

3rd May 2013

PRACTICAL ARRANGEMENTS
9th Meeting of the IRDR Science Committee
18th to 20th May 2013

VENUES

18th to 20th May

International Conference Centre Geneva (CICG) Room CCV Arve, CCV Building Mezzanine.

A side door will be used to enter the building and not the main door. (The Global Platform will take place at the centre).

Registration for the Global Platform and printing of badges begins on Sunday, 19th May at 09:30. You will need a badge to enter the Conference Centre. In order to obtain a badge, you should register through the on-line system in advance <http://www.preventionweb.net/globalplatform/2013/registration/>

HOTEL

Hotel Ibis Genève Centre National, Rue du Grand Pr é33-35, Genève, 1201, Switzerland. Tel. +41229192030. All members are accommodated in the Hotel Ibis. For those familiar with the Hotel Grand Pr é it was taken over by the Hotel Ibis group (Accor). The hotel is within 10 minutes walking distance of the CICG, see map attached.

TRAVEL

ICSU will reimburse the cost of an economy class (most direct route) return ticket for IRDR SC members attending the meeting. Reimbursements will be made upon receipt of the Travel Claim form (attached). Please attach a copy of the travel ticket and all relevant expense receipts.

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. We will not provide cash except by prior agreement in exceptional cases.

MEALS

Lunches will be taken at the Conference Centre (CICG) restaurant situated on the 1st floor on the three day. Each participant will receive three prepaid lunch tickets, one for each day of the meeting, to be given at the cash desk in the restaurant.

A Committee dinner will be held on Saturday, 18th 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.

DOCUMENTS

The documents for the meeting have been posted on the member only section of IRDR website. Please be reminded to download these documents before the meeting, as hard copies will **not** be available on site.

HOTEL RESERVATIONS

Please inform Maureen urgently if you have a change to your hotel reservation in Geneva

N°	Name	Arrival date	Depart date	Type of room	N° of nights paid by ICSU	N° of nights paid by client
1	Alcantara-Ayala, Irasema	17 May	24 May	S	7	
2	Benouar, Djillali	17 May	21 May	S	4	
3	Bostrom, Anne	17 May	20 May	S	3	
4	Brennan, Maureen	16 May	18 May	S	2	
5	Burton, Ian	18 May	25 May	S	2	5
6	Cardona, Omar Dar ó	17 May	24 June	S	3	4
7	Cutter, Susan	16 May	22 May	S	6	
8	Ferrigni, Ferruccio	17 May	20 May	S	3	
9	Hernes, Gudmund	17 May	19 May	S		2
10	Johnston, David	17-20 May	20-24 May	S/D	3	4
11	Lavell, Alan	18 May	20 May	S	2	
12	Liu, Jie	17 May	21 May	S		4
13	Liu, Tony	17 May	21 May	S		4
14	Lwasa, Shuaib	17 May	21 May	S	4	
15	Moore, Howard	17 May	21 May	S	4	
16	Morris, Kerry-Ann	17 May	24 May	S		7
17	Oliver-Smith, Anthony	17 May	24 June	S	7	
18	Pelling, Mark	17 May	20 May	S	3	
19	Rovins, Jane	17 May	24 May	S		7
20	Siwar, Chamhuri	18 May	23 May	S	3	2
21	Takeuchi, Kuniyoshi	17 May	24 May	S	4	3
22	Zlatanova Sisi	17 May	20 May	D	3	
23	Wirtz, Angelika	18 May	22 May	S	4	



TRAVEL CLAIM FORM

Please see regulations on p. 3.
Turquoise shaded areas are for ICSU use only.

Name of participant:

Title of meeting: IRDR-SC

Place & dates: 18th to 20th May 2013

Email of participant:

**To be submitted no later than 2 months after the meeting (only one meeting per form, please).
 Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed.**

I declare that the expenses claimed below 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 & address of account holder:		
Bank, name branch & full address:		
IBAN (for European countries only)		
Swift code/BIC	ABA/Routing n°	Bank/sort code
Account n°		

