# Guide for delegates to the World Health Assembly

## CONTENTS

<table>
<thead>
<tr>
<th></th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE AND PLACE OF THE HEALTH ASSEMBLY</td>
<td>3</td>
</tr>
<tr>
<td>2. ARRIVAL IN GENEVA</td>
<td>3</td>
</tr>
<tr>
<td>3. ACCESS TO THE PALAIS DES NATIONS FOR THE HEALTH ASSEMBLY</td>
<td>3</td>
</tr>
<tr>
<td>4. INQUIRY OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>5. CREDENTIALS AND REGISTRATION</td>
<td>4</td>
</tr>
<tr>
<td>6. LIST OF DELEGATES</td>
<td>4</td>
</tr>
<tr>
<td>7. CONTACT WITH WHO SECRETARIAT</td>
<td>4</td>
</tr>
<tr>
<td>8. DOCUMENTATION</td>
<td>4</td>
</tr>
<tr>
<td>8.1 Distribution</td>
<td>4</td>
</tr>
<tr>
<td>8.2 Journal</td>
<td>4</td>
</tr>
<tr>
<td>8.3 Document symbols</td>
<td>5</td>
</tr>
<tr>
<td>8.4 Basic Documents</td>
<td>5</td>
</tr>
<tr>
<td>8.5 Resolutions and Decisions of the Executive Board and the World Health Assembly</td>
<td>5</td>
</tr>
<tr>
<td>8.6 Documents of relevance to the agenda of the Fifty-first World Health Assembly</td>
<td>5</td>
</tr>
<tr>
<td>8.7 Documents on the Internet</td>
<td>5</td>
</tr>
<tr>
<td>8.8 Submissions by delegations</td>
<td>6</td>
</tr>
</tbody>
</table>
9. ORGANIZATION OF THE HEALTH ASSEMBLY ........................................ 6

9.1 Plenary meetings ................................................................. 6
9.2 Committee on Credentials .................................................... 6
9.3 Committee on Nominations .................................................... 6
9.4 General Committee ............................................................. 6
9.5 Main committees ................................................................. 7

10. CONDUCT OF MEETINGS ......................................................... 7

10.1 Plenary meetings ............................................................... 7
10.2 Meetings of Committees A and B ............................................ 7
10.3 Debate on the report of the Executive Board and The world health report 1998, which includes the report of the Director-General .................... 7

11. FACILITIES AT THE DISPOSAL OF DELEGATES ................................. 8

11.1 Local transport and taxis ..................................................... 8
11.2 Car parks ............................................................................ 8
11.3 Delegates' lounge ............................................................... 8
11.4 Restaurant, cafeteria and bar ............................................... 8
11.5 Reservation of rooms for private meetings ............................. 9
11.6 Arrangements for receptions ................................................ 9
11.7 News stand ....................................................................... 9
11.8 Post office ...................................................................... 9
11.9 Delegates' mail ................................................................. 9
11.10 Telephones ..................................................................... 10
11.11 Reimbursement of air tickets and reservations for return journey .... 11
11.12 Bank ............................................................................. 11
11.13 Medical Service ............................................................... 11
11.14 Distribution and sale of WHO publications ............................ 11
11.15 Library ......................................................................... 11
11.16 Duty free shop and petrol cards ......................................... 12

ANNEX. Plan of the Palais des Nations and position of the international organizations
1. **DATE AND PLACE OF THE HEALTH ASSEMBLY**

   The Fifty-first World Health Assembly will open in Geneva on Monday, 11 May 1998, at 10h00; it will close on Saturday, 16 May. The Health Assembly will be held in the Palais des Nations, located near Place des Nations and Avenue de la Paix, and most easily reached by the entrance gate on Route de Pregny.

2. **ARRIVAL IN GENEVA**

   Delegates, representatives or other participants travelling by air will arrive at Cointrin Airport near Geneva, and those travelling by train at Cornavin Station in Geneva. Hotel reservations and other arrangements should be made well in advance. Taxis are available directly outside the airport.

   If on arrival special assistance is required with, for example, police and customs formalities, or hotel reservations, delegates should contact the WHO Welcome Desk at the arrival lounge at Cointrin Airport, in front of the customs' exit, between 8h00 and 20h00 on Saturday and Sunday, 9 and 10 May and between 8h00 and 12h00 on Monday, 11 May 1998.

   Outside these hours delegates should contact the Travel Officer, Ms S. Stoler, who can be reached on her Natel (41) 079 2134308 and from Monday, 11 May at her office in the Palais des Nations (tel. 907 65 00).

