



World Health  
Organization

REGIONAL OFFICE FOR  
Europe

REGIONAL COMMITTEE FOR EUROPE  
64<sup>TH</sup> SESSION

Copenhagen, Denmark, 15–18 September 2014

# Guide for participants





**World Health  
Organization**

REGIONAL OFFICE FOR **Europe**

**WORLD HEALTH ORGANIZATION  
REGIONAL COMMITTEE FOR EUROPE  
64TH SESSION**

Copenhagen, Denmark  
15–18 September 2014

**Guide for participants**

15 July 2014

## Contents

## Page

Date and location.....	1
Registration .....	1
Credentials.....	1
Registration .....	2
Security at UN City .....	2
Seating.....	2
Working languages and documentation .....	2
Submissions by delegations .....	2
Travel arrangements.....	3
Arrival in Denmark .....	3
Local transport .....	3
Visas.....	3
Lunches .....	4
Currency.....	4
Climate and clothing .....	4
Electricity supply .....	4
Insurance .....	4
Personal security .....	4
Medical services.....	4
Internet café.....	4
Hotel accommodation .....	5
Social events.....	7
Accompanying persons' programme .....	7
Annex A .....	9
Annex B .....	13
Annex C .....	14
Annex D .....	15
Annex E.....	16

## Date and location

The 64th session of the WHO Regional Committee for Europe will open on Monday, 15 September 2014 at 09:00 and will close on Thursday, 18 September 2014. The session will be held in Copenhagen, Denmark, at the UN City, which is the new location of the WHO Regional Office for Europe.

### Address:

UN City  
Marmorvej 51  
2100 Copenhagen Ø  
Denmark

Please read Annex E to learn more about the UN City. If you are interested in knowing more about the building, you can join a guided tour organized by the Secretariat on the afternoon of Sunday, 14 September after the registration desk opens.

## Registration

Online registration is required for sessions of the WHO Regional Committee for Europe. A link to the electronic registration system is included in the letter of invitation that was sent to Member States, which allows registration of one focal point per delegation. The same procedure applies to all categories of invited participants.

Once the focal point has been entered into the registration system, he or she will receive an email with a unique user name and password and the link to the registration system. The focal point will register and submit the names of the delegates and attach a copy of the credentials containing the composition of the delegation.

The Regional Governance Unit at the WHO Regional Office for Europe will verify the information received from the focal point, which will then be processed to generate meeting badges and the list of participants.

Each participant should complete the personal details and travel form (Annex A) and return it to the WHO Secretariat before the end of registration.

**Online registration should be completed no later than Monday, 1 September 2014.**

## Credentials

Credentials should be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health or any other appropriate authority, such as permanent missions or senior government officials. Although a copy of the credentials will have been submitted online, **Member States are required to deliver the original credentials to the WHO Secretariat (Regional Governance Unit) before the opening of the Regional Committee session.**

In accordance with Rule 1 of the Rules of Procedures of the Regional Committee for Europe, no more than two representatives may be nominated by each Member State; however, alternates and advisors may accompany representatives.

## Registration

Registration will open on Sunday, 14 September from 15:00 to 19:00 at the UN City and will continue on Monday, 15 September from 07:30. Badges will be issued at the registration desk.

In view of the security measures applied at the UN City, all **delegates are kindly encouraged to pick up their badges on Sunday.**

A provisional list of participants will be distributed at the opening of the session. This list will be compiled on the basis of the credentials received by the Secretariat by 18:00 on Monday, 1 September 2014. Participants are requested to check the information contained in the provisional list of participants and to report any changes to the Secretariat for inclusion in the final list.

## Security at the UN City

Admittance to the UN City is through a security check-point. All hand luggage will be scanned upon entry. Participants are advised to arrive 45 minutes before the beginning of the session on the first day to allow for some delay. The schedule for bus transport from hotels will take this into account.

After the initial security check, participants will receive an access card to facilitate their entrance on subsequent days. For this reason, delegates are encouraged to pick up their badges on Sunday afternoon.

Delegates are advised to please wear their meeting badges and access cards visibly at all times.

