

GENERAL INFORMATION

FIFTY-FIFTH SESSION OF THE WORLD HEALTH ORGANIZATION REGIONAL COMMITTEE FOR THE WESTERN PACIFIC

WHO



WORLD HEALTH ORGANIZATION
WESTERN PACIFIC REGION

Shanghai, China
13-17 September 2004

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I. WORLD HEALTH ORGANIZATION REGIONAL COMMITTEE FOR THE WESTERN PACIFIC

1. Date and place of the session

The fifty-fifth session of the World Health Organization Regional Committee for the Western Pacific will be held in Shanghai, China, from 13 to 17 September 2004.

The opening ceremony will be held at the Auditorium, 3rd floor, Shanghai International Convention Centre, No. 2727, Riverside Avenue, Pudong, Shanghai, China and will commence at 09:00 on 13 September 2004.

The plenary session will open on 13 September 2004 at 14:00 at the Mandarin Hall on the ground floor of the Shanghai International Convention Centre.

Working hours for subsequent meetings from Tuesday, 14 September, to Friday, 17 September, are tentatively set from 09:00 to 12:00 and from 14:00 to 17:00, with a fifteen-minute coffee/tea break in each period.

From 11 September 2004, all correspondence to the Secretariat should be addressed to:

WHO Regional Committee Secretariat
3B Meeting Room
Shanghai International Convention Centre
No. 2727, Riverside Avenue Pudong
Shanghai, China
Telephone: 0086-21-50370185
Facsimile: 0086-21-50370186
E-mail: RCM55@wpro.who.int

2. Languages of the Regional Committee

The official languages of the Regional Committee are Chinese, English, and French. English and French are the working languages. Simultaneous interpretation will be provided between the three official languages.

3. Hotel accommodation

The following hotels have been designated as official hotels for representatives.

<i>Name and address</i>	<i>Star</i>	<i>Distance to Conference Site</i>	<i>Room</i>	<i>Daily Room Rates (USD)</i>	<i>No. of Rooms Available</i>
Oriental Riverside Hotel 2727 Riverside Avenue Pudong Tel. no.: (86-21) 5037 0000 Fax no.: (86-21) 5037 0999	*****	Within	Superior room	180 net (Incl 1 BBF)	70
			Business suite bund view	345 net (Incl 1 BBF)	5
			Executive business bund view	450 net (Incl 1 BBF)	5
Pudong Shangri-La Hotel 33 Fucheng Road Pudong Tel. no.: (86-21) 6882 8888 Fax no.: (86-21) 6882 6888	*****	10 minute walk	De luxe room	200 net (Incl 1 BBF)	60
			Executive suite	410 net (Incl 1 BBF)	4
			Executive bund suite	450 net (Incl 1 BBF)	2
Holiday Inn Pudong 899 Dongfang Road Pudong Tel. no.: (86-21) 5830 6666 Fax no.: (86-21) 5830 5555	****	2 kilometres or 10 minutes by car	Standard room	105 net (Incl 1 BBF)	100
			Junior suite	160 net (Incl 1 BBF)	10
			Executive suite	205 net (Incl 1 BBF)	6

<i>Name and address</i>	<i>Star</i>	<i>Distance to Conference Site</i>	<i>Room</i>	<i>Daily Room Rates (USD)</i>	<i>No. of Rooms Available</i>
Hotel Zhongyou International Shanghai 969 Dongfang Road Pudong Tel. no.: (86-21) 6875 8888 Fax no.: (86-21) 6875 8688	****	2 kilometres or 10 minutes by car	Standard single room	100 net (Incl 1 B&BF)	40
			Standard twin room	100 net (Incl 2 B&BF)	40
			Executive floor suite	210 net (Incl 1 B&BF)	6
			Executive floor deluxe suite	250 net (Incl 1 B&BF)	2
Zhongdian Hotel 1029 LaoShan Road (W) Pudong Tel. no.: (86-21) 5879 8798 Fax no.: (86-21) 5879 8929	***	2 kilometres or 10 minutes by car	Superior room	55 net (Incl 1 B&BF)	70
			Superior suite	100 net (Incl 1 B&BF)	4
			Deluxe suite	120 net (Incl 1 B&BF)	3

The host will provide shuttle buses from Shangri-La, Holiday Inn, Zhongyou and Zhongdian hotels to the Shanghai International Convention Centre.

We would like to inform Representatives that September is a peak month in Shanghai and most hotels are fully booked. To enable us to reserve enough rooms, we need to receive your complete Travel and Accommodation Details (Annex A) not later than 31 July 2004.

The location of the hotels is shown in the attached map.

