

Ref.: C.L.43.2024

The Director-General of the World Health Organization (WHO) presents his compliments to Member States, Associate Members and regional economic integration organizations, and has the honour to refer to decision SSA2(5) (2021), which established the Intergovernmental Negotiating Body (INB) to draft and negotiate a WHO convention, agreement or other international instrument on pandemic prevention, preparedness and response, with a view to adoption under Article 19, or under other provisions of the WHO Constitution as may be deemed appropriate by the INB, as well as decision WHA77(20) (2024), which extended the mandate of the INB.

Member States are informed that the twelfth meeting of the INB will be held at WHO headquarters, Geneva, Switzerland, from 4 to 15 November 2024 in hybrid format. The twelfth meeting will open at 09:00 (CET) on Monday, 4 November 2024.

Meeting registration and access

Renewed registration for virtual and in person participation is required for all delegations and can be initiated as of 4 October 2024 by going to the following link: <https://indico.un.org/e/INB12> and should be completed by 28 October 2024. **During registration in Indico, all delegations are required to submit a note verbale or letter signed by a senior official of the relevant Ministry (Permanent Secretary/Chief Director, Director-General, etc.) or the Permanent Mission in Geneva, detailing the delegate(s) in the following format: email address, Member State, name (first name and surname of the delegate).**

In view of the space restriction in connection with ongoing renovations at WHO headquarters, up to two persons per delegation are invited to be physically present in the meeting room at WHO headquarters in Geneva, Switzerland, with other members of the delegation participating through the virtual platform. Delegates participating in person should select this option during registration.

Following registration, a personalized link to access the virtual platform will be sent to delegates in the days preceding the meeting.

Registrations sent after the deadline may cause a delay in the receipt of a link to participate in the meeting.

The documentation for the meeting will be published at the following link: <https://apps.who.int/gb/inb/> as soon as available in the six official languages.

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In accordance with resolution WHA49.9 (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.

The Code of Conduct to prevent harassment, including sexual harassment at WHO events is available at the following link: [Code of Conduct to prevent harassment, including sexual harassment, at WHO events](#).

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

GENEVA, 4 October 2024