Logistical Information

UNEG 2016
Evaluation Week

Dates: 25 - 29 April 2016

Location: WIPO Headquarters, Geneva, Switzerland

Host agencies: ILO, IOM, ITC, OHCHR, UNECE, UNHCR, WHO, WIPO, WMO
Contents

MEETING INFORMATION ........................................................................................................... 3
   WIPO Campus Map ........................................................................................................... 4
   2016 Evaluation week registration ................................................................................... 5
   Badges and conference passes ....................................................................................... 5
   Visa requirements ........................................................................................................... 5
   Documentation ............................................................................................................... 5
   Receptions and Social Events: .................................................................................... 5
   Contact information ...................................................................................................... 6

Services at WIPO Headquarters ......................................................................................... 6
   Banks ............................................................................................................................... 6
   Security ......................................................................................................................... 6
   Medical services ........................................................................................................... 6
   Persons with disabilities ............................................................................................... 7
   Parking facilities ........................................................................................................... 7
   WIPO Information Center ............................................................................................ 7
   ICT services .................................................................................................................. 7
   Postal services ............................................................................................................. 7
   Travel agent .................................................................................................................. 7
   WIPO Cafeterias ............................................................................................................ 7

GENERAL INFORMATION ....................................................................................................... 9

TRANSPORTATION ............................................................................................................... 9
   Local transportation ...................................................................................................... 9
   To reach WIPO ............................................................................................................ 9
   Airport information .................................................................................................... 10

USEFUL INFORMATION ........................................................................................................ 11
   Currency ....................................................................................................................... 11
   Time .............................................................................................................................. 11
   Weather ......................................................................................................................... 11

HOTEL ACCOMMODATION .................................................................................................. 11
   Geneva Hotel List ....................................................................................................... 11

DISCLAIMER: Hotel list provided below does not constitute endorsement of, or an approval by, WIPO. They are for informational purposes only.
The **UNEG 2016 Evaluation week** will be held on **25 April to 29 April 2016** at WIPO, 34 chemin des Colombettes, Geneva, Switzerland.

<table>
<thead>
<tr>
<th>Monday 25 April</th>
<th>Tuesday 26 April</th>
<th>Wednesday 27 April</th>
<th>Thursday 28 April</th>
<th>Friday 29 April</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPE - 100 p. Room A tbc</td>
<td>EPE - 100 p. Room A tbc</td>
<td>AGM - open session 60 p. Room NB 0.107</td>
<td>AGM - closed session 40 p. Room NB 0.107</td>
<td></td>
</tr>
<tr>
<td>8:30-9:00 Registration + Coffee 1</td>
<td>Registration</td>
<td>Registration</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>9:00-9:45</td>
<td>9:45-10:30</td>
<td>10:30-11:00</td>
<td>11:00-11:45</td>
<td></td>
</tr>
<tr>
<td>11:45-12:30</td>
<td>Lunch 1</td>
<td>Lunch 2</td>
<td>Lunch 3</td>
<td>Lunch 4</td>
</tr>
<tr>
<td>12:30-13:45</td>
<td>Lunch 5</td>
<td>SEVAL/GEN Brownbag Event</td>
<td>Coffee Break 2</td>
<td>Coffee Break 4</td>
</tr>
<tr>
<td>13:45-14:30</td>
<td>Coffee Break 3</td>
<td>Coffee Break 5</td>
<td>Coffee Break 6</td>
<td>Coffee Break 8</td>
</tr>
<tr>
<td>14:30-15:15</td>
<td>Coffee Break 6</td>
<td>Coffee Break 7</td>
<td>Coffee Break 9</td>
<td>Coffee Break 10</td>
</tr>
<tr>
<td>15:45-16:30</td>
<td>HLE - 120 p. Room A 1500-17:00</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>16:30-17:15</td>
<td>Seval/Gen Brownbag Event</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
</tr>
<tr>
<td></td>
<td>Reception 120p. AB Lobby</td>
<td>Social Event 60p. Chocolate and Dinner at Restaurant les Armures</td>
<td>Conference Room / AB Lobby - Concert and Reception (World IP Day) 120 p.</td>
<td></td>
</tr>
</tbody>
</table>

