

Information for Participants

TWENTY-SIXTH MEETING OF
HEALTH MINISTERS OF MEMBER COUNTRIES
OF THE SOUTH-EAST ASIA REGION
New Delhi, India, 8-9 September 2008

and

SIXTY-FIRST SESSION
OF THE REGIONAL COMMITTEE
FOR SOUTH-EAST ASIA
SEARO, New Delhi, India, 9-11 September 2008



**World Health
Organization**

Regional Office for South-East Asia

WORLD HEALTH
ORGANIZATION

REGIONAL OFFICE FOR
SOUTH-EAST ASIA

23 July 2008

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1. Date and place

The Twenty-sixth Meeting of Health Ministers of Member countries of the WHO South-East Asia (SEA) Region will be held from 8 to 9 September 2008 (on 8 September in Ashok Hotel and on 9 September in the WHO Regional Office, New Delhi). The Sixty-first Session of the Regional Committee for South-East Asia will be held in the Regional Office for South-East Asia, Indraprastha Estate, New Delhi-110002, India, from 9 to 11 September 2008. The Joint Inaugural session and other meetings will be conducted as follows:

Meeting	Date and Time	Venue
Joint Inaugural session of 26 th Meeting of Ministers of Health and 61 st Session of the Regional Committee, WHO South-East Asia Region	8 September 2008	Banquet Hall (3 rd Floor) Hotel Ashok Diplomatic Enclave 50-B Chanakya Puri New Delhi.
Twenty-sixth Meeting of Ministers of Health of Member countries of the South-East Asia Region	8-9 September 2008	8 September – Banquet Hall (3 rd Floor), Hotel Ashok, and 9 September – Conference Hall (1 st floor), WHO/SEARO, New Delhi.
Sixty-first Session of the Regional Committee for South-East Asia (continuation)	9-11 September 2008	Conference Hall (1 st floor), WHO/SEARO, New Delhi.
Sub-committee on Credentials	9 September 2008	Sri Lanka Room (1 st Floor), WHO/SEARO, New Delhi.
Drafting Committee for Resolutions	9-11 September 2008 (daily at 5.00 p.m.)	Sri Lanka Room (1 st Floor), WHO/SEARO, New Delhi.

The Provisional Agenda and Programme are given in **Annexes 1 and 2**.

2. Credentials

The Letters of Credentials, as per the attached format (**Annex 3**), of Representative, Alternates and Advisers, signed by the Minister of Health or the Minister of Foreign Affairs, should be sent to the Regional Office in advance. Otherwise, they must be hand-delivered by the Representatives to the Director, Administration and Finance, immediately on arrival in New Delhi. Please note the importance of properly completed credentials especially designation of participants and consult with your respective WHO Representative or the Regional Office in case of any question(s).

3. Registration

Representatives are requested to complete the attached "Registration Form" (Annex 4) and fax it to +91 11 233 78049 not later than 1 August 2008, in order to ensure reservation of rooms. Alternatively, participants may also register online at our website: http://10.11.0.64/eRegistration/rcm/Reg_hmm_rcm.html. Online registrations are encouraged.

4. Documentation / Summary Reports

The Provisional Agenda and related documents will be distributed in advance of the session. Documents issued subsequently will be distributed in the Meeting Hall. As only a limited supply of documents is available, participants are requested to keep their complete set of documents in their folders and bring them to all meetings. A Documents Desk will be located in the Conference Hall.

A draft summary report covering the proceedings of the first day will be issued on the afternoon of the following day. The draft report of the Sixty-first Session will be distributed on the afternoon of the concluding day for the consideration of the Regional Committee.

Delegates are encouraged to hand over to the Reports and Documents Officer copies of their written statements to facilitate reporting of their viewpoints. Any correction to the draft summary report should be sent in writing to the Reports and Documents Officer within 24 hours of its issue.

5. Travel arrangements

5.1 General

Return bookings should be reconfirmed as soon as possible. Participants who require any travel-related assistance may contact the representative of the WHO travel agent (American Express Travel) at the venue, or Mr Bruce Leech, Conference Officer, during the meeting.

The Indira Gandhi International Airport at New Delhi is connected by a number of daily flights from various global destinations. Please see **Annex 5** for an overview of flight schedules from the capital cities of Member countries of the SEA Region to New Delhi and back.

As the inaugural function is scheduled to start on the morning of 8 September 2008 participants are advised to arrive in New Delhi on 7 September 2008.

5.2 Visas and customs clearance

Participants are required to carry valid passports or applicable travel documents. They should obtain, in advance, a valid visa for India from the relevant Indian Embassy/High Commission/Consulates before undertaking travel for the entire duration of their stay in India. It may be noted that a visa will be granted only if the passport remains valid for a minimum period of six months. ***In all cases, travellers are reminded that visas will not be issued on arrival in India.*** In case participants require assistance from WHO for obtaining an Indian visa, they are requested to kindly contact the office of the WHO Representative in their country well in advance of travel. Details of visa requirements for countries in the SEA

Region are given in **Annex 6**. Details of Indian Missions in countries of the SEA Region are given in **Annex 7**.

Any difficulties in obtaining visas should be communicated to the Administrative Services Officer (leechb@searo.who.int), World Health Organization, Regional Office for South-East Asia, New Delhi, India.

