



WHO REGIONAL COMMITTEE FOR AFRICA: GUIDE FOR MEMBER STATES AND PARTICIPANTS



**World Health
Organization**

REGIONAL OFFICE FOR

Africa

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FOR AFRICA:
GUIDE FOR MEMBER STATES AND
PARTICIPANTS**

**WORLD HEALTH ORGANIZATION
REGIONAL OFFICE FOR AFRICA
BRAZZAVILLE • 2020**

WHO Regional Committee for Africa: Guide for Member States and Participants

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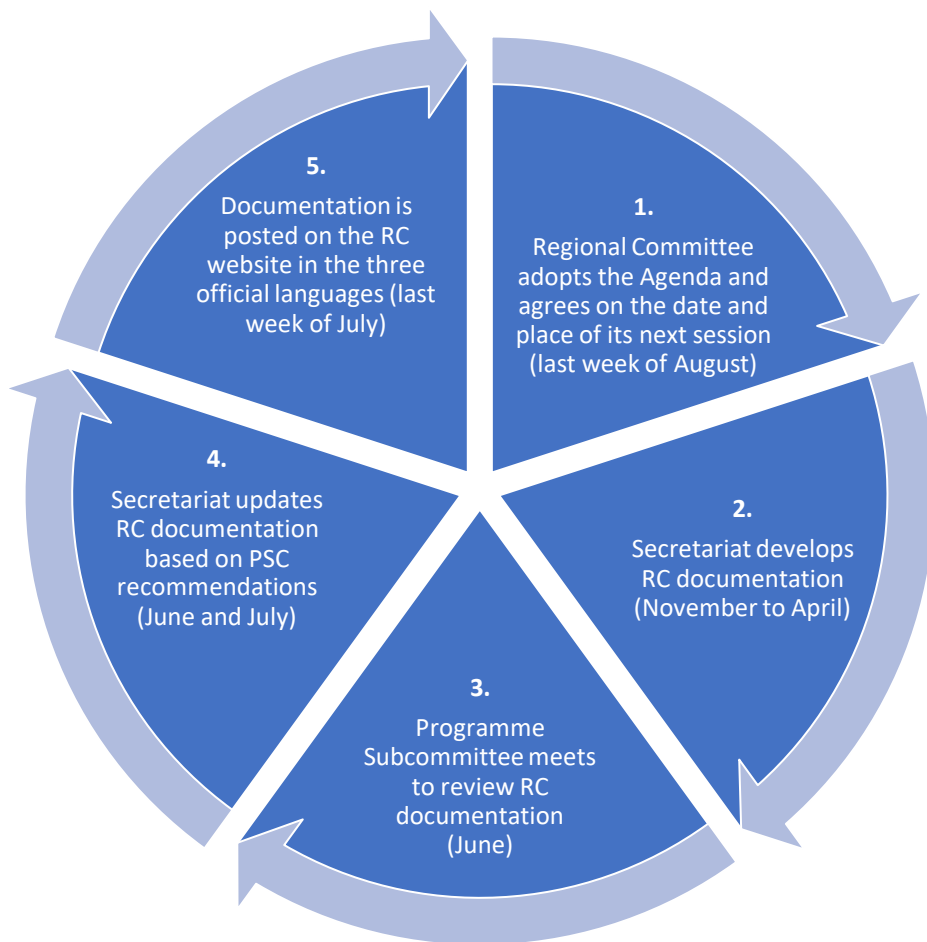
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Figure 1(a): cycle 1 for Regional Committee logistical preparations



Figure 1(b): cycle 2 for preparation of Regional Committee documentation





WHO Regional Office for Africa, Brazzaville, Republic of Congo



Main Conference Room at the Regional Office for Africa

INTRODUCTION

This Guide has been developed to assist Member States and other participants as they prepare to take part in meetings of the WHO Regional Committee for Africa. This is in line with efforts to improve decision-making in governing body meetings and strengthen oversight by the governing bodies. The Regional Committee is the most important decision-making body on international health work in the WHO African Region.

