

ANNEX

**GRANTING ACCREDITATION TO REGIONAL NON-STATE ACTORS NOT IN
OFFICIAL RELATIONS WITH WHO TO PARTICIPATE IN SESSIONS OF THE WHO
REGIONAL COMMITTEE FOR AFRICA**

Report of the Secretariat

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INTRODUCTION

1. At its Sixty-ninth session in 2016, the World Health Assembly adopted the Framework of Engagement with Non-State Actors (FENSA), with a view to strengthening and streamlining WHO's engagement with non-State actors. In line with FENSA, non-State actors are defined as nongovernmental organizations, private sector entities, philanthropic foundations and academic institutions.¹ The importance of WHO's engagement with non-State actors for the shaping and implementation of the Organization's policies and recommendations has been stressed in several documents^{2,3,4,5,6} over the past few years. Non-State actors are uniquely positioned to represent and reach target populations, and are therefore instrumental to WHO in defining its objectives and advancing its work.
2. As described in the past two yearly reports^{7,8} on the implementation of FENSA presented at the January sessions of the Executive Board, WHO in the African Region relies heavily on collaboration with non-State actors, given their strategic role in implementing WHO's policies. The views of non-State actors continue to be particularly important in the sessions of the WHO Regional Committee for Africa. Several non-State actors already attend Regional Committee sessions, but their participation has been on an ad hoc basis, and not systematic. The WHO Secretariat in the African Region wishes therefore to establish an accreditation mechanism for non-State actors that are not in official relations with WHO to participate in Regional Committee sessions.
3. "Official relations" in accordance with paragraph 50 of FENSA, is a privilege that the Executive Board may grant to "nongovernmental organizations, international business associations and philanthropic foundations that have had and continue to have a sustained and systematic engagement in the interest of the Organization" and which are "international in membership and/or scope"⁹. This privilege includes being invited to participate in sessions of WHO's governing bodies. Currently, 216 non-State actors are in official relations with WHO.¹⁰
4. For nongovernmental organizations, international business associations and philanthropic foundations that do not qualify to enter into official relations with WHO, for instance due to their

¹ Framework of Engagement with Non-State Actors. In: Framework of engagement with non-State actors. Geneva: World Health Organization; 2016: paragraph 8 (WHA69.10; https://www.who.int/about/collaborations/non-state-actors/A69_R10-FENSA-en.pdf, accessed 16 March 2021).

² Together for the Triple Billion - A new era of partnership between WHO and civil society. Ad Hoc Task Team on WHO-Civil Society Engagement. 2018 (<https://civilsociety4health.org/app/uploads/2018/12/WHO-cso-report.pdf>, accessed 16 March 2021).

³ Thirteenth General Programme of Work, 2019–2023. Geneva: World Health Organization; 2019 (<https://apps.who.int/iris/bitstream/handle/10665/324775/WHO-PRP-18.1-eng.pdf>, accessed 16 March 2021).

⁴ WHO governance reform processes - Involvement of non-State actors: Report by the Director-General. Geneva: World Health Organization; 2019 (EB145/4; https://apps.who.int/gb/ebwha/pdf_files/EB145/B145_4-en.pdf, accessed 16 March 2021).

⁵ WHO reform - Involvement of non-State actors in WHO's governing bodies: Report by the Director-General. Geneva: World Health Organization; 2019 (EB146/33; https://apps.who.int/gb/ebwha/pdf_files/EB146/B146_33-en.pdf, accessed 16 March 2021)

⁶ WHO reform - Involvement of non-State actors in WHO's governing bodies: Report by the Director-General. Geneva: World Health Organization; 2021 (EB148/35; https://apps.who.int/gb/ebwha/pdf_files/EB148/B148_35-en.pdf, accessed 16 March 2021).

⁷ Engagement with non-State actors - Report on the implementation of the Framework of Engagement with Non-State Actors: Report by the Director-General. Geneva: World Health Organization; 2020 (EB148/39, https://apps.who.int/gb/ebwha/pdf_files/EB148/B148_39-en.pdf, accessed 16 March 2021).

⁸ Engagement with non-State actors - Report on the implementation of the Framework of Engagement with Non-State Actors: Report by the Director-General. Geneva: World Health Organization; 2019 (EB146/34, https://apps.who.int/gb/ebwha/pdf_files/EB146/B146_34-en.pdf).

