WHO REGIONAL COMMITTEE FOR EUROPE 71ST SESSION

Guide for participants

Virtual

Plenary session, 13–15 September 2021
Briefings and side events, 16–17 September 2021

30 August 2021
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and location</td>
<td>3</td>
</tr>
<tr>
<td>Attendance</td>
<td>3</td>
</tr>
<tr>
<td>Credentials</td>
<td>3</td>
</tr>
<tr>
<td>Registration process</td>
<td>3</td>
</tr>
<tr>
<td>Provisional list of participants</td>
<td>4</td>
</tr>
<tr>
<td>Virtual connection</td>
<td>5</td>
</tr>
<tr>
<td>Identification during the virtual session and naming convention</td>
<td>5</td>
</tr>
<tr>
<td>Other digital security measures</td>
<td>5</td>
</tr>
<tr>
<td>Optimal use of the Zoom platform</td>
<td>6</td>
</tr>
<tr>
<td>Digital connection, testing and troubleshooting</td>
<td>6</td>
</tr>
<tr>
<td>Zoom help desk and hotline number</td>
<td>6</td>
</tr>
<tr>
<td>Check your Zoom communication settings</td>
<td>7</td>
</tr>
<tr>
<td>Special rules and procedures</td>
<td>7</td>
</tr>
<tr>
<td>Draft resolutions and decisions</td>
<td>7</td>
</tr>
<tr>
<td>Working languages and interpretation</td>
<td>8</td>
</tr>
<tr>
<td>Statements and interventions</td>
<td>8</td>
</tr>
<tr>
<td>Speakers’ list</td>
<td>9</td>
</tr>
<tr>
<td>Recommendations for speakers</td>
<td>9</td>
</tr>
<tr>
<td>Website</td>
<td>9</td>
</tr>
<tr>
<td>Social media</td>
<td>10</td>
</tr>
<tr>
<td>Healthy virtual meetings and exercise toolkit</td>
<td>10</td>
</tr>
<tr>
<td>Briefings and side events</td>
<td>10</td>
</tr>
<tr>
<td>Recommendations for public health and social measures in the context of COVID-19</td>
<td>11</td>
</tr>
<tr>
<td>Annex 1. Technical requirements for pre-recorded video statements</td>
<td>12</td>
</tr>
<tr>
<td>Annex 2. List of Member States and Associate Members (naming convention)</td>
<td>14</td>
</tr>
</tbody>
</table>
Date and location

The 71st session of the WHO Regional Committee for Europe (RC71) will open on Monday, 13 September 2021, and will close on Wednesday, 15 September 2021.

Briefings and side events organized in the context of RC71 will be held on the days following the RC71 plenary session, namely on Thursday 16 and Friday 17 September.

The plenary session, briefing sessions and side events will be held virtually (further details provided below).

The normal working hours will be between 9:00 and 17:30 (CEST).

Attendance

Participation in the plenary session of the Regional Committee for Europe is open to delegates from Member States, Associate Members and States that are not members of the Committee, as well as invited representatives of the United Nations, specialized agencies and other regional international organizations; representatives of non-State actors in official relations with WHO or accredited to attend meetings of the Regional Committee for Europe; and observers.

Credentials

Credentials shall be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health or any other appropriate authority, such as permanent missions or senior government officials. The credentials form was attached to the convocation letter circulated to Member States and Associate States on 24 June 2021.

In accordance with Rule 1 of the Rules of Procedure of the Regional Committee for Europe, not more than two representatives may be nominated by each Member State and Associate State; however, alternates and advisers may accompany representatives.

In accordance with Rule 3 of the Regional Committee’s Rules of Procedure, the names of representatives, which in the case of Members shall take the form of credentials, shall be communicated electronically to the Regional Director, if possible 15 days before the opening date of the Regional Committee. Given the need to facilitate virtual access to the meeting, all credentials and lists of representatives should be submitted electronically, during the online registration process.

Registration process

Formal online registration is required for official attendance at RC71. A link to the WHO Electronic Meeting Registration system (eMRS) was included in the official convocation letter.

The following registration procedure applies.
Guide for participants

• **STEP 1:** The online registration system allows one focal point to be designated per delegation. Once the focal point has been entered into the registration system, (s)he will receive an email with a unique username and password and the link to the registration system. The focal point will then register and submit the names of the delegates and attach a copy of the credentials for all members of the delegation. Instead of the credentials form, international governmental organizations, non-State actors and other partners are requested to submit an official letter confirming the composition of their delegation. Please make sure to provide a unique email address for each participant.

