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In reply please

refer to: GBS W3/87/1(77)

Your reference:

The Director-General of the World Health Organization (WHO) presents his compliments to the non-State actors in official relations with WHO and has the honour to convene the Seventy-seventh World Health Assembly at 09:00 on Monday, 27 May 2024. The Health Assembly will be held in person and will close no later than Saturday, 1 June 2024.

In view of the space restrictions in connection with ongoing renovations at the Palais des Nations, a **maximum of six persons per non-State actor delegation may register to be issued with badges to access the Palais des Nations**. Up to one member of a delegation may be present at a time in each meeting room for purposes of making a statement.

Online registration is required for the Health Assembly. Non-State actors in official relation may initiate the registration by communicating the name and email address 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. Registration should be completed by **13 May 2024**.

The agenda for the Seventy-seventh World Health Assembly is available at <https://apps.who.int/gb/gov/> and documents for the Seventy-seventh World Health Assembly can be accessed on the same Internet site as they become available.

The Director-General of the World Health Organization takes this opportunity to renew to the non-State actors in official relations with WHO the assurance of his highest consideration.

GENEVA, 28 March 2024

... ENCLS: (2)

WHA77/24.3

Seventy-seventh World Health Assembly, 27 May–1 June 2024

Practical information for representatives of non-State actors in official relations with the World Health Organization (WHO)

Date of the Health Assembly

1. The Seventy-seventh World Health Assembly will be convened at the Palais des Nations, Geneva at 09:00 (CEST) on Monday, 27 May 2024. The Health Assembly will be held in person and will close no later than Saturday, 1 June 2024.

Registration

2. Online registration is required for the World Health Assembly. 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 email address of the focal point as well as the name of the non-State actor should be communicated by email to HMP-INDICO@who.int. After verification, the focal point will then receive a link to register her/his delegation. **A maximum of six persons per delegation can be registered and will be issued with badges to access the Palais des Nations.**

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 entity's letterhead indicating the name of the head of the 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. Instructions for the online registration system are available on the registration site. Queries and issues related to registration should be addressed by email to GBS-INDICO@who.int.

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.

WHA documentation

7. As they become available, documents for the Health Assembly are posted on the WHO website: <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 Health Assembly

8. Non-State actors in official relations with WHO that have registered to participate for the Seventy-seventh World Health Assembly may request to make statements in person during the meetings of Committee A and/or B of the World Health Assembly, under a technical item in which the non-State actor has a particular interest.

How to request to make a statement

- The management of the non-State actor statements to be made at the World Health Assembly is done through the non-State actors statements' platform <https://extranet.who.int/nonstateactorsstatements/>. The platform is used only for statements proposed to be made in person in the meeting.
- Non-State actors requesting to make statements in person should register on the Statements' platform. Once the registration form has been submitted, an approval email will be sent with relevant details on the process to be followed. It is recommended to register on the site before the Assembly starts to avoid delays in uploading statements.

- Statements should be posted on the platform at the latest by 08:00 of the day when the agenda item is scheduled to be discussed. Earlier submissions are encouraged. Once the agenda item has been open for the discussion, the list of speakers will not be amended.

What can the statements be related to?

- 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.

Constituency vs Individual statements

- Non-State actors are invited to form constituencies and make constituency statements on selected agenda items. The proposed constituencies will need to be submitted to the non-State actors' statements Secretariat ahead of the meetings for verification and approval, in case more than 5 constituencies are proposed per agenda items selected for constituency statements.
- The speaking time for the constituency statements, confirmed by Member States, is no more than **3 minutes**, which equals to approximately 330 words (2200 characters), and they are made earlier in between the Member States statements in the debates.
- 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
- 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 these statements, confirmed by Member States, would be no more than **one minute** which equals to approximately 120 words (700 characters).
- The above should be borne in mind when formulating statements as the statements' platform may accommodate written text up to 350 words (2400 characters). While this means that there is more space than approximately 120-140 words recommended for individual statements, non-State actors are requested not to upload longer individual statements. However, space allowing, a link to a longer statement or additional information may be added to the end of the statement. Constituency statements may contain up to approximately 330 words.
- Further information on the selection of the items for constituency statements and modalities of making them is communicated separately to non-State actors.

How long will the statements remain on the statements' website?

- Statements posted but 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.

How to know when to make the statements?

- 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.

- The Secretariat will attempt to keep non-State actors informed of the status of their requests, but this may not always be possible given the large number of requests and the unforeseen changes in the schedule of the meeting. Therefore, it is the responsibility of the non-State actor delegates to follow discussions and the procedures and any guidance that may be updated to be aware when the agenda items they wish to make statement is going to be discussed and when the statements by non-State actors are expected to be made.
- 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 only one speaker from its delegation is in the room and does this in due time in order to be given the floor.

Health and Multilateral Partnerships department

9. Health and Multilateral Partnerships department (HMP) serves as the focal point for assisting non-State actors during the World Health Assembly. For enquiries about non-State actors participation in the Health Assembly, except registration, an email can be sent to nsastatements@who.int.

10. Queries and technical issues concerning the online registration should be addressed by email to GBS-INDICO@who.int.

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 at the Seventy-seventh World Health Assembly, which will be held in person at the Palais des Nations, Geneva, Switzerland from 27 May to 1 June 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