WORLD HEALTH ORGANIZATION REGIONAL OFFICE FOR EUROPE

WELTGESUNDHEITSORGANISATION REGIONALBÜRO FÜR EUROPA

ORGANISATION MONDIALE DE LA SANTE BUREAU REGIONAL DE L'EUROPE

ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО





UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

COMMISSION ECONOMIQUE POUR L'EUROPE DES NATIONS UNIES

> ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ КОМИССИЯ

TRANSPORT HEALTH AND ENVIRONMENT PAN-EUROPEAN PROGRAMME

THE PEP

Steering Committee on Transport, Health and Environment Pan-European Programme Eighth session

Geneva, 8-10 December 2010

INFORMATION CIRCULAR

Dear Participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

1. Site of the meeting

World Health Organization Headquarters Room C, main building 20, Avenue Appia CH-1211 Geneva 27 Switzerland

Tel: +41 22 7912111 Fax: +41 22 7913111

For more information on the venue please see the attached brochure.

2. Language

The Steering Committee meeting will be held in English, Russian and French and simultaneous translation will be provided. The Bureau meeting will be in English only.

3. Registration, opening session and closure

To access WHO premises, delegates must be registered in a list of participants that will be made available at the WHO reception facility at the entrance to the main building. Prior to the session, delegates are requested to report to the entrance to the main building, where they will

receive an ID badge and will be directed to the meeting room. Delegates are requested to fill in the registration form and transmit it at the latest by 8 November 2010 to the THE PEP secretariat, either by fax (+39 06 4877 599) or by e-mail (apl@ecr.euro.who.int).

4. Working hours

The working hours will be from 15.00 to 18.00 on 8 December for THE PEP 2010 Symposium; from 10.00 to 18.00 on 9 December for the General Session and from 10.00 to 13.00 on 10 December for the Bureau meeting. Lunch breaks will be from 13.00 to 15.00.

5. Documentation

For reasons of economy, delegates are requested to bring copies of the documents mentioned in this provisional agenda to the meeting. Documents may be downloaded from: http://www.unece.org/thepep/en/committee/committee_eight.htm

6. Accommodation

All meeting participants are responsible for booking their own hotel rooms. For suggestions on hotels at United Nations preferential rates please visit this website: http://www.who.int/fctc/inb/HotelRooms2009.pdf

8. Visa

Please check with your travel agent if a visa is required for your travel to the meeting. If so, kindly apply for one as soon as possible. Upon request the secretariat can provide the invitation letter in order to facilitate the issuance of your visa.

9. Exchange rate facilities

The exchange rates are approximately (as of 12 October2010) 1.00 USD= 0.976 CHF 1.00 EUR= 1.32899 CHF

10. Climate

At this time of the year the climate is generally cold but bearable. It can be affected by cold winds called the "bise".

11. Return travel arrangements

It is advisable that you make your homeward travel arrangements prior to your departure from home as it may not be possible or convenient to do it during the meeting.

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any queries however, please do not hesitate to contact:

WHO contact (all queries in advance of the meeting)

Alessia Polidori (apl@ecr.euro.who.int / Telephone +39 064877527)

The duty officer will contact the person who is to meet you and, anounce your arrival. In exchange for a piece of identification, the duty officer will issue you with a visitor's badge allowing you access to WHO buildings.

At the end of your meeting, you must return to the badge office to recover your identification and return the visitor's badge.

Library visitors can only visit the reading rooms and periodicals area. The office areas are out of bounds. When inside the buildings the visitor's badge must be visibly displayed at all times.

Access to WHO buildings by meeting participants.

As a meeting participant, you must first report to the World Health Organization badge office. After your identity has been checked, a badge will be issued to you for the duration of the meeting you are attending. The badge must be visibly displayed at all times when inside the buildings. It is required for access to WHO during the duration of the meeting.

For security reasons, WHO does not have a luggage storage facility and visitors are therefore requested not to bring luggage on the premises.

Use of the WHO parking areas by visitors and meeting participants.

