



WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

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

Sixth session
Moscow, Russian Federation, 13–18 October 2014

**FCTC/COP/6/INF.DOC./3
26 June 2014**

Provisional agenda item 9

Report of the sixth session of the Conference of the Parties

Note by the Secretariat

Background

1. In decision FCTC/COP5(19), *Workplan and budget for the financial period 2014–2015*, the COP decided “to adopt the proposed efficiency measures to facilitate the work of the Convention in relation to official communication and documentation, as contained in paragraphs 6, 13 and 22 of Annex 2 of document FCTC/COP/5/23”. The relevant paragraph (22) concerning the summary records reads as follows:

“As the actual format of the summary records is not stipulated by the Rules of Procedure of the COP and current practice is merely a tradition ... it is suggested that the traditional format of the summary records be replaced by a meeting report to be adopted at the end of the sessions of the COP or of its subsidiary bodies ...”

2. The relevant Rules of Procedure of the COP provide further guidance on official records:

Rule 60: “Verbatim records of the sessions of the Conference of the Parties and summary records of the sessions of subsidiary bodies shall be made in the six working languages by the Secretariat”.

Rule 62: “The provisional version of the summary records referred to in Rule 60 shall be sent as soon as possible to delegations, who shall inform the secretariat in writing not later than fifteen days after the date of receipt of any corrections they wish to have made”.

3. The COP adopted the above efficiency measure which consists in changing the format of its summary records into a shorter meeting report in light of the substantial financial resources and time required to produce the lengthy traditional summary records.

4. Considering that the COP is expected to adopt for the first time at its sixth session a report of its proceedings, this document provides information on the process for adoption by the Parties of the new format of the report of the COP as adopted by the COP, taking into account the Rules of Procedure of the COP and relevant practice in other treaty bodies within the United Nations System.

Adoption of the provisional report by the Parties

5. The meeting report envisioned in decision FCTC/COP5(19) will contain a concise record of the proceedings of the COP (meetings of the Plenary and committees) as well as the decisions adopted by the COP. The verbatim record of plenary meetings will also be produced as usual in accordance with Rule 60 of the Rules of Procedure of the COP.

6. It is envisioned that a provisional version of the report of the COP as proposed in the efficiency measures adopted in decision FCTC/COP5(19) will be reviewed, amended, as appropriate, and adopted by the COP in the final plenary meeting. The provisional version will however be incomplete because it will not contain a record of the final plenary meeting and of the proceedings of the evening session, if any.¹ It is expected to be produced in all six languages for the COP to review at the final plenary meeting, subject however to the capacity of the translation services to produce the translated versions in time. The complete provisional report will be communicated to the Parties soon after the COP (including a record of the final plenary meeting and of the possible evening meeting of the penultimate day). It is expected that the COP will mandate the Secretariat, in consultation with the Bureau, to finalize this complete provisional record and post it on a protected website, in all six official languages of the COP, at which point the Parties will have 15 days to review it and provide corrections, if any, as per Rule 62 of the Rules of Procedure. The report, as reviewed by the Parties, will then be considered official and will be published on the public website of the WHO FCTC.

7. In addition to the report, and in accordance to Rule 61 of the Rules of Procedure of the COP, audio recordings of the session will continue to be made of all public meetings and kept securely by the Secretariat.

Method of work for producing the report of the COP

8. The Secretariat has conducted a review of similar reports of COP of other treaty bodies, and proposes the method of work described in this section.

9. The Secretariat report writing team will produce a brief summary of the manner in which each agenda item is dealt with by the COP, the outcomes achieved (e.g. decisions adopted), and any important aspects of the process and debates in committee and plenary that influenced the outcome.

10. The draft report will be produced by the report writing team and will be cleared by the Head of the Secretariat, in consultation, if necessary, with chairs of committees. It will be translated into all official languages of the COP and all Parties will have the opportunity, during and soon after the COP (as described above), to review it and proposes revisions.

¹ Owing to the need to translate the provisional report overnight, it may not be possible to include all of the proceedings of the penultimate day, in particular any late session, in the version to be reviewed in the final plenary. It may also not be possible to produce the provisional report in all languages in time for the final plenary if the translation services are unable to produce the translated versions in time. The report that Parties will be able to check and correct online following the COP will include all proceedings in all languages.

11. Parties and individuals will not be named in debates that are summarized in the report; the only people named will be elected officers of the COP and some delegates/invited speakers who address the COP from the podium or as part of a panel. However, in some cases, if a Party requests that their views be recorded, the Party will be named and its objection, concern, etc. briefly noted.

= = =