



WORLD HEALTH ORGANIZATION

INTERGOVERNMENTAL NEGOTIATING BODY
ON THE WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL
Fifth session
Provisional agenda item 1

A/FCTC/INB5/DIV/4
20 August 2002

Participation of nongovernmental organizations in official and provisional relations with WHO in the Intergovernmental Negotiating Body on the WHO framework convention on tobacco control

1. This information note sets out the general background to and arrangements made for participation of nongovernmental organizations in the working of the Intergovernmental Negotiating Body, and describes the facilities available to them during the sessions.
2. As requested in resolution WHA53.16, the Negotiating Body, at its first session, examined the question of an extended participation of nongovernmental organizations and agreed on the following points:
 - *nongovernmental organizations in official relations with WHO should have access, as observers, to the plenary and working groups that functioned as committees of the whole;*
 - *other groups established for a particular purpose should be closed, but a limited number of nongovernmental organizations might be invited by the Chairman, with the agreement of Member States participating in those groups, to make presentations in order to clarify issues of relevance to the discussion;*
 - *time should be scheduled at the end of every morning or afternoon meeting for nongovernmental organizations to make statements in accordance with paragraph 6.1(i) of the WHO Principles Governing Relations between the World Health Organization and Nongovernmental Organizations;*
 - *copies of statements should be provided to the Chairman sufficiently in advance to ensure their review.¹*

The Negotiating Body also agreed to encourage the Executive Board to explore ways of expediting the review of applications for official relations from organizations seeking the necessary standing during the negotiations.

¹ Document A/FCTC/INB1/PL/SR/9.

3. The Executive Board, by decision EB107(2), authorized the Chairman of the Executive Board, acting jointly with the Chairman of the Standing Committee on Nongovernmental Organizations, to admit provisionally nongovernmental organizations into official relations with WHO. This decision will remain applicable, unless terminated or revised by the Board, until adoption of the framework convention. The facility established by this decision will apply to nongovernmental organizations that request official relations solely or also for the purpose of participating in the work of the Negotiating Body, subject to the following conditions:

(1) nongovernmental organizations must be in working relations with WHO at the time of submission of their application, so that approximately two years of working relations will have elapsed by the time the Executive Board formally reviews their applications under point (3) below, and must otherwise meet the criteria established in section 3 of the Principles Governing Relations between the World Health Organization and Nongovernmental Organizations;

(2) the mandates of the nongovernmental organizations concerned must be relevant to the work of the Intergovernmental Negotiating Body;

(3) the Executive Board will review nongovernmental organizations in provisional official relations at its January session subsequent to their admission into provisional official relations, for the purpose of confirming or terminating such relations in accordance with normal procedures.¹

4. Accordingly, and based on the practices adopted with reference to the above-mentioned Principles, arrangements have been made as set out below.

NOTIFICATION OF PARTICIPATION IN THE NEGOTIATING BODY

5. Invitations to the Negotiating Body are normally mailed two months before the scheduled opening of the session. All official focal points of nongovernmental organizations in official and provisional official relations with WHO are invited. It would be helpful if the secretariat could be informed, if possible, of the name(s) of the representatives of nongovernmental organizations 15 days before the date fixed for the opening.

REGISTRATION

6. The fifth session of the Intergovernmental Negotiating Body will be held at the International Conference Centre, Geneva (CICG), 15 rue de Varembe, 1211 Geneva 20, in Conference Room 1. The meeting will open at 9:30 on Tuesday, 15 October 2002, and will close no later than Friday, 25 October 2002.

7. When registering, participants are asked to show their invitation and a copy of their reply, and complete a registration form. (In this connection, and as appropriate, nongovernmental organizations should ensure that the members of their delegation receive copies of the invitation and reply.) Upon receipt of the completed registration form, a badge is prepared and given to the participant. (If the secretariat of the Negotiating Body has received a response to the invitation in adequate time, name

¹ Decision EB107(2).

badges will already have been prepared.) It is important to wear the badge at all times when on the CIGC premises.

8. If the secretariat has not been informed of the name(s) of the representative(s) of a nongovernmental organization in advance, the representative(s) should ensure they have a copy of WHO's invitation including enclosures, and a formal letter of accreditation on the organization's headed paper.

9. Immediately upon arrival, representatives are requested to register at the **reception desk** in the main entrance hall of CIGC. After the first day, registration forms should be completed at the **documents desk**.

The working hours of the registration desk are:

Monday	14 October	8:00-17:00
Tuesday	15 October	8:00-18:00
Wednesday to Friday (excluding weekend)	16-25 October	8:30-18:00

10. The working hours of the meeting will be specified in document A/FCTC/INB5/DIV/1.

DOCUMENTS

11. A documents desk will be located adjacent to the reception desk at CIGC. The documents are prepared in packets on a daily basis according to the official languages of WHO (Arabic, Chinese, English, French, Russian and Spanish). Organizations that do not wish to receive all the documents should consult the meeting agenda; a copy of the document(s) of interest can thus be requested by document number and preferred language. Documents are also available in the meeting rooms, but only those relating to items scheduled for discussion that day. Documents prepared before the session are available on the WHO web site (<http://www.who.int/gb/fctc/>).

