



ORGANIZACIÓN MUNDIAL DE LA SALUD

Sistema electrónico de inscripción en las reuniones de los órganos deliberantes de la OMS

Guía paso a paso

Índice

Introducción	3
Guía paso a paso	4
1. Acceso al formulario de inscripción del coordinador	4
2. Acceso al formulario de inscripción de delegados.....	9
3. Actualización o modificación de los datos de un delegado	14
4. Supresión de los datos de un delegado.....	18
5. Envío de los datos de todos los delegados O de uno en concreto	20
6. Modificación de la composición de la delegación una vez enviada la información.....	22

Introducción

La Asamblea Mundial de la Salud (WHA), que es el órgano decisorio supremo de la OMS, celebra una reunión en mayo de cada año, a la que asisten delegaciones de todos los Estados Miembros, observadores, las Naciones Unidas, organizaciones intergubernamentales y organizaciones no gubernamentales que mantienen relaciones oficiales con la OMS. El Consejo Ejecutivo se reúne al menos dos veces al año para hacer efectivas las decisiones y políticas de la Asamblea de la Salud, asesorarla y, en términos generales, facilitarle el trabajo.

A partir de ahora, para participar en las reuniones de ambos órganos habrá que inscribirse previamente en línea. El nuevo sistema empezará a aplicarse a las inscripciones para la 128.^a reunión del Consejo Ejecutivo (17 a 25 de enero de 2011).

Antes de cada reunión se enviará a los Estados Miembros una invitación en la que habrá un vínculo para acceder al Sistema electrónico de inscripción en las reuniones de los órganos deliberantes y proceder así al primer paso: inscribir a un coordinador (*Focal Point*) en la Misión Permanente en Ginebra, que a su vez se encargará de inscribir a los delegados. Los Estados Miembros que no dispongan de Misión Permanente en Ginebra deberán designar a un coordinador en la ciudad. El proceso es el mismo para todas las categorías de participantes invitados.

Una vez introducido en el sistema el coordinador, éste recibirá por correo electrónico un nombre de usuario y una contraseña propios, junto con el vínculo que da acceso al sistema.

A continuación, el coordinador inscribirá a los delegados, adjuntando además una nota verbal en la que se especifique la composición de la delegación.

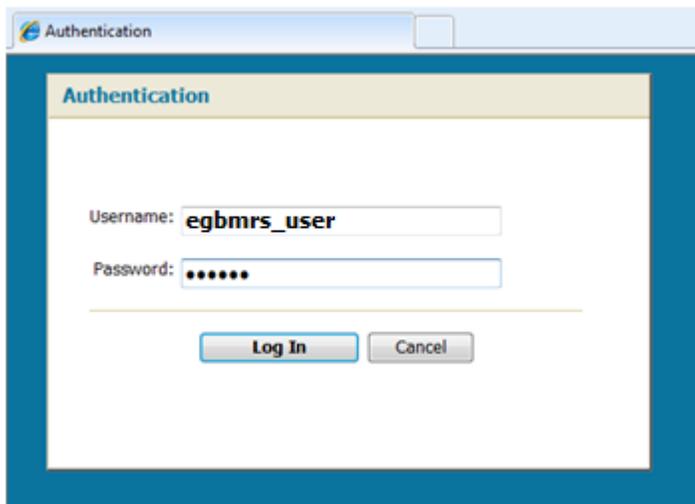
La Oficina de Órganos Deliberantes y Protocolo de la OMS, tras verificar la información recibida del coordinador, la integrará en el sistema de inscripciones para generar los distintivos de la reunión y la lista de participantes.

Guía paso a paso

1. Acceso al formulario de inscripción del coordinador (*Focal Point*)

Paso 1.

Introduzca la dirección de Internet, el nombre de usuario y la contraseña que figuran en la carta de invitación.

