
Information note for nongovernmental organizations in official relations with the World Health Organization (WHO)

1. The first session of the Intergovernmental Working Group on Public Health, Innovation and Intellectual Property will be held at the International Conference Centre Geneva (CICG), 15 rue de Varembe, 1211 Geneva 20, in Conference Room 1. It will open at 10:00 on Monday, 4 December 2006 and close on Friday, 8 December 2006.

2. In accordance with resolution WHA59.24, nongovernmental organizations (NGOs) in official relations with WHO are invited as observers to attend the sessions of the Intergovernmental Working Group. Such attendance is in accordance with the relevant Rules of Procedure and resolutions of the Health Assembly. The information contained in this document is based on those Rules and, in particular, on paragraph 6 of the Principles governing relations between the World Health Organization and nongovernmental organizations. However, it is subject to arrangements that the Intergovernmental Working Group may wish to put in place relevant to participating NGO representatives.

REGISTRATION

3. Advance registration will be held at WHO on Friday, 1 December 2006, between 14:00 and 17:00. Registration will thereafter remain open at CICG between the hours mentioned below:

Monday	4 December 2006	08:00 and 18:00
Tuesday to Friday	5–8 December 2006	09:00 and 18:00

Registration forms will be handed to NGO representatives upon presentation of a copy of the invitation from WHO and a copy of the reply from the organization concerned, on its letterhead, indicating the name of the representative(s). Upon registration, a badge will be issued, giving the wearer access to the CICG and WHO headquarters. The badge should be worn at all times, both in the CICG and at WHO headquarters.

DOCUMENTS

4. There will be a documents distribution desk at the CICG. Documents already available and those prepared during the session will be available from the desk. These documents are available in Arabic, Chinese, English, French, Russian and Spanish. Registered NGOs may request copies of the documents in the number and languages desired. The documents are also available on WHO's web site at <http://www.who.int/gb/phi/>.

5. Useful documents are the Guide for Delegates, the Preliminary Timetable, and the Daily Programme of Work.

SEATING

6. Seating for nongovernmental organizations has been reserved and will be clearly indicated.

NGO STATEMENTS AT THE INTERGOVERNMENTAL WORKING GROUP

7. In accordance with the privileges conferred on NGOs by official relationship with WHO, NGOs may request to speak under items concerning technical issues; these do not include such items as elections. Requests should be:

- addressed to the Chairman of the Intergovernmental Working Group, through the Secretary, and refer to the agenda item number and title under which the statement is to be made; provide the name of the NGO, the name of the registered representative who will deliver the statement, and their contact information; and be accompanied by a copy of the statement (if handwritten, please ensure that it is legible);
- submitted electronically to civilsociety@who.int, or by hand to staff at the NGO Liaison Office, at least 2 hours before the opening of the meeting at which the agenda item is expected to be discussed. If submitted in hard copy, the requests should be accompanied by 16 copies of the statement;
- please verify with the staff of the NGO Liaison Office that the request has been accepted, otherwise you will not be able to make your statement;
- statements should contain substantive comments directly relevant to the matter under discussion. Speaking time must not exceed three minutes;
- NGOs are strongly encouraged to submit joint statements;
- in order to gain an idea of when an item will be discussed, please consult the daily programme of work, which sets out the schedule for the day. However, please be aware that schedules may change according to the dynamics of debates; NGO observers are therefore strongly urged to follow the relevant debate so as to be aware of any change in schedule.

8. As a general rule the Chairman invites NGO representatives to speak after Member States and intergovernmental organizations. In response, speakers should raise their hand and press the button on the nearest microphone.

NGO DOCUMENT DISPLAY

9. Upon request to the NGO Liaison Office, which should be accompanied by examples of the documents to be displayed, NGOs in official relations may display examples of their documentation and literature in specially designated areas. Unless specific arrangements have been made with staff in

the NGO Liaison Office for collection before the last day of the session, the documents and literature will be recycled.

10. Please do not place documents, leaflets and other information material in the areas surrounding the meeting rooms.

MEETING ROOMS FOR USE BY NGOs

11. WHO reserves some meeting rooms for use by Member States and the secretariat. When these rooms are not in use, we are pleased to be able to make them available to NGOs. While 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. As appropriate, information about the meetings of NGOs may appear on the central meeting board at the CICG.

12. Meeting request forms may be obtained from the NGO Liaison Office. Requests should be transmitted to civilsociety@who.int, or handed in to the NGO Liaison Office, at least half a working day in advance. Preference will be given to meetings open to all participants, then to those organized by WHO and an NGO or NGOs, or an NGO or group of NGOs. Requests will be considered on a first-come-first-served basis. Such meetings should be held between the hours of 08:00 and 10:00, 13:00 and 15:00 or 18:00 and 19:30

NGO LIAISON OFFICE AT CICG

13. The Office will be open from 09:00 on Monday, 4 December 2006. For enquiries about NGO participation in the IGWG, please visit the office or send an e-mail to civilsociety@who.int.

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