



**FICSA Council**

**76<sup>TH</sup> session**

**UNITED NATIONS INFORMATION AND COMMUNICATION TECHNOLOGY  
FACILITY – (UNICTF)**

**Valencia, 6 to 10 February 2023**

**INFORMATION FOR DELEGATES**



Geneva, 15 december 2022

## GENERAL PREPARATION DOCUMENT FOR THE 76<sup>th</sup> FICSA COUNCIL

### Date and place of the Council

The 76<sup>th</sup> session of the FICSA Council will be hosted by the Staff Association of the United Nations Information and Communication Technology Facility (UNICTF) in Valencia, Spain, from 6 to 10 February 2023 with pre-Council meetings on Sunday 5 February.

Avenida Comarques del País  
46930 Quart del Poblet  
Valencia, Spain

### Security access

Once your participation has been confirmed (credentials form sent to FICSA secretariat), please access the meeting Indico Registration webpage: <https://indico.un.org/event/1002888/> to provide information for your access batch to the meeting. Refer to the Credentials document for explanation on Indico if you have problems for registration.

To access the Valencia compound please bring an UNLP or an UN ID. Upon arrival, the meeting participants will be registered, scanned and provided with access cards. These access cards will provide you access to all relevant areas of the meeting including the turnstiles to enter and exit the UN Valencia Campus during the meeting. The access cards must be returned to UN Valencia Security at the end of the meeting.

Security regulations at the Valencia require that all participants be registered. This should be done at the Base on Sunday, 5 February 2023 (8h30 to 10h00 and 14h00 to 15h00 only) during the pre-Council meetings or on the morning of the opening session of the Council, Monday 6 February 2023 (8h00 to 9h00)

The security team might ask you for your UNICTF contact person, in which case please give the name of:

Maria Del Rocio Martin Vargas  
Tel. (+ 34 630 25 37 85)  
President UNICTF Staff Association  
Email: [martin7@un.org](mailto:martin7@un.org)

### VISA

UN Officials travelling to Spain, up to 90 days, on training or TDY, regardless of their nationality, will not be required to obtain a visa prior to their departure, provided that they hold a UNLP valid for at least 6 months along with a supporting document indicating the travel purpose and duration as well as a valid national passport.

- UN personnel and contractors not holding a valid UNLP must obtain a visa depending on nationality prior to undertaking travel. All travelers are responsible for securing their own visas.
- Visas may only be obtained in the country of residence or of origin of the applicant, from Spanish Consulates or, in their absence, in other Consulates representing the interests of the Schengen countries. Please note: Spanish visas cannot be requested in Spain nor can be issued upon arrival in Spain.

- Since there have been instances whereby participants had to delay their departure, it is strongly recommended that all missions and duty stations extend the duration of the requested visa (if required) an extra week to give the staff members flexibility during their trips.
- Should you require any assistance with your visa please contact the Liaison and Protocol Unit at UNICTF [unictf-liaison@un.org](mailto:unictf-liaison@un.org)

### **How to get to UNICTF**

It is located in the Service Area of Valencia Airport (Autovía Madrid - Valencia, Exit/Salida 345; Zona de Servicios del Aeropuerto (Aena) - Antigua Base Aérea). Taxi or subway are available from airport to the city center. As there is no direct public transportation to the Base, we recommend you take a taxi from the hotel to the Base. The average cost is **EUR 16** per one-way trip / **EUR 32** per day return trip. There are no regular bus service to the UNICTF office.

### **By taxi**

Many taxi drivers may not be familiar yet with UNICTF's location; we recommend you give them the following driving directions:

- Nacional 3 (Autovía Madrid –Valencia, dirección Madrid)
- Salida: 345
- Tome la primera salida en la primera rotunda, y después tome la segunda salida en la segunda rotunda (Zona de Servicios del Aeropuerto (Aena) - Antigua Base Aérea)
- Tome la segunda calle a la izquierda

### **By Metro/Underground**

The nearest metro station is "Airport", and located at the airport, but the Base is on the other side of the runway, therefore it cannot be reached by public transportation or by foot.

