



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

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

**FCTC/MOP/2/11  
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## **Proposed Workplan and Budget for the financial period 2022–2023**

### **Report by the Convention Secretariat**

#### **Purpose of the document**

This document includes a proposed Workplan and Budget for the financial period 2022–2023. Annex 1 contains proposed activities and the budget. Annex 2 presents the composition of the Convention Secretariat team and staff costs. Annex 3 details the total budget for 2022–2023 including activity costs, staff costs and cost recovery. A more detailed description of activities, alongside the rationale and assumptions made in calculating the cost of various activities, are included in the Explanatory Note FCTC/MOP/2/INF.DOC/1.

#### **Action by the Meeting of the Parties**

The Meeting of the Parties (MOP) is invited to consider and adopt, as appropriate, the proposed Workplan and Budget for the financial period 2022–2023 as presented in Annexes 1, 2 and 3.

Contribute to the Sustainable Development Goals (SDGs), if applicable: SDG 3 and Target 3.a.

Link to the workplan and budget item: N/A.

Additional financial implications if not included in the workplan and budget: None.

Related document(s): FCTC/MOP/2/INF.DOC/1 Explanatory note: Proposed Workplan and Budget for the financial period 2022–2023.

## **BACKGROUND**

1. The proposed 2022–2023 Workplan and Budget has been prepared by the Convention Secretariat, in accordance with Article 33.7 of the Protocol, and Rules 7(d) and 24ter of the Rules of Procedure of the Meeting of the Parties (MOP).
2. The proposed Workplan and Budget was shared with the MOP Bureau and Regional Coordinators during the MOP Bureau meetings in September and December 2020, and an update further discussed with the Bureau in April 2021. The comments and proposals made by the Bureau, with the support of the Regional Coordinators, have been incorporated into this submission to the Second Session of the Meeting of the Parties to the Protocol (MOP2). The proposed Workplan and Budget has been prepared on best-estimate projections based on the previous Workplan and Budget adopted by the First Session of the Meeting of the Parties (MOP1). It will be necessary to incorporate adjustments to language, costs and activities when a final draft is adopted by the MOP2.
3. The current proposed Workplan and Budget is organized around five goals: (1) assessing progress, sharing knowledge and promoting the exchange of information; (2) accelerating implementation and promoting ratification of the Protocol; (3) building alliances with relevant intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs); (4) ensuring that governing and subsidiary bodies can take the necessary decisions; and (5) ensuring the capacity and ability of the Convention Secretariat to perform its duties.
4. The proposed sources of funding for the suggested activities, Assessed Contributions (AC) and Extra-budgetary Contributions (EB), are presented in United States dollars (US\$).
5. The proposed budget does not propose an increase in AC.
6. The accompanying Explanatory Note contained in document FCTC/MOP/2/INF.DOC/1 provides further details concerning the proposed Workplan and Budget, including the cost breakdown for activities.

## **ACTION BY THE MEETING OF THE PARTIES**

7. The MOP is invited to provide further guidance and consider adopting the annexed Workplan and Budget for the financial period 2022–2023.

## ANNEX 1

## PROPOSED WORKPLAN AND BUDGET FOR FINANCIAL PERIOD 2022–2023: ACTIVITIES COSTS

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2023, unless otherwise noted	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary	Total
<b>1</b>	<b>Goal 1. Assessing progress, sharing knowledge and promoting the exchange of information</b>					
<b>1.1</b>	<b>Objective 1.1. Support Parties in fulfilling their reporting obligations and assess global progress</b>					
1.1.1	Run the 2023 reporting cycle	Number of reports from Parties received	Increased number of reports received	5 000	0	5 000
1.1.2	Regularly update the Protocol implementation database	Number of reports available in the database	All reports received are published in the database	0	2 000	2 000
1.1.3	Produce the 2023 Global Progress Report	Time of publication of the report	One report published ahead of the Third Session of the Meeting to Parties (MOP3)	5 000	0	5 000
1.1.4	Organize regional or subregional training workshops on reporting in the regions most in need	Number of Parties that attended the workshops	At least 30 Parties attended the workshops	0	80 000	80 000
<b>1.2</b>	<b>Objective 1.2. Facilitate and promote the exchange and generation of information, knowledge and expertise</b>					
1.2.1	Establish an interim solution of the Global Information-sharing Focal Point	Interim solution of the Global Information-sharing Focal Point is developed	Interim solution of the Global Information-sharing Focal Point made available to Parties by September 2023	50 000	50 000	100 000
1.2.2	Assist and facilitate international cooperation between Parties to the Protocol on priority areas identified by the Meeting of the Parties (MOP)	Number of Parties cooperating with each other	At least 20 Parties with documented cooperation with each other to implement the Protocol	0	200 000	200 000

