

WORLD HEALTH ORGANIZATION
REGIONAL OFFICE FOR EUROPE

WELTGESUNDHEITSORGANISATION
REGIONALBÜRO FÜR EUROPA

ORGANISATION MONDIALE DE LA SANTE
BUREAU RÉGIONAL DE L'EUROPE

ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ЗДРАВООХРАНЕНИЯ
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО



UNITED NATIONS
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TRANSPORT HEALTH AND ENVIRONMENT PAN-EUROPEAN PROGRAMME

T H E P E P

**22nd Meeting of the extended Bureau for the implementation of the
Transport Health and Environment Pan-European Programme (THE
PEP)**

Secretariat note 12

30-31 January 2014, Zurich, Switzerland

ENGLISH ONLY
19 December 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

The meeting will take place in meeting room 4-411 on the fourth floor of the Swiss Federal Customs Administration in Operation Center 4 at Zurich Airport (OPC 4).

Please note: lunch on the first day is taken in the canteen. All participants shall meet at the meeting room at 12 to go to the canteen together.

Operation Center 4 is close to Parking No. 6 and in walking distance from the Airport arrival as well as the airport train station. **Expected walking time is around 10 minutes.**

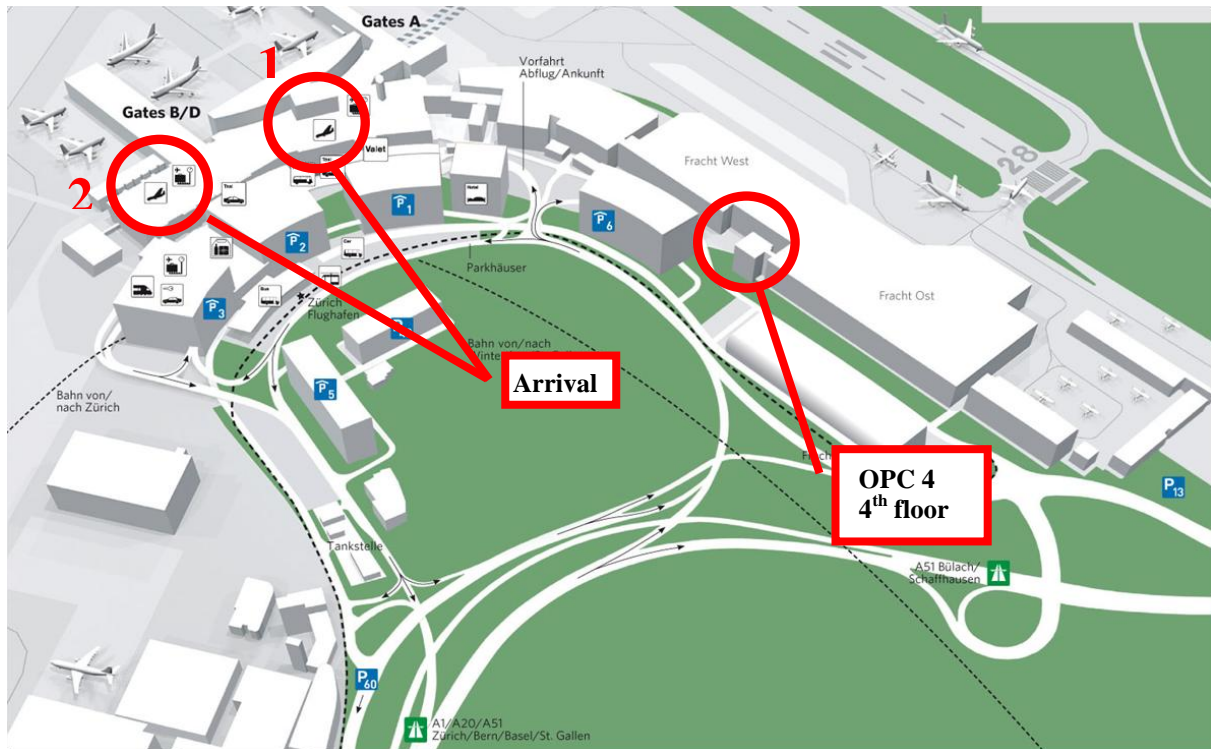
When arriving at "Ankunft 1" (Arrival 1) turn left in the arrival hall, pass the Adecco Office and follow the signs to "Fracht" or "Parking 6". When arriving at Ankunft 2 (Arrival 2) please walk to Ankunft 1 (see above).

