72nd session of the WHO Regional Committee for Europe

Guide for participants

Tel Aviv, 12–14 September 2022

Hybrid meeting
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## GENERAL INFORMATION

### Date and location
The 72nd session of the WHO Regional Committee for Europe (RC72) will open on Monday, 12 September 2022, and will close on Wednesday, 14 September 2022.

**Venue:** Hilton Tel Aviv
- **Address:** Hayarkon Street 205, Independence Park, Tel Aviv-Yafo 6340506, Israel
- **Telephone:** +972 3-520-2222

The normal working hours will be between 9:00 and 18:00 (IDT – CEST+1 UTC+3), except for Monday, 12 September, when the proceedings will commence at 08:30 and conclude around 18:30.

### Attendance and hybrid format
In accordance with Rules 1 and 2 of the Rules of Procedure of the Regional Committee for Europe, participation in the plenary session of the Regional Committee for Europe is open to delegates from Member States, Associate Members and invited 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.

The notice of convocation has been sent in accordance with Rules 4 and 7 Rules of Procedure.

Following the decision of the 29th Standing Committee of the Regional Committee for Europe, the session will be organized in a hybrid format. Participants are invited to attend RC72 in person. If particular circumstances prevent individual delegates from travelling to Tel Aviv, they can participate virtually via the online platform Zoom. Details for virtual attendance can be found in the dedicated section.

Participation in scheduled ministerial lunches will be in person only.

To ensure the proper conduct of RC72, a draft decision containing special rules and procedures to accommodate the hybrid nature of the session is submitted for adoption by the Regional Committee at the start of the session. These special rules and procedures will supplement, clarify or amend the **Rules of Procedure of the Regional Committee for Europe**, where needed.

### Special rules of procedure
Following consultation by the Standing Committee of the Regional Committee, this draft decision will be sent to all Member States in advance of the session in order to establish whether there is a general consensus on the proposed special rules and procedures.

REGISTRATION

Credentials

In accordance with Rule 3 of the Rules of Procedure, the names of representatives, which in the case of Members shall take the form of credentials, shall be communicated to the WHO Regional Director for Europe before the opening of the session.

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. In accordance with Rule 1 of the Rules of Procedure, the country delegations should consist of not more than two representatives from each of the Members. The representatives may be accompanied by alternates and advisers. Please use the credentials form that was made available to Member States and Associate States.

International governmental organizations, non-State actors and other partners are requested to submit an official letter confirming the composition of their delegation.

In order to ensure participation in the meeting – in person or virtually – all credentials and lists of representatives will have to be uploaded and submitted electronically through the online registration process (see below).

Registration process

Online registration is required for official attendance of the plenary session of the Regional Committee and to access the virtual platform. The same procedure applies to all categories of invited participants.

Registration can be initiated through the following link: http://extranet.who.int/bpmext/meetingregistration.aspx

- Username: Eurouser
- Password: W@a=ri%fi$28D034DF19

The following registration procedure applies:

- 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 electronic Meeting Registration System (eMRS).

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.

The Secretariat will verify the information received from the focal point, which will then be processed to generate the provisional list of participants (see below).

Following confirmation of their registration, participants will receive further instructions to obtain their access badge upon arrival in Tel Aviv, or a personalized Zoom link in case they cannot attend in person.

Delegations are kindly requested to:

- complete the online registration preferably before Thursday, 28 July 2022;
- tentatively indicate whether a delegate plans to attend in person or virtually; and
- provide a unique email address for each participant (to secure access to the virtual platform).

Provisional list of participants

A provisional list of participants 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, 9 September 2022.

Participants are requested to check the information contained in the provisional list of participants and to report any changes or corrections to the Secretariat (eurorc72@who.int) for inclusion in the final list.

Attendance form

Following their official registration as a participant of RC72, individual participants who will attend RC72 in person are requested to provide some additional information about their stay and their participation in RC72-related events.

The online attendance form can be accessed here.
TRAVEL ARRANGEMENTS

Travel to and from Tel Aviv

Participants should make their own travel arrangements for both outward and return journeys and make their hotel booking (except invited special guests, who will be notified as such).

