

## **Guide for delegates to the World Health Assembly**

### **DATE AND PLACE OF THE HEALTH ASSEMBLY**

The Seventy-fifth World Health Assembly will open in Geneva on Sunday, 22 May 2022, at 14:00; it will close no later than Saturday, 28 May 2022. 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.

### **REGISTRATION PROCESS**

Registration through the online registration system (INDICO) is required for the Health Assembly. **For security reasons, all delegates are required to wear photo ID badges in order to access the meeting rooms.**

Instructions for online registration have been communicated in the convocation letter.

Queries concerning the system can be addressed by email to [GBS-INDICO@who.int](mailto:GBS-INDICO@who.int). Registration should be completed by 9 May 2022.

### **CREDENTIALS**

The credentials shall be issued by the Head of State, the Head of Government, the Minister for Foreign Affairs, the Minister of Health, or any other appropriate authority, that is, Permanent Missions to the United Nations and senior government officials, such as Directors-General for Health. Member States and Associate Members will be represented at the Health Assembly by not more than three delegates. Alternates and advisers may accompany delegates. A copy of the credentials will have to be uploaded and submitted through the online registration system **before the opening of the Health Assembly**. Credentials should include the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, city, gender (unless indicated in the title).

### **ARRIVAL IN GENEVA**

Delegates, representatives or other participants travelling by air will arrive at Geneva airport (Cointrin) 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: the Swiss authorities refuse entry to people who do not have the required entry visa. Since 12 December 2008, Switzerland has applied the Schengen Agreement regulations concerning visas. As a result, participants requiring a visa to enter Switzerland must obtain a Schengen visa from the Swiss embassy or Consulate General responsible for handling their visa application in their country of residence. In countries where there is no Swiss representation, the visa application may have to be lodged in another country where the competent representation is located. Please note that Switzerland has also signed agreements with certain countries where it is not represented by a diplomatic or consular entity. Under certain conditions these agreements allow for the issuing of visas by a Schengen State in a country where Switzerland is not represented. It is therefore strongly recommended that all participants check directly with the Swiss Embassy or Consulate General whether such agreements apply in their case. Participants can find the nearest Swiss Embassy or Consulate General responsible for their place of residence by consulting the following link: <https://www.eda.admin.ch/eda/en/home/laender-reise-information.html>.

Delivery of a Schengen visa may take up to 20 days, so any visa application should be lodged well in advance of the expected date of travel. It is recommended that participants apply for a Schengen Type C visa, which entitles the holder to visit or transit through other Schengen States, including neighbouring France. Exceptional cases may arise when this type of visa does not allow entry to all Schengen States. Participants are therefore strongly advised to check their type of visa before travelling to, or transiting through, other Schengen States.

Member States requiring the assistance of the Secretariat to obtain a Swiss Schengen visa are kindly invited to send an email with the following information: last name, first name, title, institution, date and place of birth, passport number, expiry date, date and place of issuance and attach a copy of the credential containing the composition of the delegation to **visagbs@who.int as soon as possible** in order that action can be taken.

## 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 40. The plenary meetings will be held in room XIX, which can be reached by stairway or lift from Door 40. The two main committees of the Health Assembly will meet in separate conference rooms: Committee A in Conference Room XX and Committee B in Conference Room XVII, respectively located on the third and first floor of the E building (Bâtiment E). **Smoking is not allowed at the Health Assembly.**

## ENTRY BADGES

Delegates and other participants will be able to collect their badges from the Distribution Desk in the main lobby of WHO headquarters before the opening of the Health Assembly. The Distribution Desk will be open at the following times:

- Wednesday, 18 May, from 14:00 to 17:00
- Thursday, 19 May, to Friday, 27 May, from 08:00 to 17:00
- Saturday, 28 May, from 08:00 to the closure of the Seventy-fifth World Health Assembly.