### **Bus transportation for delegates.**

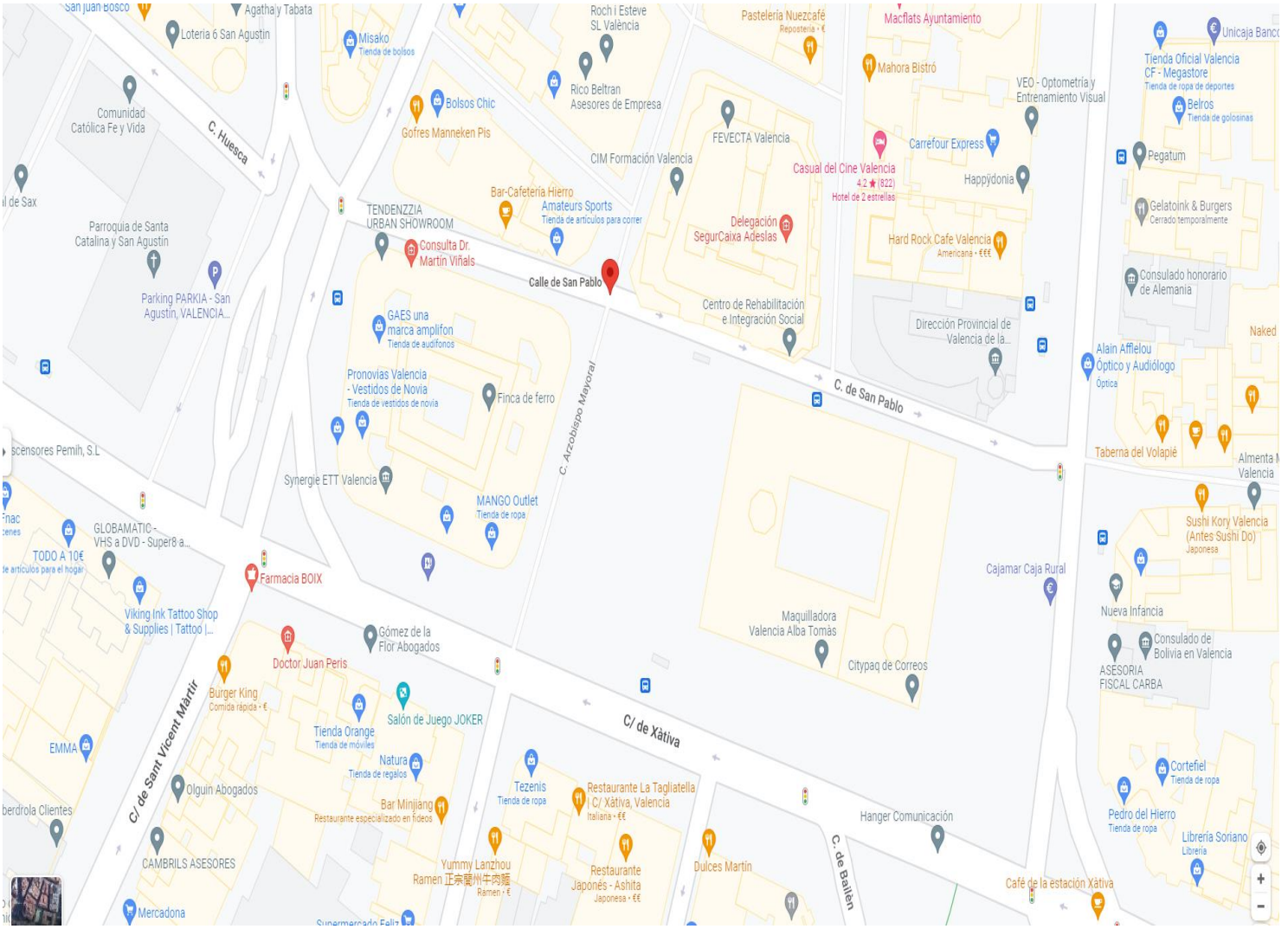
**Transportation by bus from Valencia to UNICTF for the all week is kindly offered by the UNICTF Administration.**

### **Location:**

The street (Xativa) where the meeting point for picking-up people with the buses is going to be in works next week.

Therefore the new bus stop is located behind the usual point. The new address is **Calle San Pablo** at the intersection with Calle Arzobispo Mayoral.

Below you have a map and a picture of the street for easy reference (red bullet).





