

# 61<sup>st</sup>

Session of the WHO Regional Committee  
for the Western Pacific

## General Information

11–15 October 2010  
Putrajaya, Malaysia



World Health  
Organization

Western Pacific Region

61<sup>st</sup> SESSION OF THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC,  
11–15 OCTOBER 2010, PUTRAJAYA, MALAYSIA

## GENERAL INFORMATION

# Table of contents

	page
<b>I. Logistical Arrangements for the WHO Regional Committee for the Western Pacific</b>	
Date and place of session.....	1
Contact information.....	2
Languages of the Regional Committee.....	2
Identification and security.....	2
Hotel accommodations.....	3
Travel and transportation.....	4
Arrival.....	4
Departure.....	5
Spouse programme.....	5
<b>II. Information on Malaysia</b>	
Entry requirements.....	7
Passport/Travel documents.....	7
Visa.....	7
Health travel advisory.....	8
Drugs.....	8
Smoking.....	8
Climate and clothing.....	9
Currency and exchange rate.....	9
Languages spoken.....	9
Local time.....	9
Medical services.....	10
Electricity.....	10
Telecommunication facilities.....	10
<b>Annex</b>	
Travel and accommodation details form.....	11

# 1. Logistical Arrangements for the WHO Regional Committee for the Western Pacific

## Date and place of session

The sixty-first session of the World Health Organization Regional Committee for the Western Pacific will be held from 11 to 15 October 2010 in Putrajaya, Malaysia.

The opening ceremony will begin at 09:00 on 11 October 2010 at the Putrajaya International Convention Center (PICC). The plenary session will commence at 14:00 at the same venue.

Subsequent meetings from Tuesday, 12 October, to Friday, 15 October, are scheduled from 09:00 to 12:00 and from 14:00 to 17:00 at the PICC; with only a morning meeting on the final day. There will be a 15-minute tea break every morning and afternoon. Daily buffet lunch also will be served at the PICC Cafeteria.



## Contact information

Before 4 October 2010, all correspondence to the Secretariat should be addressed to:

### **WHO Regional Committee Secretariat Office**

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila, Philippines

or

P.O. Box 2932

1000 Manila, Philippines

Tel.: +(63 2) 528-8001; 303-1000

Fax: +(63 2) 521-1036

+(63 2) 526-0279; 526-0362

E-mail: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)

From 4 October 2010, all correspondence to the Secretariat should be addressed to:

### **WHO Regional Committee Secretariat Office**

Hall 5, Concourse Level  
Putrajaya International Convention Center  
Precinct 5, 62000  
Putrajaya, Malaysia

Tel. : +(60 3) 8887-6000

Fax: +(60 3) 8887-6499

E-mail: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)

## 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 for the three official languages.

## Identification and security

For identification and security reasons, representatives are requested to wear identification badges at all times during sessions and social functions. These will be provided at designated hotels prior to the commencement of meeting.



## Hotel accommodations

Putrajaya Marriott Hotel and Spa and the Palm Garden Hotel have been designated as official hotels for representatives, with details as follows:

HOTEL NAME AND ADDRESS	STAR RATING	TYPE OF ROOM	DAILY ROOM RATE	
			In local currency (Ringgit)	Approximate US\$ equivalent (RM3.33=US\$ 1 as of 1 March 2010)
 <p>Putrajaya Marriott Hotel and Spa IOI Resort 62502 Putrajaya, Malaysia Tel.: +(60 3) 8949-8888 Fax: +(60 3) 8941-5189/8943-3193 Website: <a href="http://marriott.com/hotels/travel/kulpg-putrajaya-marriott-hotel">marriott.com/hotels/travel/kulpg-putrajaya-marriott-hotel</a></p>	5-star	Deluxe		
		- Single	299.00	90.00
		- Executive	494.50	148.50
		Suite		
		- Junior	747.50	224.50
		- Executive	862.50	259.00
 <p>Palm Garden Hotel IOI Resort 62502 Putrajaya, Malaysia Tel.: +(60 3) 8943-2233 Fax: +(60 3) 8948-6568 Website: <a href="http://www.palmgarden.com.my">www.palmgarden.com.my</a></p>	4-star	Heliconia room		
		- Single	241.50	72.50
		- Twin/double	287.50	86.00
		Orchid room		
		- Single	304.75	91.50
		- Twin/double	327.75	98.00

Room rates were negotiated at a substantial discount for this meeting. They are net and inclusive of breakfast.

