

Information for Participants

TWENTY-SEVENTH MEETING OF
HEALTH MINISTERS OF MEMBER COUNTRIES
OF THE SOUTH-EAST ASIA REGION
Kathmandu, Nepal, 7-8 September 2009

and

SIXTY-SECOND SESSION
OF THE REGIONAL COMMITTEE
FOR SOUTH-EAST ASIA
Kathmandu, Nepal, 7-10 September 2009



**World Health
Organization**

Regional Office for South-East Asia

14 July 2009

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1. Date and place

The Twenty-seventh Meeting of Health Ministers of Member countries of the WHO South-East Asia (SEA) Region and the Sixty-second Session of the WHO Regional Committee for South-East Asia will be held in Kathmandu, Nepal, from 7 to 10 September 2009. The Joint Inaugural session and other meetings will be conducted as follows:

Meeting	Date and Time	Venue
Joint Inaugural of Twenty-seventh Meeting of Ministers of Health and Sixty-second Session of the WHO Regional Committee for South-East Asia	7 September 2009	Megha Malhar Hotel Soaltee Crowne Plaza Kathmandu
Twenty-seventh Meeting of Ministers of Health of Member countries of the South-East Asia Region	7-8 September 2009	Megha Malhar Hotel Soaltee Crowne Plaza Kathmandu
Sixty-second Session of the WHO Regional Committee for South-East Asia (continuation)	8-10 September 2009	Megha Malhar Hotel Soaltee Crowne Plaza Kathmandu
Subcommittee on Credentials	8 September 2009	Malshree Hotel Soaltee Crowne Plaza Kathmandu
Drafting Committee for resolutions	8-10 September 2009 (daily at 5.00 p.m.)	Malshree Hotel Soaltee Crowne Plaza Kathmandu

The Provisional Agenda and Tentative Programme are listed as **Annexes 1 and 2**.

2. Credentials

The Letters of Credentials, as per the attached format (**Annex 3**), of Representatives, 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 Kathmandu. The Secretariat takes this opportunity to emphasize the importance of properly completed credentials, especially the correct designation of participants and recommends consultation with the respective WHO Representative or the Regional Office in case of any questions.

3. Registration

Representatives are requested to complete the attached "Registration Form" (**Annex 4**) and fax it to +91 11 233 78049 preferably by 15 August 2009, in order to ensure reservation of rooms. Alternatively, participants may also register online. **Online registrations are encouraged.** Links to access the online form are:

- **Intranet** – <http://intranet/eRegistration/rcm>
- **Internet** – <http://www.searo.who.int/eRegistration/rcm>

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 day will be issued in the afternoon of the following day. Any correction to the draft summary report should be submitted in writing to the Reports Officer within 24 hours of the issuance of the report. The final draft report of the Sixty-second Session will be distributed in the afternoon of the concluding day for the consideration of the Regional Committee.

Delegates are encouraged to hand over to the Reports Officer, copies of their written statements to facilitate accurate reporting of their viewpoints.

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.

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, at the venue, or Mr Bruce Leech, Administrative Services Officer (leechb@searo.who.int), during the meeting.

The Tribhuvan International Airport 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 Kathmandu and back.

As the inaugural function is scheduled to start in the morning of 7 September 2009, participants are advised to arrive in Kathmandu on 6 September 2009.

5.2 Visas and customs clearance

5.2.1 Visas

Participants are required to carry valid passports or applicable travel documents. They are advised to obtain, in advance, a valid visa for Nepal from the relevant Nepalese Embassy/High Commission/Consulates, before undertaking travel, for the entire duration of their stay in Nepal. It may be noted that a visa will be granted only if the passport remains valid for a minimum period of six months.

If participants require assistance from WHO in obtaining a Nepalese visa, they are requested to 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 Nepalese 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 or to the Administrative Officer (guptau@searo.who.int), World Health Organization, Country Office, Kathmandu, Nepal.

Participants require the following documents to support their visa applications:

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

The processing time for issuance of the visa is about 10–14 days.

5.2.2 Customs clearance

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

5.3 Arrival in Kathmandu/transportation

Participants will be met at the airport in Kathmandu. Transport will be provided to the delegations of each Member State from the time of arrival of the delegation in Kathmandu until departure. Transport arrangements are being coordinated by Mr Bruce Leech, Administrative Services Officer (leechb@searo.who.int).

To facilitate identification of baggage on arrival at Kathmandu, 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 all official functions and meetings scheduled during the Regional Committee and Meeting of Health Ministers.

5.4 Security

For the purpose of identification and security, participants are requested to wear their name badges while attending the meetings and receptions. Badges will be issued by the Secretariat at the time of registration or on arrival.