⁹ Annex: Framework of Engagement with Non-State Actors. In: Framework of engagement with non-State actors. Geneva: World Health Organization; 2016: paragraphs 50-51 (WHA69.10; https://www.who.int/about/collaborations/non-state-actors/A69_R10-FENSA-en.pdf, accessed 16 March 2021).

¹⁰ Their profiles are recorded in the WHO Register of non-State Actors (<https://publicspace.who.int/sites/GEM/default.aspx?id=242#>, accessed 16 March 2021)

limited geographical scope, paragraph 57 of FENSA provides that regional committees may decide on a procedure granting accreditation to their sessions.

5. WHO in the African Region proposes to establish such a procedure for nongovernmental organizations, international business associations and philanthropic foundations that operate at regional or subregional level in the WHO African Region. All accredited non-State actors will be able to participate, upon invitation and without the right to vote, in sessions of the Regional Committee and to submit written and/or oral statements.

ACCREDITATION PROCEDURE

Eligibility

6. In accordance with the terms of FENSA,¹¹ accreditation shall be application-based. To be eligible to apply for accreditation, the non-State actor shall meet the following criteria, in alignment with the requirements of WHO Headquarters and other regional committees:
 - (a) Its aims and purposes shall be consistent with the WHO Constitution and in conformity with the policies of the Organization.
 - (b) It shall be actively engaged with the WHO Regional Office for Africa.
 - (c) It shall operate at regional or subregional level.
 - (d) It shall be non-profit in nature and in its activities and advocacy.
 - (e) It shall have an established structure, a constitutive act and accountability mechanisms.

Application

7. Non-State actors that fulfil the above criteria and are interested in participating in Regional Committee sessions shall submit to the Regional Office the completed Application form for accreditation of regional non-State actors not in official relations with WHO, to participate in the WHO Regional Committee for Africa. The template of the application form is set out in Annex 1. The form, duly completed and signed, must reach the External Relations, Partnerships and Governing Bodies Unit (EPG) of the Regional Office by 30 of November of each year; it should be sent electronically to the following e-mail address: GoverningBodiesAfro@who.int. The template for application requests information about the applicant non-State actor, including but not limited to:
 - (a) name;
 - (b) objectives;
 - (c) legal status;
 - (d) governance structure;
 - (e) composition of main decision-making bodies;
 - (f) assets;
 - (g) annual income and funding sources;
 - (h) main relevant affiliations and website address;
 - (i) summary of engagements with WHO.
8. After the entry into force of the new accreditation mechanism, an annual call for applications shall be published for two consecutive years on the website of the Regional Office for Africa and shall

¹¹ Annex: Framework of Engagement with Non-State Actors. In: Framework of engagement with non-State actors. Geneva: World Health Organization; 2016: paragraphs 58 (WHA69.10; https://www.who.int/about/collaborations/non-state-actors/A69_R10-FENSA-en.pdf, accessed 16 March 2021).

be publicized through the existing communication and social media channels of the Regional Office. For the subsequent years, non-State actors will be able to independently retrieve the relevant application information from the website of the Regional Office. Their applications will be taken into consideration if they reach the Regional Office by the deadline of 15 October.

Outcome of applications

9. The Regional Office shall review all applications received for eligibility and shall transmit those that fulfil the requirements to the Programme Subcommittee. The Programme Subcommittee shall decide which non-State actors are granted accreditation at its meeting in June. The list of approved non-State actors shall be included in the Statement of the Chairperson of the Programme Subcommittee, for adoption by the Regional Committee.
10. The acceptance or rejection decision shall be communicated in electronic form by the Regional Office to all non-State actors concerned no later than one month after the decision of the Regional Committee. Non-State actors which have been denied accreditation may reapply not earlier than two years from the date of the Regional Committee's decision.

Duration of accreditation

11. The list of accredited non-State actors shall be made public by the Regional Office and published on the Regional Committee webpage. Accreditation is valid for two years. During this period, the accredited non-State actor is obliged to inform the Regional Office of any change that occurs in relation to any of the elements that constitute a criterion for eligibility. The Regional Office shall transmit the information received to the Programme Subcommittee, which shall assess whether the reported change(s) necessitate a re-evaluation of the accreditation. The Programme Subcommittee may suspend or discontinue accreditation in light of any verified information related to changes in the non-State actor's situation that reaches the Regional Office and which the non-State actor concerned fails to report. Accreditation is automatically withdrawn if the collaboration between the non-State actor and WHO is formally terminated. Accredited non-State actors wishing to discontinue their accreditation status before the expiry of the two-year term may do so at any time by means of an official letter sent to the Regional Office.

