

## PRACTICAL INFORMATION FOR DELEGATES

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### Second meeting of the Conference of the Parties to the Minamata Convention on Mercury



19 – 23 November 2018  
Geneva International Conference Centre (CICG)  
Geneva, Switzerland



# INFORMATION HIGHLIGHTS

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## 1. VENUE

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The second meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP2) will be held in Geneva, Switzerland, from Monday, 19 November, to Friday, 23 November 2018. Regional consultations and other preparatory meetings will take place in the afternoon of Sunday, 18 November 2018.

The meeting will be held at:  
Geneva International Conference Centre - Centre International de Conférences Genève (CICG)  
Rue de Varembé 17  
1211 Geneva 20, Switzerland  
Tel.: + 41 (0) 22 791 91 11, Fax: + 41 (0) 22 791 90 64  
Internet: [www.cicg.ch](http://www.cicg.ch)

## 2. PRE-REGISTRATION

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Pre-registration should be completed **no later than 19 August 2018** using the online pre-registration platform available at <http://mercuryconvention.org/Meetings/COP2/tabid/6355/language/en-US/Default.aspx>.

Invitation letters (in English, French and Spanish), dated 20 June 2018, have been sent out to all Governments and are also extended to non-governmental and intergovernmental organizations.

Pre-registration dossiers for Government representatives should include an official nomination letter from the national focal point for the Minamata Convention on Mercury in the case of Parties, the UN Environment Programme official contact point, the Ministry of Foreign Affairs or the Permanent Mission to the UN in Geneva or to the UN Environment Programme. In addition, for sponsored participants, the official nomination letter should indicate that the individual concerned is the delegate designated to receive financial assistance. A copy of the national passport identification page should also be attached.

Organizations that wish to attend COP2 should pre-register and submit to the secretariat at least one month prior to the opening of the meeting, an application for admission as an observer at meetings of the Conference of the Parties, including information demonstrating their qualification in matters covered by the Convention<sup>1</sup>. Organizations approved to participate in the first meeting of the Conference of the Parties do not need to resubmit such application (the list of these organizations may be found at [http://mercuryconvention.org/Portals/11/documents/meetings/COP2/English/1\\_INF16\\_observers.pdf](http://mercuryconvention.org/Portals/11/documents/meetings/COP2/English/1_INF16_observers.pdf)).

Further information with regard to the participation of observers in meetings of the Conference of the Parties may be found at: <http://mercuryconvention.org/Meetings/Observers/tabid/4231/language/en-US/Default.aspx>.

Questions regarding registration should be directed to: [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org).

## 3. ON-SITE REGISTRATION

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Access to the meeting venue is subject to the presentation of a valid conference badge. For security reasons, the display of conference badges is mandatory at all times to gain access to the meeting venue and meeting rooms. Any loss of a conference badge should be reported immediately to the registration counter.

Participants are requested to pre-register online in advance of the meeting as indicated in the section above and obtain their meeting badges upon presentation of a valid picture identification document, at the registration counter located on the ground floor of the Geneva International Conference Centre. Only the names of duly registered participants will be included in the list of participants of the meeting.

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<sup>1</sup> This process does not apply to the United Nations, its specialized agencies and the International Atomic Energy Agency, as well as any State not a Party to the Convention and any entity operating the mechanism referred to in paragraph 5 of Article 13 of the Convention.



The registration counter will have the following opening hours:

- **Sunday, 18 November:** 12:00 a.m. to 6.00 p.m.
- **Monday, 19 November to Friday, 23 November:** 8.00 a.m. to 6.00 p.m. (registration counter may close earlier on later days)

#### **4. CREDENTIALS FOR PARTIES TO THE MINAMATA CONVENTION**

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In order to take part in the decision-making process at the meeting of the Conference of the Parties, Parties to the Minamata Convention are kindly requested that their head of delegation, alternate representatives and advisers each be accredited in a credential issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization. Information regarding any change in the composition of the delegation should be submitted using the same procedure.

