

## **GUIDE FOR PARTICIPANTS**

58<sup>th</sup> Governing Council Session  
International Agency for Research on Cancer (IARC)  
Lyon, 19–20 May 2016



*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 58<sup>th</sup> Governing Council Session will open on Thursday 19 May 2016 at 09:00 and close no later than 15:45 on Friday 20 May.

The meeting will be held at the

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

☎: +33 (0) 4 72 73 84 85

Meeting room: Auditorium

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58<sup>th</sup> IARC Governing Council Session, Lyon, 19–20 May 2016**PROVISIONAL + SUPPLEMENTARY AGENDA*****Thursday 19 May 2016 – Plenary Session***

<b>Indicative timing</b>	<b>Item No.</b>	<b>Item</b>	<b>Document No.</b>
09:00 – 09:05	1.	Opening of the Session	
09:05 – 09:10	2.	Election of Vice-Chairperson and Rapporteur	
09:10 – 09:15	3.	Adoption of the Agenda	GC/58/1 (Prov.)
09:15 – 10:00	4.	Presentation and discussion of the Biennial Report 2014–2015	GC/58/2
10:00 – 10:45	5.	Director's report	GC/58/3
<b>10:45–11:15</b>		<b><i>Coffee &amp; tea break – Group photograph</i></b>	
11:15 – 11:45	6.	Address by the Director-General, WHO	
11:45 – 12:15	7.	Report of the Fifty-second session of the Scientific Council	GC/58/4
12:15 – 12:45	8.	Director's response to recommendations from the 52 <sup>nd</sup> Session of the Scientific Council	GC/58/5
12:45 – 13:00	9.	Statement by the IARC Staff Association	GC/58/6
<b>13:00–14:00</b>		<b><i>Lunch</i></b>	
14:00 – 14:45	10.	Annual Financial Report, Report of the External Auditor and Audited Financial Statements for the year ended 31 December 2015 including status of 2014 audit recommendations	GC/58/7
14:45 – 15:45	11.	Update on the "Nouveau Centre" project	GC/58/8
<b>15:45–16:15</b>		<b><i>Tea &amp; coffee break</i></b>	
16:15 – 16:45	12.	Proposed recommendations from the Working Group following their review of the production of current standard reports	GC/58/9
16:45 – 17:15	13.	Proposal for an evaluation approach of the IARC Medium-Term Strategy (2016–2020)	GC/58/10
17:15 – 17:30	14.	Update of the guidelines for Peer-Reviews at IARC	GC/58/11
17:30 – 17:45	15.	Biennial Report of the Occupational Health and Safety Committee (OHSC), 2014–2015	GC/58/12
17:45 – 18:15	16.	Report on publication activities, including report on funding allocation	GC/58/13
<b>18:15</b>		<b><i>End of Session, followed by a dinner at 19:45 in a Lyonnais restaurant</i></b>	

***Friday 20 May 2016 – In Princess Takamatsu Hall (Ground floor of tower building)***

<i>08:00 – 09:00</i>	<i>Optional participation in the presentation of one of the Agency's flagship projects: the Global Initiative for Cancer Registry Development (GICR, <a href="http://gicr.iarc.fr">http://gicr.iarc.fr</a>).</i>
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**Friday 20 May 2016 – Plenary Session**

<b>Indicative timing</b>	<b>Item No.</b>	<b>Item</b>	<b>Document No.</b>
09:00 – 09:45	17.	Options and proposals regarding the procedure for the election of the Director	GC/58/14
09:45 – 10:30	18.	Proposed priorities for resources actively mobilized as Undesignated Voluntary Contributions	GC/58/15
10:30 – 10:45	19.	Acceptance of grants and contracts, including report on interest apportionment	GC/58/16
	20.	Acceptance of donations	GC/58/17
<b>10:45 – 11:15</b>		<b>Coffee &amp; tea break</b>	
11:15 – 12:00	21.	Requests for use of funds from the Governing Council Special Fund	
		A. Scientific equipment – Medium-term support to the Biobank	GC/58/18A
		B. Upgrades to IARC premises security systems	GC/58/18B
12:00 – 12:30	22.	Guidance on nominations for the replacement of Scientific Council members	GC/58/19
<b>12:30–13:30</b>		<b>Lunch</b>	

**Friday 20 May 2016 – Closed Session**

<b>Indicative timing</b>	<b>Item No.</b>	<b>Item</b>	<b>Document No.</b>
13:30 – 14:30	23.	Appointment of new members of the Scientific Council ( <i>closed session</i> )	GC/58/20

