

Guide for delegates to the World Health Assembly

DATE AND PLACE OF THE HEALTH ASSEMBLY

The Sixty-first World Health Assembly will open in Geneva on Monday, 19 May 2008, at 10:00; it will close on Saturday, 24 May 2008. The Health Assembly will be held in 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.

CREDENTIALS

The credentials of delegates should be communicated to WHO in Geneva by 19 May 2008. 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 Health Assembly by not more than three delegates; alternates and advisers may accompany delegates.

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.

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 headquarters, Geneva, has been advised by fax (+41 22 791 48 20) or by e-mail (hermentc@who.int) with a note Attention: Visas two weeks prior to the date of arrival. Please visit the SOS intranet page, exceptional visas section. (<http://intranet.who.int/homes/sos/visas/>). Read carefully the related instructions and send the request form as indicated. Nationals from certain countries, who have to transit via a European airport en route to Geneva, must obtain a Schengen entry visa in their home country. 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.

ACCESS TO THE PALAIS DES NATIONS FOR THE HEALTH ASSEMBLY

The Health Assembly will meet in the Assembly block of the Palais des Nations. The Assembly block is conveniently reached by Doors 13 or 15. The plenary meetings will be held in the Assembly Hall (Salle des Assemblées) which can be reached by stairway or elevator from Doors 13 or 15. The two main committees of the Health Assembly will meet in separate conference rooms, Committee A in Conference Room XVIII and Committee B in Conference Room XVII. Both rooms are located on the first floor of E Building ("Bâtiment E"). **Smoking is not allowed at the Health Assembly.**

REGISTRATION

Delegates and other participants will be able to register and receive their badges before the opening of the Health Assembly. The Registration Desk will be open:

At the main entrance of WHO headquarters

- On Friday, 16 May, from 14:00 until 17:00; Saturday, 17 May, from 09:00 until 12:00, and Sunday, 18 May, from 10:00 until 16:00
- On Monday, 19 May, from 07:30 until 17:00
- From Tuesday, 20 May, to Friday, 23 May, from 08:00 until 17:00
- On Saturday, 24 May, from 09:00 until end of session.

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

After registration, a shuttle service will be available to take delegates from WHO (door 253) to the Palais.

INQUIRY OFFICE

The Inquiry Office is located in the hall between Doors 13 and 15 (ext. 76556). 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 can also be collected there. Lost property may be turned in or claimed at this office.

LIST OF DELEGATES

A provisional list of delegates and other participants (document A61/DIV/1) will be distributed at the beginning of the Health Assembly. This list will be issued on the basis of the credentials received by the Secretariat up to 14:00 on Sunday, 18 May. 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.

ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY MEETINGS

In 1997, the Health Assembly approved arrangements for the conduct of the general discussion in plenary meetings which have the following implications for the Sixty-first World Health Assembly:

- delegates are requested to limit to five minutes their statements in such discussions;
- delegates wishing to do so may submit prepared statements of not more than 600 words for inclusion in the verbatim records of the plenary meetings;
- statements should focus on the theme of “The health-related Millennium Development Goals”.

Delegates wishing to have their name placed on the list of speakers for the general discussion should notify the Office of Governing Bodies (fax +41 22 791 41 73). Delegates may opt for group or regional statements, in lieu of individual statements.

Copies of statements to be made in the general discussion should be submitted to the Office of the Assistant to the Secretary of the Assembly (Room A.656) by the morning of Monday, 19 May 2008.

INTERVENTIONS OF DELEGATES IN COMMITTEE A AND COMMITTEE B

Delegates wishing to have their name placed on the list of speakers in Committee A or Committee B, or to have draft resolutions distributed, should contact the Secretary of the Committee concerned (shown below).