**Please note that only those individuals whose names appear on a valid credential and who have registered through the online registration system will be issued with an access badge. Within the context of the Health Assembly, access to the Palais des Nations and the meeting rooms will be restricted to persons wearing WHA75 badges. For security reasons, the access badge must be worn and visible to United Nations Office at Geneva security staff at all times.**

**Delegations from Observers, organizations of the United Nations system, other intergovernmental organizations and non-State actors in official relations with WHO will be restricted to maximum of four badges each.**

**Please note that due to limited space in the meeting rooms, the following limitations will apply in each of the main rooms where official meeting of the Health Assembly are convened:**

- up to two members of each delegation of Member States and Associate Members may be present at a time; and**
- only one member of each delegation of Observers and organizations of the United Nations system and other intergovernmental organizations may be present at a time.**

**Delegates from non-State actors in official relations with WHO will be assigned seating in the galleries or wings of the main meeting rooms.**

## **ENQUIRY OFFICE**

The Enquiry Office is located in the Door 40 lobby, situated on the second floor of the E building (ext. 86100). 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 handed in or claimed at this office.

## **LIST OF DELEGATES**

A provisional list of delegates and other participants (document A75/DIV./1) will be available only on the WHO website ([http://apps.who.int/gb/e/e\\_WHA75.html](http://apps.who.int/gb/e/e_WHA75.html)) at the beginning of the Health Assembly (paper copies will not be distributed). This list will be issued on the basis of the credentials received by the Secretariat up to 16:00 on Saturday, 21 May. A revised list will be posted on the WHO website later. In the event of any official change in delegation membership, delegations are kindly requested to make the necessary changes through the online registration system (INDICO).

## **ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY MEETINGS**

Individual statements in plenary meetings are limited to 3 minutes (330 words) and regional statements to 4 minutes (440 words). Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Timing will be regulated through the use of “traffic lights”, visible to the whole room, which turn orange after 2 minutes and red after 4. Statements should focus on the theme of “Health for peace, peace for health”.

Delegates wishing to have their names placed on the list of speakers for the general discussion should complete the online form available at <https://extranet.who.int/dataformv3/index.php/948833>. 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 Health Assembly, by email ([interpret@who.int](mailto:interpret@who.int)), or handed in to room E-3025B, or in room XIX, where the plenary meetings are held, by the morning of Sunday, 22 May 2022. When submitting by email, please specify in the “Subject” and at the top of the statement, the name of the country and the meeting: “General Discussion”.

## INTERVENTIONS OF DELEGATES IN COMMITTEE A AND COMMITTEE B

Individual statements in Committees A and B are limited to 3 minutes (330 words) and regional statements to 4 minutes (440 words). Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

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

Committee A:	Secretary:	Mr I. Roberts	office E.3056/3058, ext. 86122
Committee B:	Secretary:	Mrs I. Milovanovic	office E.1014/1018 ext. 86123

## INTERPRETATION AND STATEMENTS

Interpretation is provided in the official languages (Arabic, Chinese, English, French, Russian and Spanish) to help delegates to follow the discussions. Delegates are requested to send a copy of statements they plan to make to [interpret@who.int](mailto:interpret@who.int) or to give a paper copy to the conference officers in the room **at least 30 minutes in advance**. This does not prevent delegates from making changes on delivery but will facilitate clarity and accuracy in all languages. When submitting by email, please specify in the “Subject” and at the top of the statement, the name of the country/group; the meeting (for example, Plenary, Committee A, Committee B); and the relevant agenda item number. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential and checked against delivery for the purpose of the official record.

Delegates wishing to have their statements posted on the Health Assembly webpage ([https://apps.who.int/gb/e/e\\_wha75.html](https://apps.who.int/gb/e/e_wha75.html)) or to share a longer statement containing additional information may send it to [statements@who.int](mailto:statements@who.int).

## SUBMISSIONS BY DELEGATIONS

Delegations wishing to have draft resolutions and draft decisions distributed to the Health Assembly are invited to introduce their draft at least 15 days before the opening of the Health Assembly and, in any event, not later than the first day of the Health Assembly in accordance with Rule 49 of the Rules of Procedure of the World Health Assembly.

Delegations are requested to hand their proposal 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.

