

PRACTICAL ARRANGEMENTS

Science Policy Forum

13-14 May

21th Meeting of the IRDR Scientific Committee

14 May 2019 : 14h30 to 18h00

Global Platform 2019

15-17 May

VENUE

The Science Policy Forum and Global Platform 2019 will be held at the International Conference Centre Geneva (CICG) and the Varembe Conference Centre (CCV), which is situated opposite the CICG. All main events will be held in the CICG. All main plenary rooms are equipped with sound systems, tables or tablets and video displays.

Registration for the Science Policy Forum and Global Platform 2019 begins on Sunday, 12th May from 12:00-17:00, continues on Monday to Thursday from 07:30-18:00. You will need to show your badge to enter the Conference Centre. In order to obtain a badge, you should register through the on-line system for the two events in advance. For security reason, you will need to show your passport each time you enter the building and security checks will be carried out. In order to collect badges, participants must present an identification document: valid passport or identification card. Badges must be worn at all times to gain access to the conference and meeting rooms.

Please click on the link below for information on the Global Platform 2019

<https://www.unisdr.org/conference/2019/globalplatform/programme/ceremonies-receptions>

The 21st SC IRDR Meeting will be held at the Norwegian Refugee Council (NRC, Rue de Varembe 3, 1202 Genève) on the afternoon of 14th May. The NRC is a two minute walk (across the road) from the Conference Center. The meeting room (N° 107) is on the third floor – when you come out of the lift on 3rd floor walk down the corridor and go through a small doorway on the left. A staff member will guide participants to the room.

HOTEL

All members and invited guests are accommodated in the Hotel IBIS Genève Centre Nations, Rue du Grand Pré 33-35, Genève, 1201, Switzerland. Tel. +41229192030.

The hotel is very close to the town centre and is within 10 minutes walking distance of the CICG.

TRAVEL

ISC will reimburse the cost of an economy class (most direct route) return ticket for IRDR SC members and invited guests attending the meeting. Reimbursements will be made upon receipt of the Travel Claim form (attached). Kindly send the completed form along with a copy of the travel ticket and all relevant expense receipts to Maureen.

Free Transport Pass

You are entitled to receive a personal and non-transferable *Geneva Transport Card* for free, which will allow you to use the whole public transportation system in Geneva for the length of your stay for free. This includes buses, trams, trains, and yellow taxi-boats - *Mouettes*. Just ask for it upon arrival at the hotel reception.

Free ticket at the airport

To get from the Geneva Airport to your hotel, you may request an 80 minute free ticket upon arrival at the airport.

PER DIEMS

As is our usual practice, a partial per diem for the days of the meeting will be paid together with the travel claim. Cash will not be provided at the meeting.

MEALS

Lunches may be taken in the Conference Centre (CICG) restaurants.

Members are invited to a cocktail on Monday, 13th May from 18:30 to 20:00, to be held in the *Hall des Pas Perdus* which is next to the Assembly Hall. The cocktail is hosted by Elsevier in honour of the launching of the 'Progress in Disaster Science Journal'.

A Committee dinner will be held on Tuesday, 14th May at 19:30 at Restaurant In Fine, Place du Bourg-de-Four 8, 1204 Genève, Tel. (+41 22) 318 3737. Accompanying persons are invited to the dinner.

Restaurants for free evenings

Café du Bourg-De-Four, Place du Bourg-de-Four 13, 1204 Genève, Switzerland

Café de la Limite, Rue des Charmilles 11, 1203 Genève

Lavinia Genève, Rue de Coutance 3 bis, Genève 1201, Suisse

Les Armures, Rue du Puits-Saint-Pierre 1, Genève, Switzerland,

Restaurant Chez ma Cousine, Place du Bourg-de-Four 6, 1204 Genève, Switzerland

Bar La Galerie, rue de l'Industrie 13, 1201 Genève, Switzerland

Bar L'Eléphant dans la Canette, Avenue du Mail 18, 1205 Geneva

Museums and Galleries

Immediately behind (uphill from) Cornavin railway station is Geneva's famous Grottes neighbourhood, which despite being in the city centre has preserved a friendly and bohemian village-like feel. The low rents explain the large presence of small artisanal enterprises (second hand bookshops, bicycle repairs, ironmongers, glassworkers, poets and artists' studios), edgy bars and clubs (many of which are run as cooperatives) and an interesting and eclectic mix of renovated and less-renovated historic buildings (converted barns stand side-by-side with renovated factories and turn of the century apartment buildings), narrow streets, small leafy squares and intimate courtyards.

Geneva is home to more than thirty museums and galleries presenting a wide array of cultural and historical offerings. From the ultra-modern Museum of Modern and Contemporary Art to the ancient Maison Tavel, Geneva's museums capture the full spectrum of the city's history and major cultural influences. You are recommend to consult the homepages of museums for current exhibitions and updates. <http://www.geneva.info/museums/>

RESERVATIONS AT THE HOTEL IBIS

Please inform Maureen urgently if you have a change to your arrival and departure dates.

