

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

DevInfo v6.0 User and Database Administration Workshop
(Geneva, 7-11 December 2009)

INFORMATION NOTICE FOR PARTICIPANTS

The meeting will be held in Salle K.4 at the Palais des Nations.
It will start at 9.00 am on Monday 7 December 2009

I. PURPOSE OF THE WORKSHOP

1. This event is meant to introduce the newest version of DevInfo, DevInfo v6.0, to participants, and strengthen the existing capacity in DevInfo use for monitoring and planning.
2. On successful completion of this training course, the participants will be able to use the DevInfo v6.0 User Interface to query existing databases and create presentations in the form of tables, graphs and maps. They will also be able to use the DevInfo v6.0 Database Administration modules to make new databases and to update/modify existing databases.

II. MATERIALS AND METHOD OF WORK

3. The training workshop is organized by sessions. Each session begins with a presentation of the key topics included in the session. The presentation is followed by a step-by-step exercise to reinforce the concepts learned during the session. Next, participants are given time for hands-on workbook exercises.
4. Participants will receive copies of the software and the guides.
5. The working language of the meeting will be English.

III. PARTICIPATION, ACCREDITATION AND REGISTRATION

6. All participants attending the meeting are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible to the Embassy of Switzerland in the country in which the participants reside, with a reference to the DevInfo v6.0 User and Database Administration Workshop. The invitation letter from UNECE should suffice, but if additional information is required, please contact Ms. Oyunjargal (Oyuna) by e-mail: mijidgombo.oyunjargal@unece.org and she will be able to assist you with visa questions.

7. Participants are requested to fill in the attached **conference registration form** and send it to the UNECE secretariat by fax (+41 22 917 0040) or by email: mijidgombo.oyunjargal@unece.org by **18 November 2009** at the latest so that it may be processed in advance of the meeting. The information will be used to register participants with the UN Security Section and for the list of participants.
8. In order to enter the Palais des Nations where the workshop is being held, all participants need to obtain a security pass (ID badge). For this purpose, please present yourself with your passport and the original registration form at the UN Security Identification Office, Pregny Gate, Palais des Nations (Avenue de la Paix 14, Buses 8, F, V, Z and 28; Stop Appia), (shown on the attached map) by 8.30 a.m. at the latest on Monday 7 December 2009. The Security Identification Office is open Monday to Friday from 8.00 a.m. to 5.00 p.m. (non-stop). For identification and security reasons, delegates are requested to wear their security badges at all times while inside the Palais des Nations.

IV. ACCOMMODATION

10. The UNECE secretariat provides a list of hotels on its website: www.unece.org/stats/geneva.e.htm (follow the link "Hotels in Geneva"). The following information is also available:
 - The closest hotel to Palais des Nations is the 5-Star Intercontinental.
 - Grand Prè, Cornavin, Suisse are four-star hotels and within 7-10 minutes to the Palais des Nations by buses 8, 5, 28, F, V, Z and trams 13 and 15.
 - There are several three-star and four-star hotels near Cornavin, the main train station. These hotels are moderate in price and are 10 minutes by bus or tram and 25-30 minutes on foot from the Palais des Nations. Examples include: Manotel, des Alpes, International and Terminus, Montana, Savoy, Suisse, and Windsor.

V. FREE PUBLIC TRANSPORT IN GENEVA

11. Geneva International Airport now offers incoming passengers a **free ticket for public transport**. These tickets, available from a machine in the baggage collection area, allow you to use any public transport (train, tram, bus) in Geneva and surrounding areas for a period of 80 minutes. Look for the machine pictured below after collecting your luggage and before walking out through the customs area.



12. When checking in at your hotel you should receive a free [Geneva Transport Card](#), enabling you to use the entire Geneva public transport system free of charge throughout your stay.

Getting from the Airport into Geneva

13. The Geneva Airport is approximately four kilometres from the city centre. The train is the most efficient way to get into the city. Follow the signs to the airport railway station from the arrivals area. All trains leaving from the airport stop at the central Geneva-Cornavin station. The journey takes six minutes.
14. **Taxis** are readily available from the airport. They are metered, so costs will vary, but the journey from the airport into the city centre will usually cost around CHF 30.
15. Tourist and public transport information is available at the [Unireso](#) information desk in the airport arrival hall after you go through customs. More information on Geneva's free public transport initiative is available from:

- Public transport from Geneva Airport - <http://www.gva.ch/en/desktopdefault.aspx/tabid-67/>
- Free Geneva Transport Card - <http://www.geneve-tourisme.ch/index.php?rubrique=0000000417>

VI. INFORMATION AND CORRESPONDANCE

16. All queries concerning the meeting should be addressed to:

UNDOCO:

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UNITED NATIONS OFFICE AT GENEVA

Please Print

Conference Registration

Date

Please fill in this form and fax it to the UNECE Secretariat (+41-22-9170040)
BRING THIS ORIGINAL with you to Geneva. An additional form is required for spouses.

Title of the Conference

Delegation/Participant of Country, Organisation or Agency

Participant

Family Name

First Name

Mr.
Ms.

Date Of Birth

Nationality

(DD/MM/YYYY)

Place Of Birth (town, country)

Participation Category

Head of Delegation Members	<input type="checkbox"/>	Observer Organisation	<input type="checkbox"/>	Participating <u>From / Until</u>
Delegation Member	<input type="checkbox"/>	NGO (ECOSOC Accred.)	<input type="checkbox"/>	From <input type="text" value="7 December 2009"/>
Observer Country	<input type="checkbox"/>	Other (Please specify below)	<input type="checkbox"/>	Until <input type="text" value="11 December 2009"/>
Do you have a badge issued as a Mission diplomat or employee, NGO card issued in Geneva or a Long Duration conference badge issued at Geneva if so PLEASE TICK HERE				<input type="checkbox"/>

Origin of Identity Document (place of issue)	Passport or ID Number	Valid Until
<input type="text"/>	<input type="text"/>	<input type="text"/>
Official Telephone No.	Fax No.	Official Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Official Address		
<input type="text"/>		
Address in Geneva		
<input type="text"/>		
Email Address		
<input type="text"/>		

On Issue of ID Card
Participant Signature
<input type="text"/>
<input type="text"/>
Date
<input type="text"/>

Security Use Only
Card N°. Issued
<input type="text"/>
Initials, UN Official
<input type="text"/>