



**World Health  
Organization**

**Western Pacific Region**

# Seventy-second session of the World Health Organization Regional Committee for the Western Pacific



## **GENERAL INFORMATION**

25–29 October 2021 • Himeji, Japan



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# 1. Preparations for the WHO Regional Committee for the Western Pacific

## Time and place of the session

The seventy-second session of the World Health Organization Regional Committee for the Western Pacific will be held in hybrid format from 25 to 29 October 2021, with on-site participation at Arcrea HIMEJI in Himeji, Japan.

### Arcrea HIMEJI

143-2, Kamiya-cho, Himeji, Japan

The opening ceremony will take place on Monday, 25 October in the morning at Arcrea HIMEJI. More details regarding the Regional Committee session timetable will be communicated in due course.

**Tel:** (+63 2) 8528 8001,  
(+63 2) 8528 9097,  
(+63 2) 5306 9900

**Fax:** (+63 2) 8521 1036,  
(+63 2) 8526 0279,  
(+63 2) 8526 0362

**Email:** wprorcm@who.int

After 15 October, all correspondence to the Secretariat should be addressed to:

### WHO Regional Committee Secretariat Office

Studio 1  
Arcrea HIMEJI  
143-2, Kamiya-cho, Himeji, Japan

**Email:** wprorcm@who.int

## Contact information

Before 15 October 2021, all correspondence to the Secretariat should be addressed to:

### WHO Regional Committee Secretariat Office

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila Philippines

## Languages

The official languages of the Regional Committee are Chinese, English and French. Simultaneous interpretation will be provided for the three official languages during the sessions. English and French are the working languages for documents.

## Identification and security

For identification and security, representatives are requested to wear identification badges at all times during sessions and social functions. Badges will be available upon arrival in Japan.

## Hotel

**Hotel Monterey Himeji** has been designated as the official hotel for all representatives, including representatives from within Japan. Details of the hotel are below:



### Hotel Monterey Himeji

60 Ekimae-cho, Himeji, Hyogo  
670-0927

**Tel:** +81 79 224 7111

**Fax:** +81 79 224 7100

**Website:**

<https://www.hotelmonterey.co.jp/en/himeji/>

### Distance to/from Arcrea HIMEJI:

0.75 kilometres

3 minutes by car

Room types are subject to availability. For WHO to hold requested rooms, representatives must register at <https://extranet.wpro.who.int/rcm/Register/>.

A dedicated site for online reservations and payments will be made available. The deadline for payment is 4 October 2021.

### Room rates:

#### Standard room

Twin A/Twin B/Corner Twin/Double/King  
Double/Corner Double

#### Single occupancy

Single: JPY 16 000 (USD 144.49)

#### Double occupancy

JPY 28 000 (USD 252.85)

#### Deluxe room

#### Single occupancy

Twin/Double A: JPY 48 000 (USD 433.45)

Double B: JPY 48 000 (USD 433.45)

#### Double occupancy

Twin/Double A: JPY 64 600 (USD 583.85)

Double B: JPY 70 600 (USD 637.53)

## Travel and transport

### Arrival

Entry/departure is limited to Kansai International Airport (KIX), which is located 129 kilometres southeast of Arcrea HIMEJI.

Representatives will be assisted upon arrival at Kansai International Airport and provided with transport to Hotel Monterey Himeji. It takes about three hours from the airport to the hotel by private bus with no stops on the way. Please prepare yourself accordingly before going through the arrival gate.

For easy identification upon arrival at the airport, representatives are requested to wear lapel labels. Luggage tags supplied by WHO should also be affixed to their luggage.

Representatives must send their arrival and departure details to the Regional Committee Secretariat ([wprorcmhotel@who.int](mailto:wprorcmhotel@who.int)) in order to have airport transport arranged. Any change in arrival and departure details should be communicated immediately to the Secretariat for necessary airport transfer support and arrangements.

### Departure

Representatives will be provided with transport from Hotel Monterey Himeji or Arcrea HIMEJI to KIX at the conclusion of the session.

Upon reconfirmation of flights, travellers will be informed of the pick-up arrangements for transport to the airport.

### Transport

Public transportation must not be used. Travel destinations are limited to Kansai International Airport, Hotel Monterey Himeji, Arcrea HIMEJI and the venues of other social functions during the session. Transport services will be arranged by the Government of Japan.

To minimize risks of COVID-19 transmission, international participants may not leave the hotel for any purpose other than to attend the session and related social functions.







## 2. Information on Himeji and Japan

Himeji is located in the southwestern part of Hyogo Prefecture. The city's most famous attraction, Himeji Castle was constructed 400 years ago and is a UNESCO World Heritage Site and a National Treasure. Full of beautiful natural attractions, Himeji also has a rich history and tradition of wonderful seasonal events and delicious cuisine.

### Arcrea HIMEJI

Arcrea HIMEJI is a new Culture and Convention Center, scheduled to open in September 2021, located in the centre of Himeji.

