



**31st Meeting of the Bureau for the implementation of the Transport,
Health and Environment Pan-European Programme (THE PEP)**

4-5 July 2017, Copenhagen, Denmark

ENGLISH ONLY
21 June 2017

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

WHO Regional Office for
Europe
UN City
Conference Room 0.02.20
(ground floor)
Marmorvej 51
2100 Copenhagen Ø
Denmark
Tel.: (+45) 45 33 70 00

Google Maps:
<http://goo.gl/maps/7Tdhc>



Please make sure to bring your passport in order to be issued a building pass.

2. Transport to and from UN City

From Copenhagen Airport

By taxi:

The WHO office in UN City Copenhagen is located approximately 19 kilometres from the airport. The taxi ride from the airport to UN City takes about 30–40 minutes and costs around DKK350. Taxis are available just outside Terminals 2 and 3.

On your departure from UN City, the receptionist will call a taxi on your request.

By train:

You may choose the **Regional train** or the **Metro**. Tickets may be bought at the airport, Terminal 3.

Regional train:

The train station is located in Terminal 3. The ticket office is located in Terminal 3 above the railway. Automatic ticket machines are also available in the airport. Take the train (*destination: Helsingør (Elsinore)*) and get off at *Østerport station*. The train leaves every 20 minutes.

Travel time from the airport to *Østerport station* is approximately 30 minutes. It takes approximately 15 minutes to walk from the station to the UN City.

Metro:

The metro station is located at the end of Terminal 3. From the airport the metro M2 (*direction: Vanløse*) is in operation throughout day and night and departs from the airport with 2–6 minutes intervals. Travellers should get off at *Nørreport station*.

From *Nørreport station* travellers should take one of the following S-trains and get off at *Østerport station*:

- * the A-line (direction: *Farum*),
- * the B-line (direction: *Holte*) or
- * the C-line (direction: *Klampenborg*).

Travel time from the airport to *Østerport station* is approximately 40 minutes. It takes approximately 15 minutes to walk from the station to the UN City (see map 1).

For buses please check this site www.movia.dk.

For trains please check this site: www.dsb.dk

Parking for visitors at UN city is very limited.

3. Language

The working language will be English only.

4. Registration

Registration of participants will take place on **Tuesday, 4 July at 13:00** in the lobby of the building (left of the reception area) and the meeting will begin at 13:15 in Conference Room 0.02.20, with the opening session.

5. Working hours and documentation

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 13:00 on 4 July and will end no later than 15:30 on 5 July.

Please bring your own copies of all relevant working documents. Electronic copies of the documentation will be made available by e-mail and Web in advance.

6. Accommodation

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).

7. Social dinner

On Tuesday evening, 4 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 announced during the meeting).

8. 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. Representatives from Member States eligible for financial support are kindly requested to get in contact with THE PEP secretariat (secretariat@thepep.org) as soon as possible but in any case no later than 4 weeks before the meeting.

9. Visas

Please check if a visa is required for your travel to the meeting. If so, kindly apply for one as soon as possible. A letter of invitation to participate in the meeting and/or visa support letter issued by the Regional Office could facilitate the issuance of your visa and will be provided upon request.

10. Currency, exchange rate

The Danish currency (DKK) is the *krone* (crown). Denmark does not participate in the single European currency (EURO), but major shops may accept payment in Euro. The current exchange rate is 1 USD = 6.62 DDK (as of 23 May 2016).

Banks are usually open from 10:00 to 16:00 Monday to Friday, except Thursday when they close at 18:00. Outside opening hours, cash can be obtained from the cash dispensers; all major credit cards are accepted (be sure to have the PIN code). The most common credit card in Denmark is the Visa card.

An ATM (bank machine) owned and managed by Danske Bank is located on the ground floor of the UN City building, between fingers 7 and 8.

11. 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

12. Insurance

WHO cannot accept liability for personal accidents or loss or damage to the private property of participants and accompanying persons, either during or indirectly arising from attendance to the meeting. Participants should make their own arrangements with respect to health and travel insurance.

13. 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.

14. Important contacts

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 hansenm@who.int, tel. +45 4533 6690
- For technical questions: Ms Francesca Racioppi, email racioppif@who.int, tel. +45 4533 6822, +45 2465 5063 (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!