



**World Health  
Organization**

**Regional Committee for Europe**

74th session

**European Region**

**Copenhagen, Denmark, 29–31 October 2024**

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## **Guide for participants**

**74th session of the WHO Regional Committee for Europe  
Copenhagen, Denmark, 29–31 October 2024**

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## GENERAL INFORMATION

### Date and location

The 74th session of the WHO Regional Committee for Europe (RC74) will open on Tuesday, 29 October 2024 and will close on Thursday, 31 October 2024.

**Venue:** UN City

- Address: Marmorvej 51, 2100 Copenhagen, Denmark
- Telephone: +45 45 33 50 00

### Attendance and format

In accordance with Rules 1 and 2 of the Rules of Procedure of the Regional Committee for Europe, participation in the plenary session of RC74 is open to delegates from Member States, Associate Members and invited States that are not members of the Regional Committee; invited representatives of the United Nations, specialized agencies and other international organizations; representatives of non-State actors in official relations with WHO or accredited to attend meetings of the Regional Committee; and other observers.

The notice of convocation is being sent in accordance with Rules 4 and 7 of the Rules of Procedure.

Following the decision of the Thirty-first Standing Committee of the Regional Committee for Europe, the session will be organized **in person**.

### Conduct

WHO is committed to ensuring all participants can take part in an inclusive, respectful and safe environment. All participants are expected to behave with integrity and respect towards each other and everyone involved in this event. Participants are expected to abide by WHO's standards of conduct. WHO has zero tolerance for any form of harassment or sexual misconduct and for any inaction against these. For more information, please refer to the WHO Code of Conduct to prevent harassment, including sexual harassment, at WHO events<sup>1</sup> and the WHO Policy on Preventing and Addressing Sexual Misconduct.<sup>2</sup>

If participants have any concerns on these or related matters, they should contact Ms Kate Eversteyn, Regional Coordinator, Prevention and Response to Sexual Misconduct (email: [eversteynk@who.int](mailto:eversteynk@who.int)). Reports or complaints of harassment or sexual misconduct can also be made confidentially to the WHO Office of Internal Oversight Services (email: [investigation@who.int](mailto:investigation@who.int)).

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<sup>1</sup> [Code of Conduct to Prevent Harassment, including Sexual Harassment at WHO events](#). Geneva: World Health Organization, 2021 (accessed 12 July 2024).

<sup>2</sup> [WHO Policy on Preventing and Addressing Sexual Misconduct](#). Geneva: World Health Organization, 2023 (accessed 12 July 2024).

## REGISTRATION

### Credentials

In accordance with Rule 3 of the Rules of Procedure, the names of representatives, which in the case of Members shall take the form of credentials, shall be communicated electronically or hand-delivered to the WHO Regional Director for Europe before the opening of the session.

Credentials shall be issued by the Head of State, the Head of Government, the Minister of Foreign Affairs, the Minister of Health or any other appropriate authority, such as embassies and permanent missions or senior government officials, such as directors-general or permanent secretaries for health.

Member States and Associate Members are invited to use as a guide the form attached to the convocation letter as a template for the establishment of credentials, on an official letterhead of the issuing authority, with all information stated in the form included in the credentials. The credentials must be dated and signed or stamped by the issuing authority.

In accordance with Rule 1 of the Rules of Procedure, the delegations of Member States should consist of not more than two representatives from each of the Members. The representatives may be accompanied by alternates and advisers.

All other participants (international governmental organizations, non-State actors and other partners, as referred to in Rule 2 of the Rules of Procedure), who are invited to attend the Regional Committee in an observer capacity, are welcome to confirm their participation to the WHO Regional Office for Europe (WHO/Europe) Regional Governance team (email: [eurorc74@who.int](mailto:eurorc74@who.int)).

### Registration process

Online registration is required for official attendance of the plenary session of RC74 by all categories of invited participants.

Registration can be initiated through the following link: <https://indico.un.org/event/1012231/>. During the registration process, please follow the step-by-step on-screen instructions.

Delegations are kindly requested to complete the online registration preferably before **4 October 2024**.

### Provisional list of participants

A provisional list of participants will be made available. This list will be compiled on the basis of the credentials received by the Secretariat by close of business on **25 October 2024**.

Participants are requested to check the information contained in the provisional list of participants and to report any changes or corrections to the Secretariat (email: [eurorc74@who.int](mailto:eurorc74@who.int)) for inclusion in the final list.

## TRAVEL ARRANGEMENTS

### Travel to and from Copenhagen

Participants should make their own travel arrangements for both the outward and return journeys and make their own hotel booking (except invited special guests, who will be notified as such).

