

2025

REAL-TIME REPORTING TOOL

USER GUIDE

WORLD HEALTH ORGANIZATION

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Introduction

The **WHO Real-Time Reporting Tool** is designed to convert spoken language into accurate text in real-time.

It has features like speaker identification, artificial intelligence (AI) to support summarization and is adapted to support WHO governing bodies meeting protocols.

This tool helps you save time, ensure accuracy, and create accessible records of spoken content.

We are confident that this tool will revolutionize the way WHO handles transcription and rapporteur tasks for governing bodies meetings.

Let us get started!

Key features

- **Speech-to-Text conversion:** Automatically converts spoken words with diverse accents into text in real-time.
- **Real-time transcription:** Captures and transcribes live meetings as they happen.
- **AI assisted summarization:** Uses artificial intelligence to generate concise and accurate summaries of longer texts or information by extracting key points or rephrasing content.
- **Editing and annotation:** Allows users to edit the transcriptions manually to correct errors or add annotations.
- **Speaker identification:** Speaker diarization available to distinguish between multiple speakers in a conversation and allows for users to label their contributions accordingly.
- **Noise handling and audio quality:** Uses a virtual sound card that filters out background noise to focus on speech, enhancing the audio quality for more accurate transcription.
- **Integration with Zoom:** Integrates with Zoom to facilitate meeting setup process for transcription.
- **Timestamping:** Time stamps are added to the text to synchronize specific dialogue with its corresponding moment in the audio. This feature makes it easy to locate specific parts of the conversation in long recordings.
- **Accessible interface:** Offers an accessible user interface (UI) designed to enhance ease of use and improve the overall user experience.
- **Role-based security:** Assign specific roles and permissions to ensure secure and efficient use (Admin; Rapporteur; Viewer)
- **Single Sign-On (SSO):** Access the tool securely using WHO credentials.
- **Support for multiple meetings:** Transcribe and manage several meetings simultaneously with ease.
- **Robust and secure infrastructure:** Built on a reliable and scalable platform in compliance with WHO security practice.

Best Practices

To ensure a smooth and seamless experience while using the application, users are advised to follow the guidelines below:

- **Network Connectivity:** For optimal application performance, users are advised to use a stable, high-speed Wi-Fi connection.
 - When working on WHO premises, please connect to the “WHOuser” Wi-Fi network.
 - When working on Palais premises, please connect to the “UNOG-Public-WiFi” Wi-Fi network.
- **Viewing Multiple Meeting Transcriptions:** Users can view transcriptions of multiple meetings simultaneously by opening each session in a separate browser tab. For optimal performance, it is recommended to use incognito or private tabs.
- **Troubleshooting Transcription Display Issues:** If transcriptions fail to load or appear stuck, refresh the page and click on “View Transcriptions” again. This typically resolves display issues and reloads the content properly.
- **“Opening” and “Closing” Agenda Items for Agenda Item Summaries:** As agenda item summaries reflect only Member State and Non-State Actor interventions, not Secretariat statements, it is recommended that agenda items be considered 'opened' with the first Member State intervention and 'closed' after the last Member State intervention.
- **Number of Active Admin Users:** As a temporary measure, while multiple users may be designated as Admins per session, only one Admin should actively use admin rights at a time.
- **Switching Active Admin Users:** When switching between admin accounts, it is best practice to open the application in a new incognito (private) browser window before performing any activities.

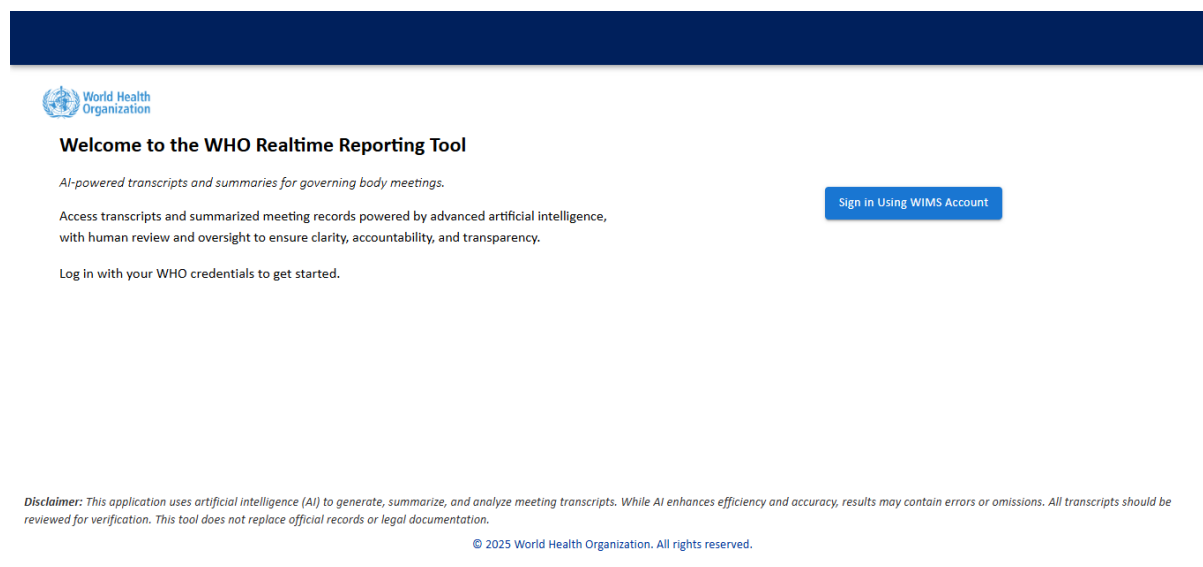
For example, if Admin A has created an agenda item but Admin B needs to close it to create an overall agenda item summary, the admin users should follow the below steps:

- **Step 1:** Admin A should close the current browser in which the application is open.
 - **Step 2:** Admin B should open the application in a new incognito window.
 - **Step 3:** Admin B should login into the application in the new incognito window and then perform agenda-related Admin activities.
- **Closing the Application:** After finishing their session, users should close the browser window. To use the application again, they can simply open it in a new window and select the relevant meeting tile to access the corresponding transcriptions.

Getting Started

Logging in with Single Sign-On (SSO)

1. Open the real-time reporting tool in your browser or app via this link:
<https://prd1-a0ctegcbh6etd7gc.a02.azurefd.net/login>
2. Click on “Sign in Using WIMS Account”
3. Enter your WHO credentials:
 - **Username:** Your WHO email address.
 - **Password:** Your secure password.
4. Click **Login**.

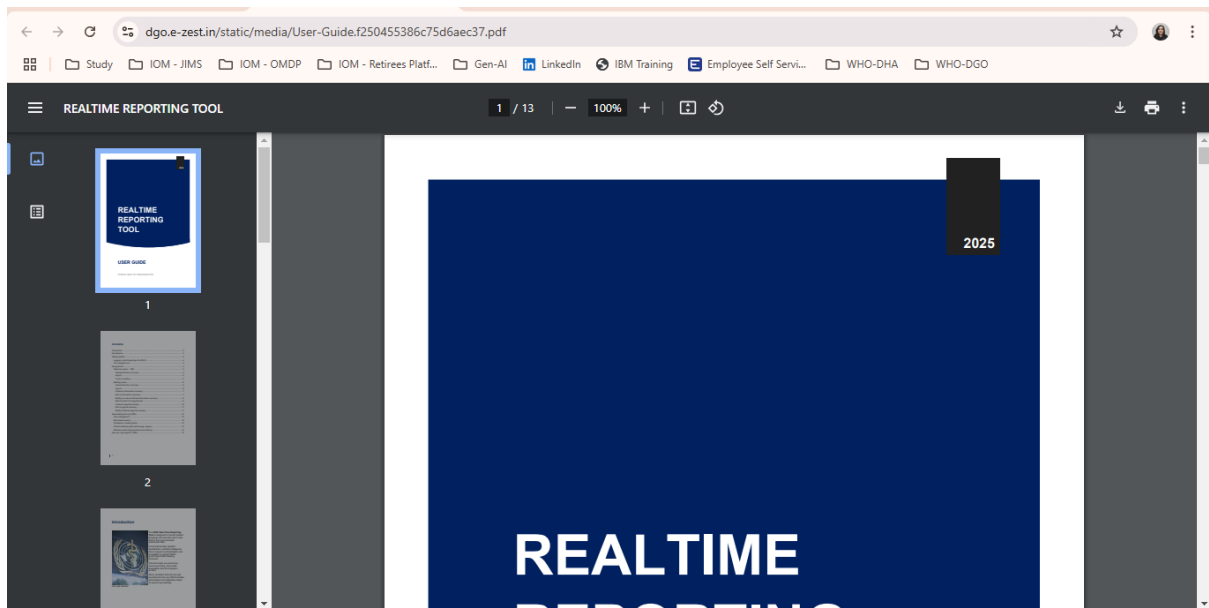


The navigation bar

The navigation bar is your main access point for using the Real-Time Reporting Tool. It is designed for ease of use, enabling quick access to key navigation features. Below is a breakdown of the navigation bar and its components:



1. **Home:** Clicking on the “Real-Time Reporting Tool” title will navigate to the main dashboard or landing page of the application where you can view key information:
2. **Help (Question Mark icon):** Find the user guide to resolve any issues or get more information. Clicking on the “Question Mark” icon opens the user guide in a new tab:



3. **Logout:** Click on logout to safely exit the application and end your session.

