

**WORLD HEALTH ORGANIZATION  
REGIONAL OFFICE FOR THE EASTERN MEDITERRANEAN**

RD.3/5  
R4/48/2(57)

7 March 2010

**From** : Regional Director, EMRO

**To** : SA[RD] - SC[POL]- DRD-ARD- Programme Directors-Regional Advisers- Heads of Administrative Units, Senior Administrative Assistants and Senior Secretaries to Programme Areas

**Subject** : **Guidelines for preparation of documentation for the Fifty-seventh session of the Regional Committee, technical discussions, technical papers, and other documents, EMRO, Cairo, 3-6 October 2010**

This is further to my memorandum RD.12/8 dated 9 December 2010, providing guidelines for the preparation of the Regional Director's Annual Report for the year 2009.

... Following the briefing for authors of technical papers held on 5 January 2010 and the MDC meetings held on 8 and 16 February 2010, attached please find a copy of the Draft Provisional Agenda dated 7 March 2010 (subject to further revision) which has been prepared on the basis of the proposed outline and draft annotated agenda received through programme areas. Additional items may be added later on, as a result of resolutions and/or decisions of the Executive Board and the World Health Assembly or at the request of Member States, in accordance with Rule 8 (e) of the Rules of Procedure of the Regional Committee.

In order to avoid any delays, it would be appreciated if units could start the process of preparing RC documentation immediately, if they have not already done so. Please note the same detailed guidelines provided on structure of technical papers will be followed as previous years.

The target for despatch of most documentation will be **first week of July 2010**, to allow ample time for review by Member States and to benefit from their active and sound interventions. Your full cooperation is therefore needed in advance planning and in complying with the deadlines set, to avoid last minute pressure and late despatch, particularly that all RC documentation will be prepared in the three languages (English/Arabic/French).

## **1. GUIDELINES FOR PREPARATION OF PAPERS**

### **a) Technical papers/Technical discussions**

The subjects for Technical Discussions and Technical Papers are as follows:

#### **Technical discussions:**

- Challenges to improving health care financing

#### **Technical papers:**

- (a) Maternal, child and adolescent mental health: challenges and strategic approaches
- (b) Regional strategy on nutrition 2010-2019

(c) Regional strategy on health sector response to HIV 2011-2015

(d) Infection prevention and control in health care facilities and the emerging agenda for public health

It will be noted that the technical papers will first be discussed by the Regional Consultative Committee (RCC) which is expected to meet from 21 to 22 April 2010. In addition, all technical discussions and technical papers will be discussed by a review committee following submission to programme directors.

Based on the outline approved by the MDC, the first draft should be submitted to programme directors for technical screening and clearance. Once cleared by the programme director the paper should be submitted to EGP who will submit the paper to the Technical Review Committee for review.

**Technical discussions /Technical papers** should conform to the following guidelines.

**Structure:**

**Title:** (concise and to the point)

**Executive summary:** highlighting key issues and recommendations (maximum 350 words: one page)

**Introduction:** covering rationale, objectives and very brief background (approx. 350 words: one page)

**Main body:** situation analysis; comparisons between countries and different contexts where relevant, and with other regions; current response and challenges; strategic issues, including implications for policy development; proposed action, including the suggested directions/way forward

**Conclusions/Recommendations for Member States:** (which will ultimately direct the drafting of a draft resolution)

**Length:** the length of the final paper (excluding executive summary) should be around 3000 words.

**Draft resolution:** It is imperative that the draft resolution and statement of financial implications be submitted at the same time as the draft paper for editing, and will be despatched as part of the RC documentation to Member States.

**b) Progress reports**

The subjects for progress reports are as follows:

- (a) Eradication of poliomyelitis
- (b) Tobacco-Free Initiative
- (c) Achievement of the Millennium Development Goals
- (d) Strengthening primary health care-based health systems

**Progress reports** should be submitted for technical clearance to Programme Directors and then to EPS to obtain final clearance to edit.

**Length:** Progress reports should be around 1500 words (5 pages plus tables/figures) and should not exceed 2500 words (10 pages including tables/figures).

Progress reports are information documents and part of the agenda item on the work of WHO in the Region, together with the annual report. They do not need an executive summary. However they should be accompanied by a summary presentation (text and overheads) to be included in RD's verbal statement in presenting his annual report.

### c) Other papers

All other papers/reports should be submitted for technical clearance to Programme Directors and then to EPS to obtain final clearance to edit.

Structure and length will vary according to the type of paper but those of a technical nature should conform to the general guidelines under **a)** above.

## 2. DRAFT RESOLUTION, SUMMARY FOR FINAL REPORT AND PRESENTATION

A draft resolution (where appropriate) should be submitted **with the paper** concerned. As soon as the final paper/resolution have been edited they are sent for translation **into Arabic and French**. Technical officers will receive an edited version back to enable finalization of the presentation and summary for the final report (if an executive summary was not part of the paper).