Participants may contact the Field Security Officer, Mr Paul Carlson, for advice on security-related issues on email – carlsonp@searo.who.int; mobile +91-9818997252 at any time.

6. General and practical information

6.1 Geography and climate

Location: Nepal borders with the People's Republic of China in the North and India in the East, South and West respectively.

Area: 147,181 sq. kilometres.

Altitude: Varies from 70 metres to 8848 metres.

Language: Nepali is the national language of Nepal. English is widely spoken.

Time: The Nepalese time is 5 hours 45 minutes ahead of GMT.

Climate: Nepal has four major seasons, namely, (1) Winter: December-February; (2) Spring: March-May; (3) Summer: June-August; and (4) Autumn: September-November. Nepal can be visited the whole year round (warm clothing is recommended, as the evenings can be cold, especially during the months of November, December, January and February).

6.2 Airport tax

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

6.3 Banking services

Currency exchange services are available at the conference venue. Participants who wish to avail of this facility may contact the Money Exchange Counter at the lobby of the hotel with a valid passport and identification of their room numbers.

6.4 Postal and fax services

Arrangements have been made to distribute incoming mail to participants as soon as they are received. For private telephone calls or fax messages, hotel services can be used at participants' own expense. Postal services will be available at the pre-function area (in front of Megha Malhar Hall, ground floor).

6.5 Electricity / taxis

- **Electricity:** The electricity voltage in Kathmandu is 220 volts AC, 50 cycles, single phase, but actual voltage may vary.
- **Taxis:** Taxis in Kathmandu are metered and the tariff charged as per the meter (tariff schedules should be available with drivers). Late-evening (6.30 – 9.00 pm) tariff will normally be 1.5 times the meter reading, and double after 9 pm (and up to 5.00 am).

6.6 Currency / foreign exchange

The monetary unit of Nepalese currency is the NPR (Nepalese Rupee). Nepali Rupee notes come in Re. 1, Rs. 2, Rs. 5, Rs. 10, Rs. 20, Rs. 50, Rs. 100, Rs. 500 and Rs. 1000 denominations. Coins come in 5p, 10p, 25p, Rs. 1, Rs. 2 and Rs. 5 denominations. Foreign currencies must be exchanged only through the banks or authorized foreign exchange dealers. The receipts for such transactions should be obtained and retained. Visitors can exchange foreign currency at the foreign exchange counter at the airport upon arrival. Non-Indian visitors are not allowed to import or export Indian currency. Though small denomination Indian currency notes are accepted, **visitors should note that Rs.500/- and Rs.1,000/- notes are not legally acceptable in Nepal.** The official UN exchange rate of one US dollar was equivalent to NPR 76.15 as of 1 June 2009.

6.7 Duty concessions on entry into Nepal

Participants are not allowed to take out, or bring into the country any Nepalese currency, as export and import of Nepalese currency without the permission of the Nepal Rashtriya Bank 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 Nepal.

6.8 Travellers cheques/credit cards

US dollar and other convertible currency travellers cheques (except UK pound) 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. An ATM machine (for local currency only) is available in the Car Parking area of the hotel.

7. Medical arrangements including vaccination requirements

Medical facilities are available 24 hours at the venue of the conference. The name of the doctor in-charge and the contact numbers will be made available in the guest rooms. In case of any emergency, you may seek the guidance of Ms Mamata Shah Ext 6135 (Hotel Soaltee Crowne Plaza). Mr Bruce Leech, WHO Administrative Services Officer, (email – leechb@searo.who.int, mobile +91-9810125571) or Mr Umesh Gupta, Administrative Officer (guptau@searo.who.int), World Health Organization, Country Office, Kathmandu, Nepal may also be contacted at any time for assistance.

The UN Physician, Dr Sarita Pandey, can be reached on Telephone 5523200 Ext. 1080, Mobile 9851081108.

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 in advance the validity of their health certificates with their respective travel agents.

8. Hotel arrangements

A block reservation for participants has been made at the following hotel in Kathmandu:

Name: Hotel Soaltee Crowne Plaza
Address: Tahachal, Kathmandu, Nepal
Tel.: 977-1-4273999, 4272555
Fax: 977-1-4272203/05
E-mail: crowneplaza@scp.com.np
Website: www.crowneplaza.com/Kathmandu

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

The hotel is situated 7 kilometres from the Tribhuvan International Airport. It offers facilities of a gymnasium, swimming pool and a spa. While the use of gymnasium and swimming pool is complimentary for those staying in the hotel, other facilities can be utilized on payment basis. For their convenience as well as for security and logistical reasons, participants are strongly advised to stay in the Hotel Soaltee Crowne Plaza, Kathmandu, for the duration of their visit to Kathmandu. The hotel offers special (UN) rates for rooms, as follows:

Single/Double Deluxe Room: US\$ 100 - per room per night, inclusive of daily buffet breakfast and taxes.

