Guide for delegates to the
Seventy-seventh World Health Assembly

DATE AND PLACE OF THE HEALTH ASSEMBLY

The Seventy-seventh World Health Assembly will open in Geneva on Monday, 27 May 2024, at 09:00; it will close no later than Saturday, 1 June 2024. 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. Registration should be completed by 13 May 2024.

CREDENTIALS

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 INDICO 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 main 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 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 request assistance when they register for the Health Assembly through INDICO.

Non-State actors in official relations with WHO required to apply for a visa to attend the Health Assembly may download a confirmation letter of registration from INDICO to include in their visa application.

ACCESS TO THE PALAIS DES NATIONS FOR THE HEALTH ASSEMBLY

Members of delegations should register through INDICO in order to collect their badges, which allow access to the Palais des Nations, at WHO headquarters.

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.
ACCESS 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, 22 May, from 14:00 to 17:00
– Thursday, 23 May–Friday, 31 May, from 08:00 to 17:00
– Saturday, 1 June, from 08:00 to the closure of the Seventy-seventh World Health Assembly.

Please note that only those individuals whose names appear on a valid credential and who have registered through INDICO 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 WHA77 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 a maximum of six badges each.

Please note, that owing to limited space in the meeting rooms, the following limitations will apply in each of the main rooms where official meetings 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 A77/DIV./1) will be available only on the WHO website (https://apps.who.int/gb/e/e_wha77.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, 25 May 2024. 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 INDICO.
ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY MEETINGS

Individual statements by Member States and Associate Members in plenary meetings are limited to 3 minutes (330 words) and regional statements to 4 minutes (440 words). Statements by Observers and invited representatives of the United Nations and other participating intergovernmental organizations will be limited to 2 minutes (220 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. For individual statements, the lights turn orange after 2 minutes and red after 3 minutes; for regional statements, the lights turn orange after 3 minutes and red after 4 minutes. Statements should focus on the theme of “All for Health, Health for All”.

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.

Delegations are encouraged to submit copies of statements to be made in the general discussion either by email (interpret@who.int) or by handing them in to room E-3025C, or room XIX, where the plenary meetings are held, by the morning of Monday, 27 May 2024. 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 by Member States and Associate Members in Committees A and B will be limited to 3 minutes (330 words) and regional and group statements to 4 minutes (440 words). Statements by Observers and invited representatives of United Nations and other participating intergovernmental organizations will be limited to 2 minutes (220 words). Statements by individual non-State actors in official relations with the Organization will be limited to 1 minute (110 words) and constituency statements to 3 minutes (330 words). Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

Delegates wishing to take the floor should raise their nameplates in the main committees. Delegates requiring assistance in the main committees 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.1014/1016, ext. 86123

INTERPRETATION AND STATEMENTS

Interpretation is provided in the official languages (Arabic, Chinese, English, French, Russian and Spanish) to help delegates to follow discussions. Member State delegates are requested to send a copy of statements they plan to make to interpret@who.int and/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 or group, the meeting (for example, Plenary, Committee A, Committee B) and the relevant agenda item number. 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_wha77.html) or to share a longer statement containing additional information may send it to statements@who.int.

Non-State actors in official relations with WHO wishing to make a statement in Committees A or B should register on the non-State actors statements website (https://extranet.who.int/nonstateactorsstatements/) and upload their statement. Statements uploaded on the statements website will be forwarded to the interpreters on behalf of non-State actors. If there are any questions about statements, contact nsastatements@who.int.

**SUBMISSIONS BY DELEGATIONS**

Delegations wishing to have draft resolutions and draft decisions considered by 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. However, the Health Assembly is the supreme decision-making body of WHO and, in terms of good governance, draft resolutions and draft decisions to be considered by the Health Assembly ought to be forwarded to the Health Assembly by the Executive Board after the latter has considered them at the session held during the preceding January.

Delegations are requested to hand their proposals 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. Proposals may also be sent by email to governanceunit@who.int.

Rule 50 of the Rules of Procedure of the World Health Assembly requires the circulation of a proposal to all delegations at least two days before it 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 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 Health Assembly/Executive Board. By attending the 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 at https://apps.who.int/gb/e/e_wha77.html, gives the time, place and programme of meetings, the agenda items for discussion and the corresponding documents, and other relevant information.

Several documents already considered by the Executive Board at its 153rd and 154th sessions are referred to under the relevant items in both the Journal and the provisional agenda (document A77/1 Rev.1).

Basic documents


Meeting documents

As agreed by the Executive Board at its 143rd session 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 the Door 40 hall, located on the second floor of the E building, Palais des Nations. Relevant documentation for the session can be accessed at https://apps.who.int/gb/e/e_wha77.html. There will be no provision for the dispatch or transport of any documentation made available during the Health Assembly.

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 sessions of the governing bodies and to consult documents of previous sessions and other relevant documentation.

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.

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 open meetings of the Health Assembly. A liaison office will be set up in room E.3025D (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.
CONDUCT

Delegates are expected to abide by WHO’s standards of conduct and to remain mindful that the requirements to prevent harassment and sexual misconduct, including sexual harassment, at WHO events apply. Kindly refer to the Code of conduct to prevent harassment, including sexual harassment, at WHO events\(^1\) and the WHO policy on preventing and addressing sexual misconduct.\(^2\) Any related concerns should be raised through the WHO integrity hotline (https://www.who.int/about/ethics/integrity-hotline). WHO has zero tolerance for any form of sexual misconduct and for inaction against it. For more information, please visit the Secretariat’s dedicated web page: https://www.who.int/about/ethics/code-of-conduct-at-who-events.

