

Information Note for Participants

This information note is prepared for the participants of the workshop: ‘Training on developing national mercury inventories’ to be held from 12-15 July 2016



INFORMATION HIGHLIGHTS

1.	VENUE	3
2.	OPENING AND REGISTRATION	3
3.	PREPARATORY WORK	3
4.	WORKING LANGUAGES.....	3
5.	TRANSPORTATION	4
6.	VISAS	4
7.	HOTEL ACCOMMODATION	4
8.	DAILY SUBSISTENCE ALLOWANCES (DSA) AND FLIGHT TICKETS.....	5
9.	ABOUT SPAIN.....	6
10.	CURRENCY AND RATE OF EXCHANGE	6
11.	BUSINESS HOURS	6
12.	WEATHER AND TIME ZONE INFORMATION	6
	Weather	6
	Time Zone	6
13.	ELECTRICITY	6
14.	SHOPPING AND TIPS	7
15.	HEALTH INFORMATION	7
16.	EMERGENCY SERVICES.....	7
17.	SECURITY INFORMATION	7
18.	CONTACT INFORMATION.....	8
19.	DISCLAIMER	8

1. VENUE

The training on developing national mercury inventories, will be held at:

Agència de Residus de Catalunya
C/ Dr. Roux, 80,
Barcelona 08017
Spain
Tel: +34 935 673 300
Fax: +34 935 673 305
Website: <http://residus.gencat.cat/en/contacte/index.html>

2. OPENING AND REGISTRATION

Training on developing national mercury inventories will be held from 12 to 15 July 2016. The workshop will start at 9 a.m every day and close at 5 p.m.

Please note that lunch and coffee breaks would be provided to the participants throughout the workshop.

3. PREPARATORY WORK

The participants for the workshop are requested to fill out a preliminary questionnaire, answering basic questions regarding mercury related national issues. The questionnaire will be sent by UNITAR, at least two weeks prior to the workshop.

The participants of the training on developing national mercury inventories (12-15 July 2016) are required to bring a laptop computer with an updated version of Microsoft Excel and Microsoft Word installed (at least Microsoft Office 2010).

Participants are encouraged to register themselves at the UNEP-UNITAR 'Mercury: Learn' platform (<http://mercurylearn.unitar.org/>) .

4. WORKING LANGUAGES

The working languages of the meeting will be English and French with simultaneous interpretation.

5. TRANSPORTATION FROM THE AIRPORT

The El Prat airport is approximately 12 km from the venue. From the airport you can get to Barcelona by taxi, metro, bus or train. The recommended transportation to get to the venue are Taxi or bus.

By taxi:

Taxi ranks are located at

Terminal T1. Level 0. Arrivals

Terminal T1. Level 0. Barcelona-Madrid Air Corridor

Terminal T2 A. Arrivals

Terminal T2 B. Arrivals

The price for a taxi ride from the El Prat airport to the centre of Barcelona is approximately 25-30€ one way. The final price for your ride should be indicated by the taximeter. You can always ask for an invoice, once you arrive at your destination.

The estimated travel time is 15-20 minutes.

By bus and metro:

Bus service between terminal T1 and Barcelona city center every 5 minutes at peak times, every day of the year. The bus stop is located in Terminal T2 B Arrivals.

To get to the venue you should get off at Plaza Cataluña, take the FCC Metro in Plaza Cataluña, line 6 (purple) and get off at Tres Torres. The venue is 150 meters from the station.

The estimated travel time is 50 minutes.

6. VISAS

Participants are responsible for obtaining any necessary visa for entering Spain as well as any transit visa. All participants must travel with passport with a minimum validity of 6 months, counted from the date of entry into the country. For information on visa requirements and immigration procedures, please contact the Spanish Ministry of foreign Affairs and Cooperation or consult their website:

<http://www.exteriores.gob.es/portal/en/serviciosalciudadano/informacionparaextranjeros/paginas/requisitosdeentrada.aspx>

7. HOTEL ACCOMMODATION

Participants are responsible for making their **own accommodation arrangements** in advance of the meeting and for covering any associated incurred costs.

Hotels in close proximity to the area are:

Name	Address	Distance to the venue	Distance to the airport (El Prat Airport)
	C. de Calatrava, 32-34, Barcelona, 08017, Spain		

Tres Torres Atiram Hotel (3 stars)	Tel:+34 934 17 73 00 Email: hoteltrestorres@atiramhotels.com Website: http://www.atiramhotels.com/en/	200 meters	12 Km
Hotel Primero Primera (4 stars)	C. Doctor Carulla, 25-29, Barcelona 08017, Spain Tel: +34 934175600 Email: hotel@primeroprimer.com Website: https://www.primeroprimer.com/	200 meters	12 Km
Hotel Catalonia Castellnou (3 stars)	C. Castellnou 61, Barcelona 08017, Spain Tel: +34 93 203 05 50 Email: booking@hoteles-catalonia.es Website: http://www.hoteles-catalonia.com/en/	350 meters	12 Km
Catalonia Mikado (3 stars)	Passeig de la Bonanova, 58, Barcelona 08017, Spain Tel: +34 93 211 41 66 Email: booking@hoteles-catalonia.es Website: http://www.hoteles-catalonia.com/en/	350 meters	13 Km
Hotel Eurostars Angli (4 stars)	C. d'Angí 60, Barcelona 08017, Spain Tel:+34 39 206 99 44 Email: reservas@eurostarsangli.com Website: http://www.eurostarsangli.com/EN/hotel.html	650 meters	13 Km

A block booking for the participants have been made at the hotel Tres Torres Atiram, which is located 200 meters from the venue of the meeting. The price for the hotel room is 96€/day with a touristic tax of 0.73€/day. To make the reservation, participants need to contact the hotel before 23 June and use the code “UNITAR”.

