



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 154th session of the Executive Board which will be convened at WHO headquarters on Monday, 22 January 2024 commencing at 09:30 (CET).

The Executive Board will be held in person. 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 a meeting badge to access WHO headquarters and 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, email and affiliation of the non-State actor focal point responsible for registration of the delegation to [HMP-INDICO@who.int](mailto:HMP-INDICO@who.int). After verification, the focal point will then receive a link for registration.

The agenda for the 154th session of the Executive Board is available at (<https://apps.who.int/gb/gov/>) and documents for the 154th session of the Executive Board can be accessed on the same Internet site as they become available. Practical information for delegates is attached.

GENEVA, 27 November 2023

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GBS/NSA/EB/24.3

**154th session of the WHO Executive Board, 22–27 January 2024**  
**Practical information for delegates of non-State actors in**  
**official relations with the World Health Organization (WHO)**

1. The 154th session of the WHO Executive Board will be convened on Monday, 22 January 2024, commencing at 09:30 (CET).

### **Registration**

2. Online registration is required to participate in 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 and the email address of the focal point as well as their affiliation 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 meeting under a technical agenda item. The non-State actors attending this meeting may propose to make constituency or individual statements.

8. The following process applies for non-State actor statements at WHO governing bodies:

- Non-State actors requesting to make statements should register on the non-State actor Statements' platform at <https://extranet.who.int/nonstateactorsstatements/>. Once the registration 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. Please note that there are separate tabs for posting constituency statements and individual statements. Later submissions are not accepted. Once the agenda item has been opened for the discussion, the list of speakers cannot be amended.

- Statements should focus on technical issues and be directly relevant to the technical item. They 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.
- Non-State actors are invited to form constituencies in order to make constituency statements on selected agenda items, which will be selected in collaboration with non-State actors and confirmed to them closer to the meeting.
- Only non-State actors in official relations may join the constituencies for a statement. Non-State actors can join more than one constituency statement, but those joining constituency statements cannot make an additional individual statement on the same agenda item.
- The speaking time for the constituency statements, confirmed by Member States, is **no more than three minutes**, which equals to approximately 2200 character (330 words), and they are made earlier in the debates, in between Member States statements, at the invitation by the Chair.
- If not joining a constituency, a non-State actor may request to make an individual statement on the item in question, and/or on any other item open for non-State actor statements. The speaking time for individual statements, confirmed by Member States, would be no more than one minute, which corresponds to approximately maximum 120 words. Individual statements are made towards the end of the debates, at the invitation by the Chair.
- The above should be borne in mind when formulating statements as the statements' platform accommodates written text up to 2400 characters (approximately 350 words) per statement. The written individual statements should not be longer than approximately 700 characters (120 words), and constituency statements no longer than approximately 2200 characters (330 words). However, a link to a longer statement or additional information may be added to the end of the statement, space allowing.
- Further information on the selection of the items for constituency statements and modalities for making them is communicated separately to non-State actors.
- 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.

## **Q&A Section:**

### **Registration & Credentials**

*Q1: How do we register for the Executive Board meeting?*

A1: Online registration is required. Please designate a focal point within your organization to be responsible for registering your delegation. The name, email address and affiliation of the focal point are to be sent to HMP-INDICO@who.int to initiate the registration process. The focal point will then receive a registration link.

Once the focal point has received the registration link, they can register the delegates of the non-State actor on the online registration platform INDICO.

*Q2: How many delegates can we register?*

A2: A maximum of four delegates per non-State actor may be registered to be issued with personal badges to access WHO headquarters to attend the meeting. This limitation is due to space restrictions in connection with ongoing renovations at WHO headquarters.

*Q3: What should be included in our credentials?*

A3: For online registration, non-State actors must upload a signed response to the invitation on their letterhead, including the head of delegation's name, names of other representatives, their roles within the non-State actor, and, if applicable, in an affiliated entity. The WHO Office of Governing Bodies will verify this information for the List of Participants and meeting badges.

*Q4: Who can I contact for technical issues related to online registration?*

A4: For queries and technical issues related to online registration, please email GBS-INDICO@who.int.

### **Documentation**

*Q5: Where can I access Executive Board documents?*

A5: Documents for the 154th session of the Executive Board can be found on the WHO website at (<https://www.who.int/about/accountability/governance/executive-board>) as they become available.

## **NSAs statements**

*Q6: How can I request to make a statement during the meetings?*

A6: Non-State actors in official relations with WHO may request to make statements by registering on the non-State actor statements' website: <https://extranet.who.int/nonstateactorsstatements>.

After the registration has been approved, you may access the statements' website and upload the proposed statement under the correct agenda item. Once the statement has been published, it will be visible on the statements' website.

The constituency statements are to be sent first to the Secretariat at [nsastatements@who.int](mailto:nsastatements@who.int) before uploading them. More information on this process will be provided to registered non-State actors.

*Q7: What is the process for making constituency statements?*

A7. Once the agenda items for constituency statements have been decided, non-State actors in official relations are invited to form groups/constituencies for the purpose of formulating a joint statement. There needs to be at least five NGOs, three Foundations or three International Business Associations in the constituency. There can also be a mixed representation of non-State actors in a constituency.

Once you have at least the required number of non-State actors in the constituency, inform the HMP Secretariat at [nsastatements@who.int](mailto:nsastatements@who.int) that wish to formulate a constituency for the purposes of making a statement on a specific selected agenda item. Include in your information the names of the non-State actors in the constituency.

Once your constituency has been accepted, you may finalize the statement to be shared with the HMP Secretariat and upload it to the statements' website preferable 24 hours before the agenda item is to be discussed in the meeting.

Select a delegate who will read the statement. The delegate will be able to read out the names of the non-State actors participating in that constituency for that agenda item. This will not be included to the three minutes you have been allocated to read the constituency statement.

Additional information will be sent to non-State actors on the constituency statements closer to the meeting.

*Q8: How many delegates can be present in the room when making a statement?*

Q8: Only one person per each delegation making statement may be present in the meeting room for purposes of making a statement.

*Q9: Whom should I contact for inquiries about non-State actors' statements?*

A9: For inquiries about non-State actors' statements, please send an email to [nsastatements@who.int](mailto:nsastatements@who.int).

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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 154th session of the Executive Board, which will be held in Geneva on 22–27 January 2024.

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