Payments of hotel bills - Participants are requested to settle their hotel bills directly with the hotel. Payment can be made by Credit Card (American Express, Eurocard, Diners, Mastercard, JCB and Visa), Travellers Cheques (US\$), or cash (participants from India and Bhutan can settle hotel bills in local currencies, Indian currency bills of INR 500 and INR 1000 denominations are not acceptable in Nepal).

9. WHO publications

A selection of WHO publications will be on display outside the Meeting Hall. If participants wish to obtain copies of any of the publications displayed at the Documents Desk, they are requested to provide details in the list available at the Documents Desk, and the Secretariat will arrange to send these documents to them in due course.

10. Social events

Date	Time	Event	Venue
7 September 2009	1900 hrs	Reception/Dinner by H.E. the Minister of Health, Government of Nepal.	Hotel Soaltee Crowne Plaza, Kathmandu
8 September 2009	1900 hrs	Reception-cum-dinner by the Regional Director, WHO/SEARO.	Hotel Soaltee Crowne Plaza, Kathmandu

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

11. Accompanying spouses

Participants intending to bring their spouses to Kathmandu are advised to arrange appropriate visas, make their own travel arrangements, and inform WHO (Mr Bruce Leech, Administrative Services Officer, email: leechb@searo.who.int with copy to Mr

Umesh Gupta, Administrative Officer (guptau@searo.who.int), World Health Organization, Country Office, Kathmandu, Nepal) in advance, so that appropriate logistical arrangements can be made.

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.

The following WHO staff members are available at the venue to support participants:

12.2 WHO/SEARO Secretariat

From SEARO

- (1) Dr Samlee Plianbangchang, Regional Director
 - (2) Dr Poonam Khetrpal Singh, Deputy Regional Director
 - (3) Dr Myint Htwe, Director, Programme Management
 - (4) Director, Administration and Finance
 - (5) Dr Alexander Andjaparidze, WHO Representative to Nepal
 - (6) Dr J.P. Narain, Director, Disease Surveillance and Epidemiology
 - (7) Dr Dini K. Latief, Director, Family Health and Research
 - (8) Director, Noncommunicable Diseases and Social Determinants of Health
 - (9) Dr N. Kumara Rai, Adviser to RD
 - (10) Mr Mark Brooks, Planning Officer
 - (11) Dr Lin Aung, Monitoring and Evaluation Officer
 - (12) *Mr Alexander von Hildebrand, Regional Adviser – Food and Chemical Safety
 - (13) *Dr Roderico H. Ofrin, Technical Officer, Emergency and Humanitarian Action
 - (14) *Dr Alaka Singh, Technical Officer – National Health Planning and Health Financing
 - (15) *Dr Rui Paulo de Jesus, Technical Officer – Country Cooperation Strategy Officer
 - (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, Documents Officer
 - (20) Ms Vismita Gupta-Smith, Public Information and Advocacy
 - (21) Mr J. Tuli, TIP-Documents
 - (22) Mr K. Surendranathan, NPO, Regional Director's Office
 - (23) Mr J.K. Verma, Administrative Assistant, DRD Office
 - (24) Mr R.K. Dhingra, Administrative Assistant, DPM Office
 - (25) Ms Radha Swaminathan, Administrative Assistant, DAF Office
 - (26) Mr S.K. Madanpotra, Administrative Assistant, Travel
 - (27) Mr Anuj Mittal, Administrative Assistant, ISM
 - (28) Mr Deepak Chopra, DOC Assistant, IMD
 - (29) *Mr U.S. Baweja, Senior Administrative Secretary
- * For Health Ministers Meeting only.

Documentation staff

Editors

- (30) Mr Avinash Singh, NPO (Editor)
- (31) Mr Gautam Basu, Assistant Editor

Report writers

- (32) Ms Susha Sreedharan
- (33) Ms Y. Ramani
- (34) Mr Manjit Singh
- (35) Mr T. Gangadharan

Text processor

- (36) Mr Puneet Dhingra

Print Supervisor

- (37) Mr R.S. Pahwa

13. WHO Liaison Officers

The following WHO Liaison Officers are available at the venue of the meeting to facilitate the participation of country delegates, act as channel of communication between delegates and the WHO Secretariat, report any issues of concern to the Steering Committee and to facilitate attendance of respective representatives at meetings of Drafting Group or other subcommittees, etc.:

