

GUIDELINES FOR ELSA DELEGATIONS TO UNECOSOC

SEMINARS & CONFERENCES
2021/2022



elsa

The European Law Students' Association

These Guidelines are based on the previous editions of ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to UN ECOSOC is a result of a collaborative work of:

Horiana Secară

Director for ELSA Delegations of ELSA
International 2013/14/15

Ulla Riipinen

Coordinator for UN ECOSOC of ELSA
International 2013/2014

Updated by (2016/2017):

Evgenia Podgorbunskikh

Director for ELSA Delegations of ELSA
International 2016/2017

Roman Zapletal

Coordinator for ELSA Delegations to
UN ECOSOC & UNODC of ELSA
International 2016/2017

Updated by (2020):

Anna Wojciechowska

Director for ELSA Delegations of ELSA
International 2019/2020

Updated by (2022):

Lodovica Bellora

Director for ELSA Delegations of ELSA
International 2021/2022

Aurora Jannaccone Pazzi

Coordinator for UNECOSOC bodies of
ELSA International 2021/2022

The authors express their sincere gratitude to:

Ana Roce	Nigel Micallef	Aleksandra Żuchowska
Vice President in charge of Seminars and Conferences of ELSA International 2013/2014	Vice President in charge of Seminars and Conferences of ELSA International 2016/2017	Vice President in charge of Seminars and Conferences of ELSA International 2019/2020

Valentin Badert
 Vice President in charge of
 Seminars and Conferences of
 ELSA International
 2021/2022

And **all the former ELSA Delegates** for their much appreciated inputs in matters of information given, suggestions and constructive critics.

Useful contacts

Vice President in charge of Seminars and Conferences of ELSA International:
seminarsconferences@elsa.org

Director for ELSA Delegations: delegations@elsa.org

Coordinator for ELSA Delegations to UN ECOSOC: dunecosoc@elsa.org

ELSA International

239, Boulevard Général Jacques

B-1050 Brussels, Belgium

E-mail: elsa@elsa.org

Tel: +32 2 646 26 26

Fax: +32 2 646 29

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Introduction

The aim of these guidelines is to provide appointed ELSA Delegates with all the information necessary in order to prepare for attending a respective UN ECOSOC session. Any relevant feedback or questions are encouraged, in order to improve this Guide for future ELSA Delegates.

1. About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, non-for-profit organisation run by and for students. It comprises of students and recent graduates who are interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student's association and it is represented at nearly 375 law faculties in 44 countries across Europe with membership in excess of 70 000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects that are organised to fulfil the vision of ELSA and in order to provide our members opportunities to enhance their skills and to interact with each other. Furthermore, ELSA provides law students opportunities to develop their skills through our traineeship program as well as through our publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

Vision

"A just world in which there is respect for human dignity and cultural diversity"

Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- a) providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- b) assisting law students and young lawyers to be internationally minded and professionally skilled.
- c) encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our website: www.elsa.org

2. ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC).

ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The specific information concerning ELSA Delegations can be found in the [ELSA Delegations Terms and Conditions](#).

The ELSA Delegates are appointed by the International Board of ELSA, according to the [Selection Criteria](#), which consists of:

Formal criteria:

- the application form shall be submitted before the deadline;
- the application form shall be written in English;
- All of the fields of the application form shall be filled;

Content criteria:

- the quality of the curriculum vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge and contribution to ELSA's activities of the Applicant; and

- Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

3. United Nations Economic and Social Council (UN ECOSOC)¹

The Economic and Social Council is the principal organ that coordinates the economic, social and related work of the 14 United Nations specialized agencies, functional commissions and five regional commissions. It serves as the central forum for discussing international economic and social issues, and for formulating policy recommendations addressed to Member States and the United Nations system. ECOSOC consists of 54 Member States elected by the General Assembly for overlapping three-year terms. Seats on the Council are allotted based on geographical representation with 14 allocated to African States, 11 to Asian States, 6 to Eastern European States, 10 to Latin American and Caribbean States, and 13 to Western European and other States. The work of the Council is conducted through several sessions and preparatory meetings, round tables and panel discussions with members of civil society throughout the year. Once a year, it meets for a four week substantive session in July, alternating between New York and Geneva. The annual session is organized in five segments and include:

- the High-level segment;
- the Coordination segment;
- the Operational Activities segment;
- the Humanitarian Affairs segment;
- the General segment.

