



**14<sup>th</sup> MEETING OF THE TECHNICAL COMMITTEE**  
*10-13 April 2018 March, Bonn, Germany*

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**INFORMATION FOR PARTICIPANTS**

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## 1. Meeting dates and venue

The meeting will be held from **Tuesday 10 April until Friday 13 April 2018** at the UN Campus in Bonn, which is also where the UNEP/AEWA Secretariat has its premises.

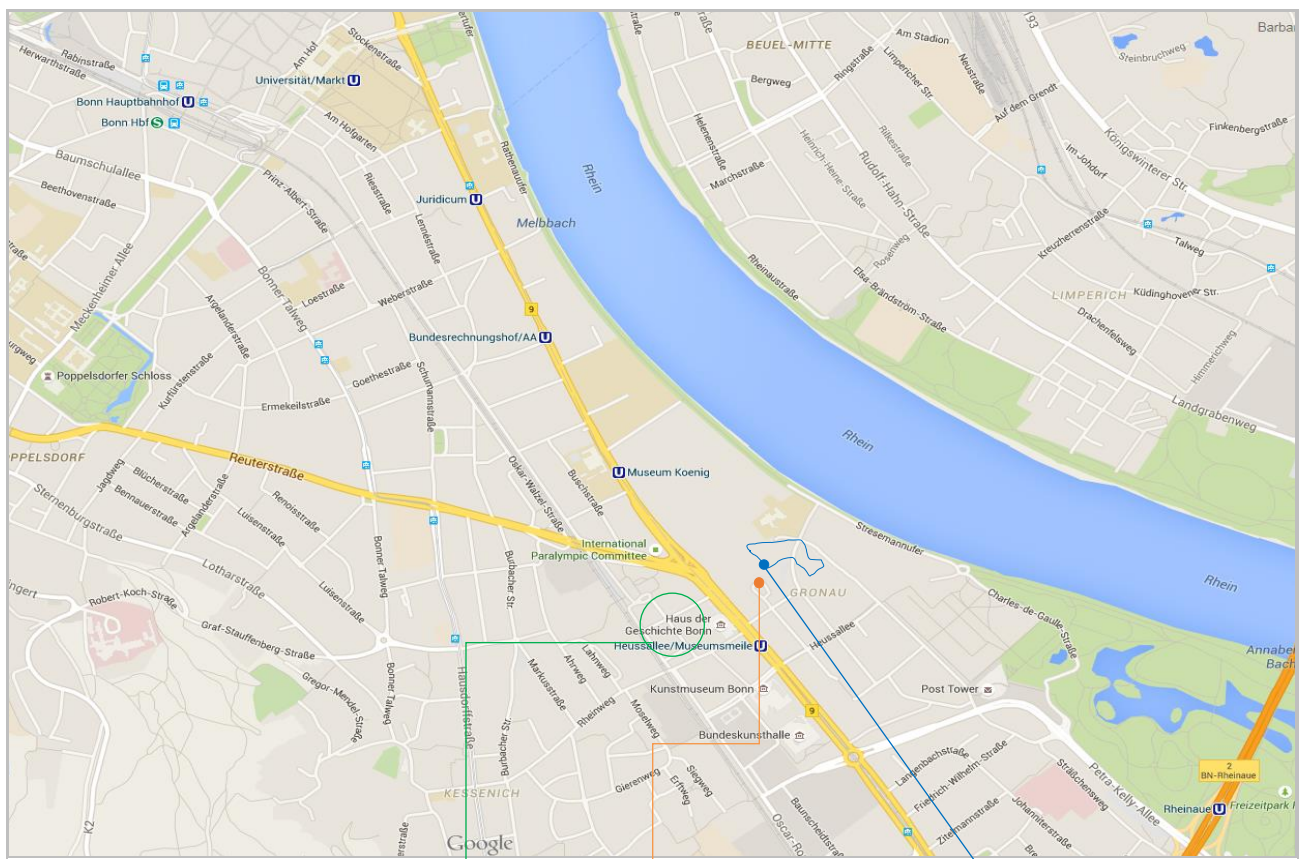
The meeting will be opened at **09:00 on Tuesday 10 April** and is scheduled to finish at **17:00 on Friday 13 April 2018**.

