

Guide for delegates to the World Health Assembly

DATE AND PLACE OF THE HEALTH ASSEMBLY

The First Special Session of the World Health Assembly will be held in Geneva on Thursday, 9 November 2006, and will begin at 10:00. The Health Assembly will be held in the Palais des Nations, located near Place des Nations and Avenue de la Paix, and is most easily reached by the entrance gate on Route de Pregny.

ARRIVAL IN GENEVA

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

The Travel Officer, Mr Patrick Jorand, can be reached on his portable phone (+41) (0)78 619 19 92.

WHO draws participants' attention to the very strict entry requirements that apply in Switzerland. Persons without a proper valid visa are not allowed to enter Switzerland. Participants requiring an entry visa must obtain it from the Swiss Consulate or diplomatic mission in or for their country of residence (or if they are travelling, in or for the country in which they are temporarily residing). If they have any major difficulties, they should immediately get in touch with OSS/SCG/SOS at WHO headquarters by fax (+41 22 791 48 20) or e-mail (quinnh@who.int), indicating Att: Visas. Participants will be required to provide the following information: name, given names, sex, date and place of birth (town, country), nationality, national passport number, dates of issue and of expiry of passport, planned dates of arrival and departure, flight numbers, business and private addresses in their country of residence (or in the country in which they are residing temporarily if they are travelling).

Participants should note that any visa application made in several places will be rejected.

French entry visas are required for certain nationalities to allow transit through French airports en route to and from Geneva. Those participants wishing, upon arrival in Geneva, to cross the border into France, must obtain visas in the country of residence before departure, as these are not obtainable in Geneva.

ACCESS TO THE PALAIS DES NATIONS FOR THE HEALTH ASSEMBLY

The Health Assembly will meet in the Assembly Hall (Salle des Assemblées) of the Palais des Nations which can be reached by stairway or elevator from Doors 13 or 15. **Smoking is not allowed at the Health Assembly.**

CREDENTIALS

The credentials of delegates should be communicated to WHO in Geneva by 6 November 2006. Such credentials shall be issued by the Head of State, Minister for Foreign Affairs, Minister of Health, or other appropriate authority. Member States shall be represented at the Health Assembly by not more than three delegates; alternates and advisers may accompany delegates.

REGISTRATION

In view of security measures at the Palais des Nations, the Registration Desk will be set up at **WHO headquarters** to issue badges for entry into the Palais des Nations to delegates and other participants.

Delegates and other participants will be able to register and receive their badges before the opening of the Health Assembly. The Registration Desk will be open at WHO headquarters, on S1, opposite the travel agency on Tuesday, 7 November from 13:00 to 17:00, on Wednesday, 8 November from 10:00 to 17:00, and on Thursday, 9 November from 07:30 to 14:00. Delegations whose credentials have not been communicated to WHO before the opening should deposit them at the Registration Desk. **Please note that only those individuals whose names appear on a valid credential will be issued with a Member State badge. Access to the Palais des Nations and the meeting rooms will be restricted to persons wearing badges.**

After registration, a shuttle service will be available to take delegates from WHO to the Palais.

INQUIRY OFFICE

The Inquiry Office is located in the hall between Doors 13 and 15 (ext. 76556). It 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 also be collected there. Lost property may be turned in or claimed at this office.

LIST OF DELEGATES

A provisional list of delegates and other participants (document SSA1/DIV/1) 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 17:00 on Wednesday, 8 November. A revised list will not be issued in document form but will be reflected in the Official Records. In the event of any official change in delegation membership, delegations are kindly requested to notify the Inquiry Office in

writing on form WHO23 WHA which is distributed with the list. The form should be signed by the chief delegate.

PUBLIC 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 Avenue Appia. 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 Vy-des-Champs, 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 “28” runs from Jardin Botanique with stops at Appia and Vy-des-Champs for headquarters.

A tram service, tram “13”, is also available. It runs from Palettes to the Place des Nations, passing by Cornavin station, including at weekends.

Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops. Electronic cards for multiple trips may be purchased from the Naville kiosks in WHO headquarters and at the Palais des Nations, any newsagent in town bearing the “TPG” sign, and at the main railway station (Cornavin).

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: 022 320 20 20, 022 320 22 02 and 022 331 41 33. Taxis can also be ordered through the usher on duty at Doors 13 or 15.