• **STEP 2:** The Regional Governance and Languages Unit (RGL) at the WHO Regional Office for Europe (WHO/Europe) will verify the information received from the focal point, which will then be processed to generate the provisional list of participants.

• **STEP 3:** Based on their registration, participants will receive a personalized Zoom link to access the RC71 plenary session, as well as the briefings and side events (see below).

Online registration for RC71 should be completed no later than Friday, 3 September 2021.

More information:

- WHO Governing Bodies Electronic Meeting Registration System: Step-by-Step Guide

A provisional list of participants (document EUR/RC71/Div./3) will be made available before the opening of the session. This list will be compiled on the basis of the credentials received by the Secretariat by close of business on Friday, 3 September 2021. Participants are requested to check the information contained in the provisional list of participants and to report any changes or corrections to the Secretariat (eurorc71@who.int) for inclusion in the final list.
Virtual connection

Following registration and verification, participants will be provided with secured access to the Zoom videoconferencing platform through a personalized link that will be sent to them in advance of the session.

The same link will remain active throughout the entire week of RC71 (plenary session, briefings and side events). For the ministerial briefing on Friday, 17 September a separate Zoom link will be communicated.

Please note that the personalized Zoom link will work only from one device at a time.

Through the Zoom platform, participants will be able to see and hear other participants and to address the meeting remotely.

Under Rule 6 of the Rules of Procedure, meetings of the Regional Committee are in principle held in public. Therefore, the RC71 proceedings will also be broadcast on the RC71 website through a livestream.

Identification during the virtual session and naming convention

Participants will be identified on the Zoom platform by a digital nameplate, using the following naming convention, which will be applied by the Secretariat upon registration:

- Category:
  1 = Member States/Associate Members;
  2 = UN agencies (except WHO);
  3 = other international governmental organizations;
  4 = non-State actors;
  5 = observers;
  6 = WHO Secretariat;
  7 = invited guests.
- 3-letter country code (see Annex 2) or organization acronym
- Family name + First name (initial)

Example: 1 XYZ Jones S.

Participants are requested not to change their digital nameplates. In case of any mistakes, please report to the Secretariat.

When they take the floor, participants are kindly requested to activate their video function.

In order to minimize the risk of any unauthorized access to the sessions, participants are advised not to share their personalized link to the Zoom sessions and the respective passwords to anyone other than the designated delegates.

In the unlikely event of a major security breach or connectivity outage, the Zoom meeting will be immediately stopped. In this case, an email will be sent by the
Optimal use of the Zoom platform

The Zoom platform can be accessed from:

- the Zoom application, which needs to be installed on your device (computer, tablet, phone);
- videoconference (VC) equipment (SIP protocol); or
- your web browser.

Please note that only the Zoom application ensures optimal access to the online interpretation service (see further information below under “Working languages and interpretation”).

For participants who connect with VC equipment, please use the SIP link and digital password communicated in the Zoom link email. Verify with your VC hardware vendor how to switch languages in a Zoom meeting. Also, kindly inform the Secretariat in advance should you plan to use VC equipment, and attend one of the test sessions to test your connection.

Connecting to Zoom through a web browser is not recommended: not only will it be impossible to benefit from interpretation services, it may also hamper the use of certain features (raise hand, chat, etc.).

To get acquainted with all the Zoom features, participants can find tutorials at https://support.zoom.us/hc/en-us.

Digital connection, testing and troubleshooting

Each day, the Zoom session will be opened two hours prior to the start of the meeting. Participants are requested to log onto the session ahead of the start of the meeting to allow sufficient time for verification of participants and testing of the connection.

During the RC71 plenary session, briefings and side events, participants can disconnect from Zoom at any time and reconnect with the same link, following the same procedure.

In advance of RC71, testing meetings are being organized on 3, 6 and 9 September from 08:00 to 11:00 AM (CEST). No registration is needed for these testing sessions. The special test Zoom link will be shared with the participants on 31 August. You can also contact the WHO/Europe ICT service desk by email (euhlp@who.int) or by telephone: +45 45 33 70 70.

Zoom help desk and hotline number

Should you encounter any technical difficulties during the RC71 sessions, please contact the support team at eurorc71@who.int or +45 45 33 70 80 (dedicated hotline to answer any technical queries).
Please note that any connectivity problems or issues related to settings on your device cannot be addressed by our ICT support team.