Using the tool

Welcome screen

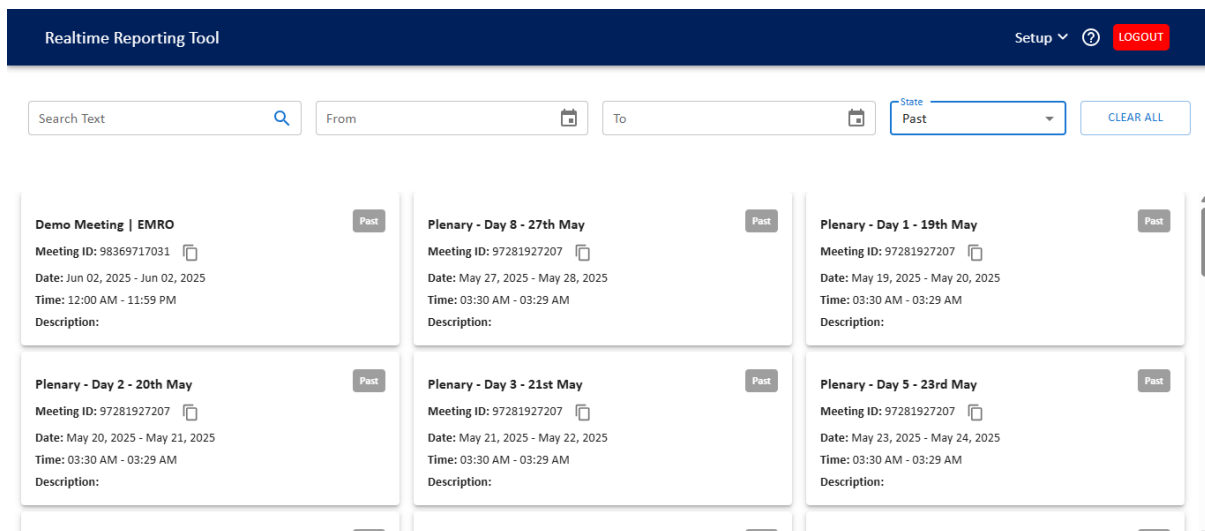
Once you have logged in, you will be directed to a **“Welcome”** screen.

Here you will be able to:

- See meetings that are scheduled or in progress
- Search field – Allows user to search for meeting based on meeting data like meeting name, agenda, tags etc.
- Date Range filter – Allows user to filter meetings based on date range
- State filter – Allows user to view meetings in “Active” state, “Future” state or “Past” state. By default, meetings in “Active” state are shown on the screen.
- Clear All – Clears all the applied filters on the welcome page

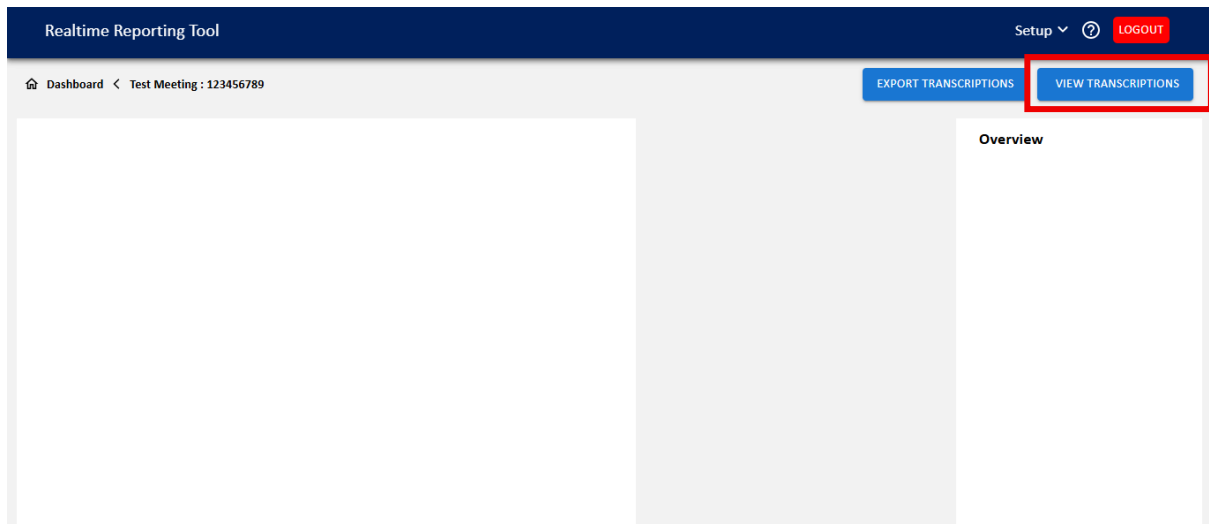
Each tile represents a meeting.

To join a meeting, click on the relevant **tile** to enter the Zoom meeting in-progress or completed. This will take you to the **“Meeting”** screen.



View Transcriptions

To view transcriptions, click on “View Transcriptions”.



Note: Users can view transcriptions of multiple meetings simultaneously by opening each in a separate tab within the same browser. For optimal performance, it is recommended to use incognito or private tabs.

Meeting screen

In the **Meeting screen** you will be able to:

- View real-time AI-assisted transcriptions.
- View and edit AI-assisted summaries organized by intervention and agenda item.

Layout

The Meeting screen is organized into three sections:

1. **AI-assisted transcription:** Displays the real-time AI-assisted transcription of the ongoing meeting.
2. **AI-assisted summaries:** Shows the AI-generated summaries, which can be edited. Clicking on “Expand” expands the detailed AI-generated summaries.
3. **Summary Listing:** Displays a list of finalized intervention and agenda item summaries. Clicking an intervention summary in the “Overview Section” (3) navigates and highlights the corresponding entry in the “Summaries Section” (2). Similarly, clicking on the AI-assisted summary (2) links to its respective transcription in the AI-assisted “Transcription Section” (1).

The screenshot shows the 'Realtime Reporting Tool' interface. At the top, there is a navigation bar with 'Setup' and 'LOGOUT' buttons. Below the navigation bar, the main content area is divided into three sections:

- Section 1:** A transcription section with a blue header 'Agenda Item 17: Pandemic Prevention, Preparedness and Response' and a 'Speaker' label. The text below discusses progress and government actions.
- Section 2:** A list of speakers with expandable sections. The first entry is 'The Republic of Malawi' with a timestamp of 12:52:58. The second entry is 'The Republic of Zambia' with a timestamp of 12:59:51. The third entry is 'Agenda Item 17: Pandemic Prevention, Preparedness and Response (agenda item summary)' with a timestamp of 13:10:40.
- Section 3:** An 'Overview' section with a blue header. It lists 'The Republic of Albania' (12:41:09), 'New Intervention' (12:42:31), 'American Samoa' (12:51:13), 'The Republic of Malawi' (12:52:58), and 'The Republic of Zambia' (12:59:51).

A red box highlights the 'Jump to Active' button at the bottom of the transcription section.

Jump to Active: This button at the bottom of the transcription section lets you jump directly to the live transcript of the ongoing meeting.

The screenshot shows the 'Realtime Reporting Tool' interface. At the top, there is a navigation bar with 'Setup' and 'LOGOUT' buttons. Below the navigation bar, the main content area is divided into two sections:

- Section 1:** A transcription section with a blue header 'Agenda Item 17: Pandemic Prevention, Preparedness and Response' and a 'Speaker' label. The text below discusses Brazil's alignment with Malaysia's statement and the Director General's remarks.
- Section 2:** An 'Overview' section with a blue header. It lists 'The Republic of Albania' (12:41:09), 'New Intervention' (12:42:31), 'American Samoa' (12:51:13), 'The Republic of Malawi' (12:52:58), and 'The Republic of Zambia' (12:59:51).

A red box highlights the 'Jump to Active' button at the bottom of the transcription section.

