



The Director-General of the World Health Organization (WHO) has the honour to invite the non-State actors in official relations with WHO, in accordance with privileges conferred on them, to appoint representatives to attend the 152nd session of the Executive Board which will be convened on Monday, 30 January 2023 commencing at 09:30 (CET).

In view of the space restriction in connection with ongoing renovations at WHO headquarters, a maximum of four persons per non-State actor delegation may register to be issued with badges to access WHO headquarters. Up to one person per each delegation may be present in the meeting room for purposes of making a statement.

Online registration is required for the Executive Board. Non-State actors in official relations may initiate the registration by communicating the name of the focal point who is responsible for registration of the delegation to HMP-INDICO@who.int. The focal point will then receive a link for registration.

The agenda for the 152nd session of the Executive Board is available at (<https://apps.who.int/gb/gov/>) and documents for the 152nd session of the Executive Board can be accessed on the same Internet site as they become available. Practical information for delegates is attached.

GENEVA, 5 December 2022

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GBS/NSA/EB/23.3

152nd session of the WHO Executive Board, 30 January–7 February 2023
Practical information for delegates of non-State actors in
official relations with the World Health Organization (WHO)

1. The 152nd session of the WHO Executive Board will be convened on 30 January 2023, commencing at 09:30 (CET).

Registration

2. Online registration is required for the Executive Board. Each non-State actor must designate a focal point to be responsible for registering the entity's delegation in the Meeting Registration System (INDICO). The name of the focal point should be communicated by email to HMP-INDICO@who.int. The focal point will then receive a link to register her/his delegation. A maximum of four persons per delegation can be registered and will be issued with badges to access the WHO headquarters.

3. 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 of the head of delegation, the name(s) of the other representatives, function of each delegate in the non-State actor itself and, where appropriate, in an affiliated entity. The WHO Office of Governing Bodies will verify the information received from the Focal Point in the registration system to generate the List of Participants and the meeting badges.

4. An example of credentials is attached for ease of reference.

5. Registered representatives of non-State actors will appear in the official WHO records as participants. During the registration the affiliation of each delegate is required.

Executive Board documents

6. As they become available, documents for the Executive Board are posted on the WHO website at <https://apps.who.int/gb/gov/>. The documents are available in the official languages of WHO: Arabic, Chinese, English, French, Russian and Spanish.

Non-State actors statements at the Executive Board

7. Non-State actors in official relations with WHO that have registered to participate for the Executive Board may request to make statements in person during the meetings under a technical item in which the non-State actor has a particular interest. Constituency statements will be implemented on selected agenda items during this session of the WHO Executive Board in addition to individual statements by non-State actors. More information on the selected agenda items, modalities on the process of making constituency statements as well as their length will be sent to non-State actors in official relations as soon as it is available.

8. The following process applies:

- Non-State actors requesting to make statements should register on the Statements' platform at <https://extranet.who.int/nonstateactorsstatements/>. Once the registration form has been submitted, an approval email will be sent with relevant details on the process to be followed.
- Statements should be posted on the platform at the latest by 08:00 (CET) of the day when the agenda item is scheduled to be discussed. Once the agenda item has been opened for the discussion, the list of speakers cannot be amended. Please note that there will be separate tabs for constituency statements and individual statements.

- Statements should focus on technical issues, should be directly relevant to the technical item and should not contain promotional and/or commercial references. Accuracy of the technical components should be considered. The titles of organizations and/or specific doctrines are expected to be correct and there should be no spelling/grammatical errors.
- 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. In case of doubt, please consult nsastatements@who.int.
- The speaking time for individual statements, confirmed by Member States, would be no more than one minute, which corresponds to approximately maximum 140 words.
- Statements posted but that were not read out during the working sessions or those that do not follow the process described in this note will not be allowed to be posted on the statements' platform and can be withdrawn at the WHO's Secretariat's sole discretion.
- To note, the written statements are posted for a limited time, and will not be retained on the website thereafter. Only statements presented verbally at the invitation of the Chairperson will be considered in WHO's official records.
- Speakers are invited to follow the proceedings and webcast to know the precise time when the items will be discussed and to be informed of any change in schedule.
- 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 delegates to follow discussions and the procedures and any guidance that may be updated.
- Statements will be made only at the invitation of the Chairperson. In case of delays, to facilitate the progress of the meetings, the Chairperson may decide to limit the number of statements to be delivered under an agenda item and/or reconsider the time allotted for statements. To note, the speaker list follows the order in which statements were submitted.
- As decided by the Chairperson, the Chair or the moderator will call upon the non-State actor included on the list of speakers for each item to make its intervention. The non-State actor should ensure that only one **speaker from its delegation is present in the room** and does this in due time in order to be given the floor.

Health and Multilateral Partnership department

9. Health and Multilateral Partnerships (HMP) team serves as the focal point for non-State actors during the Session of the Executive Board. For enquiries about non-State actors statements to the Executive Board (**except registration**) an email can be sent to nsastatements@who.int.

10. Queries and technical issues related to the online registration can be sent to GBS-INDICO@who.int.

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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 152nd session of the Executive Board, which will be held in Geneva on 30 January–7 February 2023.

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)

Please note that Ms/Mrs/Mr X.Y will serve as the focal point for the registration of (name of the non-State actor in official relations) delegation.

With best regards,

Name, signature and title of a senior official