### Current status of general border control restrictions

*Please note that border control measures are subject to change due to the COVID-19 situation.*

Foreign nationals from nearly all countries and regions are currently not permitted to enter Japan, unless exceptional circumstances apply. Everyone who enters, re-enters or returns to Japan (including Japanese nationals) must submit verification of a negative COVID-19 test result conducted within 72 hours of departure: this means the test sample collection time and the time of the departure from the country/region where travelers stay must be within 72 hours. Airlines will confirm negative test results for all passengers before issuing boarding passes. Test verification procedures are subject to change and may vary among airlines. Please make certain to ask your ticket issuing company to confirm the latest conditions with the airlines for your **entire** travel itinerary, including connecting flights, any tickets issued separately and especially for itineraries with an overnight stay en route to Japan. This measure is in effect for all incoming travellers until further notice, regardless of whether they are coming from the countries/regions subject to denial of permission to enter Japan. Information on current border control and quarantine measures can be found on the Ministry of Foreign Affairs of Japan website: [https://www.mofa.go.jp/ca/fna/page4e\\_001053.html](https://www.mofa.go.jp/ca/fna/page4e_001053.html)

## Requirements for exemption from 14-day self-quarantine

As noted above, Japan has put in place strict border controls for all travellers. For the purpose of attending the seventy-second session of the Regional Committee, however, representatives will be exempted from border control restrictions under a special arrangement. In order to enter Japan without the standard 14-day quarantine, representatives are required to stay in the Regional Committee “bubble”, which aims to control the risk of infection in Japan. Please refer to the guidance booklet “A hybrid meeting using a risk-based approach” for detailed information on what WHO is doing to manage the “bubble” to keep representatives and the local community as safe as possible. The booklet can be accessed at <https://www.who.int/westernpacific/internal-publications-detail/a-hybrid-meeting-using-a-risk-based-approach>

## Visa

All visitors to Japan must apply for and be granted a visa to travel to and from Japan. Applications for visas must be made well in advance. Entry visas to Japan must be obtained prior to arrival, and visas will NOT be issued at any Japanese airports upon arrival.

Visas will be issued to registered participants of the session. In order to secure timely visa application processing, please send a photocopy of your passport (with at least six months of validity remaining beyond the expected departure date from Japan) post-haste to the Regional Committee Secretariat ([wprorcmhotel@who.int](mailto:wprorcmhotel@who.int)). Relevant ministries and agencies of the Government of Japan will subsequently start to discuss the procedures to obtain entry permission to Japan for the representatives attending. The Japanese Government will inform relevant authorities of the results of these discussions, then representatives are encouraged to apply for a visa as soon as possible at the nearest Japanese embassy, consulate-general or consular office in their country or overseas.

Information on the visa application process and procedures can be found on the Ministry of Foreign Affairs of Japan website:  
[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)

Please note that the processing of visa applications may take longer than usual. As such, all representatives are urged to apply as early as possible. A list of Japanese embassies, consulates-general and consular offices worldwide may be obtained at: [www.mofa.go.jp/about/emb\\_cons/mofaserv.html](http://www.mofa.go.jp/about/emb_cons/mofaserv.html)

## Customs regulations

Japan has strict regulations regarding what can be brought in and taken out of the country. Comprehensive information can be found on the Japan Customs website:

<https://www.customs.go.jp/english/summary/import.htm>

<https://www.customs.go.jp/english/summary/passenger.htm>

[https://www.customs.go.jp/english/c-answer\\_e/customsanswer\\_e.htm](https://www.customs.go.jp/english/c-answer_e/customsanswer_e.htm)

see 9 Others > CUSTOMS GUIDE for VISITORS)

\*Prohibited articles are shown at: <https://www.customs.go.jp/english/summary/prohibit.htm>

## Currency

Japan's national currency is the Japanese yen (¥). Denominations include:

Coins: 1, 5, 10, 50, 100 and 500 yen

Banknotes: 1000, 2000, 5000 and 10 000 yen

International credit cards are accepted by Hotel Monterey Himeji. (JCB, VISA, Diners Club, UC, Mitsubishi UFJ NICOS (MUFG/DC/UFJ/NICOS), American Express, Master card). Any currency exchange services should be completed before arrival in Japan.

## Climate and clothing

Himeji has a humid subtropical climate, with October temperatures averaging a low of 12°C and a high of 22°C. Relative humidity averages 62%.

Warm clothing is recommended. Hotel Monterey Himeji and Arcree HIMEJI are air-conditioned, and representatives may feel the need for a light sweater or jacket. For official functions, business attire or national costume is suggested.

## Electricity and water

The standard power supply in Japan is 100 volt using type A (flat, two-pronged) sockets. The frequency of electric current in Himeji is 60 hertz. Sensitive equipment such as computers may require a transformer, power converter or similar device. Please check your equipment and prepare accordingly. Also, three-pronged and round-pronged plugs will not fit in standard Japanese outlets, so it may be necessary to get an adapter.

Tap water in Japan is safe to drink. Bottled water is also widely available.

## Languages spoken

Japanese is the national language. Hotel staff also speak English.

## Local time

All of Japan is in the same time zone, 9 hours ahead of Greenwich Mean Time (GMT +9). Japan does not practise daylight saving time.

## Medical services

On-site medical services are available for representatives throughout their stay in Japan. Contact information will be provided in case of emergency medical needs.

When entering Japan, representatives are required to have health insurance, overseas travel insurance and other necessary insurance. For COVID-19-related medical services, representatives will be responsible for paying their own medical expenses within the scope of their insurance coverage, with the rest of the medical expenses covered by the Japanese Government.

