



**Kick-off Workshop for Phase2**  
**of the**  
**ITU Digital Transformation Centres Initiative**  
**Geneva, Switzerland**  
**16-18 March 2022**

**INFORMATION NOTE**

**VENUE**

The kick-off workshop of Phase 2 of Digital Transformation Centres Initiative will be held **from 16 to 18 March 2022** in **Geneva, Switzerland**, at the following address:

**International Telecommunication Union (ITU)**

Place des Nations  
1211 Geneva 20  
Switzerland

The workshop will be held in **room Popov of the Tower Building, rue de Varembe 2, 1202 Genève**, as from 09h00 each day.

This meeting is organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU).

**Access to ITU buildings**

[Coming to ITU](#)

The ITU premises have three interlinked buildings: The Montbrillant Building, the Tower Building and the Varembe Building (see more details at: [ITU Circulation Plan](#)).

Access to these buildings is provided via radio-frequency identification (RFID) security badges (swipe cards) that are issued during registration in the Montbrillant building.

- The Montbrillant entrance (2, rue de Varembe, extension 6788 or 6789) is open from 0600 to 2200 hours, Monday to Friday. **It is here that delegate registration takes place.**

**COVID-19 specific information related to participation in the kick-off workshop**

- Entrance to ITU HQ in Geneva does not require sanitary COVID-19 certificate(s);
- Wearing a mask **is required** within ITU premises.
- Participant's contribution in the application of the sanitary measures will be the key to achieve a successful event
  - ITU will continue to adapt COVID-19 rules issued by the Swiss Federal Office and the Canton of Geneve to the COVID-19 specific mitigation measures

within the event security plan (Preparedness/crisis Management/Business Continuity).

- Please see *Your guide towards a COVID-19 free ITU event* <https://www.itu.int/security/covid19>

## REGISTRATION

Registration for this workshop will be carried out exclusively online. Please [register here](#) and complete the form. Registered participants will receive a confirmation of registration by e-mail from ITU.

Participants are required to present their confirmation of registration to the Registration Desk at the [Montbrillant entrance of the ITU](#), together with an official identity document bearing a photograph (e.g. passport or driving licence) in order to obtain their event badge.

This badge must be worn at all times when entering or when inside the ITU premises.

Updated information on the workshop and guidelines is available at: [Phase 2 Kick-off workshop | ITU Academy](#)

## VISA PROCEDURES

Citizens of a number of countries are required to obtain a visa in order to enter Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

### IMPORTANT NOTICE FROM THE SWISS MISSION CONCERNING THE OBTENTION OF VISAS!

*Switzerland has implemented necessary measures to facilitate the issuance of visas for official delegates invited to take part in conferences and international meetings with organizations having concluded a headquarters agreement as well as other persons invited in the framework of good offices.*

*The time needed for a visa request to be processed may vary from case to case and could also depend on local circumstances. It is therefore strongly recommended to take the necessary steps well in advance so visas can be issued as required. In general, exceptions excluded, visa requests can be lodged at the earliest three months before the departure date and at the latest twenty-one days before the departure date. All visa applicants should submit completed and signed application forms as well as all other necessary documents. Applications which are not complete will be delayed and not registered until complete.*

Further information is available at: [Swiss Confederation - Federal Office for Migration](#)

### More information on Visa requirements can also be found at:

<https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas.html>.

### Visa support

Participants may, if they encounter problems, may request an invitation letter for visa support at [dtc@itu.int](mailto:dtc@itu.int).

## Entering Switzerland

- During its session of 16th February 2022, the Swiss Federal Council decided to lift nearly all protective measures, including the entry regulations.
- Hence, since 17th February, sanitary measures applied at the borders on entry into Switzerland are **lifted**. It is therefore no longer necessary for persons who aren't arriving from a country at risk to present:

- A vaccination certificate or
- A recovery certificate or
- A certificate of negative test and
- An entry form
- Please see
  - <https://www.ge.ch/en/covid-19-travelling-and-entry-switzerland>
  - <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html>
  -

Participants are encouraged to consult the [interactive travel check tool](#), available on the FOPH site which show what measure applies based on your country of origin. Please note, the Travel check is for information purposes only and cannot be used as confirmation of right to entry.

