

**GUIDELINES FOR PARTICIPATION OF INTERGOVERNMENTAL
AND NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL
RELATIONS WITH WHO DURING THE FIFTY-FIFTH SESSION
OF THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC,
13-17 September 2004, Shanghai, China**

The following information is intended to facilitate your participation at sessions of the Regional Committee for the Western Pacific, in which intergovernmental and nongovernmental organizations in official relations with WHO may participate without the right to vote. This privilege, and others, is set out in section 6 of the principles governing relations between WHO and nongovernmental organizations.¹

Notification of participation at sessions of the Regional Committee

Intergovernmental and nongovernmental organizations in official relations with WHO automatically receive an invitation to the annual session of the Regional Committee and should, if possible, inform the Regional Director of the name(s) of their representative(s) not later than six weeks before the start of the session.

Badges

Representatives of organizations who have previously notified the Secretariat of their participation will have identification badges waiting for them in their hotel upon check in. During the regular session, badges can be collected at the Enquiry Desk located at Auditorium, 3rd Floor, Shanghai International Convention Centre.

If WHO has not been informed in advance of the name(s) of the representative(s) of a nongovernmental organization, the representative(s) should present a copy of the WHO invitation and the formal letter of accreditation on the nongovernmental organization's headed stationery. The representative(s) may then be issued with a badge.

Seats for intergovernmental and nongovernmental organizations in official relations with WHO are reserved for those wearing the appropriate WHO identification badge.

¹ *Basic Documents*, 44th edition, 2003, pp. 81–82.

Documents

Representatives of intergovernmental and nongovernmental organizations are provided with a complete set of working documents in English on the opening day of the session. The documents are distributed to representatives via assigned pigeon-holes. Representatives who prefer to receive their documents in French, the other working language of the session, should direct this request to the Enquiry desk.

Copies of the working documents in English or French may also be provided in advance to the representatives. Such requests should be made to:

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All other documentation, e.g. information documents, provisional summary records, resolutions, etc., issued in the course of the session will be distributed mainly through the pigeon-holes.

Speaking at the Regional Committee session

Representatives of intergovernmental and nongovernmental organizations in official relations with WHO will be given an opportunity to make a statement under the agenda item relating to their activities. Representatives who intend to make a statement should make their intention known to the Secretariat (Protocol Officer or Enquiry Desk) in advance. Representatives are requested to make brief statements not to exceed five minutes. Alternatively, representatives may submit a written statement for circulation to representatives of Member States during the session.