



AGREEMENT ON THE CONSERVATION OF
AFRICAN-EURASIAN MIGRATORY WATERBIRDS



**TRAINING WORKSHOP ON AEWA NATIONAL REPORTING FOR NATIONAL
RESPONDENTS IN AFRICAN ANGLOPHONE AEWA PARTIES**

27-28 November 2024, Bonn, Germany

INFORMATION FOR PARTICIPANTS

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1. Workshop dates and venue

The workshop will be held from **Wednesday 27 November until Thursday 28 November 2024** at the UN Campus in Bonn, which is also where the UNEP/AEWA Secretariat has its premises.

Address: UN Campus Bonn, Platz der Vereinten Nationen 1, 53113 Bonn, Germany

Building: Climate Tower

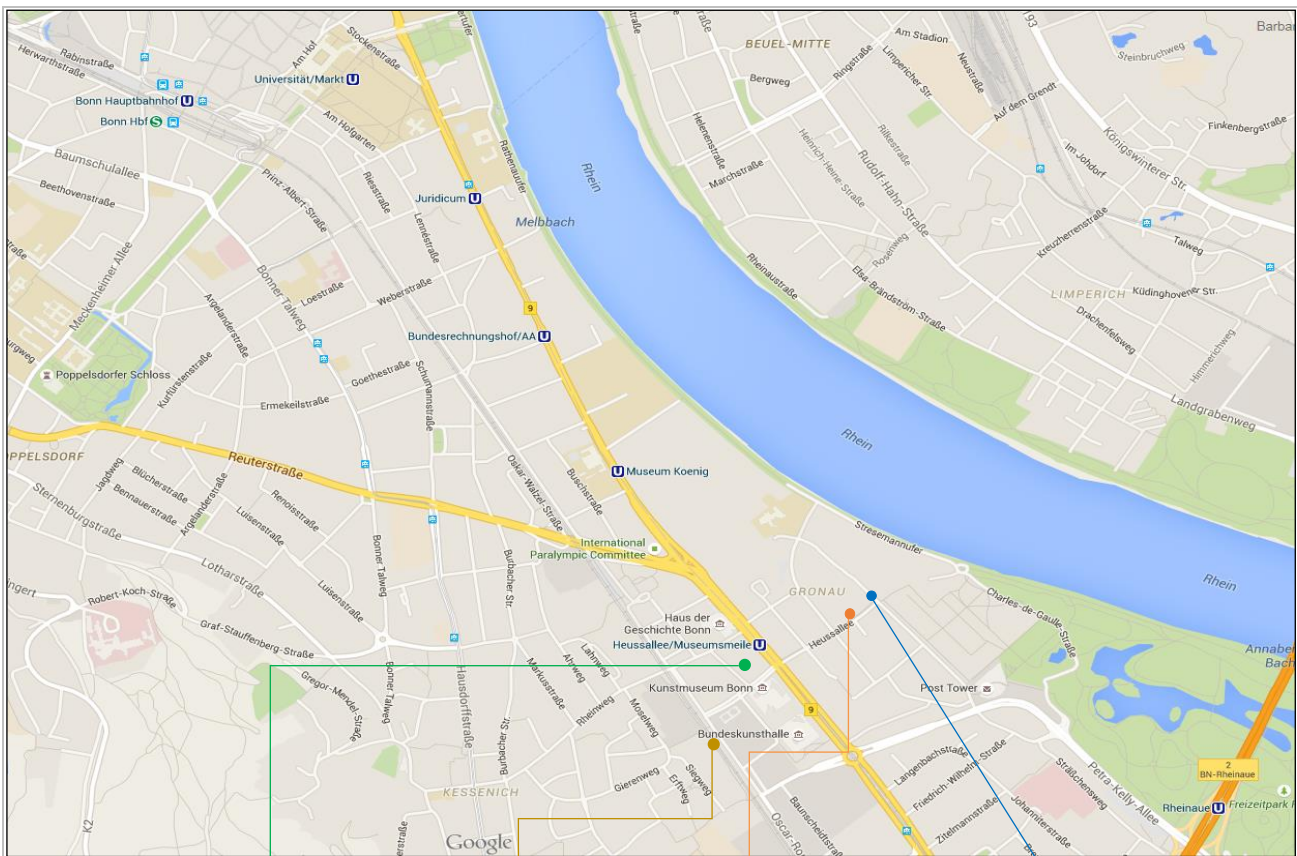
Room: 1st floor meeting room

The workshop will be opened at **09:00 on Wednesday 27 November** and is scheduled to close at **17:00 on Thursday 28 November**.

