



FCTC

WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

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

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Proposed workplan and budget for the financial period 2016–2017

Explanatory note

1. This document serves as an explanatory note to the proposed workplan and budget for the financial period 2016–2017 as presented for the consideration of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC) in document FCTC/COP/6/24.

STRUCTURE

2. The proposed workplan and budget presented in document FCTC/COP/6/24 is divided into two components: Part I relates to the activities undertaken in relation to the WHO FCTC, and Part II relates to the activities undertaken by the Convention Secretariat in the interim period until the entry into force of the Protocol to Eliminate Illicit Trade in Tobacco Products. This division takes account of the fact that the first Meeting of the Parties (MOP) to the Protocol will not be held before late 2016 or early 2017 (in conjunction with the seventh session of the COP), while the activities to promote ratification and accession will remain relevant during the 2016–2017 biennium even if the Protocol has entered into force at that time.

3. Part I includes six main areas of work, following, in general, the composition of the workplan for the 2014–2015 biennium: the next session of the COP, including the work of the Bureau; development of protocols, guidelines and other possible instruments for implementation of the Convention; reporting and exchange of information; assistance to Parties in implementing specific provisions of the Convention, with particular focus on developing country Parties and Parties with economies in transition; coordination with international and regional intergovernmental organizations and other bodies; and administration and management, and other arrangements and activities.

4. Part II includes three areas of work: preparing the entry into force of the Protocol; the first session of the MOP; and administration and management, and other arrangements and activities.

5. The proposed sources of funding – voluntary assessed contributions (VAC) or extrabudgetary – are indicated for the cost of each activity. Costs are distributed according to the following rationale.

(a) Work covered by VAC:

- Statutory activities and arrangements related to treaty administration (the majority of the seventh session of the COP including the work of the Bureau of the COP); existing working and expert groups whose mandates are expected to be prolonged; support for routine reporting arrangements under the Convention; a portion of the work related to exchange of information and promotion of South-South cooperation; promotion of a multisectoral and interagency response to needs related to implementation of the Convention; and a portion of general administration and management).
- Activities related to preparing for the entry into force of the Protocol (a portion of the first session of the MOP).

(b) Work covered by extrabudgetary funds:

- Per diem for the seventh session of the COP for the delegates from least developed country Parties (approximately 9% of the cost of the seventh session of the COP).
- Potential activities and arrangements related to treaty administration that may additionally be expected, such as the establishment of new working and/or expert groups by the COP. The workplan, in particular, envisages that the COP may establish one new expert or working group on a provision or provisions of the Convention.
- Activities to assist Parties in implementing specific provisions of the Convention and decisions of the COP, such as: needs assessments and related implementation assistance; impact assessment; promotion of access to available resources; a portion of support in compilation and communication of information, exchange of information and practices and fulfilling reporting obligations; promotion of South–South cooperation; a portion of coordination with international and regional intergovernmental organizations and other bodies; a portion of exchange of information; international cooperation and coordination; a portion of cooperation with civil society; support in alignment of treaty implementation with national health and development strategies and programmes; support to Parties engaged in trade, investment and other legal actions and challenges, including under Article 19.
- Activities related to preparation of the entry into force of the Protocol, including convening an intergovernmental working group to prepare for the first session of the MOP; a portion of convening of the first session of the MOP, and relevant advocacy; a portion of the work of promoting entry into force; technical assistance in preparation of entry into force; and a portion of advocacy, publications and website.

BUDGET

6. The table contained in the Appendix to the proposed workplan and budget presented in document FCTC/COP/6/24 shows the breakdown of the total budget by activity costs, staff costs and programme supports costs. These costs have been presented separately to provide greater clarity and detail, in accordance with the format of the 2014–2015 workplan and budget. In addition, the table shows the cost breakdown by regular WHO FCTC activities and those related to preparations for the

entry into force of the Protocol to Eliminate Illicit Trade in Tobacco Products, as well as by the source of funding (i.e. VAC and extrabudgetary funds).

7. The budget figures corresponding to different lines of the workplan indicate the cost of specific activities, such as the seventh session of the COP, the meetings of working and expert groups, assistance to Parties, administrative arrangements, etc. falling under that particular line. A breakdown of staff costs is presented in the Annex to this document.

8. As in previous years, the budget will be based on VAC, according to the scale of assessment adopted by the COP, and extrabudgetary funds that the Convention Secretariat would be mandated to seek and receive.

9. The **total budget** is proposed at the level of US\$ 18 724 000, almost equally distributed between the VAC and extrabudgetary funds. The increase by approximately US\$ 1 434 000 compared with the current biennial budget, necessary for the reasons explained below, is to be covered by extrabudgetary funds

10. **VAC** are envisaged at US\$ 9 100 000, including programme support costs. This corresponds to zero nominal growth, mirroring the 2014–2015 VAC of US\$ 9 100 000 adopted in decision FCTC/COP5(19).

11. **Extrabudgetary funds**, including programme support costs, are envisaged at US\$ 9 624 000. This sum represents an increase of US\$ 1 434 000 compared with the current biennial workplan.¹ The increase is due to the necessary distribution of VAC to cover core statutory Convention work, work to forward the entry into force of the Protocol and existing staff positions. Extrabudgetary funds are therefore required for all other activities, as well as proposed additional staffing.

12. **Programme support costs**, comprising 13%, payable to WHO, are projected to be US\$ 2 154 000. Of that, US\$ 1 047 000, or 49%, would be programme support costs paid on VAC and US\$ 1 107 000, or 51%, on extrabudgetary funds.

