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ENGLISH ONLY

**UNITED NATIONS STATISTICAL COMMISSION and
ECONOMIC COMMISSION FOR EUROPE
CONFERENCE OF EUROPEAN STATISTICIANS**

**EUROPEAN COMMISSION
STATISTICAL OFFICE OF THE
EUROPEAN COMMUNITIES
(EUROSTAT)**

**ORGANISATION FOR ECONOMIC
COOPERATION AND DEVELOPMENT
(OECD)
STATISTICS DIRECTORATE**

Joint UNECE/Eurostat/OECD Work Session on Statistical Metadata (METIS)
(Geneva, 3 – 5 April 2006)

OECD Expert Group on Statistical Data and Metadata Exchange (SDMX)
(Geneva, 6 – 7 April 2006)

INFORMATION NOTICE No. 2 REGISTRATION PROCEDURES AND OTHER USEFUL INFORMATION

I. REGISTRATION PROCEDURES

1. Before entering the Palais des Nations, delegates must collect their security badge from the 'Villa les Feuillantines' at 13 Avenue de la Paix. It is a small building (resembling a house) situated outside the Palais des Nations grounds. It can be found approximately 50 metres up the hill (west) from the 'Nations' gate, on the opposite side of the road, behind the taxi stand (see attached map).
2. You can collect your badge from Monday 3 April onwards. For those attending both the METIS work session and the SDMX meeting, the one badge will be valid. The 'Villa les Feuillantines' office is open from 8am until 5pm on working days. Their phone number is +41 22 917 5042. It is advisable to allow at least 30 minutes to collect the badge, as there are often queues, particularly between 8.30-9.30am.
3. The Security section will have the details of all registered delegates in advance. You will need to present a copy of your registration form and some form of photo identification.

II. ENTERING THE PALAIS DES NATIONS

4. The main entrances to the Palais des Nations are the 'Nations' gate, near the Place des Nations (where the UN member country flags are), and the 'Pregny' gate, on Avenue de la Paix, opposite the Red Cross building (CICR). The two entrances are about 300 metres apart. 'Nations' is a pedestrian only entrance and 'Pregny' is the main vehicle and visitor entrance. The closest entrance to our meeting room is the 'Pregny' gate, but directions from both gates are shown on the attached map.
5. Taxis are not allowed to enter the Palais des Nations, so passengers will need to specify which entrance to be taken to.

6. Delegates with bags larger than a briefcase or handbag must enter through the 'Pregny' Gate, so that the bags can be passed through security scanners. It is not possible to bring suitcases, that is, bags larger than aeroplane carry-on luggage size, inside the Palais des Nations.

7. It is not possible for delegates to bring their own vehicles inside the Palais des Nations. Paid parking is available near Place des Nations on Avenue Guiseppe Motta.

III. FINDING THE MEETING ROOM

8. Both the METIS work session and the SDMX meeting will be held in Salle XVI (Room 16). The meeting room is on the 5th floor, above the Assembly Hall. The 'Pregny' gate is the closest entrance, but the attached map shows directions from both gates.

9. For more information about the facilities within the Palais des Nations, the United Nations Office of Geneva publishes a 'Practical Guide for Delegates' pamphlet online at http://www.unece.org/meetings/Guide_Delegates_2005.pdf.

IV. TRANSPORT TO AND FROM THE PALAIS DES NATIONS

10. Geneva has a very good public transport system and it is quite easy to use. A ticket for a bus, tram or train costs 3 Swiss Francs for one hour of use anywhere in the city. You will need coins to purchase a ticket from the vending machines, which are located at every tram and most bus stops. If you intend to use transport more than twice a day, it may be better value to buy a multi-use card at the Cornavin train station.

a. **Trams:** there are two trams that run from the front of the central Cornavin train station to the Place des Nations. The trams are numbered 13 or 15 and should be taken in the direction 'Nations', which is also the name of the last stop where you should get out.

b. **Buses** 5, 8, 14, 28, F, V, and Z serve the Place des Nations, and stop close to the 'Nations' gate and 'Villa les Feuillantines'. Buses 8, 28, F, V and Z also stop near the 'Pregny' Gate. Bus 10 serves Cointrin Airport from the central Cornavin train station.

c. **Train:** the station closest to the Palais des Nations is 'Secheron', which is one stop out of the Cornavin station on the line to Coppet. Secheron is located near the Botanic Gardens and is not as convenient to the Palais des Nations entrances as the bus and tram stops.

d. **Further information** such as itineraries, timetables and fares, is available on the site of the Transports publics genevois

(<http://www.tpg.ch/Internet+TPG/Anglais/EHomepage/Accueil.htm>). A map of public transport routes is available at

<http://www.tpg.ch/cartographie/plans/Decembre2005/centreville122005.pdf>.

