



WORLD HEALTH ORGANIZATION

**INTERGOVERNMENTAL WORKING
GROUP ON REVISION OF THE
INTERNATIONAL HEALTH REGULATIONS**

**A/IHR/IGWG/DIV/4
2 September 2004**

Participation of nongovernmental organizations in official relations with WHO in the Intergovernmental Working Group on Revision of the International Health Regulations

The Intergovernmental Working Group on Revision of the International Health Regulations will convene on Monday, 1 November 2004, at 09:30 and close on Friday, 12 November 2004. The session will take place at the United Nations, Palais des Nations, Geneva, Building E, Conference Room XIX, which is located near the Place des Nations and Avenue de la Paix, and is reached by the entrance gate on the Route de Pregny.

NOTIFICATION OF PARTICIPATION

All official focal points of nongovernmental organizations in official relations with WHO are invited. It would be helpful if the WHO Secretariat could be informed of the name(s) of the representatives of nongovernmental organizations one month before the date fixed for the opening.

REGISTRATION

Participants are requested to register at the Registration Desk located at WHO headquarters. Each representative must bring a copy of the invitation to the Working Group, including enclosures, and the organization's response, containing the representative's name. It is important to wear the badge at all times when at the Palais des Nations or WHO buildings.

When registering, participants are asked to show their invitation and a copy of their reply, and to complete a registration form. Upon receipt of the completed registration form, a badge is prepared and given to the participant. (If the Secretariat has received a response to the invitation in adequate time, name badges will already have been prepared.)

On 30 and 31 October, the Registration Desk will be located at the entrance of the Executive Board room. From 1 to 12 November, it will be located in the hall in front of Room G on the eighth floor of the main building of WHO. Working hours of the Registration Desk are:

Saturday	30 October	10:00-15:00
Sunday	31 October	08:30-17:00
Monday to Friday	1-5 November	07:30-17:00
Monday to Friday	8-12 November	07:30-17:00

SHUTTLE BUS BETWEEN WHO AND THE PALAIS DES NATIONS

From 1 to 12 November, representatives of nongovernmental organizations in official relations with WHO may use the shuttle bus service between WHO and the Palais, starting at 07:30. The shuttle leaves WHO from the tunnel (exit door 166, near the library). The driver will only allow persons wearing badges to board the shuttle. At the Palais, the shuttle leaves from in front of Door 40.

DOCUMENTS

A documents desk will be set up in the vicinity of Conference Rooms XIX and XXI on the first floor in the E Building of the Palais des Nations, where delegates may collect documents produced before and during the session.

Representatives of nongovernmental organizations are also advised to read the Guide for delegates to the Intergovernmental Working Group on Revision of the International Health Regulations,¹ which provides useful information about the Palais des Nations and facilities available, such as transport.

Displays and distribution of documents other than official ones are not foreseen.

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

SPEAKING AT PLENARY SESSIONS

At the invitation of the Chair of the Working Group, or on his or her acceding to a request, duly accredited representatives may make an expository statement in plenary meetings on an item of the agenda. (Note 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 agenda item is expected to be discussed. Organizations that have made a statement may, with the consent of the Working Group, 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.

¹ Document A/IHR/IGWG/DIV/2.

Organizations wishing to avail themselves of this privilege should address their request to the Chair, through the Secretary of the Working Group. The request should refer to the item number and title; a legible statement, along with seven copies, in either English or French should be provided. The request should be handed in at the NGO Liaison Office (the office number will be communicated later). Organizations should call or visit the Office to verify that their request has been accepted.

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. As the proceedings of the Working Group are dynamic, with possible deviation from the schedule, those organizations whose requests have been accepted should follow the debate.

Representatives are responsible for ensuring their presence when the relevant item is discussed. The Chair invites representatives to speak after Member States and intergovernmental organizations. The Chair will call the name of the organization and, in response, the speaker should raise their hand and press the button on the nearest microphone. They should switch off the microphone once they have delivered their statement.

INFORMAL MEETINGS OF THE WORKING GROUP

It is expected that Member States will arrange informal meetings. Relevant information about participation of nongovernmental organizations will be available at the NGO Liaison Office.

SEATING ARRANGEMENTS

Seating for nongovernmental organizations will be clearly marked.

The entrance areas to the meeting rooms are to be kept free for delegations to use for informal discussions.

FACILITIES AVAILABLE TO NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL RELATIONS WITH WHO

Throughout the session, an office will be available for use by representatives of nongovernmental organizations in official relations with WHO. It 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 Working Group. The office number will be provided later.

Booking of meeting rooms for nongovernmental organizations must be made through a nongovernmental organization in official relations with WHO, and the organization will be responsible for the use and condition of the room. Because of the nature of the proceedings and the possibility of changes, rooms will need to be booked on a daily basis at the office of room reservation (the number will be provided later). The needs of Member States and any ad hoc groups created by the Working Group will be given priority.

Although WHO is not in a position to provide free interpretation, other equipment, within the limits of WHO's means, e.g. overhead projector and screen, may be made available free of charge.

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

RESTAURANT, CAFETERIA AND BAR

The restaurant on the eighth floor of the A Building at the Palais is open from 12:00 to 14:30 from Monday to Friday (ext. 73588 for reservations). The restaurant can organize private receptions (cocktail parties) and luncheons for a minimum of 25 participants. These services can also be provided on Saturdays or Sundays. Arrangements for dinners should be discussed with DSR/UN (ext. 73588).

The cafeteria, on the ground floor of the A Building, is open from 08:15 to 16:45, Monday to Friday. Hot meals are served from 11:30 to 14:00.

The Serpent Bar ("Bar du Serpent"), located on the first floor of E Building next to Conference Rooms XVII and XVIII, is open from 09:00 to 17:30 from Monday to Friday, or the close of session if evening groups are established. It also serves sandwiches.

Delegates and other participants may also use the restaurant and cafeteria at WHO.

WHO ON INTERNET: THE "CYBERCAFE"

Delegates, representatives and other participants are invited to visit the WHO Cybercafé, located at the entrance to the Serpent Bar. Microcomputers will be available, giving full access to the Internet and in particular to WHO's web site (<http://www.who.int>). Publicly available reports and other documents related to the Intergovernmental Working Group will be made available on the web pages of Communicable Disease Surveillance and Response (<http://www.who.int/csr/ihr>). Other pages available on the WHO web site include WHO press releases and publications, health topics, WHO reports and general information about WHO.

INQUIRY DESK

A desk to assist with general inquiries is located in the hall near Door 40 of the E Building at the Palais des Nations. Its working hours are:

Monday to Friday	1-5 November	09:00-18:00
Monday to Friday	8-12 November	09:00-18:00

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