13. **Costs related to activities under the WHO FCTC.** It is proposed that the total activity costs under this segment of work be US\$ 4 735 000, of which US\$ 2 196 000, or 46%, would comprise VAC, while US\$ 2 539 000, or 54%, would be supported through extrabudgetary funds. The proposed funding level for this area is US\$ 1 495 000 lower than in the current (2014–2015) biennium.

14. **Costs related to preparing entry into force of the Protocol to Eliminate Illicit Trade in Tobacco Products.** The activity costs under this segment of work are proposed to be US\$ 1 462 000, of which US\$ 572 000 (40%) is ascribed to VAC and US\$ 890 000 (60%) to extrabudgetary funds; US\$ 519 000 would be the cost of convening the first session of the MOP.

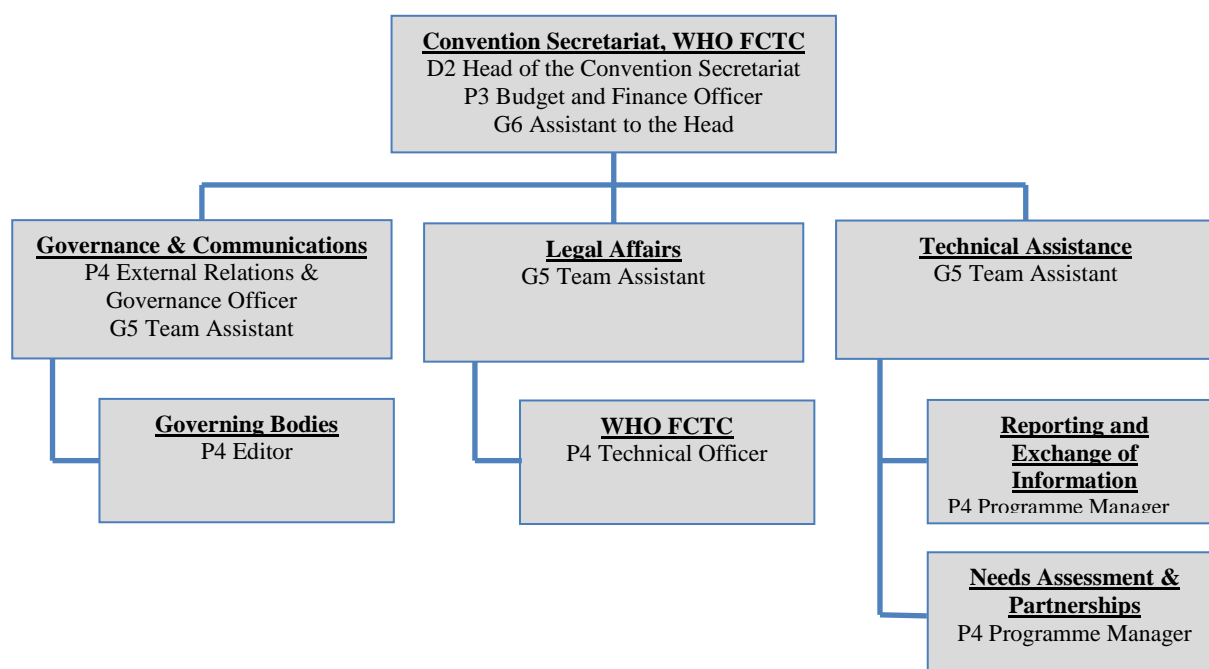
15. **Costs related to staffing.** Fixed-term staff post costs are US\$ 5 285 000. To ensure continuity and accountability, these positions are wholly covered by VAC in this proposed budget but are kept at the same amount adopted in the 2014–2015 budget. Furthermore, due to restructuring necessary to ensure implementation of the VAC-supported workplan and funding stability for core positions, reduction in the number of posts is being considered. Given the VAC funding limitations, one existing professional post at P6 level will be abolished, due to its high cost, the capacity of the Head of the Convention Secretariat to absorb some of the post's senior policy-level functions, and the possibility

¹ US\$ 8 190 000 in the workplan and budget adopted by the COP at its fifth session.

of distributing remaining activities to other Convention Secretariat staff. Additionally, one general staff post graded at G5 level will not be renewed as the ratio of administrative to professional staff is currently too high (five administrative staff to nine professional staff). The costs of those two posts (totalling US\$ 1 098 000) have not been included in the total staff costs covered by VAC, and the savings for not including them in the 2016–2017 budget will compensate for staff cost increases in the period 2014–2015 (in the budget approved by COP5) caused by upgrades, changes to post adjustments and currency fluctuations. As a result of this approach, the Convention Secretariat staff fully covered by VAC will be seven professional staff and four administrative staff, with the total staff costs equalling the staff costs covered by VAC for the 2014–2015 period.

16. It is further proposed that additional staff positions be considered, with a view to undertaking the relevant proposed activities in the workplan, if adequate extrabudgetary funds are raised. These positions include four proposed professional positions in Geneva and one professional staff or consultant support for each of the six WHO regional offices to increase implementation work, taking advantage of existing WHO structures.¹ The additional staffing costs could reach US\$ 5 088 000, depending on resource mobilization and the pace of implementation, including the entry into force of the Protocol. Organigrams of the proposed 2016–2017 Convention Secretariat structure, both with the essential positions and with additional staff positions, are shown below.