**Delegates are requested to please return their access cards to the Secretariat before leaving the UN City on the last day of their stay.**

## Seating

Delegates will be seated in the English alphabetical order of the names of the Member States.

## Working languages and documentation

The working languages of the Regional Committee are English, French, German and Russian. Statements made in any of these languages will be simultaneously interpreted into the other three languages.

The official documentation of the session will be available in English, French, German and Russian on the home page of the session (<http://www.euro.who.int/RC>) from early August. Documents will not be dispatched by post.

Participants are kindly requested to bring all documents to the session, as hard copies will be available only on request because of measures to make the Regional Committee a “green” event (please see Annex E).

## Submissions by delegations

According to the Rules of Procedures, delegations that wish to have draft resolutions distributed to the Regional Committee should hand them in to the Secretariat early enough in advance, at least two days

## Travel arrangements

before the proposal will be discussed, to allow time for translation into the working languages, reproduction and circulation to delegations. The Secretariat is available, upon request, to provide logistic, editorial or information support as required.

Delegates should make their own travel arrangements for both their outward and return journeys. Assistance with travel arrangements will be available during the session.

## Arrival in Denmark

Copenhagen offers a good public transportation network; the city centre can be reached from the airport either by metro, train or bus (metro and railway stations are located in Terminal 3 of Copenhagen Airport). Tickets for the metro and train are available from the DSB ticket office and ticket machines in the station area. The metro operates around-the-clock seven days a week.

For more information, participants are advised to check online at: [www.visitcopenhagen.com/copenhagen/transportation/getting-and-copenhagen](http://www.visitcopenhagen.com/copenhagen/transportation/getting-and-copenhagen)

## Local transport

Bus shuttles will be organized each day to transfer participants between their hotels and the UN City. Transport in connection with social events will also be organized. Participants should check the timetable and notices that will be displayed in the lobby of their hotels and at the UN City.

Transport will be made available to participants only to and from the hotels listed in this guide.

## Visas

Visas to enter Denmark are required for nationals of the following countries: Albania\*, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina\*, the former Yugoslav Republic of Macedonia\*, Georgia, Kazakhstan\*, Kyrgyzstan, Montenegro\*, the Republic of Moldova\*, the Russian Federation\*, Serbia\*, Tajikistan, Turkey\*, Turkmenistan, Ukraine\* and Uzbekistan. (\*Possible exemptions depend on the type of passport; please check the website.)

Participants are advised to check visa requirements when making their travel arrangements and should be aware that the processing of visas can take up to 60 days. **Please apply for your visa in a timely manner.**

The official WHO invitation letter should accompany an application for a visa to any Danish embassy or consulate general where they are processed or to embassies that represent Denmark in visa matters. The Danish Ministry of Foreign Affairs will invite its diplomatic missions to facilitate the issue of entry visas to Denmark upon presentation of the letter of invitation from WHO. Should you require a personal letter issued by the Regional Office to support your visa application, please send a request to [rc64@euro.who.int](mailto:rc64@euro.who.int).

**More information about visas for Denmark can be obtained at: [http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/visa/need\\_visa/who\\_needs\\_visa.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/visa/need_visa/who_needs_visa.htm).**

**Lunches**

A lunch buffet will be served at the UN City every day from Monday, 15 September to Thursday, 18 September, courtesy of the Regional Office for Europe.

There will also be two coffee breaks (morning and afternoon) each day.

Special dietary requirements should be communicated on the form in Annex A.

**Currency**

The monetary unit in Denmark is the Danish crown (kroner, DKK). As of 1 June 2014, US\$ 1 = DKK 5.49 and €1 = DKK 7.46.

Foreign currency can be changed in banks and exchange offices, which are widely available in the city centre. A cash dispenser is available in the UN City (for DKK and Euros only).

**Climate and clothing**

The temperature in Copenhagen in September is likely to be between 10 °C and 16 °C.

Dress is informal for all occasions.

**Electricity supply**

The main electricity voltage is 220 V and 50 Hz. The central European-type wall socket (two-pin plug) is standard in Denmark.

**Insurance**

The Secretariat cannot accept liability for personal accidents or loss of or damage to the private property of participants or accompanying persons, either during or indirectly arising from attendance at the 64th session of the Regional Committee for Europe. Participants should make their own arrangements with respect to health and travel insurance.