   Attention is drawn to the strict provisions in force regarding entry into Switzerland, which refuses entry to those not having the required visa. Participants requiring an entry visa must obtain this from the Swiss consulat or diplomatic mission responsible for the necessary arrangements in their country of residence. In exceptional cases, a visa may be obtained upon arrival at Geneva airport provided that the WHO Visas Section at headquarters, Geneva, has been advised, by telex (UNISANTE GENEVA 415416) or facsimile (4122 791 41 81), **two weeks prior** to the date of arrival, giving the following details: full name, date and place of birth, nationality, national passport number (date of issue and expiry), date of arrival and flight number.

   French entry (not transit) visas are required for certain nationalities when transiting a French airport en route to Geneva. In addition for those participants wishing, upon arrival in Geneva, to cross the border into France, visas must be obtained in the country of residence before departure, as they are not attainable in Geneva.

3. **ACCESS TO THE PALAIS DES NATIONS FOR THE HEALTH ASSEMBLY**

   The Health Assembly will meet in the Assembly block of the Palais des Nations (see attached map). The Assembly block is conveniently reached by Door 13 or 15. The plenary meetings will be held in the Assembly Hall (Salle des Assemblées) which can be reached by stairway or elevator from Door 13 or 15. The two main committees of the Health Assembly will meet in separate conference rooms, Committee A in Conference Room XVIII and Committee B in Conference Room XVII. Both rooms are located on the first floor of E building (“Bâtiment E”) (see attached plan). **Smoking is not allowed at the Health Assembly.**

4. **INQUIRY OFFICE**

   The Inquiry Office is located in the hall between Doors 13 and 15 (ext. 74217). It deals with the registration of participants, provides guidance on a range of matters of interest to participants, and will direct them to other services, such as travel, mail, finance and communications. Personal mail can be collected here as well. Lost property may be turned in or claimed at this office.
5. CREDENTIALS AND REGISTRATION

The credentials of delegates, alternates and advisers should be communicated to WHO in Geneva by 25 April 1998. Such credentials shall be issued by the Head of State, Minister for Foreign Affairs, Minister of Health, or any other appropriate authority. Member States shall be represented at the Assembly by not more than three delegates, and alternates and advisers may accompany delegates.

Before the opening of the Assembly delegates, representatives and other participants will be able to register at the Inquiry Office on Saturday, 9 May between 9h00 and 14h00, on Sunday, 10 May between 12h30 and 17h00 and on Monday, 11 May from 7h00. Delegations whose credentials have not been communicated to WHO prior to the opening should deposit them here. The Inquiry Office will issue badges to delegates, representatives and other participants. Access to meeting rooms will be restricted to persons wearing badges. However, access will also be permitted to members of diplomatic missions upon presentation of their diplomatic card.

6. LIST OF DELEGATES

A provisional list of delegates and other participants (document A51/DIV/3) will be distributed at the beginning of the Health Assembly. This list will be issued on the basis of the credentials received by the Secretariat up to 14h00 on Saturday, 9 May. A revised list will be issued later as part of the normal document distribution. In the event of any official change in delegation membership, delegations are kindly requested to notify the Inquiry Office in writing on the form attached to the list. The form should be signed by the chief delegate.

7. CONTACT WITH WHO SECRETARIAT

A list of programmes and responsible officers at WHO headquarters, with their telephone numbers and reference symbols, is available at the documents desk. It also contains the structure of the Secretariat at headquarters.

8. DOCUMENTATION

8.1 Distribution

A document distribution service operates at the counter in the hall between Doors 13 and 15. Each day delegates, representatives and other participants will receive their documents under the name of their country or organization in the pigeon-holes situated on both sides of this counter. Documents will be distributed in the languages indicated by delegates on the form which they will be invited to complete. Pigeon-holes are used exclusively for official WHO documents produced and distributed through the WHO document distribution system.

The only distribution of documents considered official is the distribution to these pigeon-holes. Participants are therefore kindly requested to collect their documents before the meetings each day.

8.2 Journal

The time and place of meetings are published each day in the Journal of the Health Assembly. The Journal gives the programme for meetings, the agenda items for discussion and the corresponding documents, as well as other relevant information.
8.3 Document symbols

Documents in the main series (A51/..) serve as a basis for discussion of an agenda item or convey the report of a committee or other body. Information documents (A51/INF.DOC./..) transmit supplementary information.

