



WORLD HEALTH ORGANIZATION

OPEN-ENDED INTERGOVERNMENTAL
WORKING GROUP ON THE
WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

A/FCTC/IGWG/1/DIV/3
20 May 2004

Participation of nongovernmental organizations in official or provisional official relations with WHO in the Open-ended Intergovernmental Working Group on the WHO Framework Convention on Tobacco Control

This information note sets out the general background to and arrangements for the participation of nongovernmental organizations in the working of the Open-ended Intergovernmental Working Group, and describes the facilities available to them during the sessions.

As provided in paragraph 9 of resolution WHA56.1, decisions taken by the Intergovernmental Negotiating Body on the WHO Framework Convention on Tobacco Control concerning the participation of nongovernmental organizations shall apply to the activities of the Open-ended Intergovernmental Working Group.

As requested in paragraph 4.4 of resolution WHA53.16, the Negotiating Body, at its first session, examined the question of an extended participation, as observers, of nongovernmental organizations and agreed as follows:

- *nongovernmental organizations in official relations with WHO should have access, as observers, to the plenary and working groups that functioned as committees of the whole;*
- *other groups established for a particular purpose should be closed, but a limited number of nongovernmental organizations might be invited by the Chairman, with the agreement of Member States participating in those groups, to make presentations in order to clarify issues of relevance to the discussions;*
- *time should be scheduled at the end of each morning or afternoon meeting for nongovernmental organizations to make statements in accordance with paragraph 6.1(i) of the WHO Principles Governing Relations between the World Health Organization and Nongovernmental Organizations;*

- *copies of statements should be provided to the Chairman sufficiently in advance to ensure their review.*¹

Accordingly, and based on the practices adopted with reference to the above-mentioned Principles, arrangements have been made as set out below.

NOTIFICATION OF PARTICIPATION IN THE WORKING GROUP

Invitations to participate in the Working Group will be mailed about two months before the scheduled opening of the session. Representatives of all nongovernmental organizations in official relations with WHO are invited. It would be helpful if the Secretariat could be informed, if possible, of the name(s) of the representatives of nongovernmental organizations 15 days before the date fixed for the opening.

REGISTRATION

The Working Group will meet at WHO headquarters in Geneva on Monday, 21 June 2004, at 09:30; it will close on Friday, 25 June 2004. It will be held in the Executive Board room.

The names of representatives should be communicated to WHO in Geneva, if possible, before 28 May 2004, or delivered to WHO not less than one day before the opening day of the session. An advance copy may be sent to the Department of Governance by fax, number (0041) 22 791 41 73.

Observers are requested to register at the registration desk located at WHO headquarters. Upon registration, badges will be issued to observers which will allow them entry into the Executive Board room. Owing to limited seating capacity in the Executive Board room, observers will be seated in the gallery section of the Executive Board room.

The registration desk will be at the entrance of the Executive Board room. Working hours of the registration desk are:

Sunday	20 June	08:00-17:00
Monday to Friday	21-25 June	08:00-17:00

ACCESS TO THE MEETING ROOM

Only delegates and other participants wearing the appropriate badges issued by the registration desk will be allowed access to the meeting rooms. Members of the Secretariat wearing their WHO security badges will also be allowed access.

¹ Document A/FCTC/INB1/PL/SR/9.

ACCESS TO WHO

The WHO headquarters building is situated at the end of Avenue Appia on the outskirts of Geneva, about three kilometres from the centre of town and about one and a half kilometres from the Palais des Nations.

By bus

From Monday to Friday, WHO can be reached by the number 8 bus, with the destination board indicating OMS. It runs between Veyrier and WHO via Rive (near the centre of town) and Place Cornavin (railway station).

Tickets must be purchased before boarding buses. Individual tickets are available from vending machines at the bus stops. The normal fare for one adult ticket is Sw.fr. 2.60. Please note that the vending machines do not give change. Cards for multiple trips at a reduced price can be bought at the Naville kiosk in the headquarters building, from newsagents in town bearing the TPG sign, and from the TPG office at the Cornavin railway station.

There is no number 8 bus service to WHO on Saturdays, Sundays and public holidays. As an alternative, the F bus service runs from Place Cornavin to Ferney-Voltaire/Gex (France), stopping at Vie-des-Champs next to the V building (UNAIDS). The F bus runs every 30 minutes on Saturdays and Sundays as well as during the week. Evening services are less frequent.

Bus number 28 runs from Jardin Botanique to Hôpital-La Tour every day, passing all major international organizations. It departs from Jardin Botanique every 20 minutes during the week and every 25 minutes at weekends.

Bus number 18 runs from Place des Nations via Vie-des-Champs to Palexpo and the airport, every 30 minutes from Monday to Saturday and at various times on Sundays.

By taxi

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

Taxi stands are located at almost all main squares in Geneva. Taxis can be called on the following numbers: 022 320 20 20; 022 320 22 02; 022 331 41 33.

It takes about 10 minutes to reach WHO from the airport or from the railway station outside the rush hours. The fares are about Sw.fr. 25-30 and Sw.fr. 20, respectively.