Registration will open at **08:00 on Tuesday 10 April 2018** in the Foyer of the Langer Eugen building within the UN Campus, which is where the meeting will take place.

**UN Campus Bonn**  
**Langer Eugen**  
**27<sup>th</sup> Floor / Room 2705**  
**Platz der Vereinten Nationen 1**  
**(former Hermann-Ehlers-Strasse 10)**  
**53113 Bonn**  
**Germany**

*All participants must present their passports/national ID cards at the UN security guardhouse at the main entrance when they first enter the UN campus.*

### Map showing the location of the UN Campus:



**Tram 63/16 or 66**  
**Heussallee/Museumsmile**

**610/611 Bus stop**  
**Deutsche Welle**

**Main Entrance**  
**To UN Campus**

## **How to get to the meeting venue:**

*Please note that there is a very large building site in front of the main railway station (Bonn Hauptbahnhof), which may lead to traffic or pedestrian congestion, particularly during the rush hours.*

### **New - by train:**

From the main railway station (Bonn Hauptbahnhof) in the city centre, take an RE train (direction Koblenz) or RB train (direction Bonn-Mehlem or Ahrbrück) to the new “UN Campus” station, which is situated about 800m from the UN Campus main entrance.

### **By tram (U-Bahn):**

From the main railway station (Bonn Hauptbahnhof) in the city centre: take tram 63 or 16 (direction Bad Godesberg) or tram 66 (direction Bad Honnef or Ramersdorf) to the stop *Heussallee/Museumsmeile*.

From Bad Godesberg station (Bahnhof): take tram 63/16 (direction Bonn Hauptbahnhof) to the stop *Heussallee/Museumsmeile*. < Tram 63/Tram 16 >.

Upon arrival at the stop *Heussallee/Museumsmeile*, exit the station by following the sign “UN Campus” and continue walking straight ahead for about five minutes until you get to the UN Campus Guardhouse, which is where you undergo a routine security check before entering the UN Campus, where you will see a large building with the UN logo on top, which is the Langer Eugen.

### **By bus:**

From Bonn city centre (Hauptbahnhof) or Bad Godesberg city centre, take Bus 610 or 611 to the stop *Deutsche Welle*. < Bus 610 > < Bus 611 >. After getting off, you will see the UN Campus Guardhouse, which is where you enter.

Tram or bus tickets can be obtained from ticket machines in the stations or on the bus or tram itself. If you are travelling in and around Bonn, please select **Zone 1b**, a one-way ticket (1 trip) costs 2.80 EUR and a multiple ticket (4 trips) costs 10.70 EUR.

### **By taxi:**

The fare for a taxi ride to the UN Campus from Bonn city centre (Hauptbahnhof/ Main station) is around 10.00 EUR and from Bad Godesberg city centre about 15.00 EUR. The central phone number for Bonn taxis (where English is spoken) is **+49 (0) 228 555 555**.

