WHO Governing Bodies Electronic Meeting Registration System

Step-by-Step Guide
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Introduction

The World Health Assembly (WHA) is the supreme decision-making body of WHO, which meets in May each year, with participation by delegations from all Member States, Observers, the United Nations (UN), Intergovernmental Organizations, and Nongovernmental Organizations in official relations with WHO. The Executive Board meets at least twice a year to give effect to the decisions and policies of the Health Assembly, to advise it and generally to facilitate its work.

Online registration is now required for both of these meetings. For each meeting, the registration of a focal point is necessary.

Before each meeting, an invitation will be sent with a link to access the electronic Governing Bodies Meeting Registration System in order to register one Focal Point who will be responsible for registering the delegation. The Focal Point will be designated in the Permanent Mission in Geneva. Member States without a Permanent Mission in Geneva should designate a Focal Point in the capital. The same process applies to all categories of invited participants.

Once a Focal Point has registered online into the registration system by attaching a note verbale (official diplomatic note prepared on letterhead, dated, signed, and/or stamped), they will receive by e-mail a unique username and password, and the link to access the registration system.

The Focal Point will register and submit the names of the delegates and attach a note verbale containing the composition of the delegation (delegate credential).

The WHO Office of Governing Bodies will verify the information received from the Focal Point, which will then be submitted into the registration system to generate both meeting badges and the List of Participants.
STEP 1: TO REGISTER THE FOCAL POINT

Note: It is not possible to register a delegate unless you have already registered a focal point.

1. Access the site: http://extranet.who.int/bpmext/meetingregistration.aspx and log in using the username and password provided in the invitation letter sent to your country or organization.

2. Once you have logged into the system, the “Focal Point Registration Form” will be available showing the meeting for which you logged in.

3. Complete the “Focal Point Information” section
4. Attach a note verbale (official diplomatic note prepared on letterhead, dated, signed and/or stamped or a letter signed by the relevant authorities in your country, or your organization, confirming your designation as focal point for registering the delegation.

Note: Please ensure that the e-mail address is valid and accurate as your unique username and password will be sent to this e-mail address.

5. Click on Submit to register and confirm the focal point.

Note: The focal point will receive an e-mail with a unique username and password needed to register the delegation (see STEP 2).
STEP 2: TO REGISTER DELEGATES

1. Access the registration system using the link provided in the e-mail sent to the focal point (see sample below).

Dear Dr John,

We are pleased to confirm your unique username: john@xxx.int and password: abcd123

Online registration of your list of delegates representing BELGIUM at the 132EME SESSION DU CONSEIL EXECUTIF can be done by clicking here.

Please make sure that you close your internet browser before clicking on the link.

Kind Regards,
Electronic Meeting Registration System
Department for Governing Bodies and External Relations

***DO NOT REPLY TO THIS E-MAIL. THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A REPLY***

2. Log in using the unique username and password provided in the e-mail.

The focal point can now register delegates.
3. Select action **Add Delegate** to enter a new delegate.

4. Complete “**Add Delegate**” section, and type a Priority number for the delegate. This will determine the order in which delegates will appear in the official List of Participants.
5. Click on **Confirm Add Delegate** at the bottom right-corner of the screen. The delegate’s details will then appear under “List of Meeting Delegates”.

![Delegate Registration Form](image)

Repeat actions 3 to 5 above for adding delegates as needed.

The focal point can now MODIFY (STEP 3), DELETE (STEP 4) or SUBMIT the delegation (STEP 5).
STEP 3: TO MODIFY A DELEGATE’S INFORMATION BEFORE SUBMISSION

1. Select action **Edit Delegate** to modify an existing delegate.

2. Select the delegate whose information you wish to modify.

3. Click on **Confirm Edit Delegate** at the bottom right-corner of the screen to confirm the modifications made.

4. Select action **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close** without uploading a credential will save your information in the system for further processing.
STEP 4: TO DELETE A DELEGATE BEFORE SUBMISSION

1. Select action **Delete delegate**.

![Delegates Registration Form](image)

2. Select the delegate from “**List of Meeting Delegates**”
3. Click on **Confirm Delete delegate** button at the bottom right-corner of the screen to confirm deletion

5. Select action **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close** without uploading a credential will save your information in the system for further processing.
STEP 5: TO SUBMIT ALL DELEGATES OR SELECTED DELEGATES

To submit (confirm) the delegates the focal point needs to upload a credential.

1. Select action **Upload Credential** to submit credentials.

![Image of Delegates Registration Form]

The screen below will display

![Image of Delegates Information]

2. Click on **Select ALL Delegates** to submit ALL delegates
   To submit only selected delegates, select delegates in the left-hand list
3. Click on **Delegates Credential** icon to attach the official document of nomination (note verbale or letter)

4. Click on **Attach Credential**. The word “View” will appear in the column “Credential”.

5. Click on **Submit** to confirm the submission and the credential.

   **Note:** The focal point will receive a notification by e-mail after submitting the credentials.
STEP 6: TO MODIFY THE DELEGATION AFTER SUBMISSION

Access the registration system using the link provided in the e-mail sent to the focal point after submission of the delegation.

Dear …………………. ,

Please be informed that the following delegates representing BELGIUM at the 132EME SESSION DU CONSEIL EXECUTIF have been included in the list of participants.

Mr Garcia P.
Mrs Garden S.C.
Dr Temengli R.

If you want to make any modification/amendments to the submitted delegates, please click here (please login using your unique username and password).

Kind Regards,
Electronic Meeting Registration System
Department for Governing Bodies and External Relations

***DO NOT REPLY TO THIS E-MAIL. THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A REPLY***

1. Log in using the same focal point’s unique username and password.

2. The focal point can now select one of the following:
   a. Add delegate (STEP 2, actions 3 to 5)
   b. Modify delegate (STEP 3, actions 1 to 4)
   c. Delete delegate (STEP 4, actions 1 to 4)

   Note: The focal point will receive a notification by e-mail after submitting the modifications.