



GENEVA CONFERENCE ON  
**AFGHANISTAN**  
27 - 28 November 2018



## Geneva Conference on Afghanistan Logistics Notes

### VENUE

The Ministerial Conference on Afghanistan will take place in the Palais des Nations in Geneva on 27-28 November 2018, and is an invitation-only event. The side events on 27 November and the main conference on 28 November will take place in the Council Chamber, with side meetings taking place in rooms I and II in Building C (See Map in Annex II).

### ACCREDITATION & BADGES

All members of delegations and participants will receive personalized, non-transferable badges that will give them access to the various venues in the Palais des Nations. No access will be permitted without an appropriate identification badge specific for the conference.

Upon registration participants will be issued with access badges to the meetings that they have been registered for.

Badges will be available for collection from the Main Gate (Pregny) in the afternoon of 26 November, before 17.00. Badges can also be collected in the morning of 27 or 28 November, from 8.00, but much longer lines and waiting times are expected in the mornings. Please plan to arrive at the gate at least one hour before the meeting starts, if you do not have a badge yet.

The format of the main conference on 28 November is 1+2. Head of delegation plus one accompanying delegate can enter the main floor of the Council Chamber. Other delegates and participants can attend via the gallery of the council chamber.

Delegations will receive secondary passes, which will be required, in addition to the conference badge, to enter the Council Chamber during the plenary on 28 November.

### REGISTRATION

All participants are kindly requested to register via this link: <https://reg.unog.ch/event/26888/>

Registration opens on **Monday 22 October** and closes on **Monday 19 November**.

Press and media are kindly requested to register via their separate link:  
<https://reg.unog.ch/event/27279>

**Important:** The registration form requires participants to upload a high-resolution passport photo (headshot). Registration forms without a photo will not be approved.

Once registration is approved, participants will receive a confirmation email with a scan able QR code. Please make sure to bring the code on a smartphone or as a print-out, to receive the badge upon arrival at the Palais des Nations.

Side meeting and side event organizers can invite external participants to their individual events and meetings, but external participants will have access only to the side event or side meeting to which they are invited. External invitees are also requested to register via the above link.

### **ACCOMODATION AND VISAS**

Delegations are fully responsible for accommodation and any visa requirements. Only nationals of Afghanistan can be supported in their visa applications – please see Annex I.

### **BILATERAL MEETINGS**

Meeting rooms for high-level bilateral can be allocated on a case by case basis for 30min slots at a time, depending on room availability. Please contact Mr. Sven Hunziker at [sven.hunziker@un.org](mailto:sven.hunziker@un.org), phone: +41(0)229175286.

### **CATERING**

All participants are invited to a welcome reception in the evening of 27 November. Lunch, and two coffee breaks, will be provided on 27 and 28 November.

### **INTERPRETATION**

For side events (27 November) and the main conference (28 November), interpretation will be provided in all six official UN languages; **no interpretation will be available in any other language**. For side meetings (27-28 November) no interpretation will be available.

### **SPEAKERS LIST**

Details to follow.

### **CONTACT**

For questions on the programme, please contact Mr. Atul Gupta: [gupta3@un.org](mailto:gupta3@un.org) & Mr. Sajed Taqwa : [sajed.taqwa@mof.gov.af](mailto:sajed.taqwa@mof.gov.af)

For questions on logistics, please contact Mr. Thomas George: [george17@un.org](mailto:george17@un.org)

For further queries and information related to event please visit [policymof.gov.af](http://policymof.gov.af)

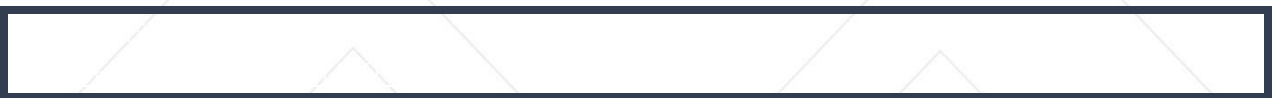
## **ANNEX I**



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**Mission permanente de la Suisse auprès de l'Office des Nations Unies et des autres organisations internationales à Genève**

Reference: 103.10  
**Geneva, 08.10.2018**



This document aims to assist with participation in the Geneva Ministerial Conference on Afghanistan co-hosted by the Government of Afghanistan and the United Nations at the Palais des Nations on 27-28 November 2018. **This factsheet is valid for this event only.**

### **Required documents for ALL applicants**

- An application form for short stays duly filled out, dated and signed by the applicant (<https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantragschen-fr-en.pdf>);

