



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 155th session of the Executive Board which will be convened at WHO headquarters on Monday, 3 June 2024 commencing at 09:30 (CEST).

The Executive Board will be held in person. In view of the space restriction, 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. After verification, the focal point will then receive a link for registration.

The agenda for the 155th session of the Executive Board is available at (<https://apps.who.int/gb/gov/>) and documents for the 155th session of the Executive Board can be accessed on the same Internet site as they become available. Practical information for delegates is attached.

GENEVA, 8 April 2024

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GBS/NSA/EB/24.6

**155th session of the WHO Executive Board, 3-4 June 2024
Practical information for delegates of non-State actors in
official relations with the World Health Organization (WHO)**

1. The 155th session of the WHO Executive Board will be convened on Monday, 3 June 2024, commencing at 09:30 (CEST).

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. This Executive Board meeting agenda does not contain technical items on which non-State actors are invited to make statements.

Health and Multilateral Partnership department

8. 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 participation or statements to the Executive Board (**except registration**) an email can be sent to nsastatements@who.int.

9. 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: Whom should I contact for inquiries about non-State actors' statements?

A6: For inquiries about non-State actors' statements, please send an email to nsastatements@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 155th session of the Executive Board, which will be held in person in Geneva on 3-4 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