* Lunches will be available (at the costs of participants) in the Cafeterias of WIPO located in the NB and PCT buildings. **Please note that WIPO has a strict policy and does not permit food and beverages inside conference rooms (except water).**

* Breakout groups where necessary will meet in Rooms U. Uchtenhagen, Red room, Blue room or Room AB 13.1. Room details will be confirmed at EPE and AGM plenary sessions.
AGM: The Heads of evaluation units that are members of UNEG meet each year at its Annual General Meeting (AGM) to review progress and results of the work programme and decide on strategies and work areas for the following years.

- **Who can attend?**

  April 27th to 28th (Open Sessions): UNEG Heads, Observers, staff members from UNEG member agencies, and invited partners

  April 29th (Closed Sessions): UNEG Heads or Designated representative, one representative per agency

HLP: “Evaluation Fit for the 2030 Agenda for Sustainable Development: No one left behind”

- **Who can attend?** UNEG Heads, Observers, staff members from UNEG member agencies, and invited guests

EPE: The UNEG Evaluation Practice Exchange (EPE) seminar is an informal forum for UNEG members to share their experiences on a range of topics.
• **Who can attend?** UNEG Heads, Observers, staff members from UNEG member agencies, and invited partners

2016 Evaluation week registration

For registration to meetings and events, please use the following link

**ONLINE REGISTRATION**

Information for UNEG 2016 Evaluation Week, including draft agenda, logistical note & general updates, will be available at the [UNEG 2016 Evaluation Week Event Page](http://www.unevaluation.org/2016_UNEG_EvalWeek)

Badges and conference passes

Valid UNLP or UN Pass are necessary to enter WIPO buildings.

**If you do not have a UN Pass/Badge,** please contact Lise Schwob of the WIPO Secretariat at [lise.schwob@wipo.int](mailto:lise.schwob@wipo.int), **no later than Monday, April 4th 2015** in order to arrange for conference passes.

**To enter WIPO premises, you will need to go through WIPO Access center.** Please see WIPO Campus map above.

Visa requirements

Participants are responsible for obtaining the appropriate entry permit to Switzerland. They should contact, as early as possible, their own agency to receive the visa for official missions.

Documentation

The UNEG 2016 Evaluation Week will adopt a paperless approach. Participants will have access to all documents and statements on the [UNEG 2016 Evaluation Week](http://www.unevaluation.org/2016_UNEG_EvalWeek) website as they become available. We highly recommend that all participants prepare folders or save documents on their computers. WIFI connection will be provided in all meeting rooms and accessible with a password. Please consult this site regularly for any announcement concerning the meeting.

Receptions and Social Events:

There will be three social events:

1. Reception following the High-Level Event (sponsored by UNEG)
2. Self-Pay Dinner (with optional visit of a chocolate factory outlet)
3. Concert and Reception (sponsored by WIPO, US Mission and) on the occasion of the world IP day

More details regarding the social events will be communicated closer to the date of the event.

Please contact Lise Schwob of the WIPO Secretariat at lise.schwob@wipo.int by Monday April 4th 2015 to indicate any dietary restrictions.

Conference attendees may book a guided UN tour of the Palais des Nations. Please contact the UN Guided Tours Office at +41 (0)22 917 48 96 or +41(0)22 917 45 39 visit-gva@unog.ch.

Contact information

If you have any questions regarding the UNEG 2016 Evaluation Week, please contact us at lise.schwob@wipo.int.

Services at WIPO Headquarters

Banks

There is an Automated Teller Machine (ATM) located on the ground floor of WIPO AB Building.

A UBS Bank is located across WIPO PCT Building at the corner of Avenue Giuseppe Motta.

Security

The Safety and Security Coordination Service emergency number is:
Tel: 00 41 22338 99 99

Participants are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Medical services

Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Make sure that your health insurance provider covers you during your stay.

