

**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 in official relations with WHO, which has already designated one representative, and
- (ii) participants nominated by NGOs not in official relations with WHO, or
- (iii) participants nominated by the 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 (with contact number and valid email ID)
- (3) Name of NGO/IGO/VA to which affiliated with a valid identification document
- (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 and must be submitted in advance to the Secretariat. 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 SEVENTY–FIRST SESSION OF WHO REGIONAL COMMITTEE FOR SOUTH-EAST ASIA**

**TO BE HELD AT**

**THE TAJ MAHAL HOTEL  
NEW DELHI, INDIA, 3–7 SEPTEMBER 2018**

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

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A copy of the statement is attached.

**Signature:**

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**Name:**

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**NGO/ IGO:**

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**NOTES:**

Please provide along with this request the text of statement meant to be distributed to Dr Sharat Chauhan, Technical Officer – Partnerships, Interagency Coordination, Resource Mobilization and Governing Bodies, WHO. Please also provide the contact details of your Representative, who will be making the Statement at the Regional Committee.

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

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

**Dr Sharat Chauhan**  
**Technical Officer – Partnerships, Interagency Coordination,**  
**Resource Mobilization and Governing Bodies**  
**World Health Organization**  
**Regional Office for South-East Asia**  
**New Delhi, India**  
E-mail: [sepir@who.int](mailto:sepir@who.int)