- | | | | |
|------|-------------|---|-----------------------|
| (1) | Bangladesh | – | Dr Mark Brooks |
| (2) | Bhutan | – | Mr John Kennedy |
| (3) | DPR Korea | – | Dr Mark Brooks |
| (4) | India | – | Dr J.P. Narain |
| (5) | Indonesia | – | Dr Dini Latief |
| (6) | Maldives | – | Dr Lin Aung |
| (7) | Myanmar | – | Dr Lin Aung |
| (8) | Nepal | – | Dr Rui Paula De Jesus |
| (9) | Sri Lanka | – | Dr Palitha Abeykoon |
| (10) | Thailand | – | Dr J.P. Narain |
| (11) | Timor-Leste | – | Dr Rui Paulo De Jesus |

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

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, 23370809-11 Extn 26215
Fax No.: 91-11-23370197, 23379395 and 23379507

Working hours: Monday through Friday – 0830 to 1700 hours

15. Office of WHO Representative to Nepal

UN House, Pulchowk, Lalitpur
Kathmandu, Nepal
E-mail: guptau@searo.who.int
Telephone No.: 00 977-1-5523993
Fax No.: 00 977-1-5527756
Satellite Phone: 00977-1-88216-87700123
Working hours: Monday through Friday – 0900 to 1730 hours

Annex 1

Draft Provisional Agenda, Regional Committee

Sixty-Second Session, Kathmandu, Nepal, 7-10 September 2009

1. Opening of the session
2. Subcommittee on Credentials:
 - 2.1 Appointment of the Subcommittee on Credentials
 - 2.2 Approval of the report of the Subcommittee on Credentials
3. Election of Office-bearers
4. Adoption of the Agenda
5. Introduction to the Regional Director's Annual Report on the Work of WHO in the South-East Asia Region covering the period 1 July 2008 to 31 August 2009
6. Address by the Director-General of the World Health Organization
7. Matters relating to Programme Development and Management:
 - 7.1 Programme Budget Performance Assessment: 2006–2007
 - 7.2 Review of the implementation of workplans for Programme Budget 2008–2009
 - 7.3 Preparations for Programme Budget 2010–2011 including implementation of the Regional Committee resolution SEA/RC61/R2, and discussions on the impact of the global financial crisis
8. Technical Discussions:
 - 8.1 Consideration of the recommendations arising out of the Technical Discussions on "Protecting Human Health from Climate Change"
 - 8.2 Selection of a subject for the Technical Discussions to be held prior to the Sixty-third session of the Regional Committee
9. Measles
10. Code of practice for the international recruitment of health personnel
11. Engagement with the private sector
12. Collaboration within the UN system and with other international agencies and partnerships
13. Governing Bodies:
 - 13.1 Key issues and challenges arising out of the Sixty-second World Health Assembly and the 124th and 125th sessions of the WHO Executive Board
 - 13.2 Review of the draft provisional agenda of the 126th session of the WHO Executive Board
14. Follow-up action on pending issues and selected Regional Committee resolutions/decisions of the last three years:
 - 14.1 South-East Asia Regional Health Emergency Fund
 - 14.2 Update on the progress and challenges in polio eradication
 - 14.3 Strengthening the health workforce in South-East Asia
 - 14.4 Public health, innovation and intellectual property
 - 14.5 Combating counterfeit medical products
 - 14.6 Strategies to reduce harmful use of alcohol
 - 14.7 Pandemic influenza preparedness: sharing of influenza viruses and access to vaccines and other benefits

15. Special Programmes:
 - 15.1 UNICEF/UNDP/World Bank/WHO Special Programme for Research and Training in Tropical Diseases: Joint Coordinating Board (JCB) – Report on attendance at JCB in 2009 and nomination of a member in place of Thailand whose term expires on 31 December 2009
 - 15.2 UNDP/UNFPA/WHO/World Bank Special Programme for Research, Development and Research Training in Human Reproduction: Policy and Coordination Committee (PCC) – Report on attendance at PCC in 2009 and nomination of a member in place of Myanmar whose term expires on 31 December 2009
16. Time and place of future sessions of the Regional Committee
17. Adoption of the report of the Sixty-second Session of the Regional Committee
18. Closure of the session

Annex 2

Tentative Programme, Regional Committee Sixty-second Session, Kathmandu, Nepal, 7-10 September 2009

(This is a tentative programme for the entire session. The final programme for each day will be included in the Daily Session Journal)