### Hotel accommodation

Delegations are kindly requested to book well in advance (**before 25 September 2024**) a room in one of the recommended hotels listed in Annex 1.

### Visa and travel documents

Please find guidance on visa and travel document requirements for participants of RC74 below.

#### Short-stay entry conditions to Denmark for third-country nationals<sup>3</sup>

- Visitors' passports and other travel documents should be valid for a minimum of 3 months beyond the period of intended stay. Passports and/or passport replacing documents issued more than 10 years prior to the date of entry will not be accepted.
- Visitors should be in possession of a valid visa. Visitors not holding return/onward tickets could be refused entry to Denmark.

#### Approved travel documents

- The following link gives the list of approved travel documents which entitle the holder to cross the (Schengen) external borders and which may be endorsed with a visa: [Travel documents issued by third countries and territorial entities \(Part I\)](#).

#### Visa requirements for third-country nationals

- Below is a list of countries and areas within the WHO European Region, whose nationals need a valid Schengen visa to enter Denmark. Note: national short-stay visas (type C) issued by Bulgaria or Romania before 31 March 2024 are not accepted for entry to Denmark. Please see the [new to denmark website](#) for further information.
  - Albania (nationals with biometric passports are exempt from the visa requirement)
  - Armenia (nationals with diplomatic passports are exempt from the visa requirement)
  - Azerbaijan
  - Belarus

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<sup>3</sup> A third-country national is any person who is not a citizen of the European Union within the meaning of Article 20(1) of the [Treaty on the Functioning of the European Union](#) and who is not a person enjoying the European Union [right to free movement](#), as defined in Article 2(5) of the [Regulation \(EU\) 2016/399 \(Schengen Borders Code\)](#).

- Bosnia and Herzegovina (nationals with biometric or diplomatic passports are exempt from the visa requirement)
- Georgia (nationals with biometric passports are exempt from the visa requirement)
- Kazakhstan (nationals with diplomatic passports are exempt from the visa requirement)
- Kosovo<sup>4</sup> (nationals with biometric passports are exempt from the visa requirement)
- Kyrgyzstan
- Montenegro (nationals with biometric passports or diplomatic passports are exempt from the visa requirement)
- North Macedonia (nationals with biometric passports are exempt from the visa requirement)
- Republic of Moldova (nationals with biometric passports or diplomatic passports are exempt from the visa requirement)
- Russian Federation
- Serbia (nationals with biometric passports or diplomatic passports are exempt from the visa requirement. This does not apply to persons with passports issued by the Serbian Coordination directorate Koordinaciona uprava)
- Tajikistan
- Türkiye (nationals with diplomatic and special passports are exempt from the visa requirement)
- Turkmenistan
- Ukraine (nationals with biometric passports or diplomatic passports are exempt from the visa requirement)
- Uzbekistan
- Holders of a residence permit, a re-entry permit or a long-term visa issued by a country within the Schengen area are exempt from the visa requirement for Denmark for up to 90 days in any 180-day period.
- Holders of the following may enter without a visa if the holder enters Denmark on official business:
  - a valid laissez-passer issued by the United Nations
  - a valid laissez-passer issued by the Council of Europe
  - a valid laissez-passer issued by the European Union.

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<sup>4</sup> All references to Kosovo in this document should be understood to be in the context of the United Nations Security Council resolution 1244 (1999).

- Applications for visas should be made well in advance of the intended entry date to the Schengen area. As a rule, applications should be submitted at the latest 15 days prior to the intended entry date. Late submission could lead to a decision on the application being taken after the intended entry date.
- Only applicants staying legally in the country where the Visa Application Centre, or in a few cases the Danish mission, is situated may apply for a visa via that particular Visa Application Centre or mission. In some countries, Denmark does not have a mission or a Visa Application Centre and is represented instead by another Schengen Member State. Use this link to find out where to apply:  
<https://um.dk/en/travel-and-residence/where-to-apply>.

#### Additional resources

- [Visa Code Handbook](#)
- [Annex to the Visa Code Handbook](#)

Upon request, a personal invitation letter can be issued to support visa applications. Please contact the Secretariat (email: [eurorc74@who.int](mailto:eurorc74@who.int)) with your full name and a copy of your passport.

The official WHO invitation letter should accompany an application for a visa to any Danish embassy or Consulate General where they are processed, or to embassies that represent Denmark in visa matters. The Danish Ministry of Foreign Affairs will invite its diplomatic missions to facilitate the issuance of entry visas to Denmark upon presentation of the letter of invitation from WHO.

