

GUIDELINES FOR SUBMISSION OF STATEMENTS TO THE WORLD HEALTH ASSEMBLY PROCEEDINGS

World Health Assembly (WHA) Proceedings

At WHA, two main types of meetings are held, each with a different purpose:

- **Committees** meet to debate technical and health matters (Committee A), and financial and management issues (Committee B), and approve the texts of resolutions, which are then submitted to the plenary meeting.
- **Plenary** is the meeting of all delegates to the WHA. The WHA meets in plenary several times in order to listen to reports and adopt the resolutions transmitted by the committees. The Director-General and Member States also address the delegates at the plenary.

In addition, **technical briefings** are organized separately on specific public health topics to present new developments in the area, provide a forum for debate and to allow for information sharing.

An **agenda** with the list of topics for discussion will be released prior to the Assembly. The agenda is not timed, and while the Chair generally proceeds through the list of topics in order, there may be changes to the agenda if so decided by the Chair. Each topic will be discussed for the amount of time it takes to get through it, which means that timing is very approximate during the proceedings.

Submitting and Reading Statements to WHA

Non-State Actors (NSA) in official relations with WHO are allowed to submit statements to the WHA to be read from the floor during committee meetings and entered into the official record. Statements must be submitted via the NSA delegation. Statements are required to be submitted at least a day before the agenda item is scheduled to be presented on the floor.

GHC has official relations with WHO and as such will accept statement proposals from GHC members who are part of GHC's official WHA delegation. Since GHC represents multiple organizations and individuals working on the same issue areas, we anticipate multiple statements on the same agenda item. As a result, we encourage groups to work together to submit one joint statement. A collaborative document will be shared in the coming weeks to assist with this process.

Please see the specific guidelines below before crafting your statement.

GHC Member Guidelines for WHA Statement

Format & Content:

- The draft statement will:
 - Begin with “**Global Health Council in collaboration with NAME OF YOUR ORGANIZATION(S)**”;
 - Clearly state the position and recommendations being made concerning a particular agenda item ([see provisional agenda](#));
 - Be **2000 characters or less (including spaces)** (per WHO requirements); and
 - Be oriented in a constructive manner and avoid hyperbole.

Process:

- Only one statement may be submitted by GHC per agenda item.
 - In the case of multiple GHC members wanting to submit on the same agenda item, a joint statement will be submitted to WHO.
 - GHC will ask organizations to indicate via a shared document which agenda items they would like to submit statements. GHC will connect organizations interested in submitting statements on the same agenda items to facilitate the drafting of a joint statement.
 - **Further instructions on this process will be sent out the week of April 16, 2018.**
- Draft statements should be submitted to GHC **as early as possible, but no later than May 16, 2018**. Please send statements to Senior Manager, Policy & Advocacy Danielle Heiberg (dheiberg@globalhealth.org).
- GHC will review each draft statement to ensure that it is:
 - Aligned with GHC vision, principles and positions (as relevant);
 - Constructive in approach; and
 - Relevant to GHC’s partnership with WHO.
- GHC will make a strong, good faith effort to work with the member submitting the draft statement to agree on content and message. *GHC reserves the right to decline to submit any statement if we are not able to agree on content and message that are aligned with GHC’s vision, principles, and positions.*

Approved Statements:

- Once your statement is approved, you must designate one representative from your organization(s) to read the statement on the floor (this individual will gain special permission to access the floor). Please send his or her name to Danielle Heiberg (dheiberg@globalhealth.org) **at least one day prior** to when the agenda item is scheduled to be discussed.
- Please note that the WHA agenda changes on a daily basis, so you should be prepared to wait and/or adjust your schedule accordingly. If you cannot identify a speaker from your organization, or an agenda item is not discussed before you depart Geneva, please let us know ASAP so we can request a volunteer from our delegation.

IMPORTANT

- **You must be part of the GHC delegation to submit a statement.**
- **If you wish your statement to be read during the WHA proceedings and recorded in the WHA official record, you must be present at the time the agenda item is being discussed or identify an alternate delegate to read your statement.**