

# Logistics

## VENUE

The Ministerial Conference on Afghanistan will take place in the Palais des Nations in Geneva on 27-28 November 2018, and is an invitation-only event. The side events on 27 November and the main conference on 28 November will take place in the Council Chamber, with side meetings taking place in rooms I and II in Building C (See Map in Annex II).

## ACCREDITATION

All members of delegations and participants will receive personalized, non-transferable badges that will give them access to the various venues in the Palais des Nations. No access will be permitted without an appropriate identification badge specific for the conference. For the main conference on 28 November, taking place in the Council Chamber, secondary passes will be issued, to allow for delegates to alternate as floaters.

## ATTENDANCE

The format of the main conference on 28 November is 1+2. Head of delegation plus one accompanying delegate can enter the main floor. Other delegates and participants can attend via the gallery of the council chamber. A large number of delegations have been invited and there are only enough seats in the main conference hall to accommodate 3 people per delegation. If fewer delegations register than the number invited, or if some delegations do not need all of their three seats, then seats will be available for delegations who need extra (ie more than three) seats in the main conference hall. News about this will be forthcoming on 15 November. There is also an “overflow room” in which delegates can sit and watch the proceedings live on a screen.

## REGISTRATION

All participants are kindly requested to register via this link: <https://reg.unog.ch/event/26888/>

Registration opens on **Monday 22 October** and **closes on Monday 12 November**.

**Important:** The registration form requires participants to upload a high resolution passport photo (headshot). Registration forms without a photo will not be approved.

Once registration is approved, participants will receive a confirmation email with a scannable QR code. Please make sure to bring the code on a smartphone or as a print-out, to receive the badge upon arrival at the Palais des Nations.

Badges will be available for collection from the Main Gate (Pregny) in the afternoon of 26 November, before 17.00. Badges can also be collected in the morning of 27 November, from 8.00, but much longer lines and waiting times are expected in the morning. Please plan to arrive at the gate at least one hour before the meeting starts, if you do not have a badge yet.

Side meeting and side event organizers can invite external participants to their individual events and meetings, but external participants will have access only to the side event or side meeting to which they are invited. External invitees are also requested to register via the above link.

## ACCOMODATION AND VISAS

Delegations are fully responsible for accommodation and any visa requirements. Only nationals of Afghanistan can be supported in their visa applications – please see below.

A space will be allocated for bilateral meetings. Details to follow.

## **CATERING**

All participants are invited to a welcome reception in the evening of 27 November. Lunch, and two coffee breaks, will be provided on 27 and 28 November.

## **INTERPRETATION**

For side events (27 November) and the main conference (28 November), interpretation will be provided in all six official UN languages; **no interpretation will be available in any other language**. For side meetings (27-28 November) no interpretation will be available.

## **SPEAKERS LIST**

Details to follow.

## **CONTACT**

For questions on the programme, please contact Mr. Atul Gupta: [gupta3@un.org](mailto:gupta3@un.org)

For questions on logistics, please contact Mr. Thomas George: [george17@un.org](mailto:george17@un.org)



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## **Entry visas to Switzerland For Afghan Nationals Only**

This document aims to assist with participation in the Geneva Ministerial Conference on Afghanistan co-hosted by the Government of Afghanistan and the United Nations at the Palais des Nations on 27-28 November 2018. **This factsheet is valid for this event only.**

### **Required documents for ALL applicants**

- An application form for short stays duly filled out, dated and signed by the applicant (<https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantragschen-fr-en.pdf>);
- A valid travel document (must be valid for at least 3 months after the return date and issued within the last 10 years) and a copy of the data (picture) page;
- Two recent passport-sized photographs;
- A letter of invitation from UNAMA mentioning the applicant's first and last names (exactly the same as in the passport) OR a *note verbale* from the applicant's government (only for officials);
- A proof of health and repatriation insurance valid for the Schengen states and covering a minimum amount of 30'000 euros (for holders of ordinary passport only);
- **Additional documents may be required by the Embassy / Consulate.**

### **Application procedure for holders of diplomatic or service passports**

You may apply at the Embassy of the Czech Republic in Kabul by following the procedure below:

- a) Download the form from [https://www.mzv.cz/jnp/en/information\\_for\\_alien/visa\\_form](https://www.mzv.cz/jnp/en/information_for_alien/visa_form);
- b) Fill in the form, sign it, and send it together with a copy of your passport and of the letter of invitation or a *note verbale* by e-mail to the Embassy of **Switzerland** in Islamabad [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch) (you are requested to do so **by October 31, 2018, at the latest**).

