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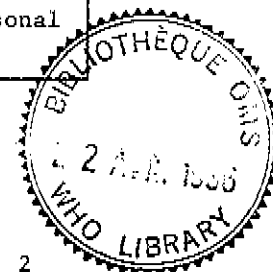
W.H.O. Official Records Unit.
Records Service

STYLE OF SUMMARY RECORDS OF THE HEALTH ASSEMBLY AND EXECUTIVE BOARD

These notes are intended for précis-writers and members of the stenographic services concerned in the production of the summary records.

Requests for help and information, answers to queries, etc., should be addressed to the editorial assistant to the Records Service, room 4013, WHO building (telephone extension 2415).

Personal telephone calls and mail should be directed to personal addresses and not to the editorial assistant.



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Note: For information on transport and catering facilities, telephone extensions and room numbers of Records Service staff, etc., please see document entitled "General arrangements".

1. General

The draft summary records are typed on A.4 paper, original only. The necessary copies of the draft, which are sent out early each morning to various clearing officers, are made by a photocopier. Précis-writers who prefer to type their own drafts are asked to follow the guidelines set out in section 3.

Please bear in mind that drafts, and hand-written corrections on them, should be clear enough to give good photocopies.

The first précis-writer of each team should collect the briefing folder before each meeting from the editorial assistant; the last précis-writer on each meeting is requested to bring it back to the editorial assistant, together with the draft cover page (see paragraph 10 below).

2. Stenographic services

During sessions of the governing bodies, the English stenographic Service (telephone No. 2201/2241, WHO building) works on shifts continuously until midnight. Précis-writers are requested to telephone ESS 15 minutes before they wish to start dictating their précis.

Précis-writers dictating their work in the evening are asked to do so as early as possible, and those covering the latter part of an afternoon meeting are advised to dictate straight on to the typewriter.

3. Layout of draft summary records

Drafts should be typed in double spacing with wide left- and right-hand margins. At the top of each page, in line with the left-hand margin, should appear the précis-writer's surname, the summary record number in full (e.g., EB77/SK/3, A39/A/SK/4, A39/B/SK/5, etc.) and the page number, which should start from page 1 for each précis-writer's section (for layout of first page of the summary records, see section 10). The précis-writers are requested to make any changes to their texts in dark blue or black ink, within the typed margins, to ensure that their corrections are clearly and easily reproduced when the original is photocopied. The last line of the text, whether typed or taken from a reproduced document, should be at least 2 cm from the bottom of the A.4 page.

4. Collation of material

Each précis-writer is responsible for ensuring that his or her part of the draft is given to the précis-writer in the team who is likely to finish last.

The last précis-writer to finish should collate all the sections of the draft in the correct order, and number the pages on the top right-hand corner, in line with the right-hand margin, from page 1 through to the end.

On the editorial assistant's desk (room 4013) will be found an appropriately labelled folder for each meeting. In this folder will be found (a) the typed cover page, which should be attached to the front of the draft, and (b) an appropriately labelled envelope in which should be placed all background material. Only the completed draft should be placed on top of the background envelope inside the folder. Précis-writers are asked to bear in mind that the summary records are photocopied by a temporary staff member who cannot be expected to distinguish between draft summary records and background material.

5. Deadline for submission of draft summary record

The latest times for passing the completed summary record to room 4013, WHO building, are:

Morning meeting	18h00 the same day
Afternoon meeting	23h00 the same day

These times must be observed, since the records are forwarded to the clearing officers on a regular schedule. If a précis-writer's work is likely to be late, the reviser should be informed as soon as possible.

6. Rota

The rota is posted on the bulletin board outside office 4013 (WHO building) as soon as the schedule of meetings for the next day has been received. Précis-writers should check the order in which members of their team are to cover each meeting; any changes should be noted on the rota. They should also check the time for which the meeting is scheduled, both at the time the rota is posted and before the meetings (by consulting the bulletin board or telephoning the editorial assistant).