12. WHO regrets that it is *not* possible for the secretariat to dispatch documents home on behalf of participants at the conclusion of the session.

13. Representatives of nongovernmental organizations are also advised to read the Guide for delegates to the Intergovernmental Negotiating Body, which provides useful information about the CIGC and facilities available such as transport.¹

SPEAKING AT THE SESSION AND WORKING GROUPS THAT FUNCTION AS COMMITTEES OF THE WHOLE

14. At the invitation of the Chair of the Negotiating Body or working group, or on his/her acceding to a request, duly accredited representatives may make an expository statement on an item of the agenda. (It is important to be aware that some items, for example elections, are not open for comment by nongovernmental organizations or other observers.) To facilitate the work of the session such requests should be submitted at least two hours in advance of the opening of the meeting at which the

¹ Document A/FCTC/INB5/DIV/3.

agenda item is expected to be discussed. Organizations which have made a statement may, with the consent of the Negotiating Body, be invited by the Chair to make, in the course of the discussion of the same agenda item, an additional statement for purposes of clarification.

15. Organizations wishing to avail themselves of this privilege, should address their request to the Chair, through the Secretary of the Negotiating Body or the relevant working group. The request should refer to the item number and title and provide a legible statement, along with seven copies, in either English or French. The request should be handed in at the NGO Liaison Office, Room E 131. Organizations should call or visit the Office to verify that their request has been accepted.

16. Statements should be succinct and address the issue being discussed. As a general rule speaking time is no more than three minutes. Organizations may also choose to prepare joint statements. The proceedings of the Negotiating Body are dynamic, thus there may be a deviation from the schedule. As a result it is important that those organizations whose requests have been accepted follow the debate. The Bureau schedules items for discussion when preparing the daily work programme. Announcements of the schedule will occur at various times during the course of the day.

17. It is the responsibility of the representative(s) to ensure his/her presence when the relevant item is discussed. The Chairman invites representatives to speak after the Member States and intergovernmental organizations. In response, speakers should raise their hand and press the button on the nearest microphone. The microphone should be switched off once the statement has been delivered.

18. A number of working groups have been established to advance the negotiations by developing clear texts and compromise solutions *and* with a view to reducing the options to be dealt with in plenary. The Negotiating Body has decided that nongovernmental organizations may also participate in those working groups, which function as a committee of the whole.

ARRANGEMENTS CONCERNING OTHER GROUPS CREATED BY THE NEGOTIATING BODY

19. It is expected that in connection with informal groups, Member States will decide which organizations, if any, should be invited. Relevant information will be available at the NGO Liaison Office (Room E 131).

SEATING ARRANGEMENTS

20. Unless otherwise informed, plenary sessions will take place in Conference Room 1. Seating for nongovernmental organizations is located at the top level of the Salle. Seating arrangements for organizations participating in the working groups will be towards the back of the designated Salle and will be clearly marked.

DOCUMENT DISPLAY

21. Space has been reserved on the ground floor of CICG, away from the registration area, for organizations wishing to display documentation and other information material such as posters.

22. Requests to display posters and material must be made in advance and should be addressed to the Secretary of the Negotiating Body and handed in at the NGO Liaison Office, Room E 131. The request should be accompanied by samples of the materials to be displayed. Please call or visit the Office to verify that the request has been accepted; if so, the organization may then place the material in the above-mentioned area. It is the responsibility of each organization to ensure that any remaining materials are collected at the end of the session.

23. The entrance areas to the main conference room (Conference Room 1) are to be kept free for delegations to use for informal discussions. Displays or other material will not be permitted in this area.

FACILITIES AVAILABLE TO NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL RELATIONS WITH WHO

24. For the entire period of the session, a meeting room (Room 17) and an office (Room E 132/3) will be available for use by representatives of all nongovernmental organizations in official relations with WHO. The office will be equipped with a computer with Internet access, a printer and a telephone with a local line. A photocopier and a fax machine in close proximity to the office will be available for use by representatives, delegates and other participants at the negotiations.

25. Because of the nature of the negotiations and the frequency of changes, any other rooms will need to be booked on a daily basis at Room reservation, Room J 158. The needs of Member States and any other ad hoc groups created by the Negotiating Body will be given priority. Booking of any additional rooms must be made through a nongovernmental organization in official relations with WHO, which will be responsible for the use and condition of the room.

26. Not all rooms are equipped with interpretation services and it is regretted that the WHO Secretariat cannot provide any supplementary interpreters.

27. No food or drinks (except the water already provided) are allowed in the conference rooms at any time.

28. Any catering arrangements must be made through CICG's official caterer (contact Mr V. Fantastico, tel. 022 791 99 12, e-mail coop@cicg.ch).

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