Participants require the following documents to support their visa applications:

- Valid passport;
- Completed application form; and
- Two passport-size photographs.

Processing time for visa is about 10–14 days.

Flight schedules are provided in Annex 4.

To facilitate participants' travel/customs clearance, a certificate (**Annex 8**) will be issued to them by the WHO Representative in each of the Member countries.

5.3 Arrival in New Delhi/transportation

Participants will be met and welcomed at the airport in New Delhi. Individual transport will be provided to the delegations of each Member State from the time of arrival of the delegation in New Delhi until its departure. Transport arrangements are coordinated by Mr Bruce Leech, Administrative Services Officer, WHO/SEARO, New Delhi (Room No. 212, 2nd floor, extension 26-212).

To facilitate identification of baggage on arrival at New Delhi, participants are requested to use the HMM/RC luggage tags that are available from the WHO Representative offices in all countries of the Region.

Transport arrangements will be made for any official functions or meetings away from the Regional Office.

6. General and practical information

6.1 Geography and climate

Delhi is situated in the central plains of northern India, on the western bank of the Yamuna river, a tributary of the Ganges. The surrounding country is flat and semi-arid. The Yamuna river is shallow and narrow most of the year but overflows its banks during the monsoon.

Climatically, three seasons can be identified as follows:

- (1) The cold season from November to February, characterized by low rainfall (warm clothing is recommended, as the evenings can be cold, especially in the months of December and January);

- (2) The period from March to June, generally dry and increasingly hot (light cotton clothing is recommended for day-time wear); and
- (3) The monsoon season from July to September, hot and humid (light cotton clothing is recommended for day-time wear; a raincoat or an umbrella may be useful).

6.2 Daily session journal

An information bulletin, "Daily Session Journal", will be issued every day from 8 September onwards. It will contain the programme for the next day and other general information of interest to participants.

6.3 Delegates' Lounge and Exhibition Hall

The Delegates' Lounge for the Regional Committee is located outside the Meeting Hall (in the Indonesia Room). Medical and health literature will also be on display in this area.

6.4 Security

For the purpose of identification and security, participants are requested to wear their name badges while attending the meetings.

New Delhi is a large city with a population of around 15 million. As such, visitors may expect the "petty crime" rate and personal security situation comparable with many other international cities of this size. There are no specific security threats at this time; however, visitors to New Delhi are advised to carry personal identification at all times, practise sound security awareness and use common sense during their stay in New Delhi.

Participants may contact the SEARO Field Security Officer for advice on email – carlsonp@searo.who.int; mobile +91-9818997252 at any time.

6.5 Airport tax

Departure airport tax from India is already included in the price of the air ticket.

6.6 Banking services

Banking services at the Regional Committee will be available at the venue during the meeting.

Currency exchange services are also available at Ashok Hotel. Participants who wish to avail of this facility may contact the Money Exchange Counter at lobby level (behind Reception) of the hotel with a valid passport and identification of their room numbers.

6.7 Postal and fax services

Arrangements have been made to distribute incoming mail and facsimiles to participants as soon as they are received. For private telephone calls or fax messages, hotel services can be used at participants' own expenses. Postal services will be available at the WHO/SEARO building (Despatch Room, ground floor).

6.8 Electricity / taxis

- **Electricity:** The electric current in Delhi is 220 volts AC, 50 cycles, single phase, but actual voltage may vary.
- **Taxis:** Taxis in Delhi are metered and the tariff charged as per the meter (tariff schedules should be available with the drivers).

6.9 Currency / foreign exchange

The monetary unit of Indian currency is the Rupee. Currency notes are available in denominations of Rupees 5, 10, 20, 50, 100, 500 and 1000; coins: Rupee 1, 2 and 5. The prevailing market rate of exchange (subject to change) is Rs 42.89 per US dollar (as of July 2008).

6.10 Duty concessions on entry into India

Participants are not allowed to take out, or bring into the country any Indian currency, as export and import of Indian currency without the permission of the Reserve Bank of India is prohibited. Passengers having foreign currency (including travellers cheques) in excess of US\$ 5000 or equivalent should fill in the Currency Declaration Form on arrival in India.

6.11 Travellers cheques/credit cards

US dollar and UK pound and other travellers cheques can be encashed at most banks and from authorized "money changers". Major international credit cards, such as American Express, Diners Club, VISA and Master Card, are accepted by most banks and hotels.

7. Medical arrangements including vaccination requirements

First-aid facilities are available in the Regional Office building (Room No. 135) from 8.30 a.m. to 5.00 p.m. from Monday through Friday. You may seek the guidance of Dr Rohit Sobti, Regional Staff Physician (Telephone Extension 26135 or 26136, mobile +91-9818737334) in case of any emergency. Also, Mr Bruce Leech, WHO Conference Officer, may be contacted at any time for assistance (email - leechb@searo.who.int, mobile +91-9810125571).

Vaccination requirements – Under the International Health Regulations, the present vaccination requirement is for yellow fever when the traveller is coming from an infected local area only (Africa/South America). Participants should verify the validity of their health certificates with their respective travel agents.