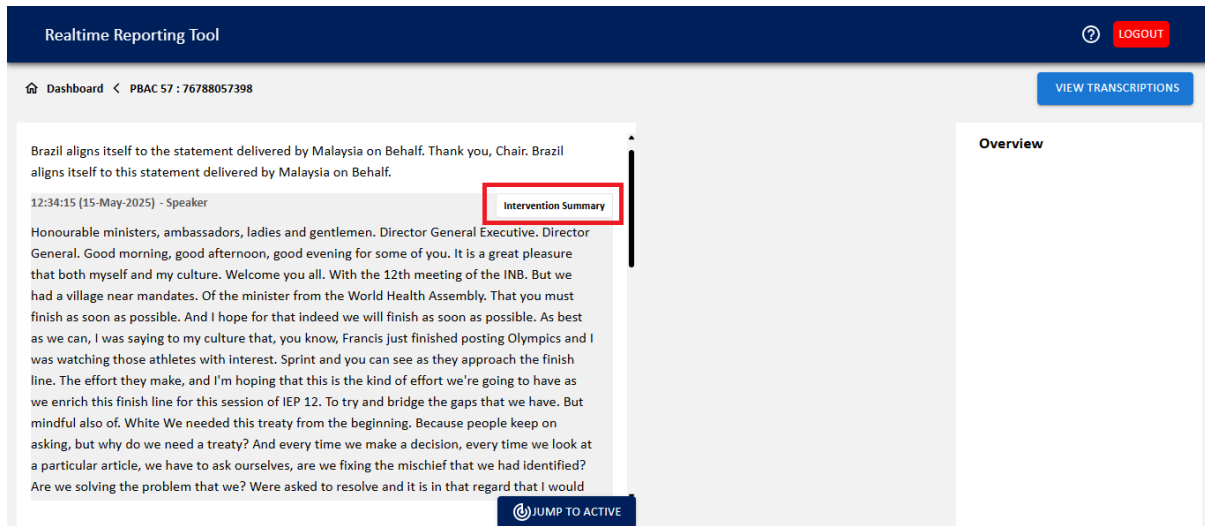
Create an intervention summary



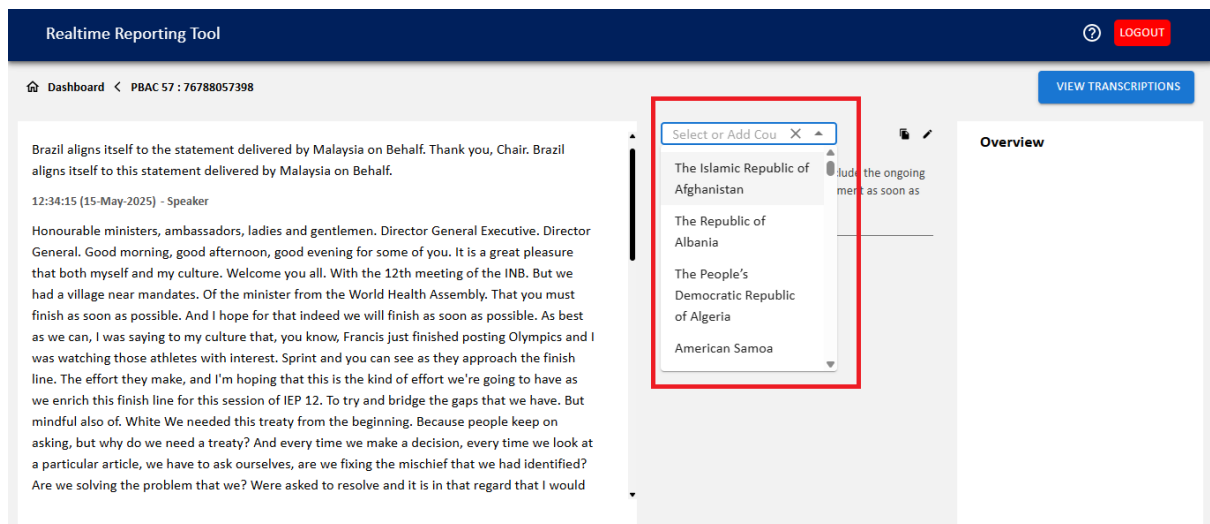
Note: Only Super Admins, Admins and Rapporteurs can create intervention summaries

To create an intervention summary capturing key points of a statement made by a delegate (e.g. country or Non-State Actor), without including the full verbatim details, you can hover over a speaker's section:

1. Click on **intervention summary** to generate a AI-assisted summary for the individual speaker. The summary is then displayed in the summary section of the screen.



2. Choose or input the **intervention** label by starting to type the country name from the default list. For Non-State Actors or other entities, you can directly enter the text, and the intervention summary will be saved using the entered text.



Realtime Reporting Tool ? LOGOUT

Dashboard < PBAC 57 : 76788057398 VIEW TRANSCRIPTIONS

Brazil aligns itself to the statement delivered by Malaysia on Behalf. Thank you, Chair. Brazil aligns itself to this statement delivered by Malaysia on Behalf.

12:34:15 (15-May-2025) - Speaker

Honourable ministers, ambassadors, ladies and gentlemen. Director General Executive. Director General. Good morning, good afternoon, good evening for some of you. It is a great pleasure that both myself and my culture. Welcome you all. With the 12th meeting of the INB. But we had a village near mandates. Of the minister from the World Health Assembly. That you must finish as soon as possible. And I hope for that indeed we will finish as soon as possible. As best as we can, I was saying to my culture that, you know, Francis just finished posting Olympics and I was watching those athletes with interest. Sprint and you can see as they approach the finish line. The effort they make, and I'm hoping that this is the kind of effort we're going to have as we enrich this finish line for this session of IEP 12. To try and bridge the gaps that we have. But mindful also of. White We needed this treaty from the beginning. Because people keep on asking, but why do we need a treaty? And every time we make a decision, every time we look at a particular article, we have to ask ourselves, are we fixing the mischief that we had identified? Are we solving the problem that we? Were asked to resolve and it is in that regard that I would

The Republic of Albania
12:41:09 (15-May-2025)
- Member States are urged to conclude the ongoing discussions of the pandemic agreement as soon as p...
[Expand](#)

Overview
The Republic of Albania
12:41:09 (15-May-2025)

Realtime Reporting Tool ? LOGOUT

Dashboard < PBAC 57 : 76788057398 VIEW TRANSCRIPTIONS

mentioned, of course, developing games, but also about the work we have to do this week and next week with partial decision. And the States will have to make and use progress Member States will have to make to conclude this pandemic agreement and to fulfill our mandate. Of course, I will invite all Member States. Flexible this week for the positive.

12:37:49 (15-May-2025) - Speaker

Umm atmosphere to, to move forward. We, we need to move forward together collectively. And thank you for being with us this morning and this weekend for the next two weeks. Umm, we will have a busy program of work for the week. We collect that for the adoption. We recommend it because it's a very specific program of work to make sure that we can make huge progress this week. Umm, our population, our governments are looking at us. Looking at the progress will be to make the conclude a panic agreement which will make the difference for the future to prevent. From to prepare to and to respond to the next Parliament. Thank you very much and I think that we are very pleased with the Gigi with us this morning. And over to you. Thank you.

12:39:00 (15-May-2025) - Speaker

Our coaches and precious and unclear or vice chairs, Ambassador Toba, Ambassador Ramadan,

The Republic of Albania
12:41:09 (15-May-2025)
- Member States are urged to conclude the ongoing discussions of the pandemic agreement as soon as p...
[Expand](#)

Overview
The Republic of Albania
12:41:09 (15-May-2025)

New Intervention
No options
e forward together
... forward together
[Expand](#)

3. Click on the copy option to copy the generated intervention summary.

Realtime Reporting Tool ? LOGOUT

Dashboard < PBAC 57 : 76788057398 VIEW TRANSCRIPTIONS

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[Expand](#)

New Intervention
12:42:31 (15-May-2025)
- There is a collective need to move forward together in the busy program of work planned for the we...
[Expand](#)

Overview
The Republic of Albania
12:41:09 (15-May-2025)
New Intervention
12:42:31 (15-May-2025)

Edit an intervention summary

1. To edit an AI-assisted intervention summary, navigate to the summary section
2. Click on the pencil icon to begin editing the intervention summary.



Note: A Rapporteur can edit summaries they have created, while Super Admin and Admin users can edit summaries created by any user.

The screenshot shows the 'Realtime Reporting Tool' interface. The top navigation bar includes 'Dashboard < PBAC 57 : 76788057398' and a 'LOGOUT' button. A 'VIEW TRANSCRIPTIONS' button is visible on the right. The main content area displays a transcript of a meeting. A summary entry for 'The Republic of Albania' is highlighted, and a pencil icon next to it is circled in red. Below the transcript, there is a 'JUMP TO ACTIVE' button.

3. The editor will open. Make the necessary changes and click “Update Summary” to save. You can also update the summary title by selecting a different county from the drop-down list or entering custom text.

The screenshot shows the 'Realtime Reporting Tool' interface with the 'Update Summary' dialog box open. The dialog box contains a dropdown menu for selecting a county (currently set to 'The Republic of...') and a text area with the following text: '- Member States are urged to conclude the ongoing discussions of the pandemic agreement as soon as possible, emphasizing the importance of addressing identified issues and ensuring the treaty's effectiveness. - There is a call for flexibility among Member States to achieve positive outcomes during this and the following week of discussions. - The urgency and significance of the treaty are reiterated, highlighting the need to address the problems that initially prompted its creation.' At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Update Summary', with the 'Update Summary' button highlighted in a red box.

Create an agenda item summary

The **Agenda Item** feature provides functionality to create, manage, and summarize agenda items during discussions. The agenda items can be “created”, “paused”, “resumed” and “closed”.

- When an agenda item is created, a blue bar appears.
- When an agenda item is paused, an orange bar appears.
- When an agenda item is resumed, a purple bar appears.
- When an agenda item is closed a green bar appears.



Note: Only Super Admin and Admin users can create agenda items. Only one agenda item can be active at a time. To create a new agenda item, the user must first pause or close the currently active item. To summarize an agenda item, the user must close the current agenda item (see “Close and Summarize Agenda Item” section below).

Steps to Create Agenda Item:

1. Hover over any speaker section to reveal the "Create Agenda Item" option.
2. Click on the "Create Agenda Item" option. A blue bar with a free text field will appear.
3. Enter a name for the agenda item in the text field. The agenda item will be created at the **beginning** of the respective speaker section.



Note: After creating an agenda item, the “Pause”, “Resume” and “Close” buttons will become visible. You can utilize these buttons to manage the agenda item as needed.

Realtime Reporting Tool Setup ? LOGOUT

Dashboard < PBAC 57 : 76788057398 VIEW TRANSCRIPTIONS

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12:39:00 (15-May-2025) - Speaker

Intervention Summary **Create Agenda Item** Resume Agenda Item

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[JUMP TO ACTIVE](#)

The Republic of Albania

12:41:09 (15-May-2025)

- Member States are urged to conclude the ongoing discussions of the pandemic agreement as soon as p...

[Expand](#)

New Intervention

12:42:31 (15-May-2025)

- There is a collective need to move forward together in the busy program of work planned for the we...

[Expand](#)

Overview

The Republic of Albania

12:41:09 (15-May-2025)

New Intervention

12:42:31 (15-May-2025)

Realtime Reporting Tool Setup ? LOGOUT

Dashboard < PBAC 57 : 76788057398 VIEW TRANSCRIPTIONS

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[Expand](#)

New Intervention

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[Expand](#)

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12:41:09 (15-May-2025)

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Realtime Reporting Tool Setup ? LOGOUT

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[Expand](#)

New Intervention

12:42:31 (15-May-2025)

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[Expand](#)

Overview

The Republic of Albania

12:41:09 (15-May-2025)

New Intervention

12:42:31 (15-May-2025)

Agenda Item 17: Pandemic Preventio...

