

ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY MEETINGS

Resolution WHA52.21 on reform of the Health Assembly requested the Director-General to make appropriate arrangements for a shortened plenary meeting and, to this end, encouraged group or regional statements in plenary debate. Delegates are requested to limit to five minutes their individual statements in this debate. Group or regional statements may last up to 10 minutes.

Delegates wishing to have their name placed on the list of speakers for the general discussion should notify the Office of Governing Bodies by email (piazzap@who.int) or fax (+41 22 791 41 73). Copies of statements should be submitted preferably by email (interpret@who.int) or to the Office of the Assistant to the Secretary of the Assembly (Room A656) by the morning of Monday, 20 May 2019.

Theme of general debate: “Universal health coverage: leaving no-one behind”.

Tips for speakers in a multilingual meeting

Whether you are chairing or participating in a multilingual meeting it is useful to think about how your message gets across through interpretation. The interpreters are there to help the meeting proceed as if everyone was speaking the same language.

- Speak your mother tongue wherever possible
- Speak at a reasonable pace
- Speaking is better than reading
- **If you have to “read” your speech, make sure the Secretariat has a copy of your text in advance. It will be treated as confidential**
- **For guidance, five minutes are roughly equivalent to 550 words**
- Quote document references
- State figures and names clearly
- Explain acronyms