



**FCTC**  
WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL



**PROTOCOL**  
TO ELIMINATE  
ILLCIT TRADE IN  
TOBACCO PRODUCTS

**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/9/DIV/2/Rev.1**

**Ninth session  
8–13 November 2021**

**MEETING OF THE PARTIES TO THE PROTOCOL  
TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

**FCTC/MOP/2/DIV/2/Rev.1**

**Second session  
15–18 November 2021**

**Geneva, Switzerland**

**20 August 2021**

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## **Guide for Participants**

**to the Ninth session of the Conference of the Parties to  
the WHO Framework Convention on Tobacco Control**

**and**

**to the Second session of the Meeting of the Parties  
to the Protocol to Eliminate Illicit Trade in  
Tobacco Products**

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## DATE AND PLACE

The Ninth Session of the Conference of the Parties (COP9) to the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Second Session of the Meeting of the Parties (MOP2) to the Protocol to Eliminate Illicit Trade in Tobacco Products will be held virtually due to the COVID-19 pandemic.<sup>1</sup>

**COP9:** The first plenary meeting will open at 10:00 Geneva time on Monday, 8 November 2021, and the session is expected to close no later than 13:00 on Saturday, 13 November 2021.

**MOP2:** The first plenary meeting will open at 10:00 Geneva time on Monday, 15 November 2021, and the session is expected to close no later than 17:00 on Thursday, 18 November 2021.

## REGISTRATION PROCESS

Online registration is required for the sessions of COP9 and MOP2. Instructions for online registration will be available on the COP9 and MOP2 dedicated webpages. Queries concerning the system can be addressed by email to: [fctcgovernance@who.int](mailto:fctcgovernance@who.int).

**COP9 online registration will open on 16 August 2021 and must be completed by 18 October 2021.**

**MOP2 online registration will open on 23 August 2021 and must be completed by 25 October 2021.**

## CREDENTIALS

In accordance with Rule 18 of the Rules of Procedure of the Conference of the Parties (COP) and of the Meeting of the Parties (MOP), credentials shall be issued by the Head of State or Government, Minister of Foreign Affairs, Minister of Health or any other competent government authority. Credentials shall be addressed to the Head of the Convention Secretariat, Dr Adriana Blanco Marquizo, and shall include, in addition to the full title of the meeting, the following information for each participant: LAST NAME (in capital letters); first name; title; function; institution; city; and gender (unless indicated in the title). Additionally, the credentials should explicitly specify the Head of Delegation and the alternates in order of precedence. Credentials addressed to any officials of the World Health Organization (WHO), including the Director-General, Regional Directors or Heads of WHO country offices, are not considered valid and, therefore, will not be accepted.

Given the virtual nature of COP9 and MOP2, Parties are invited to communicate all credentials electronically to the Convention Secretariat through the online registration system, if possible, no later than 18 October for COP9 and 25 October for MOP2, dates that are 15 days before the opening of the respective sessions.

In accordance with decisions FCTC/COP8(12) and FCTC/MOP1(15), the Convention Secretariat respectfully reminds Parties to observe Article 5.3 of the WHO FCTC and to be mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC

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<sup>1</sup> The Bureaus of the Conference of the Parties and the Meeting of the Parties jointly agreed on a proposal for special procedures for virtual meetings of COP9 and MOP2; the Convention Secretariat circulated the proposal to Parties for consultation before adoption at COP9 and MOP2.

when designating their representatives to the meetings of the COP and MOP. Furthermore, the Convention Secretariat respectfully requires Parties, when designating their representatives to the meetings of the COP and MOP, to indicate, by any means or format of their preference (for example, in the accreditation document or in a separate letter), that they have observed Article 5.3 of the WHO FCTC and have been mindful of the recommendations 4.9 and 8.3 of the Guidelines. In this regard, in accordance with the above-referenced decision, the Parties shall indicate the following:

*“When designating its representatives to Ninth Session of the Conference of the Parties/Second Session of the Meeting of the Parties [name of the Party] has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC.”*

In the case of a regional economic organization, credentials shall be issued by the competent authority of that organization and shall include the same information as required for delegations from State Parties.

