

**FCTC**WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

Conference of the Parties

Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products

Fifth session
Geneva, Switzerland, 29 March – 4 April 2012

FCTC/COP/INB-IT/5/DIV/2
28 November 2011

Guide for participants in the Intergovernmental Negotiating Body

The fifth session of the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products (INB5) will be held at the International Conference Centre Geneva, 15 rue de Varembé, 1211 Geneva 20, in Conference Room 1. It will open at 11:00 on Thursday, 29 March 2012, and the session is expected to close on Wednesday, 4 April 2012, no later than 13:00. In the morning of the opening of the session, meetings of the regional groups will be held from 09:00 to 10:30.

CREDENTIALS

In accordance with Rule 18 of the Rules of Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control (WHO FCTC), credentials shall be issued by the Head of State or Government, the Minister for Foreign Affairs, the Minister for Health or any other appropriate government authority (i.e. Permanent Missions and senior government officials). In the case of a regional economic integration organization, credentials shall be issued by the competent authority of that organization. Credentials should include the following information for each participant: title, LAST NAME (in capital letters), first name, function, institution and city.

An advance signed copy of the credentials of delegates should be communicated to the Convention Secretariat **by 15 March 2012** by e-mail to inbfctc@who.int or by fax to +41 22 791 5830. Parties are required to deliver the original credentials if possible before the opening of the session and no later than 24 hours after the opening of the session.

VISAS

Attention is drawn to the strict provisions in force regarding entry into Switzerland. Since 12 December 2008, Switzerland has applied the Schengen visa regulations. Therefore, participants requiring a visa to enter Switzerland must obtain a Schengen visa from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence; it cannot

be obtained from the embassy of another Schengen country. Delivery of a Schengen visa **may take up to 21 days**. Applicants for a Schengen visa must attach a support letter to their application.

Requests for a visa support letter must be addressed to inbfctc@who.int as soon as possible and include: last name, first name, function/title, institution, nationality, date and place of birth, passport number, expiry date, date and place of issuance.

ACCESS TO THE CONFERENCE CENTRE

By bus: Bus number 5 runs from Place Cornavin (railway station) to rue de Vermont. Get off at the stop named “Vermont” and cross the road. Rue de Varembeé is the first turning on the left. Walk to the far end of the road to reach the main entrance of the conference centre. You can also take bus number 8 from Place Cornavin and get off at “UIT”. Walk back to the traffic roundabout and turn left into Chemin Louis Dunant. The entrance to the conference centre is a short distance along this road, on the left.

Most hotels in Geneva will provide, on request, a public transport pass free of charge for the duration of your booking. Tickets must be purchased before entering buses. Individual tickets are available from vending machines at main bus stops; an electronic card with enough credit to buy several tickets from these machines may be purchased from newsagents in town bearing a sign reading “TPG” or at Cornavin railway station.

Geneva International Airport offers a free ticket for 80 minutes of public transport in Geneva (including train service from the airport to the main railway station). This ticket can be obtained from the machine in the baggage collection area at the “Arrivals” level.

By tram: Tram 15 can be taken from Place Cornavin to Place des Nations. After getting off at Place des Nations, walk towards the UNHCR building and take the first right into rue de Varembeé.

By car: The car park in Place des Nations, with 1200 places, is a short walk from the conference centre.

By taxi: There are taxi ranks on most main squares in Geneva and outside the conference centre. Taxis can be called by telephone at the following numbers: 022 331 41 33, 022 320 20 20 and 022 320 22 02.

Shuttle bus between WHO and the conference centre

A shuttle bus will run between WHO and the conference centre from Thursday, 29 March to Wednesday, 4 April 2012. It will leave from the main entrance of the conference centre and go directly to WHO.

Smoking is not permitted at the conference centre or in any WHO building.

ENTRY BADGES AND REGISTRATION DESK

Delegates and other participants will be able to collect their badge before the opening of the session.

Please note that only those individuals whose names appear on a valid credential will be issued with a badge. Access to the conference centre and to the meeting rooms will be restricted to persons wearing badges.

Delegates who have not submitted their credentials before the opening should deliver them at the registration desk.