4. Security

For identification and strict security reasons, Representatives are requested to wear their identification badges at all times during the meetings and social functions. Please provide us with your passport photograph (white background) as indicated in the Travel and Accommodation Details. Your photograph will be attached to your respective badges, as this is a security requirement of the Shanghai International Convention Centre.

5. Travel and transportation arrangements

Arrival

Shanghai Pudong International Airport will be the port of entry. It is about 45 kilometres to Shanghai City centre.

The host will assist all Representatives on arrival and transport will be provided to their respective hotels. If Representatives are unable to give advance notice to WHO of their expected time of arrival and are therefore not met at the airport, taxis are available outside the terminal costing about RMB200 or US\$ 24.

Since few taxi drivers speak English, the enclosed translation card can be shown to the taxi driver.

For easy identification upon arrival at the airport, Representatives are requested to wear the lapel labels which are provided herewith. Luggage tags are also provided to avoid any inconvenience in the airport upon arrival.

Departure

Transport will be provided by the host from the hotel to the airport. The departure time from the different hotels to the airport will be posted at the WHO desk located in each of the hotels.

On departure from Shanghai, travellers must first complete the health card which can be found at the airport lobby. Thereafter, they should have their temperatures checked. This procedure should be completed first before going to the check-in counter of the airline.

After checking in, travellers should proceed to the counter to pay the airport terminal fee of RMB90 (US\$ 12). A ticket will be given to enable the travellers to enter the turnstile and proceed with the immigration formalities.

6. **Passport and visas**

All travellers are required to possess valid passports or applicable travel documents with valid visas or entry permits to enter China. In line with bilateral arrangements, nationals holding **valid diplomatic or service/official/special passports** from the following countries may enter and stay in China for 30 days, without a visa. **Ordinary passport holders from these countries require a visa.**

- | | |
|-------------------------------------|-------------|
| 1. Lao People's Democratic Republic | 4. Thailand |
| 2. Mongolia | 5. Viet Nam |
| 3. Myanmar | |

Nationals holding ordinary passports of the following countries may enter and stay in China for a maximum period of 15 days without a visa. However, if the duration of their stay is expected to exceed 15 days, an appropriate entry visa must be obtained in advance from Chinese diplomatic or consular missions:

1. Brunei Darussalam
2. Japan
3. Singapore

Travellers from countries other than those listed above, as well as holders of a United Nations laissez-passer are required to obtain appropriate entry visas from the Chinese diplomatic or consular mission at the point of origin or en route prior to entering China.

In all cases, travellers are reminded that visas will not be granted on arrival.

If there are difficulties in obtaining visas, kindly communicate immediately with the Administrative Services Officer, World Health Organization Regional Office for the Western Pacific, Manila.

To enable the different Chinese Embassies to issue a visa, the following documents will be required:

- letter of invitation from the Ministry of Health of China;
- letter of invitation from WHO; and
- visa authorization issue by the appropriate agency in China.

It is therefore very important for Representatives to send us the completed Travel and Accommodation Details indicating their

expected time of arrival and passport details as early as possible to enable us to help in the issuance of their visas.

Please provide us with a passport-size picture (to be used in your ID for this session). The photograph is one of the security requirements of the Shanghai International Convention Centre.

The processing time for the visa is about one week.

7. Health regulations

Vaccination is required against yellow fever for traveller who arrives within six days after leaving or transiting countries with infected areas.

8. Smoking

Meeting rooms and offices in the Shanghai International Convention Centre are smoke-free areas. Most hotels in Shanghai have designated areas for smoking.

9. Medical services

Medical services are available at the Convention Centre, if needed.

10. Foreign exchange

While no restrictions are imposed on the amount of foreign currency, traveller's cheques and credit cards to be brought into China, non-resident carrying more than US\$ 10 000 or equivalent cash should declare this on arrival to the Customs.

Most internationally recognized currencies and travellers cheques can be exchanged for Chinese currency at the prevailing bank rates at commercial banks, hotels and at the international airport. The current exchange rate is US dollar 1 = 8.27 RMB Yuan.

11. Climate and clothing

Most of the territory of China lies in the north temperate zone with four distinct seasons. The northern area of China has a continental climate with dry, cold winters and hot summers. Rainfall is quite moderate in this area. Central China experiences cold winters and warmer, humid summers with an even distribution of rain. Southern China has a subtropical monsoon climate with hot and humid summers along with high rainfall. Winters tend to be milder in this region. Generally, the most agreeable seasons in China are spring and autumn.

September temperatures range from 14°C to 26°C and the humidity is 67%.

The conference rooms in Shanghai International Convention Centre are air-conditioned at approximately 23°C.

12. Language

Included in this kit is a card with translations into Chinese script for some phrases that maybe useful while moving about in China. Other translations are also available in your hotels.



13. Local time

The time in China is GMT + 8.