7. Assignment of précis-writers

Précis-writers will be assigned to meetings of the Board or of committees of the Health Assembly in teams of four or five per meeting - i.e., if the normal working times of the meetings are observed, each précis-writer will cover 35-45 minutes.

Précis-writers are requested to overlap at the beginning and end of their section so that they can follow the discussion, and to allow for the possibility of an extension at the end of the meeting. Should the meeting be extended for a considerable amount of time, the last précis-writer of the team is requested to stay in the meeting room, and to take a list of speakers and notes of any change of chairman, etc. The editor responsible for the Records Service will decide how the end of the meeting is to be covered.

Since the permanent Records Service staff at the headquarters building are equipped with biennophone links to the meeting rooms, they are aware of any unscheduled extension of meetings. There is no need, therefore, for précis-writers to leave the meeting room to telephone the Records Service.

8. Recording

The meetings are recorded on tapes in 15-minute cassettes. Three series of cassettes (marked "O") record the original of all speeches; the other series (marked "T") records the English original/English interpretation of all speeches. The tapes are passed in the first instance to the transcription teams, but are later available to précis-writers, who may collect them, along with one copy of the transcripts, from outside the transcription supervisor's office. There are a number of listening machines in the précis-writers' offices.

Care should be taken that tapes are wound back onto their numbered plastic spools, and that each spool is replaced in its appropriately numbered box. All tapes must be returned to the boxes outside the supervisor's office every night. Any defects in tapes or listening machines should be reported to Mr Borner (8.37) and précis-writers should wait for his arrival in their offices. Mr Borner will reply as quickly as possible but may sometimes be a long way from a telephone; he is on call from 8h00 to 18h00.

9. Transcripts and texts provided by speakers

Précis-writers will have at their disposal - and should use - the transcripts of speeches delivered in French, Russian and Spanish. When possible, these should be used to check the notes taken during the meeting, particularly notes taken from the interpreter.

In the Executive Board, requests for speakers' texts during the discussion should be kept to the minimum necessary to check notes of unusually difficult statements. Texts provided by speakers should be used with caution, as omissions and changes are common.

10. Cover page

A supply of blank cover pages will be put in the précis-writer's briefing folder. The first précis-writer of a team should complete the preliminary parts at the beginning of the meeting (i.e., summary record number, meeting number, day, date and time of meeting, chairman, etc.). This information should be repeated at the top of page 1 of the summary record.

Each item discussed should be listed in chronological order (against a new serial number for each item). If the number of the agenda item or subitem is known, only this needs to be inserted. When a subject is discussed that has no agenda item number, a brief indication of the subject should be given.

The last précis-writer of the team should bring the completed draft cover page to the editorial assistant without delay after leaving the meeting. The editorial assistant will arrange for the cover page to be typed and it will then be placed inside the numbered folder for the meeting; the last précis-writer to finish is requested to attach the cover page to the front of the complete draft summary record so that it is reproduced in the correct order.

Précis-writers are jointly responsible for the accuracy of the draft cover page, including the table of contents. If there is a change of chairmanship during a meeting, this should be indicated on the top of the cover page as follows:

Example

Chairman: Professor O. OZTURK (Turkey)
later: Professor A. M. FADL (Sudan)

For committees of the Health Assembly, the Chairman's country is added after his or her name, lower case in parentheses.

Unless the meeting has been formally postponed, the time given on the cover page should be that for which the meeting was scheduled, and not when it actually begins. The 24-hour clock is used to record the opening and closing times of meetings, e.g., 9h30, 12h00, 14h30, 17h30.

11. Headings

Main headings are numbered consecutively in Arabic numerals throughout each meeting. They are in block capitals, flush with the margin, and are not underlined. Usually the wording will be that of the agenda item. The number of the item should be given, with (in parentheses) reference to the relevant documentation.