## **2. Contacts**

### **UNEP/AEWA Secretariat**

UN Campus  
Platz der Vereinten Nationen 1  
53113 Bonn  
Germany

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Ms Jolanta Kremer

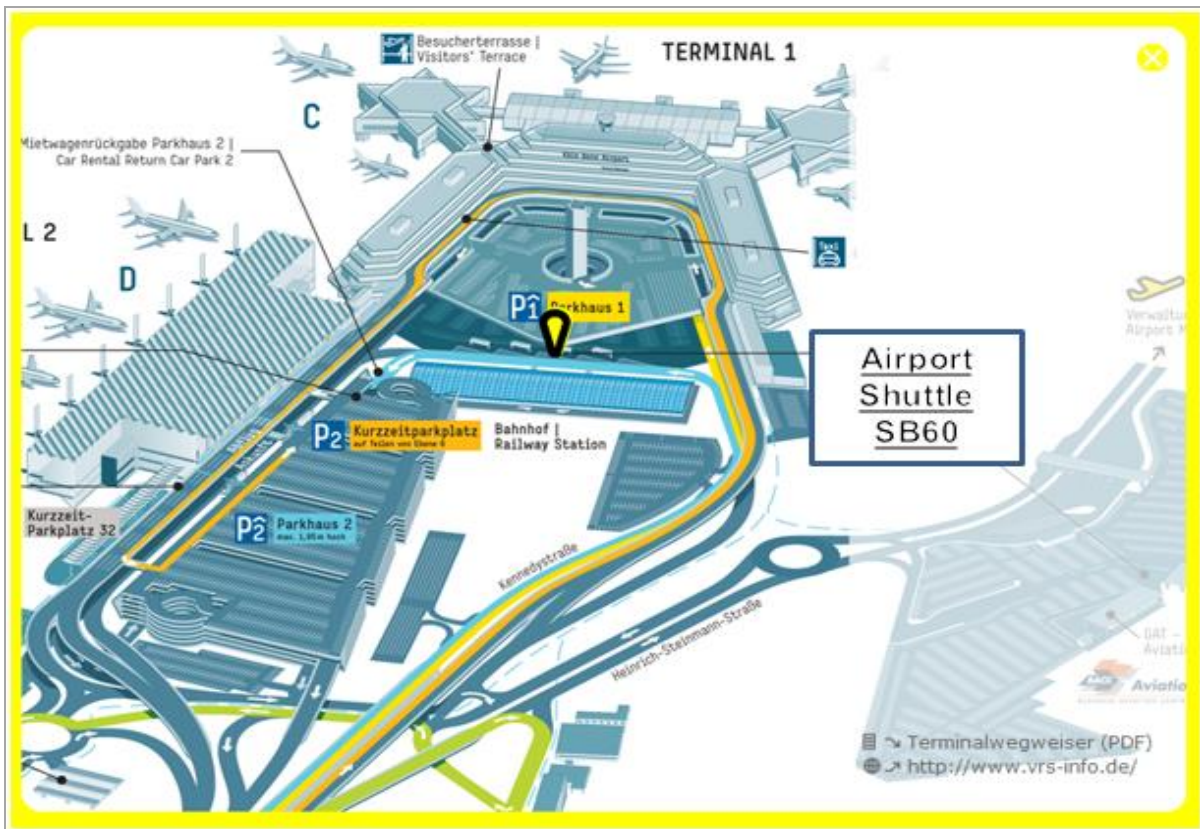
[Jolanta.kremer@unep-aewa.org](mailto:Jolanta.kremer@unep-aewa.org)

Tel.: +49 (0) 228 815 2455

### 3. Getting to Bonn

Bonn is located approximately a thirty-minute car journey south of Cologne and two hours north-west of Frankfurt/Main and can be reached from three airports, **Cologne/Bonn Airport**, **Frankfurt International Airport** and **Düsseldorf Airport**.

Participants arriving at **Cologne/Bonn Airport** can reach Bonn city centre by taxi (the fare from the airport to the city centre is approximately 45.00 EUR), or by bus ([SB 60](#)), departing from the bus stop at Terminal 1 to the city centre (final stop “Hauptbahnhof”, main railway station) costing around 8.20 EUR. Please see the following map for directions to the SB 60 bus stop:



Participants arriving at **Frankfurt International Airport** may wish to take the train to Siegburg/Bonn. There is high-speed train service (ICE) between the airport and Siegburg/Bonn. Travel time is approximately 40 minutes and a 2<sup>nd</sup> class ticket costs around 61.00 EUR. Departure is from the long-distance train station (Fernbahnhof) in the airport complex; the direction is Cologne.

The station stop for Bonn is the town of Siegburg (Please get off at: **Siegburg/Bonn**). Taxis are available for approximately 30.00 EUR from Siegburg to Bonn city. You can also catch the tram 66 from Siegburg to Bonn (ticket price 5.00 EUR, please select **Zone 3** on the ticket machine). The tram journey takes approx. 25 minutes.