The Annual Ministerial Review (AMR), launched in 2007 and held during the annual High-level segment of ECOSOC, assesses progress made towards the United Nations Development Agenda (UNDA). It also serves as a global high-level forum with broad-based

¹ The official ECOSOC brochure for NGOs, available at: <http://csonet.org/content/documents/Brochure.pdf> (last access 9/04/2020).

participation to exchange lessons learned and highlight successful practices. The Development Cooperation Forum (DCF), also launched in 2007, is mandated to enhance the implementation of the internationally agreed development goals and promote dialogue to find effective ways to support it. It is the focal point within the United Nations system and a principal forum for global dialogue and policy review on the effectiveness and coherence of international development cooperation. The DCF is held every other year within the framework of the High-level segment of the Council. There are a number of subsidiary bodies under the ECOSOC umbrella which help to achieve the goals of the Council. ECOSOC provides policy coherence and coordinates the overlapping functions of all its subsidiary bodies. Once NGOs gain consultative status, they can actively participate in the work of ECOSOC subsidiary bodies.

ECOSOC functional commissions

- Statistical Commission
- Commission on Population and Development
- Commission for Social Development
- Commission on the Status of Women
- Commission on Narcotic Drugs
- Commission on Crime Prevention and Criminal Justice
- Commission on Science and Technology for Development
- Commission on Sustainable Development

ECOSOC regional commissions

- Economic Commission for Africa (ECA)
- Economic and Social Commission for Asia and the Pacific (ESCAP)
- Economic Commission for Europe (ECE)
- Economic Commission for Latin America and the Caribbean (ECLAC)
- Economic and Social Commission for Western Asia (ESCWA)

Other bodies

- Permanent Forum on Indigenous Issues
- United Nations Forum on Forests
- Sessional and standing committees
- Expert, ad hoc and related bodies

4. General Rules of Procedure for Observers in UN ECOSOC

While ECOSOC has the opportunity to avail itself of valuable and expert advice from NGOs, the

NGOs in turn also have the opportunity of expressing their views and influencing the work of the Council. NGOs have specialized competence, hands-on experience and flexibility that is of great value to the UN. For instance, by having consultative status, an NGO could:

- Provide expert analysis on issues directly from its experience in the field;
- Serve as an early warning agent;
- Help monitor and implement international agreements;
- Help raise public awareness of relevant issues;
- Play a major role in advancing United Nations goals and objectives;
- Contribute with essential information at organisation events.
- On the other hand, ECOSOC provides NGOs the opportunity to be heard by a truly global audience and contribute to its agenda.

An NGO with consultative status can:

- Attend international conferences and events;
- Make written and oral statements at these events;
- Organize side events;
- Enter United Nations premises;
- Have opportunities to network and lobby.

Events participation

NGOs that are accredited with ECOSOC can participate in a number of events, including, but not limited to, the regular sessions of ECOSOC, its functional commissions and its other subsidiary bodies. At these sessions, which usually take place once a year, NGOs may:

- Attend official meetings;
- Submit written statements prior to sessions;
- Make oral statements;
- Meet official government delegations and other NGO representatives;
- Organize and attend parallel events that take place during the session;
- Participate in debates, interactive dialogues, panel discussions and informal meetings.

Different bodies have different modalities for NGO participation, but common to all of them is that only NGOs that are accredited to and in good standing with ECOSOC are allowed to participate in their sessions.

UN ECOSOC Subsidiary Bodies Commission on Sustainable Development

The Commission on Sustainable Development (CSD) was created in December 1992 to ensure effective follow-up of the 1992 United Nations Conference on Environment and Development (UNCED — also known as the Earth Summit), in Rio de Janeiro, Brazil, where world leaders signed the Framework Convention on Climate Change and the Convention on Biological Diversity; endorsed the Rio Declaration and the Forest Principles; and adopted Agenda 21, a 300-page plan for achieving sustainable development in the twenty-first century. The CSD meets

annually (end of April — beginning of May) in New York, in two-year cycles, with each cycle focusing on clusters of specific thematic and cross-sectoral issues. The CSD encourages broad NGO participation.

