20th Meeting of the extended Bureau for the implementation of the Transport Health and Environment Pan-European Programme (THE PEP)

Copenhagen, Denmark, 11-12 July 2013

INFORMATION CIRCULAR

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

1. Site of the meeting

Conference Room 0.02.17 (ground floor)

WHO Regional Office for Europe
UN City
Marmorvej 51
DK-2100 Copenhagen Ø
Denmark

Please note that our offices have moved! Link to location in Google Maps: http://goo.gl/maps/7Tdhc

UN City is situated on the coast, north-east of central Copenhagen. The closest public transport hub is Nordhavn, a distance of 800 metres from the office.

Public transport connections include:

- city S-train: closest station Nordhavn
- bus lines: 40 (from centre), 3A, 18, 26 and 80N (night bus).
- The walk to the office from Nordhavn station takes about 15 minutes.

Parking for visitors at UN city is very limited.

2. Language

The working language will be English only.

3. Registration

Registration of participants will take place on Wednesday, 11 July at 09:30 in the lobby of the building (left of the reception area) and the meeting will begin at 10:00 in Conference Room
02.09, with the opening session. Please make sure to bring your passport in order to be issued a building pass.

### 4. Working hours

The working hours are indicated in the provisional programme, with breaks for refreshments in the morning and afternoon and a one hour lunch break. The meeting starts at 10:00 on 11 July and will end no later than 15:00 on 12 July 2013.

### 5. Accommodation and meals

Please make the hotel booking directly with the hotel of your preference (a list of hotels with special WHO rates is enclosed for your easy reference)

### 6. Social dinner

On Wednesday evening, 11 July, a social dinner will take place (at participants’ own expenses). Please indicate in the registration form if you will participate (exact time and place of the dinner to be confirmed at the meeting).

### 7. Travel arrangements

You are kindly requested to cover the expenses in connection with your participation in the meeting including travel, accommodation and any other related expenses.

### 8. Currency, exchange rate

The currency used in Denmark is Danish kroner – US $1/5.69 DDK.

### 9. Transport

For public transport please see: http://www.rejseplanen.dk/bin/query.exe/en

If you want to see more of Copenhagen during your stay, these websites could provide you with ideas: http://visitcopenhagen.com/ and http://www.aok.dk/byliv/visiting-copenhagen

### 10. Climate

During the summer months, the average temperature hovers around a pleasant 20°C with long-light evenings due to the city’s northern location. The common misconception that the area is generally cold and rather miserable is shattered during the warm bright summers, though the weather can be quite changeable at times during summer. Please see the link of the Danish weather forecast for your reference: http://www.dmi.dk/eng/index/forecasts/forecast_for_copenhagen.htm

### 11. Return travel arrangements

It is advisable that you make your homeward travel arrangements prior to your departure from home as it may not be possible or convenient to do it during the meeting.
We hope we have covered all the administrative points you need to know in connection with the meeting. However, should you have any queries, please do not hesitate to contact us:

- For administrative arrangements: Ms Marina Hansen, Programme Assistant, email mha@euro.who.int, tel. +45 4533 6690
- For technical questions: Mr Christian Schweizer, email csc@euro.who.int, tel. +45 4533 6840, +45 51 28 27 84 (mobile)

We would be grateful if you could return the attached registration form as soon as possible.

Looking forward to meeting you in wonderful Copenhagen!