8. Hotel arrangements

A block reservation for participants has been made at Hotel Ashok, New Delhi:

Name: Hotel Ashok
Address: 50-B Chanakyapuri, Diplomatic Enclave, New Delhi-110001, India
Tel.: 91-11-2611 0101, 26116161
Fax: 91-11-26873216
E-mail: ashokmarketing@gmail.com; ashoknd@ndb.vsnl.net.in
Website: www.theashok.com

Please return the attached e-registration form (**Annex 3**) at the earliest, on the basis of which hotel accommodation will be reserved.

Hotel Ashok is situated about 15 kilometres from the Indira Gandhi International Airport and 8 kilometres from the Regional Office. It offers the benefits of many facilities, such as a swimming pool, spa, fitness centre, shopping arcade, beauty salon, barber shop and an art gallery. While swimming pool and fitness centre are complimentary for those staying in the Hotel, other facilities can be utilized on payment basis. There are eight different types of restaurants and a discotheque, pub and a bar. For their convenience as well as for security reasons, participants are strongly advised to stay in Ashok Hotel, New Delhi for the duration of their visit to New Delhi. The hotel offers special (UN) rates for rooms, as follows:

Deluxe single room: INR 10 500 per room per night
(No extra charge for spouse; however, there would be a supplement of INR 1000.- in case two delegates share the room).

The rates are inclusive of complimentary breakfast; taxes are exempted.

Payments of hotel bills - Participants are requested to settle their hotel bills directly with the hotel. Payment can be made in Indian rupees or US\$ travellers cheques or US\$ cash. The major international credit cards accepted are: American Express, Eurocard, Diners, Mastercard, JCB and Visa.

9. WHO publications

A selection of WHO publications will be on display outside the Meeting Hall.

10. Social events

8 September	1900 hrs	Reception/Dinner by H.E. the Minister of Health, Government of India.	Banquet Hall (3 rd floor) Hotel Ashok Diplomatic Enclave 50-B Chanakya Puri New Delhi.
9 September	1900 hrs	Reception-cum-dinner by the Regional Director, WHO/SEARO.	Le Meridien Hotel Windsor Place New Delhi.

Other official social function(s), if any, will be announced in the Daily Session Journal.

11. Programme for spouses

If any participant intends to bring his/her spouse to New Delhi, he/she is advised to arrange appropriate visas, make own travel arrangements, and inform WHO in advance so that appropriate arrangements can be made. The Ashok Hotel will not charge extra for accommodation of participants' spouses.

12. List of participants and the WHO Secretariat

12.1 List of participants

A provisional list of participants will be circulated at the time of the meeting. Participants should bring to the attention of the Reports and Documents Officer any addition, deletion or changes so that the final List of Participants could be issued as early as possible.

12.2 WHO/SEARO Secretariat

From SEARO

- (1) Dr Samlee Plianbangchang, Regional Director
- (2) Dr Poonam Khetrupal Singh, Deputy Regional Director
- (3) Dr Myint Htwe, Director, Programme Management
- (4) Mr Jeffery J. Kobza, Director, Administration and Finance
- (5) Dr J.P. Narain, Director, Communicable Diseases
- (6) Dr Dini K. Latief, Director, Family and Community Health
- (7) Dr Abdul Sattar Yoosuf, Director, Sustainable Development and Healthy Environment
- (8) Dr Palitha Abeykoon, Ag. Director, Noncommunicable Diseases and Mental Health
- (9) Dr N. Kumara Rai, Ag. Director, Health Systems Development
- (10) Dr Akinori Kama, Liaison Officer to the Regional Director
- (11) Dr Khalilur Rahman, Tobacco Free Initiative
- (12) Dr Pem Namgyal, Immunization and Vaccine Development
- (13) Mr Mark Brooks, Planning Officer
- (14) Dr Lin Aung, Programme Development Officer
- (15) Mr Yonas Tegegn, Strategic Alliance and Partnerships
- (16) Mr John M. Kennedy, Budget and Finance Officer
- (17) Mr Bruce Leech, Administrative Services Officer
- (18) Mr Paul Carlson, Field Security Officer
- (19) Mr Bruce Murphy, Reports Officer
- (20) Ms Vismita Gupta-Smith, Public Information and Advocacy
- (21) Mr K. Surendranathan, NPO, Regional Director's Office
- (22) Mr J.K. Verma, Administrative Assistant, Deputy Regional Director's Office
- (23) Ms Radha Swaminathan, Administrative Assistant, Office of Director, Administration and Finance (DAF)
- (24) Mr S.K. Madanpotra, Administrative Assistant, Travel
- (25) Mr Anuj Mittal, Administrative Assistant, Informatics Systems Management (ISM)

Documentation Staff

Editors

- (26) Mr Avinash Singh, NPO (Editor)
- (27) Mr Gautam Basu, Assistant Editor

Report writers

- (28) Ms Susha Sreedharan
- (29) Ms Y. Ramani
- (30) Mr T. Gangadharan
- (31) Mr Manjit Singh Trehan
- (32) Mr Mukesh Sabharwal