Participants are requested to ensure that their video and microphone are properly installed and tested before the start of the meeting.

For optimal sound quality, we highly recommend using a (wired) individual headset with an integrated microphone, rather than the computer microphone.

Upon entry, all participants will be automatically muted. Participants who are given the floor by the Chair will need to unmute their microphones before speaking.

All participants are expected to use video at least when entering the meeting, at the opening of the session and when taking the floor, unless connectivity problems require them to switch off the video feed.

During the meeting, participants wishing to take the floor should use the “raise hand” function in Zoom.

The chat function can be used to communicate directly with the Secretariat and/or other participants during the sessions. The chat log will be constantly followed by the RC71 Secretariat. The chat can be used to draw the Secretariat’s attention to certain issues, to raise a point of order, or to request the right to reply.

Please note that the screen or application sharing in Zoom will be disabled for participants throughout the session.

To ensure the proper conduct of RC71, a draft decision containing special rules and procedures to accommodate the virtual nature of the session is submitted for adoption by the Regional Committee at the start of the session (see document EUR/RC71/CONF./1).

This draft decision was presented to and accepted by the Standing Committee of the Regional Committee at its fourth regular session. It was sent to all Member States in advance of the session, in order to establish whether there is a general consensus on the proposed framework. No objection was received by the Secretariat by the stated deadline.

These special rules and procedures will supplement, clarify or amend the Rules of Procedure of the Regional Committee for Europe, where needed.

Delegations are requested to submit any amendments or proposals prior to the session, at least 24 hours before the opening, in order to allow the Secretariat to translate them...
Working languages and interpretation

into the official languages and distribute them to all other delegations for their consideration.

The working languages of the Regional Committee plenary session are English, French, German and Russian. Statements made in any of these languages will be simultaneously interpreted into the other three languages.

For the technical briefings and side events, interpretation is provided only in English and Russian. For the ministerial briefing, interpretation in all four working languages will be provided.

Participants connected through Zoom will be able to choose and change the interpretation language during the meeting. If the option “Off” is selected, the participant will have only the original voice feed from the floor.

Please note that to access interpretation services, participants will need to install the Zoom application. Access through the weblink or some types of videoconferencing equipment will provide access only to the original voice feed.

On the livestream, interpretation will be available in English and Russian.

In accordance with the special rules and procedures, statements and interventions can be made through:

- live interventions;
- pre-recorded video statements; and
- written statements.

Individual and group statements (live or video) will be limited to three and five minutes, respectively. Interventions by non-State actors in official relations with WHO or accredited by the Regional Committee will be limited to joint statements only, of no more than three minutes. Written statements are limited to 600 words.

During the meeting, participants wishing to take the floor should signal their wish to speak by using the “raise hand” function in Zoom.

Pre-recorded video statements should be sent by latest Friday, 10 September at 18:00 (CEST), in advance of the opening of the session, with an indication of the agenda item to which they refer. These video statements will be broadcast during the virtual meeting. Delegations are invited to also send the transcript, in order to facilitate interpretation. Technical requirements for pre-recorded video statements are specified in Annex 1.

Written statements of no more than 600 words and in one of the working languages of the Regional Committee can be sent in advance of the opening of the session for posting on
Speakers’ list

Delegates and representatives are encouraged to inform the Secretariat in advance of their wish to take the floor, specifying the agenda item and the format of delivery (live or video), by filling in the RC71 Speakers’ List form. This form is available in both English and Russian (language button is located on the upper right-hand side).

**Please fill in this form by Monday, 6 September 2021 at 18:00 (CEST).**

Based on these submissions, the Secretariat will compile a pre-established list of speakers for each of the RC71 agenda items.

This list will be further updated during the session and made available to Member States.

To help ensure good sound quality, as well as effective communication and interpretation, speakers are also invited to consider the following recommendations:

- Adjust your speech to the remote distance (speak clearly, avoid excessive use of acronyms, speak into the microphone).
- Speak at a natural, slow pace (110 words per minute).
- Use a high-quality desktop or laptop computer (not a mobile phone); (wired) individual headsets with integrated microphone (rather than the computer microphone); an ethernet (land wire) connection (rather than Wi-Fi); and a soundproof and echo-free room.
- Avoid any background music in pre-recorded video presentations.
- Send all written contributions in advance of the session (statements, presentations, reports, etc.).

Please adhere to the allotted time limits. Kindly note that a countdown timer will be used to help observe the speaking time limits.

