



# WHO Framework Convention on Tobacco Control

Conference of the Parties

Intergovernmental Negotiating Body on a  
Protocol on Illicit Trade in Tobacco Products  
Second session  
Geneva, 20–25 October 2008

**FCTC/COP/INB-IT/2/DIV/1  
10 July 2008**

---

## **Guide for delegates to the Intergovernmental Negotiating Body**

The second session of the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products will be held at the International Conference Centre Geneva, 15 rue de Varembé, 1211 Geneva 20, in Conference Room 1. It will open at 14:30 on Monday, 20 October 2008, and is expected to close no later than 13:00 on Saturday, 25 October 2008. Regional consultations will be held on the morning of Monday, 20 October 2008.

### **CREDENTIALS AND REGISTRATION**

The names of delegates, alternates and advisers should be communicated to the Convention Secretariat in Geneva, if possible before 20 September 2008.

Original credentials should be delivered to the Convention Secretariat as early as possible before the opening day of the session and, in order to ensure timely processing, no later than 24 hours after its opening. Credentials shall be issued by the Head of State or Government, the Minister for Foreign Affairs, the Minister of Health, or any other appropriate government authority. In the case of a regional economic integration organization, they shall be issued by the competent authority of that organization. An advance copy of credentials may be sent to the Convention Secretariat by fax at (+41) 22 791 58 30, although originals will still be requested.

Delegates are requested to register at the registration desk located at the main entrance of the Conference Centre. Upon registration, badges will be issued to delegates and other participants, which will allow them entry into the sessions. Only delegates and other participants wearing appropriate badges issued by the registration desk will be allowed access to meeting rooms. Members of the Secretariat wearing their WHO security badges will also be allowed access.

Registration will be open at the Conference Centre on Friday, 17 October 2008 between 13:00 and 17:00 and will continue thereafter from Monday, 20 October to Friday, 24 October 2008 from 08:00 to 17:30.

Contracting Parties will be seated in English alphabetical order at seats displaying their respective country nameplates. States with observer status and other participants will be accommodated in other reserved areas in the room.

## **WORKING HOURS**

### **Monday, 20 October 2008**

09:00–11:00	Regional consultations (WHO African Region, WHO Region of the Americas, WHO South-East Asia Region)
11:00–13:00	Regional consultations (WHO European Region, WHO Eastern Mediterranean Region, WHO Western Pacific Region)
14:30–17:30	Plenary session

### **Tuesday to Friday (21–24 October 2008)**

10:00–13:00  
15:00–18:00

### **Saturday, 25 October 2008**

10:00–13:00

## **ACCESS TO THE CONFERENCE CENTRE**

### **By bus**

Bus “5” runs from Place Cornavin (railway station) to rue de Vermont. Get off at the stop marked “Vermont” and cross the road. Rue de Varembe is the first turning on the left. Walk to the far end of the road to reach the main entrance of the Conference Centre. Also from Place Cornavin, you can take bus “8” and get off at the stop “UIT”. Walk back to the traffic roundabout and turn left into Chemin Louis Dunant. The International Conference Centre entrance is a short distance along this road, on the left.

Tickets must be purchased before entering buses. Individual tickets are available from vending machines at main bus stops, while an electronic card for multiple trips may be purchased from the Naville kiosk at WHO headquarters, and from newsagents in town bearing the “TPG” sign, or at the railway station (Cornavin). Most hotels in Geneva will provide, on request, a Geneva public transport pass free of charge for the duration of your booking.

Geneva International Airport is offering a free ticket for public transport in Geneva. This Unireso ticket, which can be obtained from the machine in the baggage collection area at the “Arrival” level, allows 80 minutes of free use of public transport in Geneva.

### **By tram**

Trams “13” and “15” are available from Place Cornavin to Place des Nations. After getting off at Place des Nations, walk towards the UNHCR building and take the first right turn into rue de Varembeé.

### **By car**

The Place des Nations’ car park, capacity 1200 places, is only a minute’s walk from the Conference Centre.

### **By taxi**

There are taxi ranks on most main squares in Geneva and outside the Conference Centre. Taxis can be called by telephone at the following numbers: 022 331 41 33, 022 320 20 20, and 022 320 22 02.

### **Shuttle bus between WHO and the Conference Centre**

From Monday, 20 October to Saturday, 25 October, between 07:30 and 22:00, a shuttle bus will run continuously between WHO and the Conference Centre. It will leave from the main entrance at the Conference Centre and go directly to Parking 15 at WHO.

## **COMMUNICATION FACILITIES**

**Cybercafé:** Internet booths are available at the Conference Centre for internet, e-mail and word processing. The Conference Centre is fully equipped with a wireless fidelity (WI-FI) system.

**Post Office:** There is a post office at the Conference Centre that provides full postal, telegraph and facsimile facilities. It is open from 08:30 to 12:00 and 14:00 to 18:00, Monday to Friday. Local, intercity and international calls can be made from the post office, the charge being payable to the post office clerk on completion of the call.

## **DISTRIBUTION OF DOCUMENTS**

A documents desk will be available at the Conference Centre and delegates may collect documents produced before the meeting and during the sessions. Documents may also be accessed at the following web site: <http://www.who.int/fctc/inb>.

The Convention Secretariat regrets that it *cannot* dispatch documents home on behalf of participants at the conclusion of the session.

## BANK

A branch of the UBS is located across the road from the main entrance of the Conference Centre. The address is Chemin Louis-Dunant 17 bis, Vermont-Nations, 1202 Genève. It is open between 08:30 and 16:30, Monday to Friday. Automated teller machines are also available.