**Personal security**

As in all large cities, delegates are advised to take precautions when moving around Copenhagen. Particular attention should be paid to the following:

- Stay alert: watch your luggage and briefcase or handbag; avoid advertising attractive and valuable items.
- Always ask for proper identification before surrendering your passport.
- Be particularly vigilant at the airport, train station and when checking into your hotel.

The police, ambulance and fire emergency number is 112.

**Medical services**

A medical team will be available during the day throughout the session.

**Internet café**

Internet access and printing facilities will be available to participants during the session. Stationary PCs will be available, as well as wireless access for personal laptops, in both the common areas and the individual meeting rooms.

## Hotel accommodation

Reservations at preferential rates have been made at the hotels listed below. The number of rooms available in each hotel is indicated. The offers are valid until **13 August** or until the number of rooms has been exhausted. Please consult the hotels' websites for more information on their facilities and on general booking conditions.

Major credit cards are accepted by all hotels.

**Reservations should be made directly with the relevant hotel and according to their instructions. Should you encounter any problems, please contact** rc64@euro.who.int or Ms Gitte A. Havn at +45 45 33 66 06.

All rates are quoted per night in DKK and are inclusive of VAT and service charges.

*Please note that the WHO Regional Office for Europe cannot undertake to guarantee accommodation or rates for requests received after 13 August or those made without the relevant reference code.*

Name of hotel	Single room rate (per night)	Double room rate (per night)
<p><b>Copenhagen Admiral Hotel</b> (4*) (100 rooms reserved)  Toldbodgade 24–28  1253 Copenhagen K  Tel: +45 33 74 14 14  Email: admiral@admiralhotel.dk  www.admiralhotel.dk</p>	<p>DKK 1015</p> <p>Breakfast buffet  DKK 145</p>	<p>DKK 1335</p>
<p><b>Booking guidance:</b> Online booking at www.admiralhotel.dk. Please click on reservations, then enter the preferred dates for the stay and type RCGRP under “promotional code”.</p>		
<p>The Admiral Hotel is located in the centre of Copenhagen in a converted 18th century warehouse near the Royal Palace and the Copenhagen harbour area.</p>		
<p><b>Scandic Front</b> (4*) (25 rooms reserved)  Sankt Annæ Plads 21  1250 Copenhagen K  Tel: +45 33 13 34 00  Email: Front@scandichotels.com  www.scandichotels.dk/Hotels/Danmark/Kobenhavn/Front</p>	<p>DKK 1195</p> <p>Breakfast included</p>	
<p><b>Booking guidance:</b> Delegates should send an email to the above address to book a room. Please use the booking code WOR130914.</p>		
<p>The Scandic Front Hotel is located in the centre of Copenhagen close to the Nyhavn area and next door to the Copenhagen Admiral Hotel.</p>		



