Date and location

The 63rd session of the WHO Regional Committee for the Eastern Mediterranean is scheduled to take place in the Kuwait Conference Room at the Regional Office for the Eastern Mediterranean, Nasr City, Cairo, Egypt, from Monday 3 October to Thursday 6 October 2016, inclusive.

Monazamet El Seha El Alamia Street Extension of Abdel Razak El Sanhouri Street P.O. Box 7608, Nasr City Cairo 11371, Egypt

Tel: (+202) 2276 5000

Fax: (+202) 2349 2092/2349 2075 Web: http://www.emro.who.int/index.html

On 3 October 2016, at 09:00, the pre-Regional Committee technical meetings will take place in the Kuwait Conference Hall, followed by the inaugural session of the Regional Committee, in the same hall.

Registration for participation

Registration is online through the Internet, using the "Online registration module" developed for this purpose. Each Member State's delegation, representative of United Nations agency or nongovernmental organization, and other participants should reply to the invitation letter to RC63 and provide an email for a "focal person" who will create an account in the "Online registration module" to enable registration of relevant participants. Annex A provides guidance on online registration.

Membership and attendance

The Regional Committee consists of one representative of each member of the WHO Eastern Mediterranean Region. Representatives may be accompanied by alternates and advisers (Rule 1 of the Rules of Procedure).

The Regional Director, in consultation with the Regional Committee, may invite States that are not members of the Committee to participate without vote in the sessions of the Committee. The

Regional Director, in consultation with the Regional Committee, may also invite nongovernmental organizations to participate in the deliberations of the Committee (Rule 2 of the Rules of Procedure).

Credentials

Members shall communicate to the Regional Director, not less than 15 days before the date fixed for the opening of the Committee, the name of their representatives, including all alternates and advisers. Similarly, organizations and States invited to be represented at the session shall communicate the names of the persons representing them. The credentials of representatives and names of alternates, advisers and observers shall be submitted to the Regional Director, if possible, not less than two days before the opening session of the Regional Committee. Such credentials shall be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health or any other appropriate authority (Rule 3 of the Rules of Procedure). Only original documents are examined and considered formal credentials by the Committee on Credentials.

Working languages

The working languages of the Committee are Arabic, English and French. Statements made in any of these languages will be interpreted simultaneously into the other two languages.

Agenda and other documents

The Provisional Agenda for this Regional Committee (Document EM/RC63/1) is attached as Annex B. Further official documentation of the session will be available in Arabic, English and French on the home page of the Regional Committee (http://www.emro.who.int/rc63) from early September 2016. Documents will not be dispatched by post. Furthermore, participants are kindly requested to bring all documents to the session, as only a limited number of hard copies will be available.

(Submissions by delegations Delegations wishing to propose draft resolutions to be distributed to the Regional Committee should hand them in to the Secretariat at least 2 days before the proposal is discussed, to allow time for translation, reproduction in the working languages and circulation to delegations.

Travel arrangements

Delegates/participants should make their own travel arrangements for both outward and return

journeys. Travellers may book through the WHO travel agent (EXCEL Travel):

Email excel-travel@eg.hrgworldwide.com

Contact Person: Ms Caroline Kamal/Manager

Mobile: (+20) 122 366 1441

Settlement of ticket costs will be through credit card.

Travellers are strongly advised to confirm their return flights before departing to Egypt, as onward reservations and deviations may be difficult to obtain at short notice. The Secretariat will provide assistance with travel arrangements during the Regional Committee, if needed.

Arrival in Egypt Upon arrival at Cairo International Airport, transport to the hotel will be made available, provided that participants have supplied their travel details on time. In order to facilitate the process, please input the required information in the "Online registration module", complete with flight details and transportation requirements.

The journey time by car from the airport to the Intercontinental City Stars Hotel and the Holiday Inn Hotel is around 20 minutes, and from the airport to the Fairmont Hotel 10 minutes.

Entry visa to Egypt

Representatives and other participants should obtain an entry visa for Egypt prior to departure from their home countries. To avoid delays or difficulties in obtaining the required entry visa, it is recommended to start the process at least 4 weeks prior to departure date.

Privileges and immunities

All members officially attending the Regional Committee in Cairo, as well as their alternates and advisers, will enjoy the privileges and immunities granted to Representatives at meetings convened by United Nations specialized agencies, which are set out in the Convention on the Privileges and Immunities of the Specialized Agencies.

Health requirements on arrival/departure According to the WHO International Travel and Health Requirements, the Government of Egypt does not require any vaccination certificates from international travellers except for those coming from yellow fever-infected areas. However, it is advisable to check with the travel agent or airline concerned regarding any recent developments in health requirements.

Insurance

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

Accommodation

Hotel accommodation has been arranged at 3 hotels for your choice: InterContinental Cairo City Stars Hotel, Holiday Inn Hotel, and Fairmont Hotel. Hotel rates are included in the guidance for online registration in Annex A. Participants should complete the hotel booking while submitting the required information in the "Online registration module" as soon as possible, but not later than 31 August 2016.

Addresses:

InterContinental Cairo Citystars Hotel Omar Ibn El Khattab Street, Nasr City Cairo 11737, Egypt P.O. Box 1026

Tel: (+202) 2480 0100 Fax: (+202) 2480 0480

Website: www.intercontinental.com

Holiday Inn Cairo Citystars Hotel Ali Rashed St, Off Omar Ibn El Khattab St. Nasr City

Cairo 11757, Egypt Tel: (+202) 2480 3000 Fax: (+202) 2480 3001

Website: www.holidayinn.com

Fairmont Towers Hotel El Orouba St, Heliopolis Cairo 11736, Egypt P.O. Box 2466

Tel: (+202) 2267 7730 Fax: (+202) 2267 7600

Website: www.fairmont.com/heliopolis-cairo/

Please note that the WHO Regional Office for the Eastern Mediterranean cannot guarantee accommodation and rates for requests received after 31 August 2016.

Transportation

Transportation will be provided on arrival and departure at the airport and also to and from the venue of the Regional Committee. In addition, transportation will be available for any official functions which will be held outside the hotel.

Banking facilities

The current exchange rate is EGP 8.88 to US\$ 1, and is subject to change. Foreign currency can be exchanged at the hotel, any bank in Egypt, or at authorized dealers. The hotel bank is open 24 hours. Major credit cards are accepted in most establishments.

Climate

In October the weather is expected to be hot during the day and warm in the evening, with temperatures ranging between 31 $^{\circ}$ C and 19 $^{\circ}$ C.

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