Copenhagen offers a good public transportation network: if arriving by air, the city centre can be reached from the airport either by metro, train or bus (metro and railway stations are located in Terminal 3 of Copenhagen Airport). Tickets for the metro and train are available from the DSB ticket office and self-service ticket machines in the station area. The metro operates 24 hours a day, seven days a week.

For more information, participants are advised to check the [Visit Copenhagen](#) website.

## Arrival to and departure from Copenhagen

## PRACTICAL ARRANGEMENTS DURING RC74

### On-site registration

The registration desk at UN City will open on Monday, 28 October and will remain open throughout the event.

Admittance to UN City is through a security checkpoint. Participants are requested to carry photo identification papers for clearance by staff before admittance to UN City. All hand luggage will be scanned upon entry. Participants are advised to arrive 45 minutes before the beginning



of the session on the first day to allow for some delay at the point of entry.

After the initial security check, participants will receive an access card to facilitate their entrance on subsequent days. For this reason, participants are encouraged to pick up their name badge on Monday.

Participants are required to visibly display their meeting name badge and access card at all times. Access to UN City can be denied to anybody who is not properly registered and identifiable.

Participants are kindly requested to return their access card to the Secretariat or to the Security staff at the security checkpoint before leaving UN City on the last day of their stay.

## **Transfers to and from UN City**

Shuttle buses will be arranged each day to transfer participants between their hotels and UN City. Transportation in connection with social events will also be provided. Transportation will only be provided to and from the hotels listed in this guide for participants. Delegates not staying at the hotels recommended in this guide must organize their own transportation to and from UN City.

## **Healthy RC74**

WHO/Europe is committed to the principle of conducting healthy and sustainable meetings, creating a culture of health and well-being for all participants. This includes providing access to healthy foods and beverages, maintaining a tobacco-free environment, encouraging physical activity during breaks, and protecting and minimizing the impact on the environment.

During receptions, participants will be able to opt for non-alcoholic and non-sugary drinks.

Please communicate any special dietary requirements to the Secretariat in advance of the session.

## **Networking receptions**

Details about the exact time and venue of these events will be announced closer to the time through the RC74 mobile application.

## **Bilateral meetings between Member States**

To accommodate any requests from delegations to meet bilaterally with other delegations, meeting rooms are available in the morning and during lunch breaks. These meeting rooms can be booked in advance.

## **Medical services**

During RC74, medical assistance will be available at the venue. Inquire at the Information Desk for assistance.

For any medical emergencies, call 112.

## Personal security and insurance

Participants should maintain the same personal security awareness as for any large city. Particular attention should be paid to the following guidelines.

- Stay alert: watch over your personal belongings; avoid displaying attractive and valuable items.
- Always ask for proper identification before surrendering your passport.
- Be particularly vigilant at the airport, at the train station and when checking into your hotel.

The Secretariat cannot be held liable for personal accidents or loss of or damage to the private property of participants and accompanying persons, either during or indirectly arising from attendance at RC74.

Participants should make their own arrangements with respect to health and travel insurance.

## LOCAL INFORMATION

### Currency and payment transactions

The monetary unit used in Denmark is the Danish krone (DKK). Foreign currency can be changed in banks and exchange offices, which are widely available in the city centre. A cash dispenser is available in UN City (for Danish kroner and euros).

### Weather and clothing

The temperature in Copenhagen in October is likely to be below 10 °C.

The dress code is smart casual for all occasions.

### Electricity supply

The main electricity voltage is 220 V and the standard frequency is 50 Hz. The central European-type wall socket (two-pin plug) is standard in Denmark.

## OFFICIAL PROGRAMME

### Working languages and interpretation

The working languages for the plenary session and the ministerial lunch are English, French, German and Russian. Statements made in any of these languages will be simultaneously interpreted into the other three languages.

To facilitate interpretation, delegations are encouraged to share any written contributions (for example, statements, transcripts of video statements, presentations, etc.) with the Secretariat (email: [eurorc74@who.int](mailto:eurorc74@who.int)) in advance of the session, clearly indicating the relevant agenda item.

## Accessibility

The entire venue is accessible for people who use mobility equipment (for example, wheelchairs). Participants with accessibility requirements are kindly advised to let the Secretariat know in advance, so that any required assistance can be organized (email: [eurorc74@who.int](mailto:eurorc74@who.int)).

## Seating in plenary

Delegates will be seated in the English alphabetical order of the names of Member States (see Annex 2).

## Statements and interventions

Interventions during the plenary sessions can be made through:

- live interventions (individual and group statements)
- written statements.

Individual and group statements will be limited to three and five minutes, respectively.