Commission on the Status of Women

The Commission on the Status of Women (CSW) is the principal global policymaking body dedicated to gender equality and advancement of women. The Commission meets annually for a period of 10 working days (late February — early March) in New York to evaluate progress on gender equality, identify challenges, set global standards and formulate concrete policies to promote gender equality and advancement of women worldwide. The active participation of NGOs is a critical element in the work of the CSW. NGOs have been influential in shaping the current global policy framework on women's empowerment and gender equality — the Beijing Declaration and Platform for Action. They continue to play an important role in holding international and national leaders accountable for the commitments they made in the Platform for Action.

Commission for Social Development

Since the convening of the World Summit for Social Development in Copenhagen in 1995, the Commission for Social Development has been the key UN body in charge of the follow-up and implementation of the Copenhagen Declaration and Programme of Action. It meets once a year in New York, usually in February. Each year since 1995, the Commission has taken up key social development themes as part of its follow-up to the outcome of the Copenhagen Summit. The work is organized in a series of two-year cycles, which include a review and a policy segment.

Commission on Population and Development

The Commission on Population and Development (CPD) assists and advises ECOSOC on population issues and trends, population and development strategies, policies and programmes, and provides population assistance to developing countries. The CPD used to meet every two or three years until 1994, after which it began to meet once a year, usually in the beginning of April. Each session is dedicated to a certain theme, with the most recent session in 2011 focusing on the theme of “Fertility, reproductive health and development”.

5. Responsibilities of an ELSA Delegates

It is a great honour that ELSA has the Observer Status at UN ECOSOC, an honour which comes with great opportunities and responsibilities for each ELSA Delegate. Therefore, it is of utmost importance to comply with the responsibilities of an ELSA Delegate set in the Terms and Conditions of ELSA Delegations.

The ELSA Delegate shall:

- Respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- Be aware that ELSA International is a non-political and independent organisation and thus the ELSA Delegate shall not express any political or partisan views on behalf of ELSA International, or any other views that could be assimilated to ELSA International's position, during an ELSA Delegation;
- Represent ELSA International diligently in a professional manner;
- Be academically well-prepared and familiar with the main points of the respective session and related documents;
- Attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by the Head of Delegation;
- Report all activities carried out to ELSA International in the evaluation survey;
- Forward all the contacts made during the event to ELSA International;
- Request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- Fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- Ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

HoD To-Do:

- Trust your fellow ELSA Delegates. They are carefully chosen by the International Board concerning both academic and ELSA background;
- Ensure high quality of work and appearance during the event;
- Familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- Inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation.
- Be the social link between ELSA Delegates. They do not know each other in most of the cases and are alone in a foreign city;

- Keep looking for the greater good. Even if there might be conflicts between single ELSA Delegates ensure that this image is not projected to externals;
- Be innovative. You might face situations you did not expect at all, so do not lose your smile and try to solve it as fast and as efficiently as possible;
- Confirm the delegations' participation in the particular sessions with conference officers;
- Think of sites to go after plenary or workshops. The ELSA Delegation itself is also a great opportunity to socialize for all of the delegates;
- Ensure that the evaluation form is submitted on time to ELSA International.

6. General Rules of Conduct

Attendance

It is extremely important that every ELSA Delegate attends all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other delegates and it is harmful for ELSA's reputation. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

At the end of the first day or on the second day of the session, a list of participants should be made available to the delegates at the registry. The Head of Delegation should make sure that names of all ELSA Delegates are spelt correctly. If some of the ELSA Delegates were not able to actually take part in the ELSA Delegation, the Head of Delegation should ask in person at the registry to delete the respective name from the list.

Business Cards

When attending ELSA Delegation, ELSA Delegates have a chance to meet the representatives of Member States or another NGO. Thus, it is recommended to bring your business cards, as there is a custom of exchanging business cards between the participants of the meeting. Therefore, it is good to have them during the event. When receiving the business card from other participants, take a look at it for about 10 seconds. Put it either in your business card envelope or in the inner pocket of your jacket. Never put it in your trousers pocket and never ever in your back pocket of your trousers. If Asians, especially a Chinese or Japanese gives you a business cards, receive the business card with both hands and bow a little and study it intensively. Same further steps apply.

Each ELSA Delegate is responsible for printing own business cards. A template for the ELSA business card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member.

Dress Code²

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits**
 - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops**
 - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms**
 - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.
- **Shoes**
 - Females may wear high heels, but they may prove uncomfortable after some time. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair**
 - The hair should be kept professional at all times; hair style should not detract from the overall appearance.
- **Jewellery & Piercings**
 - Piercings on a face that is not for cultural purposes or on the ears, it is best to remove the rings or studs during the conference for a professional presentation.