Pause Agenda Item

This feature allows you to pause an active agenda item. Only one agenda item can be active at a time.

Steps to Pause Agenda Item:

1. Hover over any speaker section to reveal the "Pause Agenda Item" button.
2. Click on the "Pause Agenda Item" button.
 - An orange bar will appear at the **end** of the respective speaker section where the action was performed.
 - The orange bar will automatically include the name of the agenda item with a label such as "**{Agenda Item Title} – paused.**"
3. All speaker transcriptions between the **“Create Agenda Item”** and **“Pause Agenda Item”** sections will be added to the agenda item summary.
4. The current active or created agenda item will be paused.

The screenshot displays the 'Realtime Reporting Tool' interface. At the top, there is a navigation bar with 'Setup', a help icon, and a 'LOGOUT' button. Below this, a breadcrumb trail shows 'Dashboard < PBAC 57 : 76788057398'. A blue button labeled 'VIEW TRANSCRIPTIONS' is visible in the top right. The main content area is divided into several sections. On the left, a speaker's text is shown with a red box highlighting the 'Pause Agenda Item' button. Below the text, there are tabs for 'Intervention Summary', 'Pause Agenda Item', and 'Close and Summarize Agenda Item'. On the right, there is an 'Overview' section with a list of agenda items, including 'The Republic of Albania' and 'American Samoa'. A blue button labeled 'JUMP TO ACTIVE' is located at the bottom center of the interface.

The screenshot shows the 'Realtime Reporting Tool' interface. At the top, there is a navigation bar with 'Setup', a help icon, and a 'LOGOUT' button. Below this, the breadcrumb trail reads 'Dashboard < PBAC 57 : 76788057398'. A 'VIEW TRANSCRIPTIONS' button is located in the top right corner of the main content area.

The main content area is divided into three vertical panels:

- Left Panel (Transcript):** Contains a list of speaker contributions. One item is highlighted with an orange bar: 'Agenda Item 17: Pandemic Prevention, Preparedness and Response - paused'. Other items include a speaker saying 'Thank you. Thank you Director General for this speech...' and another saying 'OK, Madam Coachette.'
- Middle Panel (Agenda/Overview):** Lists agenda items with their respective speakers and times. The highlighted item is 'Agenda Item 17: Pandemic Preventio...'. Other items include 'The Republic of Albania' and 'New Intervention'.
- Right Panel (Overview):** Provides a summary of the meeting, including the current agenda item and a list of speakers.

Resume Agenda Item

This feature allows you to resume a paused agenda item.

Steps to Resume Agenda Item:

1. Hover over any speaker section to reveal the "Resume Agenda Item" option.
2. Ensure there are agenda items in a paused state (the "Resume Agenda Item" option will only appear if paused agenda items exist).
3. Click on the "Resume Agenda Item" button.
4. A purple bar with a drop-down field will appear.
 - The drop-down will display the names of all paused agenda items.
5. Select the agenda item name from the drop-down menu to resume it.
6. The purple bar will automatically include the name of the agenda item with a label such as **"Agenda Item Title."**

Realtime Reporting Tool Setup ? LOGOUT

Dashboard < PBAC 57 : 76788057398 VIEW TRANSCRIPTIONS

the essential elements of the resolution for adoption of the Treaty while the discussion goes on. This will help reduce our task in crafting the resolution. 5th We should not attempt to open the text already greened until it is absolutely necessary. Fine tuning may be done once we are able to complete negotiation on the majority of the remaining text. 6th The major conception of EPS such as pubs should not be influenced by description elsewhere beyond WHO. Towards that, we reiterate Jesus comment that public health should be the priority in the Treaty. Finally, obligations should not be undermined by the decision. Here therefore, reiterate our position like before that the PA should be ISR plus approach to conclude, we should have a treaty that creates enablers for addressing future pandemic emergencies so that we don't suffer in a way that is suffered during the COVID-19 pandemic. Thank you, Chair.

12:48:16 (15-May-2025) - Speaker Intervention Summary Create Agenda Item Resume Agenda Item

I think I would have a US agent for Brazilian.

12:48:23 (15-May-2025) - Speaker

Thank you, Madam Co, Chair, and good morning, everybody. I would like to thank the Bureau and the Secretariat for their hard work beating up to this session, including setting up the series of informals last month, which were very helpful. the United States remains committed to

JUMP TO ACTIVE

ongoing discussions of the pandemic agreement as soon as p...
[Expand](#)

New Intervention
12:42:31 (15-May-2025)
- There is a collective need to move forward together in the busy program of work planned for the we...
[Expand](#)

American Samoa
12:51:13 (15-May-2025)
- Member States are urged to balance timely conclusions of the pandemic agreement with the strength ...
[Expand](#)

The Republic of Malawi
12:52:58 (15-May-2025)
- Malaysia, representing the Group for Equity, emphasized the need for a constructive shift in posit...
[Expand](#)

Overview

The Republic of Albania
12:41:09 (15-May-2025)

New Intervention
12:42:31 (15-May-2025)
Agenda Item 17: Pandemic Preventio...

American Samoa
12:51:13 (15-May-2025)
Agenda Item 17: Pandemic Preventio...

The Republic of Malawi
12:52:58 (15-May-2025)

Realtime Reporting Tool Setup ? LOGOUT

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Select Agenda Item Su ✓

- Agenda Item 17: Pandemic Prevention, Preparedness and Response

Thank you, Madam Co, Chair, and good morning, everybody. I would like to thank the Bureau and the Secretariat for their hard work beating up to this session, including setting up the series of informals last month, which were very helpful. the United States remains committed to working with Member States to develop mechanisms that will improve our collective readiness for future pandemics. This is a shared responsibility that I know we all take seriously. There's no question that this pandemic agreement will have real world consequences. The recent declaration of mpox as a public health emergency of international concern demonstrates just

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12:41:09 (15-May-2025)
- Member States are urged to conclude the ongoing discussions of the pandemic agreement as soon as p...
[Expand](#)

New Intervention
12:42:31 (15-May-2025)
- There is a collective need to move forward together in the busy program of work planned for the we...
[Expand](#)

American Samoa
12:51:13 (15-May-2025)
- Member States are urged to balance timely conclusions of the pandemic agreement with the strength ...
[Expand](#)

The Republic of Malawi
12:52:58 (15-May-2025)
- Malaysia, representing the Group for Equity

Overview

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12:52:58 (15-May-2025)

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before that the PA should be ISR plus approach to conclude, we should have a treaty that creates enablers for addressing future pandemic emergencies so that we don't suffer in a way that is suffered during the COVID-19 pandemic. Thank you, Chair.

Agenda Item 17: Pandemic Prevention, Preparedness and Response ✎

12:48:16 (15-May-2025) - Speaker

I think I would have a US agent for Brazilian.

12:48:23 (15-May-2025) - Speaker

Thank you, Madam Co, Chair, and good morning, everybody. I would like to thank the Bureau and the Secretariat for their hard work beating up to this session, including setting up the series of informals last month, which were very helpful. the United States remains committed to working with Member States to develop mechanisms that will improve our collective readiness for future pandemics. This is a shared responsibility that I know we all take seriously. There's no question that this pandemic agreement will have real world consequences. The recent declaration of mpox as a public health emergency of international concern demonstrates just

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Close and Summarize Agenda Item

This feature allows you to close an active agenda item and generate a summary.

Steps to Close and Summarize Agenda Item:

1. Hover over a speaker section to reveal the **"Close and Summarize Agenda Item"** option.
2. Ensure there is an agenda item in an active state (the option will only appear if an agenda item is active).
3. Click on the **"Close and Summarize Agenda Item"** button.
 - A red bar will be added at the **end** of the respective speaker section.

The name of the active agenda item will be included with a label such as **"{Agenda Item Title (summary)}"**

The screenshot displays the 'Realtime Reporting Tool' interface. The main content area shows a transcript of a meeting. A red box highlights the 'Close and Summarize Agenda Item' button, which is located at the end of a speaker's section. The interface also includes a sidebar with an 'Overview' section and a 'VIEW TRANSCRIPTIONS' button. The 'Overview' section lists various agenda items, including 'Agenda Item 17: Pandemic Preventio...' and 'Agenda Item 17: Pandemic Preventio...'. The 'Close and Summarize Agenda Item' button is located at the bottom of the speaker section, and a 'JUMP TO ACTIVE' button is visible below it.

4. A summary of the agenda item will be generated.
 - The summary will be displayed in the right-hand section alongside other intervention summaries and agenda item summaries.
 - The summary includes all speaker transcriptions associated with the agenda item (from the **"Start Agenda Item"** to the **"Close and Summarize Agenda Item"** sections).

Realtime Reporting Tool Setup ? LOGOUT

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repeatedly stated that for the Polymer Treaty to be future proof, it needs to be based on the principles of solidarity, equity, fairness, accountability, transparency and unity in excellencies. It is time to add, dig our heels and negotiate in the Geneva spirit. A spirit of dialogue and one that looks at defending human rights and in this particular case, the right to quality health for all. Thank you. Thank you. India, to be followed by South Africa.

Agenda Item 17: Pandemic Prevention, Preparedness and Response (summary)

12:53:03 (15-May-2025) - Speaker

Thank you, Gucci India aligns itself with a statement made by Malaysia on behalf of the Equity Group. Uh, we appreciate the Bureau and the Secretariat for the text and the proposals. The pandemic treaty was conceived with high expectations of having equity, transparency and inclusivity at its core. The idea was to craft a piece of international solidarity which would shield the world from large scale disruption in case of any future pandemic. We once again reiterate that these core principles should remain at the center of these. However, key issues remain. We believe that excess and benefit sharing should be discussed on an equal footing within the PAX framework. Without a robust security mechanism in place, the desire that these two aspects be

Expand

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12:56:58 (15-May-2025)
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Agenda Item 17: Pandemic Preventio...
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Edit an agenda item summary

1. To edit an AI-assisted agenda item summary, navigate to the summary section
2. Click on the pencil icon to begin editing the agenda item summary.