Committee A: Secretary:	Dr M. Islam	office E.1066, ext. 77157
Committee B: Secretary:	Dr M. Dayrit	office E.3016, ext. 77356

SUBMISSIONS BY DELEGATIONS

Delegations wishing to have draft resolutions distributed to the Health Assembly or to one of its committees are requested to hand them to the Assistant to the Secretary of the Health Assembly in the case of documents intended for plenary meetings, or to the secretary of the committee concerned in the case of documents intended for one of the committees. Draft resolutions should be handed in early enough to allow time for translation, reproduction in the working languages and circulation to delegations at least two days before the proposal is discussed, in conformity with Rule 52 of the Rules

of Procedure of the Health Assembly. The Secretariat is available upon request to provide logistic and editorial or information support as required. The conditions in which formal proposals relating to items on the agenda may be introduced at plenary meetings and in the main committees are set out in Rules 50, 51 and 52 of the Rules of Procedure of the Health Assembly.

DOCUMENTATION

Meeting information

The *Journal* of the Health Assembly, published each day, gives the time, place and programme of meetings, the agenda items for discussion and the corresponding documents, and other relevant information.

Official records of the Executive Board

Several documents already considered by the Executive Board at its 122nd session are reproduced as annexes to document **EB122/2008/REC/1** (resolutions and decisions) and referred to under the relevant items in both the *Journal* and the provisional agenda (document A61/1).

Basic documents

The Constitution of WHO, the Rules of Procedure of the World Health Assembly and other relevant documents of a legal nature are contained in the publication entitled *Basic documents* (46th edition, 2007).

Internet access

The WHO web site (<http://www.who.int>) provides easy electronic access to documentation, including the various basic documents such as Rules of Procedure. The Governance page, accessed from the WHO home page (right-hand navigation column, under General WHO Information), offers options to download documents for the current sessions of the governing bodies and to search documents of previous sessions and other relevant documentation (direct address: <http://www.who.int/gb>).

Since documentation is available on the Internet, and as an economy measure, there will be no provision for dispatch or transport of any documentation made available during the Health Assembly.

DISTRIBUTION OF DOCUMENTS

A document distribution service operates at the counter in the hall between Doors 13 and 15 of the Palais des Nations. Each day delegates, representatives and other participants will receive their documents under the name of their country or organization in the pigeon-holes situated on both sides of this counter. Documents will be distributed in the languages indicated by delegates on the form that they will be invited to complete. Pigeon-holes are used exclusively for official WHO documents produced and distributed through the WHO document distribution system. The only distribution of documents considered official is the distribution to these pigeon-holes. Participants are requested to collect their documents before the meetings each day.

CONTACT WITH WHO SECRETARIAT

A telephone directory for WHO headquarters is available at the documents desk. It also contains the structure of the Secretariat at headquarters.

NONGOVERNMENTAL ORGANIZATIONS: LIAISON OFFICE

A liaison office is set up in room A.265 (ext. 76511) to facilitate the participation of nongovernmental organizations in the Health Assembly. The document “Practical information for delegates of nongovernmental organizations in official relations with the World Health Organization”, transmitted to nongovernmental organizations with the invitation letter to the Health Assembly, provides information of particular relevance to delegates of nongovernmental organizations, concerning such matters as registration, document display and statements by nongovernmental organizations.

Room A.817 (ext. 76641) will be available for use by nongovernmental organizations on a first-come, first-served basis during the Health Assembly. It will be equipped with paper, computers, printers, telephones (for local calls). The computers can be used for word processing and accessing the Internet. Photocopying facilities will also be available, free of charge for limited numbers of copies. The room will be open from 08:30 to 18:30.

Nongovernmental organizations in official relations with WHO may participate, without right of vote, in the Health Assembly. Seating in the plenary has been reserved in the galleries on the fifth floor, which may be reached by using the lifts close to Doors 13 and 15 respectively. For Committees A and B seating has been reserved in the wings of the rooms. Each Committee has a “speaker” seat for those organizations whose requests to speak have been accepted by the Chair.

PUBLIC TRANSPORT AND TAXIS

From Monday to Friday WHO can be reached by bus “8” which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station) and Place des Nations (Palais des Nations); at weekends this bus runs only as far as Avenue Appia. WHO can also be reached by bus “F” which runs daily from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Vy-des-Champs, next to the headquarters building. In addition, bus “5” runs daily from Place Neuve to Grand-Saconnex, with stops at Place Cornavin and Place des Nations, and bus “28” runs from Jardin Botanique with stops at Appia and Vy-des-Champs for headquarters.