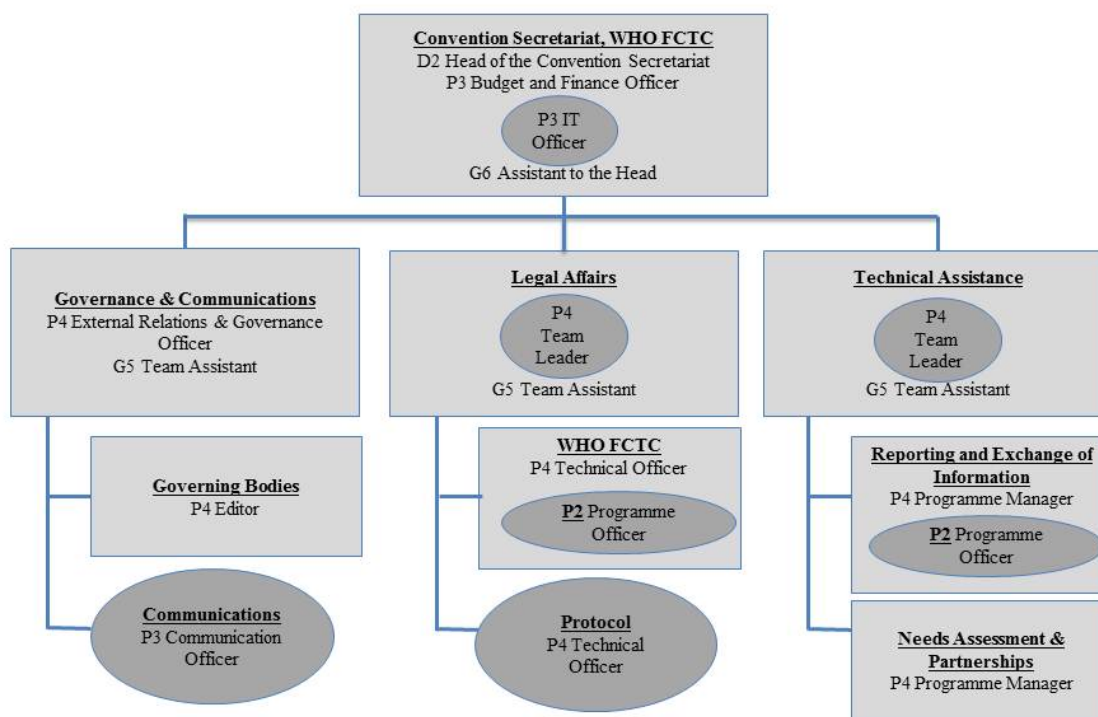
Proposed structure of the Convention Secretariat 2016–2017²



Proposed expanded structure of the Convention Secretariat 2016–2017¹

¹ Tobacco control advisors from WHO regional offices were consulted on the need for additional staff to support treaty implementation, either through additional staff or consultant support at country level. The additional staff would work under the WHO regional structures and report to the respective regional office.

² This organigram reflects fixed-term staff positions currently in place, with the exception of one professional post graded at P6 and one general staff post graded at G5, which will not be renewed.



WORKPLAN

17. Measures outlined in the workplan are intended to implement different articles of the Convention, particularly those that envisage action by the COP and the Convention Secretariat, as well as decisions taken by the COP that require action.

PART I: WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL

AREA OF WORK 1: Conference of the Parties

18. **Area of work 1** includes preparing, convening and supporting the seventh session of the COP including the work of the COP Bureau. Four Bureau meetings are proposed in the intersessional period including the immediate pre-session meeting at the COP. Additionally, this area of work includes conducting the review of accreditation of nongovernmental organizations applying to be in official relations with the COP. It is also proposed that the Convention Secretariat make available a standardized, web-based tool for nongovernmental organizations to use when reporting on their activities.

19. The cost estimate for the seventh session of the COP is based on available estimates at the time of writing of this document, with particular attention to and planning for those areas that may increase

¹ Existing staff positions covered by VAC are shown in rectangles. Proposed new staff positions and existing positions covered by extrabudgetary funds are shown in ovals..

in cost compared with the previous biennium. It should be noted that the proposed budget for the seventh session is that of a Geneva-based conference, convened for 5.5 days. Any additional costs resulting from holding the session outside Geneva would be covered by the host country. The cost of preparing COP documentation (i.e. translation, printing and dispatch) is estimated based on a maximum length of eight pages per document. Should the COP decide to extend the duration of the session as proposed in document FCTC/COP/6/28, the related additional costs would need to be determined and factored into the budget.

Activity cost breakdown (excluding programme supports costs)

1.1 Conference of the Parties (seventh session of the COP)¹

Including: *Travel support (air ticket) for 1 delegate from each of 42 LDC Parties; interpreter contracts; document translation; official records;² logistics, conference equipment and services; short-term conference staff and overtime; printing and dispatch (pre-, in- and post-session); communications; nominal unforeseen expenses.* 1 450 607

1.2 Bureau of the COP³

Including: Travel and per diem; interpretation (2 languages) and logistics; printing. 162 274

Total activity costs for Area of work 1 1 612 881

AREA OF WORK 2: Protocols,⁴ guidelines and other possible instruments for implementation of the Convention

20. **Area of work 2** covers activities of expert and intergovernmental working groups, including the work of the two existing working groups, on Articles 9 and 10 and on sustainable measures to promote the implementation of the WHO FCTC. Based on the reports of these working groups, their mandates may be extended by the COP. Similarly, based on the report of the expert group on Article 19, the workplan envisages either the extension of the existing group or the creation of a working group on Article 19. A proposal for a fourth expert or working group is included should the COP wish to establish such a group.

21. For the existing working and expert groups, as well as the proposed working or expert group on Article 19, the workplan envisages only one meeting in the intersessional period. If established by the COP, it is expected that the new working group or expert group would be mandated to meet twice in the intersessional period, and that all groups would present their reports to the seventh session of the COP. The Convention Secretariat would ensure support as approved by the COP.