Renewal of accreditation

12. For the renewal of accreditation, a simplified application procedure could be used for non-State actors that have already been accredited and that reapply for the consecutive two-year period. The simplified procedure will consist of a submission of a statement by the non-State actor detailing only the changes in the information provided in the previous application. The simplified procedure shall be used by the non-State actor on a voluntary basis. It shall not be used for more than two consecutive applications.

Reporting

13. Every two years, accredited non-State actors shall submit a report on their participation in Regional Committee sessions, including a brief update on other activities they have carried out in the framework of their engagement with WHO. The standardized template for reporting set out in Annex 2 shall be used and shall be submitted electronically to EPG by 31 January every year. The Regional Director shall relay the information received from accredited non-State actors to the Regional Committee.

PROCEDURE FOR PARTICIPATION OF ACCREDITED NON-STATE ACTORS IN REGIONAL COMMITTEE SESSIONS

Invitation and registration

14. The Regional Office shall send official invitations to all accredited non-State actors. Only accredited non-State actors shall be invited to Regional Committee sessions. Non-State actors intending to participate in a session shall register through the registration procedure put in place by the Regional Office. Each non-State actor shall be represented at the session by a maximum of three representatives, one of whom shall be appointed head of delegation.

Statements

15. Participating non-State actors that intend to make an oral or written statement at the session shall submit a request to the Regional Office no later than one week prior to the start date of the Regional Committee. The request form set out in Annex 3 shall be used. Statements must be technically relevant to agenda items; must comply with word and time limits as well as with WHO nomenclature; must not be purely political, inappropriate or offensive. The Chairperson of the Regional Committee shall decide during the session whether or not to accord the non-State actors the right to present their oral statements in light of their relevance to the discussion, time constraints or any other reason. Written statements admitted shall be published on the webpage of the Regional committee session.

ACTION BY THE REGIONAL COMMITTEE

16. The Regional Committee is invited to examine and approve the procedure proposed in this report.

ANNEXES

Annex 1: Application form for accreditation of regional non-State actors not in official relations with WHO to participate in the WHO Regional Committee for Africa¹²

Please send the completed form and the required documents by e-mail to GoverningBodiesAfro@who.int by 30 November 2023.

A. General information

1. **Name and acronym of the non-State-actor** (in the official language and in English, French or Portuguese)

2. **Registered office of the non-State actor**

Street: _____

Town: _____

Postcode: _____

Country: _____

Telephone: _____

E-mail: _____

Internet site: _____

3. **Year of foundation:** _____

4. **Legal status:** _____

5. **Web link to constitutive act¹³:** _____

B. Organizational structure

¹² In accordance with the Document on Granting accreditation to regional non-State actors not in official relations with WHO to participate in sessions of the WHO Regional Committee for Africa. Brazzaville: WHO Regional Office for Africa. 2021: paragraph 8 (AFR/RC71/PSC/12; accessed.....)

¹³ If the constitutive act is not available online, it must appended to this application form.

6. Governance structure

- MAIN DECISION-MAKING BODY

Type of body (such as board, board of directors, executive board, executive committee or other):

Composition and current list of members:

Name	Function	Affiliation

- OTHER DECISION-MAKING BODY

Type of body: _____

Composition and current list of members:

Name	Function	Affiliation

- GENERAL ASSEMBLY

Does the entity have a General Assembly of members or a similar body? Yes No

Name of the body: _____

Composition: _____

Function: _____

7. Secretariat

Secretary General (name, address): _____

Number of staff members: _____

8. Membership

Is the non-State actor membership-based? Yes No

Overview of categories and their voting rights in the main governing body:

	Total number	Voting
Individuals		
NGOs		
Private Sector		
Philanthropic Foundations		
Academic Institutions		
Government-affiliated non-State actors		
Intergovernmental Organizations		

Web link to membership list¹⁴: _____

C. Financial information

9. **Annual income** (in US\$) from _____ to _____: _____

10. **Latest available assets** (in US\$) as of _____: _____

¹⁴ If the membership list is not available online, it must be appended to this application form.