Conference papers (A51/A/Conf.Paper No. .. and A51/B/Conf.Paper No. ..) contain draft resolutions of Committees A and B. Once adopted in plenary, resolutions are issued in the series WHA51/.. The verbatim records of the plenary meetings, which give a word-for-word transcription of the proceedings, appear in the series A51/VR/..; the discussions in Committees A and B are recorded in summarized form in the series A51/A/SR/.. and A51/B/SR/.. .

8.4 Basic Documents

The Constitution of WHO, the Rules of Procedure of the Health Assembly and other relevant information are contained in the booklet entitled Basic Documents (41st ed., 1996).

8.5 Resolutions and Decisions of the Executive Board and the World Health Assembly

The cumulative editions of the Handbook of Resolutions and Decisions covering the period 1948-1992 will be available for reference in the Assembly Hall and committee rooms, where they can be consulted. Official records volumes covering the period 1993-1998 will also be available.

8.6 Documents of relevance to the agenda of the Fifty-first World Health Assembly

Several documents already considered by the Executive Board at its 101st session are reproduced as annexes to document EB101/1998/REC/1 and referred to under the relevant items of the provisional agenda of the Fifty-first World Health Assembly. For other agenda items, the basis for discussion will be a separate document bearing the symbol A51/.. (see 8.3 above).

The provisional agenda also makes reference to Board resolutions containing draft resolutions recommended for adoption by the Fifty-first World Health Assembly; these resolutions can be found, in numerical order, in document EB101/1998/REC/1.

The summary records of the Board’s discussions at its 101st session appear in document EB101/1998/REC/2.

8.7 Documents on the Internet

The World Health Organization World Wide Web home page (http://www.who.ch) provides easy electronic access to WHO policies and related documents. The Governance page, accessed from the WHO home page, offers options to download documents for the current sessions of the governing bodies and to search documents of previous sessions, as follows:

- The WHO Policy document retrieval system allows Internet users to navigate and search various “infobases”. These infobases include the WHO Basic Documents, documents presented in sessions of the Executive Board and Health Assembly, official records, resolutions and decisions of the Board and the Assembly, and the programme budget. The WHO Policy system can be accessed directly at the Internet address: http://www.who.ch/whopolicy/en (English), or http://www.who.ch/whopolicy/fr (French).
• The Journal (see 8.2 above) and documents of relevance to the agenda of the Fifty-first Health Assembly are available for downloading at the following address: http://www.who.ch/wha.

8.8 Submissions by delegations

Delegations wishing to have draft resolutions distributed to the Health Assembly or to one of its committees are requested to hand them to the Assistant to the Secretary of the Health Assembly in the case of documents intended for plenary meetings, or to the secretary of the committee concerned in the case of documents intended for one of the committees. Draft resolutions should be handed in early enough to allow time for translation, reproduction in the working languages and circulation to delegations at least two days before the proposal is discussed, in conformity with Rule 52 of the Rules of Procedure. The Secretariat is available upon request to provide logistic and editorial or information support as may be required.

The conditions under which formal proposals relating to items on the agenda may be introduced at plenary meetings and in the main committees are set out in Rules 50, 51 and 52 of the Rules of Procedure (Basic Documents, 41st ed., 1996).

9. ORGANIZATION OF THE HEALTH ASSEMBLY

The work of the Health Assembly is conducted in plenary meetings and in two main committees, Committee A and Committee B, open to all delegates, representatives and other participants. The Health Assembly also establishes the following three committees: the Committee on Credentials, the Committee on Nominations, and the General Committee.

9.1 Delegates in plenary meetings appoint members of the Committee on Credentials, establish the Committee on Nominations, elect officers of the Health Assembly, as well as the other members of the General Committee, and adopt the agenda. Members entitled to designate a person to serve on the Executive Board are elected in plenary from among the Members nominated by the General Committee. Delegates in plenary also consider and adopt reports and resolutions recommended by the two main committees. Admission of new Members and presentation of prizes take place in plenary.

9.2 The Committee on Credentials consists of 12 delegates appointed at the beginning of each session of the Health Assembly, on the proposal of its President. This Committee examines the credentials of delegates of Member States and of representatives of Associate Members. Meetings of the Committee on Credentials are held in private.

9.3 The Committee on Nominations consists of 25 delegates, including the President of the Health Assembly, who are elected at the beginning of each regular session of the Health Assembly. This Committee makes nominations from among the delegates for the offices of President and Vice-Presidents of the Health Assembly, for the offices of Chairman, Vice-Chairmen and Rapporteur of each of the two main committees, and for members of the General Committee. Meetings of the Committee on Nominations are held in private. The President of the Health Assembly presides.

