

GUIDE FOR PARTICIPANTS

56th Governing Council Session
International Agency for Research on Cancer (IARC)
Lyon, 15–16 May 2014



Please note that IARC is a non-smoking area

For security reasons, badges must be worn at all times

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MEETING VENUE

The 56th Governing Council Session will open on Thursday 15 May 2014 at 09:00 and close no later than 15:30 on Friday 16 May.

The meeting will be held at the

International Agency for Research on Cancer (IARC)
150 cours Albert Thomas
69008 Lyon
France

Tel: +33 (0) 4 72 73 84 85

Fax: +33 (0) 4 72 73 85 75

Meeting room: Auditorium

56th IARC Governing Council Session, Lyon, 15–16 May 2014**PROVISIONAL AGENDA**

Indicative timing	Item No.	Item	Document No.
09:00 – 09:05	1.	Opening of the Session	
09:05 – 09:10	2.	Election of Rapporteur	
09:10 – 09:15	3.	Adoption of the Agenda	GC/56/1 (Prov.)
09:15 – 10:00	4.	Presentation and discussion of the Biennial Report 2012–2013	GC/56/2
10:00 – 10:45	5.	Director's report	GC/56/3
10:45–11:15		<i>Coffee & tea break – Group photograph</i>	
11:15 – 11:45	6.	Address by the Director-General, WHO	
11:45 – 12:15	7.	Report of the Fiftieth session of the Scientific Council	GC/56/4
12:15 – 12:30	8.	Director's response to recommendations from the 50 th Session of the Scientific Council	GC/56/5
12:30 – 13:00	9.	Statement by the IARC Staff Association	GC/56/6
13:00–14:00		<i>Lunch</i>	
14:00 – 14:45	10.	Annual Financial Report, Report of the External Auditor and Audited Financial Statements for the year ended 31 December 2013 including status of 2012 audit recommendations	GC/56/7
14:45 – 15:00	11.	Amendment to IARC Financial Regulations	GC/56/8
15:00 – 15:45	12.	Report from the Governing Council Working Group on the Review of the method of assessment of contributions	GC/56/9
15:45–16:15		<i>Tea & coffee break</i>	
16:15 – 16:45	13.	Update on "Nouveau Centre" project	GC/56/10
16:45 – 17:00	14.	Biennial Report of the Occupational Health and Safety Committee (OHSC), 2012–2013	GC/56/11
17:00 – 17:15	15.	Acceptance of grants and contracts, including report on interest apportionment	GC/56/12
17:15 – 17:30	16.	Acceptance of donations	GC/56/13
17:30		<i>End of Session, followed by a dinner at 19:45 in a Lyonnais restaurant "... "</i>	

Friday 16 May 2014 – Plenary Session

Indicative timing	Item No.	Item	Document No.
09:00 – 09:30	17.	Plans for IARC 50 th Anniversary in 2015	GC/56/14
09:30 – 10:00	18.	Report on publication activities including report on funding allocation	GC/56/15
10:00 – 10:30	19.	Requests for use of funds from the Governing Council Special Fund A. Scientific equipment B. Support to IPSAS implementation	GC/56/16A GC/56/16B
10:30–11:00		Coffee & tea break	
11:00 – 11:30	20.	New proposed structure for presenting IARC's Budget and reporting	GC/56/17
11:30 – 12:00	21.	Plans for the preparation of IARC Medium-Term Strategy for 2016–2020	GC/56/18

Friday 16 May 2014 – Closed Session

Indicative timing	Item No.	Item	Document No.
12:00 – 13:00	22.	Appointment of new members of the Scientific Council (<i>closed session</i>)	GC/56/19
13:00–14:00		Lunch	

