

Evaluation
Week
2016



UNEG
United Nations Evaluation Group

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

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DISCLAIMER: *Hotel list provided below does not constitute endorsement of, or an approval by, WIPO. They are for informational purposes only.*

MEETING INFORMATION

The **UNEG 2016 Evaluation week** will be held on **25 April to 29 April 2016** at WIPO, 34 chemin des Colombettes, Geneva, Switzerland.

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

* 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.

WIPO Campus Map



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) at [http://www.unevaluation.org/2016 UNEG EvalWeek](http://www.unevaluation.org/2016).

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, **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) 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).

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GENERAL INFORMATION

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>



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

Geneva International Airport: <https://www.gva.ch/en/desktopdefault.aspx>

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.