A regular train service between Frankfurt International Airport and Bonn main railway station (Hauptbahnhof) is also available (from the long-distance train station (Fernbahnhof) in the airport). Travel time is approximately 1 hour 45 minutes and a 2<sup>nd</sup> class ticket costs about 39.00 EUR. This is a particularly scenic trip along the Rhine River and brings you directly into the city centre of Bonn.

From **Düsseldorf Airport** to Bonn there is a regular direct train service, which runs hourly and takes about 66 minutes. A 2<sup>nd</sup> class ticket costs approximately 16.00 EUR.

For further information about Bonn and the surrounding region, please refer to:  
<http://www.bonn-region.de/english.html>.

#### **4. Working language, documents and WiFi**

The meeting language will be English.

Please note that documents will not be distributed during the meeting, therefore, participants are kindly requested to bring their own copies, if required. Documents will be made available online and free wireless internet will be provided throughout the meeting.

#### **5. Meals**

Lunches are available at the canteen on the 29<sup>th</sup> Floor of the Langer Eugen Building. These consist of a variety of hot meals (including vegetarian options), soup and a choice of desserts, snacks and drinks.

A separate area with reserved tables will be available for TC14 delegates on all four meeting days.

Coffee, tea and snacks will be served during the coffee breaks and a supply of water will be provided throughout the meeting.

#### **6. Passport and visa requirements**

Upon request, an official letter of invitation will be sent to participants. This can be attached to the German visa application. Visas can be obtained from your nearest German embassy or consulate. Information and addresses can be downloaded from the website of the [German Foreign Office](#). See Annex 1 of this info sheet to find out if you need a visa for entry to Germany.

If you have any difficulties obtaining a visa, please contact the Secretariat: [Jolanta.kremer@unep-awa.org](mailto:Jolanta.kremer@unep-awa.org).

#### **7. Accommodation**

Many of you have been to Bonn on numerous occasions and already have your favourite hotels. You may also want to check the [BONNHOTELS](#) booking system, which provides an overview of options and vacancies in all price categories.

The following hotels are conveniently situated for getting to the UN Campus:

##### **Intercity Hotel Bonn**

Quantiusstraße 22 (*very close to the Bonn Hauptbahnhof - main train station*)

53115 Bonn

Tel.: +49 228 926 181-0

E-mail: [reservations@bonn.intercityhotel.de](mailto:reservations@bonn.intercityhotel.de)

Prices start at ca. 95 EUR, including breakfast.

**\*\*The hotel provides all its guests with a free CityTicket for local transport for the duration of their stay\*\*.**

Further information is available on the hotel website:

[intercityhotel.com/en/hotels/all-hotels/germany/bonn/intercityhotel-bonn](http://intercityhotel.com/en/hotels/all-hotels/germany/bonn/intercityhotel-bonn)



### **Hilton Bonn**

Berliner Freiheit 2

53111 Bonn

Tel.: +49 228 72690

E-mail: [info.bonn@hilton.com](mailto:info.bonn@hilton.com)

Prices range between 99,00 EUR and 114 EUR including breakfast. For further information see the hotel website: <http://www3.hilton.com/en/hotels/north-rhine-westphalia/hilton-bonn-BNJHIHI/index.html>

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### **Ameron Hotel Königshof**

Adenauerallee 9

53111 Bonn

Tel.: +49 228 2601-0

E-mail: [info@koenigshof-bonn.de](mailto:info@koenigshof-bonn.de)

Prices range from 115 EUR for a single room including breakfast. For further information see the hotel website: <https://www.ameronhotels.com/de/hotel-koenigshof-bonn>

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### **Bonn Marriot World Conference Hotel**

Platz der Vereinten Nationen 4 (*situated right next to the UN Campus*)

53113 Bonn

Tel.: +49 228 280 500

E-mail: [info@wccbhotel.com](mailto:info@wccbhotel.com)

Prices start at 120 EUR per night including breakfast. Further information is available on the hotel website: <http://wccbhotel.com/>

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### **Leisure Tax**

The City of Bonn charges a tax amounting to 5% of the rate for an overnight stay, which is NOT included in the overnight rate. Business travellers, however, are EXEMPT from this tax when they submit an adequate verification that they are in Bonn on business. The Secretariat will either send you an individual invitation letter in advance or issue you with one once you have pre-registered for that purpose.