### Timing of the bus:

Trip to UNICTF Valencia at 8:00am (20 minutes journey) and meetings start at 8.45am each day, except for Monday – the bus leaves at 7.45am since registration starts at 8.00am.

Return to central Valencia downtime at 6.00pm

For days where there are reception / cocktails / presentation until late evening – participants will have to make own arrangements – for example share a taxi.

### Useful information

Valencia has an impressive public transport system which is made up of a modern metro and tram network with eight lines which connects the metropolitan area with the city center. Tickets can be purchased at the stations, most often from automatic machines.

**Single ticket:** Valid within the zones indicated. For immediate use from time of purchase.

**Return fare:** Valid for 24 hours in the zones indicated.

**Suma 10:** Valid for 10 journeys in the zone/s indicated.

**TAT:** Personal travel card for unlimited travel in the zone(s) indicated for 30 days from the first journey. It must be used accompanied by a user card. (Also available the Annual TAT).

**IMPORTANT:** A single ticket to get to the airport (zone D) costs approximately 4, 00 euros.

From the airport, you will need to get a taxi to the base. The average cost of a taxi from the airport to the base is € 12-15 (Taxis charge an additional € 5 from the Airport).

For additional information regarding lines, timetables, updated fares and zone maps, please visit Metro Valencia website: [www.metrovalencia.es/en/](http://www.metrovalencia.es/en/) . It is available in English.

### **Taxis**

Throughout Valencia you will see many taxis that you can hail to take you quickly and conveniently around the city. Taxis in Valencia are white and there is a green light on the top of the taxi to indicate if it is available for hire. There is a flat rate to start up the service (approx. 2 euros + approx. 1 euro per Kilometer driven), and an additional supplement for trips to and from the airport (approx. 5 euros). The fare could be paid in cash or card, but take into account that the taxi driver is only obliged to provide change for a 20 euro note or less. You may book a taxi in advance on line through webpage <https://teletaxivalencia.com/fleet/?lang=en> or application: <https://radiotaxivalencia.es/en/pide-taxi-app/>

### **Valenbisi**

If you're into sustainable transport, Valencia is the city for you. With its manageable size and nearly 80 km of cycle tracks, notwithstanding its flat landscape and pleasant Mediterranean climate all year round, the city is ideal for cycling. For additional information visit the Valenbisi website: [www.valenbisi.com](http://www.valenbisi.com).

### **Entrance to the base**

Please bring your UN ID/Laissez-Passer with you every day. If parking is required, please check with Security for availability. Security must be advised in advance and in writing by UNICTF staff member/contact of any visit to the base.

### **Internet and phone access**

Internet access and telephones for intermission calls are available at the internet points located by the entrance to each office building. For Wi-Fi Username and Password, please contact the events management at OF3.

### **Telephone – Calling cards**

The pre-paid or pay-as-you-go telephone cards (tarjeta prepago) provide a number and a certain amount of call-time ('credit'). The credit must be used within the expiry period, or the number might be reissued by the service provider to a different user. No contract with the service provider is required. Cards can be bought at: tobacconists (estancos), newsagents, supermarkets, petrol stations and from telephone card machines.

Pre-paid calling plans require credit to be bought at a mobile phone store, tobacconist, grocery store or newsagent. Some banks offer an account top-up service available from ATMs. Credit on prepaid phones usually has an expiry date, after which the number will only receive limited service. If the phone credit is not topped up after this expiry date, the number may be reassigned by the service provider. The expiry period varies between providers.

### **Cafeteria**

The UNICTF dining area is open from 8:00 am to 4:30 pm and offers a daily lunch menu. There are also coffee and vending machines with light snacks and beverages.

**Accommodation/Hotels**

To ensure UN rates are applied, normally including breakfast and Wi-Fi, make sure you mention being a UN staff member when booking.