**Friday 20 May 2016 – Plenary Session**

<b>Indicative timing</b>	<b>Item No.</b>	<b>Item</b>	<b>Document No.</b>
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 – 15:30	27.	Date of next session	
15:30 – 15:45	28.	Closure of session	
<b>15:45–16:15</b>		<b>Tea &amp; coffee available</b>	

**Governing Council  
Fifty-eighth Session**

**GC/58/1 (Prov.) Add.1**  
22/04/2016

*Lyon, 19–20 May 2016  
Auditorium*

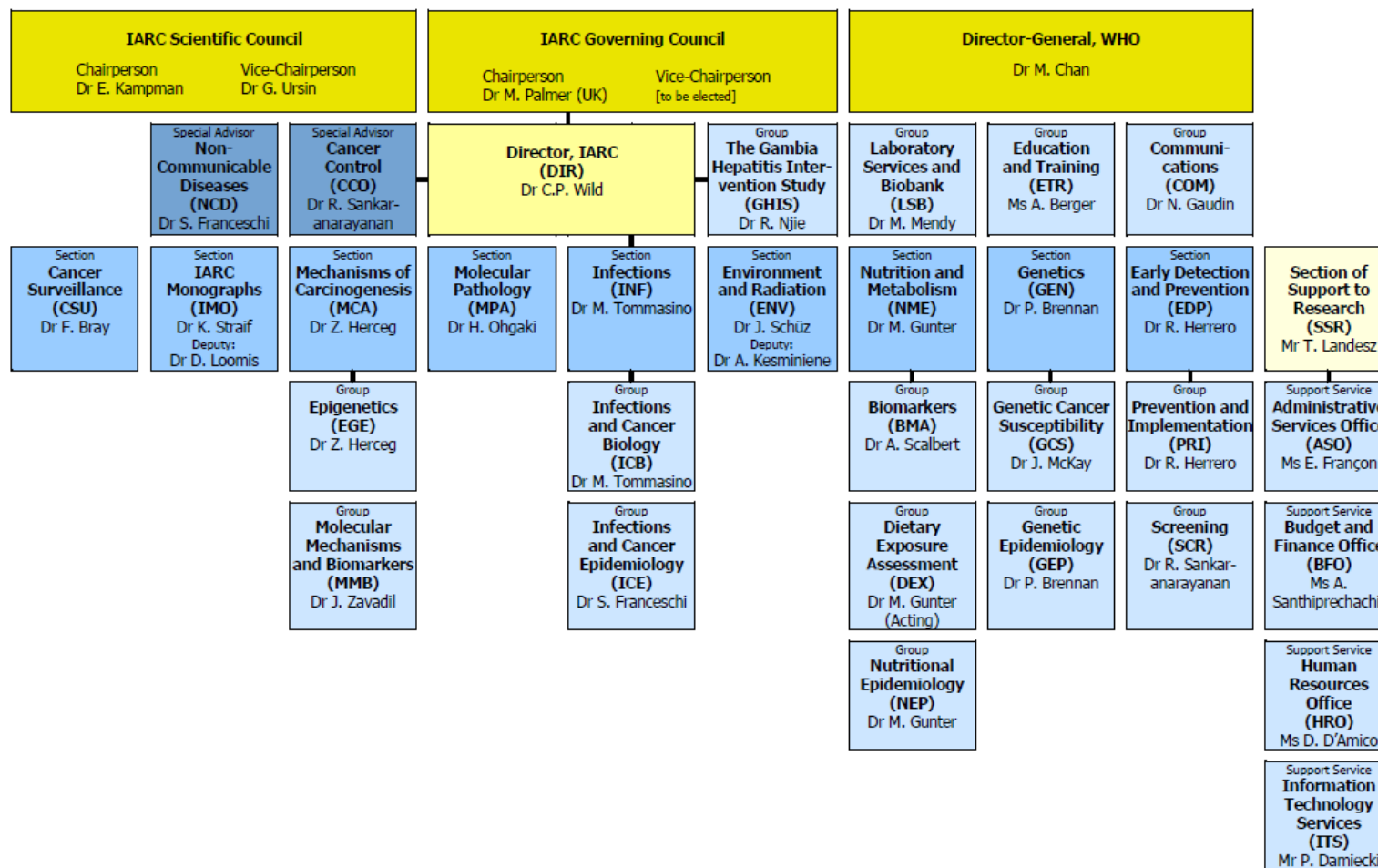
**SUPPLEMENTARY AGENDA**

<b>Item</b>	<b>Document No.</b>
Proposal from Spain for the repayment of its outstanding contributions	GC/58/22