Registration will open at **08:00 on Wednesday 27 November** in the foyer of the Climate Tower building within the UN Campus, which is where the workshop will take place.

IMPORTANT SECURITY NOTE: 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/Museumsmeile

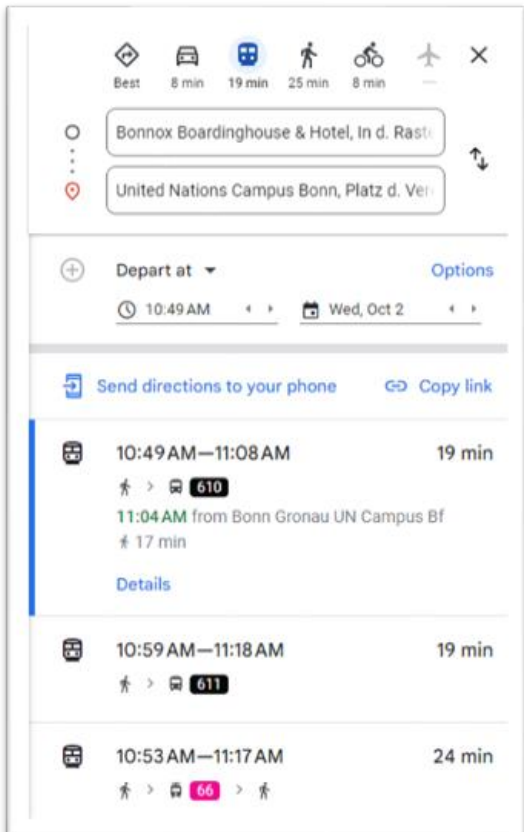
Train station
UN Campus

610/611 Bus stop
Deutsche Welle

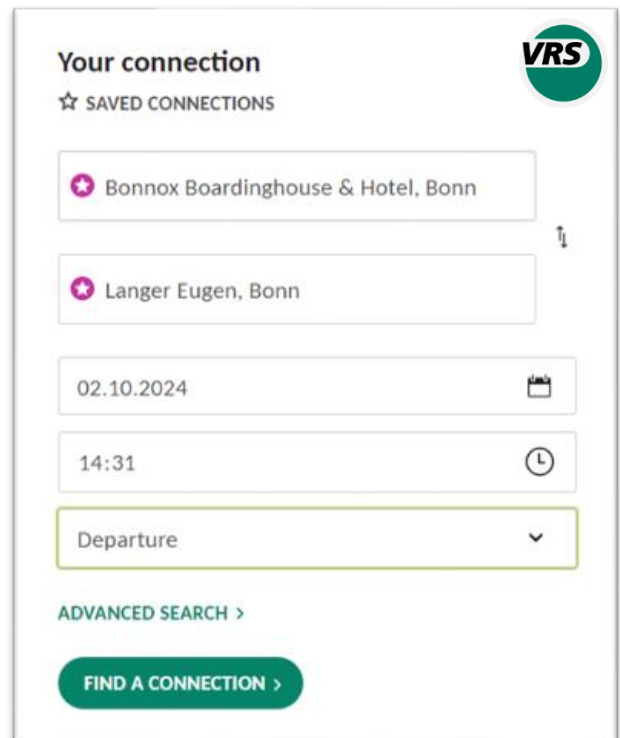
Main Entrance
UN Campus

How to get to the workshop venue:

You can use e.g. the 'Directions' function on [Google Maps](#) to find out about public transport options from your accommodation to the meeting venue. Open Google Maps, type your starting point, click 'Directions', add your destination (United Nations Campus Bonn Platz der Vereinten Nationen), then click 'Transit' (train icon). This will give you several travel options by public transport. You can also enter your planned departure time.