Recommendations for speakers

Website

Comprehensive information about RC71 is available in four languages on the dedicated [RC71 website](https://www.who.int) that is hosted on the WHO/Europe website.

The website includes all documentation (provisional agenda and programme as well as other working, conference, information and background documents); details about the...
briefings and side events, as well as the livestream when the session is under way. Written statements and video statements by individual non-State actors will be systematically uploaded. The website is also regularly updated with the latest news and with information for the media, and features multimedia materials such as photo, podcast and video galleries.

**Social media**

Participants are invited to follow WHO/Europe’s official social media accounts using the hashtag #RC71CPH. WHO/Europe’s live coverage will be available on Twitter: @WHO_Europe (English) and @WHO_Europe RU (Russian); on Facebook: https://www.facebook.com/WHOEurope; and on Instagram: @whoeurope.

Participants can also engage in online conversation alongside the discussions in the session, briefings and side events by using the hashtag #RC71CPH.

**Healthy virtual meetings and exercise toolkit**

The breaks will start with a variety of relaxing and stretching exercises to re-energize participants physically and mentally.

Before the start of the session, country delegations will receive a small package with simple exercise tools to use during the breaks (3–5 items of each tool). This toolkit (accompanied by a letter from the Regional Director and a corporate brochure) will be dispatched through the country offices or the national counterparts in countries without a country office. Participants are asked to have this toolkit at hand during the sessions and are also advised to regularly stand up, drink water and eat healthily throughout the meeting days.

**Briefings and side events**

Briefings and side events are scheduled on Thursday 16 and Friday 17 September. The programme and other materials can be found under the relevant subsection of the RC71 website.

All participants who are registered for the RC71 plenary session will be automatically registered for the briefings and side events.

Additional guest speakers and participants will receive a personalized Zoom link following the closure of the RC71 plenary session on Wednesday 15 September to enable them to attend individual briefing sessions or events.

Technical briefings and side events will also be broadcast on the RC71 website in a livestream.

Please note that participation in the ministerial briefing on
Friday 17 September is limited to health ministers, heads of delegations of the Member States and any additional personal advisers appointed by them. Attendance at this session should be confirmed in advance, as indicated in the invitation letter that was sent to these persons.

As RC71 will be held virtually, delegates are advised to comply with national guidance on the use of public health and social measures in workplaces.

A risk-based approach when considering the use of masks, regardless of vaccination or natural immunity status, is highly recommended. In areas of known or suspected community or cluster transmission of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), WHO advises the use of masks in indoor settings (e.g. shops, shared workplaces, schools) or outdoor settings where physical distancing of at least 1 metre cannot be maintained. If indoors, unless ventilation has been assessed to be adequate, WHO advises mask-wearing, regardless of whether physical distancing of at least 1 metre can be maintained.

As part of the risk-based approach, local authorities may consider allowing congregations of fully vaccinated or recovered individuals without wearing masks and without applying physical distancing in indoor private settings in regions with a low incidence of SARS-CoV-2 (<20/100 000 population). In community or health care settings, where measures such as mask-wearing are recommended, they should continue to apply to everyone.

More information:

Annex 1. Technical requirements for pre-recorded video statements

- Video statements should not exceed the indicated time limit.
- Video statements should be submitted either in an .MP4 or an .MOV format.
- Video statements using either the .FLV or .WMV formats will not be accepted.
- Video clips should have a minimum resolution of 1280x720 (standard video size). High-resolution video (1920x1280) is preferred.
- Video statements can be sent to eurorc71@who.int using a Cloud drive download link (for example, from Dropbox or Google Drive) or via a file transfer service (such as WeTransfer).

When submitting your video clip, please also include the following sentence: “The statement was made by PRESENTER’S NAME on behalf of MEMBER STATE/ASSOCIATE STATE in [please specify language] for the 71st session of the WHO Regional Committee for Europe”.

Please also send the written transcript of the video statement in order to facilitate interpretation.

Some important points to consider:

1. **Before you record, rehearse.** Try reading your text out loud a few times and make changes to any text which you find difficult to say.

2. **Ask a colleague or friend to help you.** While some people are practised at making videos on their own, it is easier to have someone record the video for you. They can also give you valuable feedback about which take to use.

3. **Dress the part.** Even though you are not at the Regional Committee when you are filming, the video will be available to the Regional Committee’s stakeholders. Business attire is most appropriate.

4. **Warm up before you begin recording.** Take a few minutes to stretch out your body, which can help you to calm your nerves. Warm up your lips and tongue by reciting a few tongue twisters. Warm up your mind by thinking through the key points of your text and practising any words or phrases that are likely to cause you trouble during filming.