¹ The cost for a 5.5-day Geneva-based session is shown. If held outside Geneva, the host country will be expected to cover the potential cost difference resulting from factors such as travel of the Secretariat and interpreters, preparatory missions, etc.

² Report of the proceedings of the COP as well as verbatim records of plenary meetings.

³ The average travel cost for members of the Bureau requiring travel, based on current practice, is presented; the actual travel cost will depend on the membership of the Bureau elected at the sixth session of the COP.

⁴ The reference to protocols is of a general nature; the Protocol to Eliminate Illicit Trade in Tobacco Products is addressed in Part II of this document.

22. Costs estimated include standard operating costs for working and expert groups. The costs for all meetings take into consideration the membership of the existing working groups convened, with travel support provided to least developed countries. Costs also assume that all meetings will be convened in Geneva. In the case of the possible future working group the estimates were based on the membership of similar groups. Should the COP decide to reopen the membership of the existing groups, the costs may need to be adjusted.

Activity cost breakdown (excluding programme supports costs)

2.1. Intergovernmental working groups

Existing working groups: *The cost for each working group is calculated on the basis of existing working group size and method of work where possible*

<u>One 3-day meeting of the working group on Articles 9 and 10</u>	
<i>Including: travel (air ticket) of representatives of 10 least developed country Parties, and up to 2 international experts; interpretation (3 languages on average); documentation (25 pages on average); logistics.</i>	57 575
<u>One 3-day meeting of the working group on sustainable measures for implementation of the WHO FCTC</u>	
<i>Including: travel (air ticket) of representatives of 7 least developed country Parties; consultant support; interpretation (3 languages on average); documentation; logistics.</i>	46 227
<u>One 3-day meeting of an Article 19 expert or working group comprising 18 members</u>	
<i>Including: travel (air ticket) of representatives of 7 least developed country Parties; travel of 4 expert advisers; interpretation (3 languages on average); documentation; logistics.</i>	75 000
<u>Two 3-day meetings of a possible expert or working group comprising 18 members</u>	
<i>Including: travel (air ticket) of representatives of 7 least developed country Parties; travel of 4 expert advisers; interpretation (3 languages on average); documentation; logistics.</i>	150 000
	328 802
Total activity costs for Area of work 2	

AREA OF WORK 3 (Reporting and exchange of information)

23. **Area of work 3** includes activities in three main fields: reporting, impact assessment of the WHO FCTC and exchange of information and transfer of expertise and technology. The Convention Secretariat will continue to provide support to Parties in the preparation and submission of implementation reports, and prepare the global progress report. In addition, it is proposed that the Convention Secretariat prepare three reports related to topical issues that will require more in-depth analysis. A technical tool for data collection and completion of implementation reports, taking into account good practices will also be published.

24. It is proposed that an expert committee be established with the mandate to review Parties' reports and to provide feedback on insufficient implementation and non-compliance to facilitate the review of Parties' reports by the COP.¹ Funding for the first meeting of this committee has already been included in the budget for the 2014–2015 biennium. Prior to a face-to-face meeting, the expert committee would commence work electronically² through a protected website. The cost estimate is based on a five-day meeting of 18 experts.³ In addition, the Convention Secretariat will continue to conduct regional reporting workshops to train reporting officers with a view to improving the quality of Parties' reports. Six such workshops are proposed, to be held in conjunction with regional implementation workshops when possible. Assistance will also be provided to Parties to facilitate the use of the existing web-based platform on reporting, which will be integrated into the Information Platform prior to the sixth session of the COP.

25. A new area of work concerns activities related to assessing the impact of the WHO FCTC.⁴ It is proposed that six global thematic studies will be conducted, involving desk reviews and analysis of existing data and literature relevant to measuring impact of the Convention. Four areas of research are proposed: impact on implementation of tobacco-control measures (one study proposed), impact on tobacco use and related health consequences (two studies), social, economic and environmental impact (one study) and impact on public health (two studies). It is proposed that two studies be carried out in 2015, leaving four studies to be conducted in 2016–2017. Should the first phase of impact assessment be carried out in 2015, the 2014–2015 workplan and budget would have to be amended accordingly. In addition to the global studies, four national case studies are proposed to assess the combined impact of different impact areas. Finally, a 10-member advisory/steering committee would be convened twice to provide technical and policy guidance for the impact assessment.

26. In decision FCTC/COP4(20), concerning the workplan and budget for the financial period 2012–2013, the COP requested the Convention Secretariat to maintain, update and disseminate the database of Parties' reports and the database on resources available for the implementation of the Convention. In decision FCTC/COP4(7) the COP further requested the Secretariat to set up an "overarching database of good practices, instruments and measures to support the implementation of all guidelines adopted by the Conference of the Parties. To ensure synergy and efficiency, such a database would build upon the existing database of Parties' implementation reports and also take into account other information available from relevant international sources".

27. The WHO FCTC Information Platform is a new site providing users with a broad range of information on the WHO FCTC as well as a platform for communicating with the Convention Secretariat. The Information Platform incorporates two existing databases: one on implementation status and one on resources available to support implementation. The Information Platform is being developed in two phases. In the current biennium, the first phase was completed with the launch of the upgraded implementation database, the communication platform and software for hosting knowledge hubs. In the second phase, following the sixth session of the COP, an e-learning tool on the preparation and submission of the 2016 WHO FCTC implementation reports will be completed. In 2016–2017, the Information Platform will be fully operational and require regular updating and upgrading.