CAR PARKS

Delegates’ cars bearing United Nations T1 stickers may park in areas reserved for DIPLOMATS at the Palais des Nations. Alternative parking will be available at WHO from where a shuttle service will be available.

DELEGATES’ LOUNGE

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

RESTAURANT, CAFETERIA AND BAR

The restaurant on the eighth floor of the Assembly block is open from 12:00 to 14:30 from Monday to Friday (ext. 73588 for reservations).

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 08:15 to 16:45, Monday to Friday, hot meals being served from 11:30 to 14:00.

The snack bar in the hall between Doors 13 and 15 is open from 07:30 to 17:00 or until the close of meetings. 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 08:30 to 16:45, Monday to Friday, and also serves snacks.

Delegates and other participants in the Assembly may also use the restaurant and cafeteria at WHO.

RESERVATION OF ROOMS FOR MEETINGS

As this Special Session will be convened for one day only, there will be no facilities available to provide rooms for private meetings.

NEWS STAND

Newspapers, magazines, books, postcards and other items are on sale at Naville located near Door 6. It is open Monday to Friday from 08:30 to 16:30.

POST OFFICE

The post office, located near Door 6, is open from 08:30 to 17:00 Monday to Friday. It provides normal services including faxes and monetary operations such as giro payments, postal or money orders. There is another post office at WHO headquarters.

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.

DELEGATES' MAIL

Correspondence addressed to delegates c/o WHO, 1211 Geneva 27, can be collected from the Inquiry Office between Doors 13 and 15.

PERSONAL SECURITY

Geneva can be regarded as a safe city with a low rate of violent crime. However, pickpocketing and purse or cell-phone snatching do occur in the vicinity of train and bus stations, airports and in some public parks.

Do not leave anything on car seats. Doing so attracts the attention of thieves. Never leave bags containing money, airline tickets, credit cards or passports in a parked car. Thefts frequently occur as a result of this.

Emergency numbers are:

- police 117
- ambulance 144
- fire 118
- roadside assistance 140
- at UNOG: 729200

If you face a security related emergency or have any particular question concerning your security while in Geneva, please contact WHO security office/duty officer telephone number: +41(0)22 791 11 17.

Security screening at UNOG has increased for both vehicles and pedestrians seeking access to the Palais des Nations and to the conference rooms area. Please come prepared with required proof of identity and accreditation badge, in order to facilitate your entry into the Health Assembly area.

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**
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| (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 5-digit extension required (see WHO telephone directory). | | (c) Dial 022-79 followed immediately by the 5-digit extension required in WHO. |

If the extension number is not known, dial the WHO switchboard number (62-99 or 62-11111).

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 022 and the required number within the Geneva area.

4. Calls within Switzerland and international calls

Calls within Switzerland and international calls can be made at any time with most common credit cards or with a Taxcard from telephone booths located as follows:

Assembly block: near Door 15 – one telephone booth in front of “Café de la Presse” – ground floor, near Door 21 – ground floor

E Building: near Lifts 42A, 42B, 43A and 43B – one telephone booth on each of the 3rd, 4th, and 6th floors near Door 41 – 2nd floor – near Salle XVII – 2nd floor

Pregny Building: New Security Office – ground floor

International codes and rates can be obtained by calling 1159

Please note that the Taxcards can be purchased at the following places:

Assembly block: Naville kiosk or Post office near Door 6

Naville kiosk between Doors 13 and 15

E Building: Naville kiosk near Salle XVII – 2nd floor

All charges for calls within Switzerland and international calls requested by delegations must be borne by the delegations concerned.

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 at WHO headquarters. Tickets must be presented before reimbursement can be made.

Delegates may reconfirm their return flights at the Carlson Wagonlit Travel Service office at WHO headquarters. Opening hours are 09:00 to 16:00 Monday to Friday.

BANK

The branch of the UBS near Door 6 in the Palais des Nations is open from 08:30 to 16:30 from Monday to Friday.

MEDICAL SERVICE

A nurse will be on duty for first-aid care in the Palais des Nations Infirmary located in the A Building, Door 2. If necessary, the nurse will refer delegates to appropriate facilities in Geneva or to the WHO Medical Service at headquarters (tel. 022 791 30 40).

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. 022 322 20 20 or 144 for ambulance service).

LIBRARY

The Library at WHO is situated on the ground floor near the Executive Board room and is open from 08:30 to 17:00 from Monday to Friday (ext. 12062).

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