TRAVEL EXPENSES									
					Amount		Currency		ICSU use only
By air: (tourist/economy class airfare using most economical fare available) By rail: (Do not fill in this part if you received a prepaid ticket)									
<input type="checkbox"/> Tick this box if you have not already carbon offset your travel*					*In May 2008 the ICSU Executive Board approved carbon offsetting for ICSU travel. If you have not already offset your travel, the ICSU secretariat will do so, using the "Climate Friendly" company.				
Local transportation (taxi, bus, etc.):									
Other Expenses (please detail):									
By road (indicate how many kms):									
Total amount travel									Currency
SUBSISTENCE									
Arrival date ... /.../....					Departure date/....				
Accommodation (fill in only if hotel not paid by sponsor)					Amount paid		Currency		ICSU use only
							Number of nights:		
Meals not paid by sponsor (please tick for meals you paid yourself):									
Date									
Breakfast*									
Lunch									
Dinner									
Per diem rate %	%	%	%	%	%	%	%	%	%
Amount per day									
Total Amount Subsistence									Currency
Sundries	€	€	€	€	€	€	€	€	€

*If not included in hotel bill

TOTAL CLAIM Currency

Checked by:	Travel approved by ICSU staff member:
Budget line:	
Funding source:	

ICSU Travel and Subsistence Regulations

Persons travelling at ICSU's 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 with 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 rail/air connections are available.

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

SUBSISTENCE:

The ICSU per diems are based on the official French Government (MINEFI) per diem rates and are paid to cover living costs whilst travelling on ICSU business. They may be modified, based on the decision of the meeting organizer, taking into consideration special local arrangements.

Per diems 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 diems, when the hotel and/or certain meals are not paid by the participant, deductions will be made according to the following breakdown:

- 50% of per diem for hotel paid by sponsor
- 10% of per diem for breakfast paid by sponsor
- 15% of per diem for lunch paid by sponsor
- 25% of per diem for dinner paid by sponsor

When the hotel and all meals are covered by the 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.

ICSU shall reimburse hotel room charges in excess of 50% of the official per diem rate, only when no other, less expensive, hotel is available.

<p>Secretariat: ICSU, 5 Rue Auguste Vacquerie 75116 Paris, France Telephone: +33 (0) 1 45 25 03 29 – Fax: +33 (0) 42 88 94 31 Email: secretariat@icsu.org</p>
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Directions to MIP Restaurants at CIGG

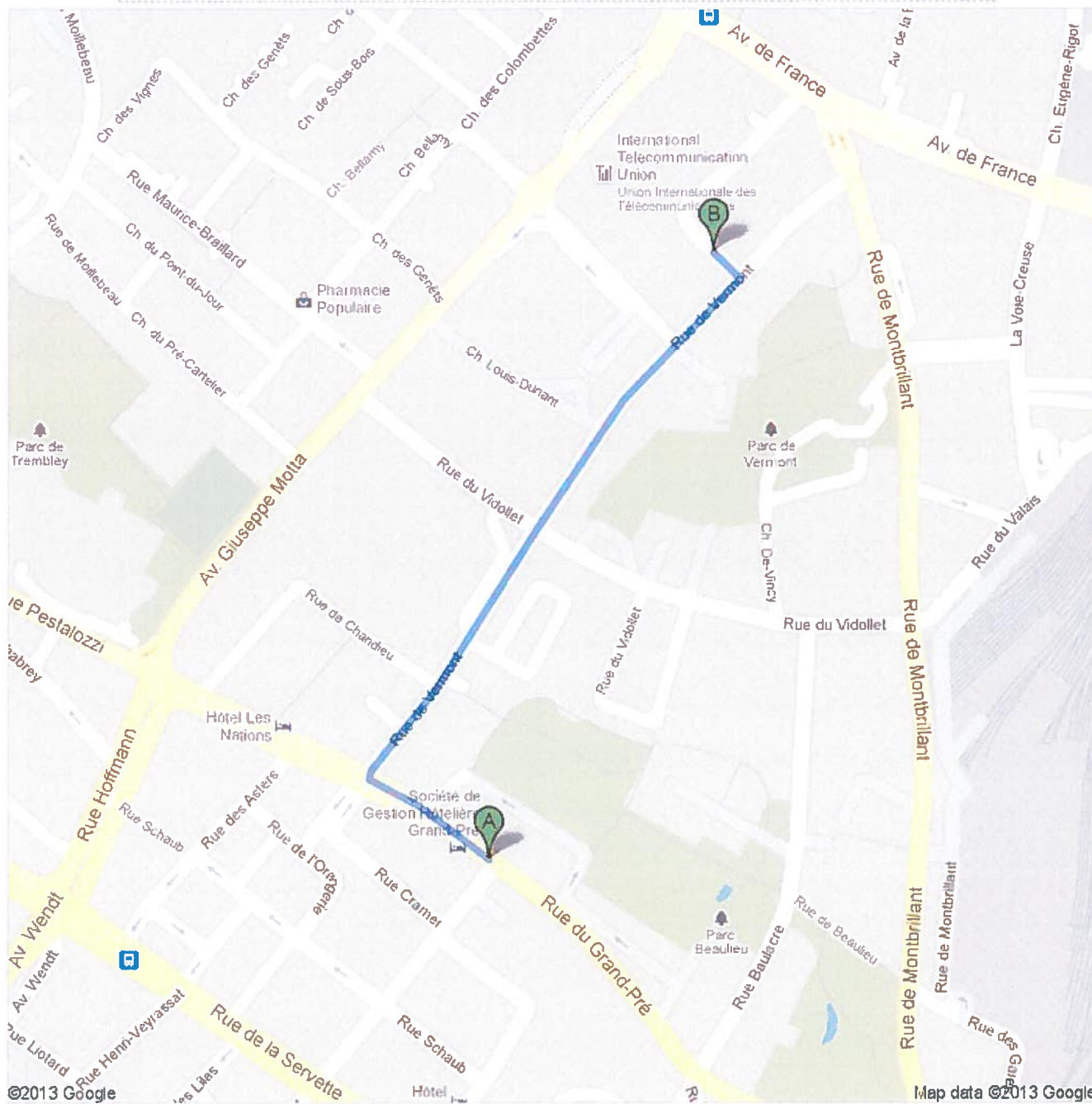
Rue de Varembe 17, 1202 Genève, Switzerland