- A valid travel document (must be valid for at least 3 months after the return date and issued within the last 10 years) and a copy of the data (picture) page;
- Two recent passport-sized photographs;
- A letter of invitation from UNAMA mentioning the applicant's first and last names (exactly the same as in the passport) OR a *note verbale* from the applicant's government (only for officials);
- A proof of health and repatriation insurance valid for the Schengen states and covering a minimum amount of 30'000 euros (for holders of ordinary passport only);
- **Additional documents may be required by the Embassy / Consulate.**

#### APPLICATION PROCEDURE FOR HOLDERS OF DIPLOMATIC OR SERVICE PASSPORTS

You may apply at the Embassy of the Czech Republic in Kabul by following the procedure below:

- a) Download the form from [https://www.mzv.cz/jnp/en/information\\_for aliens/visa\\_form](https://www.mzv.cz/jnp/en/information_for aliens/visa_form);
- b) Fill in the form, sign it, and send it together with a copy of your passport and of the letter of invitation or a *note verbale* by e-mail to the Embassy of **Switzerland** in Islamabad [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch) (you are requested to do so **by October 31, 2018, at the latest**).

You will be contacted through e-mail by the Embassy of the Czech Republic in Kabul with precise instructions and given an appointment until latest November 10, 2018. After October 31, 2018, you may no longer apply through the Czech Embassy in Kabul.

#### THE EMBASSY OF THE CZECH REPUBLIC WILL NOT ACCEPT DIRECT APPLICATIONS.

The Swiss authorities *with the cooperation of Czech authorities* will do their utmost to facilitate the issuance of visas providing the above mentioned deadlines are respected.

**You may also apply at the Embassy of Switzerland in Islamabad and the Consulate of Switzerland in Istanbul without time limitation.** Please contact them to book an appointment:

ISLAMABAD: [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch) ISTANBUL: [ist.visa@eda.admin.ch](mailto:ist.visa@eda.admin.ch)

Please include a scanned copy of your passport and of your *note verbale* in your email. Please consider that it takes at least two weeks to issue a Schengen visa. For short notice applications, only a visa with limited territorial validity (Switzerland only) can be issued.

#### APPLICATION PROCEDURE FOR HOLDERS OF ORDINARY PASSPORTS

You must contact UNAMA and follow their instructions to obtain an **invitation letter**.

Once you have an invitation letter, you may book an appointment to apply in person in Islamabad or in New Delhi (**you are requested to do so as soon as possible and taking into account that you will have to travel to Pakistan or India**). It is recommended to book your appointment **no later than October 20, 2018** in order to receive your visa in time.

To apply in ISLAMABAD: Please send an email to book an appointment: [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch).

To apply in NEW DELHI: Please send an email to book an appointment: [ndh.visa@eda.admin.ch](mailto:ndh.visa@eda.admin.ch).

Please include a copy of your passport and of your invitation letter in the email.

Once you receive an appointment, you will have to travel to Islamabad or New Delhi to give your finger prints to the Embassy of Switzerland. After the appointment, you may return to Kabul. The responsible

Swiss Embassy will then send you an email confirming when you can submit your passport at MoF/UNAMA through the following address:

Ministry of Finance - Department of Policy - Donor Coordination Directorate - Islamic Republic of Afghanistan, Mr. Moneer Koshani [moneer.koshani@mof.gov.af](mailto:moneer.koshani@mof.gov.af)

UNAMA, in coordination with the Swiss authorities will further process your visa application and inform you when your passport is ready to be picked up at the MoF/UNAMA.

If you have given your finger prints in a Schengen visa application in the past 5 years, you may send a scanned copy of your passport and former Schengen visa to [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch). It is recommended to do so **no later than October 20, 2018**. You will be then informed if you need to appear at the Swiss Embassy in person. If not, you may hand in your complete file and passport to MoF/UNAMA address in Kabul (Ministry of Finance - Department of Policy - Donor Coordination Directorate - Islamic Republic of Afghanistan) **by October 31, 2018, at the latest**.

**Please do not submit any documents to MoF/UNAMA without prior approval and communication of the Swiss Embassy.**

#### **Concluding remarks**

The Swiss authorities will do their utmost to facilitate the issuance of visas in the best possible time providing the above mentioned deadlines are respected. Late applicants face the risk of not being able to receive their visa on time.

More general information about visas can be found by consulting the website of the Swiss State Secretariat for Migration: <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>.

For further questions regarding the issuing of visas in the framework of the *2018 Geneva Ministerial Conference on Afghanistan*, please write to [geneve.visa@eda.admin.ch](mailto:geneve.visa@eda.admin.ch).

