Third special session of the WHO Regional Committee for Europe (RCSS3)

Virtual meeting, 15 May 2023

Guide for participants
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GENERAL INFORMATION

Date and working hours
The third special session of the WHO Regional Committee for Europe (RCSS3) will be held on Monday, 15 May 2023.

The working hours will be from 09:00 to 12:00 (CEST) with the possibility to extend the session in the afternoon and concluding it no later than 17:30 CEST.

Attendance and virtual format
In accordance with Rules 1 and 2 of the Rules of Procedure of the Regional Committee for Europe, participation is open to delegates from Member States, Associate Members and invited States that are not Members of the Committee; 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; and observers.

The notice of convocation has been sent in accordance with Rules 5 and 7 of the Rules of Procedure.

As decided by the Thirtieth Standing Committee of the Regional Committee for Europe through a written silence procedure, the session will be organized in a fully virtual format. Details for virtual participation can be found in the dedicated section “Virtual participation”.

Special rules of procedure
To ensure the proper conduct of RCSS3, 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.

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

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

Chairing
The special session will be chaired by Ambassador Ms Nora Kronig Romero (Switzerland), in her capacity as Executive President of the 72nd session of the WHO Regional Committee for Europe.

As Chair of this special session she will be physically present in Copenhagen, Denmark to conduct the meeting.
REGISTRATION

Credentials

In accordance with Rule 3 of the Rules of Procedure, the names of representatives, which in the case of Members¹ shall take the form of credentials, shall be communicated to the Regional Director before the opening of the session. To ensure participation in the meeting, all credentials will have to be uploaded and submitted electronically through the online registration process (see section on “Registration process”).

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. Member States and Associate Members are invited to use the credentials form that was attached to the convocation letter.

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.

All other participants (international governmental organizations, non-State actors and other partners, as referred to in Rule 2 of the Rules of Procedure), who are invited to attend the special session in an observer capacity, are welcome to confirm their participation to the WHO/Europe Regional Governance unit (eugovernance@who.int).

Registration process

(only for Member States in the WHO European Region)

Online registration is required for delegates of Member States in the WHO European Region and Associate Members to ensure their official attendance of the special session and to get access to the virtual platform.

Registration can be initiated through the following link:

- Username: Eurouser
- Password: W@a=r%i$f28D034DF19

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, the focal point will receive an email with a unique username and password and

¹ Members = Member States in the WHO European Region and Associate Members (cf. ² Rule 1, Rules of Procedure).
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 “List of participants”).

- Following confirmation of their registration, participants will receive a personalized Zoom link to connect to the virtual platform. The link is personal and should not be shared with others.

The online registration for this special session should be completed **no later than close of business on Friday, 12 May 2023.**

**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, 12 May 2023.

All other participants (international governmental organizations, non-State actors and other partners, as referred to in Rule 2 of the Rules of Procedure) who have confirmed their participation will be included in the list of participants.

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

**CONDUCT OF THE SPECIAL SESSION**

**Documentation**

All documentation relevant to this special session is made available through the WHO/Europe website: https://www.who.int/europe/about-us/governance/regional-committee/third-special-session-of-the-who-regional-committee-for-europe-RCSS3.

**Working languages and interpretation**

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

On the livestream, interpretation will be only available in English and Russian.
**Statements and interventions**

To facilitate interpretation, delegations can share any statements in written form with the Secretariat (eurorcss@who.int) in advance of the session.

In line with the special rules and procedures proposed for this special session, only Member States shall be permitted to speak.

Individual and group statements will be limited to three and five minutes, respectively. Delegates are advised to adhere to the allotted time limits. A countdown timer will be used to help observe the speaking time limits.

For this special session, pre-recorded video statements will not be allowed.

**Written statements**

Member States as well as other participants (international governmental organizations, non-State actors and other partners, as referred to in Rule 2 of the Rules of Procedure) who have confirmed their attendance can submit written statements.

The written statements can be sent until the closure of the special session and will be posted on the WHO/Europe website.

Written statements should be limited to 600 words and be relevant to the single agenda item that is being considered. They should be submitted in one of the working languages of the Regional Committee and may be provided together with unofficial translations into other working languages.

**Draft resolutions and decisions**

Under Rule 22 bis of the Rules of Procedure, Member States can submit any formal proposals for resolutions or decisions, as well as substantive amendments of such proposals, in so far as they are related to the single item of the provisional agenda.

**Decision-making**

In line with the special rules and procedures proposed for this special session, if the Regional Committee cannot decide by consensus, voting shall take place by show of hand. For this, Member State delegates will be invited to use the “raise hand” feature on Zoom. Any delegation can request a roll-call vote instead, consistent with Rule 41 of the Rules of Procedure.

Each delegation can decide who will cast the vote on its behalf. However, advisers are not entitled to vote, only representatives and alternates.

More details on the voting procedure are provided in a separate document.
Member State delegates who wish to raise a point of order, exercise their right of reply or make an explanation of vote can signal their request by using the “raise hand” feature or the chat function on Zoom, or they can contact the Regional Governance unit by email or via the hotline number (see the section “Hotline”).

When given the floor, delegates should first clearly state their intention to exercise one of these rights, so that the Presiding Officer can make a proper assessment as to whether it is appropriate and opportune for the right to be exercised at that particular moment.

The rights to reply or to make an explanation of vote can also be exercised in written form.

**VIRTUAL PARTICIPATION**

**Connecting virtually**

Before the start of the special session, only Member State delegates will receive a personalized link to the Zoom videoconferencing platform.

All other participants (international governmental organizations, non-State actors and other partners, as referred to in Rule 2 of the Rules of Procedure) will be invited to follow the proceedings through the WHO/Europe livestreaming channel (see section “Livestream” for further details).

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 special session, participants are advised not to share their personalized link and respective passwords with anyone other than the designated delegates.

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:

- 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; and
- 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 nameplates**

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

Naming convention: **XYZ Jones REP** (example)
- 3-letter country code (see Annex)
- Family name
- REP = representative / ALT = alternate / ADV = adviser

**Speaking on Zoom**

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

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.

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 help ensure good sound quality and optimize interpretation, speakers are invited to consider the following recommendations:
- use a desktop or laptop computer (not a mobile phone) with the latest updated version of Zoom;
- use a headset with microphone;
- use ethernet (network cable) connection (rather than Wi-Fi);
- ensure your room is soundproof and echo-free;
- speak clearly into the microphone at a natural, slow pace (110 words per minute) and avoid excessive use of acronyms; and
- select the same language channel for both listening and speaking.

**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

Participants on Zoom are requested to log on to the session ahead of the start of the meeting to allow sufficient time for verification.

During the special session, participants can disconnect from Zoom at any time and reconnect with the same link, following the same procedure.

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 special 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.

### PUBLIC COMMUNICATION

#### Livestream

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

#### Recording

Participants are reminded that the special session will be recorded for reporting purposes.

The official record of the meeting will be made available online, once approved by the Member States.

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For any urgent issues during RCSS3, please contact the Regional Governance unit:

eurorcss@who.int

Hotline: +45 45 33 68 51
## Annex. List of Member States and Associate Members (naming convention)

### Member States

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<th>Greece (GRE)</th>
<th>Republic of Moldova (MDA)</th>
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<td>Andorra (AND)</td>
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<td>Romania (ROM)</td>
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<td>Armenia (ARM)</td>
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### Associate Members

| Faroe Islands (FRO) |  |

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