

Practical Guide for Participants

**WIPO Intergovernmental Committee on
Intellectual Property and Genetic
Resources, Traditional Knowledge and
Folklore**



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Participants in the Committee

This guide is intended for all participants in the Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (IGC), i.e. members of Member State delegations and representatives of observers accredited to WIPO or to the IGC.

Observers

IGC accredited observers include intergovernmental organizations and numerous accredited non-governmental organizations (NGOs), many of whom represent indigenous peoples and local communities.

Accredited observers can attend IGC sessions, participate in the work of the IGC and express their views in accordance with the WIPO General Rules of Procedure. The right to submit proposals, amendments and motions and the right to vote are exclusive rights of Member States at the IGC. In the practice of the IGC, however, drafting proposals made by observers are taken into account if supported by at least one Member State.

Written submissions by accredited observers are available at <http://www.wipo.int/tk/en/igc/ngo/index.html> and can be posted online by emailing them to grtkf@wipo.int.

The list of NGOs which are accredited observers to the IGC is available at the IGC webpage.

To participate in any session of the IGC, an NGO needs to be a permanent observer to WIPO (see <http://www.wipo.int/about-wipo/en/observers/index.html>) or specifically accredited to the IGC only by a formal decision of the IGC. The WIPO Secretariat is not empowered to give accreditation.

For further practical information regarding the accreditation procedure and to retrieve the accreditation application form, please visit <http://www.wipo.int/tk/en/igc/participation.html>.

Upon invitation of the Chairperson of the WIPO Indigenous Caucus, accredited observers who represent indigenous and local communities meet at the Indigenous Consultative Forum in order to prepare for the IGC on the day preceding its session. A meeting room is made available by WIPO for that purpose. Any accredited observer who represents indigenous and local communities and who wishes to attend the Consultative Forum is requested to advise the WIPO Secretariat in advance in order to be granted a badge at his or her arrival at the WIPO premises.

An Indigenous Panel, chaired by an indigenous representative, takes place on the first morning of each IGC session in the New Conference Hall. It is attended by Member States delegates and observers' representatives alike.

Contact Information

For any information, questions or comments on the IGC, please contact WIPO by e-mail.

Secretariat of the IGC: grtkf@wipo.int

Registration of participants: meetings@wipo.int or grtkf@wipo.int

Meeting room bookings: meetings@wipo.int

Documents: grtkf@wipo.int

Side events: protocol.events@wipo.int

Other questions: grtkf@wipo.int

Access to WIPO

Entrance to the WIPO Campus is possible via the WIPO Access Center on *34 Chemin des Colombettes* (North side of the WIPO AB Building) (see Map at the end of this Guide).

Participants arriving at WIPO by car can be dropped-off/picked-up from the WIPO Access Center's drop off area.

Pre-accredited official vehicles from permanent missions may access with a magnetic WIPO access badge the reserved diplomatic underground parking area accessible via the entrance at *34 Chemin des Colombettes* and available on a first-come-first-served basis for the duration of the meeting.

Paying parking is available in the public underground parking garage "Parking des Nations" located on Place des Nations, right next to WIPO. See <https://www.ge.ch/parkings/parkings/nations.asp>.

Access for persons with reduced mobility is possible throughout WIPO premises. Requests for information or assistance may be submitted to: meetings@wipo.int or Tel: +41 22 338 9581.

Access to and presence on the WIPO premises is restricted to badge holders and strictly controlled during the IGC meetings (see below Conference Badges). Participants are subject to badge control at all entry points and badges should be worn in plain view at all times.

Registration of Participants

Online Registration

Preliminary note: Registrations originating from individuals or organizations not accredited to WIPO or the IGC cannot be processed. For accreditation, please see below "observers". Information on requesting IGC observer status is available at: <http://www.wipo.int/tk/en/igc/participation.html>.

In order to avoid delays on the first day of the session, and in accordance with the invitation circular sent to Member States and accredited observers, participants are kindly requested to register online, using the registration link and secure code provided in the invitation circular.

Online registration consists in completing a short online form. This can be done in a few minutes by each participant.

Once registered, each participant receives a confirmation number by e-mail. All registrations are subsequently verified by the IGC Secretariat, which may individually contact a registered participant if necessary.