Hotel accommodation

Accommodation in the vicinity of the meeting venue can be booked at www.rc72tlv.com.

Please note that:
- the special room rates only apply for the period of 11–15 September;
- room availability and applicable rates can no longer be guaranteed after 28 July;
- the cancellation policy is specified below;
- delegations can book several rooms under the same name and adjust once the credentials have been submitted; and
- participants are free to book their accommodation elsewhere.

Visa

Participants are kindly invited to check whether they require a visa to enter Israel and to apply for it in a timely manner.

More information can be found here:
- https://embassies.gov.il/Pages/IsraeliMissionsAroundTheWorld.aspx

Upon request, a personal invitation letter can be issued to support visa applications. Please contact the Secretariat (eurorc72@who.int) with your full name and a copy of your passport.

Participants who do not require a visa to enter Israel are advised to travel with a normal traveller’s passport.
**COVID-19 entry requirements**

To ensure safe travel to and entry into Israel, participants are advised to follow the guidance for international travellers provided by the Israeli authorities and their airline.

Participants travelling to Tel Aviv are requested to fill the Israel Entry Form within 10 days prior to flying to Israel:


As travel requirements and restrictions can change on a frequent basis, participants are recommended to regularly check their airline’s website.

More information can be found here:


**Arrival in Tel Aviv**

Upon arrival at Ben Gurion Airport in Israel, participants are requested to go to the RC72 reception desk, which will be located outside the arrivals hall of the airport. Staff at the reception desk will assist participants and help arranging transport to their respective hotels.

Transfers will be ensured on Saturday, 10 September and Sunday 11 September, and only to hotels booked through the selected hotel programme.

To facilitate the organization of transfers, participants are requested to indicate their flight details and booked hotel accommodation.

**Departure from Tel Aviv**

Similarly, participants should inform the Secretariat of their departure times if they wish to get a transfer to the airport.

During the RC72 session, a transportation desk will be available for participants (for opening times, please check [www.rc72tlv.com](http://www.rc72tlv.com) or at the venue).

**Travel note**

To facilitate the entry and departure security screening at the airport, participants will receive a travel note from the Israeli Ministry of Health.
# PRACTICAL ARRANGEMENTS DURING RC72

## On-site registration

The registration desk at the conference venue will open on Sunday, 11 September at 13:00 and will continue throughout the event (for opening times, please check [www.rc72tlv.com](http://www.rc72tlv.com) or at the venue). Participants are requested to bring identification to obtain their badge and conference package.

Participants are requested to wear their badge and keep it visible at all times. Access to the conference centre and the networking receptions can be denied to anybody who is not properly registered and identifiable.

## Transfers to and from the conference centre

For participants staying in the Orchid Hotel and Herbert Samuel by the Beach Hotel, shuttle buses will be organized to transfer them to the conference venue in the morning and back to their hotel in the evening.

Transport in connection with social events will also be organized.

Participants are invited to check the timetables and notices on the RC72 website, as well as at the hotel lobby or at the conference venue.

## COVID-19 measures

The health and safety of all participants during RC72 is our highest priority. Together with the Israeli Ministry of Health, WHO/Europe is closely monitoring the rapidly changing COVID-19 situation and will be proposing the appropriate public health measures for the meeting, also following the official Israeli health regulations and recommendations.

More information can be found here:


Closer to the meeting, more tailored guidance will be provided about the applicable measures during the event.

## Healthy RC72

WHO/Europe is committed to the principle of conducting healthy and sustainable meetings, creating a culture of health and well-being for all participants. This includes providing access to healthy foods and beverages, and a tobacco-free environment, encouraging physical activity during breaks, and protecting and minimizing the impact on the environment.

Courtesy of the Ministry of Health of Israel, a rich variety of local food and beverages will be served at the conference venue during RC72 lunch and other breaks.
During receptions, participants will be able to opt for non-alcoholic and non-sugary drinks.

Please communicate any special dietary requirements to the Secretariat in advance of the session.