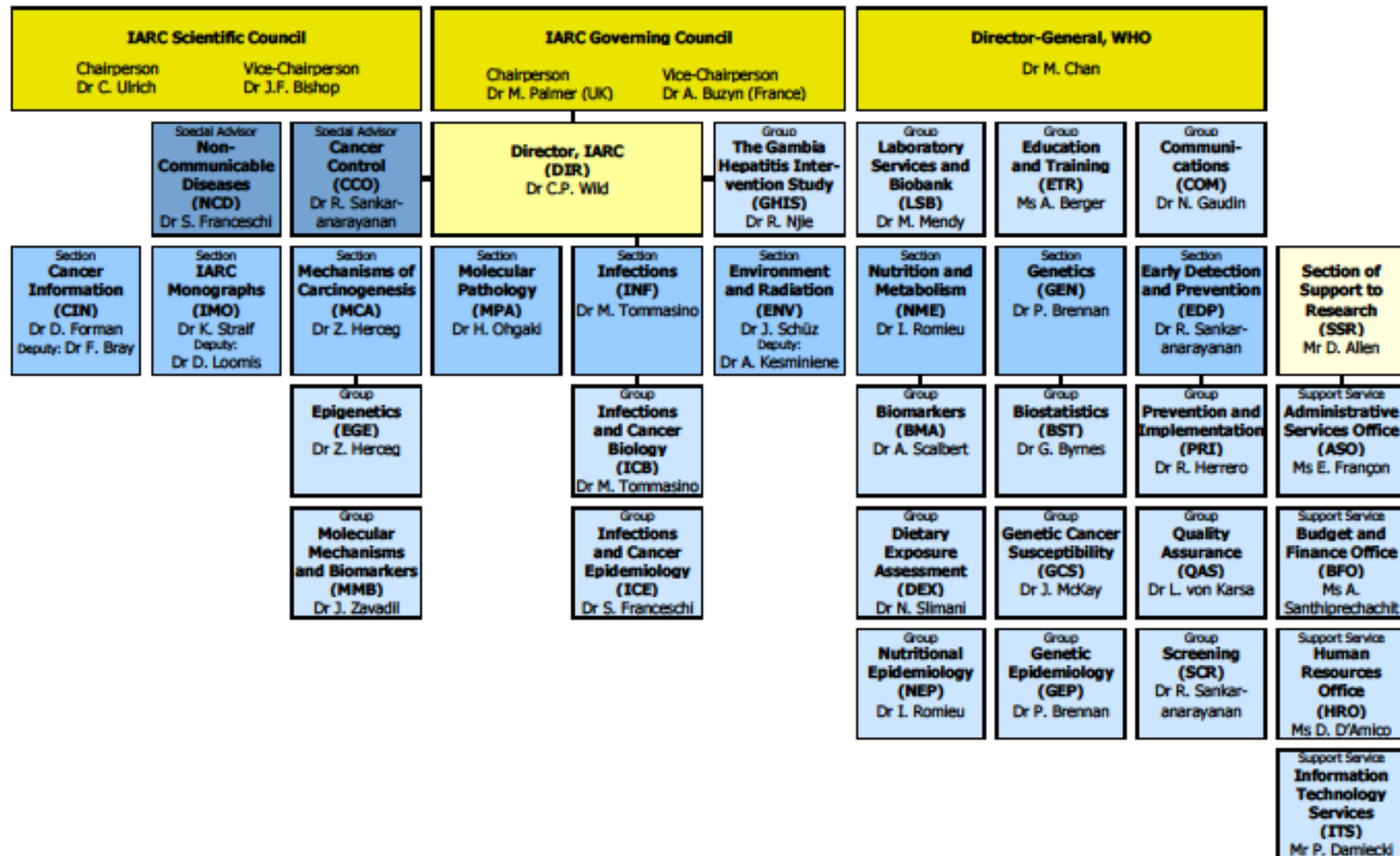
Friday 16 May 2014 – Plenary Session

Indicative timing	Item No.	Item	Document No.
14:00 – 14:30	23.	Clarification on the procedure for the election of the Director	GC/56/20
14:30 – 14:45	24.	Membership of the Subcommittee on the admission of new Participating States	
14:45 – 15:00	25.	Any other business	
15:00 – 15:15	26.	Election of Chairperson and Vice-Chairperson for next session	
15:15 – 15:25	27.	Date of next session	
15:25 – 15:30	28.	Closure of session	

