

## PROGRAMME COORDINATING BOARD

### FORTY-FIFTH MEETING

DATE: 10 - 12 December 2019

VENUE: Executive Board Room, WHO, Geneva, Switzerland

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## Information for participants

### DATE AND VENUE

The forty-fifth meeting of the UNAIDS Programme Coordinating Board will open in Geneva, Switzerland on Tuesday, 10 December at 9:00 and is expected to close on Thursday, 12 December at approximately 18:00.

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

### REGISTRATION PROCESS

Online registration is required for the PCB meetings through 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](mailto:PCBRegistration@unaids.org). Registration should be completed by 1 December 2019.

### 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).

### 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 web site: <http://www.geneve-tourisme.ch>

## GETTING TO THE VENUE

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

Public transport: UNAIDS/WHO is served by buses 8, 22, 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/>. Other participants will be able to purchase their tickets from ticket machines (located at every stop) before boarding the transport. Tickets must be purchased and validated **before entering buses or trams**.

Geneva International Airport offers a free ticket for public transport in Geneva. This Unireso ticket, can be obtained from the machine in the baggage collection area at the “Arrivals” level, allows 80 minutes’ use of public transport, including the train service from the airport to the main railway station, free of charge.

By taxi: It takes about ten minutes to get to UNAIDS and WHO Headquarters from the airport or from the railway station during off-peak hours. 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>

Geneva taxi drivers know the WHO headquarters building as “OMS”.

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

Participants will be able to collect their badges from the Security Desk located at the main entrance of the WHO building as of Monday, 9 December from 8:15 until 18:00.

Delegates must present the electronic UN Event Pass (PDF) received by email, to the Security Desk and their national identification card or passport. On the first day of the conference, there could be a bit of a wait, so participants are advised to arrive in good time. Participants who didn’t 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 [45th UNAIDS Programme Coordinating Board meeting](https://www.unaids.org/en/howweare/pcb/45) page on the UNAIDS web site provides easy electronic access to all meeting documents that will be posted on the web during the month of October and November: <https://www.unaids.org/en/howweare/pcb/45>

Participants are encouraged to download the documents from the website. A limited number of paper copies will also be available at the entrance of the plenary room. To limit the number of unused copies, delegates are requested to order paper documents in advance specifying the number required.

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.

## SPEAKING IN PLENARY

Individual statements in plenary meetings are limited to 3 minutes and regional statements to 4 minutes. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

Timing will be regulated through the use of “traffic lights”, visible to the whole room, which turn orange after 3 minutes and red after 4.

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](mailto:PCBGovernance@unaids.org)

## FACILITIES AT THE VENUE

The main building and annexes are wheelchair accessible. Some lifts and toilets have been especially equipped and details can be obtained from the reception desk.

**Smoking is not allowed on UNAIDS/WHO premises.**

## 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, between 8:30 to 11:30 and between 12:30 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 Monday to Friday, from 8:30 till 12:30 and from 14:00 till 16:30.

## 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. It is open from Monday to Friday from 7h30 - 16h30; hot meals are served from 11h30 - 14h00.

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

## MEDICAL SERVICE

The WHO Medical Service (tel: 13040) is available to participants needing urgent medical attention. It is located on the level of the second basement (Executive Board room level). For urgent medical attention when not in the conference buildings dial 144.

## PERSONAL SECURITY

**Participants are requested to take utmost precautions with their personal property. HO/UNAIDS will not be responsible for the loss of personal objects left unattended at meetings.**

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 near the vicinity of train and bus stations, airports and in some public parks.

### **Geneva emergency numbers:**

- Security 117
- Medical Emergencies 114
- Fire 118
- Road 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, temperature may drop down to -10°C (14°F).