
2nd Open Ended Working Group Meeting on Model Indicators on Sport, PE and Physical Activity and the SDGs

Administrative Note

Wednesday 20 November 2019, International Labour Organisation, Geneva

Please read the information below regarding the meeting carefully.

1. MEETING VENUE

International Labour Organisation
4 route des Morillons, CH-1211,
Genève 22,
Switzerland

- *Entry and Registration Desk: Door 4 (Level R2-South)*
- *Main Meeting Room: Room II (Level R3-South)*
- *Lunch, Morning and Afternoon Break: Bar Les Délégués*

IMPORTANT INFORMATION: Please return your security badge when leaving at the end of the day.

2. VENUE ACCESS

To access the venue participants will require a copy of their confirmation email and official identification. Only registered participants will be afforded access to the venue.

If you have specific accessibility requirements please contact the Sport for Development and Peace Team at the Commonwealth Secretariat.

3. ACCOMMODATION

Participants and their organisation are responsible for accommodation arrangements and costs.

4. VISAS

Participants are responsible for checking whether they require a visa to enter Switzerland. To ensure ability to travel, please apply for your visa immediately if required.

If you require a visa support letter in addition to your formal letter of invitation, please contact Keswar Dooraree Programme Assistant, Commonwealth Secretariat (email: k.dooraree@commonwealth.int phone: +44 207747 6145).

Please provide the details as shown on passport: title, last name, first name, other names, nationality, passport number, date of expiry and copy of return tickets.

5. ARRIVALS AND DEPARTURES

The responsibility for costs and bookings of all travel is with the participants and their organisation.

6. MEETING TIMES

Wednesday November 20th from 09:30 - 17:30hrs.

7. MEALS

Lunch and refreshments will be provided during the meeting.

The responsibility for costs of all other meals is with the participants and their organisation.

If you have any special dietary requirements, please contact the Sport for Development and Peace Team at the Commonwealth Secretariat by **Monday 11 November**.

8. GENERAL INFORMATION

8.1 Climate

There are low temperatures in Geneva in November. Minimum temperatures tend to fluctuate from -3°C (26.6°F) to 9°C (48.2°F), rarely dropping below or rising over these values. Maximum temperatures vary between 2°C (35.6°F) and 17°C (62.6°F) in most cases. Although the range of possible temperatures is wide, average temperatures usually remain between 2°C.

8.2 Dress code

The dress code for the meeting will be business wear.

8.3 Details of local transport and map of meeting venue

Further details on access to the venue, facilities available and transport options in Geneva are attached below.

9. CONTACTS

Keswar Dooraree
Programme Assistant - SDP
Economic, Youth and Sustainable
Development Directorate
Commonwealth Secretariat
Email: k.dooraree@commonwealth.int
Tel: +44 207747 6145
Mobile: +44 7732586964

Saurabh Mishra
Assistant Programme Officer - SDP
Economic, Youth and Sustainable
Development Directorate
Commonwealth Secretariat
Email: s.mishra@commonwealth.int
Tel: +44 207747 6405
Mobile: +44 7502465556

VENUE MAP, ENTRY DETAILS AND TRANSPORT OPTIONS

ACCESS THE ILO BY BUS

FROM CORNAVIN TRAIN STATION:

Take **bus 8** (across the station, direction *OMS*) or **bus F** (behind the station, direction *Ferney-Voltaire*) and get off at the *BIT* stop. Both take about 15 min.

FROM THE AIRPORT:

On the Departures' level, get out of the airport and walk towards the left: you will see the **bus 28** stop. Take it (direction *Jardin Botanique*) and get off at the *BIT* stop. It takes about 12 min.

BUS TICKETS:

In the Luggage hall of the airport, just before the exit, a machine gives free tickets.

Otherwise, tickets should be bought from the machines at the bus stops: select *Tout Genève* for a 1 hour-ticket (Chf 3.- / € 2.90).

You can also get an e-ticket by sending **tpg1** by SMS to **788**, before getting on the bus.

Alternatively, you can buy a daily ticket for Chf 10.-.

More information on Geneva public transport: www.tpg.ch (in French only).

GETTING FROM THE BUS STOP TO THE ILO:

From the bus stop, go down the slope towards the building, which leads to an underground parking lot. Turn right at the entrance of this parking & go straight along the wall. Then, take the escalators up to the Security Desk (R2 level).

