

# 54th UNAIDS PROGRAMME COORDINATING BOARD (PCB) MEETING

June 2024

## Information for participants

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<b>INTRODUCTION</b>	This information note for the 54th UNAIDS PCB meeting has been prepared to enhance participants' engagement and ensure the smooth progress of the meeting. It should be reviewed alongside the following document: <i>Modalities and Procedures for 2024 UNAIDS PCB meetings</i> ( <a href="#">UNAIDS/PCB (54)/24.2</a> )
<b>DATE AND VENUE: 54th PCB MEETING</b>	<p>The <b>54th PCB meeting</b> will convene in a fully in-person format at the WHO Auditorium, Avenue Appia 20, 1211 Geneva, Switzerland, with limited online access (Zoom) for meeting members, participants and observers who are unable to join the meeting in person, from <b>25 to 27 June 2024</b>.</p> <p>Kindly see <b>Annex 1</b> which contains a map of the WHO Headquarters with all meeting venues included:</p> <ul style="list-style-type: none"><li>- <b>Plenary:</b> Auditorium Z1-4 (B Building, SS3)</li><li>- <b>Drafting group meetings:</b> Room U2 (B Building, SS1)</li></ul>
<b>DATE AND VENUE: PRE-MEETINGS</b>	<p><b>Informal, virtual sessions to address specific agenda items</b> will be organized by the PCB Chair <b>prior to the 54th PCB meeting</b>.</p> <p><u>All pre-meetings will be held virtually</u> through the Zoom platform, with interpretation into English and French. Additional information regarding the dates of the pre-meeting sessions will be communicated in April 2024.</p> <p>Kindly consult the <a href="#">54th Meeting Table</a> which encompasses all related meetings, alongside the dates of the 54th PCB meeting.</p>
<b>DELIVERING STATEMENTS</b>	<p>To support the accuracy of interpretation, participants are requested to submit written statements for each agenda item <b>in advance of the delivery</b>. Statements should be submitted in Microsoft Word-format to <a href="mailto:pcbgovernance@unaids.org">pcbgovernance@unaids.org</a>.</p> <p>During plenary sessions, in-person delegates can request to speak by raising their nameplate, while online participants can do so by using the "raise hand" feature on Zoom. In case of technical issues with Zoom, participants can also utilize the chat function to make comments.</p>

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**SECURE PLATFORM**

Registered participants will receive a personalized link to access the secure platform. The secure platform will contain the following materials:

- Presentation materials for each agenda item
- Recordings of these presentations
- Statements

An email containing instructions for accessing the secure platform will be shared before the first pre-meeting. For guidelines on accessing the platform, refer to the [Secure Platform Account Creation Guide](#)

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**DECISION MAKING**

To facilitate consensus on decision making, the pre-meeting sessions will provide an opportunity to raise and address concerns regarding the decision points proposed in the PCB papers. As agreed in the the modalities, a virtual consultation focused on reviewing all proposed decision points may be held at the discretion of the PCB Bureau with PCB members and participants – ahead of the 54th PCB meeting.

In accordance with operational procedures, drafting sessions will occur in person if needed, with the PCB Chair announcing their date and time. These sessions will not be livestreamed, requiring the physical presence of PCB members, participants, and observers for participation.

If necessary, the Chair foresees the following potential drafting sessions with PCB Members (to be held in-person) to reach consensus on the decision points:

- Tuesday, 25 June 2024: 19:00 – 21:00 CEST
- Wednesday, 26 June 2024: 19:00 – 21:00 CEST

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**DOCUMENTS**

Documents for the 54th PCB can be easily accessed on the dedicated UNAIDS webpage in English and French, as they become available: [54th PCB meeting, 25-27 June 2024 | UNAIDS](#)

Delegates who will join the meeting in-person are reminded that in the spirit of [‘Greening the Blue’](#), PCB meetings are paperless since 2019. Participants are encouraged to consult the documents on the PCB website and download for print only if needed.

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**CATERING SERVICES**

**WHO Restaurant** (Open Monday to Friday - 11:30 to 14:00 (Building B))

The WHO restaurant 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. Meals are provided between 11:30 and 14:00.

**WHO Bar à Café** (Open Monday to Friday - 07:30 to 16:00 (Building B))

The Café 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 16:00.

