



March 25, 2004

Aide-Memoire

Meeting the Humanitarian Needs of the Palestine Refugees in the Near East: Building Partnerships in Support of UNRWA

Geneva, June 7-8, 2004

I. INTRODUCTION

Representatives of donors, host governments, the United Nations, inter-governmental organizations and three umbrella organizations of the non-governmental sector will gather in Geneva from 7 to 8 June 2004 for a Conference entitled "Meeting the Humanitarian Needs of the Palestine Refugees in the Near East: Building Partnerships in Support of UNRWA."

Conference participants will discuss the challenges to providing humanitarian and development assistance to the 4.1 million Palestine refugees registered with the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA). UNRWA is responsible for the wellbeing of refugees living in Jordan, Lebanon, Syria and the occupied Palestinian territory (West Bank and Gaza Strip) – the largest single refugee community worldwide.

The two-day Conference will be hosted by the Swiss Agency for Development and Cooperation (SDC) on behalf of the Swiss Government.

Organized in thematic working groups prior to the start of the Conference, key stakeholders will help chart the road ahead through a preparatory process, working closely with external experts and Agency staff. The preparatory process will climax in full-day parallel workshops on 7 June, chaired by lead countries assuming responsibility for agreed topics. Representatives from both donor and host country authorities and UN agencies working in the region, among other stakeholders, will contribute to these discussions, which will focus on concrete conclusions and recommendations to the international community, host authorities and UNRWA. On 8 June, the plenary session will include; a live video-link to refugees in Jordan; a Keynote Address by Mr. Peter Hansen, Commissioner-General of UNRWA, a report-back from the workshops; and a roundtable panel debate featuring several prominent panelists. The meeting will close with a Chair's Summary of the Conference proceedings.

For more details on the preparatory process, a power-point presentation is available on the Conference website (see below, Section XII).

II. VENUE OF MEETINGS

The venue for the Conference will be the International Conference Center in Geneva (CICG). See <http://www.cicg.ch/> for more details on the venue, detailed directions, parking and other information on the facilities.

III. SCHEDULE OF MEETINGS

The Conference will consist of an Opening Plenary and four thematic Workshops on the first day followed by a full day Plenary Session on the second day.

On Monday, June 7, the Opening Plenary will commence at 0930h promptly and conclude at 1030h. Workshops will convene at the CICG from 1030h – 1300h and from 1430h to 1730h. If required for the completion of work, the afternoon session may be extended to 1900h.

The Plenary session will start promptly at 0930h on Tuesday, June 8, and will continue as discussions warrant.

A provisional programme is being circulated with details on the agreed Workshop topics and other items for discussion.

IV. HOTEL ACCOMMODATION

The SDC has reserved hotel rooms for participants. Please contact the hotels listed below to make a reservation using the reservation forms attached to this Aide-Memoire as Annex II (for the Crowne Plaza) or III (for the Ramada Park). Please note that you are participating in this conference to receive the negotiated group rate. Participants are kindly requested to make reservations no later than April 29, 2004.

If you have any questions regarding Hotel Accommodation, please contact Ms. Susanna Graf from the SDC at (41) 31 322 33 96, or via e-mail at susanna.graf@deza.admin.ch.

Ramada Park Hotel
Avenue Louis-Casaï 75-77
CH-1216 Cointrin-Genève, Switzerland

Phone: (41) 22 710 30 00
Fax: (41) 22 710 31 00

www.ramadaparkhotel.ch

Crowne Plaza Geneva
26, Voie de Moëns
CH-1218 Geneva, Switzerland

Phone: (41) 22 747 02 02
Fax: (41) 22 747 03 03

www.geneva.crowneplaza.com

The following website contains detailed information on other hotel accommodations in Geneva:

<http://www.geneva-tourisme.ch>

V. ENTRY INTO SWITZERLAND

Participants are responsible for ensuring that they have the necessary visa for entry into Switzerland. Early application to the nearest Swiss Embassy or Consulate is suggested.

VI. SECRETARIAT

The Executive Secretary of the Conference is Mr. Andrew Whitley, Director of External Relations, UNRWA. He may be contacted directly by e-mail at a.whitley@unrwa.org.