**HOTELS (Valencia City Centre) – We recommend to book in advance and use an application like [www.booking.com](http://www.booking.com)**

**Husa Dimar\*\*\*\***

Gran Via del Marqués del Túria, 80  
46005 Valencia

Tel. **+34 963 95 10 30**

<http://www.hotel-dimar.com/EN>

Email for bookings: [reservas@hotel-dimar.com](mailto:reservas@hotel-dimar.com)

**Hotel Barceló Valencia\*\*\*\***

Av. de França, 11  
46023 València

Tel. **+34 963 30 63 44**

<https://www.barcelo.com/en>

Email for bookings: [valencia.res@barcelo.com](mailto:valencia.res@barcelo.com)

**Hotel Zenit Valencia \*\*\*\***

Carrer de Bailén, 8  
46007 València

Tel. **+34 963 52 90 00**

<http://valencia.zenithoteles.com>

**Hotel Venecia \*\***

Plaza del Ayuntamiento, 3  
46002 Valencia

Tel. **34 96 352 42 67**

<http://www.hotelvenecia.com>

Wi-Fi free. The Hotel is in the center of the town, close to the City Hall and to everything. At 20 minutes -20€ from the Airport. The Metro Station most convenient is Xàtiva.

**ADDITIONAL HOTELS WITH COMPETITIVE PRICES****Hotel Catalonia Excelsior \*\*\***

Barcelonina 5  
46002 Valencia

Tel. **+34 96 351 46 12**

<http://www.hoteles-catalonia.com>

**Hotel Continental \*\***

C/ Correos , 8  
46002 Valencia

Tel. **+34 96 353 52 82**

<http://www.contitel.es>

UN Price: 50€. Breakfast and taxes included. Wi-Fi free. The Hotel is in the heart of the town, close to the City Hall square. At 20 minutes-20€ from the Airport. The Metro Station more convenient is Xàtiva.

**SH Meliá Palace \*\*\*\*\***

Passeig de l'Albereda, 32

46023 Valencia

Tel. **+34 96 337 50 37**

<http://www.sh-hoteles.com/es>

Breakfast and taxes included. Wi-Fi not included. The Hotel is located between the Music Palau and the City of the Arts and Sciences. You need 25 minutes and 25 € approx. to arrive at the airport, and ten minutes walking to the city center. The closest Metro Station is Aragon (10 minutes walking).

**Holiday Inn Valencia \*\*\*\*\***

Paseo de la Alameda, 38

46023 Valencia

Tel. **+34 96 303 21 23**

<http://www.ichotelsgroup>

Breakfast and Wi-Fi included. Taxes (7%) not included. The Hotel is closed to the City of the Arts and Sciences. 25 minutes and 25€ from the Airport. The closest Metro Station is Amistat (15 minutes walking).

**Hotel Tryp Azafata\*\*\*\*\***

Autopista Aeropuerto Manises, 15

46940 Manises (Valencia)

Tel. **96 154 61 00**

<http://es.solmelia>

Breakfast, Wi-Fi and shuttle bus from/to the Airport included. Taxes not included in the price. The Hotel is located at five minutes from the Airport. The metro Station most convenient is Rosas.

**Abba Acteon Hotel \*\*\*\*\***

C/Vicente Beltrán Grimal, 2

46023, Valencia

Tel. **+34 96 331 07 07**

<http://www.abba-acteonhotel.com/en>

Taxes included. Breakfast and Wi-Fi not included in the price. The Hotel is located at five minutes from the City of the Arts and Sciences. It is necessary 25-30 minutes and 25€ approx. from the Airport to the Hotel. There is no Metro Station close to the Hotel.

Note: though there are several hotels located in the industrial areas near the base, they are not recommended since they are not within walking distance.

**Weather**

The geographic location of the city allows for the enjoyment of one of the mildest climates of Europe: a soft Mediterranean climate, with average temperatures between 11° C and 26° C.

Valencia City is located in a privileged Mediterranean location and boasts over 300 days of sun per year. It has a relatively dry hot semi-arid climate with very mild winters and long hot dry summers. Its average annual temperature is 18.4 °C (65.1 °F). In the coldest month – January, the maximum temperature typically during the day ranges from 13 to 21 °C (55 to 70 °F), and at night ranges from 4° to 12° C (39° to 54 °F). In the



warmest month – August, the temperatures can reach highs between 28°–34° C (82°–93° F) and lows around 23° C (73° F) at night.

### **Banking**

The currency in Spain is the Euro, the same as in other European Union countries. To find the most up to date exchange rate go to Currency Converter. Almost all the shops, restaurants and cafeterias accept card payments.