11. **Taxis** are expensive but generally easy to find. A taxi stand is located on Avenue de la Paix, 50 metres away from the 'Nations' gate. Taxis are usually available around the clock. The following direct telephone number will ensure arrival within minutes: 022 331 41 33. As already mentioned in paragraph 5, taxis may not enter the UN compound, and passengers have to disembark at the gate.

12. Geneva is a small and walkable city. It takes about 25 minutes to walk from the Cornavin train station to the Place des Nations. It will take another 5-10 minutes to walk from the 'Nations' entrance, through the building to the meeting room.

V. MEETING DOCUMENTS AND PRESENTATIONS

13. METIS work session papers are available on the website of the UNECE secretariat at the following location: <http://www.unece.org/stats/documents/2006.03.metis.htm>.

14. METIS delegates are asked to download the papers from the website and bring their own copies to the meeting. Documents posted on the website before the meeting will not be distributed in the conference room.

15. PowerPoint presentations given during the METIS meeting will also be made available on the UNECE website, as soon as practicable.

16. Information relating to the SDMX meeting is available at http://www.oecd.org/document/15/0,2340,en_2649_33715_35806479_1_1_1_1,00.html.

VI. SOCIAL PROGRAMME

17. For the METIS meeting, there will be a cocktail reception on the Monday evening after the end of business. It will be held in Bar 13-15 at the Palais des Nations.

18. For the SDMX meeting, a subscription dinner will be arranged for Thursday night. More details will be announced during the meeting on Thursday.

VII. USEFUL PHONE NUMBERS

19. The international dialling code for Switzerland is 41. If dialling from outside Switzerland, numbers in Geneva begin with +41 22 xxx xxxx (where + is the appropriate international dialling code, eg 00). From within Switzerland, replace the +41 with a 0, that is 022 xxx xxxx.

Jessica Gardner (UNECE)	+41 22 917 2084 (office) +41 76 481 1972 (mobile)
Juraj Riecan (UNECE)	+41 22 917 3328 (office) +41 76 346 6443 (mobile)
Villa les Feuillantines (Security ID Office)	+41 22 917 5042
Salle XVI (meeting venue)	+41 22 917 4016
Palais des Nations	+41 22 917 1234 (switchboard operator)
Taxi	+41 22 331 4133

VIII. INTERNET ACCESS

20. There will be 1-2 Internet connected computers available in the meeting room for delegates use. Wireless Internet access points are situated around the Palais des Nations and in the delegates lounge area at the Serpent Bar (Building E).

IX. INFORMATION ABOUT GENEVA AND SWITZERLAND

21. Geneva is Switzerland's third largest city, well known for the presence of many international agencies, including the United Nations. The official language of Geneva is French, with English and German also widely spoken. General information about climate, currency, etc, is available on the Geneva Tourism website at <http://www.geneva-tourism.ch/?rubrique=0000000110>.

22. Some other useful websites include:

- United Nations Office of Geneva - <http://www.unog.ch/>
- UNECE Statistical Division – <http://www.unece.org/stats>
- Geneva Tourism - <http://www.geneva-tourism.ch/?lang=eng>
- Geneva Airport (Cointrin) - <http://www.gva.ch/en/default.htm>
- Geneva public transport - <http://www.tpg.ch/Internet+TPG/Anglais/EHomepage/Accueil.htm>
- Swiss Tourism - <http://www.myswitzerland.com/en/welcome.cfm/host/int>
- Swiss train timetables - <http://www.sbb.ch/en/>
- An aerial map of the Palais des Nations <http://map.search.ch/geneve/av.-de-la-paix-8.en.html>.

X. ACCOMPANYING SPOUSES

23. If your spouse is accompanying you to Geneva, it is possible for them to get a security pass to access the Palais des Nations. Please contact Jessica Gardner (jessica.gardner@unece.org / Ph. +41 22 758 0054) for more information.

XI. FURTHER INFORMATION

24. Please contact Jessica Gardner (jessica.gardner@unece.org / Ph. +41 22 917 2084) or Juraj Riecan (Juraj.Riecan@unece.org / +41 22 917 3328) if you have any questions.