## DECLARATION OF INTERESTS (DOI) FORMS

In accordance with decisions FCTC/COP8(12) and FCTC/MOP1(15), representatives of international intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs) that are accredited as observers to the COP and MOP are required to submit a Declaration of Interests (DOI) form 14 days in advance of the session of the COP and MOP.

Please be aware that until the DOI has been submitted, the Convention Secretariat will not be able to approve the registration.

<b>COP9</b>	<b>Deadline to complete and submit the DOI form</b>
Observers (IGOs and NGOs) Link to the DOI form: <a href="https://extranet.who.int/dataformv3/index.php/622498?lang=en">https://extranet.who.int/dataformv3/index.php/622498?lang=en</a>	18 October 2021
<b>MOP2</b>	<b>Deadline to complete and submit the DOI form</b>
Observers (IGOs and NGOs) Link to the DOI form: <a href="https://extranet.who.int/dataformv3/index.php/886621?lang=en">https://extranet.who.int/dataformv3/index.php/886621?lang=en</a>	25 October 2021

## WORKING HOURS AND INFORMAL REGIONAL MEETINGS

### COP9 working hours

<b>Monday, 8 November 2021</b>	
10:00–13:00	Opening ceremony and first plenary meeting
14:00–17:00	Plenary or committee meetings
<b>Tuesday, 9 November, to Friday, 12 November 2021</b>	
10:00–13:00 14:00–17:00	Plenary or committee meetings
<b>Saturday, 13 November 2021</b>	
10:00–13:00	Plenary meeting and closing

**No evening sessions will be convened.**

## COP9 informal regional meetings

The Convention Secretariat will make arrangements, as necessary, to allow the African Region, the Region of the Americas, the South-East Asia Region, the European Region, the Eastern Mediterranean Region and the Western Pacific Region to hold informal regional meetings.

## MOP2 working hours

Monday, 15 November 2021	
10:00–13:00	Opening ceremony and first plenary meeting
14:00–17:00	Plenary or committee meetings
Tuesday, 16 November, to Thursday, 18 November 2021	
10:00–13:00	Plenary or committee meetings
14:00–17:00	

**No evening sessions will be convened.**

## MOP2 informal regional meetings

The Convention Secretariat will make arrangements, as necessary, to allow the African Region, the Region of the Americas, the South-East Asia Region, the European Region, the Eastern Mediterranean Region and the Western Pacific Region to hold informal regional meetings.

## ARRANGEMENT FOR CONDUCT OF DISCUSSION IN PLENARY, COMMITTEES A AND B MEETINGS

Rule 32 of the Rules of Procedure of the COP and of the MOP states that sessions of the COP and MOP shall be held in public, unless the COP and MOP decide that they shall be open or restricted.

**Regional statements:** Delegations are encouraged to opt for group or regional statements, in lieu of individual statements, and to inform the Secretary of the Plenary and Committees A and/or B (see Contact Information for Secretaries, below) of the Party who will deliver the statement for the group or region.

**Pre-recorded interventions:** Parties and observers are invited to submit video statements, which shall be broadcast in lieu of a live intervention. When submitting please specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Technical specificities and comprehensive guidelines for the pre-recorded video statements and how those shall be submitted will be available on the COP9<sup>1</sup> and MOP2<sup>2</sup> webpages by the end of August 2021. Due to logistical reasons the deadline for sending in the pre-recorded video statements to the Convention Secretariat is 30 October 2021.

<sup>1</sup> <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/ninth-session-of-the-conference-of-the-parties>.

<sup>2</sup> <https://fctc.who.int/protocol/governance/meeting-of-the-parties/second-session-of-the-meeting-of-the-parties>.

**Time management:** Parties are invited to limit their individual statements to three minutes (330 words), and regional and group statements to four minutes (440 words). Delegates are requested to deliver statements at a normal speaking pace. IGO observers are invited to limit their statements to two minutes (220 words), and NGO observers to one minute (110 words). This includes pre-recorded statements. Rapid delivery risks impeding clarity and accuracy in interpretation. Timing will be regulated through the use of “traffic lights”, visible to the virtual room.