Samples of credentials are available in Arabic, Chinese, English, French, Russian and Spanish on the at: <http://mercuryconvention.org/Meetings/COP2/tabid/6355/language/en-US/Default.aspx>

Originals of the credentials shall be submitted to the secretariat no later than twenty-four hours after the opening of the meeting. Governments are invited to submit an advance copy of their credentials, preferably by 1 November 2018, in order to facilitate the clearance process, to:

The Executive Secretary  
Secretariat of the Minamata Convention on Mercury  
United Nations Environment Programme  
Avenue de la Paix 8-14, 1211 Geneva 10, Switzerland  
E-mail: [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org)

#### **5. VISAS**

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Participants are responsible for obtaining any necessary visa for entering Switzerland as well as any transit visa. Visas must be obtained prior to arrival. Please note that a Schengen visa is required even for transiting through Schengen zone European countries. As time required for the processing of visa requests may vary, it is strongly recommended that visa applications be made sufficiently in advance. More information is available on the website of the Swiss Department of Foreign Affairs at:

<https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html>  
[https://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt\\_einreise.html](https://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt_einreise.html)

#### **6. PROCEDURES FOR MEDIA ACCREDITATION AND REGISTRATION**

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Media participation at COP2 is subject to accreditation by the secretariat of the Minamata Convention on Mercury. Journalists should pre-register by 5 November 2018 with the secretariat, including submission of accreditation form and necessary information. See Annex A – International media accreditation process and Annex B – Media accreditation form. For more information, please contact the secretariat by E-mail at: [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org).

#### **7. REGIONAL MEETINGS**

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Facilities will be available for regional meetings from 18 to 23 November 2018. Regional meetings may be held prior to the opening of COP2 on Sunday, 18 November from 3:00 p.m. to 6:00 p.m. Please contact your regional coordinator or regional Bureau member(s) for further information.



## 8. OFFICIAL OPENING OF COP2

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The official opening of COP2 will take place at **10.00 a.m. on Monday, 19 November 2018**. The formal sessions of the meeting are planned to be held daily from **10.00 a.m. to 1.00 p.m.** and from **3.00 p.m. to 6.00 p.m.** For more information, please refer to the annotated provisional agenda, which will be made available at: <http://mercuryconvention.org/Meetings/COP2/tabid/6355/language/en-US/Default.aspx>

## 9. EVENTS ON THE SIDE OF COP2

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A limited number of events are planned to be organized throughout the week of COP2. The programme will be available on the Minamata Convention website.

## 10. EXHIBITION AT COP2

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An exhibition will be organized at COP2 to relay relevant information to participants in support of ratification and implementation of the Minamata Convention on Mercury. Information on exhibition requests will be available at: <http://mercuryconvention.org/Meetings/COP2/tabid/6355/language/en-US/Default.aspx>

## 11. DOCUMENTS

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This meeting will be a paper smart meeting. Please note that attendees are encouraged to download in advance the meeting documents, which will be published as they become available at: <http://mercuryconvention.org/Meetings/COP2/tabid/6355/language/en-US/Default.aspx>

## 12. LIST OF PARTICIPANTS

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A list of participants that have attended COP2 will be prepared by the secretariat and made available on the Minamata Convention website after the closing of the meeting. Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration.

## 13. SERVICES TO PARTICIPANTS

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### ***First Aid***

Emergency first aid will be available throughout the duration of the meeting.

### ***Internet access***

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the Geneva International Conference Centre.

### ***Restaurants / Catering services***

Catering services for lunch will be available at the Geneva International Conference Centre, at the bar and restaurant located on the ground and first-floor levels. Coffee cards (10 coffees or teas) are offered at the restaurants with a small price reduction. Other cafes, restaurants and shops are within walking distance of the meeting venue.

