



**Food and Agriculture  
Organization of  
the United Nations**



**World Health  
Organization**

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## JOINT FAO/WHO FOOD STANDARDS PROGRAMME

### CODEx ALIMENTARIUS COMMISSION

37<sup>th</sup> Session

14 – 18 July 2014

**International Conference Centre (CICG)**

**Rue de Varembe, 17 – 1211 Geneva 20**

**Telephone: +41 22 791 91 11**

**Conference Room 1**

## GUIDE FOR DELEGATES

### Registration

Immediately upon arrival, delegates are requested to collect their badges at the Registration Desk in the main entrance hall from 08:00 on Monday 14 July. Delegates are reminded that registration should be done online prior to the session at: <http://www.codexalimentarius.org/login>. After the second day, badges can be collected at the Documents Desk.

**Interpretation** will be provided in Arabic, Chinese, English, French, Spanish and Russian

**Working documents** are available in Arabic, Chinese, English, French and Spanish and can be downloaded from the Codex website: <http://www.codexalimentarius.org>. Delegates and observers are kindly requested to bring their own copies. Conference Room Documents (CRDs) will be distributed from the Documents Desk as and when available. CRDs will also be available on the FAO ftp server as follows: <ftp://ftp.fao.org/codex/meetings/CAC/cac37/CRDs>.

**List of participants** will be available on Wednesday 16 July 2014 on the FAO ftp server as follows. [ftp://ftp.fao.org/codex/meetings/CAC/cac37/DRAFT\\_REPORT](ftp://ftp.fao.org/codex/meetings/CAC/cac37/DRAFT_REPORT). Any corrections should be notified to the Secretariat immediately.

### Cocktail/Reception

A cocktail for delegates is scheduled for Monday 14 July at 18.00 at CICG.

### Reservation of rooms for private meetings

A limited number of meeting rooms will be available during the Commission sessions for use by a group of Codex members. They should be booked in advance via email to [codex@fao.org](mailto:codex@fao.org) or at the Documents Desk.

### Transportation

Regarding the transportation, please note that all guests overnighing in hotel in Geneva may dispose of a free-of-charge bus city card. More information:

<http://www.geneve-tourisme.ch/en/useful-information/how-to-get-around/geneva-transport-card/>

### Access to the Conference Centre

#### **By bus**

Buses to and from Geneva city center (and the railway station), stop at the rue de Vermont close to the Conference Center (bus line 5 stops at "Vermont"), avenue Giuseppe Motta outside the ITU tower (bus lines 8, 11 and 14 stop at "UIT"), and Place des Nations (bus lines 28, F, V, Z and tram lines 13 and 15 stop at "Nations"). For more information see <http://www.tpg.ch>.

The same TPG ticket is valid for bus, tram or boat. Bus and tram tickets are to be bought at the ticket machines (coins, no credit cards), located at every bus or tram stop and inside the buses going outside of the city. As there are no ticket machines in a city buses, you are supposed to buy your ticket at the station before the vehicle comes. There is a date and time printed on the purchased ticket, so always buy only one ticket- the one that you are going to use! (For more details, please use <http://www.geneva.info/public-transport-tickets/>)

### **By taxi**

There are taxi ranks in most main streets and squares in Geneva and outside the CIGG. The nearest taxi rank is situated on Chemin Louis-Dunant. Taxis can be called by dialling (+41 22) 320 2202 or (+41 22) 320 2020. You can also ask the usher at the CIGG reception desk to call a taxi.

### **Parking**

Parking restrictions are in force in the streets adjacent to the CIGG. Participants may be dropped off by car near the roundabout in front of the main entrance to the Conference Center, but no parking is allowed there. Participants may obtain parking cards providing access to the **Parking des Nations** situated Rue de Varembe 2.

### **Communication facilities**

#### **Internet**

10 Computers with access to internet are located at level -1, two at level 0 and two at level +1 of the Conference Centre. For laptop computers equipped with a WIFI-compatible connection, there is a possibility to connect to Internet in all areas inside the CIGG. WIFI access: **User name: FAO Password: CODEX**

**Post office** 1211 Geneva 20 is located at the CIGG. It provides full postal, telegraph, telephone and facsimile facilities, and is open from 08.00 – 12.00 and 14.00 – 18.00, Mondays to Fridays. Local, inter-city and international calls can be made from the Post Office, the charge being payable on completion of the call to the Post Office clerk. The Post Office also sells prepaid telephone cards (Taxcards) which allow calls to be placed from all public phones located inside the CIGG; these phones do not accept coins.

#### **Bank**

A branch of the Union des Banques Suisses (UBS) is located in the neighborhood of the CIGG. Cross the street from the main entrance: Chemin Louis Dunant 17. Its opening hours are 08.30 – 16.30 non-stop from Monday to Friday.

#### **Restaurants**

A coffee bar is open at the Conference Center from early morning, and at lunchtime a self-service cafeteria is in operation on the premises. In addition, there are a number of restaurants in the vicinity offering a wide range of cuisine (Chinese, French, Italian, Japanese, Thai, etc.).

#### **Useful telephone numbers**

The telephone numbers of some of the specialized agencies in Geneva are as follows:

World Health Organization (WHO)	(0041) 22 791 21 11
World Trade Organization (WTO)	(0041) 22 739 51 11
United Nations (UN)	(0041) 22 917 12 34

A WHO directory is available at the Documents Desk. This will assist those delegates who wish to contact staff members during their visit to Geneva. Bus No. 8 stops in front of WHO Head Quarters.

#### **Travel arrangements**

Delegates wishing to change or confirm flights are advised to do this in town as there is no travel office at the CIGG. There is a branch of Carlson Wagonlits Travel at WHO/HQ.

**Refreshment facilities****CICG**

Cafeteria (level 1) Open for lunch Monday-Friday, 11.30 – 14.00

Capacity: 500 persons

Terrace capacity : 150 persons

Leman space (level 0) Open Monday-Friday, 07.30 – 17.30

Coffee bar (level 1) Open Monday-Friday, 07.30 – 18.00

**Medical facilities**

A nurse will be on duty during sessions of the Commission in the INFIRMERIE, Level -1, extension 9302.

**Distribution and sale of WHO publications**

Delegates interested in purchasing WHO publications can visit the WHO Bookshop (Main building - Library Room E 168- open from 9.00 to 16.30 Monday to Friday). A 50% discount is offered to all staff members and visitors. WHO publications can also be obtained through the WHO e-commerce web site <http://www.who.int/bookorders>.

**Mailing of documents**

We regret that it is not possible for the Codex Secretariat to dispatch documents on behalf of participants at the conclusion of the conference.

**Prayer Room**

The Prayer Room is located in Room number 9 in the CICG, level -1.

**Notes:**

- ***Participants should note that the identification badges delivered at registration are OBLIGATORY to access CICG meeting rooms and WHO premises***
- ***Smoking is not allowed inside the CICG building***
- ***Participants should switch off their cellular phones while in the meeting rooms as they cause interference with the sound system***
- ***No food or drink, except water, is allowed in the meeting rooms***