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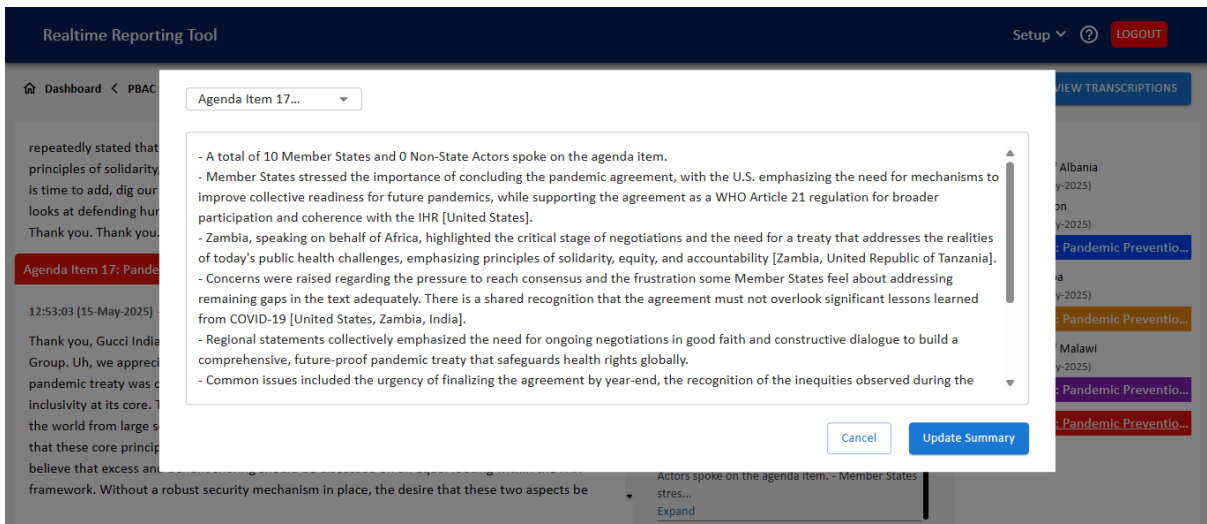
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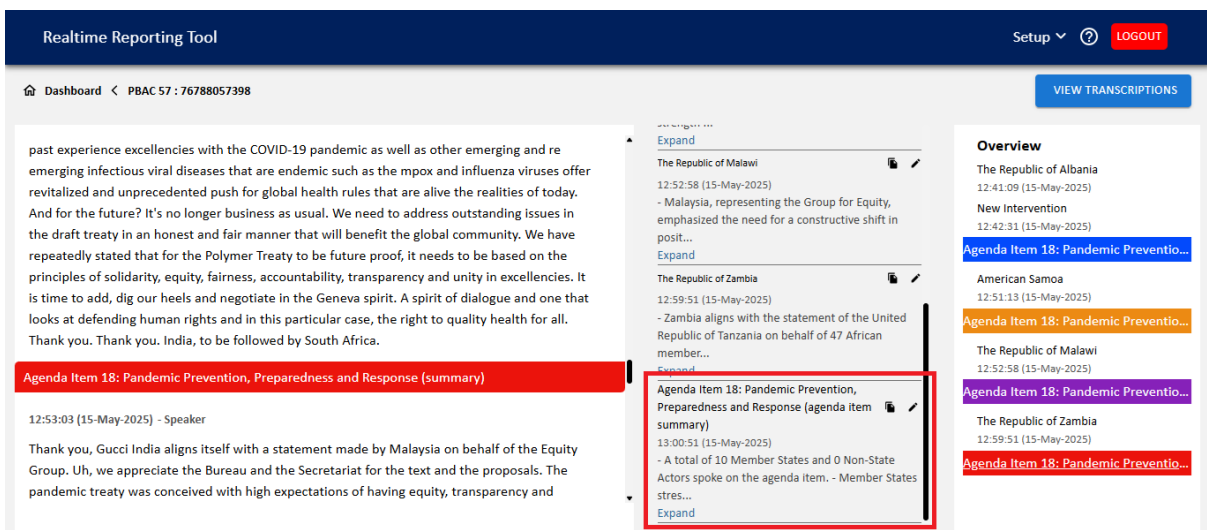
Agenda Item 17: Pandemic Preventio...
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12:52:58 (15-May-2025)

Agenda Item 17: Pandemic Preventio...
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3. The editor will open. Make the necessary changes and click **“Update Summary”** to save.

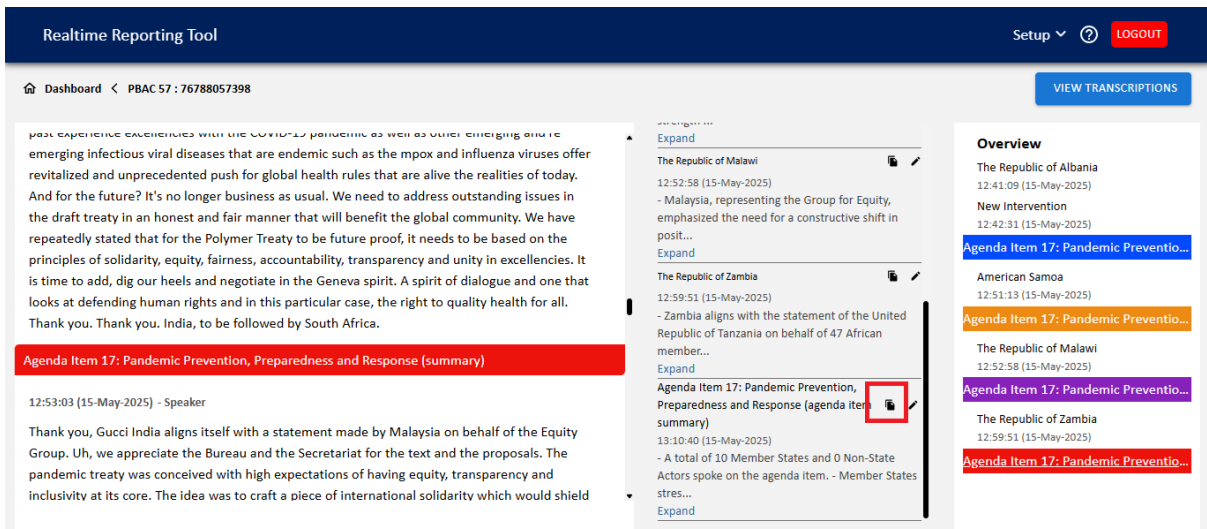


The title of the agenda item summary can also be updated. Any changes to the summary title will automatically reflect on the corresponding agenda item summary bars.



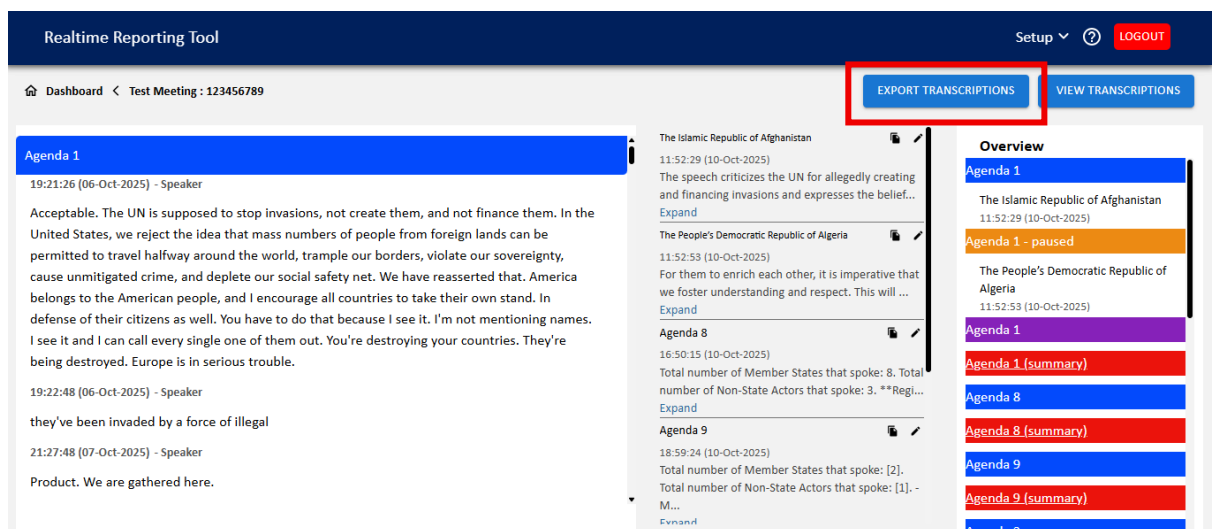
4. The generated agenda item summary can also be copied using the copy icon.