Conference Badges

It is WIPO's goal to ensure a successful, safe and secure meeting for all participants.

Access to and presence on the WIPO premises is restricted to persons wearing an official badge.

Participants should collect their badge ahead of the start of the session at the registration desk of the WIPO Access Center, located at 34, *chemin des Colombettes* (North side of the WIPO AB Building: Tel: +41 22 338 7942).

Participants must provide the registration confirmation number received by e-mail together with a photo identification document (ID).

Participants should allow time before collecting their badge for security screening.

Any lost badge should be reported without delay to the WIPO registration desk.

List of Participants

On the first day of the session, a provisional list of participants, based on the online registrations, is distributed. Participants are invited to submit any corrections or additions to the IGC Secretariat (grtkf@wipo.int).

Conduct of Sessions and Method of Work

The IGC works in accordance with the WIPO General Rules of Procedure.

Location of the Sessions

The IGC takes place at WIPO headquarters, located at 34, *chemin des Colombettes*, CH-1211 Geneva 20, Switzerland.

Duration of the Sessions

Sessions of the IGC usually take place from 10.00 am to 1.00 pm, and from 3.00 pm to 6.00 pm.

In the interests of efficiency, sessions start on time and there are no coffee breaks (complimentary coffee/tea is available at certain times in the morning and in the afternoon outside the plenary room; see below *Cafeterias, Coffee Bar and Lunch Facilities* for schedules). Participants are urged to arrive in good time.

Requests to Take the Floor

Participants wishing to make a statement on the current agenda item can signal the Chair of the IGC by pressing the **red button** on the assigned desk. For more information about making statements during the session, please refer to the leaflet "Request for the floor" from the Document Desk outside the plenary room.

Interpretation

Interpretation is available to and from Arabic, Chinese, English, French, Russian and Spanish during formal sessions of the IGC.

In order to ensure the highest quality of interpretation for the benefit of all speakers and participants, participants should send the interpreters their prepared statements (even in draft form) as early as possible and ahead of their oral delivery. This is particularly important for longer statements, such as opening statements.

Prepared statements should be sent in electronic format to Ms. Christina Fertis, Chief Interpreter (christina.fertis@wipo.int) or given by hand in hard copy to the WIPO Conference staff.

Report of the Session

In order to facilitate the drafting of the report of the session with the fullest and most accurate record of all interventions, participants are requested to submit a written version of all their prepared statements as soon as possible after delivery, preferably on the same day. Statements can be submitted in hard copy on the spot to any WIPO Conference staff or electronically by e-mail to grtkf@wipo.int.

IGC Documentation

As a positive contribution to an environmentally-friendly meeting and as a cost-saving measure, IGC working and information documents are available for download on the WIPO website: http://www.wipo.int/meetings/en/topic.jsp?group_id=110.

Hard copies of documents are not sent in advance unless specifically requested by the participant. All working and information documents are available in English, Arabic, Chinese, French, Russian and Spanish.

The Document Desk is located outside the plenary room. Hard copies of documents are made available in a limited number. Participants are strongly encouraged to bring their own printed copies and/or to use the electronic versions on their portable computers/devices.

Participants wishing to circulate any paper may inquire with the IGC Secretariat (grtkf@wipo.int) and the Document Desk (meetings@wipo.int).

Premises and Room Bookings

Room Bookings

Meeting rooms may be made available for group meetings during the sessions. Regional group coordinators are notified in advance of the room assignments.

To facilitate planning and service arrangements, group coordinators are kindly requested to advise the Conference Section (meetings@wipo.int) on a daily basis (or more often, if changes arise), of the anticipated schedule of their group meetings.

Interpretation requirements should be received as soon as possible and no later than 10.30 a.m. for afternoon meetings and 4 p.m. for meetings on the following morning (christina.fertis@wipo.int).

Confirmed group meetings are announced accordingly on the WIPO electronic display panels.

WIPO offers a limited number of rooms for bilateral meetings. Requests for room reservations should be addressed to the Conference Section (meetings@wipo.int). Room allocation is done according to overall availability. In the interests of all participants and in view of the limited facilities, block bookings for a specific room over a long period of time cannot be arranged.

Staff on site at the Document desk or conference room may also be contacted for last-minute room reservations.