5. **Make sure your video is clear and audible.** We want to see you and hear what you have to say. Reduce background noise, choose a well-lit setting, and use an external microphone if you have access to one.

6. **Frame yourself in a "head-and-shoulders" shot.** This means that we can see your upper body, arms and head.

7. **Work from the text** (but avoid reading directly from it if you can). We want to see you in the video, which means keeping your head up and eye contact with the camera. If you rehearse in advance, you will become used to the text which will
give you the opportunity to tell us (your audience) what you have to say, rather than reading it from a page.

8. **Shoot several takes if necessary.** An advantage of video is that you don't have to settle on a bad take. Try filming the video a few times, then select the best version.

9. **Watch your own video.** Have you ever read through an email you've just written to discover spelling errors? You should watch your video for the same reason: to catch those silly mistakes. Consider having a friend or colleague watch it too.

10. **Stay positive and enjoy the process!** Filming a three-minute statement can take some time. Keep your energy positive, and that positivity will be evident in your final video.
Annex 2. List of Member States and Associate Members (naming convention)

<table>
<thead>
<tr>
<th>Member State</th>
<th>Associate Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania (ALB)</td>
<td>Lithuania (LTU)</td>
</tr>
<tr>
<td>Andorra (AND)</td>
<td>Luxembourg (LUX)</td>
</tr>
<tr>
<td>Armenia (ARM)</td>
<td>Malta (MTA)</td>
</tr>
<tr>
<td>Austria (AUT)</td>
<td>Monaco (MON)</td>
</tr>
<tr>
<td>Azerbaijan (AZE)</td>
<td>Montenegro (MNE)</td>
</tr>
<tr>
<td>Belarus (BLR)</td>
<td>Netherlands (NET)</td>
</tr>
<tr>
<td>Belgium (BEL)</td>
<td>North Macedonia (MKD)</td>
</tr>
<tr>
<td>Bosnia and Herzegovina (BIH)</td>
<td>Norway (NOR)</td>
</tr>
<tr>
<td>Bulgaria (BUL)</td>
<td>Poland (POL)</td>
</tr>
<tr>
<td>Croatia (CRO)</td>
<td>Portugal (POR)</td>
</tr>
<tr>
<td>Cyprus (CYP)</td>
<td>Republic of Moldova (MDA)</td>
</tr>
<tr>
<td>Czechia (CZ)</td>
<td>Romania (ROM)</td>
</tr>
<tr>
<td>Denmark (DEN)</td>
<td>Russian Federation (RUS)</td>
</tr>
<tr>
<td>Estonia (EST)</td>
<td>San Marino (SMA)</td>
</tr>
<tr>
<td>Finland (FIN)</td>
<td>Serbia (SRB)</td>
</tr>
<tr>
<td>France (FRA)</td>
<td>Slovakia (SVK)</td>
</tr>
<tr>
<td>Georgia (GEO)</td>
<td>Slovenia (SVN)</td>
</tr>
<tr>
<td>Germany (DE)</td>
<td>Spain (SPA)</td>
</tr>
<tr>
<td>Greece (GRE)</td>
<td>Sweden (SWE)</td>
</tr>
<tr>
<td>Hungary (HUN)</td>
<td>Switzerland (SWI)</td>
</tr>
<tr>
<td>Iceland (ICE)</td>
<td>Tajikistan (TJK)</td>
</tr>
<tr>
<td>Ireland (IRE)</td>
<td>Turkey (TUR)</td>
</tr>
<tr>
<td>Israel (ISR)</td>
<td>Turkmenistan (TKM)</td>
</tr>
<tr>
<td>Italy (ITA)</td>
<td>Ukraine (UKR)</td>
</tr>
<tr>
<td>Kazakhstan (KAZ)</td>
<td>United Kingdom of Great Britain and</td>
</tr>
<tr>
<td>Kyrgyzstan (KGZ)</td>
<td>Northern Island (UNK)</td>
</tr>
<tr>
<td>Latvia (LVA)</td>
<td>Uzbekistan (UZB)</td>
</tr>
</tbody>
</table>

**Associate Members:**

Faroe Islands (FRO)
For any urgent issues during RC71, please contact the RC71 Support Team:

Email: eurorc71@who.int
Phone: +45 45 33 70 80

Please fill in the RC71 Speakers’ List form by 6 September 2021

= = =