 **Note:** Only Super Admin and Admin users can generate and copy agenda item summaries.

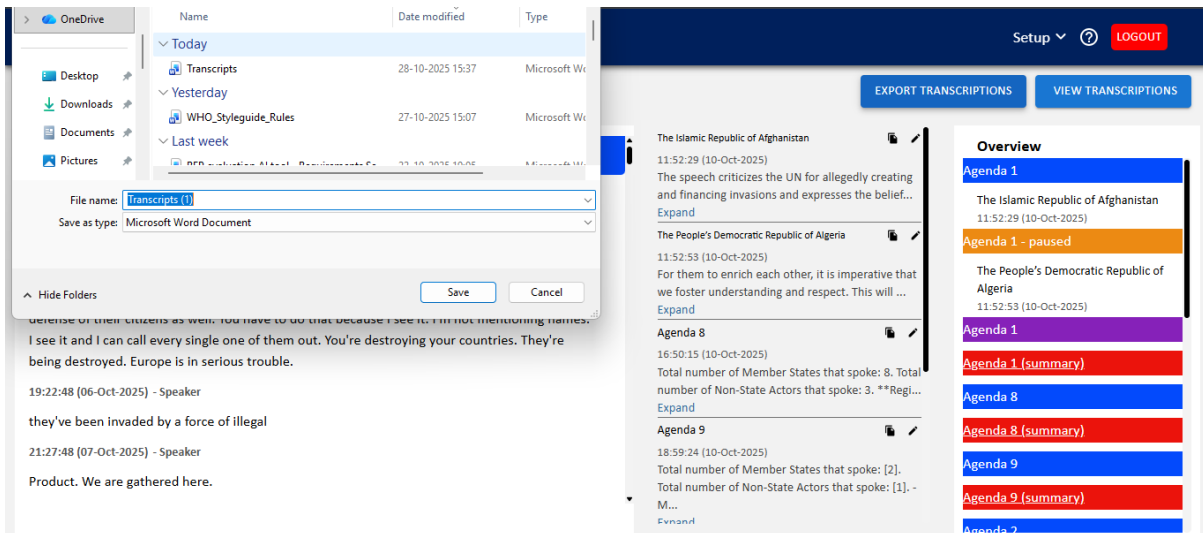


Export Transcriptions

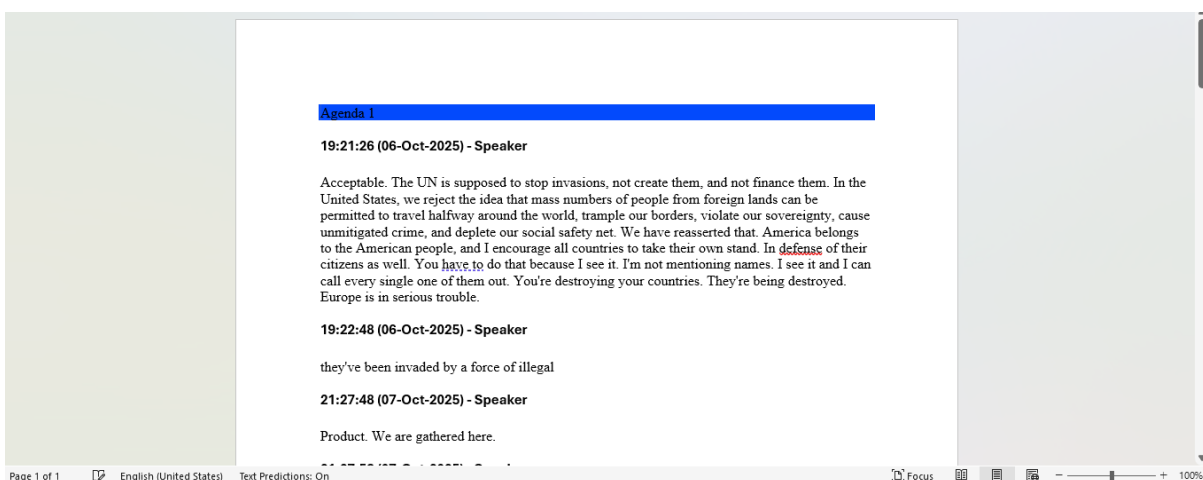
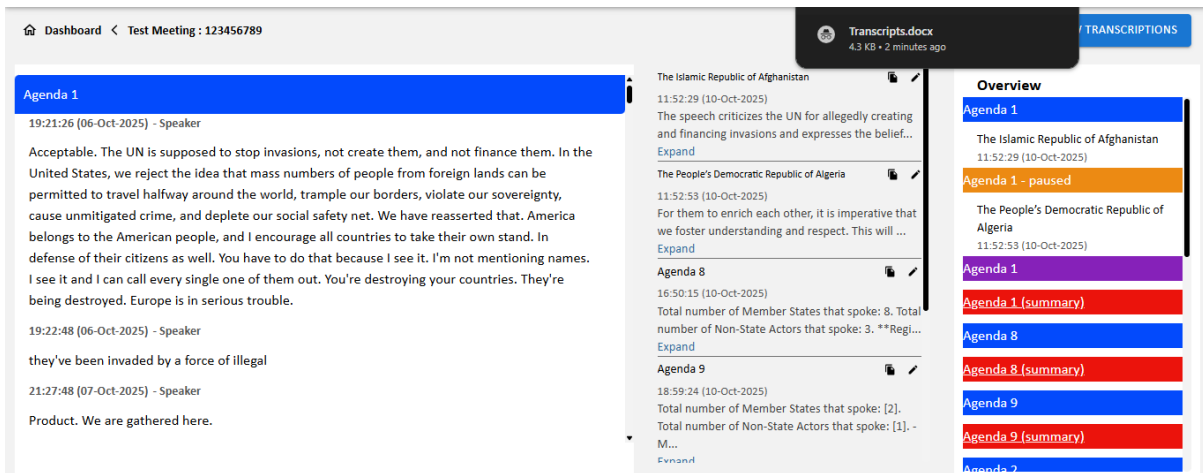
1. On the meeting details page, click “Export Transcriptions” to export the transcription for a specific meeting.



2. The file will automatically download in Word format (.docx).



3. You can then save the file to your device's storage as desired.



Administering the tool

Role based security

The below table provides a brief overview of different features and access to these features based on user roles.

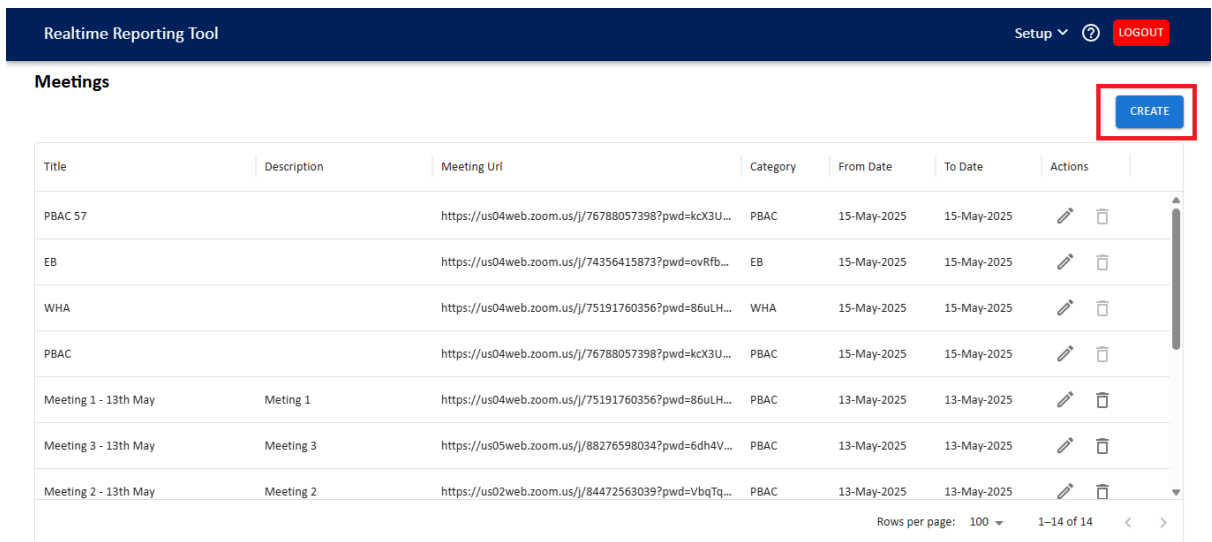
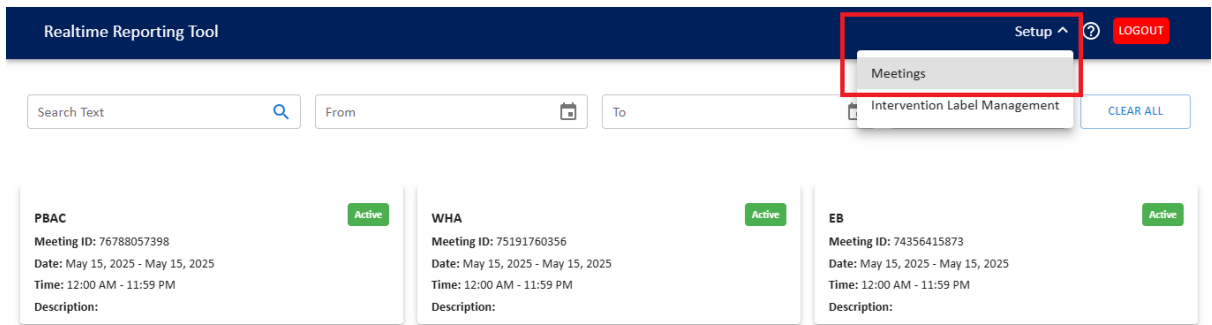
Feature	Super Admin	Admin	Rapporteur	Viewer
Login	Y	Y	Y	Y
Create a meeting	Y	Y	N	N
Join a meeting	Y	N	N	N
Start Recording	Y	N	N	N
Stop Recording	Y	N	N	N
Leave Meeting	Y	N	N	N
Intervention Label Management	Y	Y	N	N
View Transcriptions	Y	Y	Y	Y
Create Intervention summary	Y	Y	Y	N
View Intervention Summary	Y	Y	Y	Y
Edit Intervention Summary	Y	Y	Y	N
Create Agenda Items	Y	Y	N	N
Create Agenda Item summary	Y	Y	N	N
View Agenda Item summary	Y	Y	Y	Y
Edit Agenda Item Summary	Y	Y	N	N
Copy Intervention and Agenda Item Summary	Y	Y	Y	N
Export Transcriptions	Y	Y	Y	N

Setup Module

The Setup Module allows Super Admin and Admin users to create meetings and create Intervention labels in the system.

