



International Hydrological Programme
20th session of the Intergovernmental Council
(Paris, 4 – 7 June 2012)

GENERAL INFORMATION AND GUIDELINES FOR PARTICIPANTS

VENUE

The 20th session of the Intergovernmental Council of the IHP will meet from 4 to 7 June 2012 in Meeting Room X, located in the main UNESCO Headquarters building (Fontenoy). Entrance to the building is at 7 place de Fontenoy, 75007 Paris. Access map and information on UNESCO Headquarters are available at: <http://www.unesco.org/new/en/unesco/about-us/where-we-are/contact-us/>.

REGISTRATION AND DISTRIBUTION OF DOCUMENT KITS

Participants in the session are invited to enter UNESCO through its main entrance at place de Fontenoy. **No participants will be authorized to enter the building without the proper IHP Council session badge.** Please request your registration form and badge at the IHP desk installed before the security gate. The main time set aside for distribution of registration forms and badges at the IHP desk is preferably on Monday 4 June from 8.00 to 18.00 hours. Participants are requested to wear their badges throughout the session as these serve as “laissez-passer” into the UNESCO buildings.

Participants with badges are invited to proceed directly to the reception counter situated outside Room X to formally fill in and submit the registration form. Please note that the address to be given on the registration form should be a full postal address, which will appear in the list of participants and the final version of the Council report. Telephone, fax and e-mail co-ordinates are also requested.

Documentation for the session will be available – upon presentation of your badge and upon submission of the filled-in registration form – at the Room X reception counter. Document kits will be made available in the different working languages.

MEETINGS

The Council will meet daily in plenary in Room X, from 10.00 to 13.00 and from 15.00 to 18.00. As necessary, *ad hoc* session groups will meet in Rooms III, V, VII, VIII and IX, and will be announced by the Chairperson and notified on a board outside Room X.

Simultaneous interpretation in the six working languages of UNESCO, i.e., English, French, Spanish, Russian, Chinese and Arabic, will be provided in plenary sessions (Room X) only.

ELECTIONS

Each electoral region will be requested to propose candidates for membership in the IHP Bureau and in the Resolutions Drafting Committee. Region I (Western Europe and North America), Region IV (Asia and the Pacific) and Region Vb (Arab States) will be requested to propose candidates to the IHP Finance Committee. The concerned electoral regions will likewise be requested to consider the nominations for office bearers in various boards of the category 1 and category 2 institute and centres.

Regional electoral consultations for the nominations of office bearers to the above-mentioned posts shall take place just prior to the opening plenary session on **Monday, 4 June, from 09.00 to 09.45**, at the following meeting rooms: Region I (Western Europe and North America) in Room X; Region II (Eastern and Central Europe) in Room V; Region III (Latin America and the Caribbean) in Room III; Region IV (Asia and the Pacific) in Room IX; Region Va (Africa) in Room VII; and Region Vb (Arab States) in Room VIII.

OFFICIAL DOCUMENTATION

Participants who wish to obtain a copy of a document that is not in their folders should request it directly from the documentation clerks in the meeting room. New documents, as they become available, will be distributed in the delegation pigeonholes behind the reception counter, or directly to delegates in the meeting room, if so decided by the Chairperson.

Session documents shall be posted online, as these become available, on the IHP website for consultation and downloading at:

<http://www.unesco.org/new/en/natural-sciences/environment/water/ihp/council-and-bureau/>

DISTRIBUTION OF OTHER DOCUMENTS

Any other documentation that delegates might wish to have distributed should be referred to the IHP Secretariat or to the reception desk prior to distribution. It is regretted that no copying services can be provided by the Secretariat for the reproduction of such documentation.

SERVICES

▪ COMPUTER AND E-MAIL

Desktop PCs will be made available on the hallway at the disposal of the delegates outside Room X, for brief consultation sessions. Wireless internet connection (WiFi) is provided in all meeting rooms. Please contact the reception desk to obtain the WiFi user ID and password.

▪ BANK

The ***Société générale*** has a branch on the ground floor of UNESCO Headquarters. Opening hours: Monday to Friday from 09.30 – 12.15 and 13.15 – 17.15

Cash point: An ATM (automatic teller machine) is available at the *Société générale* branch at ground floor level.

▪ CAFETERIA / RESTAURANT (Fontenoy Building)

Cafeteria	:	7 th floor. Tel: 81605
Restaurant	:	7 th floor. For reservations, Tel: 81600
Conference Bar	:	Basement level (A.117). Breakfast from 08.30. Tel: 80307