

**INFORMATION SHEET
FOR REPRESENTATIVES AND OBSERVERS FROM
INTER-GOVERNMENTAL ORGANIZATIONS AND NON-STATE ACTORS
IN OFFICIAL RELATIONS WITH WHO**

1. INTRODUCTION

The status of **Representative** is accorded to one person so designated by a Inter-governmental Organization (IGO) or a non-State actor (NSA), in official relations with the World Health Organization.

The status of **Observer** is accorded to:

- (i) additional person, if any, from an IGO or NSA in official relations with WHO, which has already designated one representative, and
- (ii) participants nominated by NSA 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 IGO/NSA/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 IGO/NSA 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 IGO/NSA 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 INTERGOVERNMENTAL ORGANIZATIONS AND NON-STATE ACTORS
IN OFFICIAL RELATIONS WITH WHO WISHING TO MAKE A STATEMENT AT
THE SEVENTY–SECOND SESSION OF WHO REGIONAL COMMITTEE FOR SOUTH-EAST ASIA**

TO BE HELD AT

**HOTEL HYATT REGENCY
NEW DELHI, INDIA, 2–6 SEPTEMBER 2019**

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

A copy of the statement is attached.

Name and Designation of the person
making the Statement

: _____

Signature:

Name:

NGO/ IGO:

NOTES:

Please provide along with this request the text of statement meant to be read/distributed, to Dr Sharat Chauhan, Technical Officer – Partnerships, Interagency Coordination, Resource Mobilization and Governing Bodies, WHO at sepir@who.int. 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