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2023, unless otherwise noted	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary	Total
1.2.3	Establish and operate an online platform with relevant databases requested by the MOP to facilitate the dissemination and exchange of information	Number of databases established	At least four databases established	0	20 000	20 000
1.2.4	Develop and disseminate technical publications on Protocol-specific topics on priority areas identified by the MOP	Number of technical publications developed and disseminated	At least five technical publications developed and disseminated	0	50 000	50 000
Subtotal for Goal 1				60 000	402 000	462 000
<b>2</b>	<b>Goal 2. Accelerating implementation and promoting ratification of the Protocol</b>					
<b>2.1</b>	<b>Objective 2.1. Promote multisectoral collaborative efforts for implementation and ratification of the Protocol</b>					
2.1.1	Organize multisectoral workshops to address challenges in the implementation of the Protocol according to priority areas identified by the MOP	Number of Parties that attended the workshops	At least 30% of Parties to the WHO FCTC attended a workshop	0	400 000	400 000
2.1.2	Hold high-level meetings of the Head of the Secretariat with senior officials to build political support for the implementation of the Protocol on priority areas identified by the MOP and further ratification/accession	Number of high-level meetings of the Head of Secretariat	At least 20 high-level meetings held	0	30 000	30 000
<b>2.2</b>	<b>Objective 2.2. Provide technical assistance to Parties upon request</b>					
2.2.1	Assist Parties to assess their needs with regards to the implementation of the Protocol and develop country- focused action plans	Number of Parties assisted	At least 10 Parties assisted on different provisions of the Protocol	0	400 000	400 000

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2023, unless otherwise noted	Activity cost (in US\$)		
				Assessed Contributions	Extra-budgetary	Total
2.2.2	Assist low- and middle-income countries (LMICs) and least-developed countries (LDCs) in the implementation of national/regional tracking and tracing systems, including through workshops and country missions, as required	Number of Parties assisted	At least 10 Parties assisted to implement tracking and tracing systems	0	200 000	200 000
<b>2.3</b>	<b>Objective 2.3. Raise awareness about the importance of the Protocol</b>					
2.3.1	Develop social communication materials on the importance of the Protocol, as part of the Secretariat's communications strategy, including the celebration of the Fifth Anniversary of the Protocol	Number of social communication materials produced	At least four new social communications materials produced	0	70 000	70 000
Subtotal for Goal 2				0	1 100 000	1 100 000
<b>3</b>	<b>Goal 3. Building alliances with relevant intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs)</b>					
<b>3.1</b>	<b>Objective 3.1. Promote the importance of becoming observers to the MOP with relevant IGOs and NGOs</b>					
3.1.1	Engage with relevant IGOs and NGOs to invite them to become observers to the MOP	Number of new observers to the MOP	At least two new relevant IGOs and two new relevant NGOs become observers	0	5 000	5 000
<b>3.2</b>	<b>Objective 3.2. Enhance cooperation and communication with relevant IGOs and NGOs</b>					
3.2.1	Assess and disseminate information on the contributions of the implementation of the Protocol to the achievement of the Sustainable Development Goals (SDGs)	Number of publications and materials on the contributions of the implementation of the Protocol to the SDGs produced	At least two publications and materials produced	0	10 000	10 000

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2023, unless otherwise noted	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary	Total
3.2.2	Participate and organize side events during relevant meetings of United Nations agencies	Number of joint projects implemented with relevant IGOs	At least two joint projects implemented	8 000	16 000	24 000
3.2.3	Organize an annual meeting with relevant NGOs that are observers to the MOP to discuss plans of cooperation	Number of annual plans and reports submitted by NGOs that are observers to the MOP	All NGOs that are observers to the MOP submitted annual plans and reports	0	5 000	5 000
3.2.4	Co-organize or invite relevant IGOs and NGOs to contribute to workshops or awareness-raising events	Number of relevant IGOs and NGOs that co-organized or were involved in workshops or awareness-raising events	At least four relevant IGOs or NGOs co-organized or were involved in workshops or awareness-raising events	0	10 000	10 000
Subtotal for Goal 3				8 000	46 000	54 000