## **8. Time zone and weather**

The meeting is being held in March, which is early spring in Bonn. The weather in Bonn is usually cool (ca. 9°C) and can be unpredictable, so be prepared for all weather scenarios, including snow! More information on the current weather conditions in Bonn can be found [here](#).

Germany is in the Central European Time zone. GMT +1 hour.

## **9. Voltage and plugs**

In Germany, the electrical plug/outlet and voltage operates on **220 volts, 50 Hz**, with round-prong European-style plugs that fit into recessed wall sockets/ points. Many appliances with their own power adapters (such as laptop computers and digital cameras) can be plugged into either 110-120 volt or 220-240 volt sockets/points and will adapt to the voltage automatically.



## 10. Currency

Germany's currency is the Euro (€). As of January 2018, the exchange rate was €0.83 for 1 USD. Credit cards are accepted in hotels and in most restaurants in Bonn, but not in all shops.

## 11. Useful numbers

Country dialling code: +49

City dialling code: (0)228

Railway Station Bonn: 0228 19419

Emergency: **112**

Police: **110**

Fire: **112**

Doctors: 0228 364567 or 0228 19257

UNEP/AEWA Secretariat: 0228 815 2455/2413

## 12. Security requirements at the UN Campus

Please note the standard security requirements that you need to be familiar with when you visit us at the UN Campus in Bonn:

- Participants should arrive at the entrance of the building at least fifteen minutes before registration to allow enough time for eventual delays.
- Upon entering the main entrance/guardhouse of the UN Campus, all participants will be requested to show their passports/national ID cards and requested to pass through a metal detector.
- All participants will receive an identification badge to access the venue. You are requested to wear this badge at all times when you are on the UN Campus.
- No friends or family members may enter the UN Campus unless they are also participants.
- Participants may use the facilities of other offices on the conference floor.
- Smoking is only allowed outside the building in the designated areas.
- The participants are not allowed to move freely within the building unless attended by Secretariat Staff.
- In case you lose your visitors badge, please report this to the Secretariat/Security staff.
- Participants should not leave their personal items of value unattended.

## 13 Disclaimer

The UNEP/AEWA Secretariat disclaims all responsibility for medical, accident and travel insurance, compensation for death or disability compensation, loss of or damage to personal property and any other loss that may be incurred during travel time or the duration of the meetings. In this context, it is strongly recommended that all meeting participants secure international medical and travel insurance for the period of travel and the duration of the meeting, prior to their departure.

## ANNEX 1 – Visa Information

### **Delegates from the following countries require entry visas for Germany:**

Afghanistan, Algeria, Angola, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, People's Republic of China, Colombia, Comoros, Côte d'Ivoire (Ivory Coast), Cuba, Democratic People's Republic, Democratic Republic of the Congo, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea - Bissau, Guyana, Haiti, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kosovo, Kuwait, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Montserrat, Morocco, Mozambique, Myanmar (Burma), Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Palestinian territories, Papua New Guinea, Peru, Philippines, Qatar, Republic of the Congo, Russian Federation, Rwanda, Saint Lucia, Saint Vincent and the Grenadines, Samoa, São Tomé and Príncipe, Saudi Arabia, Senegal, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Timor - Leste (East Timor), Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, Uzbekistan, Vanuatu, Viet Nam, White Russia, Yemen, Zambia, and Zimbabwe.

1. Persons who do not require a visa to enter Germany may not remain on German territory for more than 90 days in any six-month period or take up gainful employment during this period.
2. Nationals of these states are not subject to the restrictions specified in (1) above.
3. Residence permits (also for stays of more than 3 months) may be applied for after entering Germany without a visa.
4. (3) also applies provided gainful employment is not taken up.
5. The visa waiver applies only to holders of biometric passports.
6. The visa waiver applies to holders of Special Administrative Region (SAR) passports.
7. The visa waiver also applies to British Nationals (Overseas).
8. The visa waiver applies only to holders of biometric passports (excluding holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian: Koordinaciona uprava)