9.4 The General Committee is the coordinating organ of the Health Assembly. It consists of the President and Vice-Presidents of the Health Assembly, the Chairmen of the main committees of the Health Assembly and that number of delegates to be elected by the Health Assembly, after consideration of the report of the Committee on Nominations, in order to arrive at a total of 25 members of the General Committee, bearing in mind that no delegation may have more than one representative on the Committee. The President of the Health Assembly convenes, and presides over, meetings of the General Committee.
Each member of the General Committee may be accompanied by one other member of his or her delegation.

Meetings of the General Committee may also be attended by one member of each delegation to the Health Assembly not represented in the Committee. Such members may participate without vote in the deliberations of the General Committee if so invited by the Chairman. The function of the General Committee is to facilitate the proceedings of the Health Assembly.

9.5 The main committees of the Health Assembly are:

Committee A, which deals mainly with programme and budget matters.

Committee B, which deals mainly with administrative, financial and legal matters.

The Health Assembly, after considering the recommendations of the Board and the General Committee, allocates items of the agenda to the main committees in such a way as to provide an appropriate balance of their work.

The General Committee can transfer items of the agenda from one main committee to the other whenever necessary.

10. CONDUCT OF MEETINGS

10.1 Plenary meetings (Assembly Hall)

The seats reserved for delegations are arranged in alphabetical order of countries attending the Health Assembly after a draw by lot to determine the first letter, using the English names of countries in odd years and the French names in even years. As a general rule delegates speak from their seats. Each time they take the floor, speakers should clearly state their name and the name of their country.

10.2 Meetings of Committees A and B (Conference Rooms XVIII and XVII)

The seating arrangements are similar to those in the main Assembly Hall. Delegates and representatives may signify their wish to speak either by informing the Secretary of the Committee to this effect or by raising their country or organization name-plate for the Secretary to note. The Chairman will give them the floor in the order in which they have signified their wish to speak. Speakers make their statements from their seats. Each time they take the floor, they should clearly state their name and the name of their country.

10.3 Debate on the report of the Executive Board and The world health report 1998 which includes the report of the Director-General

The Health Assembly, in resolution WHA50.18, has requested that delegates limit their statements on the reports of the Executive Board and of the Director-General to five minutes and that the statements should be on the theme of The world health report 1998, namely “Life in the 21st century - a vision for all”. Statements should stress global policy and strategy in relation to the theme, rather than country situations.

Delegates wishing to do so may submit prepared statements, of not more than 600 words for inclusion in extenso in the verbatim records of the plenary meetings. Delegations may also wish to opt for group or regional statements, in lieu of individual statements.
If a written text exists of a speech that a delegate intends to deliver, advance copies should be handed to the Assistant to the Secretary of the Health Assembly (Room A.656), Palais des Nations, to assist with the interpretation and transcription of the proceedings.

11. FACILITIES AT THE DISPOSAL OF DELEGATES

11.1 Local transport and taxis

From Monday to Friday WHO can be reached by bus “8” which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station) and Place des Nations (Palais des Nations); at weekends this bus runs only as far as Place des Nations. WHO can also be reached by bus “F” which runs daily from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Route des Morillons, next to the headquarters building. In addition, bus “5” runs daily from Place Neuve to Grand-Saconnex, with stops at Place Cornavin and Place des Nations, and bus “18” runs from Place des Nations to Lignon, with stops at Route des Morillons and the Airport.

Tickets must be purchased and validated before entering buses. Individual tickets are available from vending machines at main bus stops, and cards for multiple trips at reduced price from the Naville kiosks in the headquarters building and the Palais des Nations, and from newsagents in town bearing the “TPG” sign.

Geneva taxi drivers know the headquarters building as “OMS” (Avenue Appia).

There are taxi ranks in almost all main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following numbers: 774 18 18, 320 22 02 and 33 141 33. Taxis can also be ordered through the usher on duty at the nearest door in the Assembly block.

11.2 Car parks

Delegates' cars bearing WHA stickers are allowed to park in areas reserved for the Health Assembly. Delegates may therefore use car parks P3 (lower and upper levels) and P5 (lower level), near Doors 13 and 15, which are reached through the Route de Pregny entrance. Car stickers can be obtained from the car parking sticker desk at the Inquiry Office.

11.3 Delegates' lounge

Hall 14 near the Assembly Hall is available for the convenience of delegates.