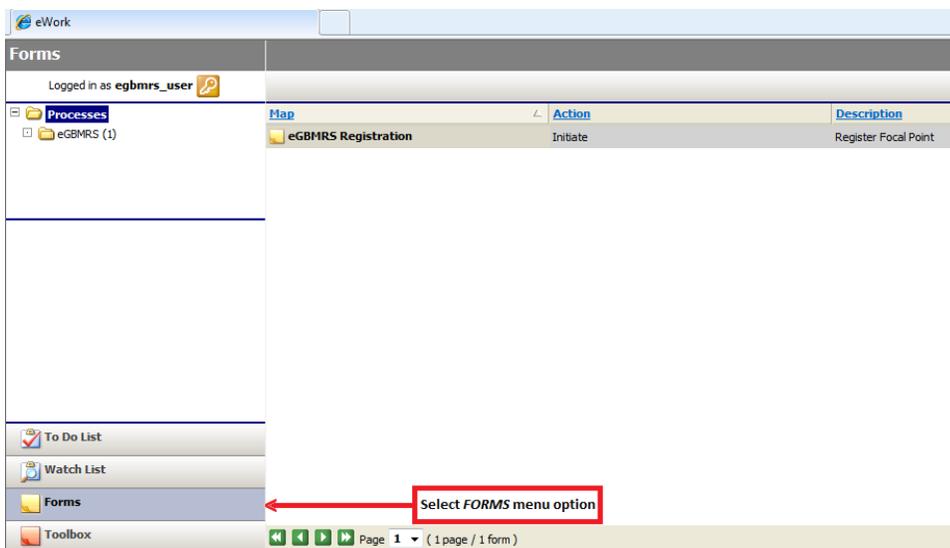


The screenshot shows a web browser window titled "Authentication". Inside the window, there is a form with the following fields and buttons:

- Username:
- Password:
- Log In button
- Cancel button

Paso 2.

Una vez dentro del sistema, seleccione la opción «Forms» (formularios) en el menú situado en el ángulo inferior izquierdo de la pantalla.



The screenshot shows the eWork system interface. The top bar indicates "Logged in as egbmrs_user". The main content area displays a table with the following data:

Map	Action	Description
eGBMRS Registration	Initiate	Register Focal Point

In the bottom-left corner, there is a navigation menu with the following options:

- To Do List
- Watch List
- Forms** (highlighted with a red box and a red arrow pointing to it from the text "Select FORMS menu option")
- Toolbox

At the bottom of the page, there is a footer indicating "Page 1 (1 page / 1 form)".

Paso 3.

Seleccione el formulario «eGBMRS Registration» (Sistema electrónico de inscripción en las reuniones de los órganos deliberantes).

The screenshot shows a web interface for selecting a form. At the top, it says "Logged in as egbmr_user". Below this is a navigation menu with "Processes" expanded to show "eGBMRS (1)". A table lists the available forms:

Map	Action	Description
eGBMRS Registration	Initiate	Register Focal Point

A red box highlights the "eGBMRS Registration" form, with a red arrow pointing to it and the text "Select eGBMRS Registration form". At the bottom, there are navigation buttons and a page indicator: "Page 1 (1 page / 1 form)".

Paso 4.

Aparece entonces el formulario de inscripción del coordinador. **Seleccione una reunión en la lista desplegable (Meeting Name).**

The screenshot shows the WHO Electronic Governing Bodies Meeting Registration System (eGBMRS) registration form. It features the WHO logo and the text: "Welcome to WHO Electronic Governing Bodies Meeting Registration System (eGBMRS). The eGBMRS aims to facilitate the online registration of Delegates to WHO Official Meetings."

The form is divided into several sections:

- Meeting Information:** Includes a "Choose a Meeting:" section with a "Meeting Name" dropdown menu (highlighted with a red box). Below it are "Meeting Date" (17 mai 2010) and "Deadline for Registration" (8/10/2010).
- Focal Point Information:** Includes fields for "Last Name *", "First Name *", "Organization Type *", and "Country/Mission/Organization *". There is also an "Attach Note Verbale *" button.
- New Login Creation:** Includes fields for "Email * (to be used as your username)" and "Confirm Email *".

A tip at the bottom states: "Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address." At the bottom right, there are "Cancel" and "Submit" buttons.

Nota: La fecha de la reunión (*Meeting Date*) y el plazo de inscripción (*Deadline for Registration*) aparecerán automáticamente al seleccionar la reunión.



Welcome to WHO Electronic Governing Bodies Meeting Registration System (eGBMRS). The eGBMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Meeting Information

Choose a Meeting:

Meeting Name

SODXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Meeting Date

17 mai 2010

Deadline for Registration

8/10/2010

Choose a Meeting Name from the drop-down

Focal Point Information

Last Name *

First Name *



Organization Type *

Attach Note Verbale *

Country/Mission/Organization *

New Login Creation

Email * (to be used as your username)

Confirm Email *

Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address.

Cancel

Submit

Paso 5.

Introduzca los datos del coordinador.



Welcome to WHO Electronic Governing Bodies Meeting Registration System (eGBMRS). The eGBMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Meeting Information

Choose a Meeting:

Meeting Name

SODXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Meeting Date

17 mai 2010

Deadline for Registration

8/10/2010

Focal Point Information

Last Name *

Willson

First Name *

Lovelina



Organization Type *

Attach Note Verbale *

Country/Mission/Organization *

New Login Creation

Email * (to be used as your username)

Confirm Email *

Type in the name of the Focal Point

Cancel

Submit

Paso 6.