Text processing and designing

- (33) Mr Puneet Dhingra

13. WHO Liaison Officers

Bangladesh	–	Dr Khalilur Rahman
Bhutan	–	Dr Sangay Thinley
DPR Korea	–	Mr Pak Chang Rim
India	–	Dr J.P. Narain
Indonesia	–	Dr Dini K. Latief
Maldives	–	Dr Abdul Sattar Yoosuf
Myanmar	–	Dr Lin Aung
Nepal	–	Dr Alex Andjaparidze
Sri Lanka	–	Dr Sunil Senanayake
Thailand	–	Dr Chusak Prasittisuk
Timor-Leste	–	Dr Rui Paulo de Jesus

14. WHO Regional Office for South-East Asia, New Delhi, India

The contact address of the WHO Regional Office is given below:

WHO Regional Office for South-East Asia
World Health House, Indraprastha Estate
New Delhi-110002, India
E-mail: leechb@searo.who.int; with copy to madanpotras@searo.who.int
Telephone No.: 91-11-23370804, 23370809 to 11/Extn 26215
Fax No.: 91-11-23370197, 23379395, and 23379507
Working hours: Monday through Friday – 0830 to 1700 hours

Annex 1

Provisional Agenda

1. Opening of the session
2. Sub-committee on Credentials:
 - 2.1 Appointment of the Sub-committee on Credentials
 - 2.2 Approval of the report of the Sub-committee on Credentials
3. Election of Office-bearers
4. Adoption of the Agenda
5. Introduction to the RD's Annual Report on the Work of WHO in the South-East Asia Region covering the period 1 July 2007 to 30 June 2008
6. Address by the Director-General of the World Health Organization
7. Nomination of Regional Director
8. Geographical rotation of Director-General
9. Matters relating to Programme Development and Management
 - 9.1 Programme Budget Performance Assessment: 2006-2007
 - 9.2 Review of the implementation of workplans for PB 2008-2009 including the resource gap analysis and mobilization plans
 - 9.3 Proposed Programme Budget 2010-2011
10. Technical Discussions:
 - 10.1 Consideration of the recommendations arising out of the Technical Discussions on 'Revitalizing Primary Health Care'
 - 10.2 Selection of a subject for the Technical Discussions to be held prior to the sixty-second session of the Regional Committee
11. Tobacco control: progress and plans for implementing FCTC
12. Managing human resources for accelerating reduction of maternal and neonatal mortalities
13. Responding to emerging and re-emerging vector-borne diseases
14. Public health approach to combating HIV/AIDS
15. Regional Initiative on Environment and Health
16. UN reform process and health partnerships: progress and developments
17. Governing Bodies:
 - 17.1 Review of the decisions and resolutions of the Sixty-first World Health Assembly and the 122nd and 123rd sessions of the WHO Executive Board
 - 17.2 Review of the draft provisional agendas of the 124th session of the WHO Executive Board and the Sixty-second World Health Assembly*
 - 17.2.1 Counterfeit drugs
 - 17.2.2 Pandemic influenza preparedness: sharing of influenza viruses and access to vaccines and other benefits

18. Follow-up action on selected resolutions/decisions of the last three years:
 - 18.1 South-East Asia Regional Health Emergency Fund
 - 18.2 Challenges in polio eradication
 - 18.3 International migration of health personnel: A challenge for health systems in developing countries
 - 18.4 Equitable geographical distribution of the membership of the Executive Board
 - 18.5 Regional Strategy for Health Promotion
 - 18.6 Update on scaling up prevention and control of chronic noncommunicable diseases and alcohol consumption control
19. Special Programmes:
 - 19.1 Nomination of a Member State to the Joint Coordinating Board (JCB) of the Special Programme for Research and Training in Tropical Diseases
 - 19.2 Nomination of a Member State to the Policy and Coordination Committee (PCC) of the UNDP/UNFPA/WHO/World Bank Special Programme for Research, Development and Research Training in Human Reproduction
20. Time and place of future sessions of the Regional Committee
Adoption of the report of the Sixty-first session of the Regional Committee
Closure of the session