11.4 Restaurant, cafeteria and bar

The restaurant on the eighth floor of the Assembly block is open from 12h00 to 14h30 from Monday to Friday (ext. 73588 for reservations). The restaurant can organize private receptions (cocktail parties), luncheons, or dinners for a minimum of 25 participants. These services can also be provided on Saturdays or Sundays.

The cafeteria, which is on the ground floor of the Assembly block, and to which there is direct access by Lift 29, is open from 8h15 to 16h45 from Monday to Friday, hot meals being served from 11h30 to 14h00 or 14h30 (grill only).

The snack bar in the hall between Doors 13 and 15 is open from 7h30 to 19h00 or until the close of meetings, and on Saturday mornings; it also serves snacks. It should be noted that this area has been reserved for non-smokers.
The delegates' bar, adjacent to Conference Room VII on the third floor, is open from 8h30 to 17h00 from Monday to Friday, and also serves snacks.

The Bar du Serpent, located on the first floor of Building E next to Conference Room XVIII (where Committee A will meet) and Conference Room XVII (where Committee B will meet), is open from 9h00 to 17h00 from Monday to Friday and on Saturday until 12h30 or until the close of meetings; it also serves sandwiches.

Delegates and other participants in the Assembly are, of course, welcome to use the restaurant at WHO (see also section 11.6 below).

11.5 Reservation of rooms for private meetings

Requests by delegates for reservation of conference rooms at the Palais des Nations for private meetings may be addressed to the Conference Services at WHO (Room 8167, ext. 4007/4004) before the opening of the Health Assembly or to the Interpretation Service, Room A.659, sixth floor, Palais des Nations (Lift 15), from 8 May onward.

11.6 Arrangements for receptions

The WHO restaurant can organize receptions (cocktail parties) and luncheons; arrangements can be made by contacting Head, Accommodation, Office Supplies and Concessions, at WHO (Room 8149, ext. 4013/4017). In order to avoid overlapping, delegations intending to arrange receptions are urged to consult the Protocol Officer.

11.7 News stand

Newspapers, magazines, books, postcards, etc., are on sale at the news stand in the hall between Doors 13 and 15. It is open Monday to Friday from 8h00 to 13h00 and from 14h00 to 17h30 and on Saturday from 8h00 to 12h00. (The main kiosk is in the hall near Door 6.)

11.8 Post office

A post office has been set up by the Swiss postal authorities for the duration of the Assembly in the hall between Doors 13 and 15. It is open from 8h45 to 13h00 and from 14h00 to 17h45 from Monday to Friday, and from 8h45 to 12h45 on Saturday. For telegrams, faxes and telexes, the telegraph office is open near Door 6 from 8h30 to 17h00 from Monday to Friday.

11.9 Delegates' mail

Correspondence addressed to delegates c/o WHO, 1211 Geneva 27, can be collected from the Inquiry Office.

Mail can be sent from the post office situated in the hall between Doors 13 and 15. This office does not engage in monetary operations (giro payments, postal or money orders); these should be transacted at the Geneva 10 Post Office in the Palais des Nations (Door 6) or the Geneva 27 Post Office in the WHO building.

WHO stamps and Swiss stamps can be purchased at the post office in the hall between Doors 13 and 15. Such stamps (WHO only or Swiss only, as mail bearing both is not accepted) on mail handed in, or posted in the letter-box, at that office will be automatically cancelled with the special postmark “1211 Genève, Assemblée mondiale de la Santé”.
Delegates who wish to stamp their mail with United Nations Postal Administration stamps should apply to the office of that Administration, which is in the entrance hall near Door 6.

11.10 Telephones

1. Calls inside the Palais des Nations

(a) Lift the receiver and wait for the dialling tone;
(b) Dial the required number;
(c) A succession of long slow buzzes indicates that the number is ringing;
(d) A succession of short rapid buzzes indicates that the number is engaged.

2. Calls from the Palais des Nations to WHO

EITHER (a) Lift the receiver and wait for the dialling tone; OR (a) Lift the receiver and wait for the dialling tone;
(b) Dial 62 (b) Dial 0 and wait for the second dialling tone;
(c) Dial the extension required (see WHO telephone directory.) (c) Dial 791 followed immediately by the extension required in WHO.

If the extension is not known, dial the WHO switchboard number (62 - 1111 or 0 - 791 21 11).

3. Local calls within the Geneva area

(a) Lift the receiver and wait for the inside dialling tone;
(b) Dial 0 and wait for the outside dialling tone;
(c) Dial the required number within the Geneva area.