Cafeterias, Coffee Bar and Lunch Facilities

Tea and coffee is available free of charge to participants every day during the morning and afternoon sessions (11.15 a.m. to 11.45 a.m. and 4.15 p.m. to 4.45 p.m.) at the foyer of the Conference Hall.

Two cafeterias, located in the WIPO PCT Building and the WIPO NB Building, are open from 8 a.m. to 5 p.m. (lunch is served from 11.45 a.m. to 2.00 p.m.). Both cafeterias offer, every day, a large variety of food options, including dishes prepared from locally produced ingredients and vegetarian dishes, as well as take-out options.

Also available is a coffee/tea lounge with coin operated vending machines on the 13th floor of the WIPO AB Building. Drinking water dispensers are available at different locations in the WIPO buildings, rooms and corridors.

A number of cafés and restaurants are within walking distance of the WIPO Campus.

Cloakroom, Lost and Found, Food and Smoking

Self-service cloakrooms are located outside the plenary room at the WIPO Conference Hall and outside Room A in the WIPO AB Building. These areas are unattended, and WIPO can take no responsibility for any loss or theft of property left there. Participants are encouraged not to bring their luggage to WIPO and to secure their personal property at all times. A number of lockers are available for participants at the reception of the NB Building.

All inquiries concerning lost and found items should be addressed to the WIPO Access Center (Tel: +41 22 338 7942 or +41 22 338 7944 – available 24/7).

Kindly note that consumption of food and beverages is not permitted in meeting rooms (except water).

Smoking is prohibited inside WIPO buildings. Designated smoking areas are located around WIPO buildings and accessible from the foyer of the WIPO Conference Hall.

Internet and IT Matters

Webcasting

The sessions are publicly webcast live at the following address:
<http://www.wipo.int/webcasting/en/>.

After the meetings, the webcasting remains available as video-on-demand (VOD) at the same address.

Wireless Internet (Wi-Fi)

A free wireless Internet connection (identified as: WIPOwifi4conf) is available in the WIPO Conference Hall and in WIPO public areas (lobbies/foyer, cafeterias/lounge, Library). The access code is provided to participants at the WIPO registration desk at the WIPO Access Center. In the interests of all participants, users are invited to limit heavy downloading.

In the plenary room, each seat has two electrical plugs (a Swiss plug and a European plug), that can be used for portable computers and similar equipment.

WIPO Computers with Internet Access

A number of computers with Internet access and a shared printer are available to participants, on a first-come-first-served basis:

- in the Internet room located on the ground floor of the WIPO Conference Hall;
- on the mezzanine level of the WIPO AB Building (Room AB 1.11);
- in the WIPO Library (first floor of the NB Building) and;
- behind the WIPO Information Center (ground floor of the WIPO AB Building).

In the interest of all participants, users are encouraged to reduce their access time in case of high demand.

All computers are equipped with software for visually impaired people to enable web pages to be read aloud to users.

Telephone

Local phone calls in Geneva may be placed by dialing directly “022 xxx xx xx” without dialing the country code +41. Likewise, phone calls to Swiss mobile phones may be placed by dialing directly “076 xxx xx xx”, 077, 078, 079, etc.

Local and international calls can be made from the three public booths located on the ground floor of the WIPO AB Building, near the main elevators. Credit cards are

accepted as well as phone cards, which may be purchased at the Post Office (see below). Incoming calls can be made to the WIPO switchboard (Tel: +41 22 338 9111).

Participants should switch their mobile phones to silent mode during meetings.

Other Matters Related to the IGC Sessions

Media

Journalists wishing to cover the IGC sessions, and who are not UN-accredited, are invited to apply for WIPO media accreditation by sending a request by e-mail to the News and Media Section on their media organization's letterhead at publicinf@wipo.int.

Journalists applying for accreditation must submit proof that they represent a *bona fide* media organization according to the standards defined by the United Nations.

To facilitate coverage, a press room is available in the foyer of the WIPO Conference Hall.

WIPO press officers are available throughout the IGC sessions to assist with any press requests (publicinf@wipo.int; Tel: +41 22 338 8161 and +41 22 338 7224).

Participants wishing to communicate their statements to the press may provide them to the WIPO press officers, the WIPO Conference staff or the Document Desk located outside the plenary room.