Interventions by international partners and non-State actors in official relations with WHO or accredited by the Regional Committee will be limited to two minutes. Non-State actor constituency statements will be limited to three minutes. The Partnerships and Collaboration (PAC) team will provide further details on statements from international partners and non-State actors, including the submission deadline.

In addition, written statements can be submitted for posting on the WHO/Europe website. They could either complement or replace an oral intervention. Written statements should contain text only. No photographs, diagrams, maps or other media materials may be included (as per document EB149/3).

During the plenary meetings, delegates wishing to take the floor should signal their wish to speak by raising their name plate. Group statements will be given consideration before individual statements. Should you anticipate making a group statement, please notify the Secretariat in advance (email: [eurorc74@who.int](mailto:eurorc74@who.int)).

Written statements are limited to 600 words. Statements should be relevant to the agenda item being considered, and their content should be closely related to the RC74 documents.

Live interventions should be delivered at a moderate pace (110 words per minute). As an example, a 3-minute intervention should not exceed 330 words i.e. one single page.

Please adhere to the allotted time limits and kindly note that a countdown timer will be used to help observe the speaking time limits.

## Inscription on Speakers' List for the agenda item on addresses by the Director-General and Regional Director

Following the WHO Director-General's and Regional Director's addresses on day 1 of RC74, a general debate will be held on the state of health in the WHO European Region and the strategic action taken by WHO to achieve the goals of the European Programme of Work, 2020–2025, and the 2030 Agenda for Sustainable Development (29 October, 11:15–13:00 and 14:30–15:30).

To manage time during the general discussion, delegations are invited to inform the Secretariat in advance of their wish to take the floor by completing the Speakers' List form [here](#) by **25 October 2024**. This information is not binding and will not impede on the right to ask for the floor during the course of the session.

## Documentation

All documentation, including the provisional interactive agenda and provisional annotated programme, and other working, conference, information and background documents, will be made available on the WHO/Europe website. These documents will also be accessible through the RC74 mobile application.

## Draft resolutions and decisions

Under Rules 22 bis, 22 ter and 22 quarter of the Rules of Procedure, delegations are encouraged to submit to the Secretariat (email: [eurorc74@who.int](mailto:eurorc74@who.int)) any formal proposals for resolutions, decisions or substantive amendments thereof prior to the session, in order to allow the Secretariat to translate them into the official languages and to distribute them for consideration among all other delegations.

## Pre-RC74 side events

In response to Member States' recommendations for more focused discussions during the Regional Committee plenary session, side events will be organized in the run-up to RC74 and conducted in virtual format every Monday, commencing on 2 September until 14 October, between 10:00 and 11:30 (CEST).

Further details about the programme, invited speakers and other arrangements will be communicated in due course.

## PUBLIC COMMUNICATION

### Livestream

Under Rule 6 of the Rules of Procedure, meetings of the Regional Committee are in principle held in public. Therefore, the proceedings of the plenary session will be broadcast on WHO/Europe's website: [www.who.int/europe](http://www.who.int/europe).

On the livestream, interpretation will only be available in English and Russian.

## Social media

Social media coverage will be provided through WHO/Europe's official social media accounts using the hashtag **#RC74CPH**.

- X: [https://x.com/WHO\\_Europe](https://x.com/WHO_Europe) (English) and [https://x.com/WHO\\_Europe\\_RU](https://x.com/WHO_Europe_RU) (Russian)
- Facebook: <http://www.facebook.com/WHOEurope>
- Instagram: <https://www.instagram.com/whoeurope>
- LinkedIn: <https://www.linkedin.com/company/who-europe>

## Website

As well as the official documentation, the WHO/Europe website will provide regular updates, transcripts of key statements and speeches, and the latest news and information for the media, including multimedia materials and video galleries.

## RC74 mobile application

An RC74 mobile application containing all session documents, programme details and practical information will be made available to participants by 25 October 2024. The application can be downloaded free of charge for iOS and Android devices. More information about the application, including instructions on how to use it, will be provided in due course, and before the launch of the application.

## Privacy

Participants are reminded that the meetings are recorded for reporting purposes.

By attending this event, participants are considered to have consented to the use of any photographs, video and/or sound recordings taken during all RC74 meetings and events. Participants who would like to opt out of photos and videos are invited to let the Secretariat know in advance.

**For any urgent issues during RC74, please contact the RC74 support team.**

**Email: [eurorc74@who.int](mailto:eurorc74@who.int)**

**Hotline: +45 45 33 68 51**

## Annex 1. List of recommended hotels for RC74

All rates quoted below are in Danish kroner and are inclusive of VAT and service charges.

