

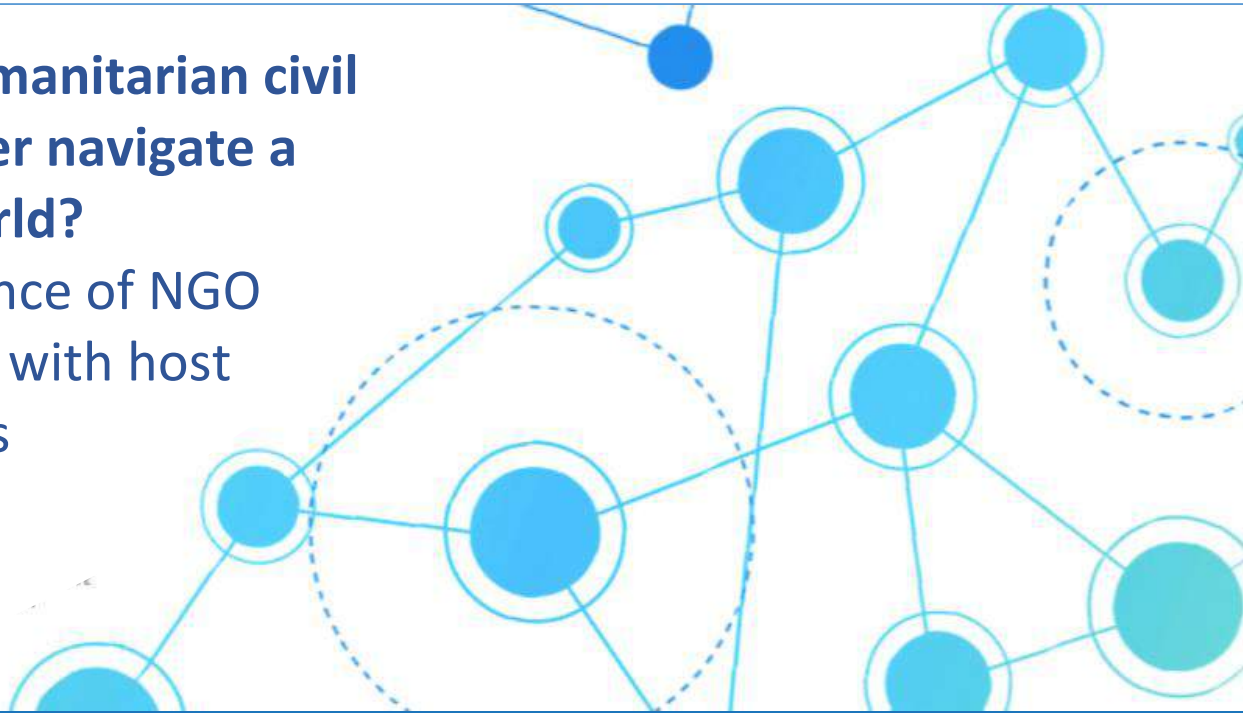


A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION

ICVA 2017 Annual Conference

How can humanitarian civil society better navigate a complex world?

The importance of NGO
engagement with host
governments



Participant Information Pack

March 28

ICVA Annual Conference

March 29

ICVA Members' Meet & afternoon workshops

March 30

NGO symposium

CICG, Geneva, Switzerland

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

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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Schedule of events

2017 ICVA Annual Conference,
Members' meet and
NGO symposium



28 – 30 March
CICG, Geneva, Switzerland

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



A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION

2017 ICVA Annual Conference

28 March 2017

CICG, Geneva, Switzerland

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**.

How can humanitarian civil society better navigate a complex world?

The importance of NGO engagement with host governments

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?

Tuesday 28 March
09:00 – 17.00, CICG, Geneva

To register, visit [ICVA's website](#)

For more information, contact secretariat@icvanetwork.org

* "Host government" refers to the government of a country where humanitarian action is taking place.

How can humanitarian civil society better navigate a complex world?

2017 ICVA Annual Conference



The importance of NGO engagement with host governments

28 March
CICG, Geneva, Switzerland

08:30 – 09:00	Morning coffee and registration
09:00 – 09:15	Introductory session and welcome address ICVA Board and Secretariat representatives
09:15 – 09:40	How is civil society evolving? Why? Where is it headed? Dr. Amanda Murdie: Professor of International Affairs and Dean Rusk Scholar of International Relations, University of Georgia
09:40 – 10:00	Global trends and drivers impacting civil society and humanitarian NGOs Mr. David Moore: Vice President – Legal Affairs, International Centre for Not-for-Profit Law (ICNL)
10:00 – 10:30	Reflections and Q&A
10:30 – 11:00	Refreshment break
11:00 – 11:15	Round One: ‘Amplify your initiative’ 5 minute interventions on how NGOs are navigating a complex world.
11:15 – 12:15	Panel session one: NGO experiences in navigating a complex world: What changes are we witnessing? <ul style="list-style-type: none"> ▪ Ms. Sema Genel, Director, Support to Life ▪ Ms. Pansy Tun Thein, Executive Director, Local Resource Centre, Myanmar ▪ Mr. Adam Combs, Regional Director – Asia/Europe, Norwegian Refugee Council
12:15 – 12:30	ICVA: 2017 At a glance ICVA Secretariat representative
12:30 – 13:30	Lunch