### ***Banking facilities***

Banking services are available at the nearby area, the closest one being UBS Switzerland AG Vermont-Nations located at chemin Louis-Dunant 17bis, 1202 Geneva.



## 14. GREENING OF THE MEETING

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As far as possible, the meeting will be organized to avoid or reduce its environmental impacts. In order to protect our scarce natural resources, documents for the meeting will be available electronically via the website of the Minamata Convention as well as the COP2 Intranet. Participants are hence encouraged to minimize printing. Exhibitors are kindly requested to bring as few printed materials as possible, and participants to take flyers and brochures only when necessary. Participating organizations that would like to share publications on those platforms may contact the secretariat.

## 15. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

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Participants whose travel is sponsored by UN Environment Programme will be provided with a daily subsistence allowance (DSA) at prevailing United Nations rates. In order to facilitate the payment of subsistence allowance, sponsored participants will be requested to submit copies of their passport and boarding passes to the secretariat staff at the location and time indicated during the meeting. For any query related to travel and DSA, sponsored participants are invited to contact the secretariat at: [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org).

## 16. HEALTH

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First-aid and emergency medical services are available at the Geneva International Conference Centre.

**Delegates with a chronic illness** should carry all necessary medication and medical items for the entire duration of the journey, in their original containers, clearly labelled.

**Delegates are advised to seek medical insurance** with appropriate cover abroad, i.e. accident, sickness, medical repatriation and death. The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of the participants or of their Governments to obtain adequate insurance prior to travel to Switzerland.

## 17. TRANSPORTATION AND SECURITY

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Once in Geneva, the conference centre is close by. The international airport (Geneva Cointrin) and the main railway station (Geneva Cornavin) are respectively 5 kilometres and 2 kilometres away from the conference centre and are linked by public transport (tramway and bus) and by taxi.

### **By public transport:**

*From the Geneva International Airport:*

- **Take BUS 5** Direction Thônex-Vallard
- Get off at the bus stop **Vermont**

*From the Cornavin railway station:*

- **Take BUS 5** Direction Aéroport
- Get off at the bus stop **Vermont**
  
- **or take BUS 8** Direction OMS
- Get off at the bus stop **UIT**
- **or take TRAM 15** Direction Nations
- Get off at the tram stop **Nations**

The Unireso ticket, offered by the Geneva airport authority, allows the free use of public transport in the city for a period of 80 minutes. Unireso tickets can be obtained from the machine in the luggage collection area on the arrivals level of the airport. Many hotels give their residents a Unireso pass to use



during their stay. For more information about public transportation in Geneva, please visit <http://tpg.ch/en/web/site-international>.

### **By taxi**

Taxis are readily available for visitors travelling from the Geneva Cointrin Airport. They are easily available, but comparatively expensive. If you need a taxi, call 022 320 22 02 or 022 331 41 33.

Although Geneva is a comparatively safe place and violent crime is rare, the incidence of pickpocketing and theft has increased considerably over the last few years. Participants are advised to pay particular attention at the airport, around the Cornavin railway station and in the Pâquis district of the city, and to not leave their luggage unattended at any time.

Participants with mobility issues requiring special arrangements should contact, in advance of the meeting, the secretariat of the Minamata Convention at: [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org).

## **18. HOTEL ACCOMMODATION**

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Participants are responsible for making their own accommodation arrangements in advance of the meeting and for covering any associated incurred costs. An updated list of hotels offering preferential rates to the United Nations is also available as a separate file at: [http://mercuryconvention.org/Portals/11/documents/COP2/Negotiated\\_hotel\\_rates\\_until%2031%20March%202019.pdf](http://mercuryconvention.org/Portals/11/documents/COP2/Negotiated_hotel_rates_until%2031%20March%202019.pdf)

## **19. CURRENCY AND RATE OF EXCHANGE**

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Swiss Franc (CHF). Average exchange rates: 1 US dollar~ 0,98 CHF. 1 Euro ~ 1,16 CHF (rates as of 9 July 2018). Major credit cards are accepted in most hotels and restaurants in Switzerland.