Making a Statement

The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place, attaching the statement with the summary of the scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegation would be seen as the official point of view of the ELSA's 44 National Groups. Therefore, such a statement should stand in line with ELSA's non-political status.

Letter of Confirmation

After their appointment and confirmation of willingness to participate in an ELSA Delegation,

² These recommendations are from the United Nations Association of the United States of America (UNA-USA). For further information, please visit: www.unausa.org

ELSA Delegates receive the Letters of Confirmation from ELSA International confirming their appointment as the ELSA Delegates which may help with fundraising of participation. The Letter of confirmation contains official names of an ELSA Delegate and one's National Group.

Evaluation Form

After the end of the respective ELSA Delegation, each ELSA Delegate is obliged to fill in an online evaluation form. The evaluation form aims to collect the feedback from ELSA Delegates regarding the course of the meeting attended, topics discussed and experience of ELSA Delegates with participation in the project, to help ELSA International to improve ELSA Delegations and to better prepare future ELSA Delegates.

Certificate of Participation

After the evaluation form has been filled out by an ELSA Delegate, ELSA Delegates will receive the Letters of Participation from ELSA International, that will constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that the ELSA Delegate fulfilled his/her duties related to the participation in the ELSA Delegation and completed the evaluation form. The Letter is individual and contains only the name of the ELSA Delegate.

7. Geneva

ELSA Genève

c/o Faculté de Droit de l'Université de 40,
Boulevard du Pont-d'Arve 1211 Genève, Switzerland

E-mail : geneva@ch.elsa.org

Webpage: www.geneve.elsa-switzerland.org

Facebook page:

https://www.facebook.com/pg/elsageneveunige/about/?ref=page_internal

General Information

Geneva is the second most populous city in Switzerland (after Zürich) and is the most populous city of Romandy (the French-speaking part of Switzerland). Situated where the Rhône River exits Lake Geneva (in French also known as Lac Léman), it is the capital of the Republic and Canton of Geneva. While the municipality itself (city centre) has a population (as of December 2018) of

201,818, the metropolitan area has 1,260,000 residents, according to a 2018 census.³

Geneva is a global city, a financial centre, a worldwide centre for diplomacy and the most important international co-operation centre with New York because of the presence of numerous international organisations, including the headquarters of many of the agencies of the United Nations and the Red Cross. It is also the place where the Geneva Conventions were signed, which chiefly concerns the treatment of wartime non-combatants and prisoners of war.⁴

Geneva has been described as the third European financial centre after London and Zürich, and the world's fifteenth most important financial centre by the Global Financial Centres Index, ahead of Frankfurt and Sydney, and a 2009 survey by Mercer found Geneva to have the third-highest quality of life of any city in the world (narrowly outranked by Zürich). The city has been referred to as the world's most compact metropolis and the 'Peace Capital'. According to the World Cost of Living of 2020, Geneva was ranked as tenth most expensive city in the world.⁵

Official Sites

www.geneva.ch

www.geneva.info

www.geneve-tourisme.ch

Airport and Flights

www.skyscanner.net

www.easyjet.com

www.flysas.com

www.airbaltic.com

The International Airport of Geneva opens at 5 a.m. and closes at midnight: www.gva.ch. On arrival by air a free 'Unireso' ticket can be taken from the ticket machine (baggage recovery area). The ticket enables its holder to take a train from the airport to the central train station 'Cornavin' of Geneva (www.cff.ch) and to use public transport in Geneva city for 80 minutes.

Life in Geneva during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to

³ Geneva, available at: www.en.wikipedia.org/wiki/Geneva (last accessed 9/04/2020)

⁴ Ibid.

⁵ World Cost of Living of 2020, available at: <https://www.eiu.com/n/campaigns/worldwide-cost-of-living-2020/> (last accessed 9/04/2020)

know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in Geneva, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

1) Accommodation ⁶

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in Geneva.

a. Hostel

	Minimum price range	Medium price range	High price range
Name	Nyon Hostel	City Hostel Geneva	Geneva Hostel
Website	https://nyonhostel.ch/	http://www.cityhostel.ch/en/	https://www.genevahostel.ch/en/
Costs	Multi-bed room / person / night from: 33 CHF (around 30 euro)	Multi-bed room / person / night from: 33 – 36 CHF (around 30-32 euro)	Multi-bed room / person / night from: 38 CHF (around 35 euro)

b. Hotel

	Minimum price range	Medium price range	High price range
Name	Ibis budget Geneva	Hotel Mon Repos	Hotel Montbrillant Geneve
Website	https://www.accorhotel	https://hotelmonrepos.c	http://www.montbrilla