OPERATIONAL GOALS						
	Activity	Activity cost (in US\$)				
		Assessed Contributions	Extra- budgetary	Total		
<b>4</b>	<b>Goal 4. Ensuring that the governing and subsidiary bodies can take the necessary decisions</b>					
<b>4.1</b>	<b>Objective 4.1. Provide for the optimal operation of the MOP, the Bureau of the MOP, and working groups or expert groups established by MOP</b>					
4.1.1	Organize the Third Session of the Meeting of the Parties	505 085	110 000	615 085		
4.1.2	Organize pre-MOP regional meetings	0	150 000	150 000		

<b>OPERATIONAL GOALS</b>				
	<b>Activity</b>	<b>Activity cost (in US\$)</b>		
		<b>Assessed Contributions</b>	<b>Extra-budgetary</b>	<b>Total</b>
4.1.3	Prepare and support the work of the Bureau and convene meetings, including through videoconferences and teleconferences	195 000	0	195 000
4.1.4	Make the necessary arrangements for the Working Group for the Development and Implementation of Tracking and Tracing Systems in accordance with Article 8, including the Global Information-sharing Focal Point (Article 8.1) and unique identification markings for cigarette packets and packages (Article 8.3)	40 000	110 000	150 000
Subtotal for Goal 4		740 085	370 000	1 110 085
<b>5</b>	<b>Goal 5. Ensuring the capacity and ability of the Convention Secretariat to perform its duties</b>			
<b>5.1</b>	<b>Objective 5.1. Provide adequate staff and financial management</b>			
5.1.1	Organize an annual strategic planning and team-building retreat for the Convention Secretariat	5 000	0	5 000
5.1.2	Provide general administration and management to the Convention Secretariat	20 000	0	20 000
<b>5.2</b>	<b>Objective 5.2. Mobilize resources to support the implementation of the Protocol</b>			
5.2.1	Follow up on the collection of Assessed Contributions	5 000	0	5 000
5.2.2	Implement a fundraising plan	5 000	10 000	15 000
Subtotal for Goal 5		35 000	10 000	45 000
<b>Total activity cost for all Goals</b>		<b>843 085</b>	<b>1 928 000</b>	<b>2 771 085</b>

## ANNEX 2

**GROSS STAFF COSTS BREAKDOWN (US\$)<sup>1</sup>**

<b>Funded with Assessed Contributions (AC)</b>				
		AC	EB	Total
1	D2 30% MOP AC/70% COP AC	247 590		247 590
4	P5 30% MOP AC/70% COP AC	803 880		803 880
1	P4 100% MOP AC	551 250		551 250
2	P3 100% MOP AC	894 600		894 600
1	P2 100% MOP AC	385 350		385 350
1	P2 50% MOP AC/50% COP AC	192 675		192 675
1	G4 100% MOP AC	282 450		282 450
<b>Funded with Assessed Contributions (AC) and Extra-budgetary Contributions (EB)</b>				
		AC	EB	Total
1	P3 50% MOP AC/50% MOP EB	223 650	223 650	447 300
<b>Funded with Extra-budgetary Contributions</b>				
		AC	EB	Total
1	P3 100% MOP EB		447 300	447 300
3	P2 100% MOP EB		1 156 050	1 156 050
<b>Total staff costs</b>		<b>3 581 445</b>	<b>1 827 000</b>	<b>5 408 445</b>

<sup>1</sup> Indicative costs for core Convention Secretariat staff based on WHO's latest available standard gross salary costs for 2020–2021; possible changes in 2022–2023 will be reflected once they become available. The fulfilment of the staff plan, and possible adjustments, will depend on the actual availability of funds and the evolving workload. The staff plan does not include possible short-term assignments that would be based on actual needs and resources available.



## ANNEX 3

**TOTAL PROPOSED BUDGET 2022–2023 (US\$)**

	<b>Covered by Assessed Contributions</b>	<b>Covered by Extra-budgetary Contributions</b>	<b>Total</b>
1. Activity costs	843 085	1 928 000	2 771 085
2. Staff costs	3 581 445	1 827 000	5 408 445
<b>Total direct costs</b>	<b>4 424 530</b>	<b>3 755 000</b>	<b>8 179 530</b>
3. Recovery costs	575 189	488 150	1 063 339
<b>Grand total</b>	<b>4 999 719</b>	<b>4 243 150</b>	<b>9 242 869</b>

Total for Assessed Contributions (activities, salaries and recovery costs): **US\$ 4 999 719**.

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