Daily transport will be provided for representatives from the designated hotels to the meeting starting on the morning of 11 October.



## Travel and transportation



The Kuala Lumpur International Airport (KLIA) at Sepang is one of the most sophisticated passenger facilities in the region and is located approximately 50 kilometres from the capital city, Kuala Lumpur.

Putrajaya is located roughly 25 kilometres between KLIA and Kuala Lumpur. It is the new administrative capital of the Federal Government of Malaysia and is situated within the Multimedia Super Corridor.

## Arrival

A reception counter will be set up at the airport to assist those attending the sixty-first session of the WHO Regional Committee for the Western Pacific. Staff at the reception counter will direct representatives to transportation to their hotels.

For easy identification upon arrival at the airport, representatives are requested to wear the lapel labels included with this booklet. Luggage tags also have been provided.

Online registration with the WHO Regional Office for the Western Pacific is available at the following website:

<http://www.wpro.who.int/rcm/register.aspx>

Representatives may make their own hotel reservations, however, they must also submit to the WHO Regional Office for the Western Pacific their completed Travel and Accommodation Details form (Annex A) for appropriate logistics arrangements. The form can also be obtained online at the above website.

If representatives are unable to give advance notice to WHO of their expected arrival time and therefore are not met at the airport, other land transport facilities are readily available to take you to Putrajaya.

Getting around Kuala Lumpur and Putrajaya is easy thanks to an extensive network of buses, trains and taxis. In the city, public transport is good, and you can easily roam around the metropolis using local transportation. Nevertheless, traffic jams and bottlenecks are common. To avoid traffic, commuter trains are the best choice if you want to explore Kuala Lumpur. It is best to avoid travelling by taxis and buses during rush hours, which extend from 07:30 to 09:00 and 17:00 to 19:30. The Putrajaya Marriott Hotel and Spa provides complementary shuttle bus service to Kuala Lumpur.

More information on different types of local public transport can be obtained from the Malaysia Travel Guide website at:

<http://www.malaysiatravel.org.uk/tourist-attraction/kuala-lumpur/local-transport.html>

## Departure

Transport from designated hotels to the airport will be provided for representatives scheduled to depart not later than Sunday, 17 October. Representatives extending their stay should make their own transport arrangements to the airport. Departure times will be posted at the WHO desks at the PICC and the hotel lobbies.

Passengers flying out of the Kuala Lumpur International Airport using the Malaysian Airlines must pay a departure tax of RM45 (US\$ 13.50) per person. According to KLIA guidelines, carry-on baggage must not exceed 5 kilograms.

## Spouse programme

A day trip to the historical state of Melaka has been arranged for spouses on Tuesday, 12 October. Melaka is located on the west coast of peninsular Malaysia, facing the Straits of Melaka, about 150 kilometres or an hour-and-a-half drive from Kuala Lumpur, between the States of Negeri Sembilan and Johor. It is divided into three regions: Alor Gajah; Central Melaka; and Jasin. The capital is Melaka Town. This historical city centre was named a UNESCO World Heritage Site in July 2008.





Tourist attractions in Melaka include:

## Taman Mini Malaysia

The Taman Mini Malaysia cultural park is a large theme park, highlighting the culture and life of the people of Malaysia. Located in the town of Ayer Keroh, it is a great place to explore ways of living and traditional architecture. Each home in the park represents the architectural style of one of the 13 Malaysian states. The homes are furnished with various items and arts and crafts depicting the culture of each state. Inside each house, one will find a range of genuine handicrafts. The lifelike figures “inhabiting” each home are dressed in their respective traditional costumes.