⁶ Examples of the selected accommodation are as close to the Palais de Nations as possible

	s.com/gb/hotel-5653-ibis-budget-geneve-aeropor-t/index.shtml?adults=&children=&nights=&dateIn=	h/en	nt.ch/fr/
Costs	Standard room with 2 single beds / night from: 81 CHF	Standard single room / night from: 124 CHF	Standard single room / night from: 208,33 CHF

Other:

City Hostel Geneva: www.cityhostel.ch
 Geneva Youth Hostel: www.genevahostel.ch
 Mandat International: www.mandint.org
 Home Saint Pierre: www.homestpierre.ch
www.hostelworld.com
www.glocals.com (section ‘Classifieds’)

c. Airbnb

	Minimum price range	Medium price range	High price range
	Private room / night from:	Apartment / 4 persons / night from:	Apartment / 6 persons ⁷ / night from:
Costs	82 CHF	140 CHF	321 F

Other short-term apartments:

www.airbnb.com
www.genprop.ch
www.citybaseapartments.com
www.homelidays.co.uk
www.unige.ch/dife/bulog/offresenligne.html (information about private accommodation in Geneva provided by the University of Geneva)

2) Meals

In general, Geneva is quite an expensive city. Having a meal in the city in less expensive places is of an average cost between 15 and 30 CHF /meal /per person. However, you can lower the costs of meals by buying food in the supermarkets like *Coop*, *Lidl*, *Migros*, while some of them have their own mini-restaurants, with average prices of around 5-10 CHF. If your time for lunch is

⁷ One ELSA Delegation consists of max. 5 persons, however 6 persons apartments are easier to find

limited, you can find **canteens** in the UN buildings. If you are an ELSA Delegate to UN ECOSOC meetings, sessions held in Palais de Nations:

- Cafeteria: around 20 CHF/meal/per person,
- Delegates restaurant: around 25 CHF CHF/meal/per person.

Important, it is possible to pay only with cash (Swiss francs or Euros) in the canteens. Usually, it is relatively cheaper to pay in Swiss francs.

Restaurants:

www.resto.ch

www.geneverestaurants.ch

3) Public Transportation

Buses and trams start running around 5.30 a.m. and stop around 00.30 a.m. Trams number 13 and 15 (direction ‘Nations’) go to the stop ‘Nations’ located right near WIPO and UN headquarters. These trams stop at the central train station (‘Cornavin’) and close to City Hostel Geneva and Youth Hostel Geneva.

Buses 5 (direction ‘Aéroport’ or ‘Palexpo’), 8 (direction ‘OMS’), F (direction ‘Ferney’) and Z (direction ‘Bois- Chatton’) pass the stop ‘Nations’.

If you are coming to UN directly from the airport you may take bus 5 (direction ‘Hopital’) or 28 (direction ‘Jardin Botanique’) and exit at the stop ‘Nations’.

Detailed information about timetable and prices can be found at: www.tpg.ch

	Geneva Transport Card	Single ticket valid per one hour	Estimated taxi fare for 5 km
Costs	<p>Free - by staying in a hotel, youth hostel or at the campsite (not applicable for Airbnb), you are entitled to receive a personal non transferable card for free, which will allow you to use public transport system in Geneva during your stay. Includes buses, trams, trains and yellow taxi-boats.</p> <p>More info you can find at: http://www.geneva.info/t</p>	3 CHF	26,5 CHF

- Migros (07:00-10:00; Saturday until 18:00; Sunday closed);
- Coop (08:00-19:00; Saturday until 18:00; Sunday closed; nearby City Hostel Geneva and Geneva Youth Hostel);
- Lidl (Mon-Wed 08:00-19:00; Thu 08:00-21:00; Saturday until 18:00; Sunday closed; nearby City Hostel and Geneva Youth Hostel);
- Aperto (06:00-22:00; open every day; inside the main train station).

7) Currency Exchange

Currency of Switzerland is Swiss franc (currency designator CHF). You might need to buy some Swiss francs in order, for example, to pay at UN canteens or to buy tickets for public transportation. The cheapest places for currency exchange are post offices. There is a post office not far from the central train station at Rue du Mont-Blanc.

