

## **Task Force on Displacement Stakeholder Meeting**

### **“Recommendations for integrated approaches to avert, minimize and address displacement related to the adverse impacts of climate change”**

Château de Bossey Conference Centre in Bogis-Bossey, Switzerland 14-15 May 2018

#### **PARTICIPANT INFORMATION NOTE**

##### **❖ GENERAL INFORMATION ABOUT THE WORKSHOP**

###### **Workshop Venue and Time Table**

The Task Force on Displacement Stakeholder Meeting will be held at the Château de Bossey, Chemin Chenevière 2 1279, Bogis-Bossey, Switzerland (Phone: +41 22 960 7300 / Fax: +41 22 960 7367, website: [www.bossey.ch](http://www.bossey.ch)).

The Task Force on Displacement Stakeholder Meeting will last for two days, beginning on Monday, 14 May at 8:30 a.m. and ending on Tuesday, 15 May at 2:00pm. Please ensure that your travel plans enable you to arrive in time to attend the Stakeholder Meeting’s opening session and to depart after the closing remarks, or after lunch.

The Stakeholder Meeting will be followed by a closed internal meeting of the TFD chaired by the two co-facilitators of the TFD (WIM Excom Members) in the afternoon of Tuesday 15 May. All official TFD representatives are requested to attend this closed session from 2:00pm until 6:00pm.

##### **❖ SPONSORED PARTICIPANTS**

Funding will be made available for a small group of participants requiring travel and accommodation assistance, with priority given to participants from least developed countries or with limited means to travel to Geneva, Switzerland. The organizers will send an individual confirmation to participants whose request for sponsorship is approved.

The organizers will cover flights and the accommodation at the Chateau for up to 3 nights (13-16 May), depending on the flight itinerary, as well as meals for the duration of the participants’ stay.

###### **Passports and Visas**

Your passport must be valid for the entire period of your stay. Please make sure you send a copy of your passport bio-page to Ms. Margherita Fratantonio ([mfratantonio@iom.int](mailto:mfratantonio@iom.int)) as soon as possible to proceed with your travel arrangements.

If a visa for Switzerland is required, you are expected to apply for your visa before leaving your country. Please contact Ms. Margherita Fratantonio ([mfratantonio@iom.int](mailto:mfratantonio@iom.int)) if you need a supporting letter to get your visa.

## **Insurance – Travel and Health**

It is the responsibility of each participant to have adequate travel and health insurance coverage for the duration of this workshop/trip.

## **Accommodation**

The organizers will cover accommodation costs for up to 3 nights (13 – 16 May), depending on the flight itinerary. Please note that the Château de Bossey is primarily a Conference Center and the restaurant and reception have limited opening hours. In addition to breakfast and lunch, dinner at the self-service restaurant is provided from 6:30 - 8:00pm. If you are arriving after 8:00 pm on Sunday evening, please plan your own dining arrangements accordingly. Please also note that there are no supermarkets near the Château de Bossey, so we advise that you buy any additional meals or snacks you might require during the workshop, before arriving at the venue.

Between 8:00pm and 8:00am, you will need to use a code to enter the main building. The code is: “1020” followed by the bell icon.

## **Reimbursement of travel costs (for confirmed sponsored participants who organized their own travels)**

The organizers will send you a Bank Details Form to fill out and printed copies will be available during the meeting. Please send your filled Bank Details Form together with your scanned receipts and boarding passes/train tickets etc. to Ms. Margherita Fratantonio ([mfratantonio@iom.int](mailto:mfratantonio@iom.int)) after the meeting has taken place and **until 20 May** at the latest for reimbursements.

According to IOM internal rules and procedures, please note that the Organization will reimburse only the economic fare of your travel after establishing a ceiling price.