## The Melaka Sultanate Palace

The replica of the palace, built in 1984, was first known as the Cultural Museum and was officially opened by the Prime Minister of Malaysia on 17 July 1986. It now is known as the Melaka Sultanate Palace. The building is made of hardwood, while the roof is made of “belian” wood. No nails were used in the construction of the building, only wooden pegs. The palace also exhibits artifacts pertaining to the customs and traditions of the various royal households that ruled Melaka.



## Melaka River Cruise

The river boat will cruise up the Melaka River from Jeti Melaka before returning. The distance is about 9 kilometres from the jetty and takes about 45 minutes. The Melaka River, dubbed as “Venice of The East”, is a major new attraction, offering panoramic views, including the famous “Kampung Morten” and many Dutch-style buildings.



## II. Information on Malaysia



### Entry requirements

#### Passport/Travel documents

Every person entering Malaysia must possess a valid national Passport or internationally recognized Travel Document valid for travel to Malaysia for at least six months. Any person not in possession of a Passport or Travel Document recognized by the Government of Malaysia must obtain a Document in Lieu of Passport. Application for the Document in Lieu of Passport can be made at any Malaysian Representative Office abroad. Holders of travel documents such as a Certificate of Identity, Laissez Passer, Title de Voyage or a country's Certificate of Permanent Residence must ensure that their return to the country which issued the document or their country of residence is guaranteed. The documents must be valid for more than six months from the date of entry into Malaysia.

### Visa

Foreign nationals who require a visa to enter Malaysia must apply and obtain a visa in advance at a Malaysian Representative Office abroad before entering the country. Details on visa requirements can be obtained from the website:

<http://www.kln.gov.my/web/guest/requirement-for-foreigner>

Representatives having difficulty obtaining a visa should communicate immediately with:

Administrative Services Officer

World Health Organization

Regional Office for the Western Pacific

United Nations Avenue

1000 Manila, Philippines

Telephone: +(63 2) 528-8001

Facsimile: +(63 2) 521-1036

E-mail: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)



## Health travel advisory

Currently, there is no vaccination requirement for travellers entering Malaysia. However, travellers from or who have travelled through yellow fever endemic countries and who arrive in Malaysia within six days of their departure from that country are required to produce a valid yellow fever vaccination certificate. If a traveller fails to comply, he or she will be placed in quarantine for six days from the date of said departure. Travellers are advised to drink only boiled or bottled water. The latter is easily available in hotels, shops and supermarkets.

Even though cases of dengue fever do occur in Malaysia, there are no restrictions on outdoor activities. There is no vaccination against dengue fever, but necessary precautions against mosquito bites, especially during dusk and dawn, should be observed. For further enquiries, please contact:

### INTERNATIONAL HEALTH SECTOR

Disease Control Division

Ministry of Health, Malaysia

Block E 10, Level 3, Putrajaya

Tel.: +(60 3) 8883-4412/4504/4100

## Drugs

Trafficking in illicit drugs is an extremely serious offence in Malaysia and carries a mandatory death penalty.



## Smoking

WHO has a policy of no smoking for all WHO meetings and associated functions.

Malaysia prohibits smoking in health facilities, public lifts and toilets, air-conditioned restaurants, public transportation, government buildings, educational institutions, gas stations, shopping complexes and religious institutions.



## Climate and clothing

Malaysia has a tropical climate, with temperatures ranging from 21°C to 32°C. Annual rainfall varies from 2000 to 2500 millimetres. The rainy season extends from September to February.

Summer clothing is appropriate for the month of October. For official functions, a suit or national costume is suggested.



## Currency and exchange rate

Malaysia's paper currency is referred to as the Ringgit or RM. The RM comes in denominations of RM1, RM2, RM5, RM10, RM50 and RM100. Coins are denoted as sen. These include 5 sen, 10 sen, 20 sen, 50 sen and RM1.

There is no limit on the amount of foreign currency that may be brought into Malaysia, but all non-resident travellers are required to complete the Travellers Declaration Form to declare the amount of foreign currency notes and travellers' cheques they are carrying on arrival and departure. Travellers are advised to bring a combination of traveller's cheques, cash and credit cards. Foreign currency can be exchanged at banks, airports and money changers around the country.