1. MANDATE OF THE WHO REGIONAL COMMITTEE FOR AFRICA

The governing bodies of the World Health Organization are the Executive Board, the World Health Assembly and the regional committees. There are six regional committees namely those for Africa, the Eastern Mediterranean, Europe, South-East Asia, the Western Pacific and the Pan American Sanitary Conference. (Please refer to the governing bodies website by clicking on this [link](#)). The *Constitution* of the World Health Organization sets out the mandate of the regional committees in Articles 46 to 50:

- (a) Article 46 states that *each regional organization shall consist of a regional committee and a regional office;*
- (b) Article 48 states that *the regional committees shall meet as often as necessary and shall determine the place of each meeting; and*
- (c) Article 49 states that *regional committees shall adopt their own rules of procedure.*

The Regional Committee makes collective decisions or adopts resolutions on issues related to WHO programmes, health issues relevant to the Region, and matters pertaining to WHO's governance and management. It also monitors WHO's performance through the Report of the Regional Director, which covers the Region's activities for the previous year. The Secretariat works to provide the Regional Committee with the most conducive environment possible for deliberation, reflection and decision-making, to enable the Committee to carry out its duties effectively. The Regional Committee also nominates the Regional Director.

FUNCTIONS OF THE REGIONAL COMMITTEE

As described in Article 50 of the WHO Constitution, the seven main functions of the regional committee are as follows:

- (a) *to formulate policies governing matters of an exclusively regional character;*
- (b) *to supervise the activities of the regional office;*
- (c) *to suggest to the regional office the calling of technical conferences and such additional work or investigation in health matters as in the opinion of the regional committee would promote the objective of the Organization within the region;*
- (d) *to cooperate with the respective regional committees of the United Nations and with those of other specialized agencies and with other regional international organizations having interests in common with the Organization;*
- (e) *to tender advice, through the Director-General, to the Organization on international health matters which have wider than regional significance;*
- (f) *to recommend additional regional appropriations by the Governments of the respective regions if the proportion of the central budget of the Organization allotted to that region is insufficient for the carrying out of the regional functions;*
- (g) *such other functions as may be delegated to the regional committee by the World Health Assembly, the Executive Board or the Director-General.*

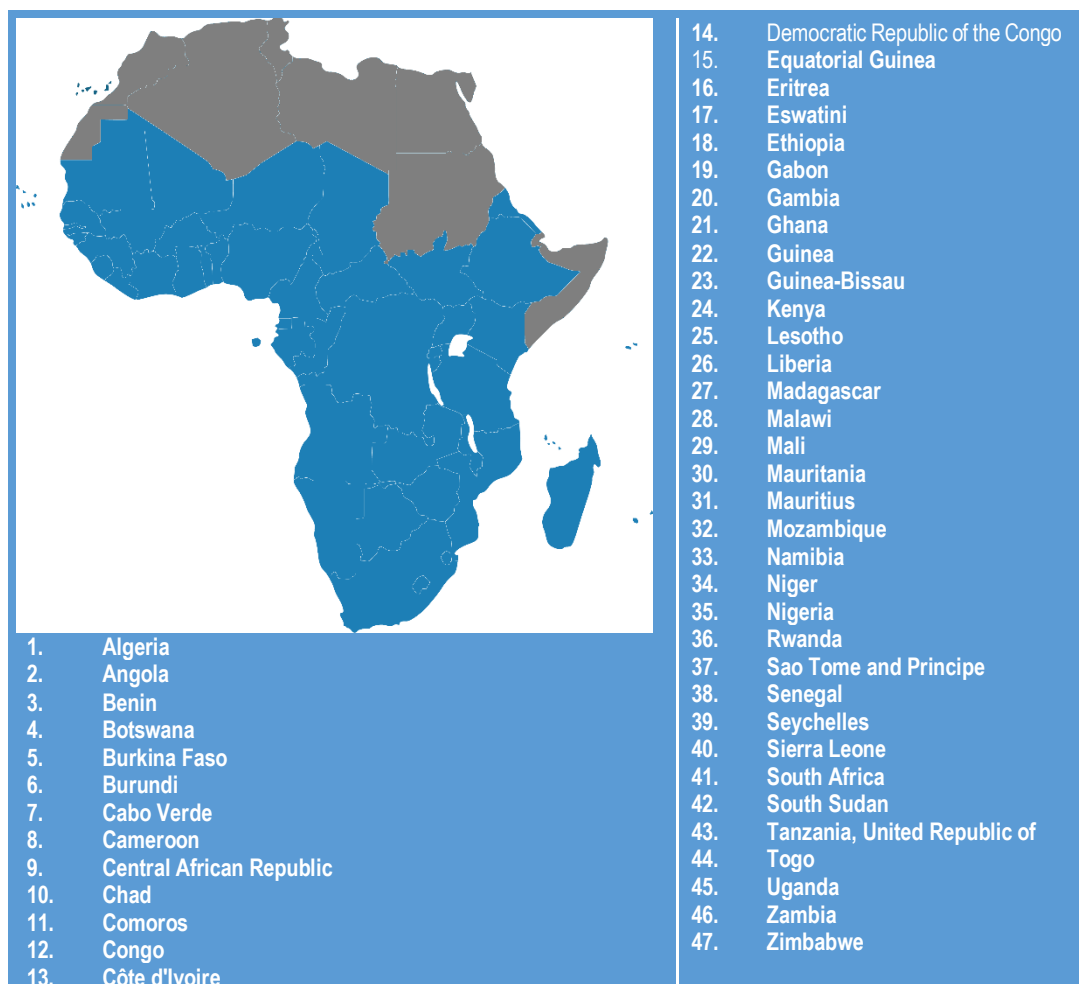
The Regional Committee adopts resolutions and makes decisions; both of which are published in the report of the Committee.