Example

1. HUMAN ENVIRONMENT: Item 2.7 of the Agenda (Resolutions WHA37.58 and EB74.R3; Document A38/11)

It will be noted that in the above example the resolutions are referred to by their symbols only: there is no need to mention the REC documents in which they are printed or the page number in the Handbook of Resolutions and Decisions.

Subheadings are in lower case and underlined. There is no full stop after a heading or subheading.

When a discussion is continued from a previous meeting, the heading - and, where appropriate, any subheadings also - should be followed by the word "continued", written in lower case in parentheses. Where the discussion is taken up again at the same meeting, the word "resumed" should be used.

Example

3. COLLABORATION WITH THE UNITED NATIONS SYSTEM: Item 3.10 of the Agenda
(continued)

Technical cooperation among developing countries: Item 3.10 of the Agenda
(continued)

12. Names and titles

Care should be taken to identify each speaker correctly, and to check the spelling of the name against the list of participants. The omission of a name from that list, or any other anomaly, should be brought to the attention of the reviser. Accents should be omitted from names in capital letters (e.g., names of speakers).

Printed slips for requesting the name of a speaker and/or his speech are available in the précis-writers' briefing folder. The blocks of slips should be left in the folder at all times.

Speakers' names are in block capitals, except where the name is used a second time in the course of the same speech. Where the remarks of two speakers are covered by one paragraph (e.g., question and answer), both names are in capitals.

"Mr", "Mrs", "Ms", and "Miss" are used in the English text for speakers of all nationalities. A physician is referred to as "Dr" unless he habitually uses another title, such as "Professor" (which should never be abbreviated to "Prof."). There is no full stop after "Mr", "Dr", etc. Titles may be checked in the list of members/delegates.

(1) Delegates to the Health Assembly

The name of a delegate, a representative or an Associate Member, or an observer for a non-Member State, is followed at the beginning of his speech by the name of his country, in parentheses.

Members of delegations should be referred to as delegates, not as representatives.

Examples

Dr GALAHOV (Union of Soviet Socialist Republics) said that, like other delegates, he ...

In reply to a question from Mr DAS (India), Mr SUGANO (Japan) said that ...

(2) Members of the Executive Board

Members are designated by countries but do not represent them. The member's country, therefore, is not given after his name, and at meetings of the Board he should be referred to as a "member" and never as a "delegate" or "representative". Four members of the Board represent it at the Health Assembly and are referred to as representatives.

Example

Dr LAW (representative of the Executive Board) explained ...

(3) Representatives of other organizations

Members of the secretariats or the United Nations or of specialized agencies, of the International Atomic Energy Agency, and of intergovernmental or nongovernmental organizations attending the meeting in an official capacity are representatives, not observers. They should normally be referred to thus:

Mr AKBIL (Food and Agriculture Organization of the United Nations) ...

Dr SCHINDLER (Medical Women's International Association) ...

However, where appropriate, the title of the speaker may be used.

Example

Mr SUY (Director-General of the United Nations Office at Geneva) said that ...

(4) Members of the WHO Secretariat

Dr Manler, when he speaks, is referred to as "The DIRECTOR-GENERAL", and Dr Lambo as "The DEPUTY DIRECTOR-GENERAL". The names of other senior members of the WHO Secretariat are followed by their titles. For chiefs or members of units, it is sufficient to give the name of the unit.

Examples

Dr LITVINOV (Assistant Director-General) introduced ...

Dr NAKAJIMA (Regional Director for the Western Pacific) said ...

Dr FULOP (Director, Division of Health Manpower Development) informed the Committee that ...

Dr FLAHAULT (Health Team Development) emphasized the importance ...

(5) Officers of the committee

When the Secretary of a committee speaks during the discussion of an item his name is used, followed by the word "Secretary".

Example

Mr CHRISTENSEN (Secretary) explained that ...

When a participant is speaking as rapporteur, either of a committee or of one of its subsidiary bodies (and not in a personal capacity), the fact should be indicated.

