



**Fourteenth meeting of the European Environment and Health
Task Force (EHTF)**

EURO/EHTF14/0

**Utrecht, Netherlands (Kingdom of the)
26-27 June 2024**

2 May 2024

INFORMATION CIRCULAR

Dear Participant,

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 be hosted by the National Institute for Public Health (RIVM) and will be held at:

Quinton House
Nieuwegracht 60
3512 LT Utrecht
The Netherlands
Telephone: +31 (0)30 227 1569
E-mail: info@quintonhouse.nl
Website: <https://www.quintonhouse.nl>

This is a “smoke-free meeting”: in line with WHO policy on tobacco, smoking is not permitted during sessions of meetings organized or co-sponsored by the WHO/Europe.

2. Participation

The meeting is open to all members of the EHTF.

3. Registration

Online registration prior to the meeting is required and should be completed by **Monday, 17 June 2024** at: <https://forms.office.com/e/NpKWJWm8mE>. **Kindly note that registering on time, is crucial. RIVM will organize catering and set-up the meeting room based on this information.**

Onsite registration of participants will take place at the meeting site on **Wednesday, 26 June 2024, from 08:30–09:30.**

Participants will receive name tags which should always be worn visibly during the meeting.

4. Dates and times of start and closure of meeting

Working sessions will start at 09:30 on Wednesday, 26 June 2024 and will close no later than 16:30 hours on Thursday, 27 June 2024.

5. Working languages

The meeting will be held in English with simultaneous interpretation into Russian.

6. Documentation

All working and background documentation will be available at the EHP SharePoint Website at: <https://worldhealthorg.sharepoint.com/sites/ws-EEHP/default.aspx>.

Please note this is a paperless meeting and no printed copies will be available or provided at the meeting venue.

Participants will be able to use their own laptops to connect to the Internet through a WIFI network at the meeting site.

7. Travel arrangements and subsistence allowance (for participants eligible for financial support)

Travel arrangements for EHTF members who are eligible for financial support will be organized by WHO according to the organization's travel policy. The eligible members will be contacted by the secretariat.

Subsistence allowance for eligible participants to cover your meals and accommodation in Brussels will be deposited directly into their bank account.

8. Travel

Please note that you are responsible for health insurance and visa for travelling and entering the Netherlands (Kingdom of the).

To and from Amsterdam Airport to Utrecht Centre

Train:

You will find the NS train station directly below the terminal building. For more information please visit: <https://www.schiphol.nl/en/page/by-train-from-schiphol/>.

Use <https://www.ns.nl/en> to see the departure times of the trains from Schiphol Airport to Utrecht. Usually, there are 6 departures within one hour.

Bus:

Buses depart right in front of the Schiphol plaza a few minutes' walk from the arrival hall: <https://www.schiphol.nl/en/page/bus-from-schiphol/>.

Use <https://9292.nl/en> to see the departure times and locations of the busses. The host recommends taking the train.

Other transportation modes including taxi, car rental, shared car can be accessed at: <https://www.schiphol.nl/en/page/transportation-from-schiphol>

Please find more information about Schiphol airport can be accessed at: <https://www.schiphol.nl/en/>.

To and from Paris, Brussels, London, Berlin and Cologne to Utrecht

We encourage participants travelling from European cities to use the train, where possible.

9. Local transportation to the meeting venue

The meeting location is accessible by bus and foot. Please find more information at: <https://welcome.utrechtregion.com/en/life/getting-around>.

10. Visas

Participants are advised to check visa requirements when making their travel arrangements. Further details are available at the official website of Government of the Netherlands at: <https://www.netherlandsworldwide.nl/visa-the-netherlands>.

11. Accommodation

You will need to book a hotel room yourself. To do so, you can contact any hotel directly by phone or email or use available hotel booking websites.

Please settle your bill directly with the hotel. Please note that WHO cannot assume any responsibility for late cancellation or changes to your reservation.

12. Meals

Coffee breaks and lunches will be provided during meeting days, courtesy of RIVM. All meals will be vegetarian, organic and zero waste.

13. Social dinner

A social dinner, courtesy of RIVM will take place on 26 June 2024, at 19:00. Further details will be provided in due course.

14. Meeting of the EHP Partnerships

A meeting of the EHP Partnerships will take place on 25 June 2024 early afternoon. For more information, please get in touch with lead countries and/or organizations of the respective Partnerships. You are encouraged to organize your travel taking this information into consideration.

15. Excursion

RIVM has kindly organized an excursion that will take place in the early afternoon on 25 June 2024. More details will be provided soon. Please consider this information when you organize your travel.

16. Medical insurance

Participants should make their own arrangements to obtain a comprehensive international medical and travel insurance.

WHO shall not be responsible for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel or the period of participation at the meeting.

It is also noted that WHO will not be responsible for any costs incurred due to self-isolation, such as for accommodation and air ticket changes.

17. Tackling sexual exploitation and abuse and sexual harassment

WHO is committed to enabling events at which everyone can participate in an inclusive, respectful, and safe environment. WHO events are guided by the highest ethical and professional standards and all participants are expected to behave with integrity and respect towards all participants attending or involved with any WHO event.

We would therefore like to share with you the [Code of Conduct to prevent harassment, including sexual harassment, at WHO Events](#). Please note that the WHO EHTF adheres to this code.

We hope to have covered all the administrative points in connection with the meeting.

If you have any queries, please do not hesitate to contact us.

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