19th Senior Officials Meeting of the Environment Management Group
19 September 2013
Hosted by the United Nations Development Programme (UNDP)
LRC Room, 11th floor of the UNDP FF Building, 304 E 45th Street, New York
Preparatory technical segment: 9:00 a.m. – 12:30 p.m.
Senior officials’ segment: 3:00–6:00 p.m.

Information note on logistics

Venue

The 19th senior officials’ meeting of the Environment Management Group will be held in LRC Room, on the 11th floor at the UNDP premises (FF Building - 304 E 45th 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 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
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 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 or Ms. Martine Titiano, martine.titiano@unep.org, at +41-22-917-8693 or, from 17 to 19 September, at +41-078-218-7200.