11. Funding (in US\$):

	Private sector (incl. business associations)	Philanthropic foundations	NGOs, academic institutions	Govt-affiliated non-State actors, intergov.t organizations, including UN	General public, individuals	Total
Sales of goods and services						
Grants / Donations						
In-kind donations						
Membership fees						
Investment income						
Others						
Total						

D. Objectives and activities

12. Goals, mandate or mission of the non-State actor: _____

13. Activities of the non-State actor: _____

14. Geographical representation and activities(Please mark the country in which your **non-State actor** enjoys a representation):

	Activities	Members	Offices/representatives
Algeria			
Angola			
Benin			
Botswana			
Burkina Faso			
Burundi			
Cameroon			
Cabo Verde			
Central African Republic			
Chad			
Comoros			
Congo			
Côte d'Ivoire			
Democratic Republic of the Congo			
Equatorial Guinea			
Eritrea			
Eswatini			
Ethiopia			
Gabon			
Gambia			
Ghana			
Guinea			
Guinea-Bissau			
Kenya			
Lesotho			
Liberia			
Madagascar			
Malawi			
Mali			
Mauritania			
Mauritius			
Mozambique			
Namibia			
Niger			

Nigeria			
Rwanda			
Sao Tome and Principe			
Senegal			
Seychelles			
Sierra Leone			
South Africa			
South Sudan			
Togo			
Uganda			
United Republic of Tanzania			
Zambia			
Zimbabwe			

E. Areas of cooperation with the WHO

Please mark the areas of the non-State actor's activities which correspond to the WHO Programme of Work:

<p>Communicable and noncommunicable diseases</p> <ul style="list-style-type: none"> <input type="checkbox"/> HIV, hepatitis, and other sexually-transmitted infections <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Tropical and vector-borne diseases, incl. malaria and neglected tropical diseases <input type="checkbox"/> Vaccine-preventable diseases <input type="checkbox"/> Antimicrobial resistance <input type="checkbox"/> Noncommunicable diseases <input type="checkbox"/> Mental health and substance abuse <input type="checkbox"/> Nutrition <input type="checkbox"/> Food safety <input type="checkbox"/> Violence and injuries <input type="checkbox"/> Disabilities and rehabilitation 	<p>Emergency preparedness and response</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infectious hazard management <input type="checkbox"/> Country health emergency preparedness and the International Health Regulations (2005) <input type="checkbox"/> Health emergency information & risk assessment <input type="checkbox"/> Emergency operations <input type="checkbox"/> Emergency core services <input type="checkbox"/> Polio eradication, incl. polio transition
<p>Life course</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sexual, reproductive, maternal and newborn health <input type="checkbox"/> Child and adolescent health <input type="checkbox"/> Ageing and health <input type="checkbox"/> Equity, social determinants, gender equity and human rights <input type="checkbox"/> Climate change, health and environment including occupational health, healthy settings and urban health 	<p>Corporate services/enabling functions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leadership and governance <input type="checkbox"/> Transparency, accountability and risk management <input type="checkbox"/> Data analytics and knowledge management <input type="checkbox"/> Strategic planning, resource coordination and reporting <input type="checkbox"/> Management and administration <input type="checkbox"/> Strategic communication
<p>Health systems</p> <ul style="list-style-type: none"> <input type="checkbox"/> National health policies, strategies and plans <input type="checkbox"/> Integrated people-centred health services <input type="checkbox"/> Access to medicines and health technologies, and strengthening regulatory capacity <input type="checkbox"/> Health systems information and evidence 	

F. Modalities of engagement with WHO

15. **Summary of the non-State actor's engagements with WHO in the African Region and nature of these relations** (incl. Cluster of the WHO Regional Office for Africa with which an agreement was concluded, names of contact persons, dates, method of cooperation, e.g. joint activity, technical assistance,): _____

G. Disclosures and Declarations

16. Tobacco/Arms-related disclosure statement for non-State actors¹⁵

For the purposes of this statement:

- *tobacco industry means any entity involved in the manufacture, sale or distribution of tobacco and related products, and any affiliate of such entity; and*
- *arms industry means any entity involved in the manufacture, sale or distribution of arms, and any affiliate of such entity.*

Is your entity, or was your entity over the last four years, part of the tobacco or arms industries (as defined above)?

- Yes No Unable to answer

To the best of your entity's knowledge, is your entity, or has your entity over the last four years, engaged in activities that are aimed at furthering or supporting the interests of the tobacco industry? This includes, but is not limited to, supply contracts, contract work, services and lobbying.

- Yes No Unable to answer

To the best of your entity's knowledge, does your entity currently, or did your entity over the last four years, have any other association or relationship with the tobacco industry (as defined above). This includes in particular investment interests (other than general mutual funds or similar arrangements whereby your entity has no control over the selection of the investments), commercial business interests, the provision or receipt of financial and/or other support.