Tres Torres Atiram Hotels 3*

C. Calatrava 32
08017-Barcelona
Tel: +34 932 177 300
hoteltrestorres@atiramhotels.com
Website: <http://www.atiramhotels.com/en/>

Please be aware that July is a high season in Barcelona and that is recommended to book a hotel as soon as possible.

8. DAILY SUBSISTENCE ALLOWANCES (DSA) AND FLIGHT TICKETS

Sponsored participants will receive the relevant portion of their DSA during the workshop.

UNITAR will book and purchase the flight tickets for sponsored participants. Please note that UNITAR will not cover costs caused by changing or rebooking of the flights due to any reasons.

9. ABOUT SPAIN

The Kingdom of Spain is a sovereign state largely located on the Iberian Peninsula in southwestern Europe, with archipelagos in the Atlantic Ocean and Mediterranean Sea, and several small territories on and near the North African coast. Extending to 1,214 km (754 mi), the Portugal–Spain border is the longest uninterrupted border within the European Union. Spain's population numbers at 46.77 million.

Barcelona is the capital city of the autonomous community of Catalonia and the second most populous municipality of Spain with 1.6 million people within city limits. It is a business and cultural center, and one of the world's leading tourist cities. Spanish and Catalan are the official languages in Catalonia.

10. CURRENCY AND RATE OF EXCHANGE

The official currency of Spain is the Euro (EUR). The average exchange rate vis-à-vis the US Dollar is approximately 1 USD = 0.98 EUR. Major credit cards are accepted in most hotels and restaurants in Spain.

11. BUSINESS HOURS

Banks and government offices are closed during the weekend. Most of the stores are only open in the morning on Saturdays. Department stores are open non-stop until 20:00/22:00, even on Saturdays. Most shops are closed on Sundays and holidays. Small supermarkets don't have a limitation of the opening hours. A few businesses and shops close for some of Sunday as well. Museums and other attractions in Barcelona are mostly closed on Monday.

Business Type	Business Hours
Banks	Monday to Friday 8:30 am - 2 pm
Business Offices	Monday to Friday 9 am - 6 or 7 pm
Shops	Monday to Saturday 9:30 or 10 am - 8 pm

12. WEATHER AND TIME ZONE INFORMATION

Weather

The average daytime temperatures generally hover around 27°C (that is about 81°F) whereas the average minimum temperatures tend to drop down to 19°C (that is about 66°F).

Time Zone

Spain is GMT + 02.00 hours.

13. ELECTRICITY

Voltage in Spain is 220V, 50 Hz (cycles). The electric plug has two round pins. Electrical sockets are one of the two European standard electrical socket types: The "Type C" Europlug and the "Type E" and "Type F" Schuko.

14. SHOPPING AND TIPS

When you purchase goods in Spain, the purchase price you pay includes a sales tax (similar to VAT) of 21%, 10% or 4%, depending on the product or service. However, if you are a tourist from outside of the European Union, you are entitled to receive a sales tax refund on the goods purchased. Please note that the minimum purchase amount for Spain is €90.16 which means that must have spent more than this amount to qualify for a tax refund.

In Barcelona you can choose to tip or not at your own discretion. Tipping in restaurants is generally restricted to a few euros for a regular lunch or dinner. It is not usual to leave a tip if you just have coffee or snacks.

15. HEALTH INFORMATION

As in any part of the world, it is advisable to follow your official vaccination programme. These vaccines include measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot. Rabies is present in bats in Spain. However, it is not a major risk to most travellers. You can read more about health in Spain at <http://www.spain.info/en/informacion-practica/consejos-viaje/consejos-practicos/salud-seguridad/>. Please do consult your doctor for specialist advice.

- ***Participants with a chronic illness*** should carry all necessary medication and medical items for the entire duration of the journey, in their original containers, clearly labeled.
- ***Participants are advised to seek medical/travel insurance*** with appropriate cover abroad, i.e. accident, sickness, medical repatriation and death.

16. EMERGENCY SERVICES

If you need emergency medical assistance during your trip, dial 112 and ask for an ambulance. You should contact your insurance/medical assistance company promptly if you are referred to a medical facility for treatment.

17. SECURITY INFORMATION

The most important preventive action is for sure to leave valuable objects at home. Leave your documents, debit and credit cards that you don't necessarily need in the hotel, safe. Only take as much cash as you need and the debit cards that are necessary with you. Principally you should keep your valuable objects where it is not easy to steal them without considerable effort, for example protected by a zipper. People in Barcelona will help if you ask. However, beware of unasked and overly obtrusive helpfulness. Police contact number is 092 and the fire brigade can be found at 080, the general emergency phone number is 112. English-speaking police officers: +34 932 903 000.

18. CONTACT INFORMATION

Laura Calabuig (Ms.)

Chemicals and Waste Management Programme
United Nations Institute for Training and Research (UNITAR)
Palais des Nations, CH-1211 Geneva 10, Switzerland
T. +34 690 32 25 25 / +41 22 917 8507
laura.calabuig@unitar.org| www.unitar.org| www.learnatunitar.org

Or

Usman TARIQ (Mr.)

Chemicals and Waste Management Programme
United Nations Institute for Training and Research (UNITAR)
11-13 Chemin des Anémones, 1219 Chatelaine, Geneva - Switzerland
T +41 22 917 8173
usman.tariq@unitar.org | www.unitar.org | www.learnatunitar.org

19. DISCLAIMER

UNITAR disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.