



## INTERSESSIONAL MEETINGS 19-20 MAY 2016

### ADMINISTRATIVE INFORMATION

#### 1. Nature of the meetings

*Intersessional meetings are being held pursuant to the decision of the 2014 Third Review Conference “that informal intersessional meetings will be held each year, preferably after the 30 April deadline for submitting transparency information, and that they could comprise a thematic segment and a preparatory segment.” On 4 December 2015, the Fourteenth Meeting of the States Parties decided to hold intersessional meeting on 19-20 May 2016.*

#### 2. Participation

The intersessional meetings are open to the States Parties, the States not party to the Convention and interested international and non-governmental organisations.

#### 3. Registration

Please register on-line no later than 13 May 2016.

#### 4. Costs

There is no cost to delegations for participation in intersessional meetings. Costs for organisational arrangements and interpretation are covered by Switzerland through its contributions to the GICHD. The Third Review Conference “expressed its appreciation for the GICHD’s ongoing support to intersessional meetings.”

#### 5. Venue

The meetings will be held at the World Meteorological Organisation (WMO) building, 7 bis avenue de la Paix, Geneva, Room A. The Implementation Support Unit and the GICHD provide the logistical and administrative support for these meetings.

#### 6. Languages

In keeping with past practice, interpretation will be provided in Arabic, English, French, Russian and Spanish.

#### 7. Travel and accommodation

Participants are expected to cover their own travel and accommodation expenses and to take steps to ensure that they have adequate medical coverage while in Switzerland. Several other large events will take place in Geneva in May. It is recommended that delegations book accommodation as early as possible.

Anti-Personnel Mine Ban Convention Implementation Support Unit

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## **8. Visa requirements for Switzerland**

Participants requiring entry visas for Switzerland and transit visas are required to make their own arrangements. Switzerland is an associated Member State of the Schengen Agreement and hence Schengen regulations apply for the entry. The process of acquiring a Schengen visa takes up to 21 days once that your application is completed. Therefore it is strongly recommended that delegates contact the Swiss representation responsible for their place of residence as soon as possible for information about visa application procedures and documents to be presented. Switzerland's Federal Department of Foreign Affairs' website contains information about visa applications and the list of Swiss representations abroad: [www.eda.admin.ch/eda/en/home/reps.html](http://www.eda.admin.ch/eda/en/home/reps.html).

A visa application form can be downloaded from Switzerland's Federal Office of Migration's website: [www.bfm.admin.ch/bfm/en/home/themen/einreise.html](http://www.bfm.admin.ch/bfm/en/home/themen/einreise.html).

## **9. Arrivals in Geneva**

Delegates can obtain a ticket at the Geneva Airport which allows for free travel on public transport in Geneva city centre for up to 80 minutes (bus, tram and train). The ticket machine is located at the end of baggage carousel #3, before passing customs and entering the public area. A taxi from the airport to the city centre will cost approximately 35 CHF (15 minute ride). For more information on public transportation in Geneva, visit [www\(tpg.ch](http://www(tpg.ch)). Delegates can also obtain from their hotel a free pass for public transportation in Geneva for the entire length of their stay.

## **10. Side events**

Information on side events that are open to all delegates will be provided on the Convention website as soon as this information becomes available. If you wish to book a room for a side event or meeting, please contact the ISU ([isu@apminebanconvention.org](mailto:isu@apminebanconvention.org)). Please note that side events or meetings that would run concurrent to the intersessional meetings are discouraged.

## **11. Questions about the programme for the meetings**

For inquiries related to the content of the agenda for the meetings, please contact the ISU ([isu@apminebanconvention.org](mailto:isu@apminebanconvention.org)).

*Information as of 1 March 2016*