



WORLD HEALTH ORGANIZATION

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

**A/IHR/IGWG/DIV/2
2 September 2004**

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

DATE AND PLACE OF THE INTERGOVERNMENTAL WORKING GROUP ON REVISION OF THE INTERNATIONAL HEALTH REGULATIONS

The Intergovernmental Working Group on Revision of the International Health Regulations will open in Geneva on Monday, 1 November 2004, at 09:30; it will close on Friday, 12 November 2004. The session will be held at 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.

WHO draws participants' attention to the very strict entry requirements that apply in Switzerland. Participants requiring an entry visa must obtain it from the consulate or diplomatic mission dealing with Swiss affairs 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 (and at the latest 10 days before their planned date of departure) with SES/CCR at WHO headquarters by fax (+41 22 791 48 20) or e-mail (ruhmalys@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 INTERGOVERNMENTAL WORKING GROUP ON REVISION OF THE INTERNATIONAL HEALTH REGULATIONS

The Intergovernmental Working Group on Revision of the International Health Regulations will meet in Room XIX located in the E Building (“Bâtiment E”). Informal and other meetings will be held in Conference Rooms XXI and XXIII.

CREDENTIALS AND REGISTRATION

The credentials of delegates should be communicated to WHO in Geneva by 24 October 2004. 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 Intergovernmental Working Group on Revision of the International Health Regulations by not more than three delegates; alternates and advisers may accompany delegates.

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 Intergovernmental Working Group on Revision of the International Health Regulations.

On 30 and 31 October, the Registration Desk will be located at the entrance of the Executive Board room. From 1 to 12 November, it will be located in the hall in front of Room G on the eighth floor of the main building. Working hours of the Registration Desk are:

Saturday	30 October	10:00-15:00
Sunday	31 October	08:30-17:00
Monday to Friday	1-5 November	07:30-17:00
Monday to Friday	8-12 November	07:30-17:00

Delegations whose credentials have not been communicated to WHO before the opening of the session 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.**

SHUTTLE BUS BETWEEN WHO AND THE PALAIS DES NATIONS

From 1 to 12 November delegates, representatives and other participants may use the shuttle bus service between WHO and the Palais, starting at 07:30. The shuttle leaves WHO from the tunnel (exit door 166, near the library). The driver will only allow persons wearing badges to board the shuttle. At the Palais, the shuttle leaves from in front of Door 40.

INQUIRY OFFICE

The Inquiry Office is located in the hall near Door 40. 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 may also be collected there. Lost property may be turned in or claimed at this office. Its working hours are:

Monday to Friday	1-5 November	09:00-18:00
Monday to Friday	8-12 November	09:00-18:00

LIST OF DELEGATES

A provisional list of delegates and other participants (document A/IHR/IGWG/DIV/3) will be distributed at the beginning of the session. This list will be issued on the basis of the credentials received by the Secretariat up to 14:00 on Saturday, 30 October. A revised list will be issued later as part of the normal document distribution. 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.

DOCUMENTS

A documents desk will be set up in the vicinity of Conference Rooms XIX and XXI on the first floor in the E Building of the Palais des Nations, where delegates may collect documents produced before and during the session.

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

PUBLIC TRANSPORT AND TAXIS

From Monday to Friday the Palais des Nations and WHO can be reached by bus “8” which runs from Veyrier to “OMS”, passing through Rive (town centre), Place Cornavin (railway station), Place des Nations (Palais des Nations) and “Appia” (stop for Pregny entrance); at weekends this bus runs to Avenue Appia only. WHO and the Palais can also be reached by bus “F” which runs daily from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Vie-des-Champs, next to the headquarters building. Bus “5” runs daily from Place Neuve to Grand-Saconnex, with stops at Place Cornavin and Place des Nations; bus “18” runs from Place des Nations to Lignon, with stops at Vie-des-Champs and the airport; and bus “28” runs from Jardin Botanique with stops at Appia and Vie-des-Champs. Tram “13” runs from Palettes to the Place des Nations, passing by Place Cornavin, including at weekends.

Tickets must be purchased *before* entering buses or trams. 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 sign “TPG”, and at Cornavin railway station.

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 dialling the following telephone 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 the Palais, or at WHO’s reception desk.

RESTAURANT, CAFETERIA AND BAR

The restaurant on the eighth floor of the A Building at the Palais is open from 12:00 to 14:30 from Monday to Friday (ext. 73588 for reservations). The restaurant can organize private receptions (cocktail parties) and luncheons for a minimum of 25 participants. These services can also be provided on Saturdays or Sundays. Arrangements for dinners should be discussed with DSR/UN (ext. 73588).