Name	Arrival date	Departure date	Type of room
AL-HMOUD Nesreen Daifallah, Jordan	11 May	18 May	S
ALCANTARA AYALA Irasema, Mexico	12 May	18 May	S
BRENNAN Maureen, France	11 May	18 May	S
DJALANTE Riyanti, Japan	12 May	18 May	S
FAKHRUDDIN S.H.M, New Zealand	12 May	17 May	S
HANDMER John, Australia	12 May	18 May	S
HAYASH Haruo, Japan	12 May	18 May	S
JIMENEZ DIAZ Virginia, Venezuela	12 May	18 May	S
LWASA Shuaib, Uganda	12 May	17 May	S
LI Wei-Sen, Taipei	12 May	15 May	S
MESTON Alison, France	12 May	15 May	S
MURRAY Virginia, UK	12 May	18 May	S
RANDRIANALJAONA, Tiana M, Madagascar	11 May	20 May	S
SCHLEGEL Flavia, Switzerland	12 May	15 May	S
SHAW Rajib, Japan	12 May	16 May	S
SILLMANN Jana, Norway	13 May	16 May	S
STEVANCE Anne-Sophie, France	12 May	17 May	S
TRİYANTI Annisa, Netherlands	14 May	16 May	S
LANG Lang, China	11 May	19 May	S
HAN Qunli, China	12 May	19 May	S
LIAN Fang, China	12 May	19 May	S
KUANJU Lu, China	12 May	19 May	S



TRAVEL CLAIM FORM

Please see regulations on p. 3.
Shaded areas are for ISC use only.

Name of participant: _____

Title of meeting: _____

Place & dates: _____

Email address of participant: _____

TRAVEL EXPENSES										
	Amount		Currency		ISC use only					
By air/by rail: (Do not fill in this part if you received a prepaid ticket)										
Local transportation (taxi, bus, etc.) :										
Other expenses (please detail):										
By road (indicate how many kms):										
Total amount travel										
SUBSISTENCE										
Arrival date ____/____/____					Departure date ____/____/____					
Accommodation (To be filled in only if hotel not paid by sponsor)					Amount paid		Currency		ISC use only	
								Number of nights:		
Meals not paid by sponsor (please tick for meals you paid yourself):							Basis of calculation: _____			
Date										
Breakfast <i>(If not included in hotel bill)</i>										
Lunch										
Dinner										
Per diem rate %	%	%	%	%	%	%	%	%	Total	
Amount per day										
Total Amount Subsistence										
Sundries	€	€	€	€	€	€	€	€	€	

TOTAL CLAIM
Currency

Checked by: _____ **Travel approved by ISC staff member:** _____
Budget line/Funding source: _____

**To be submitted no later than 2 months after the end of the meeting
(Please use a new form for each meeting)**

Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed.

I declare that the expenses claimed for above are not being reimbursed from any other source.

Signature: _____

Date: _____

BANK REFERENCES		
Bank transfer in _____ currency <input type="checkbox"/>		Refund by cheque: (only in Euros) <input type="checkbox"/>
Name of account holder: Address of account holder:		
Bank name & branch: Full address:		
IBAN (for European countries only):		
Account n°:		
Swift code/BIC	ABA/Routing n°	Bank/sort code
Additional info:		

ISC Travel and Subsistence Regulations

Persons travelling at ISC expense may claim advance payment of their travel upon submission of an invoice. Originals of the air tickets must be submitted after the meeting.

TRAVEL EXPENSES:

Travel is reimbursed at the following rates:

- **Rail:** first class rate, sleeper for overnight trips.
- **Air:** tourist or economy class fare using the most economical fare possible.*
- **Road:** 50 cents (Euros) per kilometre, if no convenient other connections are available.

While travelling to and from meetings on ISC business, reimbursement may be made for a maximum of 10 kilograms excess baggage and for travel and medical insurance, upon production of relevant invoices.

SUBSISTENCE:

The ISC per diem allowances are based on the official French Government (MINEFI) per diem rates and are paid to cover living costs whilst travelling on ISC business. They may be modified, so decided by the meeting organizer, taking into consideration special local conditions or arrangements.

Per diem allowances cover the nights spent at the meeting. When no overnight stay is involved, actual expenses will be reimbursed on receipt of relevant bills.

For calculation of per diem allowances, when the hotel and/or certain meals are paid by the sponsors and not by the participant, deductions will be made according to the following breakdown:

- 50% deduction if hotel is paid by sponsor
- 10% deduction if breakfast is paid by sponsor
- 15% deduction if lunch is paid by sponsor
- 25% deduction if dinner is paid by sponsor

When the hotel and all meals are covered by sponsors, a payment of €10 per day for meetings outside France and of €25 per day for meetings in France will be made to cover sundry expenses.

ISC will reimburse hotel rooms in excess of 50% of the official per diem rate, only in the case that no other less expensive hotel is available.

Secretariat : ISC, 5 Rue Auguste Vacquerie 75116 Paris, France
Telephone: +33 (0) 1 45 25 03 29 – Fax: +33 (0) 42 88 94 31
Email: secretariat@council.science

** Travel on ISC business should be in economy class wherever possible, but for flights over five hours, upgrade to standard economy class tickets will be considered.*