

**60th session of the Executive Committee
of the High Commissioner's Programme
Geneva, 28 September - 2 October 2009
(Assembly Hall and Room XIX, Palais des Nations)**

INFORMATION NOTE

I. ORGANIZATION OF THE MEETING

Date and place

1. The 60th session of the Executive Committee will be held from 28 September to 2 October 2009 at the Palais des Nations in Geneva. Meetings will be held in public, unless the Committee decides otherwise.
2. The opening will take place at the Assembly Hall (Doors 13 and 15) at 10 a.m. on Monday 28 September.
3. The subsequent sessions, i.e. from Tuesday 29 to Friday 2 October, will be held in Room XIX (Door 40, 3rd. floor).
4. The meetings will be announced on the electronic boards in the lobbies (Doors 6 and 40) of the Palais des Nations.

Timing

5. The morning sessions will last from 10 a.m. to 1 p.m. and the afternoon sessions from 3 p.m. to 6 p.m.
6. In order to make the best use of interpreters and précis-writers, the conference will be called to order at 10 a.m. and 3 p.m. sharp, and meetings will start no later than 10 minutes after the announced time.
7. Delegations are requested to kindly be punctual.

Seating arrangements

8. The seating order of the Executive Committee follows the practice of the United Nations General Assembly, i.e. each year, the first seat is drawn by lot. On Wednesday, 10 June 2009, the Secretary-General drew the name of Cambodia from among

the Member States to occupy the first seat in the General Assembly Hall at the sixty-fourth session.

9. Consequently, for the 60th plenary session of the Executive Committee, the delegation of Canada, in its capacity as a member State, will be seated at the first desk starting from the right of the front row, as seen from the podium. The other Executive Committee members, observer States and other observers, will follow, in English alphabetical order.

II. REGISTRATION OF PARTICIPANTS

10. Timely registration of all delegates is essential in order for the Secretariat to prepare the provisional list of participants which will be distributed at the opening of the session, and also to obtain entry badges to the Palais des Nations, if applicable (see below).

Member States and observers

11. Members and observers are requested to inform the Secretariat, under cover of a letter of accreditation, of the names and titles of representative(s), alternate representative(s) and advisor(s) attending the sessions, by 18 September at the latest either by email (hxcom@unhcr.org) or by fax (+41 22 739 7348).

Non-governmental organizations

12. Representatives of non-governmental organizations should communicate their intention to participate in writing, directly to UNHCR's Inter-Agency Unit (fax +41 22 739 7302, e-mail interagency@unhcr.org), no later than 18 September 2009.

III. ACCESS TO THE PALAIS DES NATIONS

13. Delegates already accredited with the United Nations Office at Geneva (UNOG) will have access to the Palais des Nations by means of their respective UNOG Identification Badge.

14. Delegates not accredited in Geneva should provide their biodata and passport details on the Conference Registration form which should be submitted either stamped, or under cover of a letter of accreditation, to the Secretariat before 18 September (hqexcom@unhcr.org, fax +41 22 739 7348).

15. Badges should be collected in person or by an accredited representative of the mission, as of the afternoon of Friday 25 September, from the UNOG Identification Office, Pregny Gate, Palais des Nations.

IV. GENERAL DEBATE

Speakers' list

16. Delegates wishing to sign up for a speaking slot at the general debate are requested to contact the Secretariat in advance of the session (email hqexcom@unhcr.org; or fax +41 22 739 7349). The list of speakers will be opened on 9 September.

17. Priority in the order of speakers will be given to member States, followed by observer States and regional intergovernmental organizations. Other observers and non-governmental organizations will be allocated a slot to speak towards the end of the debate.

18. Within each category, the names of the speakers will be entered on the list in the order in which the requests are received, but special consideration will be given, upon request, to Ministers, or other government officials of similar or higher rank, who may wish to make their statements at an early stage.

19. A provisional speakers' list will be circulated on 24 September to members only.

Statements

20. Statements should be delivered in one of the United Nations official languages (Arabic, Chinese, English, French, Russian or Spanish). Simultaneous interpretation will be provided in these languages.