13:30 – 13:45	Round Two: ‘Amplify your initiative’
13:45 – 14:45	Panel session two: Reflections on host government engagement with NGOs undertaking humanitarian action <ul style="list-style-type: none"> ▪ Ms. Ayan Nuriye, Programme Officer for Humanitarian Affairs, Intergovernmental Authority on Development (IGAD) ▪ Ms. Loretta Hieber-Girardet, Chief Inter-Cluster Coordination Section, OCHA ▪ Mr. Berk Baran, Deputy Permanent Representative of Turkey to the United Nations Office at Geneva
14:45 – 15:15	Refreshment break
15:15 – 15:30	Round Three: ‘Amplify your initiative’
15:30 – 16:30	Panel session three: Can stronger NGO engagement with host Governments promote the ability for NGOs to operate? <ul style="list-style-type: none"> ▪ Mr. Christian Captier, Former MSF Swiss General Director, Head of Project – Sharing Incident Memory & Mitigation Project - Médecins sans Frontières ▪ Mr. Naseer Memon, Chief Executive Strengthening Participatory Organisation (Pakistan) ▪ Ms. Suzanna Tkalec, Humanitarian Director, Caritas Internationalis
16:30 – 17:00	‘I want to hear more...’ Opportunity for informal discussions with panelists and amplifiers
17:00 – 17:30	Closing reflection and wrap-up
17:30 – 19:00	Reception (CICG)



ICVA Members' meet

Wednesday 29 March
CICG, Geneva, Switzerland

08:30 – 09:30 **2015 – 2018 Strategy check-in and membership update**

09:30 – 10:30 **ICVA's 2017 Work Plan**

10:30 – 11:00 **Refreshment break**

11:00 – 11:30 **Preparations for 2018 General Assembly and Board elections**

11:30 – 12:15 **Brainstorming post 2018 Strategic Directions**

12:15 – 13:30 **Lunch break**

(IN PARALLEL)

12:15 – 13:30 **Side meeting with NGO fora**

Afternoon Workshops

Wednesday 29 March
CICG, Geneva, Switzerland

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

NGO symposium: NGO engagement with host governments

Thursday 30 March
CICG, Geneva, Switzerland

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

08:45 – 09:00	Welcome tea & coffee
09:00 – 09:10	Introduction and overview of day
09:10 – 09:30	Presentation of ICVA project: Strengthening NGO engagement with host governments
09:30 – 10:30	Discussion session one: <ul style="list-style-type: none"> ▪ <i>How do NGOs predominantly engage with host governments at the national level?</i>
10:30 – 10:45	Morning break
10:45 – 11:30	Myanmar Case study: Myanmar Local Resource Centre & INGO forum
11:30 – 12:30	Discussion session two: <ul style="list-style-type: none"> ▪ <i>What are the internal and external factors limiting more effective engagement?</i> ▪ <i>How can this engagement be strengthened?</i>
12:30 – 13:15	Lunch break
13:15 – 14:00	Pakistan Case study: Community World Service Asia & Pakistan Humanitarian Forum
14:00 – 14:30	Discussion session three: <ul style="list-style-type: none"> ▪ <i>Where, and on what, should successive phases of this research focus on?</i>
14:30 – 14:45	Wrap-up and close

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!

You 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 Casai - 1216 Cointrin – Geneva, Switzerland

Telephone no: [+41 \(0\) 22 710 46 36](tel:+41227104636) - Fax : [+41 \(0\) 22 710 46 10](tel:+41227104610)

Email: H5653-AM@accor.com

[Hotel Windsor](#)

31, rue de Berne

CH-1201 Geneva

Telephone no : [+41 22 715 16 00](tel:+41227151600)

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 Casai - 1216 Cointrin – Geneva, Switzerland

Telephone no: [+41 \(0\) 22 710 46 36](tel:+41227104636) - Fax : [+41 \(0\) 22 710 46 10](tel:+41227104610)

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 Varembeé**. 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 CIGC 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

15

- 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 CIGC.

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

Switzerland uses the Type J plug	Type C or Europlug is also widely used	
		

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](#) 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 \(TPG\)](#) is an efficient and reliable network of tramways, trolley buses and auto buses.

Local tourism

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

- [Geneva Tourism](#)
- [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 Casai - 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

Av. J.D. Maillard 3

Tel.no: 022 719 61 11

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www.icvanetwork.org