

**INFORMATION SHEET
FOR REPRESENTATIVES AND OBSERVERS FROM
NONGOVERNMENTAL ORGANIZATIONS, INTER-GOVERNMENTAL
ORGANIZATIONS AND VOLUNTARY AGENCIES**

1. INTRODUCTION

The status of Representative is accorded to one person so designated by a Nongovernmental Organization (NGO) or an Inter-governmental Organization (IGO), in official relations with the World Health Organization.

The status of Observer is accorded to:

- (i) additional person, if any, from an NGO or IGO, which has already designated one representative, and
- (ii) participants nominated by NGOs not in official relations with WHO, or
- (iii) participants nominated by Voluntary Agencies (VAs)

2. REGISTRATION OF REPRESENTATIVES AND OBSERVERS

Representatives and Observers attending the Regional Committee should register online in advance as per the invitation letter; alternatively, registration may be done upon arrival with supporting documents and/or correspondence.

A registration counter will be established outside the venue of the meeting, and each representative and observer will be expected to provide the following information:

- (1) Full Name (in capitals)
- (2) Contacting Address
- (3) Name of NGO/IGO/VA to which affiliated
- (4) Signature and Date

3. INTERVENTIONS DURING THE MEETING OF THE REGIONAL COMMITTEE

Whenever the Regional Committee discusses an item in which an NGO/IGO is particularly interested, the representative of such an organization, on the invitation of the Chairperson of the meeting or on his acceding to a request from the representative, shall be entitled to make a statement of an expository nature. Please ensure that the duration of the statement is limited to three minutes on one A4 page single spaced. The Chairperson of the meeting may also call upon the representative, at the consent of the meeting, to provide a statement for purposes of clarification of the discussion. Such a statement(s) may be made only by a designated representative. It will not be appropriate for a speaker to raise issues relating to programmes of specific Member Countries in his/her statement.

In order to facilitate smooth conduct of the proceedings, it is requested that an NGO/IGO representative wishing to make a statement must complete the attached 'Request Sheet' and give it to the WHO Secretariat. The Chairperson will then call upon the representative to make his/her statement at an appropriate time.

A special microphone will be reserved for guest speakers so that the representative, if called upon by the Chairperson to make a statement, should use that microphone.

NOTE: Observers are not permitted to make statement(s)

Encls: As stated

REQUEST SHEET

**REPRESENTATIVES OF NONGOVERNMENTAL AND
INTERGOVERNMENTAL ORGANIZATIONS WISHING TO MAKE A
STATEMENT AT THE SEVENTIETH SESSION OF WHO REGIONAL
COMMITTEE FOR SOUTH-EAST ASIA
TO BE HELD AT
PARADISE ISLAND RESORT**

Maldives, 6-10 September 2017

I wish to make a statement at the time of discussion of Agenda Item(s)

A copy of the statement is attached.

Signature : _____

Name : _____

NGO/ IGO: _____

NOTES:

Please provide along with this request the text of statement meant to be distributed to Dr Sharat Chauhan, Technical Officer – Partnerships, Interagency Coordination and Resource Mobilization, WHO.

Representatives are requested to make statements relevant to the agenda item(s) concerned.

The form duly completed along with attachments, be sent preferably by e-mail to:

**Dr Sharat Chauhan
Technical Officer – Partnerships, Interagency Coordination
and Resource Mobilization
World Health Organization
Regional Office for South-East Asia
World Health House, I P Estate, New Delhi – 110002
India**

e-mail: sepir@who.int