How can humanitarian civil society better navigate a complex world?
The importance of NGO engagement with host governments
Welcome to ICVA’s 2017 Annual Conference

A warm welcome to all those travelling to Geneva.

This information pack outlines the range of events held from the **Tuesday 28th March**, to **Thursday, 30th March**, including ICVA’s Annual Conference, Members’ meet, a range of workshops, and an NGO symposium.

To ensure you are aware of the various events, please review the week’s schedule of events, and the agendas for each meeting. All events are held at the CICG, in Geneva, Switzerland.

For those travelling to Geneva, a range of logistical information is included at the end of this pack.

With our best regards,

ICVA Secretariat

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Acknowledgements

ICVA is grateful to its membership, Board and partners for dues, other contributions and in-kind support.

We would also like to thank the following governments, organizations and members for supporting this event.

- German Humanitarian Assistance
- IKEA Foundation
- Ministry of Foreign Affairs of Denmark
- Norwegian Ministry for Foreign Affairs
- Permanent Mission of Australia to the United Nations’ International Development Fund (IDF)
- Swedish International Development Cooperation Agency, Sida
- Swiss Agency for Development and Cooperation (SDC)
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2017 ICVA Annual Conference, Members’ meet and NGO symposium
28 – 30 March
CICG, Geneva, Switzerland

Schedule of events

Tuesday 28 March
09:00 – 17:30  ICVA Annual Conference: How can humanitarian civil society better navigate a complex world?
ICVA’s 2017 Annual Conference will serve as the launch of a two-year project, supporting NGOs undertaking humanitarian action to better navigate a complex world and protect their capacity to operate. Over the course of the day, we will explore how more effective NGO engagement with host governments can strengthen the ability to operate at field levels.
Open to ICVA members and registered guests.

17:30 – 19:00  Cocktail Reception

Wednesday 29 March
08:30 – 12:15  ICVA 2017 Members’ meet
ICVA’s half-day Members’ meet will report back on ICVA’s progress in line with its 2015 – 2018 Strategy; present ICVA’s 2017 work-plan; commence preparations for ICVA’s 2018 General Assembly; and collect member input into ICVA’s post-2018 Strategic Directions
Open to ICVA members and invited guests.

12:15 – 13:30  Lunch break, and side meeting with NGO fora

13:30 – 16:30  Workshop: Working together to improve humanitarian transparency
Development Initiatives and ICVA are holding a consultation bringing together humanitarian data publishers and users to explore the use & benefits of the International Aid Transparency Initiative (IATI) Standard & how it can be enriched to monitor the needs of the humanitarian community.
Registration via Development Initiatives’ here

16:30 – 17:30  Workshop: The Grand Bargain: What does it mean for ICVA members?
Hosted by the Global Public Policy Institute (GPPi), participants will discuss how the Grand Bargain impacts day-to-day operations, and whether the Grand Bargain could make aid delivery more efficient. Results from the discussion will be integrated into an annual report on Grand Bargain implementation, led by GPPi.
Public meeting. Contact jsteets@gppi.net for more information

Thursday 30 March
09:00 – 14:45  NGO symposium: Strengthening NGO engagement with host governments
This NGO and invite only symposium will delve further into the issues discussed during the Annual Conference, and serve as the first in a series of consultations and further research to better support NGOs engage directly with host governments
Open to invited NGOs. Contact james.schell@icvanetwork.org for more information
ICVA’s 2017 Annual Conference will serve as the launch of a two-year project, supporting NGOs undertaking humanitarian action to better navigate a complex world. Over the coming two years, we will specifically explore how more effective NGO engagement with host* governments can strengthen the ability to operate at field levels.

Witnessing an increasingly multi-polar and fragile geo-political environment, coupled with struggling multilateral approaches, humanitarian organisations are experiencing increasing difficulties to operate.

For NGOs, these difficulties are often manifested through increasingly burdensome regulatory environments; limited access to affected populations; provocation and stigmatization in the media; and intimidation, threats and attacks on humanitarian action.

Whilst acknowledging an increasingly diverse humanitarian landscape, it is often host governments who retain the most influence in enabling the space for NGOs to operate.

Most NGOs however, do not engage directly with host governments at national level. This engagement is often undertaken through the United Nations, diplomatic channels and the media. ICVA’s Annual Conference and subsequent project will explore additional and complementary approaches to engage with host governments, with the goal of ensuring timely and appropriate support to people affected by humanitarian crisis.

