

# FIFTY-FIFTH WORLD HEALTH ASSEMBLY

World Health Organization  Organisation mondiale de la Santé



## Guide for delegates to the World Health Assembly

### ■ DATE AND PLACE OF THE HEALTH ASSEMBLY



The Fifty-fifth World Health Assembly will open in Geneva on Monday, 13 May 2002, at 10:00; it will close on Saturday, 18 May. 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.

### ■ ARRIVAL IN GENEVA



Delegates, representatives or other participants travelling by air will arrive at Cointrin Airport near Geneva, and those travelling by train at Cornavin Station in Geneva. Hotel reservations and other arrangements should be made well in advance. Taxis are available directly outside the airport.

The Travel Officer, Dr U. Udom, can be reached on his portable phone (41) 079 2493516 and, from Monday, 13 May, at his office in the Palais des Nations (tel. 022 907 65 00).

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, a visa may be obtained upon arrival at Geneva Airport provided that the visas section at WHO headquarters, Geneva, has been advised, by e-mail (ruhmalys@who.int) or facsimile (41 22 791 48 20), **two weeks before** the date of arrival, giving the following details: full name, date and place of birth, nationality, national passport number (date of issue and expiry), date of arrival and flight number, date of departure, professional address and residential address in the home country.

French entry visas are required for certain nationalities when transiting a French airport 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 they are not obtainable in Geneva.

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## ■ 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 Door 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 Door 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.**

## ■ INQUIRY OFFICE



The Inquiry Office is located in the hall between Doors 13 and 15 (ext. 74217). It deals with the registration of participants, 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 here. Lost property may be turned in or claimed at this office.

## ■ CREDENTIALS AND REGISTRATION



The credentials of delegates should be communicated to WHO in Geneva by 26 April 2002. 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.

Before the opening of the Health Assembly, delegates, representatives and other participants will be able to register at the Inquiry Office on Saturday, 11 May between 9:00 and 14:00, on Sunday, 12 May between 12:30 and 17:00, and on Monday, 13 May from 7:00. Delegations whose credentials have not been communicated to WHO prior to the opening should deposit them here. The Inquiry Office will issue badges to delegates, representatives and other participants. **Access to meeting rooms will be restricted to persons wearing badges.** Members of diplomatic missions will be provided with a badge upon presentation of their diplomatic card, but will not figure in the list of participants.

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## ■ LIST OF DELEGATES



A provisional list of delegates and other participants (document A55/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 Saturday, 11 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 the form attached to 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 the arrangements for the conduct of the general discussion in plenary meetings, which have the following implications for the Fifty-fifth 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;
- the statements should focus on the theme of *risks to health*.

Delegates wishing to have their name placed on the list of speakers for the general discussion should notify the Department of Governance (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, 13 May 2002.

### ◆ Recording

**Sound:** Delegates wishing to have a recording of statements made during the Health Assembly should request copies, in advance of delivery if possible, at the Radio Studio, Room A.266 (behind the Delegates' Bar), telephone 73250/76553. Sound tapes are provided free of charge.

**Video:** Delegates wishing to have a video coverage of their speeches in plenary may request this in advance at office A.561, telephone 76819/76890. The cost of this service is 100 Swiss francs per cassette.

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## ■ 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 or Assistant Secretaries of the Committee concerned (as shown below).

*Committee A:* Secretary: Dr S. Holck - office E.1066, tel. 77155/77160  
Assistant Secretaries: Mrs M.K. Kindhauser - office E.1066, tel. 77156/77152  
Mrs E. Murray - office E.1066, tel. 77158/77153

*Committee B:* Secretary: Dr K. Behbehani - office E.3016, tel. 77356/77350  
Assistant Secretaries: Dr M. Karam - office E.3016, tel. 77357/77349  
Dr M. Van Drunen Littel - office E.3016, tel. 77357/77349



## ■ 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

Representatives of the Civil Society Initiative (CSI) will be pleased to facilitate your participation in the Health Assembly. At the time of writing their office number at the Palais des Nations and telephone numbers are not known, therefore, please ask at the Inquiry Office for this information. Otherwise they may be contacted at WHO headquarters on 022 79 12790/13637. In addition the document "Information and practical details for delegates of nongovernmental organizations in official relations with World Health Organization" contains useful information.

Room A.267 will be made available for the use of 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) and selected WHO documents and general information materials. You may use the computers for word processing and access to the Internet. Photocopying facilities will also be available, free of charge within reason. The office 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 third and fifth floors, 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 Room has a "Speakers" seat for those organizations whose requests to speak have been accepted by the Chair.

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## ■ LOCAL 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 Place des Nations. 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 Route des Morillons, 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 “18” runs from Place des Nations to Lignon, with stops at Route des Morillons and the Airport.

Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops, and an electronic card for multiple trips may be purchased from the Naville kiosks in the headquarters building and the Palais des Nations, and newsagents in town bearing the “TPG” sign, or at the railway station (Cornavin).

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



Delegates’ cars bearing WHA stickers are allowed to park in areas reserved for the Health Assembly at the Palais des Nations. Delegates may therefore use car parks P3 (lower and upper levels) and P5 (lower level), near Doors 13 and 15, which are reached through the Route de Pregny entrance. Car stickers can be obtained from the car parking sticker desk at the Inquiry Office.

## ■ DELEGATES’ LOUNGE



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

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## ■ 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 need to 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 8:15 to 16:45 from Monday to Friday, hot meals being served from 11:30 to 14:00 or 14:30 (grill only).

The snack bar in the hall between Doors 13 and 15 is open from 7:30 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 8:30 to 16:45 from Monday to Friday, and also serves snacks.