Representatives are required to download and use the Government's COVID-19 Contact-Confirming Application (COCOA) and health reporting apps on their smartphones throughout their stay in Japan.

## Safety

In general, Himeji is a safe city. As always, however, representatives should take reasonable security precautions and care of personal valuables.

### Emergency telephone numbers in Japan:

- **119** to call for fire, ambulance and emergency rescue services
- **110** to report an accident or crime to the police

## Smoke-free policy

WHO has a no-smoking policy for all WHO meetings and functions.

## Tipping

Tipping is not generally expected in Japan. Service charges are already included in the bill at the hotel.



## Social programme

### Japanese Government Receptions

On 24 October 2021, the Mayor of Himeji City is pleased to host the Welcome Ceremony for Heads of Delegations at Himeji Castle. Immediately after the Welcome Ceremony, the Japanese Government will host the Reception for Heads of Delegations at Hotel Monterey Himeji.

On 25 October, the Mayor of Himeji City will host the Reception for Delegates at Hotel Monterey Himeji.

Transport will be provided to and from the ceremony and the hotel. The dress code for the event is business attire or national dress.

The Mayor of Himeji City and the Japanese Government look forward to welcoming representatives at the events.

### Regional Director's Dinner

Representatives can also look forward to a function hosted by the WHO Regional Director on the evening of 26 October. Venue information will be shared in due course.

### Excursion

During the session, a virtual excursion is scheduled on 27 October. Depending on the COVID-19 situation, a physical excursion for heads of delegations may take place.

## Telecommunications facilities

Delegates will have free access to printing services and Wi-Fi at Arcrea HIMEJI. Free Wi-Fi is also available in Hotel Monterey Himeji.

For international calls to Japan, the country code is +81 and the area code for Himeji is 79. For calls or texts to Japanese mobile phones, key in the country code (+81) followed by the succeeding numbers except the first "0" of the mobile number.

For outgoing international calls, the international direct dialing code is 0011 + country code + (area code + telephone number).

Representatives are responsible for the cost of telephone calls.

## Helpful links

### Coming to Himeji

#### Japan Ministry of Foreign Affairs *(for border restrictions and immigration/visa)*

[https://www.mofa.go.jp/ca/fna/page4e\\_001053.html](https://www.mofa.go.jp/ca/fna/page4e_001053.html)

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)

#### Japan Ministry of Health, Labour and Welfare *(for quarantine information, if any)*

General information on COVID-19 in Japan

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00079.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html)

Border control measures

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

#### Japan Customs

<https://www.customs.go.jp/english/summary/import.htm>

#### Kansai International Airport

<https://www.kansai-airport.or.jp/en/>

#### Visit Himeji

<https://www.himeji-kanko.jp.e.adl.hp.transer.com>

### Meeting venue

#### Arcree HIMEJI

<https://www.himeji-ccc.jp/equipment-outline.html>

### Hotel

#### Hotel Monterey Himeji

<https://www.hotelmonterey.co.jp/en/himeji/>

## 3. Credentials

The credentials shall be submitted electronically to the Regional Director at least 15 days before the opening of the session of the Regional Committee. Credentials must be uploaded in the registry site by the designated contact for the Member State delegation or through the WHO Office of the Director of Administration and Finance. A dedicated site will be made available for the submission of credentials electronically.

## 4. Proceedings and key events

### Timetable

The schedule can be accessed through this link:

<https://www.who.int/westernpacific/about/governance/regional-committee/session-72>

### Statements

Member States are strongly encouraged to limit interventions to three minutes (300 words or less). A timer will show on screen during each intervention, and delegates will be reminded once three minutes have elapsed. In addition, Member States are requested to designate speakers and submit their names along with the agenda items referenced in their interventions before 15 October to [WPRCMenquiry@who.int](mailto:WPRCMenquiry@who.int). This will help ensure the inclusion of more speakers, especially Member State representatives joining separately from their delegations via different connections.

To ensure high-quality interpretation and record keeping, Member States are requested to send in advance the statements/interventions they plan to make to [wprorcm@who.int](mailto:wprorcm@who.int). Written copies of oral statements assist the Secretariat in developing the timely summary of the meeting. Again, please note that three-minute-long spoken statements should not exceed 300 words in writing.

### Documentation

Session documents can be accessed through this link:

<https://www.who.int/westernpacific/about/governance/regional-committee/session-72>

## Side events

Three side events are planned:

- *Innovation*, to be held 13:50-14:35 on Tuesday, 26 October
- *Mental Health*, to be held 13:50-14:35 on Wednesday, 27 October
- *Communications*, to be held 13:50-14:35 on Thursday, 28 October

# 5. Virtual meeting platform

## Meeting platform

The seventy-second session of the Regional Committee will follow a hybrid format, with on-site and virtual attendance via the Zoom online platform. More information about the platform is available at: <https://zoom.us/webinar>.

The platform supports about 1000 participants. Participants joining the meeting virtually will use the appropriate platform functions to raise their hands and take the floor. Names will be called based on the order in the queue.

