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The Director-General of the World Health Organization has the honour to inform members of the Executive Board that the Special Session of the Executive Board on a draft thirteenth General Programme of Work (GPW13) will commence on Wednesday, 22 November 2017, at 09:30, at WHO headquarters, Geneva, Switzerland.

... The provisional agenda for the Special Session of the Executive Board on a draft thirteenth General Programme of Work is enclosed. Documents will be posted on the Internet (<http://who.int/gb/>) as they become available, with the draft GPW13 being available in early November 2017.

The Director-General takes this opportunity of recalling that Article 24 of the Constitution provides that members of the Board may be accompanied by alternates and advisers. The names and titles of the alternates and advisers should be submitted electronically through the WHO online registration system.

... In conformity with resolutions WHA30.10 and WHA55.22, members of the Executive Board will be reimbursed for their actual travelling expenses between their normal residence and the place of the meeting, excluding private deviations. **Please find attached a very important note on the procedures for travel arrangements including the payment of per diem.**

GENEVA, 19 October 2017

cc: Permanent Mission of Georgia to the United Nations Office and other International
Organizations at Geneva
The WHO Head of Country Office, WHO Country Office

... ENCLS: (2)

EBSS/17.1

Provisional agenda

- 1. Opening of the session**
- 2. Adoption of the agenda and method of work**
- 3. Draft Thirteenth General Programme of Work**
- 4. Closure of the session**

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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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