21. Presenters are asked to speak clearly and at a reasonable pace in order to ensure a high standard of interpretation, as well as to facilitate the task of the précis-writers who prepare the summary records.

22. Ten copies of written statements should be handed in advance to the conference officers, for the interpreters and précis-writers.

Duration of the speeches

23. In line with previous decisions of the Executive Committee, delegates are requested to kindly limit their verbal statements to five minutes.

24. A State, intergovernmental organization or non-governmental organization, representing a group of countries or organizations, will be allowed seven minutes.

General distribution of statements (optional)

25. Delegations who wish their statements to be distributed to other participants in the room are asked to provide sufficient copies to the Secretariat (minimum of 250).

Amending and printing statements

26. Room E.3003 (E-Building, 3rd floor) will be put at the disposal of delegates wishing to amend or print statements. The UNOG library also offers facilities (Door 20, Room B-121: opening hours from 8.30 a.m to 5.30 p.m.). Photocopy machines are also available.

V. OBSERVERS FOR 2009-2010

Governments

27. States that wish to participate as observers in the inter-sessional meetings of the Standing Committee for the period from October 2009 to October 2010, should express their interest by sending a note verbale to the Secretariat. Advance scanned copies can be sent by email to hqexcom@unhcr.org, or faxed to +41 22 739 7348.

28. Observer status, which is valid for the duration of one annual Executive Committee session, is discussed during the plenary session under the relevant agenda item and the corresponding decision will appear in the report of the session.

Intergovernmental and international organizations

29. The list of intergovernmental and international organizations to be invited to participate as observers in the meetings of the Standing Committee from October 2009 to October 2010 will also be approved at the plenary session.

Non-governmental organizations

30. Non-governmental organizations wishing to attend the inter-sessional meetings of the Standing Committee during the 60th session of the Executive Committee should submit a request in writing to the Head, Secretariat and Inter-Agency Service, as soon as possible following the 60th plenary session.

VI. DOCUMENTATION

Provisional agenda and list of documents

31. A draft provisional annotated agenda and a provisional list of documents are enclosed with the invitation.

List of participants

32. A provisional list of participants will be distributed on Monday 28 September (please refer to paragraphs 10-12 above for registration deadlines).

33. Any amendments to the provisional list should be communicated to the Secretariat before the close of business on Wednesday afternoon.

34. The finalized list of participants will be available on Friday 2 October.

Daily Journal

35. Daily *Journals* containing information on the schedule of meetings, the list of speakers, the side events for the week, and relevant miscellaneous information, will be available in the meeting room in English and French and will be posted on UNHCR's website (<http://www.unhcr.org/excom>).

Summary records

36. Pursuant to General Assembly resolution 3415 (XXX), summary records of the United Nations bodies are issued in final form only. They will be prepared by the United Nations précis-writers and posted as soon as possible after each meeting. Corrections will be issued in a

single corrigendum after the session. The procedure for submitting corrections is set out on the first page of the summary record.

Distribution of official documents (A/AC.96/xx)

37. Documents issued in the A/AC.96/xx series are provided systematically by the United Nations Documents Service to Permanent Missions in Geneva (for collection from the pigeon holes at the Palais des Nations) and Permanent Missions in New York.

38. These documents are also posted on UNHCR's website: <http://www.unhcr.org/excom> and on the United Nations Official Document System: (ODS) <http://documents.un.org>.

39. For reasons of economy, pre-session documents will be reproduced in limited numbers. It is therefore recommended that delegates bring their own copies to meetings.

40. Official conference documents will be placed by the Secretariat on tables inside the conference rooms. Any non-official documentation left on the tables without prior clearance by the Secretary of the Executive Committee will be removed.

VII. MISCELLANEOUS INFORMATION

Side events

41. Events held in the margins of the 60th session will take place in Room XXIII (first floor), between 9 a.m. and 10 a.m. and between 1.15 p.m. and 3 p.m. The nature and scheduling of side events will be announced in the Daily Journals.