In addition to the Zoom platform, the virtual sessions will be broadcast on YouTube with the relevant link available at: <https://www.who.int/westernpacific/about/governance/regional-committee/session-72>

## Requirements for connecting to the platform

Having the latest version of the Zoom client software installed is highly recommended for connecting to the meeting. Alternatively, a standard browser running on a personal computer or laptop will suffice.

An internet connection with bandwidth of 2 Mbps or higher is required. Participants joining virtually may wish to consider preparing an alternative internet connection, such as using a mobile phone as a hotspot or a mobile 4G router as a backup in case of connection failures.

Headsets with microphones and webcams are required for speakers to make interventions.



## Connecting to the virtual meeting platform

Registration for the Regional Committee will be via the online registration form at: <https://extranet.wpro.who.int/rcm/Register/>

All registered and approved delegates will have access to the Regional Committee SharePoint Portal at: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc72>

Access to the SharePoint Portal will be secured through invitation delivered via the email address used for registration.

Member States will be provided individual Zoom links via email, which will allow heads of delegations or designated alternates to join as panellists with speaking rights. Other registered participants with no speaking role will receive an email with instructions on how to access the Zoom webinar attendee link on the [SharePoint Portal](#).

Simultaneous interpretation for Chinese, English and French will be available via the Zoom meeting platform.

A guide on using Zoom will be available on the portal, as well as links to session documents.

## Conduct and decorum for virtual participants

- Please establish a connection to the platform at least one hour before the session start time.
- Ensure the location is quiet and free from distraction.
- Have a neutral background and face the camera.
- When speaking to the plenary, ensure the microphone volume is at an appropriate level.
- Virtual meetings usually have a delay of up to 3 seconds, so speak slowly and clearly.
- Select the correct channel for language interpretation.
- Keep microphones muted when not speaking.

## Testing the platform

Participants are encouraged to conduct a test of the Zoom platform and access to the SharePoint Portal in advance to ensure they have the right equipment and settings. Dates and times for testing sessions will be scheduled and communicated via the email address used for registration. Participants should carry out tests with the equipment and the location they plan to use to join the Regional Committee session.

## Support

Delegates may contact the Secretariat by email at [WPRCMenquiry@who.int](mailto:WPRCMenquiry@who.int) any time before the session for support to access the SharePoint Portal and test the Zoom meeting platform, as well as during the session if they have difficulty using the platform.

## Virtual meeting-related inquiry and service desk

All queries related to the virtual meeting connection and arrangements and any support needed on the SharePoint Portal and Zoom meeting platform should be emailed to: [WPRCMenquiry@who.int](mailto:WPRCMenquiry@who.int)

## Annexes

- Annex 1: Regional Committee Zoom connection guide
- Annex 2: Instructions on accessing the Regional Committee Portal

*Information in this booklet is intended as a guide. While every effort has been made to ensure accuracy, please consult websites provided for up-to-date information.*

# Annex 1

## Connection Guide

### Equipment

In order to have full access to all Zoom functions, we recommend using:

- Laptop or desktop computer

	Minimum	Recommended
<b>Processor</b>	Single Core 1Ghz or Higher	Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
<b>RAM</b>	N/A	4Gb
<b>OS</b>	Windows 7 or later, MacOS 10.9 or later	
<b>Browser</b>	Internet Explorer 11, Edge 12+, Firefox 27+, Chrome 30+, Safari 7+	
<b>Accessories</b>	Webcam, Speakers and Microphone	

- iOS tablets with iPad OS 13 or later
- Android tablets with Android OS 5.0 or later

### Internet connection

	Minimum	Recommended
<b>Bandwidth</b>	2Mbps	3Mbps or higher

### Backup internet connection

- An alternative internet connection may be necessary in case your primary connection fails during the meeting. You may use your mobile phone as a hotspot or use a mobile 4G router.

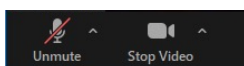
### Accessing the Regional Committee Zoom Webinar Link

- Member States will be provided individual Zoom links via email that will allow heads of delegations or designated alternates to join as panellists with speaking rights.

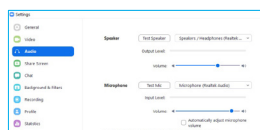
- Other registered participants with no speaking role will receive an email with instructions on how to access the Zoom webinar attendee link on the [Regional Committee SharePoint Portal](#).
- On the portal, select your category and click **Join** to access the Zoom webinar (except for partners or members of the public).
- Enter the Zoom webinar password.
- When prompted by Zoom, enter your email address and name as follows:
  - ✓ COUNTRY – First Name SURNAME (for Member States)
  - ✓ ORGANIZATION – First Name SURNAME (for non-State actors, observers)

### Audio and video

Kindly enable your video and make sure that your microphone is muted, except when addressing the plenary. Please speak close to the microphone.

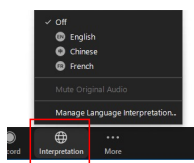


In Audio Settings, please set the speaker and microphone volume to appropriate levels.



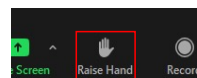
### Simultaneous interpretation

The webinar will be broadcast in multiple languages. It is important to select the appropriate channel at the start of the webinar and mute the original audio.



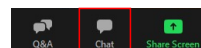
### Raise Hand function

If you wish to make an intervention, click the "Raise Hand" button on the Zoom control bar. You will be called based on the order in the queue.