¹ See document FCTC/COP/6/17.

² The work would commence in 2015, with the meeting to be held in 2016.

³ Three experts from each WHO region, or based on equitable geographical representation, reflecting the number of Parties in each region.

⁴ See document FCTC/COP/6/15.

28. In view of the limited resources available through VAC, part of the work – namely the proposed regional reporting workshops, work to conduct the impact assessment, and part of the forecast expenses for maintenance of the Information Platform – will be covered by extrabudgetary funds. It is proposed that work related to supporting Parties in fulfilling their reporting obligations be funded through VAC.

Activity cost breakdown

3.1 Support for Parties in fulfilling their reporting obligations and global progress reports on implementation of the Convention

(a) <u>Global progress report 2016</u> (including: <i>graphic design and layout; graphic design and layout of technical tool on data collection and completion of reports</i>).	26 000
(b) Three reports related to topical issues and a technical tool for data collection published	39 000
(c) <u>Meeting of the expert committee</u> (including: <i>travel support for 18 experts; interpretation; consultant support; documentation; logistics</i>).	112 907
(d) <u>Six regional reporting workshops</u>	
• Two workshops fully organized by the Convention Secretariat (including: <i>travel and per diem for 12 least developed country Parties per meeting; interpretation; logistics</i>).	86 696
• Two workshops organized in conjunction with regional workshops (including: <i>per diem for 12 least developed country Parties per meeting; interpretation</i>).	23 096
• Two workshops organized by WHO regional offices (including: <i>travel and per diem for two Convention Secretariat staff per meeting; interpretation</i>).	20 296
Total for reporting obligations	307 995

3.2 Impact assessment¹

(a) Four global thematic reviews (studies), with consultancy fees at P3 level for 6 months.	230 000
(b) Case studies in four Parties.	97 200
(c) Two meetings of advisory/steering committee. ²	126 814
Total for impact assessment	454 014

3.3 Exchange of information, including transfer of expertise and technology

Information Platform: contract for information technology consultancy.	69 500
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Total activity costs for Area of work 3 **831 509**

¹ Cost as set out in document FCTC/COP/6/15.

² Ten members, two 2.5-day meetings, travel, logistics, documentation.

AREA OF WORK 4 (Implementation assistance to Parties)

29. **Area of work 4** envisages continued assistance to Parties in meeting their obligations under the Convention, with a particular focus on developing country Parties and Parties with economies in transition. The proposed assistance to Parties is based on the provisions of specific articles of the Convention, such as Articles 22.2, 23.5(e), 24.3(c) and (g) and 26.5, and the previous decisions of the COP concerning financial resources and mechanisms of assistance.

30. This work involves the conduct of and participation in regional meetings organized by the Convention Secretariat as well as WHO regional offices, in addition to individual assistance provided to Parties on request. As in previous years, implementation assistance will include several core treaty measures, such as the promotion of knowledge and technology transfers, and dissemination and awareness-raising with regard to guidelines adopted by the COP. In addition, the workplan continues to highlight harmonization and alignment of tobacco-control policies at country level, and the integration of implementation of the WHO FCTC into the United Nations Development Assistance Frameworks, with assistance to be provided specifically in this area to up to 10 Parties.

31. As a new activity to strengthen the support available to Parties, it is proposed that a register of experts on different matters specific to the WHO FCTC be developed so that Parties can be connected with appropriate expertise on request. This activity is also considering the report of the expert group on Article 19 contained in document FCTC/COP/6/8, which has equally identified such a register, along with a mechanism for the recommendation of appropriate experts to Parties, as one option to support Parties in implementation of Article 19.

32. In relation to support being provided to Parties in assessing their needs, the workplan envisages a stakeholder meeting to be convened with Parties that have participated in joint needs assessments to conduct a review of the process and the impact of needs assessments before undertaking future missions. In addition to needs assessments conducted jointly with up to 10 Parties during 2016/2017, it is proposed that a joint needs assessment toolkit be published and promoted. The toolkit would include materials used in needs assessments to inform Parties and to enable those Parties that are not eligible to participate in needs assessments to undertake their own reviews.

33. An activity included in the workplan for the first time is support for Parties engaged in or facing legal action. This item includes support for Parties undertaking legal actions in line with Article 19, as well as those defending legal challenges to implementation of the WHO FCTC, and is proposed to include work that the COP may decide to undertake in response to the report of the expert group on Article 19 (document FCTC/COP/6/8) as well as work to monitor trade and investment issues and provide support to Parties that has previously been mandated by the COP (decisions FCTC/COP4(18) and FCTC/COP5(15)), but has not been detailed in the budget and workplan.

34. The work under Area 4 will be undertaken in collaboration with relevant institutions and networks acting as knowledge hubs.

35. The cost estimate for this area of work includes assistance to Parties, needs assessments, implementation assistance and support for Parties engaged in or facing legal action, including those related to Article 19. Based on the experience of previous years, it is expected that the work included in this section of the workplan will be covered by extrabudgetary funds, and other potential resources from donor and development partners. The Convention Secretariat will coordinate the fundraising and organization of work in this area, requesting and facilitating the involvement of relevant departments and offices of WHO and international partners.

