



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

High Commissioner's Dialogue on Protection Challenges "Protection and solutions in urban settings: engaging with cities"

18-19 December 2018
Palais des Nations, Geneva

LOGISTICAL NOTE

I. ORGANIZATION

Date and place

1. The eleventh High Commissioner's Dialogue on Protection Challenges, which will focus on the theme of "Protection and solutions in urban settings: engaging with cities", will be held at the Palais des Nations in Geneva, Switzerland on 18 and 19 December 2018. The opening plenary session will take place in room XX, while the closing session will be held in room XVIII.

Proceedings

2. The Dialogue will include a mix of plenary sessions, thematic sessions and roundtables aimed at exploring the challenges and innovative approaches in addressing the needs of refugees and other people of concern to UNHCR in urban settings. It will begin with a plenary session on 18 December, from 10:00-13:00, and conclude in plenary on 19 December from 15:00-18:00.

3. The Dialogue will be opened by the High Commissioner on the morning of 18 December. The opening session will feature a panel with several local government officials and other guests. This will be followed by a discussion in plenary. Three thematic sessions will take place from 15:00-18:00 on 18 December and from 10:15-13:00 on the morning of 19 December. The closing plenary session will include reports on the thematic sessions, a continuation of the discussion and a summing up by the High Commissioner on the deliberations.

4. This year, the Dialogue will also feature a number of regional and thematic roundtables, which will take place from 13:30-14:45 on both 18 and 19 December. Sandwiches and refreshments will be provided from 13:00-13:30 in front of the roundtable rooms, prior to their start. The Dialogue will also include a side event to address the challenges specific to children and youth, which is being organized by the Global Youth Advisory Council, in partnership with the World Economic Forum. This side event will take place on the morning of 19 December, from 9:00-10:00.

5. For more details, including the venues of the thematic sessions, roundtables and side events, please refer to the estimated schedule on the Dialogue website: <http://www.unhcr.org/hc-dialogue2018>. Please visit the webpage regularly for updates.

Conduct of the meeting

6. In order to encourage interactive exchanges, participants are requested not to read out prepared statements. There will not be a formal list of speakers for any of the sessions. Due to the limited time available and in order to ensure that everyone has an opportunity to speak, participants will be asked to limit their interventions to 3-5 minutes or less. This will also help ensure that the discussion is more focused and dynamic. Please note that time may be reduced according to the number of participants requesting the floor.

7. Plenary seating will be arranged in an informal manner which allows for the interspersing of delegations. As seating in the conference rooms will be tight, States and other partners are kindly asked to limit the size of their respective delegations. States will be allocated one seat at the desk and one seat behind for the plenary sessions. Seating for other participants will be arranged according to capacity. A reserved microphone will be made available to any participants who are not seated at a desk. Seating for the thematic sessions, roundtables and side events will be *à la carte*, with delegations allocated one seat each on a "first come, first served" basis.

Interpretation

8. For the opening and closing plenary sessions, interpretation will be provided in all six UN languages (Arabic, Chinese, English, French, Russian and Spanish). Interpretation in a mix of languages will be provided for the thematic sessions, roundtables and side events, as indicated on the estimated schedule.

Outcome

9. There will be no formal report of the proceedings. However, summaries of the thematic sessions and the High Commissioner's summing up will be made available online after the meeting. Points raised, information shared and conclusions drawn during the thematic sessions will not be attributed to any specific speaker or delegation.

Reception

10. Courtesy of the Swiss Confederation, a reception will be held from 18:15-19:30 on 18 December in the Salle des Pas Perdus, in front of the Assembly Hall at the Palais des Nations.

II. REGISTRATION

11. In order to facilitate the necessary logistical arrangements, delegations are kindly asked to complete their registration by **Friday, 30 November**. To do so, a note verbale or letter of accreditation, providing the exact names and titles of all delegation members in order of seniority, must be sent to the UNHCR Dialogue Secretariat: hqsecdpc@unhcr.org.

12. For participants who do not have an entry badge to access the Palais des Nations, registration must also be completed online through the United Nations Office at Geneva (UNOG) Indico system. An Indico registration form must be filled out for each individual participant using the following link: <http://reg.unog.ch/e/hc-dialogue2018>. Please note that the same email address cannot be used for multiple participants. For the Indico registration site, a Firefox or Chrome browser should be used to ensure compatibility with the system.

13. Please note that a copy of the note verbale/letter of accreditation (as mentioned in paragraph 11 above), along with a digital passport-type photo with a white background, will need to be attached to the Indico registration form. Upon completion of the registration in Indico, participants will receive a QR code which can be provided to the UNOG Pass and Identification Unit at the Pregny Gate entrance.

14. Participants are advised to follow the instructions carefully when completing the Indico registration form, as the details provided will be used by UNOG to authorize visitors' badges. We have been advised that failure to complete an Indico registration form correctly may result in delays with badge collection and entry to the Palais des Nations.

15. For Permanent Missions arranging entry to the Palais des Nations for participants coming from capital, we have been informed that the badges may be available for collection as of Friday, 14 December in the afternoon. However, the Permanent Missions are advised to confirm

this with the UNOG Pass and Identification Unit closer to the date. All other visitors' badges will be available for collection from the UNOG Pass and Identification Unit at the Pregny Gate entrance as of 14:00 on Monday, 17 December 2018.

16. For assistance registering for the Dialogue, non-governmental organizations should contact UNHCR's Partnership Section (partnership@unhcr.org). States and all other participants should contact the UNHCR Dialogue Secretariat (hqsecdpc@unhcr.org).

III. MISCELLANEOUS INFORMATION

Visas and accommodation

17. The UNHCR Secretariat is not responsible for visa arrangements. Participants who require a visa to enter Switzerland are responsible for obtaining one prior to departing for Geneva.

18. The Secretariat is not in a position to make accommodation arrangements. Should delegations require assistance with accommodation, general information is available from the Geneva Tourism Office: <https://www.geneve.com/>.

Health advisory

19. Participants attending the Dialogue are encouraged to bring proof of health insurance with international coverage for use in the event that medical care is required during their stay in Switzerland.

Information about the venue

20. The Dialogue will take place at the Palais des Nations. A visitor's guide and map of the Palais des Nations are available from: <http://bit.ly/1r1ib83>. For reference, UNHCR is located near the Palais des Nations at 94, rue de Montbrillant.

Transportation

21. Taxis are available from outside the arrivals hall at Geneva Airport; the fare to the Palais des Nations is approximately 30 Swiss francs.

22. Bus no. 5 travels directly from the airport to the Palais des Nations. Free public transport tickets are available upon arrival in the luggage collection area at the airport.

23. The train station at Geneva Airport is located on the same level as the arrivals hall. All trains stop at Geneva's main station, Gare Cornavin. The Palais des Nations can then be reached by taking tram no. 15 to Nations.