### Chat

Panellists may send messages to the Secretariat or other panellists using the Chat window.



### Best practices

Some suggestions to maintain an orderly meeting environment:

- Join the meeting at least 30 minutes before the start time.
- Ensure your location is quiet and free from distraction.
- Have a neutral background and face the camera.
- Virtual meetings usually have a delay of 2-3 seconds, so please speak slowly and clearly.
- Select the correct channel for language interpretation.

### Technical issues

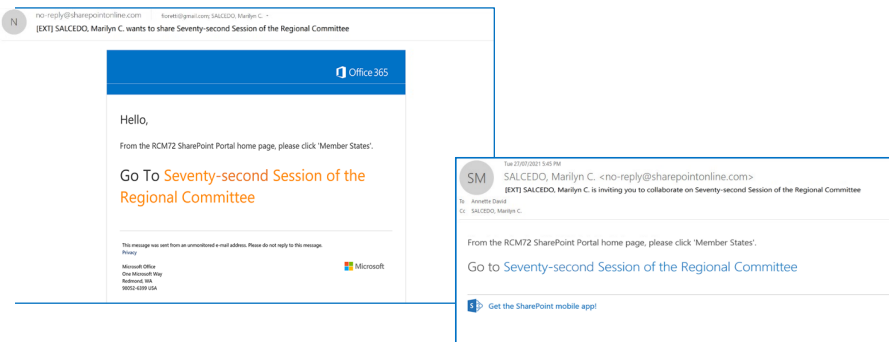
In case of technical issues, please email your concerns to: [WPRCMenquiry@who.int](mailto:WPRCMenquiry@who.int).

## Annex 2

### Instructions on accessing the Regional Committee Portal

#### Step 1:

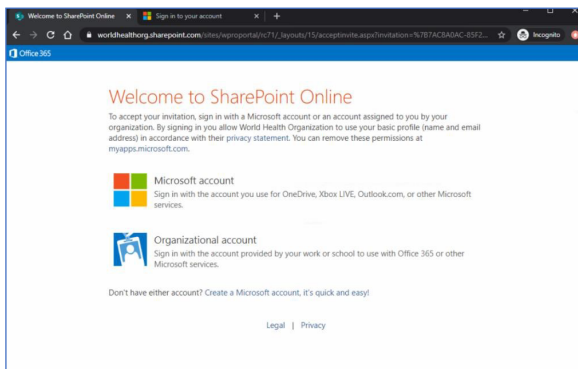
Following your registration as a participant in the session of the Regional Committee, you will receive an invitation to access the official Regional Committee Portal coming from [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com). Please see the sample email below. Kindly check your spam folder if the invitation does not appear in your inbox within 48 hours of receiving this message. Then click "Seventy-second Session of the Regional Committee".



#### Step 2:

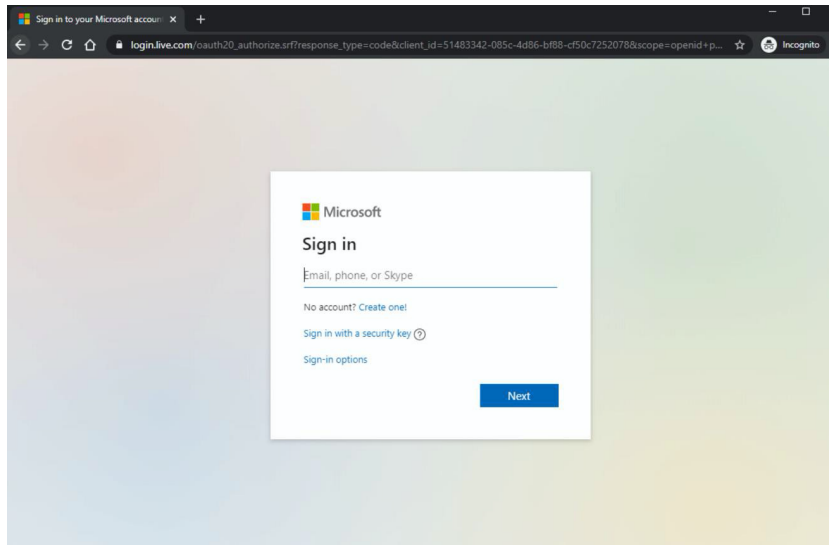
You **need not** create a new account and may proceed to Step 3 if you have a Microsoft email address (outlook.com, hotmail.com, live.com or msn.com) or an enterprise Microsoft account (organizations that use Microsoft 365, for example).

Otherwise, you **will need** to create a Microsoft account, so please **Click Microsoft account**.