There is no ATM machine or bank at UNICTF. Therefore, if you need to withdraw cash or exchange currency, you should do so in the Valencia city center. This is something worth thinking about before you travel. Currency Exchange Facilities and Banks are located in the City Centre:

\* **Banks** throughout the city are open to the public from 8:30 am to 2pm.

\* **QuickStop** - Western Union Money Exchange (Open 9am-9pm)

Calle de San Vicente Mártir, 29, 46002, Valencia, Tel. **+34 963 53 41 23**

### **Hospitalization**

The Spanish Health System combines both public and private health care. There is a vast network of medical centers and hospitals throughout the Valencian Community and Spain. They offer primary care services as well accident and emergency services. Private health care is of a high quality and affordable. Below you find a list of the private hospitals in Valencia, where patients can make appointments with General practitioners, Specialists or seek emergency treatment.

For a healthcare emergency you can also call **112**.

### **Hospitals**

#### **CENTRALLY LOCATED HOSPITALS**

##### **Clínica Quirón**

Avda. Blasco Ibañez 14, 46014 Valencia

Tel. +34 96 369 06 00

[www.quiron.es](http://www.quiron.es)

##### **Hospital Nisa - 9 de Octubre**

Valle de la Ballestera 59, 46015 Valencia

Tel. +34 96 317 91 00

<http://www.hospitales.nisa.es>

##### **Hospital clínico universitario**

Avda. Blasco Ibañez, 17, Valencia

**Tel. +34 963 86 26 00**

##### **Clínica Casa de la Salud**

Calle del Doctor Manuel Candela, 41, Valencia

Tel. +34 963 89 77 01

<http://www.casadesalud.es>

##### **Hospital Universitario La Fe**

Avenida CAMPANAR, S/N, Valencia

**963 86 27 00**

<http://www.hospital-lafe.com>

**Hospital Univeritari I Politecnic La Fe**

Bulevar del Sur, Valencia

**961 24 40 00**

[www.hospital-lafe.com](http://www.hospital-lafe.com)

**Hospital Malvarrosa (Beach area)**

C/ Isabel de Villena, 2, Valencia

**963 989 900**

<http://clinicomalvarrosa.san.gva.es>

**Hospital IMED Valencia**

Avda. de la Ilustracion, 1 46100 Burjassot (Valencia)

+34 963 00 30 33

Emergencias: **+34 963 00 30 05**

[www.imedvalencia.com](http://www.imedvalencia.com)

## Schedule FICSA Council

### Registration and working hours

#### Meeting Registration

Delegates are advised to arrive at the entrance of UNICTF 30 minutes before the start of the meeting on the first day in order to allow for timely registration, security check and issue of grounds passes.

Upon arrival at UNICTF, meeting participants are requested to identify themselves with their national passport or a valid official identification document at the Security Desk. Meeting participants should bring their invitation letter to facilitate the registration process. Unannounced meeting participants or visitors will only be admitted to the Base if they can produce evidence of the purpose of their visit.

The United Nations Security Office will issue meeting participants with a grounds pass. **Please note that it is mandatory to wear the grounds pass visibly at all times while on the UNICTF premises.**

Registration will take place from 08h00 to 9h00 hours on Monday, 6 February 2023. Delegates attending weekend meetings will also have the opportunity to register during the pre-Council sessions on Sunday, 5 February 2023 from 08:30 to 10:00 and 14:00 to 15:00.

The opening session of the Council will begin at 9h00 in the Plenary Room at the basement of the OF3. All remaining sessions will run from 08h30 to 17h30, except Friday, 10 February, when it is expected that the Council will close by lunchtime. Each session will pause for a 15 to 20-minute coffee break mid-morning and mid-afternoon.

The meetings of the standing committees will take place in the OF2 and OF3.

#### Credentials

In accordance with Rule 14 of the Rules of Procedure, chairs of associations/unions which are Full or Associate Members, as well as those with Consultative and Special status and Federations with Observer status, are all requested to return the credentials form provided in document [FICSA/C/76/3](#) to the FICSA Secretariat, **with copy to the President of UNICTF Staff Association.**

**CREDENTIALS MUST REACH THE FICSA SECRETARIAT  
NO LATER THAN 13 JANUARY 2023**

#### Proxies

Associations and unions which are Full Members of FICSA and are not able to send a delegation to this Council may wish to consider voting by proxy. Please make your arrangements in time by sending one copy to the proxy holder and one copy to the FICSA secretariat before the opening session of the FICSA Council. According to Rule 27 of the Rules of Procedure, no Full Member present at the Council shall exercise more than one proxy vote.