Date	Morning	Afternoon
Monday 7 September 2009	Joint Inauguration of Health Ministers Meeting and the Regional Committee session	
Tuesday 8 September 2009	<p>9:00 am–12:30 pm</p> <p>Opening of the Session (<i>item 1</i>)</p> <ul style="list-style-type: none"> • Appointment of the Subcommittee on Credentials (<i>item 2.1</i>) (Short break) • Approval of the report of the Subcommittee on Credentials (<i>item 2.2</i>) <p>Election of Office-bearers (<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 covering the period 1 July 2008 – 31 August 2009 (<i>item 5</i>)</p>	<p>2:00 pm–4:00 pm (Plenary)</p> <p>Address by the Director-General of the World Health Organization (<i>item 6</i>)</p> <ul style="list-style-type: none"> • Programme Budget Performance Assessment: 2006–2007 (<i>item 7.1</i>) • Review of the implementation of workplans for PB 2008–2009 (<i>item 7.2</i>) • Preparations for Programme Budget 2010–2011 including implementation of the Regional Committee resolution SEA/RC61/R2, and discussions on the impact of the global financial crisis (<i>item 7.3</i>) <p>4:00 pm Adjourn RC – Reconvene HMM, adopt report and close</p>
Wednesday 9 September 2009	<p>9:00 am–12:30 pm (Plenary)</p> <p>Technical Discussions:</p> <ul style="list-style-type: none"> • Consideration of the recommendations arising out of the Technical Discussions on “Protecting Human Health from Climate Change” (<i>item 8.1</i>) • Selection of a subject for the Technical Discussions to be held prior to the Sixty-third session of the Regional Committee (<i>item 8.2</i>) <p>Measles (<i>item 9</i>)</p> <p>Code of practice for the international recruitment of health personnel (<i>item 10</i>)</p> <p>Engagement with private sector (<i>item 11</i>)</p> <p>Collaboration within the UN system and with other international agencies and partnerships (<i>item 12</i>)</p> <p>Governing Bodies:</p> <ul style="list-style-type: none"> • Key issues and challenges arising out of the Sixty-second World Health Assembly and the 124th and 125th sessions of the WHO Executive Board (<i>item 13.1</i>) <p>Review of the draft provisional agenda of the 126th session of the WHO Executive Board (<i>item 13.2</i>)</p>	<p>2:00 pm–5:00 pm (Plenary)</p> <p>Follow-up action on pending issues and selected resolutions/decisions of the last three years:</p> <ul style="list-style-type: none"> • South-East Asia Regional Health Emergency Fund (<i>item 14.1</i>) • Update on the progress and challenges in polio eradication (<i>item 14.2</i>) • Strengthening the health workforce in South-East Asia (<i>item 14.3</i>) • Public Health, innovation and intellectual property (<i>item 14.4</i>) • Combating counterfeit medical products (<i>item 14.5</i>) • Strategies to reduce harmful use of alcohol (<i>item 14.6</i>) • Pandemic influenza preparedness: sharing of influenza viruses and access to vaccines and other benefits (<i>item 14.7</i>)
Thursday 10 September 2009	<p>9:00 am–12:30 pm</p> <p>Plenary</p> <p>Special Programmes:</p> <ul style="list-style-type: none"> • UNICEF/UNDP/World Bank/WHO Special Programme for Research and Training in Tropical Diseases: Joint Coordinating Board (JCB) – Report on attendance at JCB in 2009 and nomination of a member in place of Thailand whose term expires on 31 December 2009 (<i>item 15.1</i>) • UNDP/UNFPA/WHO/World Bank Special Programme for Research, Development and Research Training in Human Reproduction: Policy and Coordination Committee (PCC) – Report on attendance at PCC in 2009 and nomination of a member in place of Myanmar whose term expires on 31 December 2009 (<i>item 15.2</i>) <p>Time and place of future sessions of the Regional Committee (<i>item 16</i>)</p>	<p>4:00 pm</p> <p>Plenary</p> <p>Adoption of resolutions</p> <p>Adoption of the report of the Sixty-second Session of the Regional Committee</p> <p>Closure of the session</p>

NOTE: **Lunch interval:** Monday, 12:15 – 1:15 pm; Tuesday/Wednesday/ Thursday 12:30–2:00 pm;
Tea/Coffee breaks will be from 10.30 – 11.00 a.m. and from 3.30 – 4.00 p.m. daily.

Annex 3

**Provisional Agenda,
Twenty-seventh Meeting of Ministers of Health**
Kathmandu, Nepal, 7-8 September 2009

1. Joint Inaugural of the Twenty-seventh Meeting of Ministers of Health and Sixty-second Session of the Regional Committee
2. Introductory session
3. Review of New Delhi Declaration / Follow-up actions on the decisions and recommendations of the Twenty-sixth Meeting of Ministers of Health
4. Protecting health facilities from emergencies: developing safer health-care facilities
5. Impact of the global financial crisis on health
6. Any other Item
7. Adoption of the Report
8. Closing session

