

Logistical Bulletin

UN-REDD Programme 2nd Policy Board Meeting

14th- 15th June 2009
Hotel Eden Palace, Montreux, Switzerland

1. Venue

The meeting will be held at the **Salon Byron** meeting room, located at the **Hotel Eden Palace**, Montreux, Switzerland, from the **14th-15th June, 2009**.

2. Accommodation

Hotel Eden Palace
Rue du Théâtre 11
CH-1820 Montreux
Switzerland
Tel.: +41(0)21 966 08 00
Fax: +41(0)21 966 09 00
Email: info@edenpalace.ch
www: <http://www.edenpalace.ch>

UN-REDD Programme will cover for accommodation for its sponsored participants. For those paying for their own accommodation, please ensure you have completed the hotel booking form to confirm your hotel booking and kindly email it directly to the Hotel Eden Palace with a copy to Hendrica Muhonja (hendrica.muhonja@unep.org).

3. Transportation - flight and airport transfer

Air tickets will be sent out electronically to eligible participants. Participants not sponsored by the UN-REDD Programme will make their own travel arrangements.

The Geneva Airport is about 70 minutes by train to Montreux while Zurich Airport is about 2h45 minutes. To reserve train tickets online, please access the link <http://www.fahrplan.sbb.ch/bin/query.exe.en>

Taxis are also available from the airports at approximately CHF 360 from Geneva airport and CHF 750 from Zurich airport. It takes about 45min and 1h45min by car from Geneva and Zurich respectively.

From the train station, it is 10 minutes walk to the hotel. You can also take a taxi (2 minutes).

4. Daily Subsistence allowance (DSA)

DSA will be paid to eligible participants upon arrival in Montreux on 13 June 2009. The participants will be paid DSA as follows:-

- 50% DSA for 13 June 2009 (UN-REDD Programme will cover for accommodation only)
- 38% DSA for 14 - 15 June 2009 inclusive (UN-REDD Programme will cover for accommodation and lunch only)
- One 100% DSA in lieu of terminal expenses i.e. airport transfers and any transit visas as necessary.

For any DSA to be paid, participants will be required to produce **the boarding passes, copy of the ticket, and passport copy with the pages bearing the photo and the immigration stamp for Switzerland.**

5. Local Currency

The Swiss Franc is the standard local currency in use in Switzerland.

Most Credit Cards (Visa, Master Card, American Express) are well accepted in all hotels, restaurants and major stores.

International calls and internet connection

The Hotel has a free wireless internet connection in all the meeting rooms and at the reception. Should you wish to use the service in the room, please note that this will be an additional expense to the participant, given that the UN-REDD Programme will not cover these charges. Direct international dialing and internet connection is not included in the room rate.

6. Visa

Several nationalities do need visas to enter Switzerland. All foreign delegates requiring a visa for Switzerland are strongly encouraged to contact the appropriate consular authorities in their respective countries as soon as possible. The issuance of visa for Switzerland may take up to 8 working days from the date of submission of the visa application.

To facilitate custom clearance in Switzerland, it is requested that all the participants to please travel with a copy of the invitation letter.

7. Temperature

Climate in June is mild, with average day temperatures of 23 °C

8. Contacts

Ms. Hendrica Muhonja Khayalu
Team Assistant
UNEP- DEPI, Kenya
Tel: +254 20 7625726:
Email: hendrica.muhonja@unep.org

Ms. Naomi Kabocha
Administrative Assistant
UN-REDD Programme Secretariat
International Environment House
11-13 Chemin des Anémones
CH-1219 Châtelaine
Geneva, Switzerland.
Tel: +41 (0) 22 917 89 46
Mobile: +41 (0)76 580 56 67

Ms. Teuta Berisha
Reservation Manager
Hotel Eden Palace
Tel: + 41 21 9660800
Fax: +41 21 9660900
Email: reservation@edenpalace.ch

Claudia Greco
Program Assistant
Intercooperation
Governance & Natural Resources
Maulbeerstr. 10, Postfach 6724, CH-3001 Bern
Switzerland
Tel: +41 31 385 10 60
Mobile: +41 78 7102279
Email: claudia.greco@intercooperation.ch