8) Emergency Phone Numbers

Police: 117

Fire brigade: 118

Ambulance: 144

Poisoning: 145

8. New York City

General Information

New York City, with a population of over 8.5 million, is the most populous city in the United States. Alone, it makes up over 40 percent of the population of New York State. It is known for its status as a centre for finance and culture and for its status as the largest gateway for immigration to the United States. According to the U.S. Department of Commerce, New York City is also a destination of choice for many foreign visitors. Both the state and city were named for the 17th century Duke of York, James Stuart, future James II and VII of England and Scotland.⁸

The headquarters of the United Nations is a complex in New York City. The complex has served as the official headquarters of the United Nations since its completion in 1952. It is located in the

⁸ New York, available at: http://en.wikipedia.org/wiki/New_york (last accessed 9/04/2020).

Turtle Bay neighbourhood of the borough of Manhattan, on spacious grounds overlooking the East River. Its borders are First Avenue on the west, East 42nd Street to the south, East 48th Street on the north and the East River to the east.⁹

New York's most popular tourist attractions include The Statue of Liberty, Central Park, The Metropolitan Museum of Art and The Empire State Building.

Official Websites

<https://www.nyc.go>

www.ny.gov

www.nycvisit.com

Life in New York during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in New York, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

1) Accommodation¹⁰

Most of the delegates used the website www.airbnb.com , in order to find a convenient accommodation offer. However, there were some delegates that could stay for free at the Permanent Mission of the Country of their Citizenship, to the United Nations, New York. Other websites are <http://www.hostelworld.com/>, www.hostels.com. If a delegation can agree to stay

⁹ Ibid.

¹⁰ Examples of the selected accommodation are in the Manhattan Area, more precisely in the Hell's Kitchen neighbourhood, close to Times Square. The area is around a 15-30 minutes walk from the UN Headquarters.

together in one place, booking an apartment for one week might be a very interesting option which also reduces costs in terms of food (breakfast/ cooking together in the evening etc.).

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in New York City.

a. Hostel

	Minimum price range	Medium price range	High price range
Name	International Students Residence (Brooklyn)	Canal Loft Hotel	Freehand Hostel
Website	https://www.hostelworld.com/hosteldetails.php/International-Students-Residence/New-York/76911?dateFrom=2019-11-18&dateTo=2019-11-22&number_of_guests=4&sc_pos=2	https://www.hostelworld.com/hosteldetails.php/Canal-Loft-Hotel/New-York/284921?dateFrom=2019-11-18&dateTo=2019-11-22&number_of_guests=4&sc_pos=13	https://freehandhotels.com/new-york/
Costs	Multi-bed mixed dorm / person / night from: 8 USD	Multi-bed mixed dorm room / person / night from: 14 USD	Multi-bed dorm / person / night from: 75 USD

b. Hotel

	Minimum price range	Medium price range	High price range
Name	Green Holidays Apartments	Forest Hill Apartments 30 Day Stays	Hotel The French Quarters
Website	https://www.greenholidaysnyc.com	www.booking.com	www.booking.com
Costs	Family Studio 4 persons / night / person from: 23 USD	2-bedroom apartment 4 persons / night / person: 49 USD	Standard Double Room 4 persons / night / person: 71 USD

c. Airbnb

	Minimum price range	Medium price range	High price range
	Private room / night from:	Apartment / 4 persons / night from:	Apartment / 6 persons ¹¹ / night from:
Costs	19 USD	150 USD	185 USD

2) Meals

Having a meal in the city in less expensive places is of an average cost of 10 USD /meal / person. However, you can lower the costs of meals by buying food in the supermarkets like *CTown, Big Apple Meat Market, Trader’s Joe, Fairway Market*¹². Another option is to go to a ‘food truck’. Food Trucks offer a lot. Starting with simple things like hot dog or Pizza but often they serve also specialties from all over the world and their prices are fair as well.

If your time for lunch is limited, you can also find canteen in the UN building:

UN Delegates Cafeteria: around 33 USD/meal/per person

In the UN canteen you can choose from a huge variety of food for a good price. There are no taxes to pay in the UN premises around the world, thus there is no added tax for food as well. The breakfast is amazing and the view over the river is not too bad either.

.Restaurants around the UN are often the most expensive.

