

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 148th session of the Executive Board which will be held on Monday, 18 January 2021.

The Executive Board decided through a written procedure that the 148th session of the Executive Board should be organized using a virtual format, while retaining the option of revisiting this decision and considering the use of a hybrid format if the epidemiological situation evolved positively in the intervening period. Details for accessing the virtual platform will be provided following completion of the registration process. Deadline for registration is 4 January 2021.

Registration can be initiated **as of 14 December 2020** by going to the following link: <https://extranet.who.int/bpmext/meetingregistration.aspx>, using the following username: ebuser, and password: W%i@be=fe%450CD12187. Instructions for online registration are available for downloading from the Governance website (<http://www.who.int/governance/registration/en/index.html>).

Documents for the 148th session of the Executive Board can be accessed on the Internet through the WHO website (<http://www.who.int/gb/>) as they become available and practical information for delegates is attached.

GENEVA, 16 December 2020

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148th session of the WHO Executive Board, 18–26 January 2021 – Virtual meeting
Practical information for delegates of non-State actors
in official relations with the World Health Organization (WHO)

1. The 148th session of the WHO Executive Board will be convened from 18 to 26 January 2021, commencing at 10:00 (CET).

In light of the current global situation, the Executive Board will be held virtually, using video conferencing technologies.

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 registration system can be addressed by email to 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. 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 statements at the Executive Board

8. Considering the specific arrangements set for this Session of the WHO Executive Board, non-State actors in official relations with WHO that have registered to participate may request to make statements through a dedicated video connection, during the meeting of the Executive Board, under a technical item in which the non-State actor has a particular interest. 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.

- 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 statements, confirmed by Member States, would be no more than one minute. This should be borne in mind as the statements' platform may accommodate written text up to 300 words (1960 characters).
- 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, considering the exceptional virtual format.
- 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.
- As decided by the Chairperson, the moderator will call upon the non-State actor entity included on the list for each item to make its intervention. The non-State actor should ensure that a speaker from its delegation has the facility to raise hand in the platform and does this in due time in order to be given the floor. In case of any issues with the connection non-State actor is invited to contact GBS-Support@who.int.

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 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 concerning the online registration should be addressed to hqgoverningbodies@who.int and for technical issues related to the system an email can be sent to supportregistration@who.int, or by telephone +41 22 791 2111.

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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 148th session of the Executive Board, which will be held virtually on 18 January 2021.

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