

Decision EB153(2) requested the Director-General to prepare a template and checklist to guide Member States in their preparation of Health Assembly resolutions and/or decisions. The template and checklist are provided below.

Template and checklist for Member States preparing Health Assembly resolutions and/or decisions

Template

Element	Description
[Title]	Either the title of the agenda item or another title which is descriptive and informative
[Co-Sponsors]	List the sponsoring Member States in alphabetical order
The Executive Board, having considered the report by the Director-General,	Identify the title of the report and provide a footnote which contains the document symbol
Recommends to the [Seventy-seventh] World Health Assembly the adoption of the following [resolution]/[decision]	This sentence should be included for EB resolutions recommending either resolutions or decisions for adoption by WHA.
Decided to recommend to the [Seventy-seventh] World Health Assembly the adoption of the following [resolution]/[decision]:	This sentence should be included for EB decisions recommending either resolutions or decisions for adoption by WHA.
The [Seventy-seventh] World Health Assembly, Having considered the report by the Director-General [insert reference to report],	Both resolutions and decisions begin by referring to the relevant governing body and report

<ul style="list-style-type: none"> • The text of each preambular paragraph begins with a word or phrase like: Recalling..., Concerned that..., Having considered..., Bearing in mind..., Aware... • Preambular paragraphs introduce the background, context, and justifications for the resolution’s content • The number of preambular paragraphs should be limited to avoid becoming overly lengthy, repetitive or redundant 	<p>Resolutions may contain preambular paragraphs</p>
<ul style="list-style-type: none"> • The text of each operative paragraph of a resolution begins with a verb in the present tense (e.g. URGES..., DECIDES..., REQUESTS...); in contrast, the text of each operative paragraph of a decision is preceded by “decided to” (e.g. decided to urge..., request..., to encourage) • The number of operative paragraphs should be determined by the scope of the resolution or decision and the various actions or measures required to address the issue adequately • Operative paragraphs are the heart of resolutions and decisions, as they contain the actionable items that the resolution or decision seeks to convey (for Member States, the Director-General and other stakeholders as necessary in separate paragraphs, e.g. OP1, OP2, OP3, etc.) • Each operative paragraph should focus on a specific action, request, or directive related to the issue at hand • It is important to ensure that each operative paragraph is clear, concise, and well-structured, so that the implementation of the resolution’s objectives can be effectively carried out • It is essential to strike a balance between being comprehensive and avoiding excessive detail that might hinder the resolution’s clarity and effectiveness 	<p>Resolutions and decisions both contain operative paragraphs. The difference is simply that for decisions, the operative paragraph is preceded by “decided to”</p>
<ul style="list-style-type: none"> • In decision WHA72(22), the Health Assembly decided “that resolutions and decisions should provide for clear reporting requirements, including reporting cycles of up to six years, with biennial reports, unless otherwise advised by the Director-General” • It may be otherwise advised by the Secretariat if reporting could be consolidated into existing reporting requirements on similar subjects • Since 2014, progress reports are considered by the Health Assembly only, in accordance with resolution WHA67.2 	<p>Both resolutions and decisions contain reporting requirements, which must be time-limited.</p> <p><i>Ex) to request the Director-General to report back on progress in the implementation of this [resolution]/[decision] to the World Health Assembly in 2026, 2028 and 2030</i></p>

Checklist

- Identification of relevant EB agenda item¹
- Contact the Secretariat and discuss the process of proposing a resolution/decision
- Assessment of potential duplication/synergies through discussion with the relevant WHO technical team
- Preparation of concept note for distribution to Member States (by 1 November)
- Preparation of zero draft of resolution text for distribution to Member States with support from Secretariat as necessary (by 1 November) using template
- Inclusion of reporting requirements in zero draft
- Identification of individual(s) to chair informal consultations
- Coordination with Secretariat to identify slots to hold informal consultations (starting in October)
- Email invitations to Member States to join informal consultations using most up-to-date contact list provided by the Secretariat
- Finalization of text once consensus has been reached (ideally by 8 December)
- Identification of co-sponsors (including at least one EB member)
- Submission of text to governanceunit@who.int by 12 January

¹ There is an expectation that for purposes of good governance and to ensure that the Health Assembly has sufficient information before considering proposals, draft resolutions and decisions be first considered by the Executive Board. This expectation is reflected in resolution WHA44.30 (1991) whereby the Health Assembly decided that, as a general principle, resolutions concerning technical matters should be considered by the EB before being considered by the Health Assembly. This general principle was reiterated by the Health Assembly in resolution WHA47.14 (1994).