It is important to note that the Regional Committee also provides a forum for selecting officers for the World Health Assembly (who are chosen on a regional basis); designating members of the Executive Board (seven out of 34 seats on the Board are attributed to the African Region); and nominating Member States from the African Region to serve on other councils and committees.

2. MEMBERSHIP AND ATTENDANCE AT REGIONAL COMMITTEE MEETINGS

The 47 Member States of the Regional Committee for Africa are listed in Figure 2. The Regional Director (RD) is Secretary to the Regional Committee.

Figure 2: Member States of the who African Region



Membership of the Regional Committee is set out in Article 47 of the WHO Constitution, and attendance is covered by Rules 1 and 2 of the Rules of Procedure of the Regional Committee for Africa:

Article 47

Regional committees shall be composed of representatives of Member States and Associate Members in the region concerned. Territories or groups of territories within the region, which are not responsible for the conduct of their international relations and which are not Associate Members, shall have the right to be represented.

In accordance with Rule 1 of the Rules of Procedure of the Regional Committee, Member State representatives are accompanied by alternates and advisers.

PARTICIPATION OF THE UNITED NATIONS, REGIONAL ORGANIZATIONS, AND NON-STATE ACTORS

Rule 2 of the Rules of Procedure (and as reflected in the functions of the Committee set out in Article 50 of the WHO Constitution) stipulates that the Committee may consult with respective committees of the United Nations and its specialized agencies and with other regional international organizations and economic communities having interests in common with the World Health Organization; participation of such entities in discussions of the Committee is *without vote*.

Non-State actors (NSAs) may participate in the work of the Committee, in accordance with the [Framework of Engagement with Non-State Actors](#) (FENSA) adopted by the World Health Assembly in May 2016. Non-State actors in official relations with WHO may make statements. In addition to this, it is recommended that not more than three representatives per non-State actor be registered for the Regional Committee. The Regional Office has implemented a flexible approach in admitting regional non-State actors to the Regional Committees, on the recognition that not all NSAs active in the Region would qualify to be in official relations. Invitations to NSAs are normally issued before the end of April.

The Committee may also invite States from other regions to attend as observers.

3. OFFICERS OF THE REGIONAL COMMITTEE

In accordance with Rule 10 of the Rules of Procedure, on the first day of the session, the Regional Committee elects its officers, that is, the Chairperson and two Vice-Chairpersons, from among the representatives each year. The officers serve until their successors are elected at the following session of the Committee. The Chairperson shall not become eligible for re-election until two years have elapsed since ceasing to hold office.

If the Regional Committee session is held at the Regional Office, the Chairperson (and Vice-Chairpersons) are elected based on an equitable rotation of office bearers among Member States. If a Regional Committee session is hosted by a Member State, the chief representative of the host country is customarily nominated as incoming Chairperson.

The key role and responsibilities of the Chairperson during Regional Committee sessions are set out in Rule 11 of the Rules of Procedure. They are:

- (a) to declare the opening and closing of each meeting of the Committee;
- (b) to direct the discussions;
- (c) to ensure observance of the Rules of Procedure;
- (d) to accord the right to speak;
- (e) to put issues to the vote and announce decisions;
- (f) to rule on points of order and, subject to the Rules of Procedure, control the proceedings at all meetings and maintain order therein.

The Chairperson may, in the course of the discussion of any item, propose to the Committee the time limit allowed for each speaker or announce the closure of the list of speakers.

The Regional Director consults with the Chairperson in the following areas as stipulated by the Rules of Procedure:

- (a) If necessary, to convene an additional session of the Regional Committee, based on the joint request of any ten members;
- (b) The Chairperson may convene an ad-hoc session for purposes of nominating a Regional Director in the event that the post falls vacant unexpectedly between sessions;
- (c) In drawing up the provisional agenda of the Regional Committee.

