

Information Note

WHO South-East Asia Regional and Country Offices Emergency Readiness Training – III 10-12 April 2018, New Delhi, India

1. Training Venue

The Taj Mahal Hotel

No.1, Man Singh Road
New Delhi – 110001
India

Tel: (91-11) 6651 3755, 6651 3707

Website: www.tajhotels.com/en-in/about-delhi/

Meeting Venue: Long Champ Hall

Focal Person:

Mr Aveen Ram

Director of Sales

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Catering Sales Executive

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2. PASSPORT, VISAS AND IMMIGRATION

All participants must have a valid passport/travel documents endorsed and valid for India. It should be noted that a visa will be granted only if passport remains valid for a minimum period of six months. If a visa facilitation letter is required, please contact the WHO Office in your country or write to the WHO-SEARO Secretariat.

3. TRAVEL

The WHO Country Offices in respective countries have been requested to provide air tickets by the most direct, and cheapest air fare – excursion fare tickets, if available, or by economy class to New Delhi, India from the airport nearest to the place of residence.

All participants are requested to arrive in New Delhi on **9 April 2018**. If participants wish to make any change in the proposed itinerary and the type of ticket provided by the WHO authorized Travel Agent or if participants arrive in India prior to the scheduled date of arrival (*this is not applicable to training facilitators/HQ/WPRO staff who have to arrive a earliest i.e., on 8 April 2018*), the additional cost and travel time will be the participant's personal responsibility.

Note: Facilitators to the training are required to arrive few days prior to the training as notified separately by the WHO-SEARO Secretariat.

4. REGISTRATION

Registration of participants will be done on the first day of the training, i.e. **Tuesday, 10 April 2018** between 08:00 – 08:30 hrs at the Long Champ Meeting Hall, The Taj Mahal Hotel.

5. ACCOMMODATIONS

WHO has negotiated with 'The Taj Mahal Hotel', Mansingh Road, New Delhi, India special rates and has pre-booked rooms for all training participants (sponsored by SEARO).

WHO will be paying the hotel directly for accommodations hence it is mandatory for all training participants to stay at The Taj Mahal hotel. Participants are not required to settle accommodation costs with hotel as the same will be settled by WHO. The cost of accommodation includes buffet breakfast, complimentary Wi-Fi (basic access) and airport transfers.

However, all other costs, i.e., meals, snacks, room service, laundry, minibar, etc. are to be settled by the participants before their departure.

Please note early check-in / late check-out policy of Hotel

- Hotel check in time: 1400 hrs.
- Hotel check out time: 1200 hrs.
- Additional charges will be levied for early check-in or late check-out in case of non-official reasons.

Participants are requested to send their ETA-ETD details to the secretariat (Mona Sharma and Marina Benjamin) latest by **30 March 2018** to confirm the hotel bookings.

Please note, beyond the deadline of 30 March, the hotel will **NOT** be in a position to guarantee accommodations and participants will have to arrange their own accommodations and bear the cost.

6. PER-DIEM

WHO sponsored participants/WCO staff will receive the subsistence allowance (with applicable deductions for accommodations and lunch on training days) in appropriate currency for the duration of training.

WHO sponsored participants/WCO staff are requested to collect their per-diem from the WHO Office in their country before departure. Please note that there is no arrangement for payment of per-diem at the training venue.

7. AIRPORT TRANSFER

Two way airport transfers will be provided by the Taj Mahal Hotel on complimentary basis to all participants whose updated ETA-ETD is received by SEARO Secretariat well in advance, i.e. before 30 March 2018.

8. INSURANCE AND BAGGAGE

Please note that WHO cannot be held liable or responsible for any claim arising out of death, injury, sickness or other disability during travel or course of the training. Similarly, excess baggage charges and insurance of baggage are the responsibility of the participants. Likewise, taxi charges (other than those

provided by Taj Mahal Hotel), airport taxes, portorage expenses incurred in obtaining visas and passports will not be reimbursed by the Organization.

9. CLIMATE AND TEMPERATURE

The average temperature in April in Delhi ranges from 30-35 degrees celsius and characterized by a combination of wet, hot and humid weather. Light cottons are ideal for this weather.

10. CURRENCY AND EXCHANGE

The currency in New Delhi, India is Indian Rupees and approximate exchange rate is INR 63.61 for USD 1 as on 1 Feb 2018. Most international currencies and travelers cheques can be exchanged at banks or local money changers. Major credit cards are accepted in major establishments as well as at money changers.

11. DRESS CODE FOR THE TRAINING

The 3 day training will be held in-doors at the The Taj Mahal Hotel with well controlled comfortable temperature. Dress code will be casual attire.

12. LAPTOPS

All participants are required to bring their laptops as training sessions and exercises will require the use of laptops.

13. IMPORTANT CONTACTS AT WHO

<u>Technical focal point:</u>	<u>Administrative focal points:</u>
Dr Arturo Pesigan Programme Area Manager, Emergency Operations Tel : + 91 11 43040492 Email: pesigana@who.int	Ms Mona Sharma Mob: 9910490791 Email: sharmam@who.int Ms Marina Benjamin Mob: 8826622944 Email: maybelm@who.int