SHUTTLE BUS SERVICE

A shuttle bus service will be available for delegates to move between WHO headquarters main entrance and the Palais des Nations. 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 Grand-Saconnex, Palexpo, passing through Rive (city centre), Place de Montbrillant (behind Cornavin railway station) and Nations (Palais des Nations). WHO can also be reached by buses “60” and “61”, which run daily from Place de Montbrillant (behind Cornavin railway station) to Gex, France, with stops at Nations, at OMS-BIT (next to WHO headquarters) and in Ferney-Voltaire, France. In addition, bus “5” runs daily from Thônex to Geneva airport, with stops at Place Cornavin (in front of Cornavin railway station) and Nations, bus “20” runs daily between Veyrier Tournettes to Bellevue Valavran, with stops at Nations and Appia (Pregny Gate) for the Palais des Nations, and bus “22” runs daily between Jardin Botanique and Carouge, Rondeau, with stops at Nations and Appia (Pregny Gate) for the Palais des Nations and OMS-BIT for WHO headquarters.

Tram “15” runs daily from Plan-les-Ouates, ZIPLO, to Nations, passing by Cornavin railway station.

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 any newsagent in Geneva 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).

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\(^1\) Available at https://cdn.who.int/media/docs/default-source/2021-dha-docs/english-code-of-conduct.pdf?sfvrsn=4adfb54_28&download=true.

\(^2\) Available at https://www.who.int/publications/m/item/WHO-DGO-PRS-2023.4.
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 “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 written 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 to +41 22 917 0494 or to the ID Unit’s direct email unogid@unog.ch. Please note that this is for **vehicles and temporary drivers for the Seventy-seventh 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-seventh World Health Assembly.

The cafeteria, which is on the ground floor of the A building (Bâtiment A), and to which there is an access by the lifts in the E building, is open from 11:30 to 14:00, from Monday 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 07:30 to 18:00, from Monday to Friday or until the close of meetings (on Saturday, 1 June, it will be open from 07:30 until the end of the sessions); it also serves sandwiches and a wide variety of home-made fresh food.

Delegates and other participants in the Health Assembly may also use the cafeteria at WHO. It is open from Monday to Friday between 11:30 and 14:00.

**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) 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 Monday, 27 May 2024.
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 Conference Services at WHO (ext. 14004 or cmpmail@who.int) and the Department of Governing Bodies (hqgoverningbodies@who.int).

As from 27 May, arrangements can also be made by contacting room E.1056 (ext. 86226), on the first floor of the E building.

SIDE-EVENTS

There will be no official side-events held at the Palais des Nations during the Seventy-seventh World Health Assembly owing to limited room availability. Should Member States wish to organize their own side-events, they should identify locations of their choice outside the Palais. Member States may share information about their side-events with the Department of Governing Bodies as from April (hqgoverningbodies@who.int). Relevant information about these events will be published on the governing bodies website.

DELEGATES’ MAIL

Correspondence addressed to delegates c/o WHO, 1211 Geneva 27, can be collected from the Enquiry Office (Door 40 lobby, 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 stations 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.
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 number beginning with 8

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 five-digit extension number required (see the 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 022-79 followed immediately by the five-digit extension number

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 present to the Travel Desk (room E.3025B, located in the E building, third floor) a copy of their ticket, itinerary, proof of payment and a copy of their passport in order to be reimbursed. The process of reimbursement takes at least 24 hours, therefore requests should be made before Thursday, 30 May, at 12:00. Requests made after this deadline will not be taken into consideration.

• For flight information, please contact 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 (building D) Staff Health and Wellbeing Services (appointments: +41 22 791 3040).

For a medical emergency at the Palais des Nations (from 07:30 to 17:00), the United Nations medical emergency protocol will be applied. Please call 112 from a landline or +41 22 917 2900 from a mobile phone.

If you have influenza-like symptoms and/or have tested positive for coronavirus disease (COVID-19), including through a self-test, do not come to the meeting place. Contact the COVID-19 hotline (covid19-shw-hotline@who.int) for further advice and guidance.

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 a day, seven days a week)
+41 22 372 3311
Rue Gabrielle-Perret-Gentil 4, 1205 Geneva

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

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

LACTATION FACILITY

The lactation room is located on the third floor of the E building (room E.3054-2). Please request access at the Pass and ID Unit Office located at Pregny Gate and open daily from 7:00 to 18:00 during the Health Assembly. You will be provided with a magnetic badge to open the door to the lactation room.

WHO BOOKSHOP

WHO publications can be purchased at the WHO Press sales counter in the Door 40 lobby, located on the second floor of the E building, at the Palais des Nations and from the WHO Bookshop in the WHO headquarters main building. WHO souvenirs are also available. Opening hours are from 09:00 to 16:30.
CYBERCAFÉ AND INTERNET ACCESS

Delegates are invited to visit the WHO Cybercafé, located in the balcony area of the third floor of the E building, Palais des Nations. Workstations will be available, providing full access to the internet, including to 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.