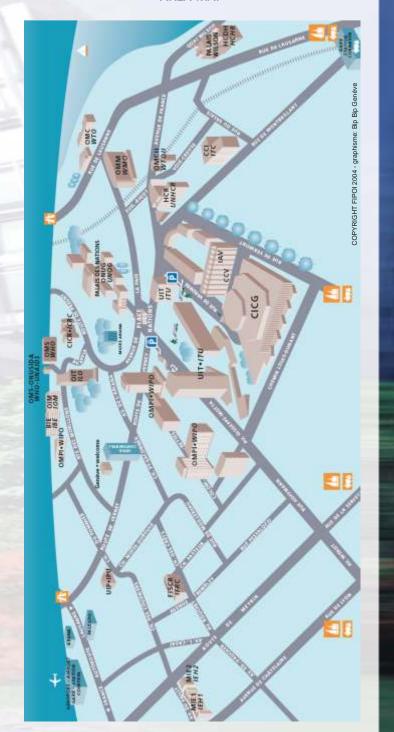
Cars must only be parked in spaces designated for parking.

Parking spaces marked "Visiteurs" are reserved for outside visitors and meeting participants, who must report their parking space number to the badge office.

Parking spaces marked "mission permanentes" are reserved for cars belonging to diplomatic missions.

Underground parking spaces are reserved solely for WHO staff members who rent them.

Any vehicle found in breach of these rules is liable to a fine, and/or the risk of being towed away.





d by D. Meissner WHO/GRA / Printed by WHO/

List of meeting rooms

Main building

	main building			
	2nd	Ground Floor	EB Room	() 13140
			Indian Room	() 10372
	1st	Ground Floor	Room E.110	() 12084
	1st	Floor	Room A	() 12148/12149
	3rd	Floor	Room B	() 12347/12349
	5th	Floor	Room C	() 12548/12549
	7th	Floor	Room D	() 12747/12749
	8th	Floor	Room G	() 14093/14094
			Room F	() 14096/14097
	Buildir	ng L		
	Ground	d Floor	Room L.10	() 13526
			Room L.14	() 13525
			Room L.18	() 13460/13560
Building M				
	1st	Floor	Room M.105	() 14310/14311
	2nd	Floor	Room M.205	() 14320/14321
	4th	Floor	Room M.405	© 14341/14341
	5th	Floor	Room M.505	() 14350/14351
	6th	Floor	Room M.605	() 14360/14361

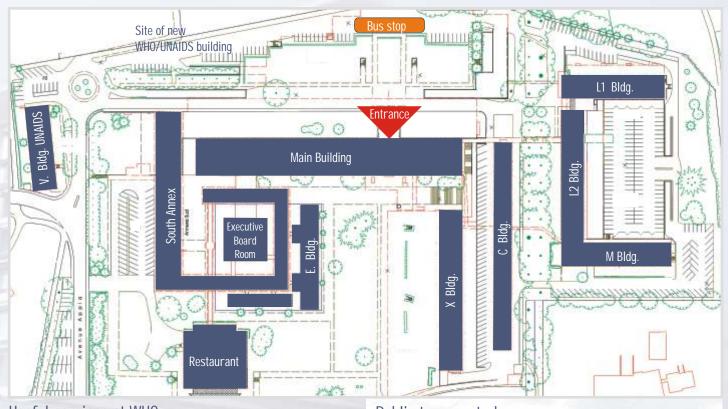
Building E

2nd Ground Floor Room E.230 Video Conference center © 11234

Building X

Ground Floor Room X.7 (£) 13302 Room X.10 (£) 13340





Useful services at WHO.

Library:

Lower Ground Floor, Main Bldg: 08:30 - 17:00.

Bank:

Ground Floor Bldg. L1: 08:30 - 16:30.

ATM:

Lower Ground Floor, Main Bldg. and Ground Floor, Bldg. L1

Post office:

Lower Ground Floor, Main Bldg. 08:30 - 16:30

Travel agency:

Lower Ground Floor, Main Bldg. 08:30 - 16:30

Newspaper and magazine kiosk:

Ground Floor, Main Bldg. 08:30 - 16:30

Cybercafe:

Available for meeting participants on the Ground Floor, Main Building

Public transport - buses

Opposite main building:

Weekdays every 8 minutes between 06:00 - 20:00 To city centre, Cornavin Station.

In front of the V building:

To Ferney-Voltaire

To Airport (every 20 mins.)

Prepaid tickets and monthly passes for buses are on sale at the newspaper kiosk

Taxis can be ordered from the Main Building Reception Desk

Restaurants:

Coffee bar: Lower Ground Floor, Main Bldg 07:30 - 16:30.
Cafeteria: 07:30 - 16:30.
Main cafeteria and restaurant: Lower Ground Floor Main Bldg 07:30 - 16:30