3) Public transport

	NYC Metro Card	Single, one-way ticket for local transport	Estimated taxi fare for 5 km
Costs	2,75 USD / 1 ride (metro and local bus) 33 USD / week More info you can find at: https://www.newyorkpass.com	2,75 USD	Taxi ride: 10 USD in Manhattan area. More info you can find at: https://www.introducingnewyork.com/taxis

¹¹ One ELSA Delegation consists from max. 5 persons, however 6 persons apartments are easier to find

¹² 125th Street

			TIP: Uber is less expensive, except on high demand (rush hour)
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4) Estimated cost of living expenses during ELSA Delegation

Example Calculation for an ELSA Delegation to New York City:

Let’s say a hypothetical ELSA Delegation of four persons goes to NYC, which lasts 5 days, including arrival and departure. ELSA Delegates choose to stay at the Canal Loft Hotel, because this is fairly inexpensive and closer to the city center, which will allow them to save money on public transportation. Breakfast is included in the price and guests purchase daily rides on the Metro NYC Card (the card itself is free, but can be recharged). The cost for participation in the entire ELSA Delegation, excluding travel expenses to and from New York City for one ELSA Delegate will be as follows:

- Accommodation: 5 nights *14 USD = 70 USD
- Food: (3 meals * 5 days * – 5 free breakfasts) * 10 USD (average) = 80 USD
- Transport: 27,5 USD (MetroCard single ride for an average of 10 rides during the stay)

Total: 177,5 USD

5) Opening hours for shopping

Shops are generally open Monday - Saturday from 10.00 to 18.00. Department stores are usually open every day from 10.00 to 21.00/22.00. One of the nicknames for New York is “the city that never sleeps”, therefore you will be able to find a lot of nonstop places where you can do some smaller shopping.

6) Currency Exchange

ATMs are widespread and credit cards and travellers cheques are widely accepted. In fact, you will find it difficult to perform certain transactions without a card. Prepare your Visa, MasterCard or American Express before you leave your home country. Places that accept Visa and MasterCard also accept debit cards, which deduct payments directly from your account. Be sure

to check with your bank to confirm that your debit card will be accepted in other states or countries – debit cards from large commercial banks can often be used worldwide.

For example, Currency Exchange International (CXI) at Grand Central on 122 East 42nd St. and Lexington Ave, Inside Apple Bank, have very good rates.

Please note that restaurants and some shops do not include the sales tax in their prices, which is 8.875%, so beware of ordering the \$4.99 lunch especially when you only have \$5 in your pocket.

7) Emergency Phone Numbers

- Emergency Dispatch Center (Ambulance/ Fire/ Police): 911;
- General Information: 311;
- Crime Victims Line: 800-771-7755;
- Poison Control Center: 212-764-7667 or 212-340-4494;
- Dental Emergencies: 212-573-9502;
- Doctors on Call: 212-737-2333.

9. Online

We proceed with the Online ELSA Delegations to adapt this unique flagship project to the times where physical meetings are not an option. For every meeting and session of UNECOSOC, delegates witness international decision making remotely, in a socially responsible way during the pandemic.

Appointed delegates will follow the session via the webcast broadcasted on UN web TV. Besides the formal meetings in agenda, delegates will have the opportunity to join some side events organised by other NGOs and/or UN on specific sub-topics. The side events usually take place on Zoom platform and delegates are allowed to ask questions to the speakers during the Q&A session at the end of the event.

The Coordinator of UNECOSOC & UNODC will share the link to the session on UN web TV closer to the date of the conference. The Coordinator is responsible to inform delegates about the possibility to register to side events, indicating the procedure to do it. Once delegates are registered to the side events, they will receive the link to the Zoom meeting via email.

10. Networking Opportunities

Even though ELSA Delegations are mostly online or in a hybrid format, it does not mean that ELSA Delegates will not have any networking opportunities! Indeed, for some sessions, the UN organizes side events and/or informal meetings for delegates, usually taking place after the official session or between two of them. They are not mandatory (for the purposes of receiving the Certificate of Participation) but we strongly recommend ELSA Delegates attend them. Side events or informal meetings represent highly interactive and formative moments. During online

delegations, they usually take place on Zoom and delegates can have the possibility to ask questions to the speakers during the Q&A session; while joining them on-site will allow ELSA Delegates to see diplomats and academics in a more informal environment and, eventually, approach some of them.

