

**Concept note on a face-to-face meeting of the Advisory Group of on Reform of WHO's  
Work in Outbreaks and Emergencies with Health and Humanitarian Consequences**

## **1. Background**

The Advisory group has set up 8 meetings by teleconference and has so far met twice - on 28 July and 26 August. The third meeting will take place on 22 September. The members have expressed a wish to meet face-to-face on different occasions.

Whereas conference calls and the practice of exchanging views and ideas by email in between teleconferences remain the main method of working, a face-to-face meeting has been proposed for 26-27 October 2015.

The face-to-face meeting could supplement or replace either the fourth teleconference on 20 October or the fifth teleconference on 4 November.

## **2. Structure**

The Chair suggests meeting for half a day on the 26th and the full day on the 27th. The face-to-face meeting will be an opportunity to focus on issues which require extensive discussions and which will benefit from direct interactions between the members and with the Secretariat.

Members have proposed topics for the face-to-face meeting during previous teleconferences and through email exchanges. These topics may be changed or developed further following the third teleconference on 22 September and subsequent email communication. The Project Management Team will provide necessary background documents, and support the Chair in framing the issues/questions for consideration.

## **3. Issues to Be Covered**

As of 21 September, these could include:

1. WHO Core Commitments in outbreaks and emergencies, and Capabilities needed.
2. Pre-arranged partnerships and collaboration.
3. The Operational Platform.
4. Implementing Incident Management Systems.
5. Standing Human Resource capacity and Scale Up mechanisms.
6. Locus of Authority, Management Systems and Financing.
7. Implementation.

Advisory Group members are invited to propose refinements.

## **4. Venue**

Location should be the most expeditious and least costly for travel and hosting the meeting.

A member suggested that the meeting should be held in a country where vulnerabilities of health emergencies are higher. Some members expressed their preference for Geneva, Switzerland for the relatively central location. WHO HQ premises has the advantage in terms of preparations, logistical arrangement and meeting facilities.

## **5. Attendance**

The meeting is for the members of the Advisory Group. Participation of key WHO staff may be requested for selected sessions. The D-G, DDG, Regional Directors and ADGs of concerned HQ clusters, the Project Management Team and other selected staff (including from countries) could be invited to join some or all as observers.

VTC facilities can be arranged for staff who cannot attend in person.

## **6. Logistics and Travel Arrangements**

The WHO secretariat will make travel arrangements and, for this purpose, each member needs to be registered in the WHO system. Few members are already in the WHO system; others will need to fill in a WHO supplier form and return it to the WHO Secretariat in a timely manner.

As per WHO's rule and regulations, the members will be given a status of temporary adviser. Business class travel will be authorized as appropriate.

Per diem will be paid accordingly to cover costs related to the meetings including accommodation, transportation, meal and other incidental costs during the meeting.

Hotel arrangements shall be made directly by members but the WHO Secretariat will be happy to provide recommendations or assistance with booking upon the members' request.