

Guide for delegates to the World Health Assembly

DATE AND PLACE OF THE HEALTH ASSEMBLY

The Seventy-fourth World Health Assembly will open in Geneva on Monday, 24 May 2021, at 10:00; it will close on Tuesday, 1 June 2021. Due to the COVID-19 situation the Health Assembly will be held virtually.

REGISTRATION PROCESS

Online registration is required for the Health Assembly.

Instructions for online registration are available on the WHO website (<http://www.who.int/governance/registration/en/>).

Queries concerning the system can be addressed by email to supportregistration@who.int or communicated over the telephone by dialling the following number: +41 22 791 7111. Registration should be completed by 10 May 2021.

CREDENTIALS

Credentials shall be issued by the Head of State, the Head of Government, the Minister for Foreign Affairs, the Minister of Health, or any other appropriate authority, that is, Permanent Missions and senior government officials, such as Directors-General for Health. Member States shall be represented at the Health Assembly by no more than three delegates. Alternates and advisers may accompany delegates. Credentials should include the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, city and gender (unless indicated in title). Given the virtual nature of this Health Assembly, credentials must be sent electronically through the online registration system.

LIST OF DELEGATES

A provisional list of delegates and other participants (document A74/DIV./1) will be available on the WHO website (https://apps.who.int/gb/e/e_who74.html) at the beginning of the Health Assembly. This list will be issued on the basis of the credentials received by the Secretariat up to Sunday, 23 May 2021 at 16:00. A revised list will be posted on the WHO website later. In the event of any official change in delegation membership, delegations are invited to communicate this through the online registration system.

ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY MEETINGS

Individual statements in plenary meetings are limited to 3 minutes (330 words) and regional statements to 5 minutes (550 words). Delegates are requested to deliver statements at a normal speaking pace as rapid delivery risks impeding clarity and accuracy in interpretation. This includes pre-recorded statements.

Delegations wishing to have their names placed on the list of speakers for the General Discussion may do so using the online inscription form. Copies of statements to be made should be submitted by email to interpret@who.int. Please specify, both in the “Subject” line of the email and at the top of the statement attached, the name of the country and the item “General Discussion”.

INTERVENTIONS OF DELEGATES IN COMMITTEE A AND COMMITTEE B

Individual statements by Member States and Associate Members in Committees A and B are limited to 3 minutes (330 words); regional and group statements to 4 minutes (440 words). Delegates are requested to deliver statements at a normal speaking pace. This includes pre-recorded statements. Rapid delivery risks impeding clarity and accuracy in interpretation. Timing will be regulated through the use of “traffic lights”, visible to the virtual room.

Delegates wishing to have their name placed on the list of speakers in Committee A or Committee B, or to have draft resolutions and draft decisions distributed, should contact the Secretary of the Committee concerned (shown below).

Committee A:	Secretary:	Mr I. Roberts (robertsi@who.int)
Committee B:	Secretary:	Ms I. Milovanovic (milovanovici@who.int)

INTERPRETATION AND STATEMENTS

Interpretation is provided in the official languages (Arabic, Chinese, English, French, Russian and Spanish) to help delegates to follow the discussions. Delegates of Member States are requested to send a copy of statements¹ they plan to make to interpret@who.int **at least 30 minutes in advance**. This does not prevent delegates of Member States from making changes on delivery but will facilitate clarity and accuracy in all languages. When submitting by email please specify, both in the “Subject” line of the email and at the top of the statement attached, the name of the country/group; the meeting (for example, “Plenary”, “Committee A” or “Committee B”); and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential and checked against delivery for the purpose of the official record. Statements so submitted will not be posted on the Health Assembly webpage.

Delegates of Member States wishing to have their statements posted on the Health Assembly webpage (<https://apps.who.int/gb/statements/WHA74>) or to share a longer statement containing additional information may send it to statements@who.int. Additional information provided in this manner will not be included in the official record of the meeting.¹

¹ See decision EB146(17) (2020).

SUBMISSIONS BY DELEGATIONS

Delegations wishing to have draft resolutions and draft decisions distributed to the Health Assembly are invited to introduce their draft at least 15 days before the opening of the Health Assembly and, in any event, not later than the first day of the Health Assembly in accordance with Rule 49 of the Rules of Procedure of the World Health Assembly. Delegations are invited to email their proposals to the Assistant to the Secretary of the Health Assembly in the case of documents intended for plenary meetings, or to the secretary of the committee concerned in the case of documents intended for one of the committees. Rule 50 of the Rules of Procedure of the World Health Assembly requires circulation of draft resolutions and draft decisions to delegations at least two days before the proposal is discussed. Thus, texts should be sent early enough to allow time for translation and reproduction in the working languages. The Secretariat is available upon request to provide information, logistics and editorial support as required.

DOCUMENTATION

Meeting information

The *Journal* of the Health Assembly, published each day, gives the time, place and programme of meetings, the agenda items for discussion and the corresponding documents, and other relevant information.

Official records of the Executive Board

Several documents already considered by the Executive Board at its 148th session are referred to under the relevant items in both the *Journal* and the provisional agenda (document A74/1 Rev.1).

Basic documents

The Constitution of WHO and other relevant documents of a legal nature are contained in the publication entitled *Basic documents* (49th edition, 2020), which is also available on the Governance page of the WHO website (https://apps.who.int/gb/bd/pdf_files/BD_49th-en.pdf).

Internet access

The WHO website (Governance page (<http://apps.who.int/gb/gov/>)) provides easy electronic access to documentation, such as the Rules of Procedure of the World Health Assembly, and offers options to download documents for the current meetings of the governing bodies and to consult documents of previous sessions and other relevant documentation.

Since documentation is available on the WHO website, and as an economy measure, there will be no provision for dispatch or transport of any documentation made available during the Health Assembly.

DOCUMENTS

Relevant documentation for the meeting can be accessed at the following link <https://apps.who.int/gb/gov/>.

NON-STATE ACTORS IN OFFICIAL RELATIONS WITH WHO: LIAISON OFFICE

Non-State actors in official relations with WHO may participate, without right of vote, in the Health Assembly. A liaison office is set up to facilitate such participation. The document *Practical information for representatives of non-State actors in official relations with the World Health Organization*, transmitted to non-State actors with the invitation letter to the Health Assembly, provides information of particular relevance to delegates of non-State actors, concerning such matters as registration, document display and statements by non-State actors.

VIRTUAL PLATFORM

The Health Assembly will be held virtually using an online, virtual meeting platform. Following online registration, participants will receive a communication with personal links to connect to the virtual meetings of the plenary and committees. The personal links must not be shared with anyone else. The message will also include information on test sessions and support.

The requirements for connecting to the virtual meetings include a personal computer with the latest version of the virtual meeting software and a good internet connection. A high-quality headset with echo-cancelling microphones and webcam are required in order to make interventions during the meetings. It is recommended to use a quiet, soundproof room for participation in the virtual meetings.

Test sessions will be available prior to the actual sessions of the Assembly. The timing of test sessions will be included in the communication sent to participants following their registration. Participants are requested to conduct a test during one of the available test sessions prior to the beginning of the Health Assembly. For the test, please use the equipment and the location to be used during the virtual meetings of the Health Assembly.

During the Health Assembly, the virtual rooms will become available one hour prior to the beginning of the programme of work for the day.

If you face any issue during the test sessions and live meetings, please contact the support team by email at GBS-IT-Support@who.int or phone +41 22 791 21 11 (the call centre staff will help connect participants to the support team).

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