Map of Ankunft 1+2: http://www.flughafen-zuerich.ch/Portaldata/2/Resources/images/maps/Ankunft_1_gr.jpg

On the ground floor of OPC 4 is the 'Airborne Restaurant', on their website you'll find detailed directions how to get to OPC 4 (unfortunately only in German): <http://www.airborne-restaurant.ch/downloads/wegzuairborne.pdf>

Link Google Maps:

https://www.google.de/mapmaker?ll=47.451729,8.566021&spn=0.004222,0.012488&z=17&lyt=large_map&hyaw=295.11798448903403 (OPC 4 is the small rectangular building on top right of the map close to "Parkhaus 6")



For urgent questions about the meeting venue, please contact Matthias Rinderknecht at +41 78 653 89 09 (mobile) or the meeting room secretary at +41 43 816 20 51 (German speaking only).

2. Language

The working language will be English only.

3. Registration

Registration of participants will take place on **Thursday, 30 January at 13:00** in the meeting room and the meeting will begin at 13:30.

4. Working hours

The working hours are indicated in the provisional programme, with breaks for refreshments in the morning and afternoon and a lunch break. The meeting starts at 13:30 on 30 January and will end no later than 13:00 on 31 January.

5. Accommodation

Please make the hotel booking directly with the hotel of your preference.

A tentative block booking has been made at the Townhouse Boutique Hotel in the very center of Zurich City (3 min to main station by walk). It's a very nice and very small hotel with family character, only 19 rooms available. The room rate is CHF 235 per night. If you would like to book this hotel, you have to make reservations yourself before 15 January 2014, mentioning "THE PEP".

TOWNHOUSE Boutique Hotel
Schützengasse 7, CH-8001 Zürich
Tel +41 (44) 200 95 95
Fax +41 (44) 200 95 96
www.townhouse.ch

Other hotel accommodations:

In case you prefer other accommodation there are various possibilities at the airport as well as in Zurich downtown (<http://www.zuerich.com/en/hotels/index.cfm>).

6. Social dinner

On Thursday evening, 30 January, the Swiss Federal Office of Transport invites all participants to a social dinner. 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 and visa

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

Please check visa requirements for you for entering Switzerland and contact THE PEP secretariat if you need support in obtaining a visa.

8. Currency, exchange rate

The currency used in Switzerland is Swiss Franc (CHF). USD 1 = CHF 0.90 (as of 19 December 2013)

9. Transport

Public transport tickets for the Zurich area will be provided at the beginning of the meeting (if you first go to the hotel you will need to purchase your own ticket).

There are around 8 trains per hour between the airport and the Zurich main station (Zürich HB). The trip takes around 10-12 minutes and costs 13.20 CHF (10.90 Euro) for a 24h Pass ticket which also gives you full access to all Zurich urban public transport services (tramways, buses, trains).

For more details on public transport in and around Zurich, please see here:

For public transport please see:

<http://www.zvv.ch/en/>

If you want to see more of Zurich during your stay, please see here for some information:

<http://www.zuerich.com/en/Visitor.html>

10. Climate

The average temperatures in January are between -3 and +3 degrees Celsius. Please see this link with a weather forecast for your reference:

<http://www.zuerich.com/en/Visitor/Information/facts/weather-in-zurich.html>

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 Oksana Rott, email Oksana.Rott@unece.org, tel. +41 22 917 24 47
- For technical questions: Mr Christian Schweizer, email csc@euro.who.int, tel. +45 4533 6840

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

Looking forward to meeting you in Zurich!