

1. Overall guidelines for written submissions as part of the UHPR global peer review

Purpose of written submissions in the global peer review

To ensure an interactive, manageable, and country-owned dialogue process, in which all Member States can participate, the global peer review phase aims to open each national report to written submissions from all WHO Member States and stakeholders, to be received ahead of the peer review meeting.

WHO Member States and stakeholders will be able to provide questions, recommendations, or observations on the national report produced as part of the national review phase.

The key benefits of this approach are the following:

- The ability to mobilize Member States' and stakeholders' collective technical expertise and experiences, that will enhance the global dialogue among Member States.
- Exchange relevant best practices and actionable recommendations.
- Offer advice on how to strengthen national capacities for health emergencies from other Member States' perspectives.
- Lay the groundwork for potential future collaborations and mutual support among Member States in identified areas of focus.
- Ensure that the process maintains a constructive, collaborative, and technical character, avoiding politicization of the process as well as “naming and shaming” between Member States.

Entities eligible to submit written submissions

The global peer review phase shall consider written submissions provided in advance by the following parties: (1) all WHO Member States, (2) civil society and non-governmental organizations and (3) partner agencies, including UN agencies and regional organizations.

Process for the collection of written submissions

All written submissions received shall be in line with the objectives and scope of the exercise, as well as the established admissibility criteria (see page 2).

The process of reviewing written submissions and evaluating their admissibility shall be managed by the UHPR Secretariat, based on the detailed guidelines and criteria provided for the purpose of the first pilot of the peer review phase.

The UHPR Secretariat will compile a summary report of all written submissions, to be shared with the Member State undertaking the review, ensuring sufficient time for preparation ahead of the peer review meeting.

2. Admissibility criteria for written submissions provided as part of the UHPR global peer review

Submissions that do not adhere to the guidelines outlined below may be excluded from consideration.

The UHPR Secretariat will be responsible for reviewing, collating admissible written submissions, in accordance with the criteria outlined in this document.

General orientations

1. For the purpose of the first piloting exercise of the global peer review, written submissions shall be submitted in English only.
2. While there are no strict requirements on the style of the written submissions, the below instructions shall be observed when preparing written submission to the UHPR global peer review.
3. Relevant stakeholders should keep in mind that the global peer review is based on:
 - a. The International Health Regulations (2005);
 - b. The National Report and any other information provided by the Member State undertaking the Review, including information extracted from existing tools under the IHR Monitoring and Evaluation Framework.
4. To be admissible, written submission shall:
 - a. Be specifically tailored for the UHPR;
 - b. Be technical in nature;
 - c. Not be political in nature;
 - d. Be focused and analytical, presenting conclusions based on a comprehensive analysis of the situation in the Member State undertaking the review, contained in the national UHPR report;
 - e. Include credible, reliable and verifiable information on the situation in the Member State undertaking the review;
 - f. Highlight main challenges and best practices from a technical perspective;
 - g. Avoid using manifestly abusive language;
 - h. Not repeat information already contained in the national report or other documents used as basis for the global peer review;
 - i. First-hand information should be given priority. Second-hand information should be referred to in footnotes/endnotes, and only if necessary;
 - j. Annexes should not include pictures, maps, organizations' annual reports, States' reports or reports from other organizations;
 - k. Comply with the word count limits and must be presented within the established deadline.

Content and focus of written submissions

5. All stakeholders providing written submissions to the global peer review phase shall:
 - a. Ensure that written submissions primarily address issues related to health emergency preparedness, with a particular focus on issues related to governance, finance and systems;
 - b. Make sure submissions are directly applicable to the scope and objectives of the global peer review, aligning with its purpose of supporting national preparedness efforts, promoting the sharing of best practices and strengthening cooperation between Member States;
 - c. Clearly articulate ideas and information using concise language and structure the content in a logical and structured manner;
 - d. Support arguments or questions with reliable data, scientific evidence, research findings, and relevant references. Use credible sources to substantiate observations, questions and recommendations;
 - e. Highlight innovative approaches, successful interventions, and best practices. Share insights and experiences that can contribute to national efforts;
 - f. Offer actionable recommendations based on identified strengths and weaknesses. Suggest concrete steps and strategies for enhancing preparedness capacities at the national level.

Format of written submissions

6. Written submissions that do not adhere to the guidelines below will not be taken into consideration.
7. **Length:** submissions should not exceed 3,000 words, allowing for additional reference documentation to be annexed.
8. **Use of footnotes:** Information contained in footnotes or endnotes will not be counted towards word limits.
9. **Numbering of paragraphs and pages:** Ensure that paragraphs and pages are numbered.
10. Share written submissions as Word documents only.
11. Clearly identify the authors of written submissions. The cover page should display the submitting stakeholder with their letterhead, name and acronym, logo, webpage, etc.
12. Include relevant contact details in the body of the email accompanying the submission, such as the name of the contact person, postal and email addresses, telephone number, etc. Stakeholders may also provide a paragraph describing the primary activities of the submitting organization, mentioning any presence, relevant activities or collaborations in the Member State undertaking the review.

13. The cover page will not be counted within the word limits.
14. The WHO Secretariat shall not guarantee the protection of information submitted as part of written submissions, given that that the global peer review is conducted based on publicly available documents.
15. Deadlines for written submissions will be posted on the WHO UHPR website and/or will be shared in official communications to relevant counterparts.
16. Submissions received after specified deadlines will not be considered.
17. Written submissions sent to WHO should be considered final; in principle, it will not be possible to accommodate subsequent revisions.
18. Stakeholders' submissions should be sent to a dedicated functional WHO mailbox under UHPR@who.int
19. When sending written submissions via email to WHO, please ensure that the email subject line includes the following information: the name of the stakeholder submitting the contribution, the name of the Member State undertaking the review, the month and year.
20. The WHO Secretariat will confirm electronically receipt of your message and submission.
21. Each electronic submission and relevant e-mail message should refer to one Member State undertaking the review only.

3. Template for written submissions to the UHPR global peer review

Name of MS or organization providing written submission	
Contact person and contact information for the submission (name, post, email addresses, telephone number)	
Primary activities of the submitting organizations	

In line with the report of the Member State undertaking the review, the following indicative structure may be used for written submissions (**maximum word count 3,000**):

Topic	Observations	Recommendations	Questions
Country Context (background, risks)			
National Process (methodology, multisectoral engagements)			
Findings and outcome			
Gaps & challenges			
Priorities			
Others			