Medical insurance

42. In view of the decision by WHO to raise the Influenza A (H1N1) pandemic alert to phase 6 on 12 June 2009, participants attending the Executive Committee session are kindly reminded to bring proof of international health insurance coverage with them should they need, for any reason, to present themselves for emergency reasons to a hospital during their stay in Switzerland.

43. Guidance from WHO on precautionary measures is attached.

Luggage and security

44. Delegates are reminded that once the limited storage capacity for luggage at the Pregny gate is exhausted, no additional baggage will be accepted. A copy of circular IC/Geneva/2004/64 is attached.

45. It is also recommended not to leave briefcases or other personal items unattended and to wear the UNOG Security Identification Badge at all times.

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INFORMATION LEAFLET ON THE INFLUENZA A (H1N1) VIRUS FOR VISITORS

WHAT IS THE INFLUENZA A (H1N1) VIRUS?

This is a new type of influenza or "flu" virus that is currently causing outbreaks of disease in a number of countries. It spreads mainly from person to person through coughing or sneezing of people with influenza. People may also become infected by touching surfaces contaminated with the virus, and then touching their own mouth, nose and eyes.

WHAT ARE THE SYMPTOMS OF INFLUENZA A (H1N1) VIRUS INFECTION?

The symptoms appear to be similar to that of regular human seasonal flu, and include fever, cough, headache, muscle and joint pain, sore throat, runny nose, and sometimes vomiting or diarrhoea.

HOW CAN I REDUCE THE RISK OF GETTING THE INFLUENZA A (H1N1) VIRUS?

Protective measures to reduce the risk of getting or spreading the influenza A (H1N1) virus are the same as for seasonal flu, and most other respiratory infections. They include:

- Cleaning your hands often with soap and water, especially after you cough or sneeze. Alcohol based hand rubs are also effective.
- Covering your mouth and nose when you cough or sneeze, with a tissue, handkerchief or a sleeve. Do not cover your mouth with your bare hand as your hand may become infected and facilitate virus transmission to others.
- Trying to avoid close contact with sick people.
- When ill, staying at home and limiting contact with others to avoid infecting them.

WHAT SHOULD I DO IF I AM SICK WITH FLU-LIKE SYMPTOMS?

If you experience flu-like symptoms such as fever, cough, headache, muscle and joint pain, sore throat, runny nose, vomiting or diarrhoea:

- Stay home or in your hotel room and avoid close contact with others.
- Wash your hands frequently and always cover your mouth and nose with a tissue or handkerchief when you cough or sneeze and dispose used tissue carefully in a bin.
- If possible, record your temperature daily with a thermometer (the most likely initial symptom is fever).

If you experience flu-like symptoms when in the WHO building you may contact the WHO Health & Medical Services (ext. 13040). HMS will evaluate your state of health and guide you on what care is appropriate.

If you experience flu-like symptoms outside the WHO building:

- If you are staying in Geneva, you need to see a local General Practitioner who will evaluate the situation and refer you to the Hôpital Cantonal for investigation and care, if needed. For a GP, you may call SOS Médecins (24h/24): +41 22 748 49 50; Genève Médecins (24h/24): +41 22 754 54 54 or Service d'Urgence (07h00-23h00): +41 22 322 20 20.
- If you are staying in France, you need to call 15 for evaluation of the situation, guidance and referral to the appropriate health care setting depending on the evaluation.

A sick person should not be asked to come into WHO premises without the consent of the HMS Medical Officer.