Adjunte la nota verbal acreditativa de que su delegación le ha nombrado coordinador de inscripciones.

Con ello está completa la información sobre el coordinador.

World Health Organization

Welcome to WHO Electronic Governing Bodies Meeting Registration System (eGBMRS). The eGBMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Meeting Information

Choose a Meeting:
Meeting Name
SODXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE
Meeting Date: 17 mai 2010
Deadline for Registration: 8/10/2010

Focal Point Information

Last Name *: William
First Name *: Lovelina
Organization Type *: REPRESENTATIVES OF NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL RELATIONS WITH V...
Country/Mission/Organization *: International Agency for the Prevention of Blindness
Attach Note Verbale *

New Login Creation

Email * (to be used as your username):
Confirm Email *:

Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address.

Cancel Submit

Nota: Asegúrese del buen funcionamiento de la dirección de correo electrónico que introduzca en la sección «*New Login Creation*» (creación de nuevo usuario), pues ahí es donde se le enviará la contraseña para acceder al sistema.

World Health Organization

Welcome to WHO Electronic Governing Bodies Meeting Registration System (eGBMRS). The eGBMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Meeting Information

Choose a Meeting:
Meeting Name
SODXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE
Meeting Date: 17 mai 2010
Deadline for Registration: 8/10/2010

Focal Point Information

Last Name *: William
First Name *: Lovelina
Organization Type *: REPRESENTATIVES OF NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL RELATIONS WITH V...
Country/Mission/Organization *: International Agency for the Prevention of Blindness
Attach Note Verbale *

New Login Creation

Email * (to be used as your username): williaml@who.int
Confirm Email *: williaml@who.int

Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address.

Cancel Submit

Paso 7.

Para inscribir al coordinador, haga clic en el botón «Submit» (enviar).

En la dirección de correo electrónico que haya facilitado recibirá el nombre de usuario y la contraseña para entrar en el sistema como coordinador.

Nota: Para inscribir a un delegado tiene que haber entrado en el sistema como coordinador.



World Health Organization

Welcome to WHO Electronic Governing Bodies Meeting Registration System (eGBMRS). The eGBMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Meeting Information

Choose a Meeting:
Meeting Name
SODXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Meeting Date: 17 mai 2010
Deadline for Registration: 8/10/2010

Focal Point Information

Last Name *: William
First Name *: Lovelina

Organization Type *: REPRESENTATIVES OF NONGOVERNMENTAL ORGANIZATIONS IN OFFICIAL RELATIONS WITH V
Country/Mission/Organization *: International Agency for the Prevention of Blindness

New Login Creation

Email * (to be used as your username): willaml@who.int
Confirm Email *: willaml@who.int

Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address.

Cancel Submit

Select Submit to submit the form

Paso 3.

Tras entrar en el sistema como coordinador ya puede inscribir a sus delegados. A continuación se reproduce el formulario de inscripción de delegados.



Meeting Delegates					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	Kaan	System Lead	No	

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Add Delegate Information

Mission/Country/Organization

INDONESIA

Meeting Name

SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Title or Custom Title

Credential Surname *

Credential First Name (Initial) *

Occupational Title *

City

Gender *

Priority *

Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Add

Paso 4.

Marque la casilla «Insert a new delegate» (Inscribir a un nuevo delegado).



Meeting Delegates					
Page 1 of 1					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	Kaan	System Lead	No	

Choose an action to perform.

- Insert a new Delegate
- Update an Existing Delegate
- Delete a Delegate
- Submit Delegate
- Change Submitted Delegate

Select the Checkbox to Insert a new Delegate

Add Delegate Information

Mission/Country/Organization
INDONESIA

Meeting Name
SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Title or Custom Title
[Dropdown] [Text Box]

Credential Surname * [Text Box] Credential First Name (Initial) * [Text Box]

Occupational Title * [Text Box]

City [Text Box]

Gender * [Dropdown] Priority * [Text Box] 0

Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Add

Paso 5.

Introduzca la información requerida (*Add Delegate Information*) y un número de orden (*Priority*) para cada delegado. Este número determinará el orden en que los delegados aparecerán en la Lista de participantes oficial.



