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

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.
**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 Lassez-passer. If you do not have a UN ground pass/Lassez-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.