## **20. ELECTRICITY**

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Participants are kindly requested to bring their own power adaptors.

Voltage: 220 volts

Frequency: 50 Hz

Plug/socket: C (CEE 7/16), J



## **21. LANGUAGES**

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Interpretation services and meeting documents for the session will be provided in the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Additional information documents may be available in English only.

## **22. TIME ZONE INFORMATION**

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Switzerland is GMT + 01.00 hours.

## **23. DISCLAIMER**

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UN Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure insurance for the period of participation.



## ANNEX A – INTERNATIONAL MEDIA ACCREDITATION PROCESS

Accreditation is strictly reserved for members of the press-print media, photo, radio, TV, film and news agencies who fully meet UN media accreditation requirements. Accreditation will be granted upon presentation of valid press credentials including each of the following:

1. Completed Media Accreditation Form (Annex B);
2. Letter of assignment on official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted;
3. Photocopy of a valid press card/work pass; and
4. Photocopy of passport/national ID card.

To avoid delays upon arrival, please submit the Media Accreditation Form together with the documents listed above as soon as possible and by 5 November 2018 to:

Secretariat of the Minamata Convention of Mercury  
United Nations Environment Programme  
Avenue de la Paix 8-14  
1211 Geneva 10  
Switzerland  
E-mail: [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org)

It is also possible to register on-site.

Note that double accreditation is not allowed (e.g. as press and delegate, or as press and non-governmental organization).

Press passes can be picked up at the registration counter upon presentation of two different forms of valid picture identification document (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

**Please note that journalists accredited to cover the meeting should make their own travel and hotel bookings.**





## ANNEX B – MEDIA ACCREDITATION FORM

### SECOND MEETING OF THE CONFERENCE OF THE PARTIES TO THE MINAMATA CONVENTION ON MERCURY, 19 – 23 NOVEMBER 2018, GENEVA, SWITZERLAND

This application must be sent by to the secretariat at [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org) along with:

1. A letter of assignment from your news editor or bureau chief;
2. A scanned copy of your original valid press card; and
3. A scanned copy of the identification pages of your valid passport.

**Please note that UN Environment Programme will not process incomplete applications.**

For more information, please contact the secretariat of the Minamata Convention on Mercury.

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| <b>PERSONAL INFORMATION</b>   |  |
| Family name _____ First name(s) _____   |  |
| Nationality and passport number _____   |  |
| <b>Note: Switzerland may require participants to get a visa.</b>  |  |
| Permanent office address  | Personal contact details   |
| Address _____   | Address _____  |
| E-mail _____  | E-mail _____   |
| Mobile _____  | Mobile _____   |
| <b>MEDIA ORGANIZATION INFORMATION</b>   |  |
| Name of the organization _____ Press card no. _____   |  |
| Supervisor's title and contact details _____  |  |
| Working language(s) of your media organization _____  |  |
| Your main news topic(s) or field(s) of coverage _____   |  |
| Type of medium (check as many as necessary):<br><input type="checkbox"/> News agency/wire service<br><input type="checkbox"/> Newspaper<br><input type="checkbox"/> Television broadcaster<br><input type="checkbox"/> Radio<br><input type="checkbox"/> Photo/visual service<br><input type="checkbox"/> Magazine/journal<br><input type="checkbox"/> Blog/internet-based news<br><input type="checkbox"/> Other (specify) _____ | Position:<br><input type="checkbox"/> Correspondent<br><input type="checkbox"/> Editor<br><input type="checkbox"/> Reporter<br><input type="checkbox"/> Producer<br><input type="checkbox"/> Technician<br><input type="checkbox"/> Cameraperson<br><input type="checkbox"/> Photographer<br><input type="checkbox"/> Director<br><input type="checkbox"/> Other (specify) _____ |
| <b>DEADLINES FOR APPLICATION: 5 November 2018</b> for all applications  |  |