ORGANIZATIONAL CHART – ([HTTP://WWW.IARC.FR/EN/RESEARCH-GROUPS/ORG_CHART.PDF](http://www.iarc.fr/en/research-groups/org_chart.pdf))

**International Agency for Research on Cancer
World Health Organization**

1 February 2014



IARC SECTIONS AND GROUPS

ACRONYM	SECTION / GROUP	SECTION / GROUP HEAD	SECRETARY / AA	BA	HRA	EXT.	ROOM	FLOOR
						Head / Sec.	Head / Sec.	
CIN	Section of CANCER INFORMATION	Dr D. Forman Deputy: Dr F. Bray	Ms K. Veselinovic Ms F. Louled	MO	MB	8056 / 8489 8453 / 8350	L111 / L112 L110 / L109	Latarjet 1
EDP	Section of EARLY DETECTION AND PREVENTION	Dr R. Sankaranarayanan						
PRI	Prevention and Implementation Group	Dr R. Herrero	Ms K. Abdedayem	EO	IB	8683 / 8087	L401 / L402	Latarjet 4
QAS	Quality Assurance Group	Dr L. Von Karsa	Ms T. Lignini			8167 / 8030	L307 / L308	Latarjet 3
SCR	Screening Group	Dr Sankaranarayanan	Ms S. Montigny			8599 / 8674	L407 / L409	Latarjet 4
ENV	Section of ENVIRONMENT AND RADIATION	Dr J. Schüz Deputy: Dr A. Kesminiene	Ms C. Bassier Ms C. Chassin	MO	MB	8441 / 8554 8662 / 8452	301 / 319 311 / 310	3
GEN	Section of GENETICS	Dr P. Brennan						
BST	Biostatistics Group	Dr G. Byrnes	Ms N. Suty	FR	IB	8482 / 8558	409 / 1011	4 & 10
GCS	Genetic Cancer Susceptibility Group	Dr J. McKay	Ms N. Suty			8093 / 8558	1012 / 1011	10
GEP	Genetic Epidemiology Group	Dr P. Brennan	Ms C. Volatier			8391 / 8533	413 / 412	4
IMO	Section of IARC MONOGRAPHS	Dr K. Straif Deputy: Dr D. Loomis	Ms H. Lorenzen	TO	IB	8511 / 8507 8049	516 / 515 511	5
INF	Section of INFECTIONS	Dr M. Tommasino						
ICB	Infections and Cancer Biology Group	Dr M. Tommasino	Ms I. Rondy	TO	IB	8191 / 8190	909 / 908B	9
ICE	Infections and Cancer Epidemiology Group	Dr S. Franceschi	Ms V. Chabanis			8402 / 8404	L210 / L209	Latarjet 2
MCA	Section of MECHANISMS OF CARCINOGENESIS	Dr Z. Herceg						
EGE	Epigenetics Group	Dr Z. Herceg	(vacant)	MO	IB	8398 / 8164	710 / 711	7
MMB	Molecular Mechanisms and Biomarkers Group	Dr J. Zavadil	Ms S. Nouveau			8362 / 8539	709 / 711	7