Through a series of key note presentations and panel discussions, join us on March 28 as we discuss:

- What do we mean by ‘humanitarian civil society’? Is the operational space of humanitarian NGOs shrinking or evolving? What are the regional and global drivers impacting this shift?

- What changes are NGOs witnessing and experiencing in humanitarian contexts?

- What approaches do NGOs currently use to engage with host governments? How can more effective engagement between NGOs and host Governments help NGOs in their ability to operate at the field level?

* “Host government” refers to the government of a country where humanitarian action is taking place.
### 2017 ICVA Annual Conference

**How can humanitarian civil society better navigate a complex world?**

**The importance of NGO engagement with host governments**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>08:30 – 09:00</td>
<td>Morning coffee and registration</td>
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<tr>
<td>09:00 – 09:15</td>
<td>Introductory session and welcome address</td>
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<tr>
<td>09:15 – 09:40</td>
<td><strong>How is civil society evolving? Why? Where is it headed?</strong></td>
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<td>09:40 – 10:00</td>
<td>Dr. Amanda Murdie: Professor of International Affairs and Dean</td>
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<td>Rusk Scholar of International Relations, University of Georgia</td>
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<td>10:00 – 10:30</td>
<td>Reflections and Q&amp;A</td>
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<td>10:30 – 11:00</td>
<td>Refreshment break</td>
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<tr>
<td>11:00 – 11:15</td>
<td><strong>Round One: ‘Amplify your initiative’</strong></td>
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<td>5 minute interventions on how NGOs are navigating a complex world.</td>
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<tr>
<td>11:15 – 12:15</td>
<td>Panel session one: <strong>NGO experiences in navigating a complex world:</strong></td>
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<td></td>
<td>What changes are we witnessing?</td>
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<td></td>
<td><strong>Ms. Sema Genel</strong>, Director, Support to Life</td>
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<td></td>
<td><strong>Ms. Pansy Tun Thein</strong>, Executive Director, Local Resource Centre,</td>
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<td></td>
<td>Myanmar</td>
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<td><strong>Mr. Adam Combs</strong>, Regional Director – Asia/Europe, Norwegian</td>
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<td>Refugee Council</td>
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<td>12:15 – 12:30</td>
<td><strong>ICVA: 2017 At a glance</strong></td>
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<td>ICVA Secretariat representative</td>
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<td>12:30 – 13:30</td>
<td>Lunch</td>
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<td>13:45 – 14:45</td>
<td>Panel session two: <strong>Reflections on host government engagement with NGOs undertaking humanitarian action</strong></td>
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<td><strong>Ms. Ayan Nuriye</strong>, Programme Officer for Humanitarian Affairs, Intergovernmental Authority on Development (IGAD)</td>
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<td><strong>Ms. Loretta Hieber-Girardet</strong>, Chief Inter-Cluster Coordination Section, OCHA</td>
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<td><strong>Mr. Berk Baran</strong>, Deputy Permanent Representative of Turkey to the United Nations Office at Geneva</td>
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<tr>
<td>14:45 – 15:15</td>
<td>Refreshment break</td>
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<tr>
<td>15:30 – 16:30</td>
<td>Panel session three: <strong>Can stronger NGO engagement with host Governments promote the ability for NGOs to operate?</strong></td>
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<td><strong>Mr. Christian Captier</strong>, Former MSF Swiss General Director, Head of Project – Sharing Incident Memory &amp; Mitigation Project - Médecins sans Frontières</td>
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<td><strong>Mr. Naseer Memon</strong>, Chief Executive Strengthening Participatory Organisation (Pakistan)</td>
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<td><strong>Ms. Suzanna Tkalec</strong>, Humanitarian Director, Caritas Internationalis</td>
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<td>16:30 – 17:00</td>
<td>‘I want to hear more...’</td>
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<tr>
<td>17:00 – 17:30</td>
<td>Closing reflection and wrap-up</td>
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<tr>
<td>17:30 – 19:00</td>
<td>Reception (CICG)</td>
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ICVA Members’ meet

Wednesday 29 March
CICG, Geneva, Switzerland

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>08:30 – 09:30</td>
<td>2015 – 2018 Strategy check-in and membership update</td>
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<tr>
<td>09:30 – 10:30</td>
<td>ICVA’s 2017 Work Plan</td>
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<tr>
<td>10:30 – 11:00</td>
<td>Refreshment break</td>
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<tr>
<td>11:00 – 11:30</td>
<td>Preparations for 2018 General Assembly and Board elections</td>
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<tr>
<td>11:30 – 12:15</td>
<td>Brainstorming post 2018 Strategic Directions</td>
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<tr>
<td>12:15 – 13:30</td>
<td>Lunch break</td>
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<tr>
<td>(IN PARALLEL)</td>
<td>Side meeting with NGO fora</td>
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Afternoon Workshops

