



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



17th Senior Officials Meeting of the Environment Management Group

19 September 2011

Preparatory technical segment: 9 a.m. – 13:00 p.m.

Senior officials segment: 14:30–17:30 p.m.

Hosted by the United Nations Development Programme (UNDP)

Hank Shannon Room, 21st floor, DC 1 building,

1 UN plaza, UN Headquarters, New York

EMG/SOM.17/05

X September 2011

Distribution: EMG members

Information note on logistics

Venue

The 17th Senior officials meeting of the Environment Management Group will be held in Hank Shannon Room, on the 21st floor of the DC1 building at the UNDP premises, 1 UN Plaza, New York, NY 10017, on 19 September 2011.

Timing

Preparatory technical segment: 9 a.m. – 1 p.m.

Senior officials segment: 2:30 p.m. – 5:30 p.m.

Confirmation of attendance

EMG members are kindly requested to confirm their participation as soon as possible. This information will allow the Secretariat to arrange the necessary logistics including the issuance of entrance badges in time.

Video-conference and audio-conference connection

For those members who will not be able to attend the meeting physically, there will be audio or video conference connection available. Requests for audio or video connection should be communicated to the Secretariat by 12 September.

Those who wish to participate by video-conference are kindly requested to contact Ms. Julie Nevski at Julie.nevski@unep.org as soon as possible to provide the technical specifications related to video conferencing device: brand and model of the video device, IP address, technician's name and phone number.

Participants by audio link should follow the below instruction:

Please dial the conference phone number which is +41-22-917-0900. Then listen to the instructions and insert your code which is 24803.

*Please make sure that your phone is muted at all times when you are not speaking.

*Please do not pick up the second line on your phone device.

*To avoid interference, please do not keep your mobile phone next to the phone device you are using the connection.

Environment Management Group Secretariat (EMG)

11-13 Chemin des Anémones, International Environment House, CH-1219 Châtelaine, Geneva, Switzerland

Tel: +41-22-917-8693 ♦ Fax: +41-22-917-8024 ♦ Email: emg@unep.ch

Entrance and Security

All participants will be registered by EMG with the Security at DC1 building. To access the building, participants are kindly requested to arrive at the Security desk at least half an hour before the start of the meeting with their UN ground passes and/or Laissez-passer. If you do not have a UN ground pass/Laissez-passer please notify Julie.nevski@unep.org by 12 September and bring a photo identification (passport or driver's license) for security clearance – you will be granted with a 1 day temporary pass.

Hospitality

Coffee/tea breaks as well as a light lunch will be provided outside the meeting room.

Documentation

Participants are kindly requested to print and bring their own copies of the draft agenda and background document.

Questions

For any questions, please contact Mr. Hossein Fadaei hossein.fadaei@unep.org or Ms. Julie Nevski, Julie.nevski@unep.org, at +41-22-917-8693 or, from 15 to 19 September, at +41-79-746-7863.