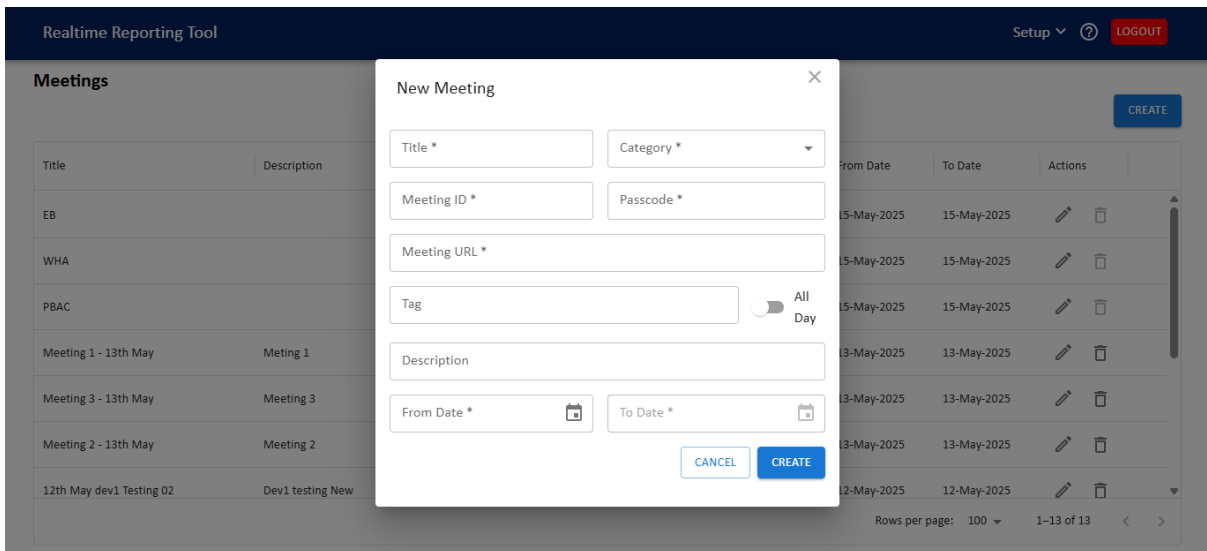
1. Meetings

1. Clicking on the “Meetings” module under Setup navigates the user to the “Meetings Listing Page”.

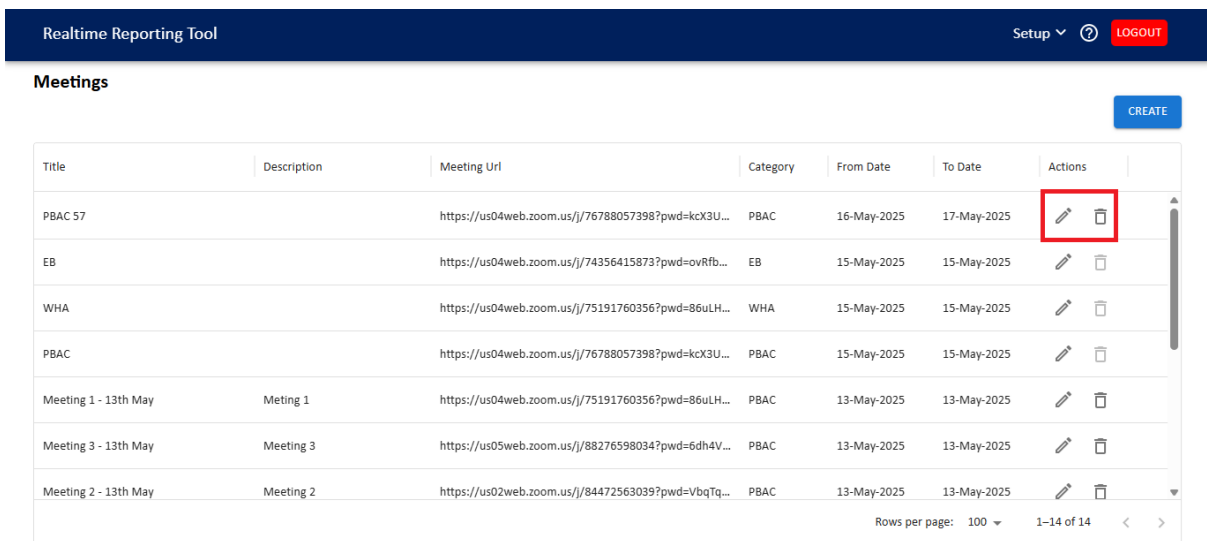


2. Clicking on “Create” opens the “Create Meeting” form that allows Super Admin or Admin users to create a meeting in the system. The user can fill in the required details as mentioned in the form:

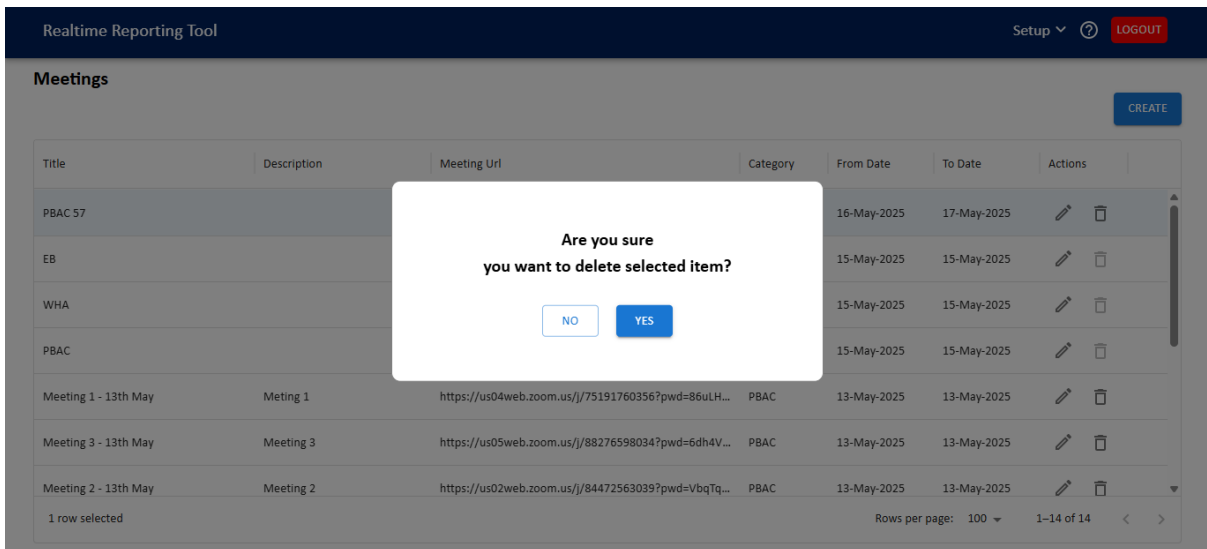
1. Meeting Title: Text field (mandatory)
2. Meeting Category: Drop-down field with options EB, PBAC, WHA, Other (Mandatory)
Meeting ID: Free text field (Mandatory)
3. Meeting Passcode: Free text field (Mandatory)
4. Meeting URL: Free text field that only accepts URLs(mandatory)
5. Tags: Free text field (optional)
6. Meeting Date-time Range (From and To fields): Dropdown calendar field with time range in 24-hour format (mandatory)
7. Meeting Description: Free text field (optional)
8. Toggle for “All Day” – If “the All Day” toggle is selected, the date-time field will be disabled (optional)



4. Filling the required details creates the meeting and the meeting is listed on the meetings listing page and on the “Welcome” screen. The “Actions” column consists of “Edit” and “Delete” options that allow users to edit and delete the meetings.