* Subject to its availability at the time of the Regional Committee session

Annex 2

Provisional Programme

Date	Morning 9.00 a.m. to 12.30 p.m.	Afternoon 2.00 p.m. to 5.00 p.m.
Monday 8 September 2008	<p>Joint Inauguration of HMM and RC</p> <p>HMM Business Session</p>	<p><i>Plenary</i></p> <p>HMM Business Session</p> <p>Closure of HMM Business Session</p>
Tuesday 9 September 2008	<p>Opening of the Business Session (<i>item 1</i>)</p> <ul style="list-style-type: none"> • Appointment of the Sub-committee on Credentials (<i>item 2.1</i>) <p style="text-align: center;">(Short break)</p> <ul style="list-style-type: none"> • Approval of the report of the Sub-committee on Credentials (<i>item 2.2</i>) <p>Election of Chairman and Vice-Chairman (<i>item 3</i>)</p> <p>Adoption of the Agenda (<i>item 4</i>)</p> <p>Group photograph followed by tea/coffee</p> <p>Introduction to the RD's Annual Report on the Work of WHO in the South-East Asia Region for the period 1 July 2007 – 30 June 2008 (<i>item 5</i>)</p>	<p>Plenary</p> <p>Address by the Director-General, WHO (<i>item 6</i>)</p> <p>(Private Session)</p> <p>Nomination of Regional Director (<i>item 7</i>)</p> <p>Introduction to the RD's Annual Report on the Work of WHO in the South-East Asia Region for the period 1 July 2007 – 30 June 2008 (<i>item 5</i>) (Contd.)</p> <p>1600 hrs: Adjourn RC – Reconvene HMM, adopt report and close</p>
Wednesday 10 September 2008	<p><i>Plenary</i></p> <p>Geographical rotation of Director-General (<i>item 8</i>)</p> <p>Matters relating to Programme Development and Management:</p> <ul style="list-style-type: none"> • Programme Budget Performance Assessment: 2006-2007 (<i>item 9.1</i>) • Review of the implementation of workplans for PB 2008-2009 including the resource gap analysis and mobilization plans (<i>item 9.2</i>) • Proposed Programme Budget 2010-2011 (<i>item 9.3</i>) <p>Technical Discussions:</p> <ul style="list-style-type: none"> • Consideration of the recommendations arising out of the Technical Discussions on "Revitalizing Primary Health Care" (<i>item 10.1</i>) • Selection of a subject for the Technical Discussions to be held prior to the sixty-second session of the Regional Committee (<i>item 10.2</i>) 	<p><i>Plenary</i></p> <p>Tobacco control: progress and plans for implementing FCTC (<i>item 11</i>)</p> <p>Managing human resources for accelerating reduction of maternal and neonatal mortalities (<i>item 12</i>)</p> <p>Responding to emerging and re-emerging vector-borne diseases (<i>item 13</i>)</p> <p>Public health approach to combating HIV/AIDS (<i>item 14</i>)</p> <p>Regional Initiative on Environment and Health (<i>item 15</i>)</p> <p>Governing Bodies:</p> <ul style="list-style-type: none"> • Regional implications of the decisions and resolutions of the Sixty-first World Health Assembly and the 122nd and 123rd sessions of the Executive Board (<i>item 17.1</i>) • Review of the draft provisional agendas of the 124th session of the Executive Board and the Sixty-second World Health Assembly: <ul style="list-style-type: none"> – Counterfeit drugs (<i>item 17.2.1</i>) – Pandemic influenza preparedness: sharing of influenza viruses and access to vaccines and other benefits (<i>item 17.2.2</i>)
Thursday 11 September 2008	<p>Plenary</p> <p>UN reform process and health partnerships: progress and developments (<i>item 16</i>)</p> <p>Follow-up action on selected resolutions/decisions of the last three years:</p> <ul style="list-style-type: none"> • South-East Asia Regional Health Emergency Fund (<i>item 18.1</i>) • Challenges in polio eradication (<i>item 18.2</i>) • International migration of health personnel: A challenge for health systems in developing countries (<i>item 18.3</i>) • Equitable geographical distribution of the membership of the Executive Board (<i>item 18.4</i>) • Regional Strategy for Health Promotion (<i>item 18.5</i>) • Update on scaling up prevention and control of chronic noncommunicable diseases and alcohol consumption control (<i>item 18.6</i>) 	<p>Plenary</p> <p>Special Programmes:</p> <ul style="list-style-type: none"> • Nomination of a Member State to the Joint Coordinating Board (JCB) of the Special Programme for Research and Training in Tropical Diseases (<i>item 19.1</i>) • Nomination of a Member State to the Policy and Coordination Committee (PCC) of the UNDP/UNFPA/WHO/World Bank Special Programme for Research, Development and Research Training in Human Reproduction (<i>item 19.2</i>) <p>Time and place of forthcoming sessions of the Regional Committee (<i>item 20</i>)</p> <p>Adoption of resolutions</p> <p>Adoption of the report of the sixty-first session of the Regional Committee</p> <p>Closure of the session</p>

Lunch Interval 12.30 p.m. to 2.00 p.m.

NOTE: Tea/Coffee breaks will be from 10.00 – 10.30 a.m. and from 3.00 – 3.30 p.m. daily.

Annex 3

Date: _____

Credentials

I have the honour to inform you of the composition of the delegation of the _____ (Name of government) _____ to the Sixty-first Session of the Regional Committee for South-East Asia scheduled to be held in SEARO, New Delhi, from 8-11 September 2008.

<u>Name</u>	<u>Designation</u>	<u>Capacity</u>
(Name of participant)	(Official designation)	(Representative/Alternate/Adviser)

The delegation is vested with full powers and authority to carry out all the functions connected with the business of the Regional Committee.