Annex 4

**Tentative Programme,
Twenty-seventh Meeting of Ministers of Health
Kathmandu, Nepal, 7-8 September 2009**

Day-Date	0900 – 1300 hours*	1300 – 1430 hours	1430-1730 hours*
Monday, 7 September 2009	1. Joint Inaugural of the Twenty-seventh Meeting of Health Ministers and Sixty-second Session of the Regional Committee Start of the Health Ministers' Meeting 2. Introductory session 3. Follow-up actions on the decisions and recommendations of the Twenty-sixth meeting of Health Ministers 4. Protecting health facilities from emergencies: developing safer health-care facilities	Lunch break	5. Impact of the global financial crisis on health 6. Any other item
Day-Date	0900 – 1230 hours*	1230 – 1400 hours	1600-1700 hours*
Tuesday, 8 September 2009	(RC Session)		(Adjourn Regional Committee and reconvene Health Ministers Meeting) 7. Adoption of the Report 8. Closing session

*Timings would be flexible

Daily tea/coffee break 1030-1100 hrs and 1530-1600 hrs.

Credentials

I have the honour to inform you of the composition of the delegation of the _____ (Name of government) _____ to the Sixty-second Session of the Regional Committee for South-East Asia scheduled to be held in Kathmandu, from 7 to 10 September 2009.

<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) **Please note that the designation or capacity is very important and carries with it responsibilities as noted in the Rules of Procedures. Please discuss with WR or DAF if capacity is not clear.*
- (2) *Credentials should be submitted in original, duly signed by the Minister of Health or Minister of Foreign Affairs and affixed with government seal.*
- (3) *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.*
- (4) *Credentials should include the following information for each participant: LAST NAME (in capital letters), Second name, title, official designation, institution, city, gender.*
- (5) *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 6

Registration Form

(Please answer all questions)

Twenty-seventh Meeting of Health Ministers of Member countries
of the South-East Asia Region
and
Sixty-second Session of the WHO Regional Committee for South-East Asia
7-10 September 2009, Kathmandu, Nepal

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)

Date of birth:	_____
Nationality:	_____
My passport number:	_____
Date and 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:	_____

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

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

Hotel Name	Room type	Deluxe	Rates Include
Hotel Soaltee Crowne Plaza Tahachal, Kathmandu, Nepal Tel.: 977-1-4273999, 4272555 Fax: 977-1-4272203/05 E-mail: crownplaza@scp.com.np Website: www.crownplaza.com/Kathmandu	Single <input type="checkbox"/> Double <input type="checkbox"/>	Single/Double Deluxe Room – US\$ 100	Buffet Breakfast and taxes.

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 (leechb@searo.who.int) with copy to Mr S.K. Madanpotra (madanpotras@searo.who.int) preferably by **15 August 2009** to ensure your hotel reservation. You can also register at any of the WHO websites: (i) **Intranet** – <http://intranet/eRegistration/rcm>, or (ii) **Internet** – <http://www.searo.who.int/eRegistration/rcm>, Fax: +91-11-23379507 and Telephone +91-11-23370804. **Registration through WHO website is encouraged.**

Annex 7

Flight details to and from Kathmandu, Nepal

From	To	Departure		Arrival		Flight
		Date	Time	Date	Time	
Country: Bangladesh						
Dhaka / Kathmandu						
Dhaka	Kathmandu	Mon/Thurs/Sat	1215		1320	Z5 21
Dhaka	Kathmandu	Daily	1245		1355	BG 703
Kathmandu / Dhaka						
Kathmandu	Dhaka	Mon/Thurs/Sat	1410		1545	Z5 22
Kathmandu	Dhaka	Daily	1455		1625	BG 704
Country: Bhutan						
Thimphu/Kathmandu						
Paro	Kathmandu	Mon, Thu, Fri, Sun	0855		0950	KB 202
Kathmandu/Thimphu						
Kathmandu	Paro	Mon, Thu, Fri, Sun	1525		1640	KB 203
Country: DPR Korea						
Pyongyang/Kathmandu						
Pyongyang	Beijing	Mon, Wed, Fri	1720		1805	Ca 122
Pyongyang	Beijing	Tue, sat	0900		1000	JS 151
Pyongyang	Beijing	Thu	1030		1130	JS 251
Beijing	Bangkok	Daily	1700		2110	TG 615
Beijing	Bangkok	Daily	1940		2345	CA 979
Bangkok	Kathmandu	Daily	1035		1245	TG 319
Kathmandu/Pyongyang*						
Kathmandu	Bangkok	Daily	1350		1825	TG 320
Bangkok	Beijing	Daily	0055		0630	CA980
Bangkok	Beijing	Daily	1000		1540	TG 614
Beijing	Pyongyang	Mon, Wed, Fri	1340		1620	CA 121
Beijing	Pyongyang	Tue, sat	1300		1600	JS 152
Beijing	Pyongyang	Thu	1400		1700	JS 252
Country: India						
Delhi/Kathmandu						
Delhi	Kathmandu	Daily (Except Tuesday)	0630		0815	9w 264
Delhi	Kathmandu	Daily	0740		0920	IC 413
Delhi	Kathmandu	Daily	1200		1345	S2 501
Delhi	Kathmandu	Daily	1255		1445	9w 262
Delhi	Kathmandu	Daily	1340		1525	IC 813
Kathmandu/Delhi						
Kathmandu	Delhi	Daily	0930		1110	9w263
Kathmandu	Delhi	Daily	1010		1140	IC 414
Kathmandu	Delhi	Daily	1440		1555	S2 502
Kathmandu	Delhi	Daily	1545		1715	9w 261
Kathmandu	Delhi	Daily	1615		1730	IC 814
Country: Indonesia						
Jakarta/Kathmandu						
Jakarta	Bangkok	(Daily)	1235		1605	TG 434
Bangkok	Kathmandu	(Daily)	1035		1245	TG 319
Bangkok	Kathmandu	Wed, Sat	1430		1640	TG 335
Kathmandu/Jakarta						
Kathmandu	Bangkok	Daily	1350		1825	TG 320
Kathmandu	Bangkok	Wed, Sat	1800		2235	TG 336
Bangkok	Jakarta	Daily	0755		1125	TG 433
Country: Maldives						
Male/ Kathmandu						
Male	Doha	Mon, Wed, Thu, Fri, Su	0930		1200	QR381
Male	Doha	Tue, Sat	2010		2240	QR 383
Doha	Kathmandu	Daily	0105		0830	QR 352
Doha	Kathmandu	Daily	0935		1700	QR 350