The registration desk will be open:

In the main lobby of WHO headquarters

– on Wednesday, 28 March 2012: 13:00–17:00

At the International Conference Centre Geneva (CICG)

– from Thursday, 29 March to Tuesday, 3 April 2012: 08:00–18:00

– on Wednesday, 4 April 2012: 09:00–13:00

SEATING ARRANGEMENTS

Parties will be seated in English alphabetical order at seats displaying their country nameplates. States with observer status and other participants will be accommodated in other reserved areas in the room.

WORKING HOURS

The following working hours are expected, although they are subject to confirmation by the INB during the session:

Thursday 29 March 2012

| | |
|-------------|---|
| 09:00–10:30 | Regional consultations (African Region, Region of the Americas, South-East Asia Region, European Region, Eastern Mediterranean Region and Western Pacific Region) |
| 11:00–13:00 | First plenary meeting |
| 15:00–18:00 | Second plenary meeting |

Friday 30 March to Tuesday 3 April 2012

- | | |
|-------------|---|
| 09:00–09:50 | Regional consultations (African Region, Region of the Americas, South-East Asia Region, European Region, Eastern Mediterranean Region and Western Pacific Region) |
| 10:00–13:00 | Plenary or committees meetings |
| 15:00–18:00 | Plenary or committees meetings |

Wednesday 4 April 2012

- | | |
|-------------|---|
| 09:00–09:50 | Regional consultations (African Region, Region of the Americas, South-East Asia Region, European Region, Eastern Mediterranean Region and Western Pacific Region) |
| 10:00–13:00 | Plenary session or committees, and closure of the session |

Sunday 1 April 2012 is expected to be a non-working day, unless the Intergovernmental Negotiating Body decides otherwise. Subject to progress of work and decision of the Intergovernmental Negotiating Body, evening meetings may be arranged, starting from Friday, 30 March 2012.

ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT

Parties that are eligible for travel support (see the Appendix to the Annex of this document) as per the decision of the Conference of the Parties¹ are requested to refer to the information and instructions contained in the Annex concerning arrangements for travel, accommodation and payment of per diem.

Delegates should note that travel arrangements will be processed only on receipt of valid credentials submitted to the Convention Secretariat either as an advance signed copy or originals. To facilitate timely travel arrangements, Parties eligible for travel support are requested to submit their credentials by 1 February 2012 and indicate the delegate who should receive financial support.

ACCOMMODATION AND INSURANCE

A limited number of rooms have been provisionally blocked for Parties' representatives. Delegates wishing to use this block-booking should contact the Convention Secretariat at inbfctc@who.int for further details. Due to other larger meetings taking place in Geneva in the same period, delegates are encouraged to make their hotel reservations as early as possible. Delegates are responsible for making their hotel reservations and for checking the cancellation policy with each hotel.

¹ See document FCTC/COP/4/DIV/6, available at <http://www.who.int/fctc>.

Representatives of least developed country Parties should refer to the special instructions in the Annex with regard to accommodation.

Participants should note that the Convention Secretariat cannot be held liable for any claim resulting from death, injury, sickness or other disability in connection with their participation in the session. Participants are therefore responsible for making their own insurance arrangements as necessary.

As there is no travel office at the conference centre, delegates wishing to change or confirm their flights during the conference are advised to do so in town. American Express also has a branch at WHO headquarters. Major airlines have offices in the vicinity of the Cornavin railway station, in rue de Mont Blanc and rue de Chantepoulet.

DISTRIBUTION OF DOCUMENTS

The documents for the session will be dispatched to Parties and observers at the latest 60 days before the opening of the session and can also be downloaded from <http://www.who.int/fctc>.

A limited number of paper copies will be available at the documentation desk in the conference centre. In an attempt to reduce printing costs and the carbon foot print of the session, delegates are kindly requested to bring with them documents previously printed.

The only distribution of documents considered official is the distribution of documents through the documentation desk of the Convention Secretariat.

The Convention Secretariat regrets that it cannot dispatch documents home on behalf of participants at the conclusion of the session.