## USEFUL TELEPHONE NUMBERS

WHO	022 791 21 11
Conference Centre	022 791 91 11
Convention Secretariat	022 791 54 84

A telephone directory showing the names and functions of the staff serving the meeting will be available at the documents desk.

## TRAVEL AND HOTEL ARRANGEMENTS

Delegates wishing to change or confirm flights are advised to do this in town, as there is no travel office at the Conference Centre. Carlson Wagonlit have a branch at WHO headquarters. Major airline offices are in the vicinity of the Cornavin railway station, in rue de Mont Blanc and rue de Chantepoulet.

A limited number of rooms in selected hotels (see Annex 1) have been pre-booked. Participants who wish to reserve rooms in these hotels at the WHO rate are requested to contact the hotels directly as soon as possible, referring to "WHO-INB2". Bookings will be on a first-come, first-served basis.

## VISAS

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 consulate or diplomatic mission responsible for the necessary arrangements in their country of residence. **In exceptional cases only**, a visa may be obtained upon arrival at Geneva airport provided that the Staff Orientation Services (OSS/SOS) at WHO headquarters, Geneva, has been advised by fax (+41 22 791 48 20) or by e-mail (hermentc@who.int) with a note: visas two weeks prior to the date of arrival. In this case, a copy of the passport of the traveller would need to be provided. Nationals from certain countries, who have to transit a European airport en route to Geneva, must verify with their travel agent in their home country whether they also need a Schengen entry visa.

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

## REFRESHMENT FACILITIES

At the Conference Centre, the restaurant is located on the first floor and seats up to 600 people. There is no possibility of reserving seats as it is a self-service restaurant. Opening hours: 11:45–14:00 daily.

Bar Léman on the ground floor serves hot and cold snacks. Opening hours: 08:00–18:00 daily.

At WHO, the restaurant Le Crystal, located on the ground floor, seats 50 persons (by reservation). Open Monday to Friday, 11:30 to 14:00. Reservations: call 022 791 40 13.

WHO Cafeteria: ground floor. Self-service: open Monday to Friday, 08:00 to 17:00. Hot meals served between 11:30 and 14:00.

Ritazza Café: ground floor. Open Monday to Friday, 08:00 to 16:30. Serves refreshments and sandwiches.

## **MEDICAL FACILITIES**

A nurse will be on duty during the sessions, at the infirmary of the Conference Centre, situated at Level 1. A nurse will also be on duty throughout the session in the Medical Services Office of the Conference Centre for simple treatment and injections, including injections of prescribed drugs upon presentation of a valid medical prescription.

Delegates requiring urgent medical attention away from the Conference Centre are advised to contact the *Service d'urgence de l'Association des Médecins de Genève* (the Geneva emergency medical service: tel: 022 320 25 11).

## **FACILITIES FOR DISABLED PERSONS**

One central lift on every floor, situated near the main entrance and the registration area. Toilets for disabled persons are also available on each floor. There are access ramps also leading to rooms 2, 3 and 4.

## **PARKING FACILITIES**

(See “Access to the Conference Centre”, p.2)

## **PERSONAL SECURITY**

Although Geneva is a fairly safe city, incidents involving visitors – including robberies and assaults – are becoming common. Delegates are advised to take precautions when moving around the city; particular attention should be paid to the following guidelines:

- stay alert – watch your luggage and briefcase;
- avoid walking alone at night – keep to well-lit areas;
- beware of individuals posing as police – always ask for proper identification before surrendering your passport or wallet;

- be particularly vigilant at the airport, the train station and when checking into your hotel;
- note the following telephone numbers:

- Police: 117
- Fire Brigade: 118
- Ambulance: 144
- Traffic Police: 140

Smoking is not permitted in any of the WHO buildings or at the Conference Centre.

Take the utmost precautions with all personal property.

WHO cannot be held responsible for the loss of personal objects left unattended at meetings.

## ANNEX 1

## Hotel list

**Second session of the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products**

**International Conference Centre Geneva, 20–25 October 2008**

Prices are indicated for a standard category single room, breakfast included.

	<b>Hotel contact</b>	<b>Room rate (CHF)</b>
<b>Hotel des Alpes (***)</b>	14 rue des Alpes CH-1201 Genève <a href="http://www.hotelalpes.ch">www.hotelalpes.ch</a> Tel: +41 22 731 22 00 E-mail: <a href="mailto:hotel.alpes@bluewin.ch">hotel.alpes@bluewin.ch</a>	139.95
<b>Hotel Cristal (***)</b>	4 rue Pradier CH-1201 Genève <a href="http://www.fhotels.ch">www.fhotels.ch</a> Tel: +41 22 731 34 00 Fax: +41 22 731 70 78 E-mail: <a href="mailto:cristal@fhotels.ch">cristal@fhotels.ch</a>	190.00
<b>Hotel Suisse (***)</b>	10 Place de Cornavin CH-1201 Genève <a href="http://www.hotel-suisse.net">www.hotel-suisse.net</a> Tel: +41 22 732 66 30 Fax: +41 22 732 62 39 E-mail: <a href="mailto:reservation@hotel-suisse.ch">reservation@hotel-suisse.ch</a>	167.00
<b>Hotel Drake (***) &amp; Résidence Genève</b>	32 rue Rothschild CH-1202 Genève <a href="http://www.hdlg.ch">www.hdlg.ch</a> Tel: +41 22 716 48 48 Fax: +41 22 738 00 07	155.00
<b>Hotel Grand Pré (****)</b>	35 rue du Grand Pré CH-1202 Genève <a href="http://www.grandpre.ch">www.grandpre.ch</a> Tel: +41 22 919 11 11 Fax: +41 22 734 76 91 E-mail: <a href="mailto:reservation@grandpre.ch">reservation@grandpre.ch</a>	181.00

= = =