During on-site delegations, how to approach other delegates and/or diplomats and speakers could be facilitated by the introduction of yourself as a representative of ELSA, alongside your ELSA personalized business card. When it comes to hybrid or online ones, you can approach other delegates in other ways. To give you a concrete example: if you will ask a question during the Q&A sessions addressed to the delegate you would like to approach, Zoom allows you to send him/her a direct message and we suggest you do it just right after the session. A further step could be to send to the respective delegates an invitation request on LinkedIn, in order to add him/her to your contacts. When doing so, we recommend you to, firstly, introduce yourself as a representative of ELSA International and use a formal behavior all the time, which includes the using of formal language, the avoiding bothering him/her just for asking banal or irrelevant questions, and of sending hundreds of invitations at the same time to hundreds of diplomats. You should contact only delegates you have had the chance to have engaged with and always addressing to them by introducing yourself and ELSA International. Our association has gained a good reputation throughout the years, thus a lot of delegates are familiar with ELSA and you can expect a positive response from them.

11. Fundraising

Since a participation in an ELSA Delegation can be pricey, the ELSA Delegates may consider to search for some fundraising.

Where?

- 1) Foundations (consult your Local/National ELSA officers);
- 2) Government – Public administration;
- 3) NGOs;
- 4) Law firms;
- 5) Universities;
- 6) ELSA Network (your own Group and the Local Group of the location for accommodation).

What to offer?

- 1) Cooperation with Local Group – long term/wider scope;
- 2) Direct information:
 - Personal report – summary,
 - Article;
- 3) Distribute university materials;

- 4) Appearance in materials issued by your Group;
- 5) Promotion, e.g. during events organised by your Group;
- 6) Contacts – speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow procedure set in the International Council Meeting Decision Book and the regulation for your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

12. Experiences and Tips of Former ELSA Delegates

General Preparation

Whilst attending ELSA Delegation you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in few sentences, what is the Association's approach to human rights, what are the flagship project organised by ELSA whether it has previously sent ELSA Delegates to the institution. In order to access these information, visit elsa.org or contact your Local or National Board.

Understand the whole context of your session, what came before, and what the targets are for the future sessions. Go to the UN ECOSOC's webpage, and search for the session to which you are going (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA Delegations.

Registration on the First Day

Registration might be taking some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. In the field in which you are asked to write your official position, write 'delegate' or 'head of delegation'. Registration lasts until lunch time. If you are late and there is no one at the registry be confident and explain the purpose of your visit to security. Usually, they treat you with understanding and you will be allowed to enter the UN ECOSOC premises.

Remember to bring your valid ID card or a passport and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

The registration office for Geneva is situated in Palais des Nations main entrance. The registration office for New York City is across the street from the main/tourist entrance which you have to use as well. You don't need to wait in line behind the tourists, since you are registered you are now working for ELSA at the UN so you may use the line for the staff but show your badge to the security guards.

Plenaries

Remember to arrive to the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m., however the last day of the event can get longer and finish later than that. In the plenary room every delegation has assigned seats, do not take a seat of another delegation, even if it is empty.

If you are attending ELSA Delegation for the first time, you may notice that people around speak with the different accents and at the very beginning it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable, in case they do not fit your ear perfectly you can also bring your own headset.

There should be no problem to leave plenary to take a breath of some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the UN ECOSOC website are available for free on the reception desk near the entrance to the Session hall.

On the second day of the session ask for the list of participants at the reception. Make sure that the title of our organisation and names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of UN ECOSOC.

For the schedules of the session and side and parallel events refer to the handouts. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings on the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the possibility to ask questions in an informal environment.

Being Academically Well-Prepared

Make sure to prepare to the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general

topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

The work needs to be divided between the ELSA Delegates before coming to the session. In order to be sure that a session will be entirely covered by notes of the ELSA Delegates it is recommended to take notes by turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates.

Approaching Other Delegates

When you plan on approaching other delegates, it is suggested to do it in no more than 2 people. While doing so, smile, make a visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you don't have to be afraid of the people, moreover ELSA has gained a good reputation throughout the years, thus a lot of delegates are familiar with our organisation and you can expect the positive response from them.

All this information should be enough for a successful ELSA Delegation. For any other questions do not hesitate to contact the respective ELSA Delegations Team Member (dunecosoc@elsa.org) or Director for ELSA Delegations (delegations@elsa.org), who can assist you and give you the additional information needed. This is it.

May you enjoy your status as the ELSA Delegates!