ACCESS THE ILO BY TAXI

The taxi driver will enter the visitors' entrance off Route des Morillons. Once you reach the building, he will drop you in the P1 parking (door 5, level R2) where you will get to the Security Desk.

To call a taxi : +41 22 33 141 33.

SECURITY DESK – ACCESS BADGE

In presence of an ILO official in charge of welcoming the participants, you will be provided with an access badge against an ID card (with a photo, eg. passport, driving licence). Don't forget to hand it back to the Security Desk when you leave.

SNACK BARS, RESTAURANTS & SHOP

Swiss francs, Euros & credit cards are accepted. <http://www.planetfoodbit.ch> (in French only).

NON-SMOKING POLICY

The ILO has a non-smoking policy. Smoking is permitted only on the terrace of the bar Les Délégués (R3 South) or below the Cafeteria (R1 North).

Map of the R2 level



Free access to computers,
international plugs & a
printer
(.pdfs on USB key only)
From 9:00 to 5:00 pm

Shop Le Kiosque
From 8:00 to 5:00
pm
Newspapers, books,
cigarettes, power
adapters, public
transport cards,
 prepaid phone

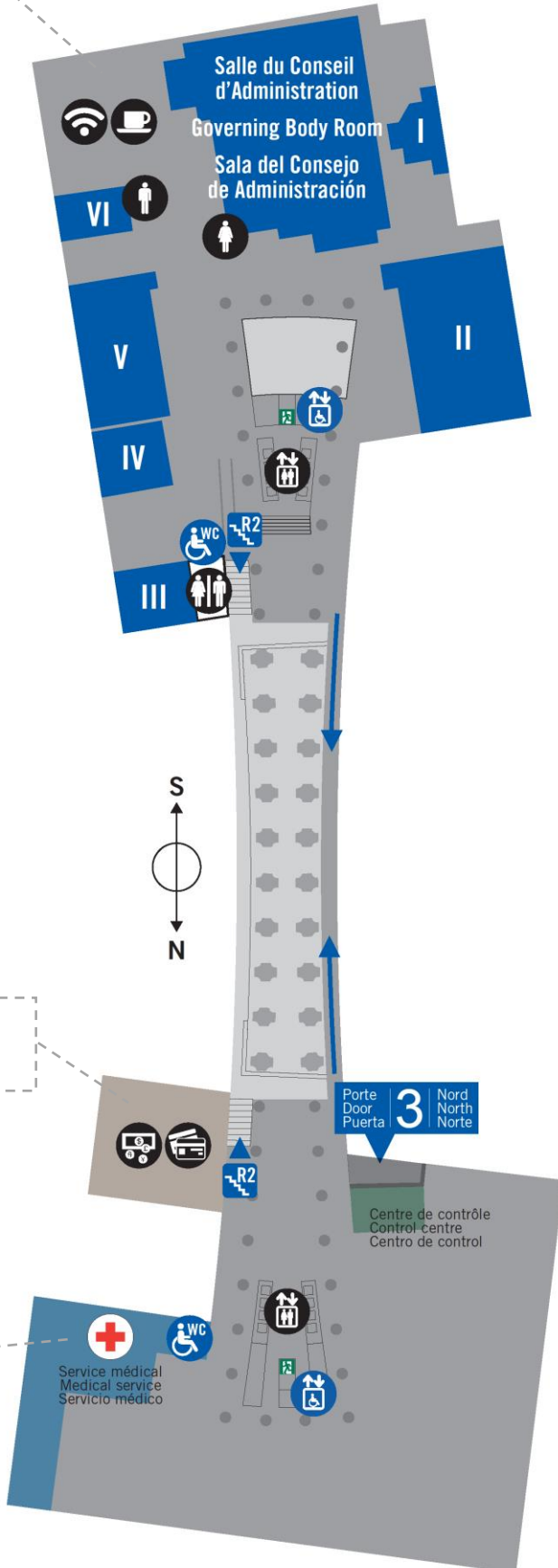
Cafeteria Les 3 clefs
From 11:45 to 2:00
pm
Restaurant Les
Morillons
From 12:00 to 2:00
pm

Security Desk
& Access
Badges

Post office
From 10:00 to 11:30
& from 12:30 to 4:30

Map of the R3 level

*Bar Les Délégués
From 8:00 until
the end of*



*UBS bank
From 9:00 to 5:00*

*Medical service
From 8:00 to 12:00
& from 1:30 to 4:00
pm
EMERGENCIES:*