4. Interurban and international calls

Interurban and international calls can be made at all times from the Taxcard- and coin-operated telephone booths located as follows:

Assembly block: near Door 15 - two telephone booths

E Building: near Lifts 42A, 42B, 43A and 43B - one telephone booth on each of the 3rd, 4th, 6th, 8th and 10th floors
near Door 41, 2nd floor - one telephone booth
Press Office 3 - two telephone booths
Roneo E.60 - one telephone booth

Codes and rates for automatic dialling of international calls are given on the pale green pages of the Geneva telephone directory. Codes not shown can be obtained by dialling 191.

Interurban and international calls can also be requested at:

E Building: Telegraph office at Door 41
(9h30-17h00 from Monday to Friday)

United Nations Secretariat building: Telegraph office at Door 6
(8h30-17h30 from Monday to Friday)
All charges for interurban and international calls requested by delegations will be borne by the delegations concerned.

When these offices are closed, interurban and international calls can be made from the telephone booth at the Conciergerie (main reception desk at Door 2 of the United Nations Secretariat building - Place des Nations entrance).

11.11 Reimbursement of air tickets and reservations for return journey

Delegates of least developed countries entitled to reimbursement of their air tickets are requested to apply to the Travel Office, near Door 13, with their tickets so that reimbursement may be effected. Due to the shortened duration of the Assembly, they are requested to present themselves by Thursday, 14 May.

There is a branch of the Carlson Wagonlit Travel Service near Door 13 where delegates may reconfirm their return flights. It is open from 9h00 to 17h00 from Monday to Friday and from 9h00 to 12h00 on Saturday, 16 May 1998.

11.12 Bank

There is a branch of the Swiss Bank Corporation between Doors 13 and 15. It is open from 9h00 to 16h30 from Monday to Friday, and from 9h00 to 12h00 on Saturday.

11.13 Medical Service

A nurse will be on duty in the Assembly infirmary near Door 11, where injections and simple treatment can be given. If necessary, the nurse will refer delegates to the Medical Service at the Palais des Nations (Room 016, ext. 72807/72520). Delegates requiring information about medical advice or treatment may arrange for an appointment with the Director of the Medical Service (Room 014) at the Palais des Nations, by dialling the infirmary (ext. 72520/72807).

In case of medical emergency while in the conference buildings, from 8h30 to 19h00, dial 15; outside these hours contact the Conciergerie (Door 2, ext. 72902/72900).

Delegates requiring urgent medical attention when they are not in the conference buildings are advised to contact the “Service d’urgence de l’Association des Médecins de Genève” (tel. 320 25 11).

There is also a Medical Service in the second basement of the WHO building (Room 282, ext. 3040).

11.14 Distribution and sale of WHO publications

Chief, Distribution and Sales at WHO (Room 4155, ext. 2476) is available for consultation by delegates, who may wish to know the addresses in their country to which WHO publications are being sent free of charge, or to discuss distribution questions.

The WHO bookshop (Room 4141) is open from 8h30 to 17h00 from Monday to Friday for those interested in purchasing WHO publications.

11.15 Library

The Library at WHO is situated near the Executive Board Room and will be open from 8h30 to 17h00 from Monday to Friday, and from 8h30 to 13h00 on Saturday. For requests by telephone, call ext. 2062.
An information sheet describing services and procedures is available at the library reference desk.

11.16 Duty free shop and petrol cards

A duty free shop has been opened by the Swiss authorities for the convenience of delegates, alternates and advisers as well as representatives of intergovernmental organizations duly accredited to the World Health Assembly. It is situated at 27 Avenue de France - Centre Commercial Montbrillant, in the block surrounding the new HCR building on the other side of the Place des Nations. (Opening hours: Monday, 13h00 to 18h30, Tuesday to Friday, 9h30 to 12h30/13h00 to 18h30, Saturday, 9h30 to 13h30.) Accredited delegates who wish to use the shop must fill in form 14.65 available at the Inquiry Office. This form must be stamped and signed by the Director CGS or Chief CRC. Right of access is personal to each delegate. It is not possible to be represented by a driver or a colleague.

Delegates who have come to Geneva by car may obtain a temporary duty free petrol card. To do so they should fill in form 15.55 also available at the Inquiry Office and have it stamped and signed by the Director CGS or Chief CRC. Further instructions on the procedure are available at the Inquiry Office.
PLAN DE SITUATION DES ORGANISATIONS INTERNATIONALES