PARKING FACILITIES

Parking space at WHO is very limited and visitors are encouraged to use public transport. Swiss traffic rules and regulations govern parking in the WHO grounds and their immediate vicinity. Motorists are requested to follow the instructions of the guards and the various traffic signs. In the event of an accident, the guards, or, in their absence, the usher on duty at the main entrance (tel. 13152/13058), are responsible for arranging first aid. The number for emergencies is 11117.

DOCUMENTS

Documents will be made available on WHO's web site, at <http://www.who.int/gb/fctc>.

WHO regrets that it is not possible for the Secretariat to dispatch documents home on behalf of participants at the conclusion of the session.

SPEAKING AT THE SESSIONS

At the invitation of the Chairman of the Working Group, or on his or her acceding to a request, duly accredited representatives may make an expository statement on an item of the agenda. (It is important to be aware that some items, for example elections, are not open for comment by nongovernmental organizations or other observers.) To facilitate the work of the session, such requests should be submitted at least two hours in advance of the opening of the meeting at which the agenda item is expected to be discussed. Organizations that have made a statement may, with the consent of the Working Group, be invited by the Chairman to make, in the course of the discussion of the same agenda item, an additional statement for purposes of clarification.

Organizations wishing to avail themselves of this privilege should address their request to the Chairman, through the Secretary of the Working Group. The request should refer to the item number and title; a legible statement, along with seven copies, in either English or French should be provided. The request should be handed in to the Nongovernmental Organizations Liaison Office, room 4069 (4th floor, tel. 11283). Organizations should call or visit the Liaison Office to verify that their request has been accepted.

Statements should be succinct and address the issue being discussed. As a general rule, speaking time is no more than three minutes. Organizations may also choose to prepare joint statements. As the proceedings of the Working Group may deviate from the schedule, it is important that organizations whose requests have been accepted follow the debate. Announcements of the schedule will be made at various times during the day.

It is the responsibility of the representatives to ensure their presence when the relevant item is discussed. The Chairman invites representatives to speak after Member States and intergovernmental organizations. In response, speakers should raise their hand and press the button on the nearest microphone. They should switch off the microphone once they have delivered their statement.

ARRANGEMENTS CONCERNING OTHER GROUPS CREATED BY THE WORKING GROUP

It is expected that, for meetings of informal groups, Member States will decide which organizations, if any, should be invited. Relevant information will be available at the Nongovernmental Organizations Liaison Office.

SEATING ARRANGEMENTS

Seating for nongovernmental organizations at the plenary sessions (see Registration, above) will be clearly marked.

DOCUMENT DISPLAY

Space has been reserved in the main building of WHO for organizations to display documentation and other information material such as posters. Requests to display posters and material must be addressed to the Secretary of the Intergovernmental Working Group in advance and handed in at the Nongovernmental Organizations Liaison Office. Requests should be accompanied by samples of the materials to be displayed. Please call or visit the Office to verify whether the request has been accepted; if so, the organization may then place the material in the designated area. It is the responsibility of each organization to ensure that any remaining materials are collected at the end of the session.

FACILITIES AVAILABLE TO NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL RELATIONS WITH WHO

A **cybercafé**, located on the mezzanine level of the main building, is available for Internet access, e-mail, word processing, etc.

The **Post Office** (tel. 12043) is on the lower level of the main hall. It is open from 08:30 to 16:30 from Monday to Friday. It provides full postal, telegraph and telephone facilities. WHO stamps may only be used on letters mailed from the WHO Post Office; they should not be used in conjunction with ordinary Swiss postage stamps. There is a mail box in Annex L.

Newspapers, magazines, books, postcards, chocolates, souvenirs, etc. (but not cigarettes or tobacco) are on sale at the Naville kiosk situated in the main hall, next to the central lifts (tel. 13054). It is open from 07:30 to 16:30 from Monday to Friday.

Refreshment facilities

No food or drinks (except the water already provided) are allowed in the conference rooms at any time.

The cafeteria provides three different *plats du jour* plus a vegetarian and a daily special dish, and a selection of hors-d'oeuvres and desserts, at moderate prices. It is open for lunch from 11:30 to 14:00, Monday to Friday.

The snack counter is open from 08:00 to 17:30 from Monday to Thursday and until 17:00 on Friday. Grilled items and salads are available at lunch times.

There is also a cafeteria on the ground floor of the M building, open from 08.00 to 16:00. Vending machines for snacks and hot and cold beverages are located throughout the main building and in the annexes.

The Café Ritazza, located in the main hall, offers a variety of coffees and other hot and cold beverages, pastries, sandwiches and snacks. It is open from 07:30 to 16:30, Monday to Friday.

ENQUIRY DESK

For any general enquiry, participants may contact the Liaison Office.

Ms M. Granjon
Tel.: 022 791 12 83
Fax: 022 791 48 32
E-mail: granjonm@who.int
Tel. (from inside WHO): 11283

Working hours of the Liaison Office are:

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