

PROGRAMME COORDINATING BOARD

FORTY-FIRST MEETING

DATE: 12-14 December 2017

VENUE: Executive Board Room, WHO, Geneva

Information for Participants

DATE AND VENUE

The forty-first meeting of the UNAIDS Programme Coordinating Board will open in Geneva on Tuesday, 12 December at 9:00 and is expected to close on Thursday, 14 December at approximately 18:00.

The sessions will be held in the Executive Board room located in the second basement of WHO headquarters building, 20 Avenue Appia, 1211 Geneva 27.

VISA

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:
<https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence/visa-requirements-application-form.html>

Visa procedures may take up to 21 days. Participants are therefore advised to apply for a visa well in advance of their 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 as stated in the passport, function/title, employer, date of birth, nationality, passport number and details (date and place of issue and validity).

REGISTRATION PROCESS

Online registration is required for the PCB meetings from the [UNAIDS](#) website. For security reasons, all participants are required to wear name badges in order to access the premises. Badges will be produced based on online registration requests. Queries concerning the system can be addressed by email to PCBRegistration@unaids.org.

ACCOMMODATION

Finding accommodation in Geneva in December may not be easy. Participants are 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 THE VENUE

UNAIDS/WHO Headquarters are situated about three kilometers from the centre of Geneva within easy reach of the airport and the main train station, and on a direct bus route to the city centre.

Public transport: UNAIDS/WHO is served by buses 8, 28 and F. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports publics genevois <http://www.tpg.ch>

All participants staying at hotels, youth hostels or campsites in the canton of 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 the canton of 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 UNAIDS and WHO Headquarters from the airport or from the railway station. The numbers most frequently used for calling taxis are:
+41 (0) 22 3 202 202; online booking via <http://www.taxis.ch>
+41 (0) 22 33 141 33; <http://www.taxi-phone.ch>
+41 (0) 22 320 20 20; <http://www.geneve-taxi.ch>

Parking: Parking space at WHO 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.

BADGE AND INFORMATION DESK

From Monday 11 December delegates will be able to collect their badges from the Badge Office located at the main entrance of the WHO building between 8:15 and 18:00. Delegates must present

the original of the registration form sent beforehand to the meeting Secretariat and their national identification card or passport. On the first day of a conference, there could be a bit of a wait so participants are advised to arrive in good time.

Participants who do not 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.

DOCUMENTS

The UNAIDS Programme Coordinating Board page on the UNAIDS website provides easy electronic access to all meeting documents that will be posted on the web during the month of November:

http://www.unaids.org/en/aboutunaids/unaidsprogrammeordinatingboard/pcb-41_12-14dec2017

Participants are encouraged to download the documents from the website. A limited number of paper copies 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.

INTERNET ACCESS

Computers with access to the internet will be available to delegates in the main hallway of WHO building, directly above the library. Anyone with a smartphone, laptop, or mobile device that is enabled for WIFI can access #WHOWIFI network while on the WHO premises. This open network allows private device users to access personal emails, both outgoing and incoming, and the public intranet.

SPEAKING IN PLENARY

To ensure accurate interpretation and a precise 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 PCBGovernance@unaids.org

FACILITIES AT THE VENUE

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

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.

POST OFFICE AND BANK

The post office at WHO headquarters on the lower level of the WHO main hall 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 UBS, located on the WHO ground floor of Annex L, that handles routine banking and exchange operations. It is open from 8:30 to 12:30 and from 14:00 to 16:30, from Monday to Friday.

CATERING SERVICES

The WHO 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. Lunch is served 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 WHO Medical Service (tel: 13040) is available to participants 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 can occur in the vicinity of train and bus stations, airports and in some public parks.

Geneva emergency numbers:

- Security 117
- Medical Emergencies 114
- Fire 118
- Roadside assistance 140

WEATHER

Geneva climate is mild with average temperatures during the month of December varying from 0°C (32°F) to 10°C (50°F). Occasionally, when a cold dry north wind known as the “bise” blows, the temperature may drop down to -10°C (14°F).