COMMUNICATION FACILITIES

Cybercafé: Internet booths are available at the conference centre for Internet, e-mail and word processing. The conference centre is fully equipped with a wireless fidelity (WI-FI) system.

Post office: There is a post office at the conference centre that provides full postal, telegraph and facsimile facilities. It is open from 08:30 to 12:00 and 14:00 to 18:00, Monday to Friday. Local, intercity and international calls can be made from the post office, the charge being payable to the post office clerk on completion of the call.

BANK FACILITIES

A branch of UBS is located across the road from the main entrance of the conference centre. The address is Chemin Louis-Dunant 17bis, Vermont-Nations, 1202 Genève. It is open between 08:30 and 16:30, Monday to Friday. Automated teller machines are also available.

USEFUL CONTACTS

Convention Secretariat Tel.: +41 22 791 5484/2713
Fax.: +41 22 791 5830
Email: inbfctc@who.int
<http://www.who.int/fctc>

Conference centre Tel.: +41 22 791 91 11
<http://www.cicg.ch>

WHO Tel.: +41 22 791 21 11
<http://www.who.int>

A telephone directory of the staff serving the meeting will be available at the inquiry desk.

REFRESHMENT FACILITIES

At the conference centre, the self-service restaurant is located on the first floor; seats cannot be reserved. The opening hours are 11:45–14:00 daily. The Bar Léman on the ground floor serves hot and cold snacks. The opening hours are 08:00–18:00 daily.

At WHO, the self-service cafeteria is on the ground floor. It is open from 08:00 to 17:00 Monday to Friday; hot meals are served between 11:30 and 14:00. The restaurant *Le Crystal* is also located on the ground floor. It is open from 11:30 to 14:00 Monday to Friday. Tables must be reserved; for reservations, call 022 791 40 13. The coffee shop on the ground floor is open from 08:00 to 16:30, Monday to Friday, and serves refreshments and sandwiches.

MEDICAL FACILITIES

A nurse will be on duty during the sessions at the infirmary of the conference centre, situated on Level 1. A nurse will also be on duty throughout the session in the Medical Services Office of the conference centre for simple treatment and injections, including injections of prescribed drugs, upon presentation of a valid medical prescription.

Participants requiring urgent medical attention away from the conference centre are advised to contact the Service d'urgence de l'Association des Médecins de Genève (the Geneva emergency medical service), telephone 022 320 25 11.

FACILITIES FOR DISABLED PERSONS

One central lift is situated on each floor. On the ground floor, the lift is near the main entrance and the registration area. Toilets for disabled persons are available on each floor. There are access ramps leading to rooms 2, 3 and 4.

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

Take the utmost precautions with all personal property. The Secretariat cannot be held responsible for the loss of personal objects left unattended at meetings.

ANNEX

Information to Parties eligible for travel support and payment of per diem in respect of their participation in the fifth session of the Intergovernmental Negotiating Body (low- and lower-middle-income countries as listed in the Appendix below)

In accordance with decision FCTC/COP4(21) of the Conference of the Parties, in order to facilitate the participation of low- and lower-middle-income country Parties (listed in the Appendix below), financial support will be available as follows:

- least developed countries may receive financial support for air ticket (cheapest economy airfare by the most direct route) and per diem for the duration of the session for **one** representative;
- other low- and lower-middle-income countries may receive financial support for air ticket only (cheapest economy airfare by the most direct route) for **one** representative.

Arrangements for the issuance of air tickets and for accommodation in Geneva

Travel arrangements, as indicated above, will be processed only on receipt of valid credentials submitted to the Convention Secretariat as indicated above under “credentials”.

The fifth session of the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products (INB5) is being organized in cooperation with and co-financed by the European Union, through the Anti-Fraud Office of the European Commission (OLAF). OLAF will cover the costs of, among other things, air tickets and accommodation for one representative of each Party entitled to receive such financial support as indicated above. All practical arrangements for the issuance of the air tickets and booking of hotels in Geneva will be handled directly by the company *MCI Brussels* on behalf of OLAF.