In practice, the Chairperson is proposed as one of the Vice-Presidents or President of the World Health Assembly. The Chairperson also presides over all other meetings of the Regional Committee, including the African Ministerial coordination meetings during the World Health Assembly. The Chairperson may also be called upon to perform other duties as may be necessary.

Should the Chairperson not be available to chair part of the Regional Committee session, one of the Vice-Chairpersons can be asked to take his or her place; that representative has the same responsibilities for the flow of discussions as described above. If neither the Chairperson nor the Vice-Chairpersons are available to preside over a session or a meeting, the Committee shall designate a Deputy-Chairperson to preside over the deliberations. Furthermore, if the Chairperson, for any reason, is unable to complete his or her term of office, one of the Vice-Chairpersons shall act in his or her place. The seniority of the Vice-Chairpersons is determined by lot.



Aerial view of the WHO Regional Office for Africa, Brazzaville, Republic of Congo

For each session of the Regional Committee, in addition to the three officers mentioned above, *three Rapporteurs* (one English-speaking, one French-speaking, and one with Portuguese as his or her official language) are elected by the members of the Regional Committee on the first day of the session.

The Rapporteurs are elected based on individual proficiency in the working language for which they are being nominated, as their main function is to review, in the language of each rapporteur, draft reports of the Committee session as they are prepared by the Secretariat, and before they are finalized and presented to the Committee.

The officers of the Committee and the Rapporteurs are supported in these important functions by the Secretariat.

4. SUPPORT OF THE SECRETARIAT TO REGIONAL COMMITTEE SESSIONS

The Regional Director, as Secretary to the Regional Committee, is supported by the Regional Committee Secretariat (RC Secretariat), which is responsible for coordination and technical, legal and administrative matters during Regional Committee sessions. The functions and composition of the RC Secretariat are described in Figure 3.

Figure 3: Regional Committee Secretariat



The Regional Director may invite other persons, such as support staff, to join the RC Secretariat.

5. RULES OF PROCEDURE OF THE REGIONAL COMMITTEE

The Rules of Procedure provide guidance for participants on the conduct of a Regional Committee session, including membership and attendance, credentials, the session itself (regular and special), the agenda, protocol, officers of the Regional Committee session, subcommittees, the RC Secretariat, languages, conduct of Committee business, and voting.

A representative of the Legal Counsel at headquarters attends Regional Committee meetings to give advice when needed on the Rules of Procedure and other matters.

Figure 4: Essential reading for representatives

Representatives attending sessions of the Regional Committee are encouraged to be familiar with the Rules of Procedure of the Regional Committee for Africa and the WHO Constitution, found in the latest edition of [Basic Documents](#).

[The Rules of Procedure of the Regional Committee for Africa](http://who.int/somniation.com/sites/default/files/pdf/rc---rules-of-procedure-final.pdf) (revised in 2013) are available at <http://who.int/somniation.com/sites/default/files/pdf/rc---rules-of-procedure-final.pdf>

6. CREDENTIALS

Invitation letters to the Regional Committee session are sent to Member States several months in advance of the session (November of each preceding year). Further information on meeting arrangements is communicated through the Information Bulletin (see paragraph 14.2).

The process for credentials, as described in Rule 3 of the Rules of Procedure of the Committee, is as follows:

- (a) Member States communicate to the Regional Director, well in advance of the date fixed for the opening of the session of the Committee, the names of their representatives, including all alternates, advisers, and secretaries (it is recommended that this be communicated from three months to at least three weeks before the start of the session). Similarly, the organizations referred to in Rule 2 (see above with regard to attendance), invited to be represented at the session shall communicate the names of the persons by whom they shall be represented (and specify the Head of Delegation);

- (b) Originals of the credentials of representatives of Member States and Associate Members must be delivered to the Regional Director, if possible not less than one day before the opening of the session of the Committee. Such credentials shall be issued by the Head of State, the Minister for Foreign Affairs, the Minister of Health or any other appropriate authority;
- (c) A Committee on Credentials consisting of representatives of seven Member States is appointed by the Regional Committee at the beginning of each session, on the proposal of the Chairperson. The Committee on Credentials selects its own officers. It examines the credentials of representatives of Member States and Associate Members and reports back to the Regional Committee. Any representative to whose admission a Member State has made objection shall be seated provisionally with the same rights as other representatives, until the Committee on Credentials has reported and the Regional Committee has decided thereon. The Chairperson of the Committee on Credentials shall be empowered to recommend to the Regional Committee on behalf of the Committee on Credentials the acceptance of the formal credentials of representatives seated on the basis of provisional credentials already accepted by the Committee. Meetings of the Committee on Credentials are held in private.

