eda.admin.ch/eda/en/home/reps.html).

A visa application form can be downloaded from Switzerland's Federal Office of Migration's website: [www.bfm.admin.ch/bfm/en/home/themen/einreise.html](http://www.bfm.admin.ch/bfm/en/home/themen/einreise.html).

## **9. Arrivals in Geneva**

Delegates can obtain a ticket at the Geneva Airport which allows for free travel on public transport in Geneva city centre for up to 80 minutes (bus, tram and train). The ticket machine is located at the end of baggage carousel #3, before passing customs and entering the public area. A taxi from the airport to the city centre will cost approximately 35 CHF (15 minute ride). For more information on public transportation in Geneva, visit [www.tpg.ch](http://www.tpg.ch). Delegates can also obtain from their hotel a free pass for public transportation in Geneva for the entire length of their stay.

## **10. Side events**

Information on side events that are open to all delegates will be provided on this website as soon as this information becomes available. If you wish to book a room for a side event or meeting, please contact the ISU ([isu@apminebanconvention.org](mailto:isu@apminebanconvention.org)). Please note that side events or meetings that would run concurrent to the intersessional meetings are discouraged.

## **11. Questions about the programme for the meetings**

For inquiries related to the content of the agendas for the meetings, please contact the ISU ([isu@apminebanconvention.org](mailto:isu@apminebanconvention.org)).

*Information as of 23 April 2014*