Activity cost breakdown**4.1 Assistance to Parties in implementation specific provisions of the Convention, with particular focus on developing country Parties and Parties with economies in transition****Three 3-day regional workshops convened by the Convention Secretariat**

Including: *Travel (air ticket) of LDC country participants (on average 14) and staff and experts (on average 5); interpretation (on average 2–3 languages)¹; documentation; logistics.* 204 717

4.2 Needs assessments and related support**(a) One stakeholder meeting to review process and impact of the needs assessments**

Including: *Travel of lower-resource country participants (on average 14) and staff and experts (on average 5); interpretation (on average 2–3 languages)²; documentation; logistics; development of report for consideration at COP7.* 40 475

(b) 10 needs assessment missions to developing country Parties and Parties with economies in transition (5-day missions of 3–5 member teams)

Including: *Travel; expert support; logistics; interpretation; document translation; national multisectoral stakeholders meeting on the outcome of the needs assessments.* 402 750

(c) Assisting up to 10 Parties in implementation of the WHO FCTC, with emphasis on obligations under Articles 5.1, 5.2 and 5.3, and alignment of Convention implementation with national development and health strategies/policies and its inclusion in UNDAFs³

Including: *Travel (on average 2 missions to each Party); expert consultancies (on average 2 weeks per Party assisted); and assistance to ministry of health on addressing priority needs; documentation; logistics.* 460 000

Total for needs assessments and related support 1 107 942

4.3 Support for Parties engaged in legal action

Provision of a comprehensive list of existing resources to assist Parties to address civil and criminal liability in implementation of Article 19, in collaboration with the relevant partners, and monitoring of relevant trade and investment issues

Including: *Expert support with research, drafting and publishing a list of existing resources, technical support provided and best practices shared with Parties; documentation; logistics.* 61 587

Total activity costs for Area of work 4 1 169 529

¹ Including travel of interpreters when applicable.

² Including travel of interpreters when applicable.

³ Relevant international experts will be invited to join this work, facilitated by the Convention Secretariat.

AREA OF WORK 5 (Coordination with international and regional intergovernmental organizations and other bodies)

36. The work in **Area of work 5** will remain closely linked with, and complementary to, the work contained in the previous section. The workplan proposes activities in three main areas: South-South and triangular cooperation; international cooperation and coordination; and cooperation with civil society.

37. Regarding the promotion of South-South and triangular cooperation, the workplan envisages continued coordination with international and regional organizations as outlined in the Convention and in decisions of earlier sessions of the COP and work already in progress, including the work outlined in the report of the Convention Secretariat on international cooperation (document FCTC/COP/6/18). It is proposed that experiences with development projects should be reviewed to identify needs for further projects, with at least three further projects identified and implemented in 2016–2017 as well as the scaling up of cooperation in the six areas covered by the demonstration projects expected to be accomplished in 2014–2015. In addition, the workplan proposes that resources be identified for the benefit of at least six Parties or subregions to facilitate South-South and triangular collaboration.

38. As in previous workplans, international cooperation and coordination will continue to build upon the work of the United Nations Interagency Task Force on the Prevention and Control of Noncommunicable Diseases, in cooperation with other members of the Task Force. This will, *inter alia*, enable the Convention Secretariat to support implementation of the WHO Global Action Plan for the Prevention and Control of Noncommunicable Diseases, 2013–2020. Cooperative arrangements with the members of the Task Force and other relevant international organizations with expertise and potential to support implementation of the WHO FCTC will continue to be implemented, with three new cooperation agreements proposed in the workplan. In addition, a new component of this area of work is cooperation with United Nations agencies through regular exchange of tobacco-related data, with at least three agreements envisaged with United Nations agencies responsible for data collection.

39. Cooperation with relevant treaty bodies of the United Nations system, including human rights treaties, to promote the legal dimension of implementation of the WHO FCTC, will continue. For the first time, this area of work also reflects cooperation with relevant organizations in relation to trade and investment issues, in light of the decisions of earlier sessions of the COP (FCTC/COP4(18) and FCTC/COP5(15)).

40. A new aspect of this area of work proposed in this workplan is cooperation with civil society, consistent with Article 4.7. Such enhanced cooperation would allow the Convention Secretariat to further harness synergies between the workplan and relevant activities undertaken by civil society, and collaboration to promote implementation of the WHO FCTC. Existing cooperation, including the annual informal briefing for civil society organizations accredited to the COP, will continue, supplemented by reciprocal participation in meetings: civil society would be invited to participate in relevant Convention Secretariat activities, and representatives of the Convention Secretariat would participate in at least six major tobacco-control meetings organized by civil society. A dedicated space for regular exchange of information with civil society will be incorporated into the Information Platform.

41. Coordination with international and regional intergovernmental organizations and other bodies is one of the core functions of the Convention Secretariat, as identified in Article 24.3(e) of the Convention. Owing to budget realities it is proposed that only part of the work related to South–South and triangular cooperation and of international cooperation and coordination be covered by VAC, while other arrangements and activities in this area of work would be covered by extrabudgetary funds.

Activity cost breakdown**5.1 Promoting South–South cooperation**

Including: *Working with at least six Parties or subregions; three further projects identified and implemented; demonstration projects published and scaled up; and development of a progress report submitted to COP7.* 261 000

5.2 International cooperation and coordination**Coordination meetings with relevant international organizations**

Including: *Convention Secretariat participation in two meetings in Geneva of the United Nations Interagency Task Force on the Prevention and Control of Noncommunicable Diseases; and three agreements concluded between the Convention Secretariat, WHO and other United Nations agencies and partners.* 40 864

5.3 Cooperation with civil society

Including: *Informal briefings for civil society organizations accredited to the COP; and Convention Secretariat participation in at least six major tobacco-control meetings organized by civil society.* 92 600

Total activity costs for Area of work 5 394 464

AREA OF WORK 6 (Administration and management and other arrangements and activities)

42. **Area of work 6** covers general administration and management and measures to promote awareness of the Convention and its implementation internationally. It also covers coordination with relevant departments and offices of WHO. Three new components of this area of work are included for the first time.

