

**FCTC**WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL**Conference of the Parties to the
WHO Framework Convention
on Tobacco Control**Fifth session
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4 September 2012**

Proposed workplan and budget for the financial period 2014–2015

1. The draft 2014–2015 workplan and budget has been prepared by the Convention Secretariat in accordance with Article 23.4 of the WHO Framework Convention on Tobacco Control (WHO FCTC).
2. The draft workplan and budget, as presented in Annex 1, is composed of six main areas of work, following, in general, the composition of the 2012–2013 workplan. The draft workplan addresses measures required by specific articles of the Convention and decisions of the Conference of the Parties (COP) taken at its previous sessions.
3. The proposed work is presented according to different sources of funding as follows:
 - activities related to treaty administration to be covered by the voluntary assessed contributions of Parties in a total amount of US\$ 8 800 000;¹
 - assistance to Parties in line with specific provisions of the Convention and decisions of the COP, and work related to preparing entry into force of the protocol to eliminate illicit trade in tobacco products, to be covered by extrabudgetary funds, at an indicative level of US\$ 8 670 000.
4. The explanatory note contained in document FCTC/COP/5/INF.DOC./2 provides further details concerning the proposed workplan and budget, including the cost breakdown.
5. Activities required in relation to the protocol to eliminate illicit trade in tobacco products are included in the draft workplan and budget, pending decision(s) of the COP on adoption of the protocol.

¹ Based on the current regular voluntary assessed contributions (VAC) of US\$ 8 757 000 (without the additional VAC of US\$ 350 000 that the COP approved to allow the convening of the final session of the INB on a Protocol on Illicit Trade in Tobacco Products), and US\$ 43 000 of VAC of countries that became Parties after COP4. As explained in the explanatory note (Document FCTC/COP/5/INF.DOC./2), should the COP consider, alternatively, maintaining the current actual level of VAC (US\$ 9 107 000, or US\$ 9 150 000 with the VAC of post-COP4 Parties), the additional VAC of US\$ 350 000 could be allocated to the convening of the first session of the Meeting of the Parties to the protocol, which otherwise is budgeted under extrabudgetary funds in the budget proposal contained in Annex 1.

Detailed information on these proposed activities are contained in document FCTC/COP/5/20, particularly in Annex 2 of that document.

6. Annex 2 of the present document presents measures proposed by the Convention Secretariat to improve the efficiency of Convention-related work.

7. Concerning the scale of assessment of voluntary assessed contributions of Parties, the Secretariat would like to bring to the attention of the COP the fact that the United Nations scale of assessment for 2013–2015, based on which the scale of assessments for 2014–2015 both in WHO and under the Convention would be developed, is expected to be adopted by the General Assembly in December 2012. Therefore the COP may wish to delegate the Secretariat, in coordination with the Bureau, to communicate the scale of assessment of voluntary assessed contributions for 2014–2015 to Parties in early 2013, after the adoption of the scale of assessment by the General Assembly.¹

ACTION BY THE CONFERENCE OF THE PARTIES

8. The COP is invited to consider and adopt, as appropriate, the proposed workplan and budget for the financial period 2014–2015 as presented in Annex 1. The COP is invited to consider delegating the Secretariat, in coordination with the Bureau, to communicate the scale of assessment of voluntary assessed contributions for 2014–2015 to Parties in early 2013, after the adoption of the United Nations scale of assessment by the General Assembly. The COP is also invited to note and provide guidance on the proposed efficiency measures presented in Annex 2, in particular in paragraphs 6, 13, 19 and 22 of that Annex.

¹ Based on WHO's scale of assessment to follow the adoption of the United Nations scale of assessment, and taking into account, as in previous years, the difference of membership between WHO and the Convention.

ANNEX 1

WORKPLAN AND BUDGET FOR THE FINANCIAL PERIOD 2014–2015

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
1. Conference of the Parties¹					
1.1	Sixth session of the Conference of the Parties (COP6)	1 740		(a) Preparing and convening COP6 (b) Finalizing and disseminating decisions and other post-session documentation	COP6 prepared and convened on time Decisions and other post-session documents sent to Parties within four months of the session
1.2	Work of the Bureau of the COP	140		(a) Preparing and convening the Bureau meetings (b) Following up on decisions of the Bureau	Up to three intersessional meetings of the Bureau prepared and convened, along with meetings immediately before and during COP6 and video/teleconferences as required
Subtotal for Area of work 1		1 880			
2. Protocols, guidelines and other possible instruments for implementation of the Convention²					
2.1	Protocol to eliminate illicit trade in tobacco products – work required for preparing the entry into force of the protocol (i) Technical assistance and reports in preparation of entry into force and the first Meeting of the Parties (MOP1)		700	(a) Providing technical assistance through intercountry workshops (potentially back-to-back with WHO FCTC implementation workshops), country-specific missions, and expert papers for use globally on selected	Technical assistance provided, cooperation with relevant international organizations established and the reports and studies developed as per the guidance provided by COP6

¹ In line with Article 23 and Article 24.3(a), and relevant decisions of the COP.