Alternatively, you may want to use the website or app of the [VRS local public transport network](#) to find suitable public transport connections



A Bonn **public transport map** is available here:

<https://www.swb-busundbahn.de/fileadmin/fahrplandateien/liniennetzplaene/SLNP.pdf?v=1727872048903>

A combined Bonn **Street & public transport map** is available here:

https://www.swb-busundbahn.de/fileadmin/fahrplandateien/liniennetzplaene/OEPNV_Stadtplan_Kartenseite.pdf?v=1727872048903

You can get to the UN Campus using the following means of transportation:

By train:

From the main railway station in the city centre (called the Bonn central station or Bonn Hauptbahnhof in German), take an RE train (with final destination/direction Koblenz) or RB train (direction Bonn-Mehlem or Ahrbrück) to the **UN Campus station**, which is located about 800m from the UN Campus main entrance.

Train tickets must be obtained before boarding the train and can be purchased from ticket machines at the train station or online from the train service website (<https://int.bahn.de/en/>).

By tram (U-Bahn):

From the underground tram stop at the Bonn central station (Bonn Hauptbahnhof), take tram 63 or 16 (direction Bad Godesberg) or tram 66 (direction Bad Honnef or Ramersdorf) to the stop **Heussallee/Museumsmeile**.

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

Upon arrival at the underground stop **Heussallee/Museumsmeile**, exit the station by following the signage “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 (LEU).

By bus:

From Bonn city centre (Hauptbahnhof) or Bad Godesberg city centre, take Bus **610** or **611** to the stop **Deutsche Welle**. 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, for the bus and tram please select Zone 1b, a one-way ticket (1 trip) costs 3.50 EUR and a multiple ticket (4 trips) costs 14.00 EUR. A 24-hour day pass for zone 1b costs 8.50 EUR.

By taxi:

The fare for a taxi ride to the UN Campus from Bonn city centre (Hauptbahnhof / central station) is around 20.00 EUR and from Bad Godesberg city centre about 25.00 EUR. The central phone number for Bonn taxis (where English is spoken) is **+49 (0) 228 555 555**. It is worth noting that taxi fares are calculated as a function of the distance covered as well as the time (including standing and waiting time) and can therefore fluctuate significantly depending on the traffic conditions.

2. Contacts

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Platz der Vereinten Nationen 1
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Germany

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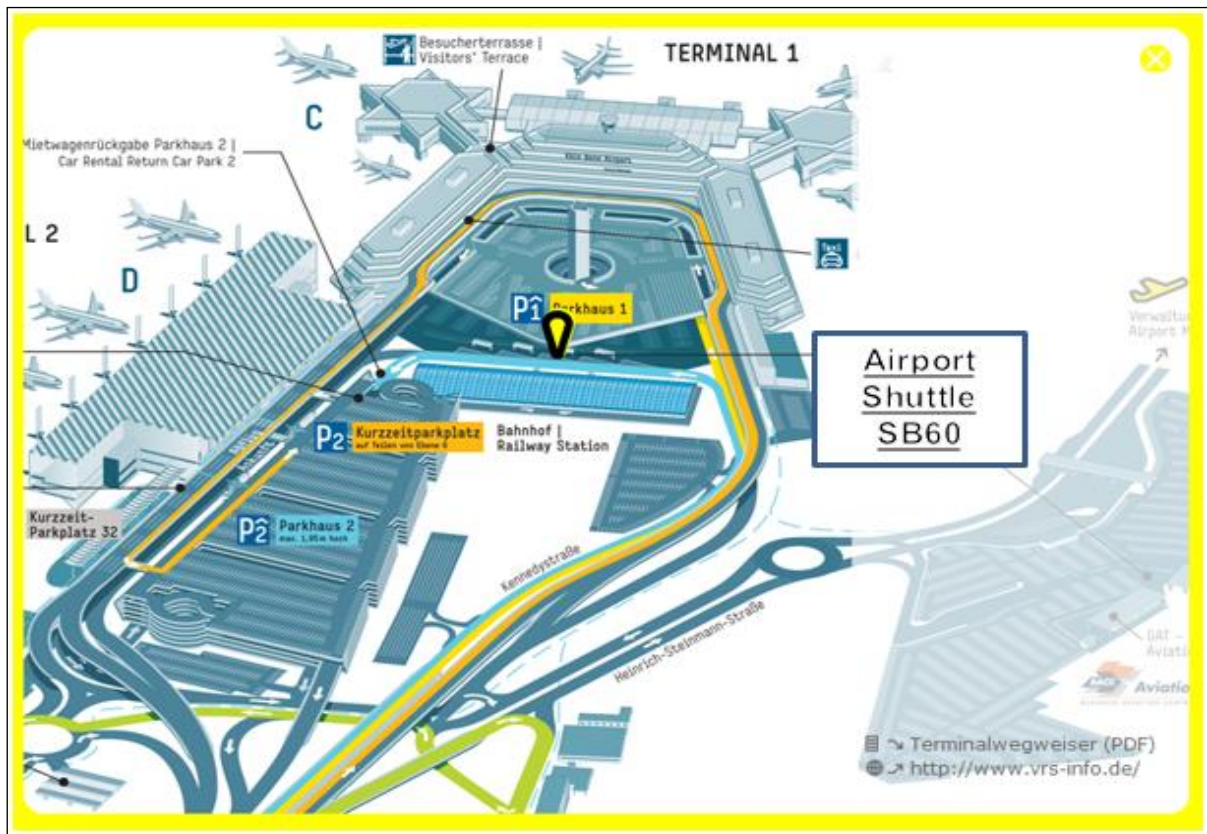
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3. Getting to Bonn