Signature with seal
Minister of Health or
Minister of Foreign Affairs

Notes

- (1) *Credentials should be submitted in original, duly signed by the Minister of Health or Minister of Foreign Affairs and affixed with government seal.*
- (2) *Credentials should be submitted in English; if they are written in the national language, an accurate translation in English should be submitted along with it.*
- (3) *Credentials should include the following information for each participant: LAST NAME (in capital letters), first name, title, official designation, institution, city, gender.*
- (4) *Credentials, as outlined above, should be sent to the Director, Administration and Finance (DAF), WHO/SEARO, New Delhi, in advance. Alternatively, they may be handed over in person to DAF before the commencement of the session of the Regional Committee.*

Annex 4

Registration Form (Please answer all questions)

**Twenty-sixth Meeting of Health Ministers of Member countries of the
South-East Asia Region
and
Sixty-first Session of the WHO Regional Committee for South-East Asia
8-12 September 2008, New Delhi, India**

Dr Prof. Mr Ms Mrs Others

Family Name: _____

Other Name: _____

Sex: Male Female

Title/Designation (e.g. Minister of Health)

(Please print how you wish your name to appear on the name badge)

Address: (Please indicate complete address as this will be included in the List of Representatives)

Are you attending HMM RCM BOTH
Representative UN Agencies NGO/IGO Observer
Telephone _____
Fax _____
E-mail _____

Date of birth:	_____
Nationality:	_____
My passport number:	_____
Date & Place of Issue:	_____
Date of Expiry:	_____
I shall be accompanied by:	
(Spouse / Friend / Others [©])	
Name:	_____
Relationship	_____
Date of birth:	_____
Nationality:	_____
Passport Number:	_____
Date and Place of Issue:	_____
Date of Expiry:	_____

Expected Arrival	Expected Departure
Date: _____	Date: _____
Flight Number _____	Flight Number _____
Time: _____	Time: _____

Hotel Name	Room type	Delux	Rates Include
Hotel Ashok 50-B Chanakya Puri, Diplomatic Enclave New Delhi Tel.: 91-11-2611 0101, 26116161 Fax: 91-11-26873216 E-mail: ashokmarketing@gmail.com; ashoknd@ndb.vsnl.net.in Website: www.theashok.com	Single <input type="checkbox"/>	INR 10 500.-	Breakfast
	Double <input type="checkbox"/>	INR 11 500.-	
	Spouse <input type="checkbox"/>	Free	

Payments would be settled by you using Credit Card Cash

Important note: Please return this form, duly completed, to the Administrative Services Officer, WHO/SEARO not later than **01 July 2008** to ensure your hotel reservation. **Alternatively**, you can register at our website: http://10.11.0.64/eRegistration/rcm/Reg_hmm_rcm.html. Fax: 91-11-23379507 and Telephone 91-11-23370804. We encourage participants to register through our website.

Annex 5

Flight details to and from New Delhi, India

From	To	Departure		Arrival		Flight
		Date	Time	Date	Time	
Country: Bangladesh						
Dhaka / Delhi						
Dhaka	Delhi	07 Sep 08	0915	07 Sep 08	1120	9W 271
OR						
Dhaka	Kolkata	07 Sep 08	1615	07 Sep 08	1620	9W 273
Kolkata	Delhi	07 Sep 08	2045	07 Sep 08	2305	9W 912
Delhi / Dhaka						
Delhi	Dhaka	13 Sep 08	1230	13 Sep 08	1515	9W 272
OR						
Delhi	Dhaka	13 Sep 08	1230	13 Sep 08	1530	Z5 10
Country: Bhutan						
Thimpu/Delhi						
Paro	Delhi	07 Sep 08	1000	07 Sep 08	1240	KB 204
Delhi/Thimpu						
Delhi	Paro	13 Sep 08	0600	13 Sep 08	0950	KB 207
Country: Indonesia						
Jakarta/Delhi						
Jakarta	Bangkok	07 Sep 08	1245	07 Sep 08	1615	TG 434
Bangkok	Delhi	07 Sep 08	1745	07 Sep 08	2045	TG 315
OR						
Jakarta	Kuala Lumpur	07 Sep 08	1110	07 Sep 08	1410	MH 710
Kuala Lumpur	Delhi	07 Sep 08	1820	07 Sep 08	2120	MH 190
OR						
Delhi/Jakarta						
Delhi	Bangkok	13 Sep 08	2330	14 Sep 08	0525	TG 316
Bangkok	Jakarta	14 Sep 08	0755	14 Sep 08	1125	TG 433
OR						
Delhi	Kuala Lumpur	13 Sep 08	2300	14 Sep 08	0655	MH 191
Kuala Lumpur	Jakarta	14 Sep 08	0910	14 Sep 08	1010	MH 711
Country: Maldives						
Male/ Delhi						
Male	Colombo	07 Sep 08	1255	07 Sep 08	1450	UL 502
Colombo	Delhi	07 Sep 08	1845	07 Sep 08	2220	UL 191
OR						
Male	Dubai	07 Sep 08	0220	07 Sep 08	0520	EK559
Dubai	Male	07sep08	1540	07sep08	2020	EK514
Delhi/Male						
Delhi	Colombo	13 Sep 08	1945	13 Sep 08	2310	UL 196
Colombo	Male	14 Sep 08	2010	14 Sep 08	2105	UL 460