The cafeteria, on the ground floor of the A Building, is open from 08:15 to 16:45, Monday to Friday. Hot meals are served from 11:30 to 14:00.

The Serpent Bar (“Bar du Serpent”), located on the first floor of E Building next to Conference Rooms XVII and XVIII, is open from 09:00 to 17:30 from Monday to Friday, or the close of session if evening groups are established. It also serves sandwiches.

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

RESERVATION OF ROOMS FOR PRIVATE MEETINGS

Requests by delegates for reservation of conference rooms at the Palais des Nations for private meetings may be addressed to the IHR secretariat (ihraadmin@who.int) before the opening of the session, or to the Rooms Reservations Service, Palais des Nations, from 1 November onward (the office number will be communicated later).

ARRANGEMENTS FOR RECEPTIONS AT WHO

The WHO restaurant can organize receptions (cocktail parties) and luncheons; arrangements can be made by contacting WHO headquarters, extension 14090/14326 (Room 8163). In order to avoid overlapping, delegations intending to arrange receptions are urged to consult the Office of the Director-General.

NEWS STAND

Newspapers, magazines, books, postcards and other items are on sale at the news stand in the hall near Door 6.

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 also a 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.

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.

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**
- (a) Lift the receiver and wait for the dialling tone;
 - (b) Dial 62;
 - (c) Dial the 5-digit extension required (see WHO telephone directory).
- OR**
- (a) Lift the receiver and wait for the dialling tone;
 - (b) Dial 0 and wait for the second dialling tone;
 - (c) Dial 79 followed immediately by the 5-digit extension required in WHO.

If the extension number is not known, dial the WHO switchboard number (62 - 11111 or 0 - 022 791 21 11).

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 from the Taxcard and telephone booths located as follows:

E Building: near Lifts 42A, 42B, 43A and 43B – one telephone booth on each of the 3rd, 4th, 6th, 8th and 10th floors, near Door 41, 2nd floor – one telephone booth, Press Office 3 – two telephone booths, Roneo E.60 – one telephone booth

Codes and rates for automatic dialling of international calls are given on the pale green pages of the Geneva telephone directory. Codes not shown can be obtained by dialling 191.

Calls within Switzerland and international calls can also be requested at:

E Building: Telegraph office at Door 41 (09:30-17:00 from Monday to Friday)

United Nations Secretariat building: Telegraph office at Door 6
(08:30-17:30 from Monday to Friday)

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

When these offices are closed, calls within Switzerland and international calls can be made from the telephone booth at the Conciergerie (main reception desk at Door 2 of the United Nations Secretariat building – Place des Nations entrance).

BANK

The branch of the UBS near Door 6 is open from 08:30 to 16:30 from Monday to Friday. A cash desk located near Door 41 is open from 08:30 to 12:30 and 13:30 to 16:30 from Monday to Friday.

MEDICAL SERVICE

A nurse will be on duty in the Palais des Nations Infirmary in the E Building, office E3053, where first-aid care, injections and simple treatment can be given. If necessary, the nurse will refer delegates to the Medical Service at the Palais des Nations.

Delegates requiring information about medical advice or treatment may arrange for an appointment with a medical officer (Room 014) at the Palais des Nations, by dialling the Infirmary (ext. 72520/72807) and/or with a medical officer in the Medical Service at WHO (located in the second basement at WHO headquarters) (Room 283, ext. 13040).

For medical emergency services during conference hours (08:30-19:00), dial 15; outside these hours contact the Conciergerie (Door 2, ext. 72902/72900).

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).

MARKETING AND DISSEMINATION OF WHO PUBLICATIONS

The Coordinator, Marketing and Dissemination, at WHO (Room 4155, ext. 12476) can be consulted by delegates wishing to know addresses in their country to which WHO publications are sent free of charge, or to discuss distribution questions.

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).

WHO ON INTERNET: THE “CYBERCAFE”

Delegates, representatives and other participants are invited to visit the WHO Cybercafé, located at the entrance to the Serpent Bar. Microcomputers will be available, giving full access to the Internet and in particular to WHO’s web site (<http://www.who.int>). Publicly available reports and other documents related to the Intergovernmental Working Group will be made available on the web pages of Communicable Disease Surveillance and Response (<http://www.who.int/csr/ihr>). Other pages available on WHO’s site include WHO press releases and publications, health topics, WHO reports and general information about WHO.

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