For further questions regarding the submission of documents in Kabul, please contact MoF Moneer Koshani [moneer.koshani@mof.gov.af](mailto:moneer.koshani@mof.gov.af) or UNAMA Thomas George [george17@un.org](mailto:george17@un.org) or Atul Gupta [gupta3@un.org](mailto:gupta3@un.org).



# PRACTICAL INFORMATION

## UNITED NATIONS OFFICE AT GENEVA – UNOG

Palais des Nations  
CH-1211 Geneva 10  
T +41 (0)22 917 12 34  
[www.unog.ch](http://www.unog.ch)

## MAKING TELEPHONE CALLS

### FROM INSIDE

111 UNOG switchboard  
112 Emergency  
72900 Lost and found

Telephones are available in the Palais for internal calls only.

### FROM OUTSIDE

T +41 (0)22 91 XXXX followed by the five-figure extension number.

or  
call the switchboard.

T +41 (0)22 917 12 34

### SECURITY AND SAFETY SERVICE

T +41(0) 22 917 29 00  
T +41(0) 22 917 29 02

## PUBLIC TRANSPORTATION

Pre-paid cards and season tickets are on sale at the newspaper kiosk in the Palais des Nations, located at Door C6.

### TRAMWAY

PLACE DES NATIONS  
15

### BUS

PLACE DES NATIONS  
5 (AIRPORT), 28 (AIRPORT), 8, 11, 22, V, F, Z

## CHEMIN DE FER GATE (RIGOT)

11, 28 (AIRPORT)

## APPIA

8, 28 (AIRPORT), V, F, Z

## TAXIS

PLACE DES NATIONS  
AND AVENUE DE LA PAIX (PREGNY GATE)  
022 331 41 33

## ACCREDITATION

All delegates visiting the Palais des Nations must first register with the conference Secretariat.

## IDENTIFICATION BADGES

On arriving for a conference, accredited delegates should visit the Security and Safety Service at the Pregny Gate to collect their identification badges. Delegates must present their national identification card or passport, as well as their confirmation paper. On the first day of a conference, delegates are encouraged to arrive early to allow sufficient time to complete these formalities

## PARKING AUTHORIZATIONS

Parking is not allowed for delegates, but only for staff members. However, parking authorizations are granted for delegates wishing to park on the premises and matching specific conditions. To this end, their permanent mission in Geneva should request authorization in advance to the Security and Safety Service.

## SECURITY AT THE PALAIS DES NATIONS

For security reasons, the identification badge must be worn and visible to UNOG Security staff at all times while visiting UNOG.

## OPENING HOURS

### PREGNY GATE

From Monday to Friday  
8:00 am – 5:00 pm  
T +41 (0)22 917 50 02  
F +41 (0)22 917 04 94

### ACCESS DOORS TO THE BUILDINGS / C6 | A15 | A17 | E40

7:00 am – 7:00 pm  
For any problem, call the Security and Safety Service.  
T +41(0) 22 917 29 00  
T +41(0) 22 917 29 02

## UNOG

The United Nations Office at Geneva is a centre of multilateral diplomacy that provides a dynamic platform for collaboration, dialogue and action on global priorities. It is the representative office of the Secretary-General in Switzerland and the second largest UN duty station, with more than 1,500 staff representing close to 120 nationalities.



[www.unog.ch](http://www.unog.ch)

## ARCHIVES / LIBRARY

The reading rooms are open to external researchers (professors, historians, etc.), university students as well as UN affiliates for the purpose of their professional work or research studies.

## BUILDING B

8:30 am - 5:30 pm



[www.unog.ch/archives](http://www.unog.ch/archives)  
[www.unog.ch/library](http://www.unog.ch/library)



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## UNITED NATIONS MUSEUM AT GENEVA

The permanent exhibition, "From the League of Nations to the United Nations" invites visitors to interact with exceptional archives, witnesses to the development of the international system since the early 20th century. Multilateral diplomacy, human rights, refugee protection, and economic and social development are among the themes addressed, from the pioneering work of the League of Nations to today's challenges faced by the United Nations in Geneva.

Inquiries for guided tours and group visits at: [leaguemuseum@unog.ch](mailto:leaguemuseum@unog.ch)

## BUILDING B - 1<sup>ST</sup> FLOOR

9:00 am - 5:00 pm



[www.unog.ch/library](http://www.unog.ch/library)



UNOGLibrary

# USEFUL

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## YOUTUBE



<https://www.youtube.com/user/UNInformationGeneva>

## SNAPCHAT



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