You will be contacted through e-mail by the Embassy of the Czech Republic in Kabul with precise instructions and given an appointment until latest November 10, 2018. After October 31, 2018, you may no longer apply through the Czech Embassy in Kabul.

### **THE EMBASSY OF THE CZECH REPUBLIC WILL NOT ACCEPT DIRECT APPLICATIONS.**

The Swiss authorities *with the cooperation of Czech authorities* will do their utmost to facilitate the issuance of visas providing the above mentioned deadlines are respected.

**You may also apply at the Embassy of Switzerland in Islamabad and the Consulate of Switzerland in Istanbul without time limitation.** Please contact them to book an appointment:

ISLAMABAD: [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch) ISTANBUL: [ist.visa@eda.admin.ch](mailto:ist.visa@eda.admin.ch)

Please include a scanned copy of your passport and of your *note verbale* in your email. Please consider that it takes at least two weeks to issue a Schengen visa. For short notice applications, only a visa with limited territorial validity (Switzerland only) can be issued.

### **Application procedure for holders of ordinary passports**

You must contact UNAMA and follow their instructions to obtain an **invitation letter**.

Once you have an invitation letter, you may book an appointment to apply in person in Islamabad or in New Delhi (**you are requested to do so as soon as possible and taking into account that you will have to travel to Pakistan or India**). It is recommended to book your appointment **no later than October 20, 2018** in order to receive your visa in time.

To apply in ISLAMABAD: Please send an email to book an appointment: [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch).

To apply in NEW DELHI: Please send an email to book an appointment: [ndh.visa@eda.admin.ch](mailto:ndh.visa@eda.admin.ch).

Please include a copy of your passport and of your invitation letter in the email.

Once you receive an appointment, you will have to travel to Islamabad or New Delhi to give your finger prints to the Embassy of Switzerland. After the appointment, you may return to Kabul. The responsible Swiss Embassy will then send you an email confirming when you can submit your passport at MoF/UNAMA through the following address:

Ministry of Finance - Department of Policy - Donor Coordination Directorate - Islamic Republic of Afghanistan, Mr. Moneer Koshani [moneer.koshani@mof.gov.af](mailto:moneer.koshani@mof.gov.af)

UNAMA, in coordination with the Swiss authorities will further process your visa application and inform you when your passport is ready to be picked up at the MoF/UNAMA.

If you have given your finger prints in a Schengen visa application in the past 5 years, you may send a scanned copy of your passport and former Schengen visa to [isl.visa@eda.admin.ch](mailto:isl.visa@eda.admin.ch). It is recommended to do so **no later than October 20, 2018**. You will be then informed if you need to appear at the Swiss Embassy in person. If not, you may hand in your complete file and passport to MoF/UNAMA address in Kabul (Ministry of Finance - Department of Policy - Donor Coordination Directorate - Islamic Republic of Afghanistan) **by October 31, 2018, at the latest**.

**Please do not submit any documents to MoF/UNAMA without prior approval and communication of the Swiss Embassy.**

### Concluding remarks

The Swiss authorities will do their utmost to facilitate the issuance of visas in the best possible time providing the above mentioned deadlines are respected. Late applicants face the risk of not being able to receive their visa on time.

More general information about visas can be found by consulting the website of the Swiss State Secretariat for Migration: <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>.

For further questions regarding the issuing of visas in the framework of the *2018 Geneva Ministerial Conference on Afghanistan*, please write to [geneve.visa@eda.admin.ch](mailto:geneve.visa@eda.admin.ch).

For further questions regarding the submission of documents in Kabul, please contact MoF Moneer Koshani [moneer.koshani@mof.gov.af](mailto:moneer.koshani@mof.gov.af) or UNAMA Thomas George [george17@un.org](mailto:george17@un.org) or Atul Gupta [gupta3@un.org](mailto:gupta3@un.org)