MPA	Section of MOLECULAR PATHOLOGY	Dr H. Ohgaki	Ms A.-S. Hameau	FR	MB	8534 / 8447	615 / 614	6
NME	Section of NUTRITION AND METABOLISM	Dr I. Romieu						
BMA	Biomarkers Group	Dr A. Scalbert	Ms K. Racinoux	TO	MB	8095/ 8545	E11 / L008	BRC 1 / Latarjet 0
DEX	Dietary Exposure Assessment Group	Dr N. Slimani	Ms K. Racinoux			8321 / 8545	L012 / L008	Latarjet 0
NEP	Nutritional Epidemiology Group	Dr I. Romieu	Ms E. Page			8094 / 8653	L010 / L008	Latarjet 0
DIR	Office of the Director	Dr C.P. Wild (Director)	Ms M. Geesink Ms L. Marnat	EO	IB	8684 / 8577 8569	1107 / 1108	11
NCD	Non-Communicable Diseases (Special Advisor)	Dr S. Franceschi						
CCO	Cancer Control (Special Advisor)	Dr Sankaranarayanan						
COM	Communications Group	Dr N. Gaudin	Ms B. Geoffre	EO	IB	8567 / 8478	108 / 107	1
ETR	Education and Training Group	Ms A. Berger	Ms S. Anthony	EO		8349 / 8072	1112 / 1113	11
GHS	The Gambia Hepatitis Intervention Study	Dr R. Njie (Banjul)	Ms L. Marnat	EO		5002/3 / 8569	Gambia / 1108	11
LSB	Laboratory Services and Biobank Group	Dr M. Mendy	Ms S. Moldan	EO		8411 / 8035	E23/E22	BRC 1
SSR	Section of Support to Research	Mr D. Allen (DAF)	Ms A.-M. Maillol	FR	MB	8467 / 8178	214 / 215	2
ASO	Administrative Services Office	Ms E. Françon	Ms S. Servat	FR	MB	8444 / 8555	R06 / R05	Ground floor
BFO	Budget and Finance Office	Ms A. Santhiprechachit	Ms L. Boulegroun			8456 / 8598	211 / 210	2
HRO	Human Resources Office	Mrs D. D'Amico	Ms S. Sibert			8000 / 8687	218 / 219	2
ITS	Information Technology Services	Mr P. Damiecki	Ms A.-M. Maillol			8432 / 8178	408 / 215	4 & 2

REGISTRATION

Registration will take place in the lobby of the Agency, from 08:00.

All participants are requested to register to ensure that their names appear on the final list of Representatives.

The official languages are English and French. Simultaneous interpretation will be provided.

Documents will be prepared in English and French and will be available in early April at the following internet address: <http://Governance.iarc.fr>
This site is no longer password protected.

Representatives will be seated in the alphabetical order of the French names of the Participating States.

Lunches will be served at the IARC cafeteria (12th floor of Tower building).

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HOTEL ACCOMMODATION

The following hotels have been selected.

All rates are indicated per night in euros – breakfast not included

2014	Single room		Double room
Hôtel Le Lumière** 26 rue Villon 69008 Lyon Tel.: [+33] (0)4 78 00 66 81 E-mail : hotel-lumiere@orange.fr Metro: Sans-Souci	59 €	plus breakfast 7 €	66 €
Hôtel La Résidence*** 18 rue Victor Hugo 69002 Lyon Tel.: [+33] (0)4 78 42 63 28 E-mail : hotel-la-residence@wanadoo.fr Metro: Bellecour	84 €	plus breakfast 8 €	84 €
Hôtel Mercure Lyon Lumière*** 69-71 cours Albert Thomas 69003 Lyon Tel.: [+33] (0)4 78 53 76 76 E-mail : H1535@accor.com Metro: Sans-Souci	Standard 128 € Superior 158 €	plus breakfast 19 €	Standard 128 € Superior 158 €
Hôtel des Artistes*** 8 rue Gaspard André 69002 Lyon Tel.: [+33] (0)4 78 42 04 88 E-mail : reservation@hotel-des-artistes.fr Metro: Cordeliers	Standard 120 € Classic 144 €	plus breakfast 13.5 €	Standard 120 € Classic 144 €

In order to secure a hotel reservation, please fill in the hotel reservation form from the internet address: <http://Governance.iarc.fr> no later than mid-April.

TRAVEL AND TRANSPORTATION ARRANGEMENTS

It is regretted that it will not be possible to provide transport to Governing Council members to and from their hotels; however, taxis and public transport are available.

Airport transportation

Information on “Rhônexpress” Tram (tram from the airport) timetables and fares can be found at <http://www.rhonexpress.fr/>

From the airport, take “Rhônexpress” Tram towards Lyon Part-Dieu, get off at Lyon Part-Dieu, cross Part-Dieu station to the Part-Dieu metro station. Take line B towards Stade de Gerland, get off at Saxe-Gambetta. Take line D towards Gare de Vénissieux, get off at Grange-Blanche and follow the signs for Exit No 3.