Internationally recognized traveller's cheques and credit cards are accepted in major hotels and department stores. All major Malaysian banks with wide international affiliations have commercial banking facilities in Kuala Lumpur. Commercial banks operate from 09:30 to 16:00, Monday to Friday.

The Malaysia Ringgit is pegged to the US dollar (US\$) at a rate of RM 3.33 = US\$ 1. Exchange rates with other currencies are subject to fluctuation.

## Languages spoken

Bahasa Malaysia (Malaysia language) is the official language of Malaysia, but English is widely spoken.

## Local time

Malaysia is 8 hours ahead of Greenwich Mean Time (+8 GMT).



## Medical services

Delegates are responsible for any medical costs they incur.

The nearest public hospital to the venue of the plenary sessions is:

PUTRAJAYA HOSPITAL

Federal Government Administration Centre

Precinct 7, 62250 Putrajaya

Malaysia

Tel.: +(60 3) 8312-4200

Fax: +(60 3) 8888-0137

E-mail: [info@hpj.gov.my](mailto:info@hpj.gov.my)



## Electricity

Voltage in Malaysia is 220-240 AC/50 cycle system and standard electrical outlets take a three-pin square plugs and sockets.

## Telecommunication facilities

The telephone country code for Malaysia is 60. The outgoing international dialing code is 00.

Malaysia is linked nationally and internationally by telephone, facsimile, telegraph, telex and via the Internet. Most hotels provide International Direct Dial (IDD) telephone services.



## ANNEX A

TRAVEL AND ACCOMMODATION DETAILS  
SIXTY-FIRST SESSION OF THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC  
11–15 October 2010, Putrajaya, Malaysia

## TRAVEL AND ACCOMMODATION DETAILS

(Please answer all questions)

Dr ☐ Professor ☐ Mr ☐ Ms ☐ Mrs ☐  
Others ☐

Family name:

Other names:

Sex: Male ☐ Female ☐

Title: (e.g. Minister of Health)

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

☐ Representative ☐ UN agencies ☐ NGO/IGO ☐ Observer

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

My passport number is: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Date and place of issue: \_\_\_\_\_  
Date of expiry: \_\_\_\_\_  
Nationality: \_\_\_\_\_

I shall be accompanied by:

Name: \_\_\_\_\_  
Passport number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Date and place of issue: \_\_\_\_\_  
Date of expiry: \_\_\_\_\_  
Nationality: \_\_\_\_\_

Arrival details	Malaysia (date)	Airline and flight number	Malaysia (time)
Departure details			

Please check your preference below:

ROOM TYPE			
NAME OF HOTEL		In local currency	Approximate US\$ equivalent (RM3.33=US\$1 as of 1 March 2010)
Putrajaya Marriott Hotel and Spa (5-star)	Deluxe - Single - Executive Suite - Junior - Executive - Palm	299.00 494.50 747.50 862.50 977.50	90.00 148.50 224.50 259.00 293.50
	Heliconia room - Single - Twin/double Orchid room - Single - Twin/double	241.50 287.50 304.75 327.75	72.50 86.00 91.50 98.00
If you plan to share a room, please indicate name: → Name:			

Room rates were negotiated at a substantial discount for this meeting. They are net and inclusive of breakfast.

## IMPORTANT NOTES:

- To register for the meeting, this form (Annex A) should be completed and returned to the WHO Regional Office for the Western Pacific by 31 August 2010.
- Rooms will be subject to availability and rates may not be guaranteed beyond this date.

Please return this form to:

Administrative Services Officer, World Health Organization, Regional Office for the Western Pacific,  
United Nations Avenue, P.O. Box 2932, 1000 Manila, Philippines.Fax:  
Telephone:(63 2) 521 1036; (63 2) 526 0279; (63 2) 526 0362  
(63 2) 528 8001; (63 2) 303 1000

E-mail:

[rcm@wpro.who.int](mailto:rcm@wpro.who.int)YOU MAY ALSO REGISTER ONLINE AT OUR WEBSITE ADDRESS ([www.wpro.who.int/rcm](http://www.wpro.who.int/rcm))