**Red Ribbon Restaurant and Café** (Open Monday to Friday - 09:00 to 15:00 (Building D))

The UNAIDS restaurant provides one 'plat du jour' in addition to a selection of hors-d'oeuvres and desserts at moderate prices. Meals are provided between 11:30 and 13:30. The Café section operates from 09:00 until 15:00

## REGISTRATION FOR IN-PERSON & ONLINE PARTICIPATION

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<b>DEADLINE</b>	Online registration is required for <b>all meeting participants by the deadline of Monday, 10 June 2024.</b>
	Registration link: <a href="http://pcbregistration.unaids.org">http://pcbregistration.unaids.org</a>
<b>LIMITATIONS</b>	In accordance with the Modus Operandi and the Modalities and Procedures for 2024 UNAIDS PCB meetings : <b>- In-person participation at the PCB meeting is not limited.</b> <b>- Online participation will be limited to six (6) participants per delegation.</b>
	Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. If you wish to make a request for an exception, please submit a Note verbale or note to <a href="mailto:pcbgovernance@unaids.org">pcbgovernance@unaids.org</a> with a rationale for your request.
	Due to technological limitations and security concerns, online participants will not be involved in decision adoption or voting procedures, and drafting sessions will not be accessible online.
<b>NOTE VERBALE OR NOTE</b>	While completing the online registration, all delegations should submit a Note verbale (for Member States) or note (for others) to indicate: <ul style="list-style-type: none"><li>- Name(s) and title(s) of in-person participant(s);</li><li>- Name(s) and title(s) of a maximum of six (6) online participant(s), <i>and</i></li><li>- Name and title of a main individual plus an alternate who will participate in person in the drafting sessions (<b>only applicable to PCB members</b>).</li></ul>
<b>ARRIVAL AT PREMISES</b>	UNAIDS and the World Health Organization headquarters are located at: Avenue Appia 20, 1211 Geneva, Switzerland
	Upon arrival at UNAIDS or WHO, please go to the security desk located at the main building entrance, to collect your badge. Please note: <b>your passport and proof of COVID-19 vaccination are needed to collect your badge.</b>
	Please leave sufficient time to collect your badge before the meeting start time.
<b>LIST OF PARTICIPANTS</b>	A provisional list of participants will be made available before the opening of the 54th PCB meeting on the related website. This list will be compiled on the basis of the registrations received by the Secretariat by close of business on Monday, 10 June 2024.
	Participants are requested to check the information contained in the provisional list of participants and to report any changes or corrections to the Secretariat ( <a href="mailto:PCBGovernance@unaids.org">PCBGovernance@unaids.org</a> ) for inclusion in the final list.

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## INTERPRETATION

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<b>STATEMENTS</b>	To ensure interpretation accuracy, PCB members and observers are asked to submit all written contributions (statements, speeches, presentations, video scripts, etc.) for each agenda item in Microsoft Word format to <a href="mailto:pcbgovernance@unids.org">pcbgovernance@unids.org</a> <b>ahead of their delivery.</b>
<b>TIPS FOR SPEAKERS</b>	Participants are encouraged to consider the following <b>tips for remote speakers</b> : <ul style="list-style-type: none"><li>- Speak clearly into the microphone at a natural moderate pace (110 words/minute);</li><li>- Good sound quality is essential. The best presentation will lose its audience if they have to put up with background noise, static, interruption etc.;</li><li>- Turn off sound notifications (emails, WhatsApp, etc.);</li><li>- Do not use any background music in pre-recorded video presentations;</li><li>- Participate from indoors and eliminate background noise by closing doors and windows.</li></ul>
<b>REQUIREMENTS FOR REMOTE SPEAKING</b>	Taking the floor in a multilingual virtual meeting requires specific equipment and conduct: <ul style="list-style-type: none"><li>- Preferably use individual headsets with high quality microphones rather than the built-in microphone of your computer;</li><li>- Avoid using a Bluetooth headset;</li><li>- Avoid moving the microphone during the virtual sessions;</li><li>- Use PC or laptop, <u>not a mobile phone or an iPad</u>;</li><li>- Prefer the use of ethernet connection over WiFi.</li></ul> <p>Please note that interpretation will be interrupted should the sound quality not be fit for interpretation. UN video illustrating good practice for speakers: <a href="https://youtu.be/jS7C64N14i8">https://youtu.be/jS7C64N14i8</a></p>

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## TECHNICAL REQUIREMENTS AND ASSISTANCE FOR ONLINE PARTICIPANTS

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<b>CONNECTING VIRTUALLY</b>	<p><b>Unique link:</b> Each participant will receive a unique link to join the Zoom meeting. <b>Participants should not share or forward their link.</b></p> <p><b>Naming convention:</b> The individual link for each participant will enforce a naming convention for the meeting.</p> <ul style="list-style-type: none"><li>- For member states, this will be <b>[MS – Country Name – Participant Name]</b>.</li><li>- For observers, it will be denoted as <b>[Observer States/or NGO – Country/or Organization Name - Participant Name]</b>.</li></ul> <p><b>Requesting the floor:</b> When the Chair opens the floor following the agreed upon approach (Member states, NGO Delegation, Cosponsors followed by observer states, observer NGOs, and observer intergovernmental organizations), participants will be invited to request the floor using the raised-hand function.</p> <p><b>Taking the floor:</b> All participants are muted upon entry. When the Chair grants the</p>
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floor to an online participant, a box will pop up requesting the participant to accept to be un-muted. In order to speak, participants will need to accept this request.

