

**31th Meeting of the UNAIDS Programme Coordinating Board
Geneva, Switzerland
11 – 13 December 2012**

INFORMATION FOR PARTICIPANTS

DATE AND VENUE

The thirty-first meeting of the Programme Coordinating Board will open in Geneva on Tuesday, 11 December 2012 at 9 a.m. and is expected to close on Thursday, 13 December 2012, at approximately 6 p.m. The meeting will be held at the World Health Organization (WHO) headquarters, 20 Avenue Appia, 1211 Geneva. Plenary sessions will be held in the Executive Board room located in the main building second basement.

The postal address of the Organization is:

World Health Organization (WHO)
20 Avenue Appia
1211 Geneva 27, Switzerland
Telephone: + 41 (0) 22 791 21 11
Internet: <http://www.who.int>

VISAS

Since 12 December 2008, Switzerland applies the Schengen Agreement regulations concerning visas. Please refer to the Federal Department of Foreign Affairs Informative note on the implementation of Schengen-Dublin, accessible through the following link:
<http://www.eda.admin.ch/eda/en/home/topics/intorg/un/unge/gepri/manvis/manvi2.html>.

Visa procedures may take up to 21 days. You are therefore urged to apply for a visa well in advance of your desired departure date. It is understood that the decision whether or not to issue a visa to any applicant rests with the competent Swiss authorities. Applicants for a Schengen visa may be required to attach a support letter to their application. Requests for a visa support letter should be addressed to UNAIDS as soon as possible and include the name of the applicant, function/title, nationality, and passport number and details (date and place of issue and validity).

ACCOMMODATION

December is a busy period in Geneva. Participants are strongly advised to arrange their hotel accommodation as early as possible.

Reservations can be made through the Geneva Tourism & Convention Bureau:

Geneva Tourism & Convention Bureau
Rue du Mont-Blanc 18
P. O. Box 1602
CH - 1211 Geneva 1
Internet: <http://www.geneve-tourisme.ch>.

ACCESS TO WHO

WHO headquarters building is situated at the end of Avenue Appia on the outskirts of Geneva, about three kilometers from the centre of town and about one and a half kilometers from the United Nations. It is close to the international agencies, within easy reach of the airport and the main train station, and on a direct bus route to the city centre.

By bus: From Monday to Friday, WHO can be reached by bus 8 with the destination board indicating OMS. As an alternative, bus F runs from the Cornavin train station to Ferney Voltaire/Gex (France) stopping at Vy-des-Champs. Bus 28 runs from Jardin botanique to Hôpital de la Tour every day, passing all major international organizations (also stopping at Vy-des-Champs)..

All participants staying at hotels, youth hostels or campsites in Geneva can benefit from a free Geneva transport card. For more information, please consult the following link: <http://www.geneve-tourisme.ch/en/useful-information/how-to-get-around/geneva-transport-card/>.

Participants not staying at hotels, youth hostels or campsites in Geneva will be able to purchase their tickets from ticket machines (located at every stop) before boarding the transport.

By taxi: It takes about ten minutes to get to WHO from the airport or from the railway station. The numbers most frequently used for calling taxis are: 022 320 22 02 - 022 331 41 33 - 022 320 20 20.

Parking: Parking space is very limited and visitors are encouraged to use public transport. The general traffic rules and regulations of WHO grounds or their immediate vicinity are the same as those in force throughout Switzerland. Motorists are requested to follow the instructions of the guards as well as the various traffic signs. In the event of an accident, the guards, or in their absence, the usher on duty at the main entrance (tel. 13152/13058), are responsible for the organization of first aid.
The number for emergencies is 11117.

WHO HEADQUARTERS FACILITIES

Smoking is not permitted in the WHO/UNAIDS buildings
Participants are requested to take utmost precautions with their personal property
WHO will not be responsible for the loss of personal objects left unattended at meetings

The largest conference room is the Executive Board meeting room, which is located in the main building second basement. Meetings of the drafting group will be held in room A on the 1st floor of the main building.

A number of unattended coat stands are available in several parts of the building, i.e. near the main entrance outside the Executive Board room and all other conference rooms, and in the restaurant. The Organization cannot accept responsibility for coats or belongings left there.