From	To	Departure		Arrival		Flight
		Date	Time	Date	Time	
Kathmandu/Male						
Kathmandu	Doha	Daily	0930		1145	QR 353
Kathmandu	Doha	Daily	2025		2240	QR351
Doha	Male	Mon, Wed, Thu, Fri, Su	0110		0750	QR 380
Doha	Male	Tue, Sat	0850		1530	QR 382
Country: Myanmar						
Yangon/ Kathmandu						
Yangon	Bangkok	Daily	0945		1130	TG 304
Yangon	Bangkok	Daily	1945		2130	TG 306
Bangkok	Kathmandu	Daily	1035		1245	TG 319
Kathmandu/ Yangon						
Kathmandu	Bangkok	Daily	1350		1825	TG 320
Bangkok	Yangon	Daily	0750		0845	TG 303
Bangkok	Yangon	Daily	1750		1845	TG 305
Country: Sri Lanka						
Colombo/Kathmandu						
Colombo	Delhi	Daily	1510		1845	UL 195
Delhi	Kathmandu	Daily (Except Tuesday)	0630		0815	9w 264
Delhi	Kathmandu	Daily	0825		1010	IC 413
Delhi	Kathmandu	Daily	1200		1345	S2 501
Delhi	Kathmandu	Daily	1255		1445	9w 262
Delhi	Kathmandu	Daily	1340		1525	IC 813
Kathmandu/Colombo						
Kathmandu	Delhi	Daily	0930		1110	9w263
Kathmandu	Delhi	Daily	1010		1140	IC 414
Kathmandu	Delhi	Daily	1440		1555	S2 502
Kathmandu	Delhi	Daily	1545		1715	9w 261
Kathmandu	Delhi	Daily	1615		1730	IC 814
Delhi	Colombo	Daily	1945		2310	UI 196
Country: Thailand						
Bangkok/Kathmandu						
Bangkok	Kathmandu	Daily	1035		1245	TG 319
Kathmandu/Bangkok						
Kathmandu	Bangkok	Daily	1350		1825	TG 320
Country: Timor-Leste*						
Dilli/Kathmandu*						
Dilli	Denpasar	Daily*	1335		1430	MZ 8490
Denpasar Bali	Bangkok	Daily	1620		1930	TG 432
Bangkok	Kathmandu	Daily	1035		1245	TG319
Kathmandu/Dilli*						
Kathmandu	Bangkok	Daily	1350		1825	TG 320
Bangkok	Denpasar	Daily	0840		1400	TG 431
Denpasar Bali	Dilli	Daily*	1005		1255	MZ 8480
*Schedule to be reconfirmed by WR Off						
Country: Switzerland (HQ)						
Geneva/Kathmandu						
Geneva	Doha	Wed, Sat	1110		1820	QR048
Geneva	Doha	Mon, Fri, Sun	1640		2350	QR050
Doha	Kathmandu	Daily	0105		0830	QR352
Doha	Kathmandu	Daily	0935		1700	QR350
Kathmandu/Geneva						
Kathmandu	Doha	Daily	0930		1145	QR353
Kathmandu	Doha	Daily	2025		2240	QR351
Doha	Geneva	Wed, Sat	0130		0700	QR047
Doha	Geneva	Mon, Fri, Sun	0850		1420	QR049

*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 or may not be applicable for travel in September 2009.