43. As a new project aimed at increasing resource mobilization and complementing the workplan, it is proposed that a portfolio of grant proposals for discrete projects be developed, incorporating a range of subjects and covering a wide geographical distribution, for potential donors and development partners to identify key projects of interest.

44. In relation to advocacy, publications and the WHO FCTC website, the development and implementation of a communications plan is proposed for the first time. It is envisaged that the communication plan would incorporate activities to raise the visibility and ensure increased public and political awareness of the Convention internationally. Activities would include production and dissemination of Convention and COP-related publications, meetings with permanent missions of the Parties in Geneva, participation and presentations at key professional meetings to promote awareness and implementation of the Convention, and regular updating of the website.

45. It is proposed that the Convention Secretariat's coordination with relevant departments of WHO will be facilitated by a retreat to be held with staff of the Convention Secretariat, WHO's Department

for Prevention of Noncommunicable Diseases and all regional advisers to review existing coordination practices and to identify mechanisms to mutually support implementation of the WHO FCTC. It is also envisaged that the Convention Secretariat and WHO's Department for Prevention of Noncommunicable Diseases will utilize shared staff and projects (including publications) in implementation of their respective workplans.

46. The cost estimate for this area of work includes general administration and management, developing and implementing a communication plan and coordinating with relevant WHO departments. It is proposed that the statutory activities related to management and administration, coordination with WHO departments and part of the communication plan development be covered by VAC, as in the current biennium, while part of the work related to advocacy and awareness would be covered by extrabudgetary funds.

Activity cost breakdown

6.1 General administration and management

Including: *Telecommunication and equipment; meetings with permanent missions of Parties in Geneva (interpretation and logistics); and other administrative arrangements.* 13 336

6.2 Advocacy, publications and websites

Including: *Development and implementation of a communication plan; briefings or meetings with permanent missions of Parties in Geneva; communication and media (including newsletter and web site); publications (COP decisions, guidelines and other official documents in 6 languages).* 345 125

6.3 Coordination with relevant departments and offices of WHO

Including: *Annual retreat with all regional advisers and WHO's Department for Prevention of Noncommunicable Diseases; and regular meetings, technical cooperation and communications.* 38 000

Total activity costs for Area of work 6 396 461

Total activity costs for Part I¹ 4 735 000

¹ Presented in round numbers, to comport with the format of budgets adopted by COP in prior sessions.

Part II: PROTOCOL TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS

AREA OF WORK 1 (Preparing the entry into force of the Protocol to Eliminate Illicit Trade in Tobacco Products)

47. **Area of work 1** covers activities aimed at preparing the entry into force of the Protocol to Eliminate Illicit Trade in Tobacco Products, by promoting ratification and providing technical assistance. The Protocol will enter into force 90 days after the deposit of the 40th instrument of ratification, acceptance, approval, formal confirmation or accession. In light of the fact that at the time of preparation of this document only one Party to the WHO FCTC had ratified the Protocol, activities to accelerate its ratification and entry into force are priorities for the Convention Secretariat.

48. The key activity proposed to promote ratification is conducting subregional Protocol workshops, with a maximum of 10 participating Parties to the WHO FCTC. Engaging in multisectoral discussions remains a challenge for many Parties; therefore, the workshops aim at raising awareness and understanding of the Protocol among different government sectors. It is proposed that three representatives per Party to the WHO FCTC would be invited and funded to attend the workshop, from the health and customs/finance sectors, as well as one additional sector that the Party deems relevant either to the process of ratification or to the future implementation of the Protocol. Further activities include the redesigning of the dedicated Protocol webpage in order to attract more attention, and to continue engaging partner organizations including the World Customs Organization and the United Nations Office on Drugs and Crime in Protocol-related activities. It is also proposed that use of the voluntary self-assessment checklist by Parties to the WHO FCTC in assessing their legal, regulatory and policy frameworks in view of the Protocol requirements, be promoted. The checklist was prepared by the Convention Secretariat in response to the request made by COP at its fifth session.

49. To provide technical assistance to Parties to the WHO FCTC, it is proposed that up to five studies be conducted and six best practices identified on Protocol matters on which Parties require further clarification, such as controlling free zones, regulating transactions via the Internet and the economic implications of illicit trade in tobacco products. In addition, a set of questions and answers on relevant questions will be prepared and made available on the Protocol webpage. Lastly, the Convention Secretariat will continue to provide technical assistance on request on all matters relating to provisions of the Protocol and its ratification, in meetings and through online communication.

Activity cost breakdown

1.1 Promoting the entry into force of the Protocol

- | | |
|---|---------|
| (a) <u>Six 3-day multisectoral, subregional, Protocol-specific workshops</u>
Including: <i>travel (air ticket) of 3 representatives (from different government sectors) of 8–10 Parties, and up to 3 international experts; interpretation; and logistics.</i> | 318 734 |
| (b) <u>Monitor and evaluate the dedicated Protocol webpage and redesign accordingly</u> | 21 875 |
| (c) <u>Engage the potential of relevant international organizations</u>
Including: <i>Two joint publications (one per year); Convention Secretariat participation in 10 relevant meetings of partner organizations (five per year).</i> | 56 000 |

(d) <u>Promote the use of the self-assessment checklist</u> Including: <i>Evaluation of the checklist; and appropriate communications to raise awareness of the self-assessment tool.</i>	20 000
Total for promoting the entry into force of the Protocol	416 609