To start your day in an active way, participants are encouraged to join the daily Walk the Talk morning workout session, from 07:00 to 08:00 at Hilton Beach. Bring your workout gear!

More details will be shared with the participants on the conference website and at the venue.

All participants (and their accompanying persons) are kindly invited to the evening networking receptions.

**Welcome reception**
- Sunday, 11 September 2022 (19:00)
- Location: Hilton Tel Aviv, North Lobby Terrace

**Reception hosted by the Israeli Ministry of Health**
- Monday, 12 September 2022 (19:00)
- Location: Suzanne Dellal
- Transportation will be organized

**Reception hosted by the WHO/Europe Regional Director**
- Tuesday, 13 September 2022 (19:00)
- Location: Muza Eretz Israel Museum
- Transportation will be organized

To accommodate any requests from delegations to meet bilaterally with other delegations, meeting rooms are available in the morning or during lunch breaks. These meeting rooms can be booked in advance.

- [https://www.rc72tlv.com/meetingroombooking](https://www.rc72tlv.com/meetingroombooking)
Excursions and visits

For participants (and their accompanying persons) who would like to extend their stay, the following tours are offered on Thursday, 15 September:

- Jerusalem Tour (half day – US$ 75 pp)
- Masada, Ein Gedi and Dead Sea Tour (full day – US$ 145 pp)
- Nazareth Past and Present (full day – US$ 120 pp)

Tours will be leaving from the Hilton Tel Aviv at 09:00. All tours are in English with a professional guide. A minimum of 19 participants will be required for each tour to take place.

- More information can be found on www.rc72tlv.com.
- For bookings and inquiries, please contact Revital@kldltd.com

Medical services

During RC72, medical assistance will be available at the venue.

Tel Aviv’s main hospital is the Tel Aviv Sourasky Medical Center (Address: 6 Weizmann St., Tel Aviv; Phone Number: +972-36974730)

For any medical emergencies, call 101.

Personal security and insurance

Participants should maintain the same personal security awareness as for any large city. Particular attention should be paid to the following guidelines:

- Stay alert: watch over your personal belongings; avoid displaying attractive and valuable items
- Always ask for proper identification before surrendering your passport
- Be particularly vigilant at the airport, train station and when checking into your hotel

The Secretariat cannot be held liable for personal accidents or loss of or damage to the private property of participants and accompanying persons, either during or indirectly arising from attendance at RC72.

Participants should make their own arrangements with respect to health and travel insurance.

For any emergency, call 100 (Police) or +972-505072937 (tourist police).
# LOCAL INFORMATION

## Currency and payment transactions

The currency unit is NIS (New Israeli Shekel).

International credit cards, such as American Express, Diners Club, Mastercard, and Visa, are all widely accepted in Israel.

Currency exchange offices and ATM machines are available throughout the country.

## Weather and clothing

Tel Aviv weather in September is very warm and sunny with minimal rainfall. The average temperature in Tel Aviv in September is 26.5°C, with an average high of 29.4°C and an average low of 22.5°C.

For up-to-date weather forecasts please visit: [http://worldweather.wmo.int/en/city.html?cityId=44](http://worldweather.wmo.int/en/city.html?cityId=44)

Clothing is smart casual for all occasions.

## Time

Israel uses IDT – Israel Daylight Time (GMT +3 hours). Time indications in the RC72 programme will follow IDT.

## Electricity supply

The standard voltage used in Israel is 230 V, while the standard frequency is 50 Hz. Typical countries with a standard voltage between 220 V and 240 V can use electric appliances in Israel without a voltage converter.

## Tourist information

For more information about Tel Aviv and its many attractions, see: [https://visit.tel-aviv.gov.il/home](https://visit.tel-aviv.gov.il/home)
OFFICIAL PROGRAMME

Working languages and interpretation

The working languages for the plenary session and the ministerial lunches are English, French, German and Russian. Statements made in any of these languages will be translated simultaneously into the other three languages.

The parallel sessions will be held in English and Russian only.