The Conference Secretariat, based in Geneva, will be responsible for making all arrangements connected with the meetings of the Conference, and can be reached at the following address:

Geneva Conference Secretariat
Att'n: Ms. Olga Weber,
UNRWA Liaison Office
Palais des Nations
Annexe Le Bocage, I/94
1211 Geneva 10
Telephone: (41) 22 917 18 76
Facsimile: (41) 22 917 06 56

E-mail: oweber@unog.ch

In addition, the Swiss Government has designated Mr. Meinrad Studer, Senior Advisor, Multilateral Affairs, SDC to act as the counterpart for the Swiss Host Country Secretariat. He may be contacted directly at meinrad.studer@deza.admin.ch.

VII. REGISTRATION

Each delegation participating in the Conference shall be represented by a Delegate, who shall be the head of the delegation, and by Alternate Delegates and advisers as deemed necessary.

Delegates, Alternate Delegates and advisers shall register with the Geneva Conference Secretariat at the address listed above no later than 19 April 2004. Delegations are asked to have the appropriate authority send a letter to the Conference Secretariat nominating the Delegate, Alternate Delegates and advisers, attaching Annex I to this Aide Memoire, duly completed.

Identity cards may be picked up at the registration table, outside the plenary meeting room, from one hour before the start of the first session on June 7, 2004 until 1200h on June 8, 2004.

VIII. CHAIR AND VICE-CHAIR

The Chair of the Conference and four Vice-Chairs were elected by a Steering Committee of conference participants, in Amman, Jordan, on Tuesday, March 2, 2004.

Switzerland, represented by Ambassador Walter Fust, Director-General of the Swiss Agency for Development and Cooperation (SDC), was elected as Chair.

The Vice-Chairs will be (in alphabetical order): the European Commission, the Hashemite Kingdom of Jordan, the Palestine Liberation Organization and Sweden.

IX. QUORUM

As the Conference is designed to promote informal and active dialogue among participants, no official quorum will be set. The Chair is vested with the authority to decide when to convene a session, and when to adjourn, based on the indications provided in the Programme for the Conference.

X. CHAIR'S SUMMARY

The Chair of the Conference will be responsible for preparing a Chair's Summary of the conference proceedings.

XI. LANGUAGES

English, French, and Arabic shall be the official languages of the Conference Plenary, and all official conference documents will be translated into these three languages, wherever possible.

During the Conference Plenary, any representative may make an intervention in a language other than the official languages. In such case he or she shall provide for interpretation into one of the official languages. Interpretation into the other official languages will be based on the interpretation given in the first official language.

English shall be the working language for the Conference, and the sole language to be used during the Workshops. There will be no provision of simultaneous interpretation during the workshops.

XII. RECORDS and DOCUMENTATION

The Executive Secretary shall draw up a summary record in English of each meeting session of the Conference.

All official documents of the Conference shall be issued in the three official languages, wherever possible.

Conference background documentation shall be sent to registered participants one month prior to the opening of the Conference.

Official documents will be made available to delegations at the document records office, attached to the office of the Executive Secretary. Prior to the start of the Conference, documents will be posted at a website established for the Conference, located at:

<http://www.un.org/unrwa/genevaconference/>

XIII. WORKING GROUPS AND WORKSHOPS

Four Working Groups will conduct preparatory work for the Conference; this work will be facilitated by the Executive Secretary, Mr. Andrew Whitley. The conclusions and recommendations of the four Working Groups shall be transmitted to the Secretariat no later than April 19, 2004, for onward transmission in the three official languages to all participating delegations.

On the first day of the Conference, four informal Workshops will be convened to discuss the conclusions and recommendations formulated in the Working Groups. Each Vice-Chair of the Conference will designate a Chairperson for each Workshop. The Workshop Chairperson will nominate a Vice-Chairperson and a Secretary.

XV. UNITED NATIONS AGENCIES, MULTILATERAL AID ORGANIZATIONS, AND NON-GOVERNMENTAL ORGANIZATIONS

Representatives of other members of the United Nations family of organizations, including Funds, Programmes, Specialized Agencies and the World Bank Group, as well as invited multilateral aid organizations and three non-governmental organizations (InterAction, International Council for Voluntary Action and the Steering Committee for Humanitarian Response) shall be authorized to participate in the proceedings of the Conference and in the preparatory process, and to submit proposals to the Working Groups and Workshops at the request of the respective Chairpersons.