Business hours are:

Offices: 09:00 to 11:30 and 13:30 to 17:30
Mondays through Fridays

Banks: 09:00 to 12:00 and 13:00 to 16:30
Mondays through Fridays

Big Stores: 10:00 to 22:00
Everyday



14. Telephone and fax

The country code in China is 86 and the city code for Shanghai is 21. Phone cards are available at the Convention Centre and can be used in designated phones.

15. Electricity

The power supply is 220/240V and the frequency of electrical current is 50 hertz.

16. Local transport

Taxis are widely available and are all metered. There is also a subway system in Shanghai. It is suggested that you bring the translation card with you to facilitate communication with the taxi drivers.

17. Tipping

Tipping is not required.

18. Spouse programme

The spouse programme will be provided on arrival in Shanghai.

**FIFTY-FIFTH SESSION OF THE WORLD HEALTH ORGANIZATION
REGIONAL COMMITTEE FOR THE WESTERN PACIFIC
13-17 September 2004, Shanghai, China**

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
Australia		X	<p>Embassy of China 15 Coronation Drive, Yarralumia Canberra ACT 2600 Tel. No.: 61 2 6273 4780 ext. 218 Fax no. : 61 2 6273 9615</p> <p>Consulate of China 539 Elizabeth Street Surry Hills Sydney NSW 2000 Tel. No.: 61 2 9699 2216</p>
Brunei Darussalam	National passports: not required (maximum 15 days)	Diplomatic or service/official/special passports: required	<p>Embassy of China 1, 3, 5 Simpang 462, Campong Sungai Hanching, Jalan Muara, BC 2115 Bandar Seri Begawan Brunei Darussalam Tel. no.: 673 2 334163/3399609 Fax no.: 673 2 335710/33827</p>
Cambodia		X	<p>Embassy of China 156 Boulevard, Mao Tse Tung Phnom Penh, Cambodia Tel. no.: 855 12 810928/720920 Fax no.: 855 23 364738</p>
Canada		X	<p>Embassy of China 515 St. Patrick Street Ottawa, Ontario K1N 5H3 Canada Tel. no.: 613 7893434 Fax no.: 613 7891911</p>
Cook Islands		X	<p>Embassy of China 2-6 Glenmore Street Kelburn, Wellington New Zealand Tel. no.: 64 4 4721382 Fax no.: 64 4 4990419</p> <p>Consulate-General 588 Great South Road, Greenlane Auckland, New Zealand Tel. no.: 649 5251588 Fax no.: 649 5250733</p>

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
Fiji		X	Embassy of China 147 Queen Elizabeth Drive or Private Mail Bag Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950
France		X	Embassy of China No. 11, George V. Avenue 75008 Paris, France Tel. no.: 33 1 0147233677 Fax no.: 33 1 0147202422
French Polynesia		X	Embassy of China 147 Queen Elizabeth Drive or Private Mail Bag Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950
Hong Kong, China		X	Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in Hong Kong Special Administrative Region 42 Kennedy Road Central, Hong Kong
Guam		X	Embassy of China 10/F Twin Royal Plaza Twin Tower 648 Remedios Street Malate, Manila, Philippines Tel. no.: 632 303 7017 Fax no.: 632 303 7043
Japan	National passports: not required (maximum 15 days)	Diplomatic or service/official/ special passports: required	Embassy of China 34-33 Mono-azabu, Minato-ku Tokyo, Japan 106 0046 Tel. no.: 81 3 3403 3388 Fax no.: 81 3 3403 3345/3403-6069
Kiribati		X	Embassy of China P.O. Box 30 Bairiki Tarawa, Republic of Kiribati Tel. no.: 686 21486 Fax no.: 686 21116

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
Lao People's Democratic Republic	Diplomatic or service/official/ special passports: not required (maximum 30 days)	National passports: required	China Embassy Wat Nak Road, Saittanak, Vientiane Lao People's Democratic Republic Tel. no.: 856 21 315100/315103/315105-8 Fax no.: 856 21 315104
Macao, China		X	Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in Macao Special Administrative Region No. 208, Avenida de Marciano Baptista Macao
Malaysia		X	Embassy of China 229 Jalan Ampang 50450 Kuala Lumpur, Malaysia Tel. no.: 603 2428495/2416732 Fax no.: 603 2414552/2453924
Marshall Islands		X	Embassy of China 10/F Twin Royal Plaza Twin Tower 648 Remedios Street Malate, Manila, Philippines Tel. no.: 632 303 7017 Fax no.: 632 303 7043
Micronesia, Federated States of		X	Embassy of China 10/F Twin Royal Plaza Twin Tower 648 Remedios Street Malate, Manila, Philippines Tel. no.: 632 303 7017 Fax no.: 632 303 7043
Myanmar	Diplomatic or service/official/special passports: not required (maximum 30 days)	National passports: required	Embassy of China 1 Pyidaungsu Yeiktha Road Yangon, Myanmar Tel. no.: 95 1 221280/221281 Fax no.: 95 1 227019
Mongolia	Diplomatic and national passports: not required (maximum 30 days)		