Rule 50 of the Rules of Procedure of the World Health Assembly requires circulation of draft resolutions to delegations at least two days before the proposal is discussed. Thus, texts should be handed

in early enough to allow time for translation and reproduction in the working languages. The Secretariat is available upon request to provide information, logistics and editorial support as required. The conditions in which formal proposals relating to items on the agenda may be introduced in plenary meetings and the main committees are set out in Rules 49 and 50 of the Rules of Procedure of the World Health Assembly.

## **DELEGATES' CONSENT TO BE PHOTOGRAPHED/FILMED**

Representatives of Member States and Associate Members, including their alternates and advisers, as well as any other participants in sessions of the World Health Assembly/Executive Board acknowledge that the Secretariat and parties acting for the Secretariat may take photographs during and/or video all or part of public meetings of the World Health Assembly/Executive Board. By attending the World Health Assembly/Executive Board, representatives of Member States and Associate Members, including their alternates and advisers, as well as any other participants, are held to have consented to being depicted in such photographs and videotapes, and to agree that WHO may, at its sole discretion, reproduce and publicly disseminate any of these photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

## **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 149th and 150th sessions are referred to under the relevant items in both the *Journal* and the provisional agenda (document A75/1 Rev.1).

### **Basic documents**

The Constitution of WHO and other relevant documents of a legal nature are contained in the publication entitled *Basic documents* (49th edition, 2020), an updated, online version of which is also available on the WHO website ([https://apps.who.int/gb/bd/pdf\\_files/BD\\_49th-en.pdf](https://apps.who.int/gb/bd/pdf_files/BD_49th-en.pdf)).

### **Internet access**

The WHO website (Governance page (<http://apps.who.int/gb/gov/>)) provides easy electronic access to documentation, such as the Rules of Procedure of the World Health Assembly, and offers options to download documents for the current meetings of the governing bodies and to consult documents of previous sessions and other relevant documentation.

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

Documentation may also be downloaded using the QR codes displayed at the document distribution counter, the Distribution Desk for badges, the entrance to the Assembly Hall and inside the committee conference rooms.

## **DOCUMENTS**

As agreed by EB143 in May 2018, governing body meetings will be paperless unless documents are ordered in advance. For delegations that have requested hard copies, one set of documents will be available for collection at the document distribution counter in Door 40 Hall, located on the second floor of the E building, Palais des Nations. Relevant documentation for the session can be accessed at the following link; [https://apps.who.int/gb/e/e\\_wha75.html](https://apps.who.int/gb/e/e_wha75.html).

## **NON-STATE ACTORS IN OFFICIAL RELATIONS WITH WHO: LIAISON OFFICE**

Non-State actors in official relations with WHO may participate, without right of vote, in the Health Assembly. A liaison office is set up in room E.3025C (ext. 86125) to facilitate such participation. The document *Practical information for representatives of non-State actors in official relations with the World Health Organization*, transmitted to non-State actors with the invitation letter to the Health Assembly, provides information of particular relevance to delegates of non-State actors, concerning such matters as registration, document display and statements by non-State actors.

Seating for non-State actors in the plenary meetings has been reserved in the galleries on the fourth floor, which may be reached by using the lifts close to Door 40. For Committees A and B, seating has been reserved in the wings of the rooms. Each Committee has a “speaker” seat for those non-State actors whose requests to speak have been accepted by the Chair.

## **SHUTTLE BUS SERVICE**

A shuttle service will be available for delegates to move between WHO headquarters main entrance to the Palais. The shuttle will run from 07:00 to 18:00 daily and may be used by delegates of Member States and Associate Members wearing badges.

## **PUBLIC TRANSPORT AND TAXIS**

From Monday to Friday WHO can be reached by bus “8” which runs from Veyrier to OMS (WHO headquarters, Avenue Appia), passing through Rive (town centre), Place de Montbrillant (behind 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 de Montbrillant (behind the railway station) to Ferney-Voltaire, France, with stops at Place des Nations and OMS, next to WHO headquarters. In addition, bus “5” runs daily from Thônex to Aéroport, with stops at Place Cornavin and Place des Nations, and bus “28” runs from Jardin Botanique with stops at Appia for UNOG Palais des Nations, Pregny Gate, and OMS for WHO headquarters; and bus “22” runs daily between Place des Nations, with stops at Appia UNOG for Palais des Nations, Pregny Gate and OMS for WHO headquarters.