WIPO Library

With its holdings of some 35,000 monographs and over 300 periodicals and journals, the WIPO Library collection covers all aspects of intellectual property. These materials can be consulted in the Library's Reading Room. An online catalogue lists the titles available in the print collection: <http://www.wipo.int/library/en/>.

All participants are welcome to visit the WIPO Library during their stay in Geneva. They can enter with their official conference (admission) badge.

The Library is located on the first floor of the WIPO NB Building. Opening hours: Monday to Friday, from 9 a.m. to 5 p.m. (library@wipo.int; Tel: +41 22 338 8573).

WIPO Information Center

Located in the lobby of the WIPO AB Building, the WIPO Information Center offers a selection of WIPO publications and souvenirs, as well as reference books in the field of intellectual property. It also houses a number of computers with Internet access.

WIPO Photographer

WIPO's official photographer is present during the meetings to take photographs of participants and make them available on the WIPO Flickr site. Participants can download photos free of charge directly from the Flickr site. Participants can signal to the photographer that they do not wish to be photographed, either during the meetings or in advance to photos@wipo.int. Photos can also be immediately

withdrawn from the Flickr site by notifying the photographer or sending an e-mail to photos@wipo.int.

WIPO Medical Emergencies and Insurance for Participants

Ambulance and Medical Emergency Phone number: 144

The WIPO Medical Unit is located in the WIPO GBI Building, Room GBI 0.6, near the WIPO AB Building lobby (Tel: +41 22 338 9128. Open Monday to Friday, 8.30 a.m. to 6 p.m.)

If the Medical Unit is closed and outside working hours, and only in case of emergency, participants may contact the *Groupe Médical d'Onex* or the *Hôpital Cantonal*.

- *Groupe Médical d'Onex*: Route de Loëx 3, 1213 Geneva (Tel: +41 22 879.50.25. Emergency room 7 days a week – 7 a.m.-11 p.m.; +41 22 709 00 00; Route de Chancy, 98, 1213 Onex)
- *Hôpital Cantonal*: 24 rue Micheli-du-Crest, 1205 Geneva (Tel: +41 22 372 3311. Open 24/7)

A pharmacy close to WIPO is located at: *Pharmacie Populaire, 42A rue de Moillebeau*, 1202 Geneva (Tel: +41 22 740 0160)

For the duration of the IGC meetings, all participants are covered by illness and accident insurance schemes. If an illness requiring urgent care or an accident occurs during the meetings (even if outside the premises), participants should contact the WIPO Medical Unit.

In case of accident, and in order to reimburse any medical costs as quickly as possible, participants should contact the Pension and Insurance Unit and fill a declaration form (hrpi@wipo.int; Tel: +41 22 338 8166, 8566, 9733 or 8575).

For more details, please refer to the document entitled “Important notice for participants – Urgent illness and accident insurance schemes,” available from the Document Desk.

Travel and Practical Information on Geneva

Entry Visas for Switzerland

Important notice: All participants are responsible for obtaining their own visa.

Attention is drawn to the strict provisions in force regarding entry into Switzerland, and particularly the requirement by the Swiss authorities to provide biometric data (10 fingerprints and facial image). This implies the applicant's presence in person at a Swiss Representation to submit and register biometric data (this may even require traveling to a neighboring country). It is important to note that the Swiss authorities will not authorize entry in Switzerland without the required biometric visa and will not deliver entry visas on arrival. Delivery of the required visa (Schengen visa) may take up to 21 days. Therefore, any visa application should be filed by the traveler at the latest three weeks before departure.

Hotels

Accommodation in Geneva is often in high demand and participants are recommended to make hotel reservations well in advance. **WIPO does not have a hotel reservation service** and participants should book hotels directly or through their permanent missions. Information and hotel reservations are available at: <http://www.geneve-tourisme.ch/en/accommodation>.