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
Nauru		X	Embassy of China Nauru Tel. no.: 674 4443297
New Caledonia		X	Embassy of China 147 Queen Elizabeth Drive or Private Mail Bag Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950
New Zealand		X	Embassy of China 2-6 Glenmore Street Kelburn, Wellington New Zealand Tel. no.: 64 4 4721382 Fax no.: 64 4 4990419 Consulate-General 588 Great South Road Greenlane, Auckland New Zealand Tel. no.: 649 5251588 Fax no.: 649 5250733
Niue		X	Embassy of China 147 Queen Elizabeth Drive, or, Private Mail Bag Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950
Palau		X	Embassy of China 10/F Twin Royal Plaza Twin Tower 648 Remedios Street Malate, Manila, Philippines Tel. no.: 632 303 7017 Fax no.: 632 303 7043

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
Papua New Guinea		X	Embassy of China Section 216, Lot 5, Sir John Guise Drive Waigani, Papua New Guinea Tel. no.: 675 325 9836 ext. 4 & 9 Fax no.: 675 325 8247
Philippines		X	Embassy of China 10/F Twin Royal Plaza Twin Tower 648 Remedios Street Malate, Manila, Philippines Tel. no.: 632 303 7017 Fax no.: 632 303 7043
Republic of Korea		X	Embassy of China 54 Hyoja-dong, Jongno-Gu Seoul, Republic of Korea 100033 Tel. no.: 822 738 1038 Fax no.: 822 738 1077
Northern Mariana Islands		X	Embassy of China 10/F Twin Royal Plaza Twin Tower 648 Remedios Street Malate, Manila, Philippines Tel. no.: 632 303 7017 Fax no.: 632 303 7043
Samoa		X	Embassy of China Falealili Street Apia, Samoa Tel. no.: 685 22474 Fax no.: 685 21115
Singapore	National passports: not required (maximum 15 days)	Diplomatic or service/official/ special passports: required	Embassy of China 150 Tanglin Road, Singapore 247969 Tel. no.: 64180239/64712117 Fax no.: 64795345

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
Solomon Islands		X	<p>Embassy of China 15 Coronation Drive, Yarralumia Canberra ACT 2000 Australia Tel. no.: 61 2 6273 4780 ext. 218 Fax no.: 612 62739615</p> <p>Consulate of China 539 Elizabeth Street Surry Hills Sydney NSW 2000, Australia Tel. no.: 61 2 9699 2216</p> <p>Embassy of China 147 Queen Elizabeth Drive, or Private Mail Bag Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950</p>
Switzerland		X	<p>Embassy of China Käthebergweg 10 3006 Bern, Switzerland Tel. no.: 41 31 3527333 Fax no.: 41 31 3514573</p>
Thailand	Diplomatic or service/official/ special passports: not required (maximum 30 days)	National passports: required	<p>Embassy of China 57 Rachadapisake Road Huay Kwang Bangkok, 10310 Thailand Tel. no.: 66 2 2457044 Fax no.: 66 2 2468247</p>
Tokelau		X	<p>Embassy of China Falealili Street, Apia, Samoa Tel. no.: 685 22474 Fax no.: 685 21115</p>
Tonga		X	<p>Embassy of China Vuna Road, Nuku'alofa, Tonga Tel. no.: 676 24554 Fax no.: 676 24595</p>
Tuvalu		X	<p>China Embassy 147 Queen Elizabeth Drive, or Private Mail Bag, Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950</p>

COUNTRY REPRESENTATIVES	VISA NOT REQUIRED	VISA REQUIRED	NEAREST EMBASSY/ CONSULATE
United Kingdom		X	Embassy of China 49-51 Portland Place, London, W1N4JL Tel. no.: 0870 005 6708
United States of America		X	Mission of China to UN 350 E 35 th Street Manhattan, NY 10016 Tel. no.: 212 655 6100 Fax no.: 212 634 7626
Vanuatu		X	Embassy of China Private Mail Bag 071 Port Vila, Vanuatu Tel. no.: 678 23 598/28860 Fax no.: 678 24 877/22730
Viet Nam	Diplomatic and national passports: not required (maximum 30 days)		Embassy of China 46 Hoang Dieu Road Ha Noi, Viet Nam Tel. no.: 844 845 3736 Fax no.: 844 823 2826
Wallis and Futuna		X	Embassy of China Queen Elizabeth Drive, or Private Mail Bag, Suva, Fiji Tel. no.: 679 330 0215 Fax no.: 69 330 0950