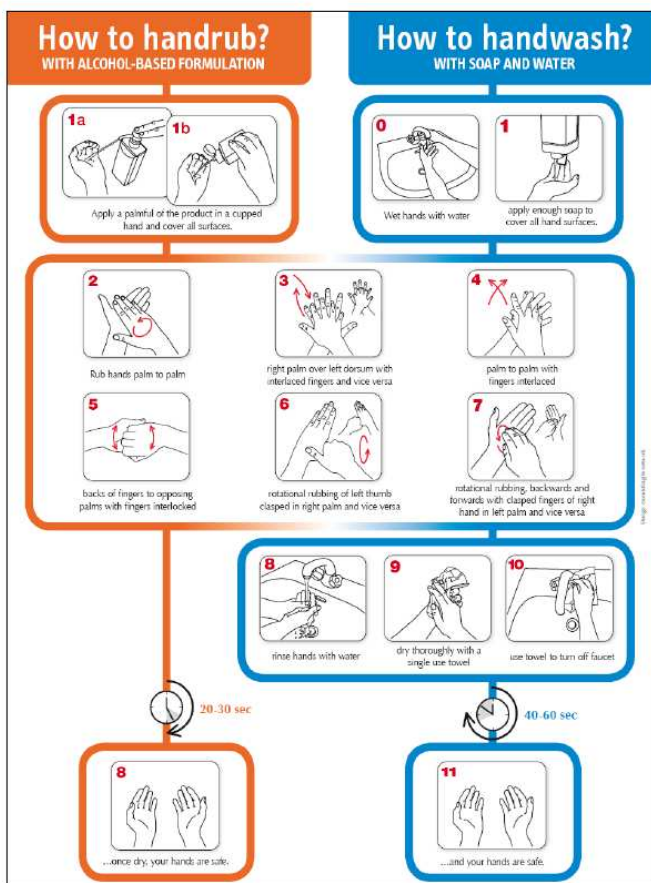
CARE MANAGEMENT

Care management will be based on the current recommendations of the host country.

WHERE CAN I FIND MORE INFORMATION?

More information can be found at:

- World Health Organization: <http://www.who.int/csr/disease/swineflu/en/index.html>
- Federal Office of Public Health, Switzerland : <http://www.bag.admin.ch/influenza/>
- Office Fédéral de la Santé Publique (Switzerland): (+41) (0)31 322 21 00;
<http://www.bag.admin.ch/influenza/06411/index.html?lang=fr>
- Ministère de la Santé Publique (France): from France: 0.825.302.302; from outside of France: + 33.1.53.56.73.23.



SOURCE : WORLD ALLIANCE FOR PATIENTY SAFETY [HTTP://WWW.WHO.INT/PATIENTYSAFETY/EN/](http://www.who.int/patientsafety/en/)

OFFICE DES NATIONS UNIES A GENEVE

Service de la sécurité et de la sûreté



UNITED NATIONS OFFICE AT
GENEVA

Security and Safety Service

The Security and Safety Service of UNOG would like to draw delegates' attention to the information circular IC/Geneva/2004/64. The purpose of this circular is to remind all staff regarding the regulation of the admission of luggage to the Palais des Nations.

Currently, all pedestrians, carrying large luggage, are checked at Pregny gate, and after being security cleared, these baggage are stored in special lockers. The Security Service has noticed that during periods of conferences, mostly on Fridays, numerous delegates, after having checked out of their hotel, come to the Palais carrying their luggage, in order to leave directly after their conference, to the airport or the train station. However, the Security Service wishes to remind these delegates that once our limited storage capacity is exhausted, no additional luggage will be accepted. We thank you in advance for your kind understanding and cooperation.

Le Service de la sécurité et sûreté de l'ONUG souhaite attirer l'attention des délégués sur la circulaire IC/Geneva/2004/64. Le but de cette dernière est de rappeler à tous les fonctionnaires les règles régissant l'admission des bagages aux Palais des Nations.

Actuellement, les piétons transportant des bagages volumineux sont dirigés vers le portail de Pregny. Après un contrôle de sécurité, ces articles sont entreposés dans des casiers prévus à cet effet. Le Service de sécurité a remarqué que pendant les périodes de conférences, plus particulièrement les vendredis, un nombre de délégués important, après avoir effectué le « check out » de l'hôtel arrivent au Palais avec leur bagage de manière à pouvoir se rendre directement à l'aéroport ou à la gare en quittant le Palais.

Le Service de sécurité souhaite rappeler à l'ensemble des déléguées que lorsque la capacité de stockage sera épuisée, aucun bagage supplémentaire ne sera accepté. Merci de votre compréhension et coopération.