7. ONLINE REGISTRATION

Starting in 2018, an online registration system has been introduced for all governing body meetings in the WHO African Region. The link to the online platform is published in the Information Bulletin. With the online registration system, all participants have the opportunity to register themselves and their representatives, as well as upload photographs of each member of the delegation. During the introductory period, Member States will receive online registration support from the WHO country offices as and when required. The online registration system is a platform that is linked to the issuance of badges, and is part of the ongoing efforts of the Regional Office to streamline the registration process for all governing body meetings. For Member States, Credentials will continue to be required in addition to the online registration.

Personal Data/Données personnelles/Dados Pessoais

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Email *

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Fax

(+41) 123 45 6789

Birth Date *DD/MM/YYYY

Personal homepage

Address/Adresse/Endereço

Screenshot of the online registration form

8. DATES AND PLACE OF REGIONAL COMMITTEE SESSIONS

In accordance with Rule 4 of the Rules of Procedure, the Committee shall hold one session a year, and shall decide at each session the date and place of the next session.

The date of a Regional Committee session is decided in coordination with WHO headquarters, so that there is no overlap between the times other regional committees are held. Usually, the WHO Regional Committee for Africa meets during the last week of August or the first week of September, unless otherwise decided. Committee sessions are held at the Regional Office unless a Member State has offered to host a session. Sessions may be held outside the Regional Office every second year, in

accordance with resolution AFR/RC35/R10, which resolved that “the Regional Committee shall meet at least every two years at the Regional Office”.



Regional Office for Africa, Brazzaville, Congo

With regard to the hosting of a Regional Committee session, it should be noted that the cost of holding a session of the Regional Committee outside the Regional Office is high. Furthermore, by virtue of resolution AFR/RC41/R13, the additional costs of hosting a session of the Regional Committee in a country other than that of the Regional Office are fully borne by the host country. Should a Member State wish to host a Regional

Committee session, an agreement is signed between the host country’s government and the World Health Organization covering all items that are required for the hosting of the Regional Committee meeting. Countries wishing to host a session of the Regional Committee can find additional information on the subject from paragraphs 14.1 to 14.15 of the present Guide.

9. THE PROGRAMME SUBCOMMITTEE

The Programme Subcommittee (PSC) comprises representatives of 18 Member States of the WHO African Region, together with three of the seven Executive Board members from the African Region who participate as observers. The PSC provides a link between regional governance and the global governance issues discussed at the Executive Board.

In accordance with its [terms of reference](#), the PSC plays a pivotal role in support of the Regional Committee. It meets in June of each year, in advance of the Regional Committee meeting, and reviews the agenda, working documents, reports and draft resolutions submitted by the Regional Director, before they are finalized for presentation to the Regional Committee. The PSC also reviews and examines issues related to the WHO General Programme of Work, the Programme Budget, and regional public health strategies before they are considered by the Regional Committee. The PSC also makes recommendations on Member States to serve on various committees, including the Executive Board, based on the recommendations of the Secretariat.

In line with WHO governance reform, the Sixty-sixth session of the Regional Committee in 2016 further enhanced the terms of reference of the PSC *to enable the PSC to play a more effective role in providing oversight functions*, in line with the strengthened functions of the WHO Programme, Budget, and Administration Committee in its support to the Executive Board. The online PSC page can be accessed through the following link: <http://afro.who.int/about-us/governance>.

In carrying out their functions, Programme Subcommittee members are also expected to make recommendations to the Regional Committee. The PSC advises the Regional Committee on whether the analyses and proposals presented in the documents meet the expectations of Member States or advance regional and international health goals. The Chairperson of the PSC presents the Committee's report to the Regional Committee.

10. DOCUMENTS OF THE REGIONAL COMMITTEE

10.1 THE REGIONAL COMMITTEE AGENDA

The agenda is the foundation document for the discussions and actions required at each session of the Regional Committee. The provisional agenda of each Regional Committee session is drawn up by the Regional Director in consultation with the Chairperson.

In accordance with Rule 8 of the Rules of Procedure, the provisional agenda of each session includes:

- (a) all items prescribed for inclusion by the World Health Assembly;
- (b) all items prescribed for inclusion by the Executive Board;
- (c) any item proposed by the Director-General;
- (d) any item proposed by a Member State or Associate Member of the Region.

In addition, the Regional Director may, in consultation with the Chairperson, include any question suitable for the agenda which may arise on the opening day of the session in a supplementary agenda which the Committee shall examine together with the provisional agenda.