Wednesday 29 March
CICG, Geneva, Switzerland

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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| 13:30 – 16:30 | Working together to improve humanitarian transparency  
Development Initiatives and ICVA are holding a consultation bringing together humanitarian data publishers and users to explore the use & benefits of the International Aid Transparency Initiative (IATI) Standard & how it can be enriched to monitor the needs of the humanitarian community. 
*Register separately for this session [here](#)* |
| 16:30 – 17:30 | The Grand Bargain: What does it mean for ICVA members?  
Hosted by the Global Public Policy Institute (GPPI), participants will discuss how the Grand Bargain impacts day-to-day operations, and whether the Grand Bargain could make aid delivery more efficient. Results from the discussion will be integrated into an annual report on Grand Bargain implementation, led by GPPI. 
*Open session* |
ICVA’s 2017 Annual Conference served as the launch of a two-year project, supporting NGOs undertaking humanitarian action to better navigate a complex world and strengthen their capacity to operate. Whilst acknowledging an increasingly diverse humanitarian landscape, it is often host governments who retain the most influence in enabling the space for NGOs to operate. This project therefore focuses specifically on how more effective NGO engagement with host governments can strengthen the ability to operate at field levels.

Informed through an initial research phase in 2017, key initiatives and tools will be developed, supporting NGOs to engage more strategically with host governments and strengthen their ability to operate.

This NGO symposium represents the first step in a series of consultations undertaken at global, regional and national levels, comprising a key part of the research phase. Over the course of the day, we will discuss:

- Are NGOs systematically engaging with Governments at national levels?
- How do NGOs predominantly engage? What is the primary approach? Does it work?
- Do NGOs prioritise and invest in this engagement with host governments? What are the factors limiting stronger engagement?
- How can this engagement be strengthened? What is needed to achieve this?
- Where, and on what, should successive phases of this research focus on?

**INDICATIVE AGENDA**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>08:45 – 09:00</td>
<td>Welcome tea &amp; coffee</td>
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<tr>
<td>09:00 – 09:10</td>
<td>Introduction and overview of day</td>
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<tr>
<td>09:10 – 09:30</td>
<td><strong>Presentation of ICVA project:</strong> Strengthening NGO engagement with host governments</td>
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<tr>
<td>09:30 – 10:30</td>
<td><strong>Discussion session one:</strong> How do NGOs predominantly engage with host governments at the national level?</td>
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<tr>
<td>10:30 – 10:45</td>
<td>Morning break</td>
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<td>10:45 – 11:30</td>
<td><strong>Myanmar Case study:</strong> Myanmar Local Resource Centre &amp; INGO forum</td>
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<tr>
<td>11:30 – 12:30</td>
<td><strong>Discussion session two:</strong> What are the internal and external factors limiting more effective engagement? How can this engagement be strengthened?</td>
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<tr>
<td>12:30 – 13:15</td>
<td>Lunch break</td>
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<tr>
<td>13:15 – 14:00</td>
<td><strong>Pakistan Case study:</strong> Community World Service Asia &amp; Pakistan Humanitarian Forum</td>
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<tr>
<td>14:00 – 14:30</td>
<td><strong>Discussion session three:</strong> Where, and on what, should successive phases of this research focus on?</td>
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<tr>
<td>14:30 – 14:45</td>
<td>Wrap-up and close</td>
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Practical Information – Sponsored participants
ICVA’s 2017 Annual Conference - 28 March 2017
Venue: Centre International de Conférences Genève (CICG) Geneva, Switzerland

Denotes information for ICVA sponsored participants

What should you bring?