Examples

Mr MBOUMBA (Gabon), Rapporteur, stated ...

Dr DUHR (Luxembourg), Rapporteur of the Working Party on Assessments, said ...

13. References to documents

When reference is made to a passage in a document, it is preferable to state the section, subsection, paragraph, etc. (in that order) and to avoid a reference by page, which will be valid for one language only. The programme budget is now the only document for which the Arabic, English, French and Spanish editions have identical pagination. Précis-writers should be familiar with and make full use of the documentation provided, and should check that speakers' references to parts of documents and publications are correct.

Conference papers and other ad hoc working papers are ephemeral, and précis-writers should use caution in referring to them by number only. They should normally be identified by title or contents. Any important material they contain should be written into the record. All draft resolutions circulated in the Conf. Paper series should be written into the record. When possible, the Conf. Paper itself should be stapled to the manuscript, with the heading crossed out, to enable the reviser to verify that the correct version has been attached. Draft resolutions that appear in the main document series, however, need only be reproduced in the record if they are essential for an understanding of the discussion, e.g., when amendments are proposed. Resolutions already printed in the Handbook of Resolutions and Decisions or the REC document series should be referred to by number.

14. Types of document

<u>Symbol</u>	<u>Purpose</u>	<u>Languages</u>
A39/...	To provide information on an agenda item as a basis for discussion. To convey the report of a committee or other body.	All working languages*
A39/Conf. Paper No. ..	To circulate a draft resolution, for which the need becomes apparent in the course of a meeting of Committee A or B. Usually prepared in anteroom to meeting.	All working languages**
A39/INF.DOC./...	To transmit information received from governments or from representatives of nongovernmental organizations, staff associations, etc.; to give supplementary information on an agenda item.	English and French only
WHA39/DIV/...	Miscellaneous documents, e.g., list of participants.	Various. Often bilingual (English/French)
A39/VR/...	A word-for-word transcription of the plenary meeting.	Multilingual, i.e., speeches reproduced only in original language
A39/A/SR/... A39/B/SR/...	To circulate the provisional summary records of Committees A and B	English, French

Note: The Executive Board has the same types of document, the symbol being, for example, EB77/...

* The working languages are Arabic, Chinese, English, French, Russian and Spanish. On the selectivity principle, however, only certain documents, decided in advance, are translated into Arabic and Chinese.

** To the extent feasible.

15. Sources of information

Listed below are publications and REC documents, and the information they contain. In all cases the latest edition should be consulted:

Basic Documents

Agreements with other intergovernmental organizations
Constitution of WHO
Expert advisory panels and committees, and study and scientific groups - regulations
Financial Regulations
Member States of WHO
Nongovernmental organizations - Working principles governing admission into official relations with WHO
Rules of Procedure: Health Assembly and Executive Board
Staff Regulations
Appendices (Appendix 1 lists Members and Associate Members)

Handbook of Resolutions and Decisions

Vol. I, 1948-1972 (available from editorial assistant only)
Vol. II, 1973-1984 (published in March 1985)

Director-General's biennial report on the work of WHO

Information on programmes
List of nongovernmental organizations in official relations with WHO
Structure of WHO
List of organizational and related meetings

World Health Assembly, REC/1

Resolutions and decisions of the Assembly, annexes thereto, and list of participants

World Health Assembly, REC/2

Verbatim records and reports of committees

World Health Assembly, REC/3

Summary records of the General Committee
Summary records of Committee A and Committee B

Executive Board, REC/1

Resolutions and decisions of the Executive Board, and annexes thereto
Report on the proposed programme budget for the financial period ... (this report is printed after the Executive Board's examination of the biennial programme budget in January of odd-numbered years)

Executive Board, REC/2

Summary records of the Executive Board
List of participants and of committees and working groups

Note: In the case of the Board's short session following the Health Assembly, the proceedings appear in a single volume (REC/1).