The main building and annexes are all accessible to persons in wheelchairs, pavement kerbs having been replaced by ramps wherever necessary, including at the bus stops. Some lifts, toilets and telephone booths have been especially equipped and details can be obtained from the Reception Desk.

REGISTRATION OF PARTICIPANTS/INFORMATION DESK

A Registration/Information Desk will be set up at the main entrance of the WHO building and will be open from 8:15 a.m. on 11 December. Online registration is now required for the PCB and can be accessed from the UNAIDS web site. Queries concerning the system can be addressed by email to PCBRegistration@unaids.org. Registration should be completed by 23 November 2012. Registered participants will be issued badges which will allow them entry into the meeting rooms.

Participants who are not able to register during the specified time will be able to do so during the meeting to ensure that their names will appear on the list of participants.

RECEPTION FOR PARTICIPANTS

A welcome reception will be hosted by the PCB Chair at the Permanent Mission of Poland on 11 December from 6:30 p.m. to 8:00 p.m. All participants are invited to the reception; additional details will be provided on 11 December 2012.

DOCUMENTS

All meeting documents will be posted on the UNAIDS web site during the month of November: <http://www.unaids.org/en/aboutunaids/unaidsprogrammecoordinatingboard/upcomingmeetingofunaidspcb/name%2C71107%2Cen.asp>. Participants are encouraged to download the documents from the website and bring their own copies to the meeting. A limited number of meeting documents will also be available at the entrance to the plenary room.

For distribution of publications/documents to the PCB, participants are requested to refer to the Registration/Information Desk.

UNAIDS publications will be available at the publications desk in the meeting area.

SPEAKING IN PLENARY

To ensure accurate interpretation and a reliable report, participants are encouraged to submit to the Secretariat the text of their presentations for immediate delivery to interpreters and to send an electronic version of the document to Ms Grazyna Rarok, email: rarokg@unaids.org.

INTERNET AREA

Computers with access to the internet will be available to delegates in the main hallway on the ground floor, directly above the library. Wireless Internet free access is available in the cafeteria and in the hallway of the main building.

POST OFFICE, TRAVEL AGENCY AND BANK

The post office (tel. 12043) is on the lower level of the main hall. It is open from Monday to Friday, from 8:30 to 16:30. It provides full postal, telegraph and telephone facilities.

There is a branch of American Express Travel Agency on the ground floor of Annex L (tel. 13502). It handles tickets and bookings for all travel, including confirmation of return flights, car rentals, hotel reservation, travellers' cheques, etc. It is open from 8:30 to 16:30 Monday to Friday.

There is a branch of the Union des Banques Suisses (UBS) (tel. 12044/12045), that handles routine banking and exchange operations. It is located on the ground floor of Annex L. It is open from 8:30 to 16:30, from Monday to Friday.

CATERING SERVICES

The restaurant is open from 11:30 to 14:00, Monday to Friday, and can accommodate approximately 100 persons. It provides fixed menus as well as à-la-carte menus.

The cafeteria provides three different "plats du jour" in addition to a vegetarian dish and a daily special dish as well as a selection of hors-d'oeuvres and desserts, at moderate prices. It is open from 11:30 to 14:00.

The Café Ritazza, in the main hall, offers a variety of coffees and other hot and cold beverages, pastries, sandwiches and snacks. It is open between 07:30 and 16:30, from Monday to Friday.

Vending machines for snacks and hot and cold beverages are located throughout the main building and in the annexes.

PERSONAL SECURITY

The Medical Service (tel.: 13040) is available to participants in meetings needing urgent medical attention. It is located on the second basement (Executive Board room level).

Geneva can be regarded as a safe city with a low rate of violent crime. However, pick pocketing and purse or cell-phone snatching do occur in the vicinity of train and bus stations, airports and in some public parks.

WHO Emergency numbers:

- Security 11117
- Medical Emergencies 11114
- Fire 11117
- Lost property 13153

WEATHER

The weather in December is relatively mild in Geneva, with average temperatures varying from 0° to 10°C (32 to 50° F). Generally it is not very sunny and occasionally, when a cold dry north wind known as the "bise" blows, the temperature may drop down to -10° (14°F).