Name of hotel	Single room rate (per night)	Double room rate (per night)
<p><b>Phoenix Hotel</b> (4*) (55 rooms)            Bredgade 37            1260 Copenhagen K            Tel: +45 33 95 95 00 Fax: +45 33 33 98 33            Email: phoenixcopenhagen@arp-hansen.dk            www.phoenixcopenhagen.dk</p>	<p>DKK 1125–1225             Breakfast included</p>	<p>DKK 1325</p>
<p><b>Booking guidance:</b> Online booking at <a href="http://www.phoenixcopenhagen.dk">www.phoenixcopenhagen.dk</a>. Under “corporate id” type 44013040 as the login id and “hotel” as the password.</p>		
<p>The hotel is situated in a former palace dating back to 1680. It is located in the centre of Copenhagen, a few minutes’ walk from the Royal Theatre and the main shopping area.</p>		
<p><b>Copenhagen Strand</b> (3*) (35 rooms)            Havnegade 37            1058 Copenhagen K            Tel: +45 33 48 99 00 Fax: +45 33 48 99 01            Email: copenhagenstrand@arp-hansen.dk            www.copenhagenstrand.dk</p>	<p>DKK 995             Breakfast included</p>	<p>DKK 1195</p>
<p><b>Booking guidance:</b> Online booking at <a href="http://www.copenhagenstrand.dk">www.copenhagenstrand.dk</a>. Under “corporate id” type 44013040 as the login id and “hotel” as the password.</p>		
<p>The hotel is located near Copenhagen harbour front in an old warehouse. The centre of Copenhagen with its shopping and dining area is close by.</p>		
<p><b>Hotel CABINN City</b> (3*) 50 rooms            Mitchellsgade 14            1568 Copenhagen V            Tel: +45 33 46 16 16 Fax: +45 33 46 17 17            Email: city@cabinn.com            www.cabinn.com</p>	<p>DKK 615             Breakfast DKK 70</p>	
<p><b>Booking guidance:</b> Please use the attached registration form. This should be returned to the hotel either by fax or scanned by email.</p>		
<p>The hotel is located in central Copenhagen very close to the Tivoli and the main central station.</p>		
<p><b>Wakeup Copenhagen, Borgergade</b> (2*) (90 rooms)            Borgergade 9            1300 Copenhagen K            Tel: +45 80 30 30 45 Fax: +45 45 97 05 01            Email: book@arp-hansen.dk            www.wakeupcopenhagen.dk</p>	<p>DKK 665–765             Breakfast included</p>	<p>DKK 765–865</p>
<p><b>Booking guidance:</b> Please contact the hotel by email or telephone and refer to booking ID 1415744 or use the attached registration form. This should be returned to the hotel either by fax or scanned by email.</p>		
<p>This modern budget hotel was designed by Kim Utzon, an internationally known Danish architect, and is the newest hotel in Copenhagen (opening in June 2014). It is located in the inner city, a few minutes’ walk from the Royal Garden and the main shopping area.</p>		

## Social events

**Monday, 15 September 2014  
at 19:00**

**Please complete the registration form for social events (Annex B) and return it to the WHO Secretariat by 1 September 2014.**

Reception hosted by the Minister of Health of Denmark to be held in Størekassen (August Bournonvilles Passage 5, 1055 Copenhagen K)

**Tuesday, 16 September 2014  
at 19:30**

Reception hosted by the WHO Regional Director for Europe to be held at Moltkes Palæ (Dronningens Tværgade 2, 1302 Copenhagen K)

## Accompanying persons' programme

*If registered with the Secretariat, people accompanying participants may apply for a free Copenhagen card, which provides free public transport and access to a wide range of museums and cultural and historical sites in the Greater Copenhagen area. The card will be valid for three days during your stay. Please find more information in Annex D.*

**Please complete the registration form for the accompanying persons' free card (Annex C) and return it to the WHO Secretariat by 1 September 2014.**



## Annex A

### WHO REGIONAL COMMITTEE FOR EUROPE 64th session, Copenhagen, Denmark, 15–18 September 2014

#### PERSONAL DETAILS AND TRAVEL FORM

(this form can be downloaded in pdf format from the internet: <http://www.euro.who.int/RC>)

Please return the completed form **no later than Monday, 1 September 2014** to:

**WHO Regional Office for Europe, Regional Governance Unit**  
*Email:* rc64@euro.who.int

#### CAPACITY in which you will attend the Regional Committee

Please mark with an X below

Minister/Head of delegation	
Alternate	
Adviser	
Other	

Please write in **BLOCK LETTERS**

#### PERSONAL DETAILS

Title (Dr/Mr/Ms/Professor)	
Last name	
First name	
Organization	
Address (work)	
City/Town	
State/County	
Postcode	
Country	
Email address	
Telephone number (landline)	
Mobile number	

**TRAVEL INFORMATION**

Arrival date	Flight No.	Time	From	Number of people

Departure date	Flight No.	Time	To	Number of people

**HOTEL (Please mark with an X the hotel that has been booked)**

Copenhagen Admiral Hotel	
Scandic Front	
Phoenix Hotel	
Copenhagen Strand	
Hotel Cabinn City	
Wakeup Copenhagen, Borbergade	

Other hotel (not serviced by transport), please specify \_\_\_\_\_

Special dietary requirements: Yes  No

If yes, please specify \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SAME LOW RATES YEAR ROUND



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## Hotel CABINN City

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**Block Reservation Code: 1716615**  
**Organizer: WHO – World Health Organization**

Please fax or email this booking form directly to the hotel – fax +45 3346 1717  
or email [city@cabinn.com](mailto:city@cabinn.com)  
Access to blocked rooms is available only with this form.