#### Working languages

The working languages of the Council is English. (to be confirmed at a later stage if interpretation into French is possible).

### **Deadline for receipt of Council documents**

The effectiveness of the Council depends, in large part, on providing documents in a timely fashion to all delegates. During the year, the Chairs and Vice-Chairs of FICSA Standing Committees were reminded that they should review the document entitled “FICSA Council decisions and work plan for 2021- 2022” (ref. [FICSA/CIRC/1358](#) of 19 May 2022) to identify and follow up on areas in which they were requested to act. **Any information or reports emanating from the follow-up action should be sent to the FICSA Secretariat by 13 January 2023**, as they would then be prepared as working papers/background documents for the standing committee meetings and/or plenary session. Other members are kindly requested to do likewise. Please note that any documents received after 9 January 2023 will be issued as a conference room paper (CRP).

To reduce costs and to save on paper, delegates should bring with them a full set of the documents distributed by email prior to the Council (either on laptop or hard copy). No extra copies will be available at the UNICTF Valencia.

### **Elections to the Executive Committee and subsidiary organs of the Council**

Elections are scheduled as the first item of business on the afternoon of the penultimate day of the Council session (Thursday, 9 February 2023). Please consult [rules 35 to 44 of the Rules of Procedure for information on electoral procedures](#).

***Full Member associations and unions are reminded that, when proposing candidates for the Executive Committee and the subsidiary organs, i.e. the Regional Representatives, they would ensure that the organization of the successful candidate would provide the relevant support during their mandate. Such support implies recognized time off from work to carry out FICSA activities and office support. In addition, it is imperative that Executive Committee members and Regional Representatives realize that they would be representing the Federation and not their individual association or union during their mandate. Document [FICSA/C/76/2](#) entitled “Nomination form and terms of reference for the officers of FICSA” (Executive Committee and Regional Representatives) refers.***

Member associations and unions nominating candidates for standing committee positions should bear in mind that the elected officials should attend the following FICSA Council session as a member of their respective delegation and that their travel expenses would be the responsibility of their respective association or union.

In accordance with Rule 14 of the Rules of Procedure, chairs of associations/unions which are Full or Associate Members, as well as those with Consultative and Special status and federations with Observer status, are all requested to return the credentials form provided in document [FICSA/C/76/3](#) to the FICSA Secretariat, **with copy to the President of the UNICTF Staff Association**.

### **Schedule of pre-Council meetings, workshops and presentations**

The full schedule and location of meetings, including the pre-Council session for Heads of Delegations on Sunday, 5 February 2023 will be posted on the FICSA website.

### **Meetings of the Executive Committee**

As noted above, the current Executive Committee will meet before the Council session on Sunday, 5 February at the UNICTF. In accordance with past practice, the newly-elected Executive Committee will also hold a short meeting on the Friday afternoon/evening (10 February) following the closure of the Council. Candidates for the Executive Committee should therefore make their travel arrangements accordingly.

**Meetings of chairs and vice-chairs of standing committees**

It is advisable for incoming and outgoing Chairs and Vice-Chairs to meet immediately after the closure of Council on Friday, 10 February.

**Meeting of heads of delegations**

The FICSA Executive Committee will meet with the heads of delegations on Sunday afternoon, 5 February (ref. FICSA/C/76/INFO/CRP.1, Schedule of Meetings, will provide room details). **The meetings will deal briefly with administrative and budgetary issues and the FICSA Statutes, and as such require the involvement of all member associations/unions. It is hoped that this will alleviate the workload during the Council. It is therefore important that delegates dealing with financial and legal issues should attend these meetings.**

**Briefing for newcomers (Introduction to FICSA and understanding the FICSA Council)**

Participating associations and unions are requested to assist in briefing any new members of their delegation about Council proceedings. A short briefing session for newcomers will be held on Sunday afternoon, 5 February

**Dinner for delegates**

To be confirmed at a later stage.

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