Please bring the following documents with you in your hand luggage:
1. ICVA visa request letter – if applicable
2. Copy of all the supporting documents you needed when you applied for your Schengen Visa to come to Switzerland – if applicable
   NB: The immigration authorities may request to see these documents
3. Valid residency permit or equivalent document (e.g. Exit/return visa) that allows you to travel back to your country of residence – if applicable
4. Passport with valid Schengen/Swiss visa – if applicable
5. E-ticket or printed boarding passes for your flights
6. Travel insurance certificate
7. Hotel booking confirmation
For ICVA sponsored participants
8. Original copy of official receipts that you are claiming payment for (i.e., visa fee) – if applicable

Other items to add to your check-in luggage:
- Weather appropriate clothing [check weather forecast before you leave]
- Raincoat and/or umbrella [in case of wet weather]

Travel to Geneva

Entry and leaving the Schengen area
We kindly remind you that your visa is valid only for the inclusive dates approved by the embassy. You are required to leave the Schengen area before your visa expires.

Connecting flights and passport and security checks
Please be at your departure airport at least 2 hours before the scheduled departure time. Baggage and passport inspection may take more time than usual, depending on the volume of passengers at a given time.

Please check your airline’s baggage policies regarding contents and size/weight limits. Ensure that your hand-carry baggage does not include hazardous materials or liquid containers with more than 100 ml.

Please be aware that the time indicated on your flight ticket refers to the local time in your connecting/transit airport. It is best to be present at the boarding gate as soon as you can for your connecting flights.

If you think that you will not have enough time to reach your connecting flight because of any delay, please inform the cabin crew immediately. Request them to inform the airline ground crew of your connecting flight.

In case you missed your connecting flight or it was cancelled, please go to the airline’s desk in the airport and request them to put you in the next flight to Geneva because you have to arrive in time for your very important conference.
Finally, in Geneva!

Your will be arriving at and departing from Geneva-Cointrin International Airport. As much as we would want to, unfortunately, we would not be able to organize airport pick-up for you or accompany you around.

Let this step-by-step notes guide you.

Get free public transport ticket – airport’s baggage claim area

At the baggage claim area (just before the Customs section)

- Look for this ticket machine and get a free ticket for Geneva public transport which is valid for 80 minutes.
- Locate the baggage carousel corresponding to your flight number and collect your luggage.
- Exit through the Customs section.

In case your luggage did not arrive with the flight: inform the airport baggage staff and you will be directed to the Lost baggage section to complete a declaration form.

Please keep your boarding pass as proof that you were in the flight.

Accommodation

For ICVA supported participants:

Supported Participants are booked in standard single rooms at the Hotel Ibis Budget Genève and ICVA staff and presenters at Hotel Windsor.

You will receive a hotel booking confirmation by email. For those who applied for visas, this has already been sent to you as part of the required documents.

Please scroll down for directions on how to get from Geneva Airport to Hotel Ibis and Hotel Windsor and more.

For others, suggestions for moderately priced accommodation include:

Hotel Ibis Budget Genève (ex Etap Hotel)
26 Avenue Louis Casaï - 1216 Cointrin – Geneva, Switzerland
Telephone no: +41 (0) 22 710 46 36 - Fax : +41 (0) 22 710 46 10
Email: H5653-AM@accor.com

Hotel Windsor
31, rue de Berne
CH-1201 Geneva
Telephone no : +41 22 715 16 00
Email : contact@hotel-windsor.ch

Geneva Airport to the Hotel Ibis Budget Genève

Travel time: 6 minutes

1. Go out of the arrival area. Take left and walk until the revolving doors which will lead you to the SBB-CFF-FFS Centre Commercial. Go up one floor then go out of the building’s front entrance where you will find the stop for Bus 10
1. **Board Bus 10** (Direction: Rive)
   *Get off* at the 5th stop: Pailly (Balexert)
   Hotel Ibis budget Genève is located just across the street.

**Hotel Ibis Budget Genève** (ex Etap Hotel)
26 Avenue Louis Casaï - 1216 Cointrin – Geneva, Switzerland
Telephone no: +41 (0) 22 710 46 36 - Fax: +41 (0) 22 710 46 10

If, for some reason, you will not be able to make it to Geneva on time or not at all, please send an email to: H5653-AM@accor.com (cc to: mylene.soto@icvanetwork.org) as soon as you can.

**Hotel check-in/check-out**
- **Check-in time:** 12 noon; **check-out time:** 12 noon
- Inform the hotel reception that you are with the ICVA booking.
- You will be requested to present your passport as you check-in.
- ICVA is paying for the rooms on a single occupancy basis, including breakfast, city tax and Geneva transport card. If you wish to invite someone to share your room, you will have to pay Hotel Ibis for the additional fees of the second person.
- If you are paying for some nights of your stay, please settle your bills as you check-in.
- The receptionist will give you a **free public transportation card** which is valid during your stay within the city of Geneva only.
- Kindly settle your incidental bills (laundry, meals (except breakfast), phone bills, etc) before checking out.
- There is free Wi-fi access in the hotel room.