- Yes No Unable to answer

If you have answered yes to any of the above or are unable to answer one or more questions, please provide a general statement of explanation. _____

¹⁵ Pursuant to the WHO Framework of Engagement with Non-State Actors, WHO does not engage with the tobacco industry or non-State actors that work to further the interests of the tobacco industry. WHO also does not engage with the arms industry.

Please note that the WHO Secretariat reserves the right to request additional information from your entity in this regard.

By providing this statement, your entity commits to promptly inform WHO of any change to the above information and to complete a new statement that describes the changes.

17. Engagement with other industries affecting human health or affected by WHO norms and standards

Does the entity you represent have any formal association, affiliation or links with the following industry sectors?

If yes, please tick the box of the industry concerned and provide details in the space provided:

Alcohol _____

Chemical _____

Food and beverages _____

Health care _____

Pharmaceutical _____

Others (Please specify industry) _____

The WHO Secretariat reserves the right to request additional information from the entity you represent relevant to its engagement with WHO.

18. Declaration

I, the undersigned, understand that the information provided will be made public by WHO.

Name and signature: _____

Position _____

Name of the non-State actor _____

Date _____

Check list: Documents required to support the application for accreditation

- Statute of the **non-State actor**
- List of member organizations
- Activity and financial report covering the previous two years

Annex 2: Reporting of activities by non-State actors accredited to participate in the WHO Regional Committee for Africa¹⁶

Name and acronym of the accredited non-State actor in the official language and in English, French or Portuguese

List of meetings attended

19. Title of the meeting: _____

Dates of the meeting: _____

Days of the meeting attended: _____

Number of members of the delegation: _____

Did the delegation submit a statement? Yes No

Was the statement accepted by the Chair of the meeting? Yes No

20. Title of the meeting: _____

Dates of the meeting: _____

Days of the meeting attended: _____

Number of members of the delegation: _____

Did the delegation submit a statement? Yes No

Was the statement accepted by the Chair of the meeting? Yes No

21. Title of the meeting: _____

Dates of the meeting: _____

Days of the meeting attended: _____

Number of members of the delegation: _____

Did the delegation submit a statement? Yes No

Was the statement accepted by the Chair of the meeting? Yes No

22. Brief summary of activities carried out in the framework of the engagement with WHO during the reporting period: _____

¹⁶ To be submitted in accordance with the document on Granting accreditation to regional non-State actors not in official relations with WHO to participate in sessions of the WHO Regional Committee for Africa. Brazzaville: WHO Regional Office for Africa. 2021: paragraph 8 (AFR/RC71/PSC/12;, accessed)

<p>Name and signature: _____</p>
<p>Position _____</p>
<p>Name of the non-State actor: _____</p>
<p>_____</p>
<p>Date _____</p>

Annex 3: Request to submit a statement by accredited non-State actors at sessions of the WHO Regional Committee for Africa

In accordance with Paragraph 15 of the Document , accredited non-State actors wishing to make a statement at sessions of the WHO Regional Committee for Africa must submit a request to the External Relations, Partnerships and Governing Bodies Unit (EPG) of the WHO Regional Office for Africa (at the e-mail address: GoverningBodiesAfro@who.int) not later than one week before the start date of the session.

The statement should respect the time and word limits set for statements by non-State actors for the relevant session, as specified in the session's Information note disseminated to all participants. The statement should focus on technical issues and should be directly relevant to both the agenda item and to the document prepared for the item. The statement should not raise issues of a political nature that are unrelated to the agenda item and should not contain any inappropriate or offensive reference to Member States. While there should be no reference to any individual Member State or areas of Member States, it is recalled that nomenclature must follow that of the United Nations.

The Chairperson of the Regional Committee decides whether or not to accord the accredited non-State actors the right to make its oral statement during the session in light of its relevance to the discussion, the time constraints or any other reason.

The statement is posted on the website of the WHO Regional Office for Africa for a limited time period as determined by the Secretariat and will not be retained thereafter.

Name and acronym of the accredited non-State actors (in English, French or Portuguese):

Date and title of the session: _____

Agenda item (number, title): _____

Form of the statement: Written Oral

If in oral form, name and function of the person wishing to read the statement: _____

Statement (in English, French or Portuguese): _____

<p>Name: _____</p> <hr/> <hr/>
<p>Position: _____</p>
<p>Date: _____</p>