A tram service, tram “13”, is also available. It runs from Palettes to the Place des Nations, passing by Cornavin station, including at weekends.

Tickets must be purchased and validated **before** entering buses. 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 “TPG” sign, and at the main railway station (Cornavin).

With effect from January 2008, 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 “Arrivals” level, allows 80 minutes’ free use of public transport.

In addition, a “Geneva Transport Card”, can be obtained by delegates from the establishment at which they are staying, enabling them to use public transport free of charge during their visit. Further information about this card is available from the Geneva Tourism & Convention Bureau (accessible online at <http://www.geneve-tourisme.ch>).

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 telephone by dialling the following 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 nearest door in the Assembly block.

CAR PARKS

A very limited number of car parks, on a first-come, first-served basis, will be available for delegates’ cars bearing WHA stickers in areas reserved for the Health Assembly at the Palais des Nations. Delegates may use car parks P3 and P5 (lower levels), near Doors 13 and 15, which are reached through the Route de Pregny entrance. Car stickers can be obtained at the Registration Desk set up at WHO headquarters (same opening hours as for Registration).

DELEGATES’ LOUNGE

Hall 14 near the Assembly Hall is available for the convenience of delegates.

RESTAURANT, CAFETERIA AND BAR

The restaurant on the eighth floor of the Assembly block 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, which is on the ground floor of the Assembly block, and to which there is direct access by Lift 29, is open from 08:15 to 16:45, Monday to Friday, hot meals being served from 11:30 to 14:00.

The snack bar in the hall between Doors 13 and 15 is open from 07:30 to 19:00 or until the close of meetings, and on Saturday mornings. It should be noted that this area has been reserved for non-smokers.

The Delegates’ Bar, adjacent to Conference Room VII on the third floor, is open from 08:30 to 16:45, Monday to Friday, and also serves snacks.

The Bar du Serpent, located on the first floor of E Building, is open from 09:00 to 17:30, Monday to Friday and on Saturday until 12:30 or until the close of meetings; it also serves sandwiches.

Delegates and other participants in the Health Assembly 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 Conference Services at WHO (Room 2016, ext. 14004) before the opening of the Health Assembly, or to the Room Reservation Service, Room A.637 (ext. 76704), sixth floor, Palais des Nations (Lift 15).

ARRANGEMENTS FOR RECEPTIONS AT WHO

The WHO restaurant can organize receptions (cocktail parties) and luncheons; arrangements can be made by contacting WHO headquarters (Room 2016, ext. 14090/14004). In order to avoid overlapping, delegations intending to arrange receptions are urged to consult the Office of the Director-General.

As from 19 May, arrangements can also be made by contacting Room A637 (sixth floor at the Palais des Nations) extension 76704/76705.

NEWS STAND

Newspapers, magazines, books, postcards and other items are on sale at the news stand in the hall between Doors 13 and 15. It is open Monday to Friday from 08:00 to 13:00 and from 14:00 to 17:15 and on Saturday from 08:00 to 12:00. (The main kiosk is 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 another 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 generally 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, or within, the train and bus stations, the airport and in some public parks.

Delegates are advised to take the following precautions when moving around the city:

- stay alert – watch your luggage and briefcase
- avoid walking alone at night – keep to well-lit areas
- be aware of individuals posing as police – always ask for proper identification before surrendering your passport or complying with any requests
- be particularly vigilant at the airport, the train station and when checking into your hotel
- never leave anything on car seats, doing so attracts the attention of thieves
- never leave valuables in a parked car.

Geneva emergency numbers are:

- police 117
- ambulance service 144
- fire 118
- roadside assistance 140

If you face a security-related emergency or have a particular question concerning your security while in Geneva, please contact WHO security office/duty officer telephone number: +41 (0) 22 791 11 17.

