



**International Hydrological Programme**  
17<sup>th</sup> session of the Intergovernmental Council  
(Paris, 3 – 7 July 2006)

**General information and guidelines concerning  
the 17<sup>th</sup> session of the Intergovernmental Council of IHP**

## VENUE

The 17<sup>th</sup> session of the Intergovernmental Council of the IHP will meet from 3 to 7 July 2006 in Meeting Room X, located in the main UNESCO Headquarters building (Fontenoy). Entrance to the building is at 7 place de Fontenoy, 75007 Paris. Access map and information on UNESCO Headquarters are available at:

[http://portal.unesco.org/en/ev.php-URL\\_ID=6427&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/en/ev.php-URL_ID=6427&URL_DO=DO_TOPIC&URL_SECTION=201.html)

## REGISTRATION

Participants to the session are invited to enter UNESCO through its main entrance at the address above. **No participants will be authorized to enter the building without the proper IHP Council session badge.** Please request your badge at the IHP desk installed before the security gate.

Participants with badges are then invited to proceed to the reception counter outside Room X to formally fill in a registration form. Please note that the address to be given on the registration form should be a full postal address, which will appear in the List of Participants and the final version of the Summary Report. Telephone, telefax and e-mail co-ordinates are also requested.

Participants are requested to wear their badges throughout the session as these serve as “laissez-passer” into the UNESCO buildings. The colors of the badge signify the following:

Red : Delegates of Member States, members of the IHP Intergovernmental Council  
Green : Representatives of Organizations  
Yellow : Observers, etc.  
Blue : UNESCO staff

## DOCUMENT KITS

Documentation for the session will be available – upon presentation of your badge and upon submission of the filled-in registration forms – at the Room X reception counter. Participants will be handed their working documents in folders color-coded as follows: **Red**-English; **Blue**-French; **Green**-Spanish; **Yellow**-Russian.

## MEETINGS

The Council will meet in plenary in Room X from 10.00 to 13.00 and from 15.00 to 18.00, unless otherwise announced by the Chairperson. When deemed necessary *ad hoc* sessional groups will meet in Rooms III, V, VI, VII and VIII, and will be announced by the Chairperson and notified on a board outside Room X.

The official working languages are English, French, Spanish and Russian. Interpretation is provided in plenary (Room X) only.

## ELECTIONS

Each electoral region will be requested to propose candidates for membership in the IHP Bureau and in the Resolutions Drafting Committee. Regions II (Eastern and Central Europe), III (Latin America and the Caribbean) and Va (Africa) will be requested to propose candidates to the IHP Finance Committee. Regional electoral consultations for the nominations of office bearers to the above-mentioned posts shall take place just prior to the opening plenary session on **Monday, 3 July, from 09.30 to 10.00**, at the following meeting rooms: Regions I and II (Europe and Northern America) in Room X; Region III (Latin America and the Caribbean) in Room III; Region IV (Asia and the Pacific) in Room VI; Region Va (Africa) in Room VII; and Region Vb (Arab States) in Room VIII.

## OFFICIAL DOCUMENTATION

Should participants wish to obtain a copy of any document that is not in their folders, they should request it from the documentation clerks in the meeting room. New documents, as they become available, will be distributed in the delegation pigeonholes behind the Room X reception desk, or directly to Delegates in the meeting room, if so decided by the Chairperson.

Session documents shall also be posted on the IHP website at:  
<http://www.unesco.org/water/ihp/council/17th/>

## DISTRIBUTION OF OTHER DOCUMENTS

Any other documentation that Delegates might wish to have distributed, including National Reports, should be referred to the IHP Secretariat or to the reception desk prior to distribution. It is regretted that no copying services can be provided by the Secretariat for the reproduction of such documentation.

## SERVICES

### ▪ COMPUTER AND E-MAIL

Four desktop PCs will be at the disposal of the Delegates outside Room X. Wireless internet connection (WiFi) is provided in all meeting rooms.

### ▪ TELEPHONE CALLS

Local (and within-house calls) may be made by participants themselves from the telephone booths outside Room X. For long distance calls, telephone cards may be purchased from the Magazine Kiosk and calls made from specially equipped phone booths located near the Fontenoy and Suffren entrances.

### ▪ TELEFAX AND E-MAIL

The IHP Secretariat telefax number is +33 (0)1 45 68 58 11. E-mail messages can be sent to:  
[ihp@unesco.org](mailto:ihp@unesco.org).

### ▪ MAIL

Participants should check with the receptionists. The mailing address is UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France. Please note that incoming mail should clearly state "(NAME), PARTICIPANT IN INTERGOVERNMENTAL COUNCIL OF THE IHP" in order to ensure immediate delivery.

- BANK

The **Société Générale** has a branch on the first floor of UNESCO Headquarters. Opening hours:

<u>Ordinary banking</u>	:	Monday to Friday from 09.30 – 12.15 and 13.15 – 16.15
<u>Exchanging operations:</u>		Monday to Friday from 10.00 – 12.00 and 13.45 – 15.45

**Cash point:** An ATM (automatic teller machine | distributeur des billets | cajero automático) is available at the “Salle des Pas Perdus”, ground floor level.

- TRAVEL AGENCY

**Wagons-Lits** has a branch on the first floor of UNESCO Headquarters. Opening hours: Monday to Friday from 09.00 to 18.00.

- CAFETERIA / RESTAURANT (Fontenoy Building)

Restaurant	:	7 <sup>th</sup> floor. For reservations, Tel: 81600
Conference Bar	:	Basement level (A.117). Breakfast from 08.30. Tel: 80307
Cafeteria	:	7 <sup>th</sup> floor. Tel: 81605