A list of negotiated hotel rates issued by the United Nations Office at Geneva (UNOG) is available at: http://www.wipo.int/export/sites/www/meetings/en/docs/hotel_list_geneva_2016-2017.pdf

The Geneva Delegates Welcome Service offers logistical support for the planning of participants' accommodation and may grant financial aid to participants from least developed countries (LDCs) and non-governmental organizations (NGOs), on a case-by-case basis. Further information may be found at: <http://www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php>

Public Transports and Taxi Services

Participants arriving at the Geneva airport can obtain a free public transport ticket valid for an 80-minute journey around the Geneva area. The free ticket can be obtained at the automatic distributor located in the baggage claim area, just before going through customs. From the airport, buses 5 and 28 stop at Place des Nations (UN flag entrance and "Broken Chair" monument), at walking distance from WIPO. The train takes only six minutes from the Cointrin airport train station to the Cornavin Geneva central station.

Participants staying in a Geneva hotel can obtain a local transportation card from the hotel reception free of charge, valid for the entire duration of their stay. The personal and non-transferable card allows free access to trams, buses, trains and yellow taxi-boats on Geneva's territory.

The following bus and tram stops are within walking distance from WIPO (see Map):

- Bus stop: "Vermont", bus line 5 (this line goes to and from the airport);
- Bus stop: "UIT", bus lines 8, 11 and 22; and
- Bus/Tram stop: "Nations", bus lines 5, 8, 11, 22, 28, F, V, Z; tram line 15.

Further information on Geneva public transportation can be found at: <http://www.tpg.ch/en/web/site-international> and <http://www.unireso.ch>.

The nearest taxi stand is located just outside the *Centre International de Conférences Genève* (CICG) on *9 Rue de Varembe*. Taxis may be called by dialing +41 22 320 2020, +41 22 320 2202 or +41 22 331 4133. Requests for a taxi may also be made at the WIPO Access Center.

Bank and Post Office

Geneva's local currency is the Swiss franc (CHF). There are currency exchange counters in the arrival area of the international airport, in the hotels and bank offices.

The closest bank office to WIPO is the UBS Vermont-Nations Branch, located at *17bis chemin Louis Dunant*. Opening hours: 8.30 a.m. to 4.30 p.m. (Cash dispenser ATM 24/7).

Please be informed that there are only two cash desks operational at UBS Vermont-Nations Branch. Therefore, participants may experience delays to cash their DSA payment orders, in particular on the first two days of the meeting. Participants may wish to cash their orders from Wednesday onwards.

A cash dispenser ATM is also available on the ground floor of the WIPO GBI Building (right-hand side of the lobby of the WIPO AB Building). The ATM can deliver Swiss francs and Euros using internationally-recognized bank and credit cards.

The nearest Post Office is located at the CICG, *17 Rue de Varembeé*. Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.

Safety and Security

The WIPO Safety and Security Coordination Service (SSCS), Security Operation Center (SOC) is available 24/7 (Tel: 9999 or + 41 22 338 9999; security.coordination@wipo.int).

Other important numbers include:

- Police: 117
- Fire Brigade: 118
- Roadside Assistance: 140
- Geneva Lost & Found: +41 22 546 0900

Although Switzerland (Geneva) is rated as “low risk” regarding personal safety and security, participants should remain vigilant regarding their safety and the security of their property. Petty crime and crimes using distraction methods are common in a number of areas in the city (train/bus terminals) and involve pickpocketing as well as purse and/or cell-phone snatching. Robbery and/or threats of robbery are uncommon, but not unheard of. If accosted, do not resist and comply with demands to turn over personal property. Remember that personal safety is of paramount concern.

The WIPO Safety and Security Coordination Service recommends that participants carry photocopies of their passports and other identification documents. Participants should secure original, important documents/identification in a hotel or room safe.

Participants should report all security incidents (crime/attempts) to the Police and to WIPO’s Safety Security Coordination Service. SSCS can provide participants with assistance if a police report is required and to provide liaison with the Geneva Diplomatic Police Group.

WIPO’s onsite security guard force, *Protectas*, is available to assist should a safety/security incident occur on the WIPO campus or in close proximity to it and if immediate assistance is required. They can be reached via the emergency number 9999 from WIPO internal phones and via +41 22 338 9999 on external phone lines.

In the unlikely case of an evacuation, participants must observe posted safety guidance and follow the direction of WIPO’s security team.

Further information and advice on security matters in Geneva can be found on the website of the Geneva Police at:
<http://www.geneve.ch/police/communiqués/divers/welcome.asp?comId=120>

Map

