

**Practical information for delegates of non-State actors
in official relations with the World Health Organization (WHO),
attending the 142nd session of the Executive Board**

The 142nd session of the WHO Executive Board will meet at WHO headquarters, Geneva, from Monday, 22 January 2018, and should close no later than Saturday, 27 January 2018. The information below is intended to facilitate your participation at the Board.

Registration and collection of official EB badges

Registration

1. Online registration is required for the Executive Board. To that end, the invitation letter to the Executive Board provides a link to the WHO Governing Bodies Meeting Registration System, as well as a username and password that will give access to the system. Each non-State actor must designate a focal point to be responsible for registering the non-State actor's delegation in the system, and giving their delegates copies of the invitation and enclosures as well as the non-State actor's letter of credentials.
2. Online registration requires each non-State actor to upload a copy of its credentials, that is, a signed response to the invitation on the non-State actor's letterhead indicating the name(s) of the delegates. In accordance with the submitted delegate information, official EB badges will be prepared in advance. The deadline for registration is 8 January 2018.
3. Instructions for the online registration system are available on the Governance website at <http://www.who.int/governance/registration/en/index.html>. Queries concerning the system can be addressed by email to supportregistration@who.int, or by telephone +41 22 791 21 11.
4. As of January 2015, for security reasons, all delegates will be required to wear photo ID badges in order to access the meeting room. For this reason, during the online registration process, the Focal Point will be asked to upload a passport style photograph of each member of the delegation.
5. Guidance on the nature of the image required, and brief instructions on how to upload and resize an existing image you may have, are both available on WHO website: <http://apps.who.int/gb/gov/registration.html>.
6. An example of credentials is attached for ease of reference.

Collection of badges

7. Upon arrival at WHO headquarters, delegates should show the credentials letter and proof of identity, for example, passport, to WHO Security. Once verified, delegates may then proceed to the Reception desk which is scheduled to be open from Thursday, 18 January 2018 to Saturday, 27 January 2018 at WHO headquarters.
8. At the Reception desk, upon presentation of proof of identity, delegates will receive an official WHO EB badge.

Visa requirements

9. Delegates requiring a visa to enter Switzerland may request a letter from WHO confirming their participation. Such requests should be sent at least one month before the first day of the Executive Board and addressed to the Department of Partnerships, and non-State actors, nonstateactors@who.int, and provide the following information:

Name on Passport:

Title:

Nationality:

Birth date:

Passport no:

Place of issue:

Issue date:

Expiry date:

Executive Board documents

10. As they become available, documents for the Executive Board are posted on the WHO website at <http://www.who.int/gb/>. They are available in Arabic, Chinese, English, French, Russian and Spanish, the official languages of WHO. Please note that hard copies are not mailed to non-State actor representatives.

11. During the Executive Board, a document distribution service is provided. The documents are prepared in packets on a daily basis in the above-mentioned official languages. If you do not want all the documents in the language of your choice, please consult the meeting agenda which gives the document numbers for each item; a copy of the document(s) may thus be requested by number and preferred language.

Seating arrangements

12. Seating for non-State actors is reserved in a gallery located above to the left side of the EB room.

Non-State actors statements at the Board

13. Non-State actors in official relations with WHO may request to speak under a technical item in which the non-State actor has a particular expertise. The following process applies to such requests:

- Request should be addressed to the chairperson of the Executive Board and refer to the agenda item number and title under which the statement is to be made. It should include the name of the non-State actor, the name of the registered representative who will deliver the statement, and contact information.
- Requests to speak should be submitted by 08:00 of the day of the meeting in question to the Department of Partnerships and non-State actors (PNA) by email (nsastatements@who.int). While every attempt is made to keep non-State actors informed of the status of their requests, it is the responsibility of the non-State actor to verify with PNA that the request has been received and accepted. PNA will inform the Chairperson of the meeting of the non-State actor wishing to make a statement. The statements will be made at the invitation of the Chairperson.
- Non-State actors are invited to post their statements on a dedicated website in advance of the debates. For that purpose, please go to <http://apps.who.int/nsastatements> and register your entity. The following information will be requested: name, title, email address, the name of the entity and the meeting at which the statement is intended to be made. Once the form has been submitted, a confirmation of the approval will be sent to the email address provided, after which it is possible to log on and submit a statement for posting. The website will be available for posting as of 08 January 2018.

- Statements should contain substantive comments directly relevant to the agenda item and the document prepared for the item. Kindly check the statement for accuracy of the technical components. Statements should be limited to 300 words which should not take longer than two minutes to deliver. A footnote with a link to the non-State actor website for further information is allowed.
- Statements should not raise issues of purely political nature that are unrelated to the topic, and should not contain any inappropriate or offensive reference to Member States. The nomenclature used to refer to Member States, or areas of Member States, must follow that of the United Nations. The titles of individuals, organizations and/or specific doctrines are expected to be correct and there should be no obvious spelling/grammatical errors. In case of doubt, please consult nsastatements@who.int.
- Statements longer than 300 words or those that do not follow the process described in this note will not be allowed to be posted on the website or can be withdrawn at the WHO's Secretariat's sole discretion.
- If you have not posted the statement on the dedicated website, kindly send a copy of it to nsastatements@who.int before making the statement, for it to appear in the summary record of the Executive Board.

Speaking before the Board

14. Statements are delivered from the "Speakers" seat in the EB room. Please consult the seating plan, placed on the wall at the entrance to the room, to see where it is located.
15. It is important that speakers follow the debate on the item which they wish to address and, shortly before the Member States have finished speaking on the item, they should leave the non-State actors gallery and move to the allocated "Speakers" seat in the EB room. If the "Speakers" seat is occupied, please ask the huissier to help find seating. The Chairperson will invite the speaker to take the floor. After the statement, please move from the seat promptly to enable the following speaker to take his/her place. It is the responsibility of the speaker to ensure their presence in the meeting room for the item.
16. Should it not be possible for the speaker to be present, he or she may arrange for someone else to deliver the statement. The name of the new speaker should be notified to nsastatements@who.int. Please ensure that the person nominated is on the list of delegates for the same non-State actor as the original speaker and has registered and collected their badge. Please note that in those cases where a non-State actor has not been able to nominate another person to make the statement, it is not possible for the statement to be otherwise presented to the Executive Board or appear in written form in the record of the Executive Board. The statement will, however, be left on the dedicated website for a limited period of time.

Department for Partnerships and Non-State Actors (PNA)

17. PNA serves as the focal point for assisting non-State actors during the Executive Board. For enquiries please contact PNA Secretariat at nsastatements@who.int, telephone: +41 22 791 29 80.

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Non-State actor letterhead

World Health Organization
The Director
Department of Governing Bodies
20 Avenue Appia
1211 Geneva 27

Date

Dear Dr Armstrong,

Please find below the names of our representatives who will attend the 142nd session of the Executive Board, which will be held from 22 January to 27 January 2018 in Geneva, Switzerland.

Ms X. Smith

Business title

Affiliation (name of the non-State actor in official relations or its member organization, a branch, subsidiary or division, whichever applies to the delegate)

Dr D. Thompson

Business title

Affiliation (name of the non-State actor in official relations or its member organization, a branch, subsidiary or division, whichever applies to the delegate)

With best regards,

Name, signature and title of a senior official

