

Cover page, updated template and checklist for WHO Member States preparing Health Assembly resolutions and/or decisions

Cover page

Instructions:			
1. Attach the cover page to your proposal prior to sending it to Secretariat for initial comment. 2. Secretariat provides guidance and information to assist the proposer in determining compliance with criteria. 3. Proposer to consider Secretariat guidance and complete the <i>Criterion Met</i> and <i>Rationale</i> (if applicable) sections.			
Criteria		Criterion met (yes or no)	Secretariat guidance
1.	Aligns with the results of programme budget prioritization processes, as demonstrated by a clear link to a GPW outcome and the priority ranking of the outcome as outlined by programme budget prioritization.		
2.	Addresses a clear gap within the GPW or an emerging global health priority for which the WHO has a defined and accepted role with a comparative advantage. All actions included in the proposal should complement established and ongoing WHO activities. Proposals should seek synergies with other United Nations agencies, in accordance with each agency's mandate. This is demonstrated by confirming that actions in the draft resolution are not duplicative of active resolutions and decisions and the work of other UN or relevant global health agencies.		
3.	Includes a clear and measurable outcome , with clear global relevance to Member States across regions. To demonstrate this, Member States are encouraged to seek co-sponsorship from at least three Member States across two WHO regions (inclusive of proposer's region) at the zero draft stage. Where multiple outcomes are included, they must be cohesive and directly related to the purpose of the draft resolution, as identified by the concept note.		

4.	Addresses an issue that represents a significant public health burden , as demonstrated by links to relevant WHO or UN reported data , such as, but not limited to, WHO Global Health Observatory data or 2030 Agenda for Sustainable Development reporting.		
5.	Clearly indicates the financial and resourcing implications for the Secretariat , ensuring that new activities are within the Organization's implementation capacity, avoiding adoption of resolutions that realistically may not be successfully implemented.		
6.	Presents a clear rationale why this issue should uniquely be addressed by a World Health Assembly resolution or decision (compared to other advocacy or awareness measures) within the current governing body cycle. The rationale should reference convenience, timeliness, opportunity or alignment with other milestones.		
<u>Rationale (if applicable)</u> If proposal does not meet all criteria or is submitted outside the agreed timeline:¹			
Does the proposal address a current public health emergency of international concern, including a pandemic emergency as recognized by WHO? ² (yes/no):			
Please provide rationale for why not all criteria have been met (including, but not limited to, proposals that address public health emergency of international concerns).			

¹ See Appendix 1.

² As defined by article 1 of the [International Health Regulations \(2005\)](#) and declared by the WHO Director-General.

Template

[Descriptive title]
[Co-sponsors listed alphabetically]

Section 1 – Procedural opening	
The Executive Board, having considered the report by the Director-General, *(insert footnote with document symbol)	
Option A: For resolutions Recommends to the [Eightieth] World Health Assembly the adoption of the following [resolution]/[decision]:	Option B: For decisions Decided to recommend to the [Eightieth] World Health Assembly the adoption of the following [resolution]/[decision]:
The [Eightieth] World Health Assembly, Having considered the report by the Director-General [insert reference to the report];	
Section 2 – Preambular paragraphs (resolutions only)	
Guidance: Preambular paragraphs provide the background, context and justification for the content of a resolution. Each paragraph should begin with a word or phrase such as “Recalling”, “Concerned that”, “Having considered”, “Recognizing”, “Bearing in mind” or “Aware”. Keep paragraphs concise and avoid repetition. Examples are set out below.	
[Recalling resolution WHA[XX].[XX] on ...] [Recognizing the need to ...] [Noting with concern ...] [Acknowledging the guidance provided in ...]	
Section 3 – Operative paragraphs (resolutions and decisions)	
Guidance: Operative paragraphs are the heart of resolutions and decisions, outlining the actions to be undertaken. In resolutions, each operative paragraph should begin with a capitalized verb in the present tense, such as “URGES”, “DECIDES” or “REQUESTS”. In decisions, each operative paragraph should be preceded by the word “Decided”. Each paragraph should address a specific action directed to Member States and the Director-General. If relevant, a paragraph may be included that “Encourages” additional stakeholders to support Member States to implement the resolution. Overall, the total number of paragraphs should reflect the scope of work required without becoming overly detailed. Ensuring that each operative paragraph is clear, concise and well-structured will help to support effective implementation and maintain the overall clarity and coherence of the resolution or decision. Reporting requirements should be based on advice provided by the Secretariat. Examples are set out below.	

Option A: For resolutions	Option B: For decisions
1. URGES Member States: (1) [to strengthen...] (2) [to enhance...] (3) [to uphold...] 2. REQUESTS the Director-General: (1) [to assess...] (2) [to recognize...] (3) to report on progress made on this resolution as part of reporting on [existing resolution/existing reporting mandate] in 20XX and 20XX...* <u>or</u> to report to the XX World Health Assembly, through the Executive Board, on progress made in implementing this resolution...** 3. [Optional, if necessary] Encourages relevant stakeholders, [including intergovernmental organizations, philanthropic agencies, academic institutions, professional societies, civil society, private-sector partners and donors], to support Member States and, in line with the Framework of Engagement with Non-State Actors, and where applicable, WHO, in implementing the actions provided for in this resolution, as appropriate. *If reporting requirements are to be included under existing reporting mandates. **If the resolution falls under a new, stand-alone reporting mandate.	Decided: (1) [to reiterate...] (2) [to request...] (3) [to recognize...] (4) [to further note...] (5) [to invite...]

Checklist

For proposer to track the process – not required criteria

- ☐ Identification of relevant EB agenda item
- ☐ Contact the Secretariat and discuss the process of proposing a resolution/decision
- ☐ Assessment of potential duplication/synergies through discussion with the relevant WHO technical team
- ☐ Preparation of concept note for distribution to Member States (by 16 October)
- ☐ Preparation of zero draft of resolution text for distribution to Member States with support from Secretariat as necessary (by 16 October) using template
- ☐ Inclusion of reporting requirements in zero draft
- ☐ Identification of individual(s) to chair informal consultations
- ☐ Coordination with Secretariat to identify slots to hold informal consultations starting in late September)
- ☐ Email invitations to Member States to join informal consultations using most up-to-date contact list provided by the Secretariat
- ☐ Finalization of text once consensus has been reached (ideally by 18 December)
- ☐ Identification of co-sponsors (including at least one EB member)