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**TESTING**

Online participants will be able to test their sound and video in advance of each meeting as follows:

- **54th PRE-PCB MEETING SESSIONS:** between 12:30 – 13:00 CEST
- **54th PCB CONSULTATION ON DRAFT DECISIONS:** between 12:30 – 13:00 CEST
- **54th PCB MEETING:** between 08:30 – 09:00 CEST

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**IT SUPPORT**

IT support for any technical difficulties related to the Zoom platform will be available through the following email address: [PCBITSupport@unaids.org](mailto:PCBITSupport@unaids.org).

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**TRAVEL AND ACCOMODATION**

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**TRAVEL  
ARRANGEMENTS**

In accordance with the PCB Modus Operandi, UNAIDS will cover the travel costs and per diem in connection with the attendance at this meeting for (1) one representative from each developing country, (1) one from each country with an economy in transition and (1) one representative from each of the nongovernmental organizations represented on the Board.

Kindly note that to ensure cost-effectiveness and expedite visa processing, the Secretariat will not be able to fund the travel of delegates unless their names and contact details are received by the deadline of **Monday, 14 May 2024**.

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**VISAS FOR PCB  
MEMBERS AND  
OBSERVERS**

Participants are kindly asked to check whether they require a visa to enter Switzerland and to apply for it in a timely manner. More information can be found on <https://www.swiss-visa.ch/ivis2/#/i210-select-country>

Delegates requiring the assistance of UNAIDS to obtain a Swiss Schengen visa are kindly invited to indicate this during their Indico registration. A self-generated letter will be emailed to you. For questions: [PCBRegistration@unaids.org](mailto:PCBRegistration@unaids.org)

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**HOTELS**

Participants are advised to arrange their hotel accommodation as early as possible. Reservations can be made through for example:

*Geneva Tourist Information Centre, Quai du Mont-Blanc 2, 1211 Geneva 1*  
Website: <https://www.geneve.com/en/plan-a-trip/where-to-stay>

If you are looking for accessible hotels, you can use websites such as Booking.com, which allow you to filter accommodation based on accessibility features.

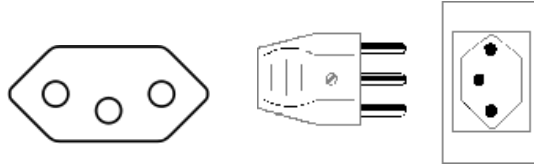
There are no specific hotels that we recommend. However, many UNAIDS meeting attendees prefer to reserve hotels either close to the main train station (Cornavin), near WHO/UNAIDS, or near to the airport. In these three areas, there are hotels available across different price points.

CAGI has a guide on accommodation for visiting delegates: [CAGI - Accommodation](#)

## LOCAL INFORMATION

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**ELECTRICITY SUPPLY** Swiss plug-sockets supply the European standard voltage of 230 V AC - 50 Hz. Plug-sockets are shaped as seen in the picture below. Most plugs with two prongs can also be used.



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**WEATHER AND CLOTHING** June, in Geneva, is a moderately hot summer month. The daily temperature in Geneva in June usually ranges between a high of 24°C (75°F) to a low of 14°C (57°F). For up-to-date weather forecasts please visit: [Meteoswiss](http://www.meteoswiss.ch)

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**CURRENCY** The currency unit in Switzerland is CHF (Swiss Franc).

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**TIME ZONE** Switzerland uses CEST- Central European Summer Time (GMT+2).

Time indications in the meeting program will follow CEST.

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**PERSONAL SECURITY AND INSURANCE** While Geneva is generally considered safe with low rates of violent crime, incidents like pickpocketing and purse or cell-phone snatching can occur near transportation hubs and certain public areas. Participants should exercise standard personal security precautions applicable to urban environments. UNAIDS bears no responsibility for personal accidents or property loss or damage incurred directly or indirectly during the meeting.

**Geneva emergency numbers:**

- Police: 117
- Ambulance: 114
- Fire: 118

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

**By Bus:** In Geneva, public transport tickets must be purchased prior to boarding a tram, bus or ferry. Ticket machines are available at most stops. Travel cards or passes can be purchased at the main TPG centres (Rive, Cornavin and Bachel de Pesay) and at newsstands. Please note tickets are not available on the bus itself.

WHO is served by buses 8, 22, 60 and 61. 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: <https://www.geneve.com/en/already-here>

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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. Public transport is strongly recommended. Bus schedule can be obtained at: <http://www.tpg.ch>

**By taxi:** It takes about ten minutes to get to 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>

The WHO Reception will also order taxis.

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#### PARKING

Parking space at WHO/UNAIDS 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. Delegates wishing to park on the premises of the WHO should request authorization in advance through their individual Permanent Mission in Geneva. .

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#### CONTACTS

Registration: [PCBRegistration@unaids.org](mailto:PCBRegistration@unaids.org)

IT/Zoom support: [PCBITSupport@unaids.org](mailto:PCBITSupport@unaids.org)

Written statements and all other questions: [PCBGovernance@unaids.org](mailto:PCBGovernance@unaids.org)

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**ANNEX 1**