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**.

Cologne/Bonn 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 “Bonn Hauptbahnhof”, main railway station) costing around 10.00 EUR. Please see the following map for directions to the SB 60 bus stop at the Cologne/Bonn Airport:



Frankfurt International Airport: this airport is approx. 160km from Bonn. 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 2nd class ticket costs around 70.00 EUR. Ticket costs however vary depending on various factors and the latest information can be found at the train service website (<https://int.bahn.de/en/>). Departure is from the long-distance train station (Fernbahnhof) in the airport complex; the final destination (direction) of the train 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 6.30 EUR, please select **Zone 3** on the ticket machine). The tram journey takes approx. 25 minutes.

For current local transport prices refer to [VRS Preistabelle 01.01.2024 A4 L2.indd \(swb-busundbahn.de\)](http://www.vrs-info.de/)

Düsseldorf International Airport is approx. 90km from Bonn. From Düsseldorf International Airport to Bonn there is a regular direct regional train service (RE5), which runs hourly and takes about 60 minutes. A 2nd class ticket costs approximately 24.00 EUR, however, check the train service website for the latest information at the time of travel (<https://int.bahn.de/en/>).

Train travel for funded delegates: Sponsored participants arriving at either Frankfurt or Düsseldorf International Airport have been provided with a so-called ‘Rail & Fly’ 2nd class train ticket which comes with their air ticket. In order to be able to use this train ticket, you will need to check-in for the train journey on www.rail-checkin.com, print the train ticket or save it to a mobile device and show it at the ticket inspection aboard the train. In this context, please see the separate information on the use of Rail & Fly train tickets that has been provided to you. A brief explanatory video on the use of Rail & Fly is available at:

[https://assets.static-bahn.de/dam/jcr:8bb5727a-f1f2-41b9-82e0-08defa1c6ae0/Rail&Fly\(GDS\)_en_klein_UT.mp4](https://assets.static-bahn.de/dam/jcr:8bb5727a-f1f2-41b9-82e0-08defa1c6ae0/Rail&Fly(GDS)_en_klein_UT.mp4)

Important note on train travel: The German railways have in recent months and years been experiencing a considerable increase in delays, cancellations and other disruptions and some main rail corridors are currently closed or heavily impacted by ongoing construction work. It is therefore highly advisable to plan for extra travel time for any train travel, especially when going back to the airport on your departure day.

Please see Deutsche Bahn (the national railway company in Germany) at <https://int.bahn.de/en/> for train connections and the latest rail travel information.

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

4. Daily Subsistence Allowance (DSA)

Funded participants will receive a per diem (the UN's Daily Subsistence Allowance – DSA) paid in the form of a MasterCard 'cash card' to cover the cost of accommodation, all meals and incidental costs in connection with participation in the meeting. These cash cards can be used like standard debit/credit cards which can be used for cash withdrawals at MasterCard ATM machines and over-the-counter payments worldwide, wherever MasterCards are accepted (detailed information on the use of the cash cards will be provided along with the cash cards).

The cash cards will be activated for use on the first day of the meeting. You will then be able to use it to settle your accommodation bill.

We suggest you bring along some cash (EUR) for any payments you may need to make prior to the activation of your cash card.