10.2 OTHER TYPES OF DOCUMENTS

The following documents are also prepared for the Regional Committee: the Programme of work; the Report of the Regional Director; the Statement of the Chairperson of the Programme Subcommittee; technical documents covering each of the technical items on the agenda that require action by the Committee (including regional frameworks and strategies); and information documents comprising progress reports on items on the agenda not requiring action by the Committee. If there is action required by the Committee on a technical or administrative matter, the Secretariat can be requested to prepare a resolution on the issue for consideration and adoption by the Committee.

Often, there are also documents on issues in the Region proposed for discussion or decision by the Health Assembly or Executive Board (as noted above).

During the Regional Committee session, a Journal is issued every day, containing the Programme of work, summaries of the Committee's activities, interviews with participants, details on upcoming side events, and other useful information.

An *Information Bulletin* is sent to Member State representatives and other invited participants at least three months in advance of the start of a Regional Committee session. The *Information Bulletin* provides details on the date and venue of the session of the Regional Committee and covers such issues as designated local hotels with negotiated rates, hotel amenities, currency exchange rates, transport, weather and climate, local electrical power voltage, and access to the meeting venue.

All of the documents described above are placed on the Regional Committee website (click on the link <http://www.afro.who.int/about-us/governance>). The documents are also available via the Regional Committee mobile app that was introduced in 2017 (see para. 11).

In accordance with Rule 20, the RC Secretariat prepares the draft Final report of the Regional Committee session in the three working languages in close collaboration with the Rapporteurs (see Section 3 on 'Officers of the Regional Committee'). The draft report is adopted before the end of the meeting.

10.3 WORKING LANGUAGES

The three working languages of the WHO African Region are English, French and Portuguese (see Rule 22 of the Rules of Procedure). Documentation for Regional Committee sessions is issued in English, French and Portuguese, and interpretation is provided in the three working languages for Regional Committee meetings.



Cover page of the report of the Sixty-fourth session of the WHO Regional Committee for Africa, Cotonou, Benin

11. THE REGIONAL COMMITTEE MOBILE APP AND PAPERLESS MEETINGS

As part of the overall objective of the Regional Office to organize paperless meetings, documentation for the Regional Committee is no longer printed and dispatched ahead of the meeting. Member States and other participants are strongly encouraged to use the Regional Committee mobile app, which provides electronic access to useful information and all the relevant documentation for the Committee's work. Additionally, all documents are available on the Regional Committee website (click on the link provided in Section 10 above).

12. CONDUCT OF BUSINESS

The conduct of business during a Regional Committee session is guided by Rules 26 to 41 of the Rules of Procedure (see Section 5 for the link to the Rules of Procedure). Three key points are highlighted in the sections that follow.

12.1 OPENING CEREMONY

The host government may hold an opening ceremony with high-ranking officials and WHO staff in attendance. The opening ceremony is usually held in the morning of the first day, followed by the opening session of the Regional Committee. The opening ceremony is organized by the host government in close collaboration with the WHO Secretariat. A template for the opening ceremony is provided to the host government by the Secretariat upon request.

12.2 PLENARY DISCUSSIONS

Depending on the agenda, and time permitting, up to two hours are allotted for discussion of each agenda item in plenary. The following procedure is followed: there is a five-minute introduction of the agenda item by the Secretariat, which is followed by Member State interventions (a three-minute time limit per intervention is encouraged). The Secretariat then responds to Member State interventions; thereafter the Regional Committee either adopts or takes note of the document under consideration.

As a time-management tool, and as part of the governance reform process, a ‘traffic light’ system (or timer) is used during plenary discussions to assist participants to keep to the time allotted for each intervention.

In accordance with Rule 6 of the Rules of Procedure, meetings of the Committee shall be held in public, unless decided otherwise. For example, the nomination of the Regional Director takes place in a private meeting of the Committee, as set out in Rule 52 of the Rules of Procedure.



Cover page of the report of the Sixty-fifth session of the WHO Regional Committee for Africa, N'Djamena, Chad

12.3 VOTING

Decisions of the Regional Committee are taken by the majority of Members present and voting, in accordance with Rule 42. However, in general, the Regional Committee works on the basis of consensus, and voting is not normally necessary. Rules 42 to 51 of the Rules of Procedure cover the voting process.

The process for *nomination of the Regional Director* is covered under Rule 52 of the Rules of Procedure (see Figure 3 for a link to the Rules of Procedure).