## ORGANIZATIONAL CHART

International Agency for Research on Cancer  
World Health Organization

1 May 2016



/mg

**IARC SECTIONS AND GROUPS**

ACRONYM	SECTION / GROUP	SECTION / GROUP HEAD	SECRETARY / AA	EXT.	ROOM	FLOOR
				Head / Sec.	Head / Sec.	
CSU	Section of CANCER SURVEILLANCE	Dr F. Bray	Ms K. Veselinovic	8453/ 8489	L111 / L112	Latarjet 1
EDP	Section of EARLY DETECTION AND PREVENTION	Dr R. Herrero				
PRI	Prevention and Implementation Group	Dr R. Herrero	Ms K. Abdedayem	8683 / 8087	L307 / L308	Latarjet 3
SCR	Screening Group	Dr R. Sankaranarayanan	Ms L. Boulegroun	8599 / 8674	L407 / L408	Latarjet 4
ENV	Section of ENVIRONMENT AND RADIATION	Dr J. Schüz Deputy: Dr A. Kesminiene	Ms C. Bassier Ms C. Chassin	8441 / 8554 8662 / 8452	301 / 319 311 / 310	3
GEN	Section of GENETICS	Dr P. Brennan				
GCS	Genetic Cancer Susceptibility Group	Dr J. McKay	Ms I. Rondy	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	8511 / 8507 8049	516 / 515 511	5
INF	Section of INFECTIONS	Dr M. Tommasino				
ICB	Infections and Cancer Biology Group	Dr M. Tommasino	Ms N. Suty	8191 / 8190	909 / 908B	9
ICE	Infections and Cancer Epidemiology Group	Dr S. Franceschi	Vacant	8402 / 8404	L210 / L209	Latarjet 2
MCA	Section of MECHANISMS OF CARCINOGENESIS	Dr Z. Herceg				
EGE	Epigenetics Group	Dr Z. Herceg	Ms E. Page	8398 / 8653	710 / 711	7
MMB	Molecular Mechanisms and Biomarkers Group	Dr J. Zavadil	Ms S. Nouveau	8362 / 8539	709 / 711	7



ACRONYM	SECTION / GROUP	SECTION / GROUP HEAD	SECRETARY / AA	EXT.	ROOM	FLOOR
				Head / Sec.	Head / Sec.	
MPA	Section of MOLECULAR PATHOLOGY	Dr H. Ohgaki	Ms A.-S. Hameau	8534 / 8447	615 / 614	6
NME	Section of NUTRITION AND METABOLISM	Dr M. Gunter				
BMA	Biomarkers Group	Dr A. Scalbert	Ms K. Racinoux	8095/ 8545	605 / 604	6
DEX	Dietary Exposure Assessment Group	Dr M. Gunter, Acting	Ms K. Zaluski	8094 / 8509	L010 / L007	Latarjet 0
NEP	Nutritional Epidemiology Group	Dr M. Gunter	Ms N. Akel	8094 / 8168	L010 / L008	Latarjet 0
DIR	Office of the Director	Dr C.P. Wild (Director)	Ms M. Geesink Ms L. Marnat	8684 / 8577 8569	1107 / 1108	11
COM	Communications Group	Dr N. Gaudin	Ms B. Geoffre	8567 / 8478	108 / 107	1
ETR	Education and Training Group	Ms A. Berger	Ms S. Montigny	8349 / 8072	1112 / 1113	11
GHS	The Gambia Hepatitis Intervention Study	Dr R. Njie (Banjul)	Ms L. Marnat	5002/3 / 8569	Gambia / 1108	11
LSB	Laboratory Services and Biobank Group	Dr M. Mendy	Ms S. Moldan	8411 / 8035	E23/E22	BRC 1
SSR	Section of Support to Research	Dr T. Landesz (DAF)	Ms. N. Lamandé	8467 / 8178	214 / 215	2
ASO	Administrative Services Office	Ms E. Françon	Ms V. Rut	8444 / 8502	R06 / R09	Ground floor
BFO	Budget and Finance Office	Ms A. Santhiprechachit	Vacant	8456 / 8598	211 / 210	2
HRO	Human Resources Office	Ms D. D'Amico	Ms S. Sibert	8000 / 8687	218 / 219	2
ITS	Information Technology Services	Mr P. Damiecki	Ms N. Lamandé	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 (12<sup>th</sup> floor of Tower building).

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**HOTEL ACCOMMODATION**

The following hotels have been selected.