The presentation and summary should be submitted to EDR not later than **two weeks after receipt of the edited version of the paper**. These will also then be edited and submitted for translation. Both Arabic and English versions of the presentation should be cleared by the presenter and a **rehearsal** of the **presentation** will take place in **August**. Presentations should not exceed 15 minutes in length. ITT will be pleased to assist in preparation of presentations provided sufficient time is given, so as to accommodate it in the busy RC schedule. Please bear in mind that the RC involves the preparation of 15-20 different presentations in two languages and **early preparation is therefore essential**.

## 3. DEADLINES

### a) Technical discussions /Technical papers:

- 4 March to Programme Directors
- 7 March to EGP for Technical Review Committee
- 15 March to ARD for RCC
- 25 April to EPS for clearances [ARD/DRD/SA(RD)] and editing
- 23 May to translation and final clearances
- 27 June to print
- 4 July despatch

**ACTION:** Agenda item 3: HEC/DHS  
 Agenda item 4(a): MNH/DHP  
 Agenda item 4(b): NUT/DHP  
 Agenda item 4(c): ASD/DCD  
 Agenda item 4(d): DCD/DHS

### b) Progress Reports:

- 15 March to Programme Directors
- 21 March to EPS (for clearances to edit) ARD/DRD/SA(RD)
- 25 April to translation and final clearances
- 30 May to print

**ACTION:** Agenda item 2(a): POL  
 Agenda item 2(b): TFI/DHP  
 Agenda item 2(c): CBI/ARD  
 Agenda item 2(d): HCD/DHS

**c) Other documentation:**

Other documentation relating to the Draft Provisional Agenda should be submitted to EPS as soon as available to avoid last minute rush.

		<b>Responsible Officer</b>
Agenda item 5	Programme and budget matters	PME/ARD
	(a) Eleventh General Programme of Work, 2006-2015; formal assessment of the implementation	
	(b) Amended Medium-Term Strategic Plan 2008-2013 and Proposed Programme Budget 2012-2013; draft proposed programme budget for the Eastern Mediterranean Region 2012-2013	
	(c) Programme Budget 2008-2009: performance assessment	
	(d) Report on the outcome of the Joint Government/WHO Programme Review and Planning Missions in 2009, including utilization of Country Cooperation Strategies	
Agenda item 6 (a)	Report of the Regional Consultative Committee (thirty-fourth meeting)	PME/ARD
Agenda item 6 (b)	Report of the 25th meeting of the Eastern Mediterranean Advisory Committee on Health Research	RPC/ARD
Agenda item 7(a)	Resolutions and decisions of regional interest adopted by the Sixty-third World Health Assembly and by the Executive Board at its 126 <sup>th</sup> and 127 <sup>th</sup> sessions	RDO (after WHA63)
Agenda item 7(b)	Review of the draft provisional agenda of EB128	RDO
Agenda item 8	Nomination of a Member State to the Joint Coordinating Board of the Special Programme for Research and Training in Tropical Diseases	TDR/DCD
Agenda item 9(a)	Revision to the Down Syndrome Research Prize Statutes	DAF
Agenda item 9(b)	Award of the Dr A.T. Shousha Foundation Prize for 2010	RDO
Agenda item 9(c)	Award of the State of Kuwait Prize for the Control of Cancer, Cardiovascular Diseases and Diabetes in the Eastern Mediterranean Region	NCD/DHP

#### **d) Nominations to Management Committees**

Regarding the Nomination of a Member State to the Joint Coordinating Board of the Special Programme for Research and Training in Tropical Diseases, the criteria for selection of nomination should be provided in the main document sent to Member States in advance, to avoid lengthy discussions during the Session, and a table showing previous country nominations should also be attached to the document to facilitate decisions.

**ACTION:** Agenda item 11: TDR/DCD

#### **4. RD's VERBAL STATEMENT IN INTRODUCING HIS ANNUAL REPORT**

The views of programme directors are solicited for items to be included in RD's verbal statement in introducing his annual report. The verbal statement will also include reference to the progress reports to the RC. The verbal statement and presentation will be prepared by EGP immediately following publication of the Annual Report.

**Deadline** for receipt of material from programme directors: 31 July

**ACTION:** EGP  
Programme Directors

#### **5. RD'S OPENING ADDRESS TO RC57**

**DEADLINE:** 15 August

**ACTION:** MAC-EGP- ARD- DRD- SA(RD)

Your full cooperation is greatly appreciated in meeting the above deadlines.

ENCL.: as stated above (EM/RC57/1).

Copy to: WRs in EMR (for information)

