Dear Participant,

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

For urgent queries during the meeting (19-21 November 2014): +41763223842

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

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 15 October 2014 to THE PEP secretariat by e-mail (lda@euro.who.int).
4. Working hours
The working hours will be from 15.00 to 18.00 on 19 November for THE PEP 2014 Symposium; from 10.00 to 18.00 on 20 November for the General Session and from 9.30 to 15.00 on 21 November for the Bureau meeting. Lunch break on 20 November 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/index.php?id=36755

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:

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 9 October 2014)
1.00 USD= 0.95 CHF
1.00 EUR= 1.21 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.

12. Transport from/to airport
Please see here for details on public transport options from the airport to the city, including a free public transport pass: http://www.gva.ch/en/desktopdefault.aspx/tabid-67/

WHO contact (all queries before the meeting)
Lucia Dell’Amura (lda@euro.who.int / Telephone +45 45336654)
Access to WHO buildings.

As a visitor, you must first report to the World Health Organization badge office. The duty officer will contact the person who is to meet you and announce 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.
List of meeting rooms

Main building

<table>
<thead>
<tr>
<th>Floor</th>
<th>Room Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>Ground Floor E B Room</td>
<td>13140</td>
</tr>
<tr>
<td></td>
<td>Indian Room</td>
<td>10372</td>
</tr>
<tr>
<td>1st</td>
<td>Ground Floor Room E.110</td>
<td>12084</td>
</tr>
<tr>
<td>1st</td>
<td>Room A</td>
<td>12148/12149</td>
</tr>
<tr>
<td>3rd</td>
<td>Room B</td>
<td>12347/12349</td>
</tr>
<tr>
<td>5th</td>
<td>Room C</td>
<td>12548/12549</td>
</tr>
<tr>
<td>7th</td>
<td>Room D</td>
<td>12747/12749</td>
</tr>
<tr>
<td>8th</td>
<td>Room G</td>
<td>14093/14094</td>
</tr>
<tr>
<td></td>
<td>Room F</td>
<td>14096/14097</td>
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Building L

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Ground Floor</td>
<td>Room L.10</td>
<td>13526</td>
</tr>
<tr>
<td></td>
<td>Room L.14</td>
<td>13525</td>
</tr>
<tr>
<td></td>
<td>Room L.18</td>
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Building M

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Room M.105</td>
<td>14310/14311</td>
</tr>
<tr>
<td>2nd</td>
<td>Room M.205</td>
<td>14320/14321</td>
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<tr>
<td>4th</td>
<td>Room M.405</td>
<td>14341/14341</td>
</tr>
<tr>
<td>5th</td>
<td>Room M.505</td>
<td>14350/14351</td>
</tr>
<tr>
<td>6th</td>
<td>Room M.605</td>
<td>14360/14361</td>
</tr>
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</table>

Building E

<table>
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</thead>
<tbody>
<tr>
<td>2nd</td>
<td>Ground Floor E.230</td>
<td>11234</td>
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</tbody>
</table>

Building X

<table>
<thead>
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<th>Room Name</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>Room X.7</td>
<td>13302</td>
</tr>
<tr>
<td></td>
<td>Room X.10</td>
<td>13340</td>
</tr>
</tbody>
</table>

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