

WORLD HEALTH ORGANIZATION

Arrangements for the 126th session of the Executive Board

PLACE: Executive Board room at the headquarters of the Organization.

DATE AND TIME OF OPENING MEETING: Monday, 18 January 2010 at 09:30.

ATTENDANCE AT MEETINGS: Badges will be issued at the Registration Desk at the main lobby to Members of the Board, their alternates and advisers, and to representatives of organizations invited to attend. Media badges are issued by the Department of Communications (Tel.: 12108).

OPENING HOURS FOR REGISTRATION

Friday	15 January	14:00 – 17:00
Sunday	17 January	10:00 – 16:00
Monday	18 January	07:30 – 17:30
Tuesday–Friday	19–22 January	08:00 – 17:30
Saturday	23 January	During the session

Public badges valid for one day will be issued by the WHO Premises Security at the main entrance (Tel.: 13153) beginning 08:00 each day of the meeting. These badges will grant access to the Public Gallery.

Seats will be reserved for staff designated by Assistant Directors-General to be present in the conference room. WHO identity badges are required for staff so designated. The discussions will be broadcast over the telediffusion telephone and computer systems.

PARKING OF VEHICLES: Parking in the P15 will be reserved for the use of meeting participants and will therefore not be at the disposal of staff from 14 until 23 January 2010.

TPG BUS SERVICE: From Monday to Friday, the “8” buses will run according to the usual TPG timetable between Veyrier and WHO via Rive and Gare Cornavin (station). In addition, the “F” buses run every day of the week between the Place de Cornavin and Ferney-Voltaire passing along the Avenue Appia and the Route des Morillons; the stop for this bus is next to the “V” building. The “28” buses run every day between the Place des Nations, via ILO (same stop as “F” bus next to “V” building), Palexpo and the airport every 15 minutes on working days and every 30 minutes during weekends.

Travellers can pick up a free ticket for public transport from the machine in the baggage collection area at the Arrival level. This “Unireso” ticket, offered by Geneva International Airport, allows you to use public transport in Geneva for free for a period of 80 minutes. For travellers staying at a hotel, a youth hostel or a campsite, the establishment will offer you the “Geneva Transport Card” that allows you to use public transport in Geneva free of charge during your stay. Get more information from <http://geneve-tourisme.ch> or the establishment concerned.

SPECIAL BUS SERVICE (TPG) on Saturday, 23 January. There will be a bus service between WHO and a temporary bus stop at the Place des Nations each 12 minutes between 08:00 to 10:00 and 12:00 to 13:30.

RESTAURANT FACILITIES

Coffee Bar (main lobby):

Sunday, 17 January	09:30 to 17:00
Monday, 18 to Friday, 22 January	07:00 to 16:30
Saturday, 23 January	07:30 to 14:00 or until such time that the meeting closes

Cafeteria (self-service):

Monday, 18 to Friday, 22 January (one hot meal available in the evening) 07:30 to 20:30
Saturday, 23 January: one hot meal at lunch-time.

Restaurant:

Monday, 18 to Friday, 22 (Table reservations: Tel.: 13951) 11:30 to 14:00

Cafeteria (Building M)

There is also a small cafeteria in Building M, open from 08:00 to 16:00, Monday to Friday.

BANK, POST OFFICE, TRAVEL AGENCY

	Monday – Friday	Saturday, 23 January
Bank (UBS) (located in the “L” building)	08:30 to 16:30 Without interruption	Closed
Post Office	08:30 to 16:30 Without interruption	Closed
Travel Agency (American Express)	08:30 to 16:30 Without interruption	09:00 to 12:00

International telephone connections and communication facilities are available at the Post Office. In addition, there are pay phones near the Post Office and in the area near the Executive Board.

IT SERVICES: The ITT Service Desk will extend its working hours during the EB as follows: Monday to Friday from 08:00 to 20:00 non-stop

Participants may contact the Global Service Desk by calling ext. 17000, by sending an e-mail to globalservicedesk@who.int, or by submitting a Service Desk ticket at http://globalservicedesk.who.int:7780/ermhq_enu.

Wireless internet access is available in the cafeteria, the hall of the main building as well as in all meeting rooms. A username and password are required to access the wireless connection, please contact the ITT Service Desk to get the current access codes.

The CyberCafe is located in the main hall on the first floor, directly above the library. Participants will be able to access the Internet and various applications.

MEDICAL SERVICE: The Medical Service is located in the second basement near the Executive Board room. Participants wishing to consult the Staff Physician may obtain an appointment through the secretariat of the Service (Tel.: 13040). In addition, a nurse is available to help on various health-care issues (vaccinations, injections on presentation of a medical prescription, dressings, monitoring of blood pressure etc.). The opening hours are from 08:15 to the end of each plenary session and including Saturday, 23 January.

DOCUMENTS:

For submission of a document to the Board, Members are requested to consult *Dr Maged YOUNES, Assistant to the Secretary of the Executive Board (Room E.132, Tel.: 13150/13110).*

Documents will be distributed daily to Members of the Executive Board in the boxes beside the Distribution Counter in the second basement (SS2). Other participants and staff may obtain their documents from the Distribution Counter from 07:30. The pigeon-holes are reserved exclusively for official WHO documents produced and distributed through the WHO documents distribution system. Documents can be accessed on the WHO web site at the address <http://www.who.int/gb>.

Mail for Members and other participants should be handed to the Conference Officer in the Executive Board room.

PER DIEM AND TRAVEL ARRANGEMENTS: The payments of per diem for Members of the Executive Board are made by direct bank transfer to their bank account. However, WHO will arrange payment by cash voucher for Members whose bank account is in a non convertible currency in front of the Executive Board room on the afternoon of Tuesday, 19 January.

Members should contact the Travel Agency (American Express) for their return journey arrangements. In case of difficulty, Members may contact the Travel unit (Room L.261, Tel.: 12237).

NOTE:

- (1) **SMOKING IS NOT ALLOWED INSIDE THE WHO BUILDINGS.**
 - (2) **WHILE IN THE MEETING ROOMS, PARTICIPANTS SHOULD SWITCH OFF THEIR CELLULAR PHONES AS THEY CAUSE INTERFERENCE WITH THE SOUND SYSTEM.**
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