1.2 Technical assistance in preparation of entry into force

(a) <u>Studies and best practices on Protocol-specific topics</u> Including: <i>Conduct and disseminate up to 5 studies and 6 best practices on Protocol-specific topics; contracting expert advice in relation to specific matters; and translation.</i>	142 640
(b) <u>Technical assistance on Protocol-specific topics</u> Including: <i>Contracting expert advice in relation to specific matters.</i>	20 000
(c) <u>Making questions and answers regarding the Protocol available to Parties</u> Including: <i>Translation and dissemination</i>	6 180
Total for technical assistance in preparation of entry into force	168 820
Total activity costs for Area of work 1	585 429

AREA OF WORK 2 (Meeting of the Parties)

50. **Area of work 2** refers to activities related to convening the first session of the Meeting of the Parties (MOP) to the Protocol. It is anticipated that an intergovernmental working group will be convened to prepare recommendations on matters including rules of procedure, financial rules and regulations and review of standards for entry into official relations, for the consideration by the MOP at its first session. This would be consistent with preparations undertaken in anticipation of the first session of the COP.

51. The first session of the MOP will be convened in conjunction with the next regular session of the COP following the entry into force of the Protocol. If the Protocol has entered into force in time, the first session of the MOP will be convened in 2016–2017, in conjunction with the seventh session of the COP (dates to be decided by COP).

Activity cost breakdown

2.1 Intergovernmental working group

One 3-day meeting of an intergovernmental working group comprised of Parties to the Protocol held in Geneva

Including: <i>Travel support to least developed country Parties to the Protocol; interpreter contracts; document translation; logistics, conference equipment and services; short-term conference staff and overtime; printing and dispatch (pre-, in- and post-session); communications; nominal unforeseen expenses.</i>	250 000
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2.2 First session of the Meeting of the Parties (MOP1)¹

Including: *Travel support (air ticket) to approx. 20 least developed country Parties to the Protocol; interpreter contracts; document translation; official records; logistics, conference equipment and services; short-term conference staff and overtime; printing and dispatch (pre-, in- and post-session); communications; nominal unforeseen expenses.*

542 343

Total activity costs for Area of work 2**792 343****AREA OF WORK 3 (Administration and management and other arrangements and activities)**

52. **Area of work 3** covers general administration and management, and communication measures to promote the entry into force of the Protocol. This includes the mobilization of resources and the preparation and implementation of a communication plan for the entry into force of the Protocol.

Activity cost breakdown**3.1 General administration and management**

Including: *Resource mobilization*

3.2 Advocacy, publications and website

Including: *Development and implementation of a communication plan; briefings or meetings with permanent missions of Parties in Geneva; communication and media (including newsletter and website); publications disseminated; presentations on the Protocol in at least six international meetings during the biennium.*

84 097

84 097**Total activity costs for Area of work 3****Total Activity Costs for Part II²****1 461 869**

¹ Assumption: MOP1 will be held immediately before or after COP7, for 2–2.5 days, with up to 60 Parties to the protocol, including approximately 15 least developed country Parties. It is also envisaged that MOP1 would take place in smaller premises than COP7, due to fact that the number of participants would be lower, thus reducing the logistics costs; in particular, it would be held on WHO premises if COP7 were to be held in Geneva. The cost of a Geneva-based meeting is shown. If held outside Geneva, the host country will be expected to cover the potential cost difference resulting from factors such as travel of the Secretariat and interpreters.

² Presented in round numbers, to comport with the format of budgets adopted by COP in prior sessions.

CONCLUSION

53. It should be noted that, as in past years, the workplan is being adopted relatively early, more than one year before the start of the financial period in question. Many areas of work are in active development, and it is expected many areas of work included in the workplan will be due to be reported on to the seventh session of the COP expected in 2016 or 2017. Some activities may therefore require early commencement or initial preparatory work in 2015 in order to meet deadlines in 2016/17. This was also the case when implementing the current and previous workplans adopted by the COP at its third, fourth and fifth sessions.

54. In addition, significant fund raising will be needed in order to implement the workplan as a number of areas will be fully reliant on funding.

55. It is expected that the workplan will also be amended to reflect the discussions and decisions on relevant agenda items at the sixth session of the COP before its finalization and adoption.

ANNEXWORKPLAN AND BUDGET 2016–2017**Staff costs breakdown¹**

<u>Professional staff</u>	<u>Biennial cost</u>
1. D2 (one post)	805 000
2. P4 (five posts)	2 625 000
3. P3 (one post)	435 000
Subtotal (seven posts)	3 865 000
<u>General category staff</u>	
1. G6 (one post)	394 000
2. G5 (three posts)	1 026 000
Subtotal (four posts)	1 420 000
Total (11 posts) (without additional staff funded from extrabudgetary sources)	5 285 000
Additional staff costs (pending extrabudgetary funding, secondments, and entry into force of the Protocol to Eliminate Illicit Trade in Tobacco Products)	
<u>Professional staff</u>	
1. P4 (two posts)	1 050 000
2. P4 (one post, Protocol)	525 000
3. P3 (two posts)	870 000
4. P2 (two posts)	700 000
5. P2 (six posts, based in regions)	1 943 320
Total (13 posts)	5 088 320
Total	10 373 320

¹ Indicative costs for core Convention Secretariat staff based on WHO's latest available standard salary costs for 2014–2015; possible changes in 2016–2017 will be reflected once they become available in a revised staff cost breakdown to be communicated to the Parties by note verbale. As indicated above, current staff contracts are funded through voluntary assessed contributions; costs for additional proposed staff positions would be financed through extrabudgetary contributions. 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 and secondments that would be based on actual needs and resources available.