850 m – about 10 mins

From the Hotel Ibis to the Conference Centre by foot.

Walking directions are in beta.

Use caution – This route may be missing sidewalks or pedestrian paths.





Hotel ibis Geneve Centre Nations

Rue du Grand-Pré 33-35, 1201 Genf, Switzerland

1. Head **northwest** on **Rue du Grand-Pré** toward **Rue des Grand-Pré** go 150 m
About 2 mins total 150 m



2. Turn **right** onto **Rue de Vermont** go 650 m
About 8 mins total 800 m



3. Turn **left** onto **Rue de Varembe** go 40 m
Destination will be on the left total 850 m



MIP Restaurants at CIG

Rue de Varembe 17, 1202 Genève, Switzerland

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on maps.google.ca and click "Report a problem" at the bottom left.



Départ **Hotel ibis Geneve Centre Nations**
Rue du Grand-Pré 33-35, 1201 Genf, Suisse

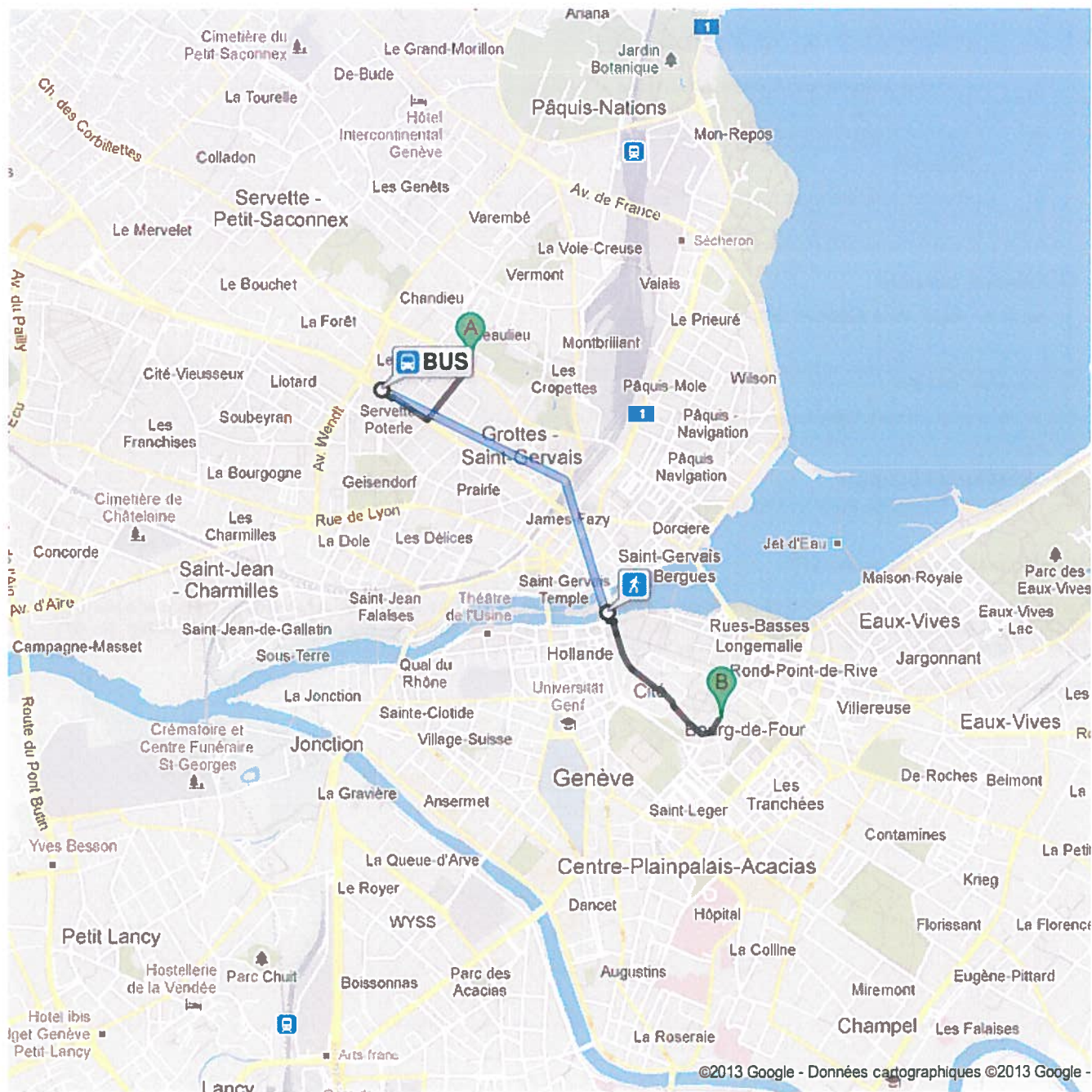
Arrivée **Restaurant Soupçon**
Place du Bourg-de-Four 8, 1204 Genève, Suisse
022 318 37 37

Quand 15/05/13 après 13:08

Durée 28 min au total



Please note that the restaurant changed names. It is now In Fine and no longer the Soupçon.



A **Hotel ibis Geneve Centre Nations**
Rue du Grand-Pré 33-35, 1201 Genf, Suisse