To facilitate interpretation, delegations are encouraged to share any written contributions (e.g. statements, transcripts of video statements, presentations) in advance of the session with the Secretariat (eurorc72@who.int), with clear indication of the relevant agenda item.

Special needs

The entire venue is accessible for people with impaired mobility (e.g. wheelchair accessibility). Participants with special needs are kindly advised to let the Secretariat (eurorc72@who.int) know in advance, so that any assistance can be organized.

For the session on “Achieving the highest attainable standards of health for persons with disabilities” (scheduled for Tuesday, 13 September, 9:00–10:30), sign language interpretation for international English and captioning will be provided.

Seating in plenary

Delegates will be seated in the English alphabetical order of the names of Member States (see Annex 2).

Statements and interventions

In accordance with the special rules and procedures for a hybrid RC72, interventions during the plenary session can be made through:

- live interventions (in person or via Zoom);
- pre-recorded video statements; and
- written statements.

Individual and group statements (live – in person or via Zoom, or video) will be limited to three and five minutes, respectively. Interventions by international partners and non-State actors in official relations with WHO or accredited by the Regional Committee will be limited to two minutes. Written statements are limited to 600 words. Statements should be relevant to the agenda item being considered and their content closely related to the RC72 documents.

Please adhere to the allotted time limits. Kindly note that a countdown timer will be used to help observe the speaking time limits.
### (Pre-established) Speakers’ List

Delegations are invited to inform the Secretariat in advance of their wish to take the floor, specifying the agenda item, the speaker (default = head of delegation) and the format of delivery (live or video).

This can be done through an online RC72 Speakers’ List form, which is available in both English and Russian. **Please fill in this form by latest Friday, 9 September 2022 at 18:00 (CEST).**

During the plenary meetings, delegates wishing to take the floor should signal their wish to speak by raising their name plate (for the participants physically present) or using the “raise hand” function in Zoom for virtual participants.

In accordance with Rule 26 of the Rules of Procedure and as a measure of time management, the presiding officer can declare the list of speakers closed.

### Pre-recorded video statements

Pre-recorded video statements from Member States for live broadcasting should be uploaded on a special online platform by **latest Friday, 9 September at 18:00 (CEST)**, in advance of the opening of the session.

Video statements by registered international partners and non-State actors will be posted on the website. These should be sent before 1 September 2022 in order to enable the Secretariat to post them before the start of RC72. **Technical requirements for pre-recorded video statements are specified in Annex 1.**

### Written statements

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 the WHO/Europe website. The statements should make clear reference to the relevant agenda item. They may be submitted in lieu of an oral intervention or to complement it.

Written statements will be posted on the WHO/Europe website.

### Documentation

All documentation, including the provisional agenda and programme, and other working, conference, information and background documents, will be made available on the WHO/Europe website.

### Draft resolutions and decisions

Under Rules 22 bis, 22 ter and 22 quarter of the Rules of Procedure, delegations are encouraged to submit any formal proposals for resolutions, decisions or substantive amendments thereof prior to the session, in order to allow the Secretariat to translate them into the official languages and to distribute them for consideration among all other delegations.
Parallel sessions and ministerial lunches

In addition to the RC72 plenary session, parallel sessions are organized in the morning and during lunch breaks.

Participants in Tel Aviv are invited to indicate in advance in which parallel sessions they would like to participate. Virtual attendance of parallel sessions will use different Zoom links, which will be communicated in advance.

The programme of the various parallel sessions and other related documentation (e.g. presentations) will be posted on the website.

Participation in scheduled ministerial lunches will be in person only and is limited to health ministers, heads of delegations of the Member States and any additional personal advisers appointed by them (as indicated in the invitation letter). Attendance should be confirmed to the Secretariat in advance.

VIRTUAL ATTENDANCE

Connecting virtually

Before the start of RC72, participants registered as virtual attendants will receive a personalized link to the Zoom videoconferencing platform to follow the plenary session.

In addition, specific Zoom links will be communicated for virtual attendance of the various parallel sessions.

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

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

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.

For virtual 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.