## **Arranged airport pick-up**

The organizers will arrange a group pick-up for participants arriving at similar times. The taxi company AAB will wait for you at the Montreux Jazz Café in the arrivals hall of Geneva airport. Please look for attendants holding a sign stating “Task Force on Displacement Stakeholder Meeting”. For participants who have booked their own flights, please send your flight details to Ms. Margherita Fratantonio ([mfratantonio@iom.int](mailto:mfratantonio@iom.int)) **by Tuesday 8 May** so that we may arrange taxi pick-up at appropriate times.

## **❖ NON SPONSORED PARTICIPANTS**

### **Accommodation**

At the following link [www.geneva.info/hotels](http://www.geneva.info/hotels) you can insert your preferred dates of stay and find the list of hotels available in Geneva. Please note you are responsible to make your own hotel reservation.

### **❖ HOW TO GET TO THE VENUE**

The Château de Bossey is located in Bogis-Bossey between the villages of Bogis-Bossey and Céligny, in Switzerland, 20km from Geneva International Airport.

#### **➤ From the airport in Geneva:**

- **Taxi:** You can take a taxi from the airport to the Château de Bossey. The taxi company **Taxi AAB** offers special rates for Workshop participants (80 CHF, one way). Phone: +41 22 362 11 11. Email: [aabtaxi@hotmail.com](mailto:aabtaxi@hotmail.com). Credit cards, Euros and US Dollars are accepted.

- **Train and Taxi:** You can also take a train from the Airport (departure at .20 and .50 every hour, 15 CHF) or the main station in Geneva (Gare Cornavin) (departure at .00, .19, .30, .49 every hour, 9 CHF) and get off at Nyon and take a taxi from there to the Château de Bossey.
  - **Car:** The Château de Bossey is located at Bogis-Bossey between the villages of Bogis-Bossey and Céligny, 2km away from the A1 motorway. The nearest motorway exit is marked “Coppet-Divonne.” A map with the detailed description is available at: [https://bossey.ch/en/find-bossey/copy2\\_of\\_maps\\_and\\_directions\\_E.pdf](https://bossey.ch/en/find-bossey/copy2_of_maps_and_directions_E.pdf)
- **For participants staying in Geneva:**

For participants who are based or staying in Geneva, a complementary shuttle to reach the venue can be arranged if requested by a significant number of participants. If you would like to request the shuttle service, please send an e-mail to Mr. Erick Mutshayani ([ErickM@unops.org](mailto:ErickM@unops.org)) and Ms. Margherita Fratantonio ([mfratantonio@iom.int](mailto:mfratantonio@iom.int)) **by Tuesday 8 May** and you will be informed of whether this service can be made available, based on the number of requests received. You can also make your own arrangements to come to the Château de Bossey by car or train/taxi.

## ❖ GENERAL INFORMATION ABOUT SWITZERLAND

### Climate

The average temperature in May is 15°C to 25°C with possibility of rain. Participants are encouraged to bring light clothing, a compact umbrella and/or a light rain coat. Updated weather information can be accessed at <http://www.meteocentrale.ch/en/europe/switzerland/weather-bogis-bossey/details/N-3513160/>

### Currency

The Swiss Franc is the official currency in Switzerland. The current exchange rate is 1 CHF = 0.84 EUR = 1.03 USD. Credit cards are accepted at most hotels, restaurants and shops, including at the Château de Bossey.

### Time

Local time is GMT+2

### Electrical Appliances

The electricity supply for domestic use is 220 V. **Participants are advised to bring international converters.** Most power sockets are designed for three pin round plugs. The standard continental type plug with two round pins, applied for many electrical travel products, may be used without problems.



## ❖ CONTACT PERSONS

**For questions regarding the concept note and agenda, please contact:**

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**If you have any logistical/organizational questions, please contact:**

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Tel: +41 22 717 9402  
E-mail: [mfratantonio@iom.int](mailto:mfratantonio@iom.int)

**If a pick-up at the Airport was arranged, but you cannot find the driver or your flight is delayed etc., please contact:**

Taxi Company **Taxi AAB**  
Phone: +41 79 362 11 11  
Email: [aabtaxis@hotmail.com](mailto:aabtaxis@hotmail.com)