Meeting Delegates					
Page 1 of 1					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
2	Cetinturk	Kaan	System Lead	No	
3	Sadie	P	Product Specialist	No	

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Add Delegate Information

Mission/Country/Organization

INDONESIA

Meeting Name

SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Title or Custom Title

Dr

Credential Surname *

Brown

Credential First Name (Initial) *

Jason

Occupational Title *

Minister

City

Gender *

Male

Priority *

1

Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Add

Complete Delegate details

Paso 6.

Adjunte las credenciales del delegado y haga clic en el botón «Add» (añadir). El delegado en cuestión aparecerá en la lista de delegados de la reunión.



Meeting Delegates					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	Kaan	System Lead	No	
3	Sadie	P	Product Specialist	No	

When the *Submit* button is selected, the delegate is added to the Meeting Delegates grid

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Add Delegate Information

Mission/Country/Organization

INDONESIA

Meeting Name

SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Title or Custom Title

Dr

Credential Surname *

Brown

Credential First Name (Initial) *

Jason

Occupational Title *

Minister

City

Gender *

Male

Priority *

1

Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Add

Complete Delegate details

Select ADD button

3. Actualización o modificación de los datos de un delegado

Nota: Los datos de un delegado SÓLO se podrán actualizar o modificar si AÚN NO han sido enviados (*Submitted*).

Paso 1.

Entre en el sistema con su nombre de usuario y contraseña como coordinador.

Paso 2.

Marque la casilla «*Update an existing delegate*» (actualizar datos de un delegado ya existente).

Meeting Delegates					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	Kaan	System Lead	No	
3	Sadie	P	Product Specialist	No	

Choose an action to perform.

- Insert a new Delegate
 Update an Existing Delegate
 Delete a Delegate
 Submit a Delegate
 Change Submitted Delegate

Select *Update an Existing Delegate* checkbox

Update Delegate Information

Mission/Country/Organization
 INDONESIA
 Meeting Name
 SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Step 2: Select the Delegate you wish to modify. Only unsubmitted Delegates can be modified.

Credential Name
 [Dropdown menu]

Step 3: Make changes in the Delegate Details section.

Title or Custom Title
 [Dropdown menu] [Text input]
 Credential Surname * [Text input] Credential First Name (Initial) * [Text input]
 Occupational Title * [Text input]
 City [Text input]

Gender * [Dropdown menu] Priority * [Text input]

Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Modify

 Update Delegate Credential

Paso 3.

En la lista desplegable, seleccione el nombre del delegado cuyos datos quiera modificar y haga clic en el botón «*Modify*» (modificar).

Nota: Los datos de un delegado en cuestión aparecerán en los campos situados bajo su nombre (*Credential Name*). Este proceso puede demorarse unos segundos.



Meeting Delegates					
Page 1 of 1					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	K	System Lead	No	
3	Sadie	P	Product Specialist	No	

The modifications are reflected in the Meeting Delegates grid

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Update Delegate Information

Mission/Country/Organization

INDONESIA

Meeting Name

SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Step 2: Select the Delegate you wish to modify. Only unsubmitted Delegates can be modified.

Credential Name

Mr Cetinturk Kaan

Dr Brown Jason
Miss Sadie P
Mr Cetinturk Kaan

Select Delegate from dropdown

Mr

Credential Surname *

Cetinturk

Credential First Name (Initial) *

K

Make modifications to details

Occupational Title *

System Lead

City

Geneva

Gender *

Male

Priority *

2

Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Select MODIFY

Modify



Update Delegate Credential

Paso 4.

Introduzca los cambios pertinentes en los campos que corresponda y haga clic en el botón «*Modify*» (modificar).

Nota: Los cambios aparecerán en la lista de delegados de la reunión.

4. Supresión de los datos de un delegado

Nota: Los datos de un delegado SÓLO se podrán suprimir si AÚN NO han sido enviados (*Submitted*).

Paso 1.

Entre en el sistema con su nombre de usuario y contraseña como coordinador.

Paso 2.

Marque la casilla «Delete a delegate» (suprimir datos de un delegado).



Meeting Delegates					
Page 1 of 1					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	K	System Lead	No	
3	Sadie	P	Product Specialist	No	

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Select *Delete a Delegate* checkbox

Delete Delegate Information

Mission/Country/Organization

INDONESIA

Meeting Name

SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Step 2: Select the Delegate you wish to delete. Only unsubmitted Delegates can be deleted.

Credential Name

Step 3: Verify the Delegate you wish to delete.

Title

Title

Credential Surname

Credential First Name (Initial)

Occupational Title

City

Gender

Priority

Paso 3.

En la lista desplegable, seleccione el nombre del delegado cuyos datos quiera suprimir y haga clic en el botón «Delete» (suprimir).