The offer is valid until: 13 August 2014

(PLEASE FILL IN WITH CAPITAL LETTERS)

### ACCOMMODATION INFORMATION

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Economy single room DKK 615

*Continental breakfast buffet DKK 70*

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### GUEST INFORMATION

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### GUARANTEE INFORMATION

Credit card type: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

*In case of no show, 1 night accommodation will be charged to the above noted credit card.*

**Reservations will be made as long as rooms are still available.**  
**Your booking is to be considered confirmed only when the hotel confirms your booking by email.**

**All bookings must be guaranteed by a credit card.**  
**Cancellation is free of charge until 12 am the day before arrival.**  
**Check-in time starts from 15:00. Departure time is 11:00.**

**WAKEUP COPENHAGEN, BORGERGADE** has a block reservation for your group from 13 to 20 September 2014. The offer can be booked only by using this form or contacting the hotel directly with reference to the group name and booking ID. This offer cannot be combined with any other offers.

The offer is valid until 13 September 2014 or as long as the reserved rooms are still available. All reservations are subject to availability within this block reservation.

Please fill in the required information below, print, sign and return this form to the hotel by email or fax to book@arp-hansen.dk or (+45) 4595 0520. One reservation form per room please.

## RESERVATION FORM

When contacting the hotel regarding this booking, please always refer to:

**GROUP NAME: GR WHO – RCGRP – IND CALL IN**  
**GROUP BOOKING ID: 1415744**

Please indicate your preferred room type below.

PREFERRED ROOM TYPE	PRICE PER NIGHT	PREFERRED ROOM TYPE	PRICE PER NIGHT
Standard single	665	Sky single	765
Standard double	765	Sky double	865

\* No price agreement on this category. Please enquire for prices if desired.

All prices are in DKK per room per night including breakfast, environment fee (DKK 35.00) and all taxes.

### STAY INFO & PREFERENCES

Arrival date:

Departure date:

Non-smoking

Other:

### GUEST INFORMATION

Surname:

First name:

Company:

Address:

Telephone:

Other:

Email:

Please check here if the above address **must** be stated on the invoice

### GUARANTEE INFORMATION

Credit card type/name: ... please choose ...

Signature of card holder:

Card number:

Expiry date: ... please choose ... / ... please choose ...

Cardholder name:

By signing this, I guarantee the above booking to this credit card and accept the terms of cancellation below.

All bookings must be guaranteed to a credit card.

Guaranteed bookings can be cancelled or changed until 30 days before arrival without penalty.

In case of late cancellation, no-show, late arrival or early departure, the hotel shall be entitled to compensation corresponding to the first night stay.

## Annex B

### WHO REGIONAL COMMITTEE FOR EUROPE 64th session, Copenhagen, Denmark, 15–18 September 2014

#### REGISTRATION FORM FOR SOCIAL EVENTS

(this form can be downloaded in pdf format from the internet: <http://www.euro.who.int/RC>)

Please return this form **no later than Monday, 1 September 2014** to:

**WHO Regional Office for Europe, Regional Governance Unit**  
*Email:* rc64@euro.who.int

Please write in **BLOCK LETTERS**

**Last name:** Dr/Mr/Ms/Professor \_\_\_\_\_

**First name:** \_\_\_\_\_

**Country:** \_\_\_\_\_

Please indicate the social event/s you would like to attend:

Please mark with an X	Date	Function/Activity	Number of people (Maximum: Participant and guest)
<input type="checkbox"/>	Monday, 15 September 2014	Reception hosted by the Minister of Health of Denmark	
<input type="checkbox"/>	Tuesday, 16 September 2014	Reception hosted by the WHO Regional Director for Europe	

**Name of guest:** \_\_\_\_\_



## Annex C

**WHO REGIONAL COMMITTEE FOR EUROPE**  
**64th session, Copenhagen, Denmark, 15–18 September 2014**

### **REGISTRATION FORM FOR ACCOMPANYING PERSON'S FREE CARD**

(this form can be downloaded in pdf format from the internet: <http://www.euro.who.int/RC>)

