

EIGHTY-EIGHTH MEETING OF THE STANDING COMMITTEE

13-14 SEPTEMBER 2023

INFORMATION NOTE

ORGANIZATION OF THE MEETING

Date, timing and venue

1. Ongoing renovations at the Palais des Nations and the high demand for conference spaces have led to the extremely limited availability of conference rooms in Geneva. Though this has presented challenges in securing a meeting space, the Secretariat has made arrangements to ensure that the eighty-eighth meeting of the Standing Committee be held in person. It will, therefore, take place in the Mercure/Saturne/Jupiter room at the [Mercure Geneva Airport Hotel \(Rue de la Bergère 3, Meyrin, 1217 Geneva\)](#), starting at 10 a.m. Central European Time (CET) on Wednesday, 13 September 2023 and closing on Thursday, 14 September 2023.

2. The meeting is scheduled to take place in the mornings from 10 a.m. to 1 p.m. CET, and in the afternoons from 3 p.m. to 6 p.m. CET. In order to make the best use of the interpretation and conference management services, participants are requested to be punctual.

3. Participants who may require special assistance, such as wheelchair access, are invited to contact the [Secretariat](#).

Seating arrangements

4. Due to limited seating capacity, ExCom member States will have one seat at the table and one behind. Observer States and other observers to the meeting will also be given one seat at the table and one behind. Seating will be in English alphabetical order, as per the usual practice.

REGISTRATION AND ACCESS TO THE MERCURE GENEVA AIRPORT HOTEL

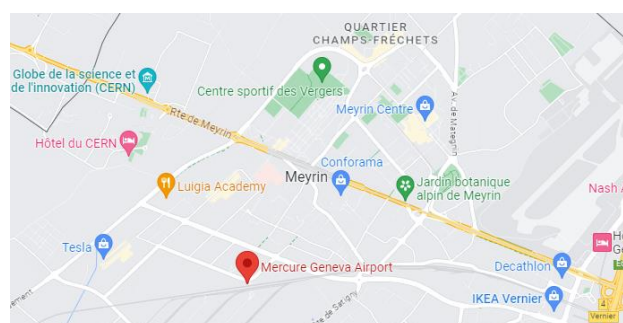
5. Delegations are kindly requested to confirm their participation by sending a note verbale containing the exact names and titles of all members of the delegation by email to the Secretariat: hgexcom@unhcr.org by **Friday, 8 September 2023**.

6. All participants require a UNOG-issued identification badge to attend the meeting. For visiting members of a delegation, including those who are not based in Geneva, badges will be prepared by the Secretariat and participants may collect them, at the desk outside of Mercure/Saturne/Jupiter room from 9:00 a.m. on 13 September 2023.

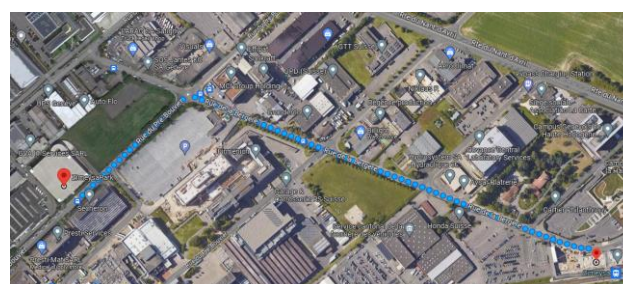
Access to the Mercure Geneva Airport Hotel

7. Participants are encouraged to use public transportation to reach the venue. The [Mercure Geneva Airport Hotel](#) is adjacent to Zimeysa railway station. Zimeysa railway station is 9 minutes from the Cornavin train station via the SL5 line (direction: La Plaine). It takes 14 minutes to reach the [Mercure Geneva Airport Hotel](#) from the Cornavin train station: [Google Maps link](#).

8. Limited paid parking is available, and covering the cost of parking is the responsibility of each participant. However, it is provided on a first-come, first-served basis by a private company. Direct access by elevator to the meeting room from the paid parking area is available. As needed, there is additional parking at [Zimeysa Park](#) (Rue du Pré-Bouvier 24, 1242 Satigny), located approximately 950m from the hotel.



Mercure Geneva Airport Hotel



Zimeysa Park

Non-governmental organizations

9. Non-government organizations (NGOs) are requested to register their participation by sending a letter of accreditation to the UNHCR Partnership Section (partnership@unhcr.org) **by Friday, 8 September 2023**. NGOs are asked to limit the size of their delegations due to constraints with respect to seating capacity.

10. NGOs should send a letter of accreditation to the UNHCR Partnership Section, with the names of those in their delegation who will be attending the meeting. Those not in possession of a UNOG ID badge will have to collect their badge prepared in advance by the Secretariat at the desk outside of Mercure/Saturne/Jupiter.

11. Under each agenda item, NGOs may deliver one collective oral statement. These statements are coordinated through the International Council of Voluntary Agencies (ICVA). For further details, NGOs can reach out to Ms. Davina Said (davina.said@icvanetwork.org) and Ms. Gabriela Miranda (gabriela.miranda@icvanetwork.org). Given limited seating capacity, priority will be given to the representative speaking on behalf of NGOs and to ICVA in their coordination capacity.

Interpretation and statements

12. Interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Please be reminded that to facilitate interpretation, a normal speed should be maintained when making statements. This should be taken into consideration when the statements are prepared.

13. Statements are limited to 5 minutes or less. A State/organization speaking on behalf of an established group of States or a group of organizations will also be accorded 5 minutes. Time may be reduced according to the number of speakers and calculation of time available. Delegations will be advised should the time limit change.

14. To facilitate interpretation, statements should be sent to hqexcom@unhcr.org, noting the relevant agenda item, **preferably 24 hours in advance and at least 1 hour before the statement is delivered**.

OTHER

15. There will be a coffee bar located outside of the conference room for the convenience of participants. Water will be provided in the conference room free of charge. The Atrium Brasserie restaurant will serve a buffet-style lunch, and the Zim café will offer sandwiches and other quick meal options. The restaurant and café are both accessible from the lobby on the ground floor.

16. On 13 September 2023, refreshments will be provided free of charge for the convenience of participants attending the side event. Flyers with more details about side events will be posted on the Standing Committee secure site in due course.

17. Wi-Fi will be available to all participants. The Wi-Fi network is **MERCURE_CONF**, and the password is **MERCURE2022**. The tables in the conference room will be equipped with an electric outlet (Swiss plug).