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In reply please
refer to: SAV/NC/2018

Your reference:

Ms Tea Jikia
Head of the Department of Pharmaceutical
Activities
State Regulation Agency of Medical Activities
Ministry of Labour, Health and Social affairs
144, Ak. Tsereteli ave
Tbilisi 119
Georgia

26 June 2018

Dear Ms Tea Jikia,

**41st Annual Meeting of Representatives of National Pharmacovigilance Centres
participating in the WHO Programme for International Drug Monitoring
5 to 8 November 2018, Geneva, Switzerland**

I am pleased to inform you that the Swiss Agency for Therapeutic Products (Swissmedic) has kindly offered to host our Forty-first Annual Meeting. As you are aware, these meetings are an important forum for members of National Pharmacovigilance (PV) Centres to meet and discuss topical matters of high significance in a collegial environment. The 2018 meeting will be held in Geneva, Switzerland, from 5 to 8 November, with commemorative events to celebrate the 50th anniversary of the World Health Organization (WHO) Programme for International Drug Monitoring (PIDM) scheduled for 5 November at the WHO headquarters, Avenue Appia 20, Geneva, and the technical meeting scheduled from 6 to 8 November at the Crowne Plaza Hotel, Avenue Louis Casai 75-77, Geneva.

You have been nominated by your country, and I have the pleasure to invite you to attend the above-mentioned meeting. You are invited in the capacity of participant, and WHO will be responsible for your airfare on the least expensive economy class flight from your place of residence to Geneva, Switzerland and return. A daily subsistence allowance will be paid to cover the duration of your attendance at the meeting. The total allowance is intended to cover all costs related to the meetings, such as accommodation, meals that are not provided at the meeting, and all other incidental expenses.

The capacity of participant does not entitle the traveler to insurance of any kind. Participants should be informed that WHO will not be held liable for any claim resulting from death, injury, sickness or other disability. Please ensure that appropriate medical, accident and travel insurance is obtained before travel. Similarly, participants are themselves responsible for excess baggage charges, baggage insurance, ground transportation to and from airports, airport taxes and other incidental expenses, none of which are reimbursed by WHO. Please also note that it is your responsibility to obtain any visas which may be necessary.

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ENCL.: (1)

cc: Dr Hanne Bak Pedersen, Regional Adviser, WHO Regional Office for Europe
WHO Representative, Dr Marijan Ivanusa

In this regard, upon receipt of this letter, please verify with the nearest Swiss embassy or consulate, whether you are required to have a visa to enter Switzerland. If so, kindly let us know by immediately sending us an e-mail with a scanned copy of your passport. WHO will then provide you with a visa support letter, which you should present to the competent Swiss representation to apply for a Schengen visa. WHO has been informed that visa procedures could take from four to six weeks. You are therefore urged to begin the procedure well in advance of your planned departure date. It is understood that the decision whether or not to issue a visa to any applicant rests with the competent Swiss authorities.

Please make your economy class flight reservations as soon as possible through Carlson Wagonlit travel agency, using the booking request form provided in the link below (please note that your ticket will be provided by WHO through this agency only):

https://www.cwt-trip-order.com/cto/rest/obr/auth/standalone/sessionStartup/WHO_Standalone-16057.

Kindly add **Ms Leticia Megias** (megiaslastral@who.int) to the Remarks field in the form, as your WHO Sponsor contact. Please send her your planned itinerary as soon as you receive it from the Agency.

Herewith attached is a preliminary programme (1). Please register at the meeting website: <http://www.who.int/medicines/regulation/medicines-safety/npvc-meeting/en/>. Both username and password for registration are **Geneva2018**. When registering, delegates can choose from a range of working-group topics and tutorials, sign-up to present at the Signals of Current Interest (oral/poster presentations) and/or 'Your PV Story' sessions, as well as indicate if they would like to lead any of the plenaries/working groups. All meeting information will be provided through this website.

I look forward to receiving your on-line registration for the WHO Annual Meeting.

Yours sincerely,



Dr Clive Ondari
Coordinator, Safety and Vigilance
Department of Essential Medicines
and Health Products