Annex 8

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

Bangladesh

- (1) Passport and visa required.
- (2) Invite and air tickets required.
- (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 and visa required.
- (2) Invitation. Visa can also be availed on arrival.
- (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) Invite and air tickets required.
- (3) No Nepal Embassy in Pyongyang. Visa to be obtained from Nepal Embassy in Beijing.
- (4) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

India

- (1) **Other than Indian Nationals:**
 - Passport and visa required.
 - Air tickets
- (2) **For Indian Nationals** – Visa not required. Need to carry a voter ID card or passport showing Indian identity.

Indonesia

- (1) Passport and visa required.
- (2) Visitor must hold valid tickets and invite.
- (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 and visa required, available on arrival for a stay of 30 days.
- (2) 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) Invite and air tickets required.
- (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) Invite and air tickets required.
- (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) Invite and air tickets required.
- (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 Nepal Embassy in Timor-Leste; visa has to be obtained on arrival in Kathmandu.
- (3) Visitor must hold valid tickets; all documents required for next destinations; sufficient funds to cover period of stay, or on arrival for say up to 30 days.
- (4) Deportation to point of origin on same or first available flight (whichever is practical) in case of non-compliance with visa requirements.

Important Information for all travellers to Nepal

- Visa can be obtained by all nationalities on arrival by paying a visa fee of US\$ 40 for 30 days and US\$ 25 for 15 days.
- All passports must be valid for six months.
- Two passport size photos and completed application form must be presented to the immigration desk upon arrival at the airport.

Annex 9

**Nepalese Missions in the South-East Asia Region and
at WHO/HQ, Geneva**

<p>Bangladesh Embassy of Nepal United Nations Road, Road No. 2 Baridhara, Diplomatic Enclave, Dhaka Tel: 601890, 602091, 601790 Web Site: Embassy of Nepal, Bangladesh</p>	<p>Myanmar Embassy of Nepal 16 Natmauk Yeiktha P.O. Box 84, Yangon Tel: 50633</p>
<p>Bhutan <i>(Bhutan has no representation – nearest place is New Delhi)</i> Embassy of Nepal Barakhamba Road New Delhi 11001 Tel: 11-332-9969, 332-7361 Fax: 11-332-6587 E-mail: ramjanki@vsnl.net.in</p>	<p>Sri Lanka Embassy of Nepal 153 Kynsey Road Colombo-8, Sri Lanka Tel: 689656, 689657 Fax: 94-1-689655 E-mail: nepalemb@slt.lk</p>
<p>DPR Korea Embassy of Nepal No. 1 Sanlitun XILIUJIE Beijing, People's Republic of China Tel: 5321795 Fax: 5323251</p>	<p>Thailand Embassy of Nepal 189 Sukhumvit 71 Bangkok 10110 Tel: 391-7240, 390-2280 Fax: 3812406</p>
<p>India 1. New Delhi Embassy of Nepal Barakhamba Road, New Delhi 110001 Tel: 11-332-9969, 332-7361 Fax: 11-332-6587 E-mail: ramjanki@vsnl.net.in 2. Kolkata (Calcutta) Consulate General of Nepal 1, National Library Ave, Alipore, Kolkata 700027 Tel: 91-33-479 117/ 224 Fax: 91-33-479 1410 E-mail: mncg@cal.vsnl.net.in</p>	<p>Timor-Leste <i>(Timor-Leste has no representation – nearest place is Malaysia)</i> Embassy of Nepal Kuala Lumpur 603-2164 5934, 9653 603-2164 8659 info@nepalembassy.com.my</p>
<p>Indonesia <i>(Indonesia has no representation – nearest place is Malaysia)</i> Embassy of Nepal Kuala Lumpur 603-2164 5934, 9653 603-2164 8659 E-mail: info@nepalembassy.com.my</p>	<p>Switzerland Permanent mission of Nepal to the United Nations and other International Organizations in Geneva. 1, rue Frederic-Amiel 1203 Geneva, Switzerland Tel: 022-3444441, 3452934 Fax: 022-3444093</p>
<p>Maldives <i>(Maldives has no representation – nearest place is Colombo)</i> Embassy of Nepal 153 Kynsey Road, Colombo-8, Sri Lanka Tel: 689656, 689657 Fax: 94-1-689655 E-mail: nepalemb@slt.lk</p>	

Annex 10

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 Kathmandu, Nepal, as a representative of (country), to attend the Sixty-second Session of the WHO Regional Committee for South-East Asia, to be held in Kathmandu in September 2009.

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 Nepal.

Encls: as stated

WHO SEAL

Annex 11

**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.