Nota: Los datos del delegado en cuestión aparecerán en los campos situados bajo su nombre (*Credential Name*). Este proceso puede demorarse unos segundos.



Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
3	Sadie	P	Product Specialist	No	

The deletion is reflected in the Meeting Delegates grid

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Delete Delegate Information

Mission/Country/Organization

INDONESIA

Meeting Name

SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE

Step 2: Select the Delegate you wish to delete. Only unsubmitted Delegates can be deleted.
Credential Name

Mr Cetinturk K
Dr Brown Jason
Miss Sadie P
Mr Cetinturk K

Select Delegate from dropdown

Credential Surname Credential First Name (Initial)

Cetinturk

K

Occupational Title

System Lead

City

Geneva

Gender

Male

Priority

2

Delete

Select DELETE

5. Envío de los datos de todos los delegados O de uno en concreto

Paso 1.

Entre en el sistema con su nombre de usuario y contraseña como coordinador.

Paso 2.

Marque la casilla «*Submit a delegate*» (enviar datos de un delegado).



Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	Kaan	System Lead	No	
3	Sadie	P	Product Specialist	No	

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
- Change Submitted Delegate

Select *Submit Delegate*

Submit Delegate

Choose an action to perform.

- Submit All Delegates

or

- Submit Selected Delegate



Please attach Delegate Credential

Paso 3.

Para enviar datos de todos los delegados, marque la casilla «*Submit All Delegates*».

Para enviar datos de un delegado en concreto, marque la casilla «*Submit Selected Delegate*».

Haga clic en el botón «*Submit*» (enviar).

Nota: Observará que en la lista de delegados de la reunión consta que se han enviado los datos, así como la fecha de la operación.



Meeting Delegates					
Page 1 of 1					
Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	No	
2	Cetinturk	Kaan	System Lead	No	
3	Sadie	P	Product Specialist	No	

Choose an action to perform.

- Insert a new Delegate Update an Existing Delegate Delete a Delegate Submit Delegate
 Change Submitted Delegate

Submit Delegate

Choose an action to perform.

Submit All Delegates

or

Submit Selected Delegate

 Please attach Delegate Credential

Credential Last Name

Dr Brown Jason

Credential Surname

Brown

Credential First Name (Initial)

Jason

Occupational Title

Minister

Submit

Select SUBMIT

Select *Submit all Delegates* or
Submit Selected Delegates,
and attach the Delegate's
Credential

6. Modificación de la composición de la delegación una vez enviada la información

Paso 1.

Entre en el sistema con su nombre de usuario y contraseña como coordinador.

Paso 2.

Marque la casilla «*Change Submitted delegate*» (cambiar delegado enviado), introduzca la información pertinente en «*Change Request*» (solicitud de cambio) y adjunte las credenciales del nuevo delegado.

The screenshot shows the 'Meeting Delegates' interface. At the top, there is a table with the following data:

Priority	Credential Surname	Initial	Occupational Title	Submitted?	Submission Date
1	Brown	Jason	Minister	Yes	24/11/2010
3	Sadie	P	Product Specialist	No	

Below the table, there are several sections:

- Choose an action to perform.** This section contains five checkboxes: 'Insert a new Delegate', 'Update an Existing Delegate', 'Delete a Delegate', 'Submit Delegate', and 'Change Submitted Delegate'. The 'Change Submitted Delegate' checkbox is checked and highlighted with a red box and an arrow pointing to it from the text 'Select Change Submitted Delegate checkbox'.
- Information Change Request for Submitted Delegate** This section contains two text input fields: 'Mission/Country/Organization' (with 'INDONESIA' entered) and 'Meeting Name' (with 'SOIXANTE-TROISIEME ASSEMBLEE MONDIALE DE LA SANTE' entered).
- Step 2: Please describe the modifications that should be done to the Delegate.** This section contains a text area labeled 'Change Request' with the following text: 'Change Dr. Jason Brown to', 'Ttitle: Dr.', 'Surname: Centinturk', 'Initial: K', 'City: Geneva', 'Gender: Male', 'Priority: 1', and 'Delegate's Credential is attached.' This text area is highlighted with a red box and an arrow pointing to it from the text 'Insert Details of Change Request and attach the Updated Delegate Credential'.
- Step 3: Please attach the Credential.** This section contains a file upload icon and the text 'Update Delegate Credential'.
- At the bottom, there is a 'Submit Change Request' button, which is highlighted with a red box and an arrow pointing to it from the text 'Select SUBMIT CHANGE REQUEST'.

Paso 3.

Haga clic en el botón «*Submit Change Request*» (enviar solicitud de cambio).