



WORLD HEALTH ORGANIZATION

**INTERGOVERNMENTAL WORKING
GROUP ON REVISION OF THE
INTERNATIONAL HEALTH REGULATIONS
Second session**

**A/IHR/IGWG/2/DIV/2
20 January 2005**

Guide for delegates to the Intergovernmental Working Group on Revision of the International Health Regulations

The second session of the Intergovernmental Working Group on Revision of the International Health Regulations will meet at WHO headquarters in Geneva on Monday 21 February 2005, at 09:30; it will close on Saturday, 26 February 2005. Meetings will be held in the Executive Board room.

CREDENTIALS AND REGISTRATION

The names of delegates, alternates and advisers, should be communicated to WHO in Geneva, if possible, before 28 January 2005. The credentials of delegates should be delivered to WHO not less than one day before the opening day of the session. Credentials must be issued by the Head of State, Minister for Foreign Affairs, Minister of Health, or other appropriate authority. An advance copy may be sent to the Department of Governance by fax; the number is (0041) 22 791 41 73.

Delegates are requested to register at the registration desk located at WHO headquarters. Upon registration, badges allowing entry into the Executive Board room will be issued to delegates and other participants. Seating capacity in the Executive Board room is limited, and it is expected that Member States will be restricted to two seats at their nameplate. Additional members of delegations will be accommodated elsewhere in the room.

The registration desk will be at the entrance of the Executive Board room; its working hours are as follows:

Sunday	20 February 2005	11:00-17:00
Monday to Friday	21-25 February 2005	08:00-17:00

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.

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

Tickets must be purchased before boarding a bus. Individual tickets are available from vending machines at the bus stops; please note that these 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 sign “TPG”, and from the *Transports publics genevois* office at the Cornavin railway station.

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).

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, and more frequently during the week. Evening services are less frequent.

The number 28 bus runs from Jardin Botanique to Hôpital La Tour every day, passing all major international organizations. It departs from Jardin Botanique generally every 20 minutes during the week and on Saturdays and every 40 minutes 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 33 141 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. 20-25, 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 telephone number for emergencies is 11117.

COMMUNICATION FACILITIES

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

Post office: 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.

News stand: Newspapers, magazines, books, postcards, chocolates, souvenirs and other items (but not cigarettes or tobacco) are on sale at the Naville kiosk (tel. 13054) 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.

DOCUMENTS

Pigeon-holes are used exclusively for official WHO documents produced and distributed through the WHO document distribution system. Participants are requested to collect their documents before the meetings each day.

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

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

WHO LIBRARY

Situated on the lower level of the main hall, the WHO library is open from 08:30 to 17:00 from Monday to Friday (tel. 12062). It contains a complete collection of all publications and documents issued by the Organization, both at headquarters and in the regional offices, since its inception. Other publications are also available.

Some computer terminals with Internet access in the library are available to participants.

SALE OF WHO PUBLICATIONS

All WHO publications can be purchased at a 50% discount from the WHO bookshop, which is located at the entrance of the WHO library. The bookshop is open from Monday to Friday between 09:00 and 16:30.

BANK

A branch of UBS (tel. 12044/5), located on the ground floor of Annex L, handles routine banking and exchange operations. It is open from Monday to Friday between 08:30 and 16:30.

The branch of UBS at the airport is open seven days a week from 08:00 to 20:00.

USEFUL TELEPHONE NUMBERS

WHO	022 791 21 11
WHO main reception	022 791 11 52

The WHO headquarters telephone directory lists the names and functions of WHO staff and is available for consultation at the documents desk. This will assist delegates wishing to contact other staff members during their visit to Geneva.

TRAVEL AND HOTEL ARRANGEMENTS

Delegates who want to change or confirm flights are advised to do so at the branch of Carlson Wagonlit at WHO headquarters. Major airline offices are situated near the Cornavin railway station, in rue du Mont Blanc and rue de Chantepoulet.

Hotel reservations should be made well in advance. Anyone wishing WHO to make hotel reservations on their behalf should make contact by fax (0041) 22 791 46 67. Please note that WHO will not be responsible for the payment of any hotel expenses.

REFRESHMENT FACILITIES

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

The restaurant is open from 11:30 to 14:00, Monday to Friday and can accommodate about 100 people. It provides fixed and à-la-carte menus. Receptions (for up to 500 guests), luncheons and dinners can be arranged, subject to certain conditions (office 8163, tel. 14021).

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 between 11:30 and 14:00 from Monday to Friday. The snack counter is open between 08:00 and 17:30 from Monday to Thursday and until 17:00 on Friday. Grilled items and salads are available at lunch times. On Sunday, 20 February, hot meals will be available in the cafeteria from 11:00 to 14:00.

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

MEDICAL SERVICE

The Medical Service, located in the second basement (Executive Board room level) will be open between 08:15 and 16:00 from Monday to Friday (tel. 13040, emergencies 11114).

A nurse will be on duty throughout the session in the medical service office (room 282) for simple treatment and injections, including injections of prescribed drugs on presentation of a valid medical prescription.

Delegates requiring urgent medical attention away from the headquarters buildings 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

The main building and annexes, with the exception of the upper level of Annexes V and X, are all wheelchair accessible; pavement kerbs have been replaced by ramps wherever necessary, including at the bus stop. There are also four reserved parking spaces in the P.4 car park situated between the main building and Annex C.

PERSONAL SECURITY

Although Geneva is a fairly safe city, incidents involving visitors, including robberies and assaults, are becoming more 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 these telephone numbers:
 - Police: 117
 - Fire brigade: 118

– Ambulance: 144

– Traffic police: 140

Smoking is not permitted in any of the WHO buildings.

Take the utmost precautions with all personal property.

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

= = =