Vehicle Rentals

If you wish to rent a car, you may contact the following (examples only):

AVIS

<http://www.avis.eu/>

HERTZ

<https://www.hertz.com/rentacar/reservation/>

RENT-A-CAR

<http://www.rentacar.fr/>

Tram/Metro/Bus

From Bellecour station (Hotel La Résidence & Hotel des Artistes), take line D towards Gare de Vénissieux, get off at Grange-Blanche and follow the signs for Exit No 3.

From Sans-Souci station (Hotel Mercure Lyon Lumière), take line D towards Gare de Vénissieux, get off at Grange-Blanche and follow the signs for Exit No 3.

The map of Lyon metro/bus/tram network can be found at <http://carto-interactive.tcl.fr/v2.0/carteTCL/carte.html>; information on timetables and fares can be found at <http://www.tcl.fr/en>

Taxis

Please ask your hotel receptionist and/or IARC staff to assist you.

SECURITY*Identification badges*

When you arrive in the IARC building, your name badge will be handed to you at the entrance desk. For security reasons, we kindly request that you wear it at all times while on the Agency's premises (during meetings and social functions).

Please do not leave valuables in meeting rooms.

For your personal safety, please observe the following:

Do not leave laptops, cell phones, or other personal items unattended.

Please report immediately any suspicious persons, activities, phone calls or packages in or around IARC.

For the comfort of participants in the meeting, you are requested to switch off cellular telephones and pagers, or to switch them to a non-ringing or non-beeping mode.

Insurance

IARC cannot accept liability 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 the Governing Council. Participants should make their own arrangements with respect to health and travel insurance.

Services

Travel agency

Carlson Wagonlit Travel

Daniel Espariat

Monday to Friday from 8:30 to 18:00

Tel.: +33 (0)4 72 34 70 30

Fax: +33 (0)4 72 34 70 29

E-mail: iarc@carlsonwagonlit.fr

If you need to change your travel arrangements and/or confirm your onward bookings, please see Mrs Sophie Servat, Administrative Services Office or Mrs Loubna Boulegroun, Finance Office.

WIFI CONNECTION TO THE INTERNET

WIFI connection to the internet is possible. The WIFI network identifier (SSID) is: **"IARC_Visitors"**. **The password will be communicated to you in the practical information slide projected on screen at the opening of the meeting.**

We do not offer file or print services. Printing a document is nevertheless possible provided that your document has been transferred on a USB key and using the IARC PC connected to the printer installed in the meeting room or via the Internet Café.

INTERNET CAFÉ

The internet café, set-up with desktop(s) connected to a printer, will allow you to surf the web, check your e-mails, and/or print your documents. There are three machines on the ground floor and four machines in the Library.

RELATED EVENTS

Participants and accompanying persons are invited to attend the following dinner (with prior registration):

On Thursday 15 May 2014 at 19:45

Restaurant “Le Vivarais”
1 place Gailleton
69002 Lyon
(Tel. 04 78 37 85 15)

Please let the Documents Assistant (Agnès Meneghel) know whether you intend to participate in the dinner and whether special dietary requirements should be foreseen.

USEFUL INFORMATION

Office du Tourisme et des Congrès – Lyon
Pavillon
Place Bellecour
69002 Lyon
Tel.: +33 (0) 472 776 969
Fax: +33 (0) 478 420 432
<http://www.lyon-france.com/>

Weather and clothing:

The weather in Lyon in May is likely to be between 16°C and 25°C.
The meeting room is air-conditioned at approximately 22°C.
Clothing is informal for all occasions.

Power supply

The power supply is 220/240V and the frequency of electrical current is 50 hertz.

Time difference

In May, the time in Lyon is UT + 2 hours

Telephone and fax

The country code in France is 33 and the city code for Lyon is 4.

Tipping is not required since it is included in all bills.