### ITU sanitary Protection Plan facing the COVID-19's pandemic current situation

Please find below some guidelines regarding ITU sanitary Protection Plan facing the Covid-19 pandemic situation.

The following links can also be helpful:

[Your guide towards a COVID-19 free ITU event](#)

1. **What if there is an outbreak of COVID-19 within the workshop, either through an ITU staff or a delegate, and the need for transparency on that – especially if asymptomatic?**
  - ITU Medical service will clinically manage potential symptomatic suspect cases, perform rapid antigen testing if necessary, and refer delegates to healthcare facilities if needed.
  - Current Swiss requirements for persons tested positive is to isolate for 5 days.
  - In the unlikely event that a participant (delegate or ITU staff) is developing severe symptoms requiring a hospitalization, the subsequent costs fall under the personal responsibility. Participants, especially those coming from a foreign country should ensure the health-related costs billed in Switzerland can be covered by their personal healthcare plan.  
<https://www.hug.ch/en/invoice>  
<https://www.hug.ch/en/you-are-domiciled-outside-geneva>
2. **What cleaning / air circulation will occur in the workshop rooms for both between meetings and at the end of each day? And what about the status of air conditioning/circulation in the ITU buildings?**
  - The ITU meeting rooms air circulation capacities are modelled with the CARA dedicated application (developed by the CERN). The tool models the COVID-19 concentration in the air and is used in the ITU scenarios for Business Continuity.
  - The cleaning protocol with ITU premises is in line with the "clean and Safe" label <https://www.myswitzerland.com/en/planning/about-switzerland/clean-safe/>

### Where can PCR tests be issued?

- Please consult the following website [COVID-19 - where can one be tested in Geneva ? | ge.ch](#) Appointments can be booked online at the Espace Lab at <https://en.espace-lab.ch/> or [Faust pharmacie - Genève - PharmOnline](#) or by phone to Proxilix medical laboratory (tel: + 41 22.341.33.14) at <http://www.proxilix.ch/>

## Delegates' corner

Welcome to Geneva! To facilitate and make your stay in Geneva more pleasant, we gathered some useful information for you. Please visit the following website: <https://www.itu.int/en/delegates-corner/Pages/default.aspx>

### Accommodation

You will find a [LIST](#) of hotels around Geneva offering special rates to ITU delegates.

Delegates attending ITU conferences and meetings may benefit from special rates in a number of hotels in Geneva. The procedure outlined below should be followed in order to simplify the reservation of hotel rooms on the special terms extended:

- Delegates must reserve their room directly at one of the hotels on this [list](#) AND NOT through any intermediary such as a travel agency or airline.
- They must confirm the booking by mailing or faxing this generic [confirmation form](#), which must include their credit card number by way of guarantee.
- When checking in, delegates may be required to provide evidence that they are attending an ITU meeting (and should in this case show their "Confirmation of Registration" letter).

**Note:** ITU has established this procedure to facilitate, but not to deal with, reservations.

### Transportation - Geneva Transport Card

Hotels and residences in the canton of Geneva now provide a free "[Geneva Transport Card](#)". With this card, public transport in Geneva is free for the full duration of your stay.

This personal and non-transferable card will be given to you when you arrive at your accommodation. It permits unlimited travel on Geneva's public transport network (UNIRESO: bus (TPG), train (CFF) and boat (Mouettes Genevoises) for the full duration of your stay.

### Electric Power supply

The **voltage** in Switzerland is similar to that in most other European countries, i.e. 230V/50Hz. Switzerland uses two types of electric plug: type C (two pins) and type J (three pins).

### Emergency services

ITU security/reception	119
Police	117
Fire	118
Ambulance	144

### Medical facilities

ITU Medical Service +41 22 730 5180 ou +41 22 730 5397

Varembé Building, First Floor (V.16)

0830-1230 hours, and 1400-1730 hours

[Vermont: Grand-Pré medical centre](#)

022 734 5150

9A rue de Vermont

[SOS Médecins](#)

022 748 4950

The doctor will come to your hotel or residence.

**Pharmacies**

[Pharmacie populaire](#)

022 318 6912

67 rue de Montbrillant

Pharmacie des Colombettes

022 740 0160

1 chemin des Colombettes

[Pharmacies outside normal opening hours](#)

After 2300 hours, call 144 to find out which pharmacy is on special late-night duty.