



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

High Commissioner's Dialogue on Protection Challenges *Protection at Sea*

10-11 December 2014
Palais des Nations, Geneva

LOGISTICAL NOTE

I. ORGANIZATION

Date and place

1. The seventh High Commissioner's Dialogue on Protection Challenges will be held at the Palais des Nations in Geneva on Wednesday, 10 and Thursday, 11 December 2014. The plenary session will take place in Room XVII. The theme of the Dialogue is Protection at Sea.

Timing of the proceedings

2. The Dialogue will last for two days. It will run from 10 a.m.-1 p.m. and 3 p.m.-6 p.m. Participants are requested to be punctual at the start of each session so as to make the best use of the time available.

3. The plenary session will be opened by the UN High Commissioner for Refugees and commence with a panel discussion on "Boat People in the 21st Century". The plenary discussion gives time for interventions from delegations. After the plenary, the meeting will break up into three breakout sessions. These sessions will continue in the morning of 11 December. The Dialogue will conclude with a final plenary session on 11 December, where a summary of the findings from the breakout sessions will be shared. Following the summary and interventions from the floor, the High Commissioner will provide a summing up of the deliberations as a whole.

4. For more information, including a tentative schedule, please see the Dialogue website: <http://www.unhcr.org/hc-dialogue2014>.

5. Four roundtables will provide an opportunity for a more focused analysis of challenges in different regions. They will be held both days during lunchtime as well as in the morning of 11 December.

Conduct of the meeting

6. In order to encourage interactive exchanges and sharing of information, participants are requested not to read out prepared statements. All

participants are encouraged to bear in mind the purely humanitarian and non-political nature of the High Commissioner's mandate and work, and the operational focus of the Dialogue. So as to assure optimal interpretation during this free-flowing exchange, delegations are asked to speak slowly and clearly. Due to limited time and large number of participants expected, delegates are advised to limit their statements to three minutes.

7. In this same vein, there will not be a speaker's list or formal rules of procedures. Plenary seating will be arranged in an informal manner, allowing for the interspersing of delegations. As space in the conference room will be tight, participating States/organizations are encouraged to limit the size of their delegations.

Interpretation

8. In the plenary sessions, participants may speak in any one of the official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish). Information on the languages available in each breakout session and regional roundtable may be found in the estimated schedule.

Outcome

9. There will be no formal report of the proceedings. The summaries and High Commissioner's summing up will be made available after the meeting. Points raised, information shared and conclusions drawn will not be attributed to any specific speaker or delegation.

Reception

10. A reception will be held from 6:15-7:30 p.m. at the Palais des Nations on Wednesday, 10 December 2014.

II. REGISTRATION

11. All participants (including Geneva-based delegations) are requested to use the online registration system. Log-in information may be found in the letter of invitation.

12. **Registration must be completed by Friday, 21 November** at the latest. Timely registration is essential in order for the Secretariat to facilitate access to the Palais des Nations for participants not based in Geneva.

13. In addition to online registration, State delegations and regional organization delegations are requested to **send by 30 November a note verbale** with the names and exact titles, *in order of hierarchy*, of all representatives attending the session, to: hqsecdpc@unhcr.org.

14. For any questions or if you need any additional assistance, please contact the Secretariat by email: hqsecdpc@unhcr.org.

15. Representatives of invited non-governmental organizations may also contact UNHCR's Partnership Section (interagency@unhcr.org) for any additional queries.

III. ACCESS TO PALAIS DES NATIONS

16. For participants not already accredited with the United Nations Office at Geneva (UNOG) (i.e. who do not have a badge enabling access to the Palais des Nations), please be sure to print your registration confirmation and bring it with you to collect your badge at the UNOG security identification office.

17. Badges can be collected in person as of Tuesday, 9 December 2014, at 2 p.m., at the UNOG security identification office located at the Pregny Gate entrance to the Palais des Nations.

IV. DOCUMENTS

Agenda and background documentation

18. Information and documentation for the Dialogue can be found on UNHCR's webpage: <http://www.unhcr.org/hc-dialogue2014>.

List of participants

19. An informal list of participants will be made available on the second day of the Dialogue.

V. MISCELLANEOUS INFORMATION

Visas and accommodation

20. All conference participants who normally require visas to enter Switzerland are urged to acquire valid entry visas prior to their departure.

The Secretariat is not responsible for visa arrangements. No provisions can be made for participants to obtain such visas upon arrival at Geneva Cointrin Airport.

21. The Secretariat is not in a position to arrange for accommodation. Participants who wish information on hotel accommodation in Geneva may consult the Geneva Tourism Office at: <http://www.geneve-tourisme.ch/en/home/>.

Health advisory

22. Participants attending the High Commissioner's Dialogue are encouraged to bring with them proof of health insurance with international coverage, in the event that they shall need medical care during their stay in Switzerland.

Security advice

23. The UNOG Security and Safety Service has advised that there is little storage capacity for luggage at the Palais des Nations. Once the storage capacity is reached, no additional luggage will be admitted.

24. Participants are reminded to wear their UNOG identification badges at all times.

UNOG-Palais des Nations / UNHCR

25. For a virtual tour of the Palais grounds, please see the UNOG website: www.unog.ch.

26. UNHCR is located not far from the Place des Nations gate to the Palais des Nations: 94 rue de Montbrillant, 1211 Geneva, Switzerland, Tel: +41 22 739 8111 (from town, dial 022 739 8111).

Transportation

27. From Cointrin Airport, taxis are available outside the arrival hall. The taxi fare from the airport to the UNOG is approximately SFr 25-30.

28. Bus No. 5 will take you directly from the airport to the Place des Nations.

29. The railway station in Cointrin Airport is located on the same level as the arrival hall, to the left of the exits. All trains stop at Geneva's main Cornavin station. Free one-way tickets are available upon arrival in the luggage pick-up area in the arrival hall at the airport.