Locations and working hours of the WIPO Medical Unit (WMU):
Monday to Friday morning: 9:30 - 11:30
Monday - Wednesday - Friday afternoon; 14:00 - 16:00

Location:  Ground floor of GB1, Office No: BO.16

Contact information:
**Doctor Sabine Bossy**, Medical Service UNOG
tel: 0041 22 917 25 20
**Ms. Myriam Fantazi**, Public Health Nurse
tel: 0041 22 338 9128
Medical service central number
tel:  0047 22 338 9584

**Persons with disabilities**

The WIPO Headquarters is accessible to persons with disabilities. Please contact us to discuss any specific requests.

**Parking facilities**

There is no free parking in the immediate vicinity of WIPO campus. An underground parking garage is available (at about CHF 40-50 per day):
Parking des Nations
2, rue de Varembé
1202 Genève

**WIPO Information Center**

The WIPO Information Center is located in the AB Building on the ground floor. You will find the latest WIPO publications as well as a variety of gifts and souvenirs.

**ICT services**

WIPO provides areas with computers for UN staff members as well as wireless connection throughout Headquarters. The computer area is located in the AB Building

**Postal services**

The closest post office is located Rue de Varembé 15, a few steps away from WIPO premises.

**Travel agent**

Participants can contact Carlson Wagonlit Travel (CWT) if they need assistance with travel and hotel reservations as well as passport and visa matters. Carlson Wagonlit Travel (CWT), Tel: +41 (0)22 338 7800 and Email: wipo.ch@contactcwt.com.

**WIPO Cafeterias**

WIPO Cafeterias are located in the PCT Building or in the New Building.
Vending machines with refreshments and snacks are located at various points throughout the premises.

Please note that WIPO has a strict policy and does not permit food and beverages inside conference rooms (except water).
TRANSPORTATION

Local transportation

*Trams and buses* are a convenient way to get around the city. *Tickets* can be purchased at any stations. For further information, please refer to: [http://www.tpg.ch](http://www.tpg.ch)

*Taxis* are easily available. The fare from the airport to the city center is about 35 to 45 Swiss Francs.

**To reach WIPO**

- **Trams and Buses:** Please refer to the image above

**From the airport to WIPO:**

At the Airport take *Bus 5* (direction *Thônex-Vallard*) and get out at *Bus Stop Nations* *(Approx. 18 min.)*
From the Train- station to WIPO (most run every 7-10 minutes):

At Cornavin train station take Tram 15 (direction Nations) and get out at Nations (Approx. 7 min.)

At Cornavin train station take Bus 5 (direction Centre Sportif La Bécassière) and get out at Nations (Approx. 7 min.)

- **Taxis** are available from any destination.

Fares (including taxes)
- Minimum fare: CHF 6.30
- Additional km: CHF 3.20
- Km outside the Geneva region: CHF 3.80
- Night, Sunday, public holiday fare, four passengers or more: CHF 3.80
- Waiting time, per hour: CHF 60
- Luggage / animal: CHF 1.50

**Airport information**


From Geneva Airport to WIPO:
- Bus n°5 stop at Nations
USEFUL INFORMATION

Currency
For the exchange rate between Swiss francs and your currency, please refer to:
www.xe.com

Time
For the time difference between Geneva and your country, please refer to:
www.timeanddate.com

Weather
To check the weather in Geneva, please refer to: http://www.meteosuisse.admin.ch

HOTEL ACCOMMODATION

Participants should make their own arrangements for hotels. A list of hotels in the vicinity of the WIPO is provided for your information.

Geneva Hotel List

A non-exhaustive list of hotels in the vicinity of the WIPO Headquarters is available here. Preferential rates may be applicable for travelers of the UN system with valid UNLP, UN Ground Pass, or a letter of invitation (or an official notification letter) on UN letterhead.

Reservations should be made directly with the hotel. Please check with the hotel for their cancellation policy.

Please note that prices are subject to change based on availability.