Other non-governmental organizations may be invited to participate in the Working Groups preparing for the Conference at the discretion of their respective Chairs.

Annex I: Registration Form

**Meeting the Humanitarian Needs of the Palestine Refugees in the Near East:
Building Partnerships in Support of UNRWA**

Geneva, June 7-8, 2004, International Conference Centre Geneva (CICG)

DEADLINE FOR SUBMISSION: April 19, 2004

COUNTRY OR ORGANIZATION: _____

HEAD OF DELEGATION:

Name: _____

Title: _____

Contact Details: _____

ALTERNATE HEAD OF DELEGATION:

Name: _____

Title: _____

OTHER ALTERNATE DELEGATES OR ADVISERS:

1. Name: _____

Title: _____

2. Name: _____

Title: _____

3. Name: _____

Title: _____

4. Name: _____

Title: _____

Additional information concerning:

Hotel: Please see the attached Aide-Memoire for list of hotels where rooms are being held for UNRWA Geneva Conference participants. If you require hotel accommodations in Geneva, please contact the Hotel directly using Annex II or III.

Visas: Please ensure that you obtain the necessary visa for entry into Switzerland before departure.

Please send completed forms to the Geneva Conference Secretariat

**Att'n: Ms. Olga Weber,
UNRWA Liaison Office
Palais des Nations
Annexe Le Bocage, I/94
1211 Geneva 10**

Telephone: (41) 22 917 18 76

Facsimile: (41) 22 917 06 56

Annex II: RESERVATION FORM

CROWNE PLAZA ROOM RESERVATIONS
June 6 th to 8 th , 2004

**Attn : Reservations / Fax: +41 (22) 747 03.03/ Tél: +41 (22) 747.02.63
E-mail : reservations@cpgeneva.ch**

Arrival:	Departure:.....	N° of Night(s):
Name and First Name:		N°of person(s):
Company:		Contact person:
Address:		
Town:	Post Code:	Country.....
Phone No.:		Fax No.:

ROOMS AND RATES

Please use one (1) form per reservation. For requests of more than 10 rooms, please contact us directly, phone : +41 22 747 02 24 / e-mail : sales2@cpgeneva.ch

STANDARD single room	CHF 202.- per night, per room
STANDARD double room	CHF 224.- per night, per room
SUPERIOR single room	CHF 242.- per night, per room
SUPERIOR double room	CHF 304.- per night, per room

American buffet breakfast	Offered
City tax	CHF 3.25 per person, per night

Non Smoking room	<i>Smoking room</i>
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Service and VAT 3,6% included

CREDIT CARD GUARANTEE

Name and First Name :
Type: N°: Exp: / /

Annex III: RESERVATION FORM:
 Ramada Park Hotel Room reservations
 June 6th to 8th, 2004

TO RETURN BEFORE 1st April 2004

1. GUEST INFORMATION

Family name : Mrs / Ms / Mr _____ First Name : _____
 E mail Address : _____
 Tel (direct line) : _____ Fax: _____

2. ROOM RESERVATION

Arrival date : _____ Departure date : _____
 single room with buffet breakfast : Sfr. 160.--
 double room with buffet breakfast : Sfr. 200.--
 Service and VAT included. Visitor tax (Sfr. 2,60 per person and per day) in supplement
 Check-in time : _____

3. ROOM GUARANTEE (Mandatory)

Credit Card name : _____ Card number : _____
 Expire date : _____ Name of cardholder : _____
 Signature of cardholder : _____
I authorise the Geneva Ramada Park Hotel to charge the first room night on my credit card for any cancellation after 30th May 2004 and for any no-show.

HOTEL CONFIRMATION (To be completed by the hotel and send back to the guest)

- We are pleased to confirm the above booking. Reservation number : _____
- The allotment of rooms booked by SDC – DDC is not available anymore.
We can propose you a room at the rate of Sfr. _____. Please, return this fax for acceptance.
- We regret to inform you that the hotel is fully booked and that your reservation cannot be accepted.

Date : _____ Hotel stamp and signature _____