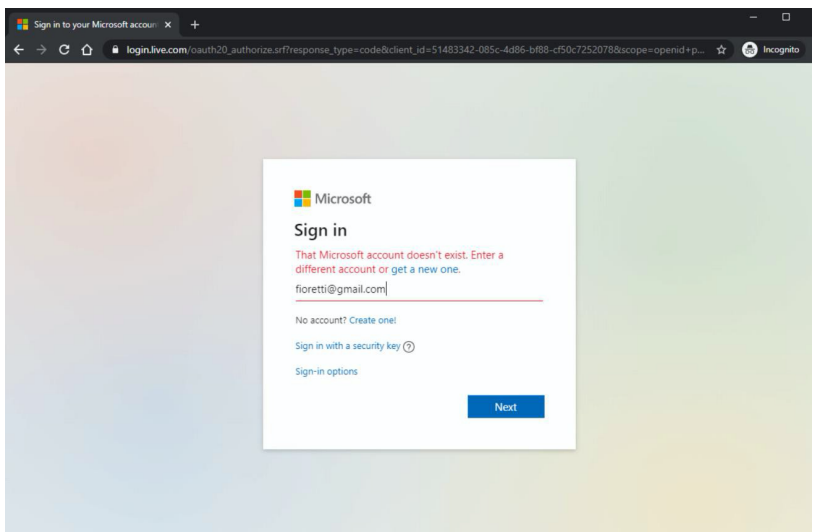




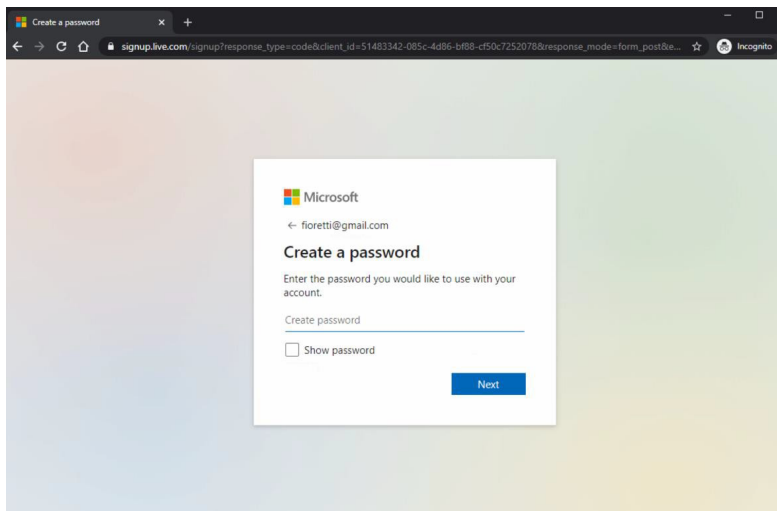
Enter your email address (any valid email address will work). **Click Next.**



If you have a non-Microsoft account (such as Gmail), the following message will appear. **Click Next.**

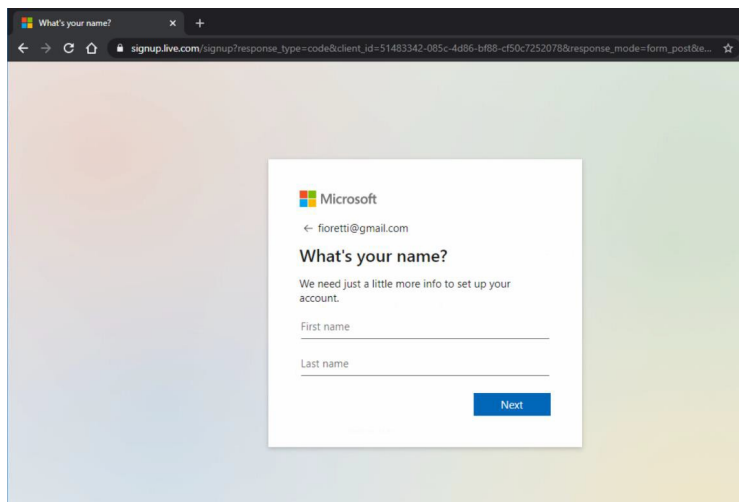


Follow the instructions to register for an account. Enter a password. **Click Next.**



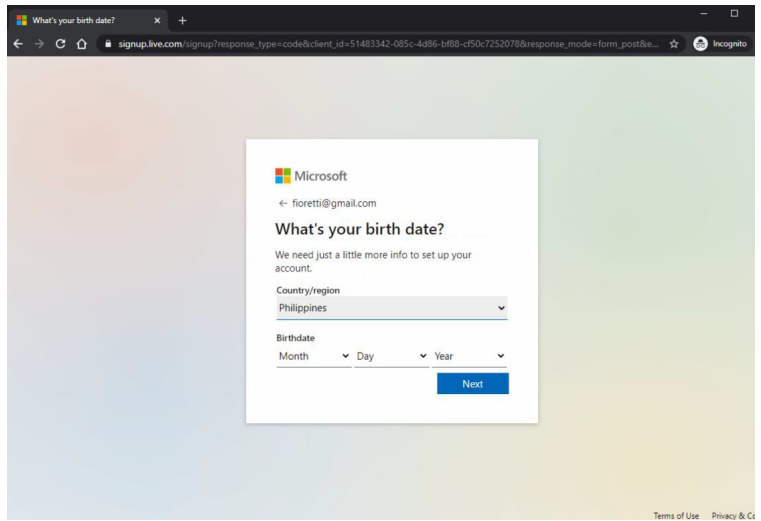
The screenshot shows a web browser window with the address bar displaying 'signup.live.com'. The page title is 'Create a password'. The Microsoft logo and the email address 'fioretti@gmail.com' are at the top. The main heading is 'Create a password', followed by the instruction 'Enter the password you would like to use with your account.' There is a text input field for the password, a 'Show password' checkbox, and a blue 'Next' button at the bottom right.