## STATEMENTS ON GLOBAL PROGRESS REPORT

Parties to COP and MOP are invited to submit pre-recorded video statements, which will be posted to the WHO FCTC website instead of being played during the meeting, to the Convention Secretariat no later than 30 October 2021.

### Suggested themes:

- COP9: Tobacco control during a global health emergency
- MOP2: Implementation of the Protocol to Eliminate Illicit Trade in Tobacco Products

## INTERPRETATION AND STATEMENTS

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Delegates are requested to send a copy of their statement to [statementsinterpret@who.int](mailto:statementsinterpret@who.int) **at least 30 minutes in advance**. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy in all languages.

When submitting a statement by email please specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential and checked against delivery for the purpose of the official record.

## SUBMISSIONS BY DELEGATIONS

Delegations wishing to have draft decisions distributed to the Plenary or to one of the committees are invited to submit their draft, via email to the Convention Secretariat, in one of the official languages at least 15 days before the opening of the sessions. The Convention Secretariat will then circulate copies to the delegations. Parties are invited to email their proposals and amendments to proposals to the secretary of Plenary or the committee concerned, in the case of documents intended for one of the committees.

In accordance with Rule 33 of the Rules of Procedure of the COP and of the MOP, proposals and amendments to proposals shall not be considered if they have been circulated less than three days before the meeting in all official languages, unless the COP or the MOP decides otherwise.

## CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B

**Plenary: contact:** fctcgovernance@who.int

**Committee A: contact:** fctcComA@who.int

**Committee B: contact:** fctcComB@who.int

## DOCUMENTATION

The WHO FCTC website provides easy electronic access to documentation, such as the Rules of Procedure of the COP and the MOP, and offers options to download documents for the current meetings of the governing bodies. The website also provides access to documents of previous sessions and other relevant documentation.

Since documentation is available on the WHO FCTC website, as a cost-savings measure documentation will not be dispatched by post or courier before, during or after COP9 and MOP2.

Relevant documentation for the meeting can be accessed at the following links: COP9<sup>1</sup> and MOP2.<sup>2</sup>

## The Journal

The daily Journal of the COP and MOP contains the most up-to-date information on meetings and events scheduled during the Conference. It also includes procedural summaries of the discussions. A preliminary daily Journal is published before the COP and MOP opens.

## VIRTUAL PLATFORM

COP9 and MOP2 will be held virtually using an online meeting platform. Attendance will be enabled through secured access to a videoconference that will allow representatives to hear other participants and to address, as appropriate, the meeting remotely.

Following online registration, participants will receive a communication with personal links to connect to the virtual meetings of the plenary session and committees. The personal links must not be shared with anyone else. The message will also include information on test sessions and support.

The requirements for connecting to the virtual meetings include a personal computer with the latest version of the virtual meeting software and a good Internet connection. A high-quality headset with echo-cancelling microphones and a webcam are required in order to make interventions during the meetings. It is recommended to use a quiet, soundproof room for participation in the virtual meetings.

Test sessions will be available prior to the actual sessions of the COP and MOP. The timing of test sessions will be included in the communication sent to participants following their registration. Participants are requested to conduct a test during one of the available test sessions prior to the beginning of the sessions. For the test, please use the equipment and the location to be used during the virtual meetings of COP9 and MOP2.

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<sup>1</sup> <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/ninth-session-of-the-conference-of-the-parties>.

<sup>2</sup> <https://fctc.who.int/protocol/governance/meeting-of-the-parties/second-session-of-the-meeting-of-the-parties>.

During COP9 and MOP2, the virtual meeting rooms will become available one hour prior to the beginning of the programme of work for the day.

If you face any issue during the test sessions or live meetings, please contact the support team by email at: [FCTC-IT-Support@who.int](mailto:FCTC-IT-Support@who.int) or phone +41 22 791 21 11 (the call centre staff will help connect participants to the support team).

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