**Hotel Ibis Budget Genève to the CICG - Annual Conference, Members’ meet and NGO symposium venue**

**Travel time:** 21 minutes

You will take 2 bus rides:

- **From Hotel Ibis,** cross over to the side of the Balexert Commercial Center.
- Take **Bus 10** at Pailly (Balexert) - (Direction: Rive).
- **Get off** at next stop: Bouchet
- **Cross diagonally** to the left side where you will see Tea-room Bouchet along Carrefour du Bouchet.
- **Continue walking,** past the Eglise Apostolique Evangélique until Pharmacie du Bouchet.
- **Cross to Avenue du Bouchet** and you will see the Bouchet stop of **Bus 22** (Direction: Nations).
- Take **Bus 22** (Direction: Nations). **Get off** at 7th or last stop: Nations, in front of the ITU (International Telecommunications Union) building. **Walk for a few meters and turn right to rue de Varembé.** Continue walking until you reach CICG.
- **To return to Hotel Ibis Budget:** take the same **Bus 22** (Direction: Tours-de-Carouge)

**CICG - Annual Conference venue to ICVA office**

**Travel time:** **Bus 22 - 3 minutes** or **Walking time:** 5 minutes

**Bus 22**  
(Direction: Tours-de-Carouge): **Get off** at 3rd stop: **Motta**
Walking
Turn left as you get out of the CICG building. Walk up the stairs and you will reach Chemin Louis-Dunant then turn right to Avenue Giuseppe-Motta. Look for the PWC building and walk along its side then cross rue du Vidollet. On your left side, you will see La Table des Nations restaurant. Enter the restaurant’s parking area and walk alongside its building and look for the ICVA sign.

Hotel Ibis Budget Genève to ICVA office
Travel time: 16 minutes
Address: Avenue Giuseppe-Motta 26-28, Geneva 1202  Tel. no: +41 (0) 22 950 9600
You have to take 2 bus rides:

- From Hotel Ibis, cross to the Balexert Commercial Centre to Pailly (Balexert) stop.
- Take Bus 10 (Direction: Rive)
- Get off at the next stop: Bouchet
- Cross diagonally to the left side where you will see Tea-room Bouchet along the street named Carrefour du Bouchet.
- Continue walking, way past the Eglise Apostolique Evangélique until the Pharmacie du Bouchet.
- Cross Avenue du Bouchet and you will see the Bouchet stop of Bus 22 (Direction: Nations).
- Take Bus 22 (Direction: Nations). Get off at 5th stop: Motta
- Walk back a bit to and cross the street named rue du Vidollet. Do not enter this street.
- On your left side, you will see La Table des Nations restaurant. Enter the restaurant’s parking area and walk alongside its building and look for the ICVA sign.

Geneva Airport to Hotel Windsor
Travel time: 7 minutes + walking 5 minutes
- Go out of the Arrival area then take left and walk straight until you reach the adjoining building called SBB CFF FFS Centre Commercial.
- Go down to the train platforms and take any train as they all stop at Gare Cornavin - Geneva’s main train station
- Descend at the first stop - Gare Cornavin.
- Go out of the Gare Cornavin’s main entrance to Place Cornavin and look for the Hotel Warwick (to your left).
- Cross over to its side and walk down along Rue des Alpes, cross Rue de Fribourg, cross Rue de Neuchâtel.
- Continue walking until you reach Rue de Berne. Turn left to Rue de Berne and walk about 90 metres. The hotel will be on your left.

Hotel Windsor
31, rue de Berne
CH-1201 Geneva
Telephone no : +41 22 715 16 00
If, for whatever reason, you will not be able to make it to Geneva on time or not at all, please send an email to: contact@hotel-windsor.ch (cc to: mylene.soto@icvanetwork.org) as soon as you can.
Gare Cornavin to CICG – Annual Conference venue

Travel time: 6 minutes

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- From Hotel Windsor or any of the hotels around Gare Cornavin, take Tram 15 (Direction: Nations).
- Get off 4th stop – Sismondi.
- Cross in the direction of UNHCR, then cross again to rue de Varembé where you will see the ITU (International Telecommunications Union) building in front of you.
- Turn right to rue de Varembé. Continue walking until you reach CICG.