Enter your first and last name. **Click Next.**



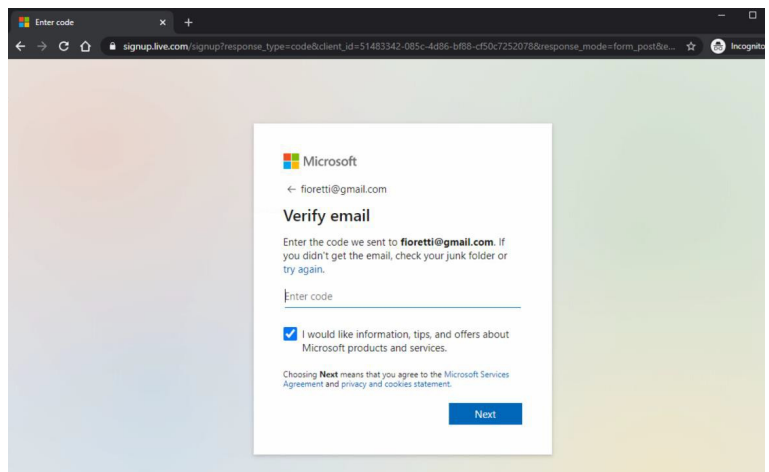
The screenshot shows a web browser window with the address bar displaying 'signup.live.com'. The page title is 'What's your name?'. The Microsoft logo and the email address 'fioretti@gmail.com' are at the top. The main heading is 'What's your name?', followed by the instruction 'We need just a little more info to set up your account.' There are two text input fields, one for 'First name' and one for 'Last name', and a blue 'Next' button at the bottom right.

Enter your country and birthdate. **Click Next.**



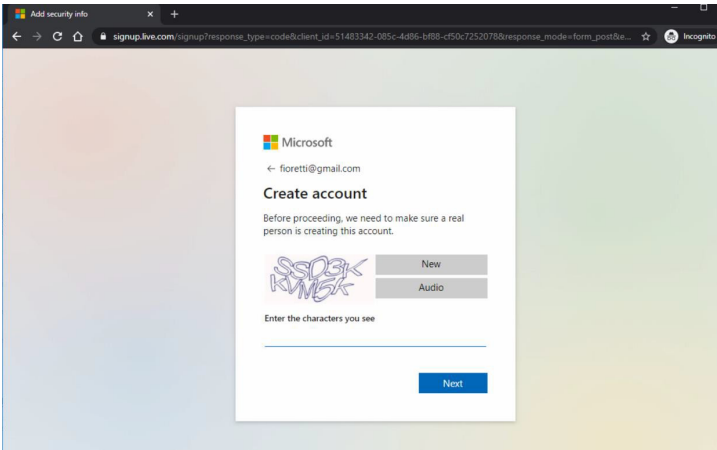
The screenshot shows a web browser window with the address bar displaying "signup.live.com/signup?response\_type=code&client\_id=51483342-085c-4d86-bf68-cf50c7252078&response\_mode=form\_post&...". The page title is "What's your birth date?". The Microsoft logo is at the top, followed by the email address "fioretti@gmail.com". The main heading is "What's your birth date?". Below this, a message states: "We need just a little more info to set up your account." There are two dropdown menus: "Country/region" with "Philippines" selected, and "Birthdate" with "Month", "Day", and "Year" dropdowns. A blue "Next" button is at the bottom right. At the bottom right of the page, there are links for "Terms of Use" and "Privacy & Co".

You should receive an email from Microsoft with a verification code. Enter the code. **Click Next.**

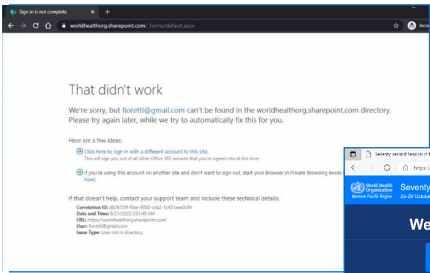


The screenshot shows a web browser window with the address bar displaying "signup.live.com/signup?response\_type=code&client\_id=51483342-085c-4d86-bf68-cf50c7252078&response\_mode=form\_post&...". The page title is "Enter code". The Microsoft logo is at the top, followed by the email address "fioretti@gmail.com". The main heading is "Verify email". Below this, a message states: "Enter the code we sent to **fioretti@gmail.com**. If you didn't get the email, check your junk folder or try again." There is a text input field labeled "Enter code". Below the input field, there is a checkbox that is checked, with the text "I would like information, tips, and offers about Microsoft products and services." Below this, a message states: "Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement." A blue "Next" button is at the bottom right.

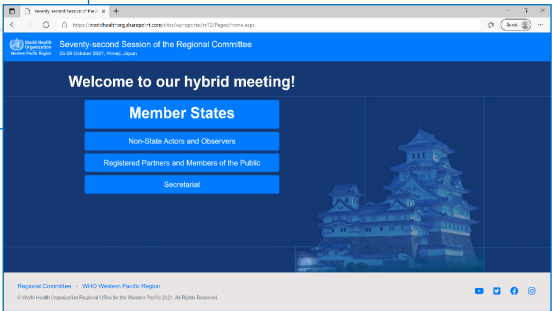
Enter the characters displayed on the authentication page. **Click Next.**



After account verification, you will be redirected to the main WHO SharePoint site. The “that didn’t work” page will display. At this point, **please click on the following link** to enter the Regional Committee Portal:  
<https://worldhealthorg.sharepoint.com/sites/wproportal/rc72>



The link will take you to the Portal.