Please bring all your original boarding passes on the first day of the meeting (if you have electronic boarding passes, please show them on your mobile phone). These are strictly required for the payment of DSA.

Automated Teller Machine (ATM):

Please see the following link to locate the nearest MasterCard ATM, in case you would like to withdraw cash from the card: <https://www.mastercard.us/en-us/personal/get-support/find-nearest-atm.html>.

There is a MasterCard ATM in the lobby of the Langer Eugen building within the UN Campus.

5. Accommodation

All training participants (FUNDED and NON-FUNDED) are required to make their own hotel reservation. As November will be a busy month in Bonn, we strongly advise that you make your hotel reservation as soon as possible. Funded participants will in turn receive full UN Daily Subsistence Allowance (DSA) which will be paid on the first day of the meeting and serves to cover accommodation, meals and other miscellaneous expenses.

You can either make your reservation directly with a hotel or, alternatively, through an online reservation platform such as [Booking.com](https://www.booking.com). Most hotels will require a credit card to make a reservation. On Booking.com it is possible to filter accommodation that do not require a credit card to make a reservation. Under the 'Reservation policy' filter you will find a 'Book without credit card' tick box. However, if you make a

reservation without a credit card, we advise that you verify the payment modalities with the hotel, as you might e.g. need to pay a cash deposit upon arrival.

Please also see the information below on the payment of **leisure tax**.

Some hotel options are listed below (this list is not exhaustive):

BONNOX Boardinghouse and Hotel (*self-catered apartments*)

In der Raste 5-7

53129 Bonn

Tel: +49 (0)228 92667808

Email: rezeption@bonnox.de

Website: <http://www.bonnox.de/en> ; also available via [booking.com](https://www.booking.com)

Prices start from ca. EUR 130 per night (flexible rate including breakfast)

Nearest public transport: Dt. Telekom Ollenhauerstraße metro station

Best Western Hotel Kaiserhof

Moltkestraße 64

53173 Bonn – Bad Godesberg

Tel: +49 (0)228 957050

Email: info@kaiserhof.bestwestern.de

Website: <https://www.bestwestern.de/en/hotels/Bonn-Bad-Godesberg/Best-Western-Hotel-Kaiserhof/hotel> ; also available via [booking.com](https://www.booking.com)

Prices start from ca. EUR 135 per night (flexible rate including breakfast)

Nearest public transport: Bonn-Bad Godesberg train and metro station.

Domicil Hotel Bonn

Thomas-Mann-Straße 24-26

53111 Bonn

Tel: +49 (0)228 729090

Email: info@domicil-bonn.bestwestern.de

Website: <https://www.bestwestern.de/hotels/Bonn/Best-Western-Hotel-Domicil> ; also available via [booking.com](https://www.booking.com)

Prices start from ca. EUR 120 per night (flexible rate including breakfast)

Nearest public transport: Stadthaus metro station; Thomas-Mann-Str. Metro station; Bonn Hauptbahnhof (HBF) train and metro station.

Hotel Mozart

1 Mozartstraße, Weststadt

53115 Bonn

Tel.: +49 (0)172 744 6309

Email: info@hotelmozart-bonn.de

Web: <https://www.hotelmozart-bonn.de> ; also available via booking.com (currently **no credit card required** to make the reservation on [booking.com](https://www.booking.com))

Prices start from ca. EUR 110 per night (flexible rate including breakfast)

Nearest public transport: bus stop Herwartstr. (bus #611 goes directly to UN Campus; alight at Deutsche Welle bus stop); Bonn Hauptbahnhof (HBF) train and metro station.

BaseCamp Bonn - *hostel located inside a former storage facility and accommodating guests in retro caravans and train carriages. Bathrooms are shared.*

In der Raste 1

53129 Bonn

Tel: +49 (0)228 93494955

Email: stay@basecamp-bonn.de

Web: <https://www.basecamp-bonn.de/en/>; also available via booking.com (currently **no credit card required** to make the reservation on [booking.com](https://www.booking.com))

Prices start from ca. EUR 55 (flexible rate including breakfast)

Nearest public transport: Dt. Telekom/Ollenhauerstraße metro station.

tinyTwice Hotel Bonn

Am Kurpark 1

53177 Bonn-Bad Godesberg

Tel.: +49 (0)228 5340940

Email: bonn@twicehotels.de

Web: <https://www.twicehotels.de/en/bonn> also available via booking.com (currently **no credit card required** to make the reservation on [booking.com](https://www.booking.com))

Prices start from ca. EUR 135 per night (flexible rate including breakfast)

Nearest public transport: Bonn-Bad Godesberg train and metro station.