For ICVA supported participants:

Per diems, boarding passes and reimbursements

Per diems and reimbursements are paid in Swiss francs (CHF). An ICVA Staff will release the per diems and reimbursements to you on the first day of the meetings. You will be requested to sign for them.

You will receive a per diem rate of 50 CHF per day which covers lunch and dinner when these are not provided during the meetings. Sandwich lunches served during the meetings are considered as meals and will then be deducted from the per diem calculations.

On the day of arrival in Geneva, participants arriving after 12:00 will receive 25 CHF. On the day of departure, participants whose flights are after 12:00 will get 25 CHF.

Boarding passes
One of our donor requirements is to submit participants’ boarding passes. Please hand over the boarding pass for your flights coming to Geneva to the ICVA staff as you collect your per diem.

Reimbursements
We will reimburse your visa fees in CHF. Please remember that all payments must be supported by the original copy of the receipts, invoices or stubs as we have to comply with funders’ audit procedures. We will be using the day’s rate to convert local currencies to Swiss francs.

Health emergencies and accident
If you are not yet covered by a travel and health insurance, we can include you in the ICVA Emergency Health and Accident Insurance under a corporate mobility insurance. This has to be arranged with ICVA before travel starts. Please note that this insurance does not cover pre-existing health problems nor regular medical or dental check-ups nor pregnancy-related emergencies. It will also automatically expire on the day you are back in your country of residence.

Weather, electricity & plugs, currency, health, safety and security reminders, and tourism

Weather
Getting worried about Switzerland’s weather? Don’t be. You can get updates here: Geneva forecast
Electricity and plugs

Electricity in Switzerland is **220 volts, 50 cycle AC**. You will likely need an adapter (and in some instances also a converter). Most European appliances also require an adapter as Switzerland uses a 3-prong outlet system (see the image above) that is smaller than most European plugs. Kindly bring your own adaptors or portable transformers should you need one. Alternatively, you may buy them from electrical shops and supermarkets.

International phone dialing country code for Switzerland: **0041**

Currency and money exchange

The currency of Switzerland is called the **Swiss francs**. Major currencies (USD, EUR, GBP, etc) can be changed at the currency exchange offices at Geneva Airport or at the Change Migros in Balexert Commercial Center (across Hotel Ibis). You may consult the [currency converter](http://www.myswitzerland.com/en-ch/geneva.html) to know the conversion rates.

Safety and security reminders

Geneva is generally a safe city and you should not encounter any problems while you are here. Nevertheless, just like anywhere else, it pays to always be mindful of what is happening around you and keeping an eye on your belongings.

Geneva public transport system

The [Transports Publics Genevois (TPG)](http://www.myswitzerland.com/en-ch/geneva.html) is an efficient and reliable network of tramways, trolley buses and autobuses.

Local tourism

In case you have some free time, these two websites could give you some interesting tips:

- [Geneva and Switzerland](http://www.myswitzerland.com/en-ch/geneva.html)

Important and emergency phone numbers and contacts

In case of emergency sickness or accident during your trip

Ms Jane Bennett | Director - ICVA Finance & Administration
Mobile no: +41 (0) 79 299 06 49

For logistics matters

Mylene Soto | Administrative & Events Assistant
Mobile phone no. (**activated from 26 to 31 March only**): +41 (0) 76 828 03 42 or
During ICVA office hours: +41 22 950 96 04
Email: mylene.soto@icvanetwork.org

For programme-related matters
Mr James Schell  |  Programme Coordinator
Email: James.schell@icvanetwork.org

Emergency cases ONLY concerning flights, you may contact Interhyve Travel:
+ 41 (0)79 927 78 69

International Council of Voluntary Agencies (ICVA)
26-28 avenue Giuseppe Motta 1202 Geneva, Switzerland
Tel: +41 (0)22 950 9600

Hotel Ibis Budget Genève (ex Etap Hotel)
26 Avenue Louis Casaï - 1216 Cointrin – Geneva, Switzerland
Telephone no: +41 (0) 22 710 46 36 - Fax : +41 (0) 22 710 46 10
Email: H5653-AM@accor.com

Hotel Windsor
31, rue de Berne
CH-1201 Geneva
Telephone no : +41 22 715 16 00
Email : contact@hotel-windsor.ch

Emergency numbers in Geneva
Police: 117
Fire brigade: 118
Ambulance: 144

Hospitals
Hôpitaux Universitaires de Genève
rue Gabrielle-Perret-Gentil 4
Tel.no: 022 372 33 11

Hôpital de la Tour
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