The Bar du Serpent, located on the first floor of E Building next to Conference Room XVIII (where Committee A will meet) and Conference Room XVII (where Committee B will meet), is open from 9:00 to 17:30 from 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 Assembly are, of course, welcome to 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 8165 ext. 14007/14004) before the opening of the Health Assembly or to the Interpretation Service, Room A.637, sixth floor, Palais des Nations (Lift 15), from 10 May onward.

## ■ ARRANGEMENTS FOR RECEPTIONS



The WHO restaurant can organize receptions (cocktail parties) and luncheons; arrangements can be made by contacting WHO headquarters, extension 14018/14019 (room 8152). In order to avoid overlapping, delegations intending to arrange receptions are urged to consult the Office of the Director-General.

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## ■ NEWS STAND



Newspapers, magazines, books, postcards, etc., are on sale at the news stand in the hall between Doors 13 and 15. It is open Monday to Friday from 8:00 to 13:00 and from 14:00 to 17:30 and on Saturday from 8:00 to 12:00. (The main kiosk is in the hall near Door 6.)

## ■ POST OFFICE



A post office is located near Door 6, which is open from 8:30 to 17:00 from Monday to Friday. It sells stamps and handles mail, faxes and monetary operations like giro payments, postal or money orders. The WHO headquarters' building also houses a post office.



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

Although Geneva on the whole is a fairly safe city, the number of incidents (robberies, assaults) involving visitors has increased. Delegates are advised to observe normal precautions when moving around the city. In particular:

- 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.



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## ■ 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 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. Interurban and international calls

Interurban and international calls can be made at all times from the Taxcard- and coin-operated telephone booths located as follows:

**Assembly block:** near Door 15 - two telephone booths

**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.



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Interurban and international calls can also be requested at:

**E Building:** Telegraph office at Door 41 (9:30-17:00 from Monday to Friday)

**United Nations Secretariat building:** Telegraph office at Door 6  
(8:30-17:30 from Monday to Friday)

All charges for interurban and international calls requested by delegations will be borne by the delegations concerned.

When these offices are closed, interurban 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).

## ■ 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 Office, near Door 13, with their tickets so that reimbursement may be effected.

There is a branch of the Carlson Wagonlit Travel Service near Door 13 where delegates may reconfirm their return flights. It is open from 9:00 to 17:00 from Monday to Friday and from 9:00 to 12:00 on Saturday.

## ■ BANK



The branch of the UBS near Door 6 is open from 8:30 to 16:30 from Monday to Friday. A cash desk is located near Door 41 which is open from 8:30 to 12:00 and 13:30 to 16:30 from Monday to Friday.

The branch of the UBS at the airport is open 7 days a week from 6:30 to 21:00.

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## ■ MEDICAL SERVICE



A nurse will be on duty in the Assembly infirmary near Door 11, where injections and simple treatment can be given. If necessary, the nurse will refer delegates to the Medical Service at the Palais des Nations (Room 016, ext. 72807/72520). Delegates requiring information about medical advice or treatment may arrange for an appointment with the Director of the Medical Service (Room 014) at the Palais des Nations, by dialling the infirmary (ext. 72520/72807).

In case of medical emergency while in the conference buildings, from 8:30 to 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. 022 320 25 11).

There is also a Medical Service in the second basement of the WHO building (Room 282, ext. 13040).

## ■ MARKETING AND DISSEMINATION OF WHO PUBLICATIONS



Coordinator, Marketing and Dissemination at WHO (Room 4155, ext. 12476) is available for consultation by delegates, who may wish to know the addresses in their country to which WHO publications are being sent free of charge, or to discuss distribution questions.

Publications can be purchased at the publications sales counter located across from the registration desk, between Doors 13 and 15, at the Palais des Nations.

## ■ LIBRARY



The Library at WHO is situated near the Executive Board Room and will be open from 8:30 to 17:00 from Monday to Friday, and from 8:30 to 13:00 on Saturday. For requests by telephone, call ext. 12062.

An information sheet describing services and procedures is available at the library reference desk.

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## ■ WHO ON INTERNET: THE "CYBERCAFE"



Delegates are invited to visit the WHO Cybercafé, located at the Serpent Bar. Microcomputers 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 provide online and immediate access to the *Journal*, documents of relevance to the agenda of the Fifty-fifth World Health Assembly and to the WHO Policy system. The WHO Policy document retrieval system allows users to navigate and search "infobases" such as documents submitted in sessions of the Executive Board and health assemblies, resolutions and decisions, official records of the Board and the Health Assembly, *WHO Basic Documents*, and the programme budget. Other pages available on the WHO web site include WHO press releases and publications, health topics, WHO reports and general information about WHO.

For any additional information regarding the Cybercafé, you may dial 77198/77199.

## ■ DUTY FREE SHOP AND PETROL CARDS



A duty free shop opened by the Swiss authorities for the convenience of delegates, alternates and advisers as well as 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 new HCR building on the other side of the Place des Nations. (Opening hours: Monday, 13:00 to 18:30, Tuesday to Friday, 9:30 to 12:30/13:00 to 18:30, Saturday, 9:30 to 13:30.) Accredited delegates who wish to use the shop must fill in form 14.65 available at the Inquiry Office. This form must be stamped and signed by the office of the Coordinator, General Support Services. Right of access is granted personally to each delegate; it is not possible to be represented by a driver or a colleague.

Delegates who have come to Geneva by car may obtain a temporary duty free petrol card. To do so they should fill in form 15.55 also available at the Inquiry Office and have it stamped and signed by the Coordinator, General Support Services. Further instructions on the procedure are available at the Inquiry Office.