On the basis of the credentials received by the Convention Secretariat, as advance signed copy or originals, *MCI Brussels* will contact directly the representative designated by the Party entitled to receive travel support. *MCI Brussels* will provide an e-ticket for the participant. Parties are kindly reminded to indicate in their credentials the representative who should receive financial support.

MCI Brussels is also responsible for accommodation arrangements for one representative of each of the least developed country Parties (as indicated in the Appendix below) and will, therefore, select and book a hotel room for the participant designated by the Party in connection with his or her attendance at the session. Confirmation of the hotel reservation will be sent by *MCI Brussels* directly to the designated participant. *MCI Brussels* will also pay directly to the hotel the cost of the room booked for the participant, excluding any other costs which should be borne by the participant.

MCI Brussels is the only contractor authorized to handle travel and accommodation arrangements for INB5 for Parties that are eligible for travel support. **Any arrangement made directly by the Party or the participant will not be reimbursed by *MCI Brussels* or by the Convention Secretariat.**

Payment of per diem to representatives from least developed countries

In accordance with applicable travel rules and procedures, given that the accommodation costs of representatives from least developed countries will be paid directly by *MCI Brussels* on behalf of OLAF to hotels, the Convention Secretariat will pay directly to the delegates concerned 50% of the applicable per diem in Geneva to cover meals and incidental expenses. This payment will be subject to receipt by the Convention Secretariat of the official nomination of the Party's designated representative, either through an advance signed copy or original credentials. The payment will normally be made through direct bank transfer to the delegate or during the session at the conference centre if no adequate bank facilities are available.

To allow timely travel and accommodation arrangements, Parties eligible for travel support (listed in the Appendix below) are requested to communicate their credentials to the Convention Secretariat as soon as possible and no later than 1 February 2012 and to indicate the delegate who should receive financial support (by e-mail to inbfctc@who.int or by fax to +41 22 791 5830). Due to budgetary constraints, and considering the increasing cost of the air tickets, the Convention Secretariat cannot guarantee that it will be possible to provide financial support after the deadline.

APPENDIX
PARTIES ELIGIBLE FOR TRAVEL SUPPORT¹

| | |
|---------------------------------------|----------------------------------|
| Afghanistan * | Madagascar * |
| Angola * | Mali * |
| Armenia | Marshall Islands |
| Bangladesh * | Mauritania * |
| Belize | Micronesia (Federated States of) |
| Benin * | Mongolia |
| Bhutan * | Myanmar * |
| Bolivia (Plurinational State of) | Nauru |
| Burkina Faso * | Nepal * |
| Burundi * | Nicaragua |
| Cambodia * | Niger * |
| Cameroon | Nigeria |
| Cape Verde | Niue |
| Central African Republic * | Pakistan |
| Chad * | Papua New Guinea |
| Comoros * | Paraguay |
| Congo | Philippines |
| Cook Islands | Republic of Moldova |
| Côte d'Ivoire | Rwanda * |
| Democratic People's Republic of Korea | Samoa * |
| Democratic Republic of the Congo * | Sao Tome and Principe * |
| Djibouti * | Senegal * |
| Egypt | Sierra Leone * |
| Fiji | Solomon Islands * |
| Gambia * | Sri Lanka |
| Georgia | Sudan * |
| Ghana | Swaziland |
| Guatemala | Syrian Arab Republic |
| Guinea * | Timor-Leste * |
| Guinea-Bissau * | Togo * |
| Guyana | Tonga |
| Honduras | Turkmenistan |
| India | Tuvalu * |
| Iraq | Uganda * |
| Kenya | Ukraine |
| Kiribati * | United Republic of Tanzania * |
| Kyrgyzstan | Vanuatu * |
| Lao People's Democratic Republic * | Viet Nam |
| Lesotho * | Yemen * |
| Liberia * | Zambia * |

¹ Least developed country Parties are marked with an asterisk (*) and are eligible for financial support for air ticket (cheapest economy airfare by the most direct route) and payment of a per diem for the duration of the session for one representative; other low- and lower-middle-income country Parties listed in this Appendix are eligible for financial support for air ticket only (cheapest economy airfare by the most direct route) for one representative (decision FCTC/COP4(21)).