

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 Special Session of the Executive Board on the implementation of resolution WHA73.1 COVID-19 response.

The Special Session of the Executive Board will open on Monday, 5 October 2020 at 12:00 (CET) and close no later than Tuesday, 6 October 2020 at 18:00 (CET). The working hours will be 12:00–15:00 and 16:00–18:00 (CET).

In light of the current global situation and following consultation with the Chair of the Executive Board, the Special Session of the Executive Board will be held using a hybrid format. Physical participation in the hybrid meeting will be limited to delegates of the Executive Board. In this manner, the Special Session of the Executive Board will involve having the 34 members of the Board (or another member of the EB member's delegation, such as a delegate located closer to the meeting venue) physically present with other delegation members, other Member States, and other participants, as appropriate, participating through the virtual platform. Details for accessing the virtual platform will be provided following completion of the registration process.

Online registration is required for the Executive Board. Registration can be initiated by going to the following link: <https://extranet.who.int/bpmext/meetingregistration.aspx>, using the following username: EBSSuser, and password: T!e=xu&cu!01AEF2910F.

Instructions for online registration are available for downloading from the Governance website (<http://www.who.int/governance/registration/en/index.html>).

The provisional agenda for the Special Session of the Executive Board is available in document EBSS/5/1.

Other documents for the Special Session of the Executive Board, including the annotated provisional agenda, can be accessed on the Internet through the WHO website (<http://www.who.int/gb/>) as they become available.

GENEVA, 25 September 2020

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EBSS/20.3

**Special Session of the WHO Executive Board, 5-6 October 2020**  
**Hybrid meeting**  
**Practical information for delegates of non-State actors**  
**in official relations with the World Health Organization (WHO)**

1. The Special Session of the WHO Executive Board will be convened on Monday, 5 October 2020, commencing at 12:00 (CET).

In light of the current global situation, the Special Session of the Executive Board will be held using a hybrid format. Physical participation in the hybrid meeting will be limited to delegates of the Executive Board.

### **Registration**

2. 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 its delegation in the system.

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 send the log in details to access the virtual meeting.

4. 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](mailto:supportregistration@who.int), or by telephone +41 22 791 2111.

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

6. Registered representatives of non-State actors appear in the official WHO records as participants. Kindly note that during registration the affiliation of each delegate is required. While the non-State actors are invited to appoint a representative or representatives to participate in the Executive Board, disproportionate representation at the meetings is to be avoided.

### **Executive Board documents**

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

## **Non-State actors written statements at the Executive Board**

8. Considering the specific arrangements set for the Special Session of the WHO Executive Board, non-State actors in official relations with WHO have the exceptional possibility to post written statements, under items 3 and 4 of the provisional agenda, in advance of the opening of the Special Session. The following process applies:

- In order to post written statements, non-State actors are required to register to participate to the Special session as per the conditions above and sign up to the platform set for statements at <https://extranet.who.int/nonstateactorsstatements/>. Once the signing up to the platform has been submitted, an approval email will be sent with relevant details on the process to be followed.
- Written statements should focus on technical issues and should be directly relevant to the technical item. Accuracy of the technical components should be considered. The titles of individuals, organizations and/or specific doctrines are expected to be correct and there should be no spelling/grammatical errors.
- Written 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](mailto:nsastatements@who.int).
- Written statements should be limited to about 300 words (1960 characters).
- Written statements that do not follow the process described in this note will not be posted on the website 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.
- Following consultation with Member States, all written statements may not be included in the official records.

## **Due Diligence and Non-State Actors Team**

9. Due Diligence and Non-State Actors (DAN) serves as the focal point for non-State actors during the Special 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](mailto:nsastatements@who.int).

10. Queries concerning the online registration system can be addressed by email to [supportregistration@who.int](mailto:supportregistration@who.int), or by telephone +41 22 791 2111.

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## Non-State actor letterhead

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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 Special session of the Executive Board on the implementation of Resolution WHA73.1 COVID-19 Response, which will be held using a hybrid format on 5 and 6 October 2020.

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