

SPECIAL SESSION OF THE EXECUTIVE BOARD ON GPW13

IMPORTANT NOTICE TO EXECUTIVE BOARD MEMBERS FOR TRAVEL ARRANGEMENTS TO GENEVA

TRAVEL ARRANGEMENTS

Executive Board members or their alternate have two options: to make their own travel arrangements and be reimbursed travel expenses in accordance with entitlements in Geneva, or to make travel arrangements through Carlson Wagonlit, the WHO official travel agent.

If using Carlson Wagonlit, **reservations must be made by sending an email with the required travel dates to whogva.ch@contactcwt.com indicating “EBSS November 2017” in the subject title. Reservations can be made with Carlson Wagonlit as from Wednesday, 1 November 2017.** Please note that initial/tentative reservations made with another travel agent would not be able to be used.

Business class is applicable for air tickets from the Executive Board member's country capital city to Geneva, if flight duration is 6 hours or more, and economy class if flight duration is under 6 hours. First class is applicable for train tickets from the Executive Board member's country capital city to Geneva.

All travel itineraries (including reservations not made with Carlson Wagonlit) **and bank account details** (see the section on per diem below) for the session of the Executive Board **should be emailed to EBitineraries@who.int during the week of 6–10 November 2017.**

VISAS

Attention is drawn to the strict provisions in force regarding entry into Switzerland – those not having the required visa are refused entry.

As of 13 December 2008, Switzerland has applied the Schengen visa regulations. Therefore, certain nationalities travelling to WHO headquarters to participate in meetings will require a Schengen visa in order to enter Switzerland. **Since that date, it is no longer sufficient for a participant to present the invitation letter in order to obtain a visa.** A visa support letter signed by one of the recognized WHO/HQ signatories is now required. Furthermore, WHO has been advised that the visa procedure will be more rigorous and **may take up to 21 days.**

Before requesting a visa support letter, participants are advised to contact their nearest Swiss embassy or consulate to determine whether or not they require a visa.

Members requiring the assistance of WHO to obtain a Swiss Schengen visa are kindly invited to send an email with the following information: the last name, first name, title, institution, date and place of birth, passport number, expiry date, date and place of issuance to **visagbs@who.int** in order that action can be taken as soon as possible.

HOTEL

Members are advised to make hotel reservations directly with the hotel according to the list of hotels available on the Internet (<http://www.who.int/gb/>).

PER DIEM

As part of ongoing measures to streamline administrative procedures and reduce administrative processing costs at WHO, please be advised that where possible payments of per diem for Executive Board members will now be made by direct bank transfer to your bank account, following receipt of your travel itinerary. Payments by bank transfer are more secure and cost-effective.

In order to ensure that your payment arrives promptly to your bank account please provide your full bank account details (bank account number, full bank name and full bank address, and other payment details required for international bank transfers such as IBAN, SWIFT, currency and local bank clearing code as appropriate), to the email address given in the travel section above (EBitineraries@who.int). Please note that the name on the bank account should correspond to the name of the Executive Board member (or the identified alternate to the Executive Board member, attending the session on his/her behalf).

When sending your itinerary and bank details, we would be grateful if you would indicate if your bank account is in a nonconvertible currency which cannot be used to settle international travel expenses, in which case WHO will arrange payment by cash voucher, rather than by bank transfer, to the Executive Board members concerned, whilst here in Geneva attending the Board.

Executive Board members are entitled to 140% of Geneva per diem for the duration of the Executive Board, and alternates to the Executive Board members to 100% of Geneva per diem.

Your understanding and cooperation with this initiative is greatly appreciated.

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