Please return this form **no later than Monday, 1 September 2014** to:

**WHO Regional Office for Europe, Regional Governance Unit**  
*Email:* rc64@euro.who.int

**Please write in BLOCK LETTERS**

**Last name:** Dr/Mr/Ms/Professor \_\_\_\_\_

**First name:** \_\_\_\_\_

**Name of participant:** \_\_\_\_\_

**Country:** \_\_\_\_\_

Please note that the accompanying persons' programme will be at the expense of the participant.

## Annex D

### WHO REGIONAL COMMITTEE FOR EUROPE 64th session, Copenhagen, Denmark, 15–18 September 2014

#### **INFORMATION FOR ACCOMPANYING PERSONS**

With a Copenhagen card you will have:

- Free admission to 75 museums and attractions
- Free transport by train, bus, harbour bus and metro throughout the Copenhagen region, including from/to the airport
- Discounts on car hire, restaurants and sights

Bring along two children (0–9 years of age) for free with an adult Copenhagen card.

**See the list of attractions at: [www.copenhagencard.com](http://www.copenhagencard.com)**

#### **Sample programme for best use of the Copenhagen card**

##### Day 1

In the morning, pick up your card at the UN City, then visit Kastellet (close to Østerport Station) and the Little Mermaid. Continue along the shoreline and arrive at Nyhavn; take a canal tour by boat. During the second half of the day, visit Rosenborg Castle and finish your day by shopping on Strøget.

##### Day 2

Visit the Blå Planet and continue your day in a museum, such as the Glyptotek, then visit nearby Tivoli.

##### Day 3

Take an excursion by train and visit Kronborg Castle in Helsingør. On your way back, get off the train at Humlebæk and visit the Louisiana Museum of Modern Art.

## **Annex E**

### **WHO REGIONAL COMMITTEE FOR EUROPE 64th session, Copenhagen, Denmark, 15–18 September 2014**

#### **UN CITY**

The UN City is the new home of eight Copenhagen-based United Nations agencies since spring 2013. Approximately 1200 UN staff from 104 countries work at the UN City. The building is shaped like a star, reaching in all directions.

The building received the European Commission's Green Building Award in 2012 and recently became the first United Nations complex to receive the platinum certificate for Leadership in Energy and Environmental Design (LEED). To be eligible for the prestigious platinum LEED, the UN City had to satisfy several environmental criteria, including sustainable building materials, reducing waste, minimizing the impact on surrounding ecosystems and promoting indoor air quality, energy efficiency and smart water use.

For example, during building, the wood for construction was harvested from sustainably managed forests located within 800 km of the building site to reduce emissions from transport. The building has environmentally friendly technologies, such as collecting and using rainwater for bathrooms, contributing to a 60% reduction in water use; 1400 solar panels line the roof of the building, reducing the electricity needed from the grid, where green electricity from windmills contributes to sustainability. Using the advantage of being situated in the harbour area, cold seawater is pumped into the building's cooling system, also reducing the electricity needs. Solar shades on the building's facade prevent overheating of the building but still allow sunshine to light the offices. Vegetation covers 2% of the total surface. With these measures, the UN City uses 55% less energy than other office buildings of similar size. Furthermore, systems for recycling are being developed, and staff bicycling is encouraged, with 500 parking places for bicycles.

#### **Making the Regional Committee a “green” event**

As the Regional Office is now located in this fascinating, environmentally friendly building, it has inspired us to find solutions for making the event a “green” one.

Firstly, the Secretariat will not distribute hard copies of documents. Participants are encouraged to use their smart devices and download the documents from the RC64 homepage. If you do not have access to the Internet, please go to the documentation desk, where colleagues will print out the necessary documents and deliver them to you when ready. Our intention is to use as little paper as possible and save the forests.

Water will be served in jugs during the event and the coffee that will be served comes from sustainable coffee plantations.

When selecting venues for social events, a major consideration was to keep them close to the UN City and to the hotels listed in this guide in order to reduce travel time and use of fuel.