Tram “15” runs daily from Palettes to Place des Nations, passing by Cornavin station.

Tickets must be purchased and validated **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 any newsagent in town bearing the “TPG” sign, and at the main railway station (Cornavin).

In addition, delegates may obtain a “Geneva Transport Card” from the hotel 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 and Convention Bureau (accessible at <http://www.geneva.info/transport/card> or <https://www.geneve.com/en/already-here>).

Geneva taxi drivers know WHO headquarters as “OMS” (Avenue Appia).

There are taxi ranks in almost all the main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following numbers: +41 22 320 2020, +41 22 320 2202 and +41 22 331 4133. Taxis can also be ordered through the security guard on duty at the entrance gate on Route de Pregny.

## **CAR PARKS**

A very limited number of parking spaces is available for delegates’ cars with “World Health Assembly” stickers, on a first-come, first-served basis. The spaces are in reserved areas in car park P10, near Door 40, at the Palais des Nations. Requests on the part of Permanent Missions for temporary ground passes for their drivers and for access authorization for rental or replacement vehicles must be sent through a Note Verbale to the United Nations Office at Geneva Identification and Garage Management Unit (ID Unit). The Note Verbale must include a copy of the vehicle registration documents (Carte grise) as well as a copy of each temporary driver’s passport or ID card, and the following details:

- name of the driver (first and last name as marked on the passport/ID card)
- number plate of vehicle
- make of vehicle
- type of vehicle
- colour of vehicle.

The Note Verbale can be sent to the ID Unit via fax, +41 22 917 0494 or to the ID Unit’s direct email [UNOGID@UNOG.CH](mailto:UNOGID@UNOG.CH). Please note that this is for **vehicles and temporary drivers for the Seventy-fifth World Health Assembly ONLY**.

## **RESTAURANT, CAFETERIA AND BAR**

The restaurant on the eighth floor of the Assembly block of the Palais des Nations is closed for renovations and will therefore not be available throughout the period of the Seventy-fifth World Health Assembly.

The cafeteria, which is on the ground floor of the A building, and to which there is an access by the lifts in the E building, is open from 11:30 to 14:00, Sunday to Friday, and from 11:30 to 14:00 on Saturday, only if an afternoon meeting is confirmed. Hot meals are served from 11:30 to 14:00.

The Bar du Serpent, located on the first floor of the E building, is open from 11:30 to 17:00, on Sunday, from 07:30 to 17:00, Monday to Friday or until the close of meetings (on Saturday, 28 May, it will be open from 07:30 till the end of the sessions); it also serves sandwiches.

The Pasta corner, adjacent to the Bar du Serpent, is open daily from 11:30 to 14:00.

Delegates and other participants in the Health Assembly may also use the cafeteria at WHO. It is open from Monday to Friday between 07:30 and 15:00.

## **RESERVATION OF ROOMS FOR PRIVATE MEETINGS**

Requests by delegates for the reservation of conference rooms at the Palais des Nations for private meetings may be addressed to Conference Services at WHO (ext. 14004 or [cmpmail@who.int](mailto:cmpmail@who.int)) before the opening of the Health Assembly, or to the Room Reservation Service (room E.1056, ext. 86120), first floor of the E building, from Sunday, 22 May.

## **ARRANGEMENTS FOR RECEPTIONS AT WHO**

The WHO restaurant can organize receptions and luncheons; arrangements can be made by contacting WHO headquarters (ext. 14090). In order to avoid overlapping, delegations intending to arrange receptions are urged to consult the Department for Governing Bodies.

As from 22 May, arrangements can also be made by contacting room E.1056 (ext. 86226), on the first floor of the E building.