From	To	Departure		Arrival		Flight
		Date	Time	Date	Time	
OR						
Delhi	Dubai	13 Sep 08	2150	13 Sep 08	2335	EK 515
Dubai	Male	14 Sep 08	0230	14 Sep 08	0740	EK 558
Country: Sri Lanka						
Colombo/ Delhi						
Colombo	Delhi	07 Sep 08	1845	07 Sep 08	2220	UL 191
OR						
Colombo	Chennai	07 Sep 08	0320	07 Sep 08	0440	S2 542
Chennai	Delhi	07 Sep 08	0635	07 Sep 08	0910	S2 252
Delhi/Colombo						
Delhi	Colombo	13 Sep 08	1945	13 Sep 08	2310	UL 196
OR						
Delhi	Chennai	13 Sep 08	1915	13 Sep 08	2155	S2 251
Chennai	Colombo	14 Sep 08	2245	15 Sep 08	0005	S2 541
Country: Nepal						
Kathmandu/Delhi						
Kathmandu	Delhi	07 Sep 08	0930	07 Sep 08	1110	9W 263
OR						
Kathmandu	Delhi	07 Sep 08	1440	07 Sep 08	1555	S2 502
OR						
Kathmandu	Delhi	07 Sep 08	1545	07 Sep 08	1715	9W 261
Delhi/Kathmandu						
Delhi	Katmandu	13 Sep 08	0630	13 Sep 08	0815	9W 264
Delhi	Katmandu	13 Sep 08	1200	13 Sep 08	1345	S2 501
Delhi	Katmandu	13 Sep 08	1255	13 Sep 08	1445	9W 262
Country: Thailand						
Bangkok/Delhi						
Bangkok	Delhi	07 Sep 08	1330	07 Sep 08	1615	IC 854
Bangkok	Delhi	07 Sep 08	1800	07 Sep 08	2100	TG 315
Bangkok	Delhi	07 Sep 08	1825	07 Sep 08	2130	9W 63
Delhi/ Bangkok						
Delhi	Bangkok	13 Sep 08	0050	13 Sep 08	0615	IC 853
Delhi	Bangkok	13 Sep 08	0105	13 Sep 08	0655	9W 64
Delhi	Bangkok	13 Sep 08	2330	14 Sep 08	0525	TG 316
Country: Myanmar						
Yangon/ Delhi						
Yangon	Bangkok	07 Sep 08	0945	07 Sep 08	1130	TG 304
Bangkok	Delhi	07 Sep 08	1745	07 Sep 08	2045	TG 315
OR						
Delhi/ Yangon						
Delhi	Bangkok	13 Sep 08	2330	14 Sep 08	0525	TG 316
Bangkok	Yangon	14 Sep 08	0750	14 Sep 08	0845	TG 303

From	To	Departure		Arrival		Flight
		Date	Time	Date	Time	
Country: Timor-Leste*						
Dili/ Delhi*						
Dili	Denpasar Bali	06 Sep 08	1335	06 Sep 08	1430	MZ 8490
Denpasar Bali	Bangkok	06 Sep 08	1620	06 Sep 08	1930	TG 432
Bangkok	Delhi	07 Sep 08	1745	07 Sep 08	2045	TG 315
Delhi/ Dilli*						
Delhi	Bangkok	13 Sep 08	2330	14 Sep 08	0525	TG 316
Bangkok	Denpasar Bali	13 Sep 08	0840	13 Sep 08	1400	TG 431
Denpasar Bali	Dili	14 Sep 08	1005	14 Sep 08	1255	MZ 8480
Country: DPR Korea						
Pyongyang/Delhi*						
Pyongyang	Beijing	06 Sep 08	0900	06 Sep 08	0955	JS 151
Beijing	Bangkok	07 Sep 08	0830	07 Sep 08	1215	TG 675
Bangkok	Delhi	07 Sep 08	1745	07 Sep 08	2045	TG 315
Delhi/Pyongyang*						
Delhi	Bangkok	13 Sep 08	1205	13 Sep 08	1800	TG 324
Bangkok	Beijing	14 Sep 08	0035	14 Sep 08	0615	TG 674
Beijing	Pyongyang	15 Sep 08	1720	15 Sep 08	1805	CA122

*The above schedules are tentative and may change later.

*Schedules for DPR Korea and Timor-Leste are based on the current schedules available with us, which may not be applicable for travel in September 2008.

Annex 6

Visa requirements for countries in the WHO South-East Asia Region for travel to India

Bangladesh

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Bhutan

- (1) Passport required.
- (2) Visa not required for a stay of a maximum of three months provided the stay is not as a missionary.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Democratic People's Republic of Korea

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Indonesia

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Maldives

- (1) Passport required.
- (2) Visa not required for a stay of a maximum of 90 days (includes any stay during the six months before this entry) provided the stay is not as missionary.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Myanmar

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Nepal

- (1) Passport required.
- (2) Visa not required for a stay of a maximum of 90 days (includes any stay during the six months before this entry) provided the stay is not as a missionary.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Sri Lanka

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Thailand

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (3) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Timor-Leste

- (1) Passport and visa required.
- (2) There is no Indian Embassy in Timor-Leste; visa has to be obtained from the Indian Embassy in Indonesia.
- (3) Visitor must hold valid tickets; all documents required for next destination; sufficient funds to cover period of stay.
- (4) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Annex 7

