



# 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



<b>19<sup>th</sup> Senior Officials Meeting of the Environment Management Group</b> 19 September 2013 Hosted by the United Nations Development Programme (UNDP) LRC Room, 11 <sup>th</sup> floor of the UNDP FF Building, 304 E 45 <sup>th</sup> Street, New York Preparatory technical segment: 9:00 a.m. – 12:30 p.m. Senior officials' segment: 3:00–6:00 p.m.	<b>EMG/SOM.19/05</b> 11 September 2013 Distribution: EMG members
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## Information note on logistics

### Venue

The 19<sup>th</sup> senior officials' meeting of the Environment Management Group will be held in LRC Room, on the 11<sup>th</sup> floor at the UNDP premises (FF Building - 304 E 45<sup>th</sup> Street) on 19 September 2013.

### Timing

Preparatory technical segment: 9:00 a.m. – 12.30 p.m.  
Senior officials segment: 3:00 p.m. – 6:00 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 timely issuance of entrance badges.

### Video-conference and audio-conference connection

For those members who will not be able to attend the meeting in New York, there will be audio and video conference connections available.

Those who wish to participate by video-conference are kindly requested to contact Ms. Martine Titiano at [martine.titiano@unep.org](mailto:martine.titiano@unep.org) as soon as possible to provide the technical specifications related to their video conferencing device: brand and model of the video device, IP address, technician's name and phone number.

Video participants will be able to connect using the following details:

**Polycom Equipment**  
**External 193.239.220.140##122875**  
**Internal 10.18.36.140##122875**

*OR*

**Cisco/Tandberg Equipment**  
**External 122875@193.239.220.140**  
**Internal 122875@10.18.36.140**

For any technical issues during the videoconference, please contact:

**The Technical Help Line: + 41 22 917 2800 pin code 98765**

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](mailto:emg@unep.ch)

Participants by audio link should follow the instructions below:

1. Please dial the conference phone number which is **+41-22-917-0900**.
2. Then listen to the instructions and insert your code which is **44877**.

Kindly note:

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

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

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

## **Entrance and Security**

All participants will be registered by EMG with the Security at UNDP. To access the building, participants are kindly requested to arrive at the Security Desk at least half an hour prior to the start of the meeting with their UN ground passes and/ or Laissez-passer. If you do not have a UN grounds pass/ Laissez-passer please notify [martine.titiano@unep.org](mailto:martine.titiano@unep.org) by 16 September.

## **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 documents.

## **Questions**

For any questions, please contact Mr. Hossein Fadaei [hossein.fadaei@unep.org](mailto:hossein.fadaei@unep.org) or Ms. Martine Titiano, [martine.titiano@unep.org](mailto:martine.titiano@unep.org), at +41-22-917-8693 or, from 17 to 19 September, at +41-078-218-7200.