	Single occupancy rate
<p><b>Copenhagen Admiral Hotel (4*)</b> (30 rooms reserved, more subject to availability) Toldbodgade 24–28 1253 Copenhagen K Tel: +45 33 74 14 14 Email: <a href="mailto:booking@admiralhotel.dk">booking@admiralhotel.dk</a> Website: <a href="http://www.admiralhotel.dk">www.admiralhotel.dk</a></p> <p><b>When booking please request the WHO corporate rate.</b></p>	<p>DKK 1295 (standard room)</p> <p>Breakfast buffet DKK 205 per person</p>
<p>The Admiral Hotel is located in the centre of Copenhagen in a converted 18th century warehouse near the Royal Palace and the Copenhagen harbour area.</p>	
<p><b>Comwell Copenhagen Portside (4*)</b> (100 rooms reserved) Alexandriagade 1 2150 Nordhavn Tel.: +45 35 27 21 50 Website: <a href="http://www.comwell.com">www.comwell.com</a></p> <p>Book online using the code for RC74: <b>BC-WHO-MEETING-OCT</b></p>	<p>DKK 1195 (standard room)</p> <p>Breakfast buffet DKK 68 per person</p>
<p>Comwell Copenhagen Portside is a modern new hotel located in Copenhagen's North Harbour, approximately a 20-minute walk to UN City. The hotel is a 2-minute walk from Orientkaj metro station, which takes you to Copenhagen Central Station in 12 minutes and to Copenhagen Airport in 25 minutes.</p>	
<p><b>Fairfield by Marriott</b> (rooms subject to availability) Tallinngade 10 2150 Copenhagen</p> <p><b>Residence Inn by Marriott</b> (rooms subject to availability) Tallinngade 12 2150 Copenhagen Tel.: +45 30 30 49 63</p> <p>Bookings must be made via the link below for the <b>WHO corporate rate</b>: <a href="https://www.marriott.com/events/start.mi?id=1705326680872&amp;key=CORP">https://www.marriott.com/events/start.mi?id=1705326680872&amp;key=CORP</a></p>	<p>DKK 995 (Queen/Twin room)</p> <p>DKK 1200 (Comfort Studio Queen)</p> <p>All rates include a breakfast buffet</p>
<p>Fairfield by Marriott and Residence Inn by Marriott are modern hotels (newly opened in 2024) located in Copenhagen's North Harbour. The hotels are approximately a 15-minute walk from UN City, and a few minutes' walk from the Nordhavn metro and S-train stations.</p>	
<p><b>Wakeup Copenhagen, Borgergade (2*)</b> (40 rooms reserved) Borgergade 9 1300 Copenhagen K Tel: +45 44 80 00 00 Email: <a href="mailto:borgergade@wakeupcopenhagen.dk">borgergade@wakeupcopenhagen.dk</a> Website: <a href="http://www.wakeupcopenhagen.dk">www.wakeupcopenhagen.dk</a></p> <p>Book using the code for RC74: <b>2829934</b></p>	<p>DKK 540 (single room)</p> <p>Breakfast buffet DKK 95 per person</p>
<p>Wakeup Copenhagen is a modern budget hotel in the inner city, a few minutes' walk from the Royal Theatre and the main shopping area.</p>	

## Annex 2. List of Member States and Associate Members (naming convention)

Albania (ALB)	Greece (GRE)	Portugal (POR)
Andorra (AND)	Hungary (HUN)	Republic of Moldova (MDA)
Armenia (ARM)	Iceland (ICE)	Romania (ROM)
Austria (AUT)	Ireland (IRE)	Russian Federation (RUS)
Azerbaijan (AZE)	Israel (ISR)	San Marino (SMR)
Belarus (BLR)	Italy (ITA)	Serbia (SRB)
Belgium (BEL)	Kazakhstan (KAZ)	Slovakia (SVK)
Bosnia and Herzegovina (BIH)	Kyrgyzstan (KGZ)	Slovenia (SVN)
Bulgaria (BUL)	Latvia (LVA)	Spain (SPA)
Croatia (CRO)	Lithuania (LTU)	Sweden (SWE)
Cyprus (CYP)	Luxembourg (LUX)	Switzerland (SWI)
Czechia (CZH)	Malta (MTA)	Tajikistan (TJK)
Denmark (DEN)	Monaco (MON)	Türkiye (TUR)
Estonia (EST)	Montenegro (MNE)	Turkmenistan (TKM)
Finland (FIN)	Netherlands (Kingdom of the) (NET)	Ukraine (UKR)
France (FRA)	North Macedonia (MKD)	United Kingdom (UNK)
Georgia (GEO)	Norway (NOR)	Uzbekistan (UZB)
Germany (DEU)	Poland (POL)	

### Associate Members

Faroe Islands (FRO)

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