Indian missions in the South-East Asia Region and WHO/HQ Geneva

<p>Bangladesh</p> <p>High Commission of India House No. 2, Road No. 142, Gulshan-I, Dhaka, Bangladesh Telephone: 00-8802-9889339, 9888789-91 Fax: 00-8802-8817487 Email: hoc@hcidhaka.org Web: www.hcidhaka.org</p>	<p>Nepal</p> <p>Embassy of India PO Box No. 292, 336 Kapurdhara Marg, Kathmandu, Nepal. Telephone: 00-9771-4410900,4414990 Fax: 00-9771-4428279 Email: pic@eoiktm.org (Press Information and Cultural Wing) Web: www.south-asia.com/Embassy-India</p>
<p>Bhutan</p> <p>Embassy of India Consulate General of India, Liaison Office of the Embassy of India in Bhutan, Phuntsholing, Bhutan. Telephone: +00975-5-2635 Fax: +00-975-5-252992 Email: loplg@druknet.net.bt</p>	<p>Sri Lanka</p> <p>(1) High Commission of India 36-38, Galle Road, PO Box No. 882, Colombo 3, Sri Lanka. Telephone: 00-94-1-2327587, 2421605 Fax: 00-94-1-2445403 Email: fspolhci@diamond.lanka.net; hci cmbpl@sri.lanka.net Web: www.indiahcsl.org</p> <p>(2) High Commission of India No. 31, Rajapihilla Mawatha PO Box 47 Kandy, Kandy, Sri Lanka Telephone: +94-8-234-545, +94-8-234-563 Email: ahciknd@telenett.net</p>
<p>DPR Korea</p> <p>Embassy of India 6, Munsudong District, Daedonggang, Pyongyang, DPR Korea. Telephone: 00-850-2-3817215, 3817274 Fax: 00-850-2-3817619 Email: hoc.pyongyang@mea.gov.in</p>	<p>Thailand</p> <p>Embassy of India 46, Prasarnmitr, Soi 23, Sukhumvit Road, Bangkok 10110 Telephone: 00-66-2-2580300-05 Fax: 00-66-2-2584627, 2621740 Email: indiaemb@mozart.inet.co.th Web: http://indianembassy.gov.in/bangkok</p>
<p>Indonesia (also for Timor-Leste)</p> <p>Embassy of India S-1, Jalan H.R. Rasuna Said Kav.S-1, Kuningan, Jakarta-12950, Indonesia Telephone: 00-62-21-5204150, 5204152 Fax: 00-62-21-5204160 Email: eoiisi@indo.net.in Web: embassyofindiajakarta.org</p>	<p>Timor-Leste (in Jakarta, Indonesia)</p>

<p>Maldives India High Commission Athireege Aage, Ameeru Ahmed Magu Henveiru, Male, Maldives Telephone: +960-323-015, +960-323-016 Fax: +960-324-778 Email: hcmale@hicomindia.com.my</p>	<p>Switzerland Kirchenfeldstrasse 28 CH-3005 Bern, Switzerland Telephobne: 031 351 11 10, 031 351 10 46 Fax: 031 351 15 57 Email: India@spectraweb.ch Web: http://www.indembassybern.ch</p>
<p>Myanmar Myanmar (Union of) Embassy of India No. 545-547, Merchant Street, P.O. Box No. 751, Yangon, Myanmar. Telephone: 00-95-1-243972, 319219, 388412, 388413 Fax: 0095-1-254086, 250164 Fax: 00-95-1-254086 Email:chancery@indiaembassy.net.mm Web: www.indiaembassy.net.mm</p>	

Annex 8

**Certificate to facilitate travel/customs clearance
(to be issued by WHO Representative)**

Date _____

TO WHOM IT MAY CONCERN

This is to certify that Dr/Mr/Mrs.....is travelling to New Delhi, India, as a representative of.....(country), to attend the Sixty-first Session of the WHO Regional Committee for South-East Asia, to be held in New Delhi in September 2008.

In accordance with Section 13 of Article V, and Section 29 of Article VIII (the text of both the Sections is enclosed), of the "Convention on the Privileges and Immunities of the Specialized Agencies" of the United Nations, you are requested to extend to the above-mentioned representatives the courtesies, facilities, privileges, and immunities, which pertain to his/her office, and to facilitate by all suitable means his/her journey to India.

Encls: as stated

WHO SEAL

Annex 9

Extract from “Convention on the Privileges and Immunities of the Specialized Agencies” of the United Nations

Article V – *Representatives of Members*

Section 13

Representatives of members at meetings convened by a specialized agency shall, while exercising their functions and during their journeys to and from the place of meeting, enjoy the following privileges and immunities:

- (a) Immunity from personal arrest or detention and from seizure of their personal baggage, and in respect of words spoken or written and all acts done by them in their official capacity, immunity from legal process of every kind;
- (b) Inviolability for all papers and documents;
- (c) The right to use codes and to receive papers or correspondence by courier or in sealed bags;
- (d) Exemption in respect of themselves and their spouses from immigration restrictions, aliens registration or national service obligations in the State which they are visiting or through which they are passing in the exercise of their functions;
- (e) The same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions;
- (f) The same immunities and facilities in respect of their personal baggage as are accorded to members of comparable rank of diplomatic missions.

Article VIII – *Laissez-passer*

Section 29

Similar facilities to those specified in Section 28 shall be accorded to experts and other persons who, though not holders of United Nations laissez-passer, have a certificate that they are travelling on the business of a specialized agency.



**World Health
Organization**

Regional Office for South-East Asia