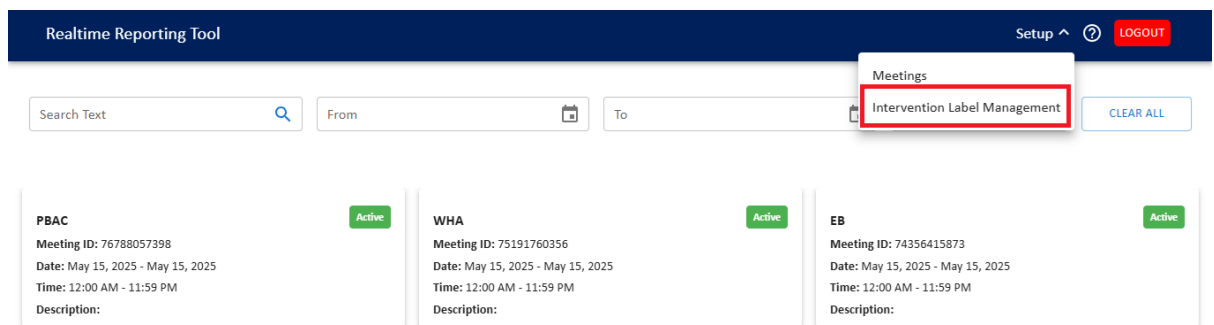


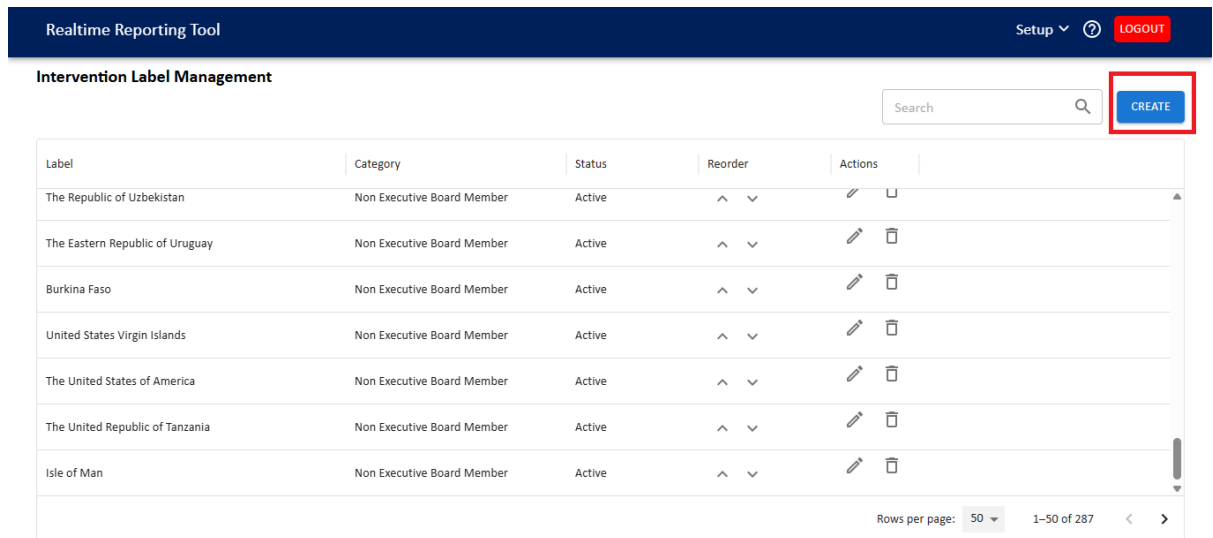
5. Clicking on “Delete” prompts user with a confirmation message to delete the meetings.



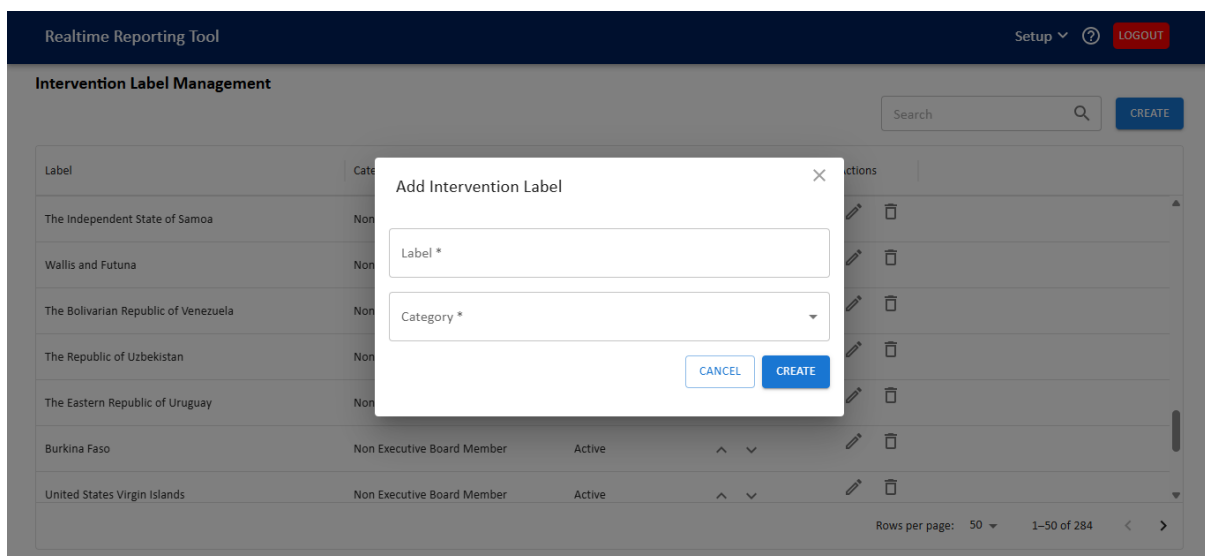
2. Intervention Label Management

1. Clicking on “Intervention Label Management” under the “Setup” module navigates the user to the “Intervention Listing Page”.

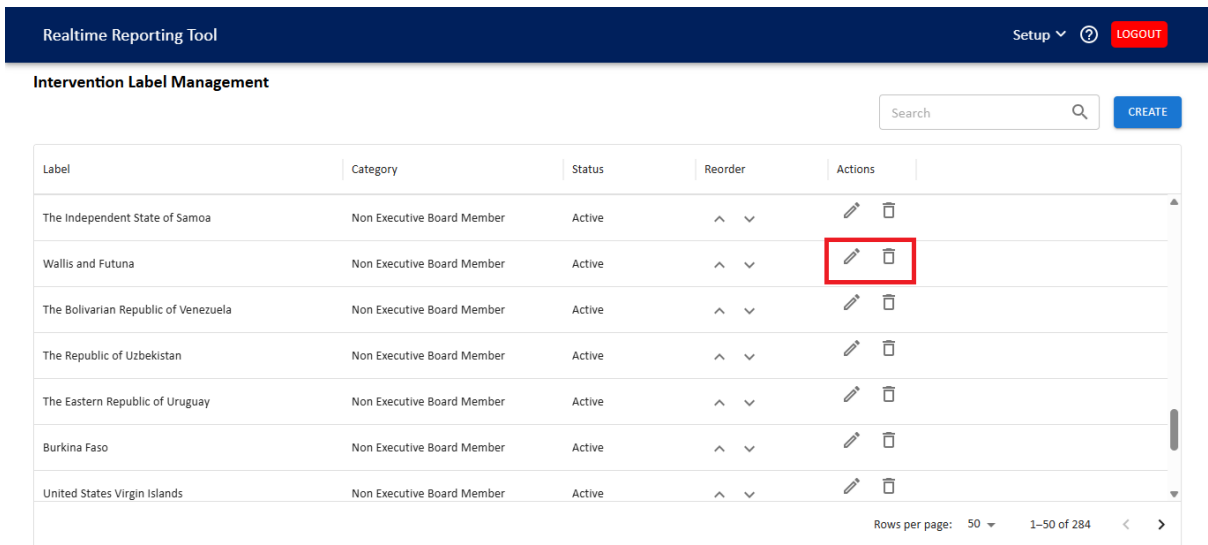




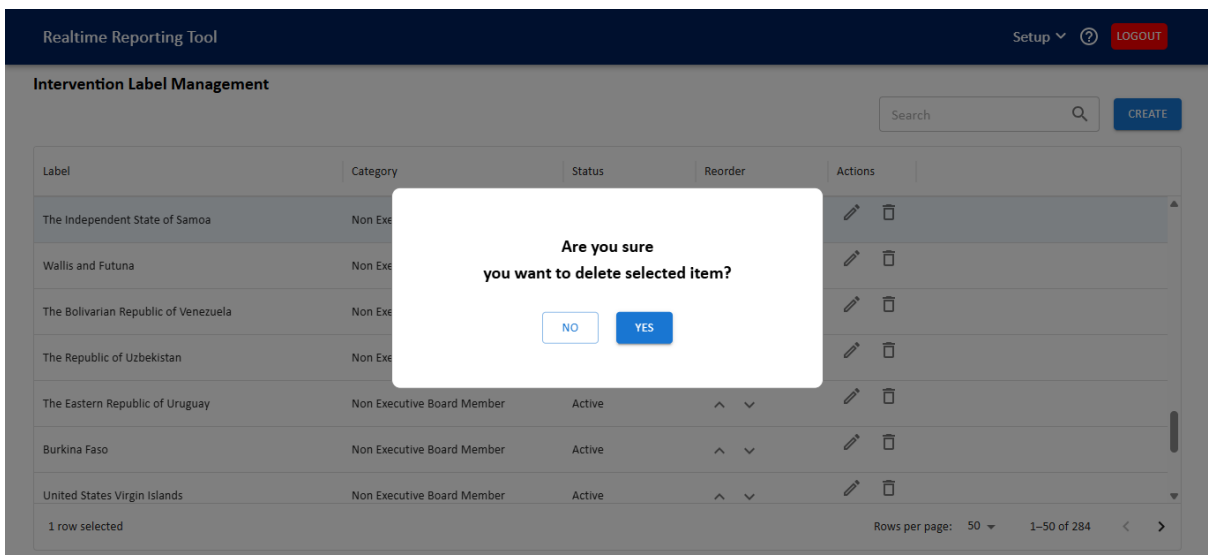
2. Clicking on “Create” opens the “Create Intervention Label” form that allows Super Admin or Admin users to create a new intervention label in the system. Users can fill in the required details as mentioned in the form,
 1. Label – Free text field (Mandatory)
 2. Category – Drop-down field (Mandatory)



3. Filling the required details creates the intervention label. The label is then listed on the listing page. The “Actions” column consists of “Edit” and “Delete” options that allow users to edit and delete the labels.































4. Clicking on “Delete” prompts users with a confirmation message to delete the intervention labels.




5. The reorder column allows users to reorder the intervention labels. Labels can be reordered by clicking the upward and downward arrows. Clicking the upward arrow moves the label up by one position, and vice versa.

Intervention Label Management

Search  [CREATE](#)

Label	Category	Status	Reorder	Actions
The Independent State of Samoa	Non Executive Board Member	Active	 	 
Wallis and Futuna	Non Executive Board Member	Active	 	 
The Bolivarian Republic of Venezuela	Non Executive Board Member	Active	 	 
The Republic of Uzbekistan	Non Executive Board Member	Active	 	 
The Eastern Republic of Uruguay	Non Executive Board Member	Active	 	 
Burkina Faso	Non Executive Board Member	Active	 	 
United States Virgin Islands	Non Executive Board Member	Active	 	 

1 row selected Rows per page: 50  1-50 of 284 