Security screening has increased for both vehicles and pedestrians seeking access to the Palais des Nations. Please ensure you are in possession of the necessary accreditation in order to facilitate access.

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

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

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| EITHER | (a) Lift the receiver and wait for the dialling tone; | OR | (a) Lift the receiver and wait for the dialling tone; |
| | (b) Dial 62; | | (b) Dial 0 and wait for the second dialling tone; |
| | (c) Dial the 5-digit extension required (see WHO telephone directory). | | (c) Dial 022-79 followed immediately by the 5-digit extension required in WHO. |

If the extension number is not known, dial the WHO switchboard number (62-99 or 62-11111).

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 with most common credit cards or with a Taxcard from telephone booths located as follows:

Assembly block: near Door 15 – one telephone booth in front of “Café de la Presse” – ground floor, near Door 21 – ground floor

E Building: near Lifts 42A, 42B, 43A and 43B – one telephone booth on each of the 3rd, 4th, and 6th floors near Door 41 – 2nd floor – near Salle XVII – 2nd floor

Pregny Building: New Security Office – ground floor

International codes and rates can be obtained by calling 1811

Please note that the Taxcards can be purchased at the following places:

Assembly block: Naville kiosk or Post office near Door 6

Naville kiosk between Doors 13 and 15

E Building: Naville kiosk near Salle XV11 – 2nd floor

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

REIMBURSEMENT OF AIR TICKETS AND RESERVATIONS FOR RETURN JOURNEY

Delegates of least developed countries entitled to reimbursement of their air tickets are requested to apply to the Travel Desk, between Door 13-15. Tickets and passports must be presented before reimbursement can be made.

The Travel Officer, Mr Patrick Jorand, can be reached on his portable phone (+41) (0)79 500 65 39.

Delegates may reconfirm their return flights at the Carlson Wagonlit Travel Service office near Door 13. Opening hours are 09:00 to 17:00 Monday to Friday and 09:00 to 12:00 on Saturday.

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 for first-aid care in the Palais des Nations Infirmary located in the E Building on the 3rd Floor (tel: 022 917 50 09). If necessary, the nurse will refer delegates to appropriate facilities in Geneva or to the WHO Medical Service at headquarters (tel. 022 791 30 40).

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 or 144 for ambulance service).

WHO PUBLICATIONS

WHO Publications can be purchased at the WHO Press sales counter located between Doors 13 and 15 at the Palais des Nations and also at the WHO Bookshop located at headquarters. A 50% discount is granted to delegates.

Delegates wishing to discuss free dissemination of WHO publications in their country can contact Mrs Maryvonne Grisetti, WHO Press, headquarters building, office 4157, ext. 12481.

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).

THE “CYBERCAFE”

Delegates are invited to visit the WHO Cybercafé, located at the Bar du Serpent in the “E” Building. Workstations will be available, giving full access to the Internet and in particular to the WHO web site (<http://www.who.int>). The Cybercafé will also be equipped with a wireless hotspot allowing visitors to connect to the Internet with their own wireless-enabled notebooks.

Another Cybercafé will also be available on the 8th floor of the “A” Building catering exclusively for Health Assembly delegates.

DUTY-FREE SHOP AND PETROL CARDS

A duty-free shop opened by the Swiss authorities for the convenience of delegates, alternates and advisers, and representatives of intergovernmental organizations duly accredited to the Health Assembly, is situated at 27 Avenue de France – Centre Commercial Montbrillant – in the block surrounding the UNHCR building near the Place des Nations. (Opening hours: Monday, 13:00 to 18:30; Tuesday to Friday, 09:30 to 12:30 and 13:00 to 18:30; Saturday, 09:30 to 13:30.) Accredited delegates who wish to use the shop should complete form 14.65 available at the Inquiry Office and have it validated. Right of access is granted personally to each delegate; it is not possible to be represented by a driver or a colleague.

Delegates who travel to Geneva by car may obtain a temporary duty-free petrol card by completing form 15.55 also available at the Inquiry Office. Further instructions on the procedure are available from the Inquiry Office.

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