13. SIDE EVENTS AND TECHNICAL BRIEFINGS

Side events are usually organized during each Regional Committee session, in order to allow participants to effectively use the time between official proceedings to learn and share best practices or experiences on activities that contribute to WHO's public health efforts and advocacy. Each year in November, the Regional Director issues a call to Member States for proposals for side events, with a deadline for submission of March of the following year. The Regional Director, together with senior management, selects the side events, taking into consideration several criteria such as the agenda of the Regional Committee and the number of Member States supporting the side event. The selected side events are usually announced on the Regional Committee website and the countries concerned informed directly. Other partners and non-State actors interested in organizing a side event are encouraged to approach interested Member States.

Furthermore, technical briefings on topical issues for the Region are held by the Regional Director during the Regional Committee session.

14. WHEN A MEMBER STATE IS HOSTING A REGIONAL COMMITTEE SESSION

Following the decision of the Regional Committee on the date and place of its next session, if the session is to be held away from the Regional Office, a Memorandum of Understanding (MoU) is signed between the host Member State and the World Health Organization.

This agreement defines the terms and conditions governing the organization of the session of the Regional Committee in the host country. To facilitate timely logistical arrangements, it is recommended that the MoU be signed by both parties in November of the year preceding the Regional Committee session.

The obligations of the two parties are stated as follows:

The World Health Organization has the responsibility of organizing, conducting and managing the Regional Committee session. The host government has the obligation to provide all the necessary local facilities and assistance to ensure the efficient and smooth organization of the proceedings of the Regional Committee session.

14.1 LOGISTICAL ARRANGEMENTS

Following signature of the MoU by the two parties, logistical arrangements begin in earnest.

A National Organizing Committee should be constituted by the host government to work closely with the WHO Secretariat on the preparations, including in the areas covering the budget, the venue, accommodation for participants, transport, protocol, security, medical services, and the equipment required for the Regional Committee session.

To ensure that all logistical requirements are met, subcommittees should be constituted, comprising persons from the National Organizing Committee and the WHO Secretariat. The subcommittees consider and approve their own terms of reference, meet on a regular basis, and monitor progress in preparedness on the basis of a checklist (template attached). Each subcommittee should periodically report to the National Organizing Committee.



Cover page for the report of the Sixty-sixth session of the WHO Regional Committee for Africa, Addis Ababa, Ethiopia

14.2 INFORMATION BULLETIN

The Information Bulletin is a key document produced by the host government in consultation with the WHO Secretariat to provide information on the venue of the session of the Regional Committee. It contains details on visa requirements, airport taxes, designated hotels with negotiated rates, security and transport arrangements,

weather and climate, contact telephone numbers, and guidance on access to the meeting venue. The *Information Bulletin* is sent to Member States in English, French and Portuguese by the WHO Regional Office.

14.3 PROVISION OF PREMISES

The host government shall make available to the World Health Organization adequate premises for the duration of the Regional Committee session, including the preparatory and wind-down periods. The space made available should include meeting rooms and offices for the Secretariat.

The proposed space requirements are outlined in Table 2.

Table 2: Space requirements for the WHO Regional Committee for Africa

A conference hall for the opening ceremony and plenary sessions	An Executive Management Room
Subcommittee or Side event room	An interview room for the press
Dining room for ministers	Dining room for all participants
Dining room for support staff	An office for GMC/
Space or a room for tea breaks for ministers	An office for EPG, GBS & LEG/HQ
Space or a room for tea breaks for participants	A room for accreditations and for producing & issuing badges
An official reception or dinner hall	A credentials desk
A holding room for ministers	A front desk for transport- and travel- related matters, etc.
An office for the Host Minister of Health	A room for ASO & staff
A secretariat for the Host Minister of Health	A room to serve as a secretarial pool
A room for the MoH Preparatory Committee	A room for documentation and printing
An office for the Director-General of WHO	Rooms for TIP and English, French and Portuguese translators
An office for the Adviser to the DG	A room for report writers
An office for Deputy Directors-General	Exhibition space
An office for the WHO Regional Director	A Documentation Desk
An office for Asst. RD and Asst. DPM	A room for the RC Journal
An office for DPM	
A business centre for participants	A room for medical services (or temporary infirmary)

14.4 FURNITURE AND EQUIPMENT

In addition to space requirements, the government will make available to the World Health Organization, a few days in advance, properly-equipped offices and such furniture and equipment for the staff of the Organization as will be necessary for conduct of the Regional Committee session. The government also provides, installs and maintains appropriate electrical power, lighting, water, ventilation and communications equipment, including equipment and facilities necessary for the simultaneous interpretation of meeting proceedings.

More detailed information on the equipment required is contained in annexes to the Memorandum of Understanding.