16. Abbreviations

To avoid confusion with the United Nations General Assembly, do not use "Assembly" alone, but as far as possible "Health Assembly", or, if appropriate, "Thirty-seventh World Health Assembly", etc.

Abbreviations such as FAO, UNESCO, PAHO, are used without full stops. A list of the commoner ones will be found on page ii of any recent REC document. Others should only be used if the full form has been given at the first mention. "United Nations" should always be written in full; so should "Economic and Social Council", "ECOSOC" being used only as a document symbol.

"United States of America" should normally be written in full, but "United States" may be used adjectivally.

Examples

The contribution of the United States of America ...

The United States contribution ... (no apostrophe)

"Union of Soviet Socialist Republics" and "United Kingdom of Great Britain and Northern Ireland" should be written in full after the names of speakers and at first mention in any particular context. Subsequently "USSR" or "Soviet Union" and "United Kingdom" (not "UK") may be used.

Examples

Dr LISICYN (Union of Soviet Socialist Republics) said that in the USSR ...

The CHAIRMAN welcomed the proposal of the Soviet Union, which he said would enable ...

17. Stage directions

(1) Close of meeting

The record of each meeting is concluded by a note of the time of rising (to the nearest five minutes), centred and underlined, thus:

The meeting rose at 18h05.

(2) Suspension of meetings

Routine breaks for coffee or tea are not recorded in the summary records. Suspension of the meeting for a particular reason, e.g., to rearrange seating, count votes, prepare a draft resolution, or allow for private discussion, is recorded as follows:

The meeting was suspended at 11h30 and resumed at 12h00.

(3) Change of Chairman

A change of Chairman in the course of a meeting is recorded as follows:

Dr Fadl took the Chair.

The names of both chairmen are indicated on the cover page (see section 10), thus:

Chairman: Professor O. OZTURK (Turkey)
later: Dr A. M. FADL (Sudan)

A change of Chairman which coincides with a suspension of the meeting is indicated as follows:

The meeting was suspended at 15h30 and resumed at 15n45, with Dr Schindler in the Chair.

(4) Tributes to deceased delegates, victims of disasters, etc.

The customary gesture on such occasions is the observation of one minute's silence, which is recorded thus:

The Committee stood in silence for one minute.

(5) Private session

Where part of a meeting is held in private (in which case no record of the proceedings is published), the fact is indicated in the following manner:

The meeting was held in private from 14h30 to 15h40 and resumed in public session at 16n00.

On the cover page and on page 1, the meeting will be shown as beginning at 14h30.

18. Initial capitals

Member States - both words begin with a capital.

Members of the Executive Board - "member" begins with a lower case letter because it refers to a person designated (as distinct from the designating State).

"Committee", "Subcommittee", etc., retain their individual capitals when used in the singular as a shortened form of the full name. Otherwise they are in lower case.

A similar rule is followed for "governments", "regional committees", and "regional offices"; these are written in lower case unless a specific government, regional committee, etc., is intended.

Examples

The Subcommittee on International Quarantine was of the opinion that ...; the Subcommittee therefore recommended ...

It was agreed to appoint a subcommittee ...

The Regional Director was doubtless aware that some of the regional committees had ...

"Document", "resolution" and "agenda" should not have initial capitals, except in headings.

The word "headquarters" is written in lower case; "Secretariat" is written with an initial capital.

19. "Meeting" and "session"

A session is a complete series of meetings. Initial capitals are not used in reference to particular sessions of the Executive Board.

Examples

The seventy-sixth session of the Executive Board was to begin ...

The Board, at the second meeting of its seventy-sixth session, had ...

20. Spelling

The spelling followed is that of the Oxford Dictionary. Note particularly "organizations" (exception: International Labour Organisation), and "connection".

