



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



18th Senior Officials Meeting of the Environment Management Group

EMG/SOM.18/05

1 November 2012

8 October 2012

Preparatory technical segment: 9 a.m. – 12:30 p.m.

Senior Officials segment: 3 – 6 p.m.

LRC Room, 11th floor of the UNDP FF-building,
304 E 45th Street, New York, NY 10017.

Information note on logistics

Venue

The 18th senior officials meeting of the Environment Management Group will be held LRC Room, 11th floor of the UNDP FF-building, 304 E 45th Street, New York, NY 10017.

Timing

Preparatory technical segment: 9 a.m. – 12.30 p.m.

Senior officials segment: 3 p.m. – 6 p.m.

Confirmation of attendance

EMG members are kindly requested to confirm their participation as soon as possible by email to emg@unep.org with copy to Jacklin.georges@unep.org. 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 26 October.

Those who wish to participate by video-conference are kindly requested to contact Ms. Jacklin Georges at Jacklin.Georges@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 **59703** for morning session and **33581** for the afternoon session.

*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 UNDP FF building (304 E 45th Street, New York, NY 10017) . 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 Ms. Jacklin Goerges (Jacklin.Georges@unep.org) by 26 October 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. Jacklin.Georges@unep.org at +41-22-917-8693 or 41-79-333-0617.