Upon entry, all participants will be automatically muted. Please also note that the screen or application sharing in Zoom will be disabled for participants throughout the session.

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

During the plenary session, participants will be identified on Zoom by a predefined digital nameplate. In case of any mistakes, please report to the Secretariat.

Participants are requested not to change their digital nameplates and to use the same naming convention for the parallel sessions.

Naming convention: 1 XYZ Jones (example)

- **Category**: 1 = Member States/Associate Member; 2 = UN agencies (except WHO) + other international governmental organizations + non-State actors + observers + invited guests; 3 = WHO Secretariat
- **3-letter country code or organization acronym**
- **Family name**

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

Virtual participants who wish to take the floor should use the “raise hand” function.

When invited to speak, participants are kindly requested to unmute themselves and activate their video camera.

To ensure optimal sound quality and good simultaneous interpretation, virtual speakers are invited to use a (wired) headset, avoid any background noise and select the channel with the original feed (option “Off”).
Digital security measures

In the unlikely event of a major security breach or connectivity outage, the Zoom meeting will be immediately stopped. In this case, participants are invited to reconnect.

Digital connection, testing and troubleshooting

Virtual participants are requested to log on to the session ahead of the start of the meeting to allow sufficient time for verification. Each day, the Zoom session will be opened two hours prior to the start of the meeting.

During the RC72 plenary and parallel sessions, participants can disconnect from Zoom at any time and reconnect with the same link, following the same procedure.

Participants can test their audio and visual connection in advance of RC72 on Friday, 9 September, from 09:00 to 12:00 noon (IDT), by simply clicking on their personalized Zoom link. No registration is needed for these testing sessions. You can also contact the WHO/Europe ICT service desk by email (euhlp@who.int) or by telephone: +45 45 33 70 70.

Please note that any connectivity problems or issues related to settings on your device cannot be addressed by our ICT support team.

Hotline

During the session, the hotline number below or the Zoom chat function can be used to draw the Secretariat’s attention to certain issues, to virtually signal any technical difficulties or other issues, to raise a point of order, or to request the right to reply.

Hotline number: +45 45 33 70 80

PUBLIC COMMUNICATION

Livestream

Under Rule 6 of the Rules of Procedure, meetings of the Regional Committee are in principle held in public. Therefore, the proceedings of the plenary session will be broadcast on WHO/Europe’s website through the following link: https://streaming.uncity.dk/who/.

Parallel sessions will not be broadcast.

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

Social media coverage will be provided through WHO/Europe’s official social media accounts using the hashtag #RC72TLV.

- Twitter: @WHO_Europe (English) and @WHO_Europe_RU (Russian);
- Facebook: http://www.facebook.com/WHOEurope

Website

As well as the official documentation, the WHO/Europe website will provide regular updates, latest news and information for the media, including multimedia materials such as photographs, podcasts and video galleries.

Practical information and updates on local arrangements regarding RC72 will be posted on www.rc72tlv.com, which is co-hosted by the Israeli Ministry of Health.

Privacy

Participants are reminded that the meetings are recorded for reporting purposes.

By attending this event – in person or virtually – participants are considered to consent to the use of any photographs, video and/or sound recordings taken during all RC72 meetings and events. Participants who would like to opt out of photos and videos are invited to let the Secretariat know in advance.

For any urgent issues during RC72, please contact the RC72 support team:

Email: eurorc72@who.int

Hotline: +45 45 33 70 80

The online attendance form can be accessed here.

Please fill in the RC72 Speakers’ List form by 9 September 2022.
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 should be uploaded on the following platform: https://bit.ly/3zGuorb.

When submitting your video clip, please indicate:

- the speaker’s name and title;
- the country or organization on behalf of which the statement is being made;
- the relevant RC72 agenda item; and
- the language in which the statement is made.

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 maintaining 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 avoidable mistakes. Consider having a friend or colleague watch it too for feedback.

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)

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<th>Associate Members</th>
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<td>Republic of Moldova (MDA)</td>
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<td>Andorra (AND)</td>
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**Associate Members:**

- Faroe Islands (FRO)

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