## **DELEGATES' MAIL**

Correspondence addressed to delegates c/o WHO, 1211 Geneva 27, can be collected from the Enquiry Office (Door 40 Hall, located in the E building second floor (ext. 86100)).

## **PERSONAL SECURITY**

Geneva can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and snatching of handbags or mobile phones do occur in the vicinity of, or within, the train and bus stations, the airport and in public parks.

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

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

Geneva emergency telephone numbers are:

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

If participants face a security-related emergency at WHO headquarters, they are requested to contact WHO security by phone at ext. 11117 (+41 22 791 1117) or by email at [security@who.int](mailto:security@who.int).

Security screening has increased for both vehicles and pedestrians seeking access to the Palais des Nations. Participants should ensure that they 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

Telephones are available in the Palais des Nations.

### 1. Calls inside the Palais des Nations

- (a) Lift the receiver and wait for the dialling tone
- (b) Dial the required five-digit extension beginning with 8

### 2. Calls from the Palais des Nations to WHO

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| <b><i>EITHER</i></b> | <ul style="list-style-type: none"><li>(a) Lift the receiver and wait for the dialling tone</li><li>(b) Dial 62</li><li>(c) Dial the five-digit extension required (see WHO telephone directory)</li></ul> | <b><i>OR</i></b> | <ul style="list-style-type: none"><li>(a) Lift the receiver and wait for the dialling tone</li><li>(b) Dial 0 and wait for the second dialling tone</li><li>(c) Dial 022-79 followed immediately by the five-digit extension required in WHO.</li></ul> |
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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 dialling tone
- (b) Dial 0 and wait for the second dialling tone
- (c) Dial 022 and the required number within the Geneva area

## REIMBURSEMENT OF AIR TICKETS AND RESERVATIONS FOR RETURN JOURNEY

Delegates of least developed countries entitled to reimbursement of their air tickets are requested to forward copy of their ticket, proof of payment and a copy of their passport to [EBitineraries@who.int](mailto:EBitineraries@who.int).

- For flight information, please contact [whomgt.ch@contactcwt.com](mailto:whomgt.ch@contactcwt.com) (+41 22 791 4010).
- To change a ticket, please contact the airline shown on the ticket.

## **BANK**

The UBS branch located in the E building Level 2 (Gate 41) is open from 08:30 to 16:30 from Monday to Friday. An ATM machine is also available on the second floor of the E building near Door 41.

## **MEDICAL SERVICE**

A nurse will be on duty for non-emergency medical consultations from 08:00 to 18:00, at WHO headquarters (D building) Staff Health and Wellbeing Services (appointments: tel. +41 22 791 3040).

For a medical emergency during the working hours of the United Nations Medical Service at the Palais des Nations (08:00 to 17:00), the United Nations medical emergency protocol will be applied. Please call 112, or +41 22 917 29 00.

Delegates requiring urgent medical attention when they are not in the conference buildings, or after 17:00, should dial 144 for medical or ambulance services.

## **Useful contacts**

Hôpitaux Universitaires de Genève (public hospital open 24 hours, seven days a week)  
+41 22 372 33 11  
Rue Gabrielle-Perret-Gentil 4, 1205 Geneva

Hôpital de La Tour (open 24 hours, seven days a week)  
+41 22 719 6000  
Avenue Jacob-Daniel Maillard 3, 1217 Meyrin

Pharmacy: Pharma24 (open 24 hours, seven days a week)  
+41 22 808 0018  
Boulevard de la Cluse 38, 1205 Geneva

If you have influenza-like symptoms, and/or have tested positive with COVID-19, including through a self-test, refrain from coming to the meeting place, and contact the COVID-19 hotline: covid19-shw-hotline@who.int, for further advice/guidance.

## **THE CYBERCAFÉ AND INTERNET ACCESS**

Delegates are invited to visit the WHO Cybercafé, located in the balcony area of the third floor, E building, Palais des Nations. Workstations will be available, providing full access to the internet, including the WHO website (<http://www.who.int>). The Cybercafé and all the meeting rooms will also be equipped with wireless hotspots, allowing visitors to connect to the internet with their own wireless-enabled notebooks.

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