Bonn Marriot World Conference Hotel

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

53113 Bonn

Tel: +49 228 280 500

Email: info@wccbhotel.com

Web: <https://www.marriott.com/de/hotels/cgnbo-bonn-marriott-hotel/experiences>; also available via [booking.com](https://www.booking.com)

Prices start from ca. EUR 250 (flexible rate including breakfast)

Nearest public transport: easy walking distance right next to the UN Campus

Living Hotel Kanzler

Adenauerallee 148

53113 Bonn

Tel.: +49 228 68440

Email: kanzler@living-hotels.com

Prices start at 130 EUR per night. For further information please see the hotel website:

<https://www.living-hotels.com/hotel-kanzler-bonn/>

Also available via [booking.com](https://www.booking.com)

Prices start from ca. EUR 200 (flexible rate including breakfast)

Nearest public transport: Schedestr. bus stop (bus #611 goes directly to UN Campus; alight at Deutsche Welle bus stop); Museum König metro station

Leisure Tax:

The city of Bonn charges an overnight stay tax of 6% on the room accommodation rate from 01.01.2024 onwards for leisure travel, which needs to be paid by the guests to the hotel. This tax is NOT INCLUDED in the hotel rates and needs to be paid additionally upon arrival at the hotel. Business travelers are EXEMPTED from this tax when showing an adequate verification that they are in Bonn for business purposes! The Secretariat has provided all training participants with personalized invitation letters, which they can present to their hotel to avoid payment of this tax. In addition, please **fill out the [tax exemption form](#)** and hand it to the hotel staff upon check-in. The form can be found on the meeting website.

6. Meals

The UNEP/AEWA Secretariat will offer free lunches on the two workshop days at the canteen on the 29th floor of the Langer Eugen Building at the UN Campus. Lunch will consist of a variety of hot meals (including vegetarian and vegan options) and a salad bar.

Coffee, tea and snacks will be served during the coffee breaks (morning/afternoon) and a supply of water will be provided throughout the workshop. These will also be offered by the UNEP/AEWA Secretariat.

7. Visa arrangements

We strongly advise you to start making necessary visa arrangements as soon as possible as they tend to take time and visa appointments may not be readily available.

Visas can be obtained from your nearest German Embassy, other responsible consular service or through appointed Visa Application Centres. Information and addresses can be downloaded from the website of the [German Foreign Office](#).

If you have any difficulties obtaining a visa, please immediately contact the Secretariat: birgit.drerup@un.org or jeannine.dicken@un.org.

8. Workshop materials, working language and WiFi

The working language will be English.

Please note that workshop materials will not be distributed during the workshop, therefore, participants are kindly requested to bring their own copies, if required. Materials will be made available [online](#) and free wireless internet will be provided throughout the workshop.

To participate in this training workshop, **it is imperative that you bring your own laptop**, which will be indispensable for the practical exercises to be conducted in the Online Reporting System. The Secretariat will **not** be able to provide you with one.

We strongly advise **against** using a tablet as a proper keyboard is required.

9. Time zone and weather

The workshop will be held in November, which is late autumn in Germany. In November, the weather in Bonn is usually cool (ca. 4-12°C during the day) with a possibility of rain. Please be prepared for all weather scenarios and make sure to bring warm clothes. More information on the current weather conditions in Bonn can be found [here](#).

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

10. 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. Please bring your own plug adapter, as necessary, to ensure compatibility with your devices.

11. Currency

Germany's currency is the Euro (€). As of September 2024, the exchange rate was €0.913 for 1 USD. Credit cards are accepted in hotels and in most restaurants in Bonn, but not in all shops.

We advise participants to bring sufficient cash with them.

12. 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

13. 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 main entrance/guardhouse of the UN Campus at least fifteen minutes before registration to allow enough time for security checks and potential 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 not 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 meeting building unless attended by Secretariat staff.
- In case you lose your visitors badge, please report this to the Secretariat/Security staff immediately.
- Participants should not leave their personal items of value unattended.

14. 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.