

Ref.: C.L.46.2017

The Director-General of the World Health Organization (WHO) has the honour to invite Member States and Associate Members of the Organization to the Special Session of the Executive Board on a draft thirteenth General Programme of Work (GPW13), which will be convened on Wednesday, 22 November 2017, at 09:30, at the Organization's headquarters, Geneva, Switzerland. The session will close no later than Thursday, 23 November 2017.

... In line with ongoing efforts to streamline the registration process, online registration is required for the Executive Board. Registration can be initiated as of 23 October 2017 by going to the following link: <http://extranet.who.int/bpmext/meetingregistration.aspx>, using the following username: ebuser, and password: Hamiki28.

Instructions for online registration are available for downloading from the Governance website (<http://www.who.int/governance/registration/en/index.html>). **Registration should be completed by 8 November 2017.**

In accordance with resolution WHA49.9 (May 1996), and to support the aim of achievement of SDG 5 (Achieve gender equality and empower all women and girls), the Director-General invites Member States to consider that gender balance be applied to their delegations.

Documents for the Special Session of the Executive Board on GPW13, including the provisional agenda, will be posted on the Internet through the WHO website (<http://www.who.int/gb/>), as they become available, with the draft GPW13 being available in early November 2017. Practical information for delegates is attached.

The Director-General of the World Health Organization takes this opportunity to renew to Member States and Associate Members the assurance of his highest consideration.

GENEVA, 3 October 2017

... ENCL.: (1)

REGISTRATION PROCESS

Online registration is required for both the Executive Board and the World Health Assembly and the online registration system will be available as of **23 October 2017**.

Before each meeting, an invitation will be sent to Member States indicating a link to access the electronic Governing Bodies Meeting Registration System in order to register one Focal Point at the Permanent Mission in Geneva, who will be responsible for registering the delegation. Member States without a Permanent Mission in Geneva should designate a Focal Point in the capital. The same process will apply to all categories of invited participants (the United Nations, Observers, Intergovernmental Organizations and non-State actors in official relations with WHO).

Once a Focal Point has been entered into the registration system, he/she will receive by email a unique username and password, and the link to access the registration system.

The Focal Point will register and submit the names of the delegates and attach a note verbale containing the composition of the delegation. **As of January 2015, for security reasons, all delegates are required to wear photo ID badges in order to access the meeting room. For this reason, during the online registration process, the Focal Point will be asked to upload a passport style photograph of each member of the delegation.**

Guidance on the nature of the image required, and brief instructions on how to upload and resize an existing image you may have, are both available on the WHO website: <http://www.who.int/governance/en/>.

The WHO Office of Governing Bodies will verify the information received from the Focal Point, which will then be submitted into the registration system to generate both meeting badges and the List of Participants.

VISAS

Attention is drawn to the strict provisions in force regarding entry into Switzerland – those not having the required visa will be refused entry.

As of 13 December 2008, Switzerland has applied the Schengen visa regulations. Therefore, certain nationalities travelling to WHO headquarters to participate in meetings will require a Schengen visa in order to enter Switzerland. Since that date, it is no longer sufficient for a participant to present the invitation letter to obtain a visa. A visa support letter signed by one of the recognized WHO/HQ signatories is now required. Furthermore, WHO has been advised that the visa procedure will be more rigorous and **may take up to 21 days**.

Participants requiring an entry visa must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence.

Member States requiring the assistance of WHO to obtain a Swiss Schengen visa are kindly invited to send an email with the following information: the last name, first name, title, institution, date and place of birth, passport number, expiry date, date and place of issuance to visagbs@who.int in order that action can be taken as soon as possible.