



**INTERSESSIONAL MEETINGS  
AND  
FOURTH REVIEW CONFERENCE FIRST PREPARATORY MEETING**

**22 – 24 MAY 2019**

**ADMINISTRATIVE INFORMATION**

**1. Nature of the meetings**

Intersessional 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.” On 30 November 2018, the Seventeenth Meeting of the States Parties decided to hold the intersessional meetings on 22-24 May 2019.

The intersessional meetings will take place over a 1.5 day period, respectively on 22 May and in the morning of 24 May. On 23 May, the President will hold a series of thematic discussions which aim to contribute to the preparations of the substantive documents of the Fourth Review Conference.

On the afternoon of 24 May, a half-day preparatory meeting for the Fourth Review Conference will be held for which a separate registration procedure will be required following UN standard practice. (see section 3 on registration).

**2. Participation**

The intersessional meetings and the Fourth Review Conference First Preparatory Meeting are open to the States Parties, States not party to the Convention and interested international and non-governmental organisations.

**3. Registration**

For the intersessional meetings:

Please register on-line **no later than 10 May 2019** at [www.apminebanconvention.org](http://www.apminebanconvention.org)

For the Fourth Review Conference First Preparatory Meeting:

Please submit the composition of your delegation through note verbale to [aplc@un.org](mailto:aplc@un.org) **no later than 17 May 2019**.

**4. Costs**

There is no cost to delegations for participation in intersessional meetings. Costs for organisational arrangements and interpretation are covered by Switzerland through its contributions to the GICHD.

Costs for the Fourth Review Conference First Preparatory Meeting will be borne by participating States in accordance with the United Nations scale of assessment adjusted appropriately.

## **5. Venue**

The intersessional meetings and the Fourth Review Conference First Preparatory Meeting will be held at the World Meteorological Organisation (WMO) building, 7 bis avenue de la Paix, Geneva, Room A. The Implementation Support Unit (ISU) and the GICHD provide the logistical and administrative support for the intersessional meetings. The ISU and the United Nations will provide support to the Fourth Review Conference First Preparatory Meeting.

## **6. Languages**

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

Interpretation for the Fourth Review Conference First Preparatory Meeting will be provided in all six UN official languages.

## **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 will take place in Geneva in May. 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 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/rebs.html](http://www.eda.admin.ch/eda/en/home/rebs.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 the Convention website as soon as this information becomes available. If you wish to book a room for a side event or meeting, please see the attached side event room request form (document 7) and submit it to the ISU ([isu@apminebanconvention.org](mailto:isu@apminebanconvention.org)) no later than 27 April. Please note that side events or meetings that would run concurrent to the intersessional meetings are discouraged.

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

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

*Information as of 1 April 2019*