



## MINISTERIAL PLEDGING CONFERENCE ON SOMALI REFUGEES: CONDITIONS FOR VOLUNTARY RETURN

21 October 2015

MCE Conference Centre, 118, Rue de l'Aqueduc, 1050 Brussels, Belgium

Conference website: [www.unhcr.org/somaliaconference2015](http://www.unhcr.org/somaliaconference2015)

Conference secretariat email: [somaliaconf2015@unhcr.org](mailto:somaliaconf2015@unhcr.org)

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### INFORMATION NOTE

#### I. ORGANISATION OF THE MEETING

##### Date and place

1. The Ministerial Pledging Conference on Somali Refugees will take place at the MCE (Management Centre Europe) Conference Centre, 118, Rue de l'Aqueduc, 1050 Brussels, Belgium, on Wednesday, 21 October 2015. You can find more information on the venue website: <http://www.mce-ama.com/mce-conference-and-business-centre/>

##### Timing of proceedings

2. Registration will start at 9 a.m.; coffee will be provided. The conference will start at 9.45 a.m. and finish at 4.45 p.m. Lunch will be provided from 12.30 p.m. to 1.45 p.m. (**please let organisers know in advance if you have special dietary requirements**). A press conference will be held from 5.00 p.m. to 5.45 p.m. but not all delegates are required to attend. A reception will be held from 5:30 p.m. to 7 p.m..

3. The conference will commence with opening remarks by the UNHCR High Commissioner and the EU High Representative for Foreign Affairs and Security Policy. The morning session consists of moderated thematic discussions held in plenary. Each will have an introductory statement of 5 minutes. The afternoon session will consist of pledges and statements followed by conclusions and closing remarks.

##### Conduct of meeting

4. In order to make the best use of time and of interpretation and conference management services, the meetings will be called to order promptly. Delegations are requested to be punctual.

5. Four rooms have been reserved for bilateral meetings. If you would like to book one of these rooms, please contact the conference organisers in advance via the conference email [somaliaconf2015@unhcr.org](mailto:somaliaconf2015@unhcr.org).

6. For delegates who wish to make a pledge, we encourage them to fill in the pledge form (which will be made available on the conference website the week before the conference), prior to the event and email it to the conference email: [somaliaconf2015@unhcr.org](mailto:somaliaconf2015@unhcr.org). However, delegates also have the option, if they wish, to bring a completed pledge form to the conference on the day.

#### II. REGISTRATION AND ACCESS TO THE CONFERENCE CENTRE

7. Delegates are requested to notify organisers of their attendance latest by Tuesday, 13 October 2015 by writing to the conference email address. Participants who confirm their attendance on the conference email will be included in the final list.

8. All delegates are required to register at the conference venue on the morning of 21 October. You are advised to arrive 30 minutes in advance to avoid crowds. Delegates will receive a badge upon registration, which they are requested to wear at all times while in the conference centre.

##### Special access requirements

9. Delegates who have special access requirements should contact the organisers beforehand so that arrangements can be made.

#### III. SPEAKING ARRANGEMENTS

##### Lists of speakers

10. Delegations who wish to sign up in advance for a speaking slot should make a request to the conference secretariat by email.

##### Statements

11. Statements should be delivered in Arabic, English or French.

12. Presenters are requested to provide, where

possible, copies of their statements in advance via the conference email, for the use of interpreters and for the podium.

13. Unless informed otherwise, delegations are asked to limit their oral statements to **three minutes**. Please contact the organisers in advance if you are planning to make a pledge and/or would like to make a statement.

14. Delegations wishing to have their statements distributed may bring copies and place them on the tables outside the room.

### Interpretation

15. Simultaneous interpretation in Arabic, English and French will be provided in the conference room. Participants are requested to speak slowly and at a reasonable speed to facilitate interpretation.

## IV. DOCUMENTATION

### List of participants

16. A provisional list of participants will be made available on the conference website the week before the conference. Any amendments should be communicated to the conference secretariat **before close of business on Monday 19 October 2015**. The final list of participants will be made available on the day.

### Agenda and background documentation

17. Documentation for the conference will be available on the conference website as they are prepared. Key documents will include:

- a. Pledging form
- b. Action Plan against which pledges will be sought
- c. Concept note
- d. Proposed agenda
- e. Background documents

Limited copies of the conference documents will be made available at the venue. It is recommended that delegates print their own copies of background documentation beforehand.

### Summary report

18. A summary report of the meeting will be prepared by designated rapporteurs, and made available on the conference website after the event. Any corrections will be issued in a single corrigendum after the session.

19. A press release and joint communique will be issued after the conference and made available on the conference website.

## V. MISCELLANEOUS INFORMATION

### Security and Protocol arrangements

20. Delegations are responsible for making their own security and protocol arrangements via their respective embassies in Brussels. Arrangements include airport reception arrangements, security, and pick-up and drop off from hotel to the venue.

### Visa

21. Visas for State delegations can be facilitated by their respective country embassies in Brussels. Delegates will need an invitation letter to apply for a visa. Please contact the organisers via the conference email if you have not received an invitation letter.

### Accommodation

22. Participants should make their own hotel reservations. However, a special UN rate has been negotiated for a limited number of rooms at the **Warwick Barsey Hotel** which is close to the conference centre. Please follow the procedure below should you wish to book a room there:

- a) Go to the website:  
<http://warwickhotels.com/Barsey/>
- b) Enter your check in and check out dates
- c) Enter the code **UHN2010** in the 'IATA/Corp' box on the left of the screen
- d) Select a room from the list and click on 'Add room'
- e) Select 'UNHCR special rate', and book

Some other hotels in the vicinity are:

- **Thon hotel Bristol-Stephanie**  
<http://www.thonhotels.com/bristol>
- **Hotel Manos Stephanie**  
<http://www.manosstephanie.com/>
- **Le Châtelain Boutique Hotel**  
[www.le-chatelain.com](http://www.le-chatelain.com)

23. For State delegations, please note that embassies may have special rates negotiated with other hotels in the city. However, to avoid traffic-induced delays, we recommend delegates stay in a hotel near the conference venue.

### Travel

24. Economy class air tickets for a small number of delegates will be paid for by the organisers. These delegates will be contacted by the organisers **prior to 12 October** to make bookings.

25. You can find information about Brussels at:  
<http://www.brussels.info>

### Health advisory

26. Delegates are requested to bring proof of

health insurance with international coverage, in the event that they may need medical care during their stay in Belgium.

### **Weather**

27. Please be prepared for cold and wet weather. The conference venue will be heated.

### **Transport**

28. To get to the city from Zaventem Airport, taxis are available outside the Arrival Hall. The train station at Zaventem airport is located one level below the terminal (level -1). Trains from the airport will bring you into various train stations inside the city. For the best way to reach your hotel, please check with them directly. For more details on transport from the airport, please check the following link:

[http://www.brusselsairport.be/en/passngr/to\\_from\\_brussels\\_airport/](http://www.brusselsairport.be/en/passngr/to_from_brussels_airport/)

### **Luggage and security**

29. Luggage carried to the conference centre may be stored in the luggage room on the ground floor. However, the conference centre does not take responsibility for any loss of luggage.

### **Prayer room**

30. A prayer room will be available for delegates throughout the day. Please ask conference staff at the venue if you would like to use this facility.

### **Contact information for queries**

31. For any queries prior to the conference, please contact the organisers via the conference email ([somaliaconf2015@unhcr.org](mailto:somaliaconf2015@unhcr.org)) or telephone:

- UNHCR Global Issues Unit:+32 2 627 5999

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