The following words are written without a hyphen:

coexistence	countrywide	noncommunicable	reopen	subregion
cooperation	intercountry	nongovernmental	reorganization	worldwide
coordination	interregional	prerequisite	radioisotope	

Please note also:

brain drain	co-sponsor	cold chain	aging
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21. Resolutions

Draft resolutions that are contained in the main series of documents (A39/..., EB77/...) need only be reproduced in the summary record if they are essential for an understanding of the subsequent discussion; otherwise a cross-reference will suffice.

When draft resolutions are submitted orally or in the form of conference papers, they should be reproduced at an appropriate point in the summary records (in single spacing, indented five spaces from the margin, and without quotation marks).

Example

Professor CANAPERIA (Italy) formally proposed the adoption of the following draft resolution:

The Thirty-ninth World Health Assembly,

Having considered the reports of the Director-General and of the Executive Board on the re-examination of ...

For the approval of draft resolutions proposed to the Health Assembly in resolutions of the Executive Board, a suitable formula is given in note (2) below. Examples of various types of resolutions will be found in the WHO Manual, VIII.6, Annex B.

Note:

(1) The Health Assembly in plenary, and the Executive Board, adopt resolutions. Committees of either body approve draft resolutions (drafted in the name of the parent body).

(2) Committees of the Health Assembly often endorse draft resolutions proposed in a resolution of the Executive Board (see above); in this case the following formula may be found suitable: "The draft resolution proposed by the Executive Board in resolution EB77.R31 was approved".

22.- Decisions

When the discussion on an agenda item leads to the adoption of a formal decision, this should be recorded in single spacing, indented (five spaces from the margin), and preceded by the word "Decision". If an advance text is not available to the précis-writer, the wording used by the Chairman when he announces the decision should be recorded.

Examples

Decision: Committee B decided to recommend to the Thirty-ninth World Health Assembly ...

Other decisions recorded in the summary records are single-spaced, indented, and underlined.

Examples

The draft resolution proposed by the delegation of Burma was approved.

The Chairman's proposal to omit the first paragraph of the draft resolution was approved.

The resolution, as thus amended, was adopted.
It was so agreed.

23. Voting

(1) By show of hands. In recording the figures of votes by show of hands the principle followed is to give first the larger or prevailing number of votes, no matter whether the decision is positive or negative. Hence, in a negative decision - "The proposal was rejected by 12 votes to 6, with 3 abstentions" - the meaning is that 12 persons voted against the proposal.

(2) By roll-call at the Health Assembly. The form used is as follows:

A vote was taken by roll-call, the names of the Member States being called in the English alphabetical order, starting with Finland, the letter F having been determined by lot.

The result of the vote was as follows:

In favour: Australia, Belgium, Dominican Republic, etc.

Against: Canada, France, Guatemala, etc.

Abstaining: India, Pakistan.

Absent: Monaco, etc.

The proposal was therefore adopted by 17 votes to 12 [none], with 2 [no] abstentions.

Note: English alphabetical order is used in roll-calls in odd-numbered years; and French alphabetical order in even-numbered years.

(3) By secret ballot, e.g., in connection with the elections. The voting should be recorded thus:

At the invitation of the Chairman, Dr Ammundsen (Denmark) and Dr Wone (Senegal) acted as tellers.

A vote was taken by secret ballot

Number of Members entitled to vote	59
Absent	2
Abstentions	3
Papers null and void	2
Number of Members present and voting	54
Simple majority	28

Number of votes obtained

Professor Haleem (Bangladesh)	34
Dr Vassilopoulos (Cyprus)	20

Having obtained the required majority, Professor Haleem was ... etc.

24. Compliments to Chairmen or to the Secretariat

Congratulations to the Chairmen and compliments to the Secretariat should be cut to a minimum. They should not be omitted if they are the only means of knowing whether the speaker approves of a particular report, proposal or programme, but should be rendered by a suitable phrase indicating approval or agreement. At the closure of a session they can be replaced by the phrase: "After the customary exchange of courtesies ...".

Compliments to the Secretariat are often equivalent to general approval of the proposals before the meeting and should be so recorded.