○ **Marcher jusqu'à Genève, Servette** Environ 7 min

Bêta: Faites attention – Cet itinéraire n'est peut-être pas complètement aménagé pour les piétons.

1. Prendre la direction sud-est sur Rue du Grand-Pré vers Rue Antoine-Carteret 9 m
2. Prendre à droite sur Rue Antoine-Carteret 300 m
3. Prendre à droite sur Rue de la Servette 180 m
4. Tourner à gauche pour rester sur Rue de la Servette 12 m
5. Tourner à droite pour rester sur Rue de la Servette 63 m

○ **Genève, Servette** 13:17 - 13:27
Bus - BUS vers Genève, Stand (10 min, 2 arrêts)

○ **Genève, Bel-Air** Environ 11 min
Marcher jusqu'à Restaurant Soupçon

B **Restaurant Soupçon**
Place du Bourg-de-Four 8, 1204 Genève, Suisse - 022 318 37 37

Informations sur l'agence locale : CFF

Cet itinéraire est fourni à titre indicatif. Il est possible que vous deviez suivre un itinéraire différent de celui indiqué en raison de travaux, de bouchons, des conditions météorologiques, de déviations ou d'autres perturbations. Veuillez en tenir compte lors de la préparation de votre trajet. Veuillez en outre à respecter le code de la route et la signalisation sur votre trajet.

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