

**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
T H E P E P**

**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/commitee/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 October 2010)

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)

List of meeting rooms

Main building

2nd	Ground Floor	<i>EB Room</i>	📞 13140
		<i>Indian Room</i>	📞 10372
1st	Ground Floor	<i>Room E.110</i>	📞 12084
1st	Floor	<i>Room A</i>	📞 12148/12149
3rd	Floor	<i>Room B</i>	📞 12347/12349
5th	Floor	<i>Room C</i>	📞 12548/12549
7th	Floor	<i>Room D</i>	📞 12747/12749
8th	Floor	<i>Room G</i>	📞 14093/14094
		<i>Room F</i>	📞 14096/14097

Building L

Ground Floor	<i>Room L.10</i>	📞 13526
	<i>Room L.14</i>	📞 13525
	<i>Room L.18</i>	📞 13460/13560

Building M

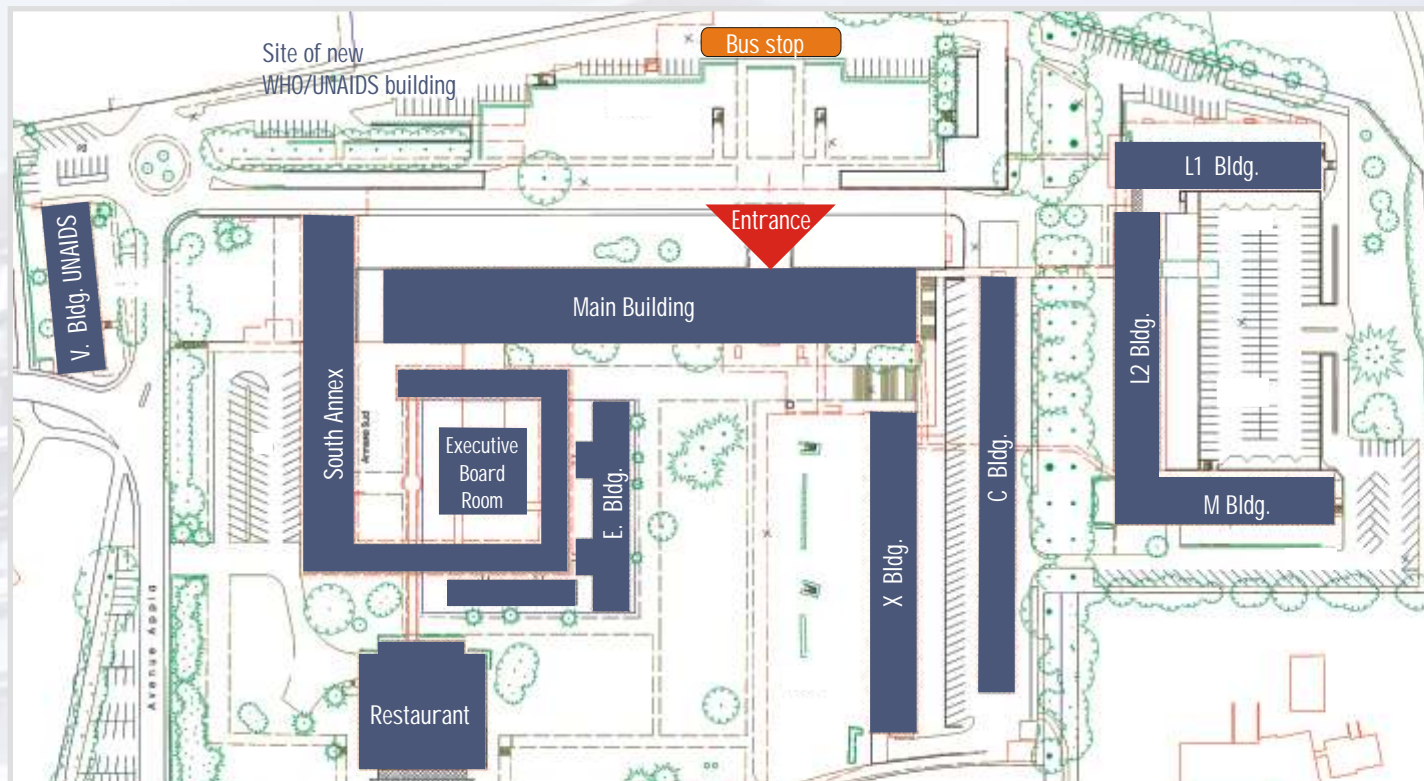
1st	Floor	<i>Room M.105</i>	📞 14310/14311
2nd	Floor	<i>Room M.205</i>	📞 14320/14321
4th	Floor	<i>Room M.405</i>	📞 14341/14341
5th	Floor	<i>Room M.505</i>	📞 14350/14351
6th	Floor	<i>Room M.605</i>	📞 14360/14361

Building E

2nd	Ground Floor	<i>Room E.230</i>	
		Video Conference center	📞 11234

Building X

Ground Floor	<i>Room X.7</i>	📞 13302
	<i>Room X.10</i>	📞 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

Restaurants :

Coffee bar: Lower Ground Floor, Main Bldg. 07:30 - 16:30.

Cafeteria: Ground Floor, Bldg. M 07:30 - 16:30.

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

Public transport - buses

Opposite main building :

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

In front of the V building :

F To Ferney-Voltaire
28 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