All rates are indicated per night in euros
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2016	Single room		<u>Double room</u>
<b>Hôtel La Résidence***</b> 18 rue Victor Hugo 69002 Lyon Tel.: [+33] (0)4 78 42 63 28 E-mail : <a href="mailto:hotel-la-residence@wanadoo.fr">hotel-la-residence@wanadoo.fr</a> Metro: Bellecour	<b>€88</b>	plus breakfast <b>€8</b>	<b>€88</b>
<b>Hôtel Mercure Lyon Lumière***</b> 69-71 cours Albert Thomas 69003 Lyon Tel.: [+33] (0)4 78 53 76 76 E-mail : <a href="mailto:H1535@accor.com">H1535@accor.com</a> Metro: Sans-Souci	Standard <b>€119</b>	breakfast included	Standard <b>€119</b>
<b>Hôtel des Artistes***</b> 8 rue Gaspard André 69002 Lyon Tel.: [+33] (0)4 78 42 04 88 E-mail : <a href="mailto:reservation@hotel-des-artistes.fr">reservation@hotel-des-artistes.fr</a> Metro: Cordeliers	Standard <b>€119</b> Classic <b>€126.90</b>	plus breakfast <b>€13.50</b>	Standard <b>€119</b> Classic <b>€126.90</b>
<b>Hôtel Mercure Beaux-Arts****</b> 73-75 rue du Président Edouard Herriot 69002 Lyon Tel.: [+33] (0)4 78 38 09 50 E-mail : <a href="mailto:H2949@accor.com">H2949@accor.com</a> Metro: Cordeliers	<b>€179</b>	plus breakfast <b>€18.50</b>	<b>€179</b>

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

We regret 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. At the top of the steps, walk to the right and continue a block and a half to the IARC tower (the tall blueish-gray building).

For directions please use the following link: [map around IARC](#) and look for:



### *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.

Information on timetables and fares of Lyon metro/bus/tram network 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  
Havas Voyages  
55 rue de la Villette  
69003 Lyon

☎: +33 (0)4 72 34 70 30

✉: [iarc@havasvoyages.fr](mailto:iarc@havasvoyages.fr)

If you need to change your travel arrangements and/or confirm your onward bookings, please see Mrs Sophie Servat ([servats@iarc.fr](mailto:servats@iarc.fr); +33(0)4 7273 8555), Administrative Services Office or Mrs Nathalie Lamandé ([lamanden@iarc.fr](mailto:lamanden@iarc.fr); +33(0)4 7273 8178), DAF Office.

## RELATED EVENTS

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

*On Thursday 19 May 2016 at 19:45*

Restaurant "Brasserie Georges"  
Private room – "Salon Elisabeth"  
30 Cours de Verdun – Perrache, 69002 Lyon  
(Tel.: 04 72 56 54 54)

Please let the Documents Assistant (Agnès Meneghel: [meneghela@iarc.fr](mailto:meneghela@iarc.fr); +33(0)4 7273 8341) know if you **DO NOT** intend to participate in the dinner or whether special dietary requirements should be foreseen.

## SIDE EVENT AT GC/58

The Director would like to provide Governing Council members an opportunity to become familiar in more detail, but in a less formal setting, with one of the flagship projects of the Agency's mission: the *Global Initiative for Cancer Registry Development* (GICR, <http://gicr.iarc.fr>). GICR key commitments over the next five-year period, from 2016 to 2020, are stated below. This international collaborative project aims to transform the coverage and quality of cancer registration in the low- and middle-income countries.

Governing Council members who are interested will be able to learn more about the initiative during the GC/58 coffee breaks or in a presentation session that will be organized on **Friday 20 May, as from 08:00** (i.e. prior to the beginning of GC/58 second day), where posters will be displayed, computers set up to show activities and various sets of handouts distributed. It will also be the occasion for face-to-face discussions with the officers in charge of the initiative who can further explain the project and the reason why IARC is seeking additional designated voluntary contributions from its Participating States for the next phase of GICR implementation.

Please do not hesitate to contact the Section Head in charge of the GICR, Dr Freddie Bray ([brayf@iarc.fr](mailto:brayf@iarc.fr)), should you require additional information prior to the Governing Council side-event.

### **Our commitment: the Global Initiative for Cancer Registry Development (GICR), 2016–2020**

Within the next five years the GICR will deliver:

- Agreements with 30 countries to provide measurable improvements in cancer registry data;
- Recommendations for 50 countries based on site visits;
- Training to over 700 health professionals to develop skills and build capacity in cancer registration, interpretation and health planning;
- A cancer registration toolkit for WHO to provide information to countries as part of the Global Monitoring Framework;
- A "*Best Practices Portal*" as a synthesized resource for cancer registry professionals to link to effective solutions; and
- Free and open sourced data collection and analytical tools that integrate with existing electronic medical health records.

## USEFUL INFORMATION

### 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 outside the Auditorium and four machines in the Library on the first floor of the tower building.

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

#### Weather

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.

#### 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 Coordinated Universal Time (UTC) + 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.