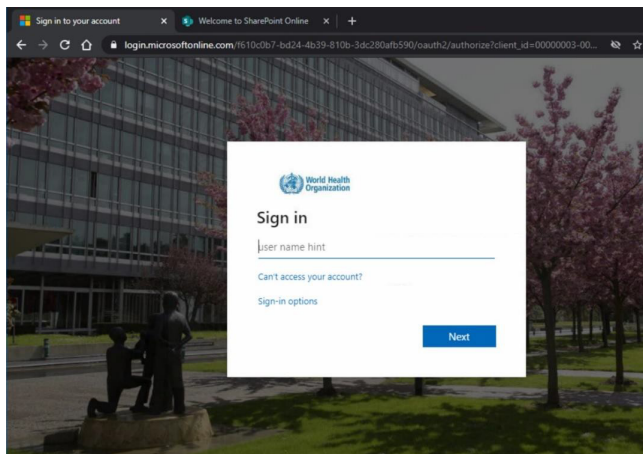


### Step 3:

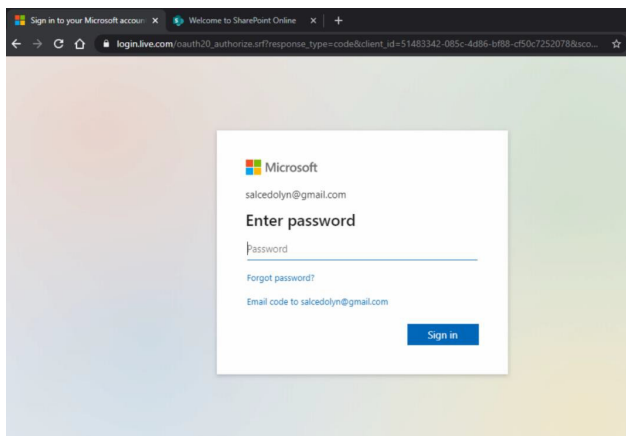
If you are using a Microsoft email address or enterprise Microsoft account, click on the Regional Committee Portal link: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc72>.

You will be redirected to the login page.

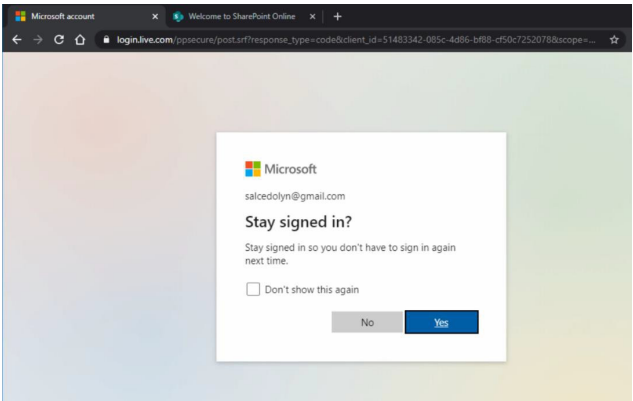
Enter your email address where it says, “user name hint”. **Click Next.**



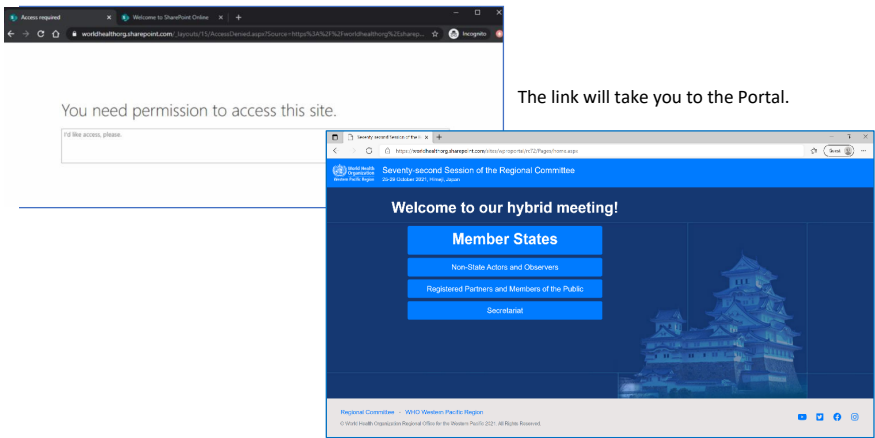
Enter your password. **Click Next.**



After entering the password and signing in, you will see this page. **Click Yes** to stay signed in.



After account verification, you will be redirected to the main WPRO SharePoint site. You will see a page saying you do not have access. At this point, **please click on the following link** to enter the Regional Committee Portal: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc72>



*If you have issues logging into your account, please email [WPRCenquiry@who.int](mailto:WPRCenquiry@who.int)*





## **WHO REGIONAL COMMITTEE SECRETARIAT OFFICE**

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