14.5 VISA FACILITATION

It is the responsibility of the host government to take the necessary measures to ease the entry of participants into the country for purposes of the Regional Committee. One such measure is the issuing of a visa facilitation letter in advance of the session. This is done on the understanding that the Regional Committee session is a statutory activity of the WHO African Region. As soon as the full list of expected participants is available, the WHO Regional Office should immediately provide the same to the host government.

14.6 ACCOMMODATION

It is the responsibility of the host government to guarantee the availability of suitable accommodation for participants in local hotels at reasonable rates negotiated by the government. The rates negotiated by the government should ideally be lower than commercial rates, and not higher than the hotel component of WHO's per diem applicable to the place of the meeting. Selected hotels should be at the venue of the Regional Committee session or in close proximity thereto.

14.7 TRANSPORT

The host government provides for the duration of the Regional Committee session such vehicles (with drivers and security) as are required for the local transport of representatives of Member States and members of the WHO Secretariat. The government also provides all equipment, supplies and documents needed for the meeting of the Regional Committee and bears the cost of operating and maintaining all the vehicles.



Cover page of the Report of the Sixty-seventh session of the WHO Regional Committee for Africa, Victoria Falls, Zimbabwe

Furthermore, the host government makes arrangements for the transfer of participants between the following points:

- (i) from the participant's point of arrival to his or her place of accommodation and from the latter point to the point of departure; and
- (ii) from the venue of the official and social activities of the Regional Committee session to the participant's place of accommodation.

14.8 CATERING SERVICES

The host government arranges for meals within the premises of the conference venue for all participants and members of the WHO Secretariat during the session of the Regional Committee. The composition of dishes should be decided jointly by the Government and the WHO Secretariat to promote the consumption of traditional and healthy foods.

14.9 BANKING SERVICES

The host government ensures that banking services are available within the premises of the conference venue for all participants and members of the WHO Secretariat during the session of the Regional Committee.

14.10 MEDICAL SERVICES

The host government undertakes to make medical services available within the premises of the conference venue for all participants and members of the WHO Secretariat during the session of the Regional Committee and in key hotels where Ministers and other VIPs are lodged.

14.11 CONFERENCE SERVICES

The WHO Secretariat coordinates closely with the host government to ensure that physical arrangements and conference services are available for the Regional Committee, its social functions, side events and other related activities. It ensures with the host government that all conference services relevant to the Regional Committee



Cover page of the Report of the Sixty-eighth session of the WHO Regional Committee for Africa, Dakar, Senegal

session are allocated space, and assists with installations at the conference site to ensure that the venue is functional. During the session of the Regional Committee, the WHO Secretariat operates the 'traffic light' to control the duration of participant interventions.

The WHO Secretariat also coordinates closely with the host government to ensure seating arrangements for the opening ceremony of the Regional Committee. The WHO Secretariat is responsible for seating arrangements during all other meetings of the Regional Committee.

14.12 CULTURAL ACTIVITIES

The host government may undertake to organize cultural activities within the premises of the conference venue during the session of the Regional Committee, specifically during the opening session or during social activities. The host government may also consider offering participants an excursion on the fifth day of the Regional Committee session.

14.13 EXHIBITION

The host government undertakes to provide at least 10 exhibition stands within the premises of the conference venue during the session of the Regional Committee. Half of the stands are reserved for the host government and the other half is used by the WHO Secretariat to exhibit relevant entries received from the Member States of the African Region. Exhibitors are encouraged to minimize the use of paper.

14.14 COMMUNICATION

The WHO Secretariat coordinates closely with the host government to draw up a media plan and to mobilize the local and international press.

The WHO Secretariat is responsible for publishing relevant information on the Regional Committee website, preparing press kits, inviting international news media, organizing media workshops for journalists in the host country, and arranging for interviews, press conferences, group photographs, and live webcasts.


14.15 REGIONAL COMMITTEE JOURNAL

A daily Journal is published by the WHO Secretariat during the session of the Regional Committee. One edition is made available in three languages for each day of the Regional Committee session at the venue and disseminated via a listserv of about 5000 subscribers.

14.16 HIRING OF INTERPRETERS AND TRANSLATORS

The WHO Secretariat undertakes to hire interpreters for the session of the Regional Committee. Only TIP-certified interpreters with appropriate credentials and language combinations are hired. All hiring is done in accordance with Rule 22 of the Rules of Procedure for governing body meetings and the Agreement between AIC and the UN Common System (<https://israel.aic.net/page/8805/aic-united-nations-agreement-2019/lang/1>).

The WHO Secretariat undertakes to hire translators and to ensure that the translators hired are familiar with the *WHO Style Guide*.



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