² In line with Article 7, Article 23.5(f) and (h), Article 24.3(a) and (g) and Article 33, and relevant decisions of the COP.

	Area of work*	Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
	(ii) First Meeting of the Parties		345	<p>provisions of the protocol</p> <p>(b) Establishing coordination with and engaging the potential of relevant international organizations with specific expertise on protocol-related matters</p> <p>(c) Preparing studies on the requirements of the future tracking and tracing system and the global information sharing point, including analysis of best practices in Parties and scoping the needs for technical assistance to and capacity building in developing country Parties</p> <p>Preparing and convening MOP1 (immediately before or immediately after COP6)</p>	MOP1 convened as decided by COP6
2.2	<p>Intergovernmental working groups</p> <p>(i) Working group on Articles 9 and 10 (<i>Regulation of the contents and disclosures of tobacco products</i>)</p> <p>(ii) Working group on economically sustainable alternatives to tobacco growing (Articles 17 and 18)</p> <p>(iii) One new working group, potentially set up by COP5</p>	<p>115</p> <p>115</p>	<p>230</p>	<p>One meeting of the working group, in combination with intersessional work of Key Facilitators and the Convention Secretariat</p> <p>One meeting of the working group, in combination with intersessional work of Key Facilitators and the Convention Secretariat</p> <p>Two meetings of the working group, in combination with intersessional work of Key Facilitators and the Convention Secretariat</p>	<p>Report of the working group submitted to COP6</p> <p>Report of the working group submitted to COP6</p> <p>Report of the working group submitted to COP6</p>

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
2.3	Expert groups (i) Expert group on cross-border advertising, promotion and sponsorship (ii) One new expert group, potentially set up by COP5	75	150	One meeting of the expert group along with technical support by the Convention Secretariat as requested Two meetings of the expert group along with technical support by the Convention Secretariat as requested	Report to COP6 on mandated activities Report to COP6 on mandated activities
Subtotal for Area of work 2		305	1 425		
3. Reporting arrangements under the Convention¹					
3.1	Reports of Parties and global progress reports on implementation of the Convention	30	40	(a) Receiving and analysing the periodic reports of Parties on implementation of the Convention; maintaining and updating the web-based database of reports; and providing feedback to Parties on reports (b) Preparing the 2014 global progress report based on analysis of Parties' reports (c) One expert meeting to support the process	Increased proportion of reports received on time and in compliance with the reporting instrument Global progress report prepared and submitted on time
3.2	Support to Parties in fulfilling their reporting obligations		170	(a) Organizing training on the reporting instrument and preparation of reports, and developing a web-based training tool ²	At least 6 training sessions organized to cover all regions in conjunction with relevant regional events, and a web-based training tool developed and operational

¹ In line with Article 20.5, Article 21, Article 23.5 (a), (b) and (d), and Article 24.3(b) and (c), and relevant decisions of the COP.

² Including, if possible, training for WHO regional surveillance focal points.

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
				(b) Providing advice and assistance to individual Parties on request (c) Developing the WHO FCTC Indicator Compendium (d) Further promoting the use by Parties of the web-based information platform currently under development	Technical assistance provided to Parties upon request The Compendium finalized and made available to Parties The impact of the information platform on improving information exchange under the WHO FCTC, and feedback by Parties, reflected in the 2014 global progress report
3.3	Support to reports review mechanism, potentially set up by COP5 ¹	60		Secretariat support to possible intergovernmental review mechanism as part of the Convention reporting system	Support provided as requested, and reflected in the Secretariat's relevant reports to COP6
Subtotal for Area of work 3		90	210		
4. Assistance to Parties in implementing specific provisions of the Convention, with particular focus on developing country Parties and Parties with economies in transition²					
4.1	Advice and support on compilation and communication of information on treaty matters, and promotion of transfers of expertise and technology		950	(a) Strengthening of regional/subregional networks and institutions to assist Parties with information exchange and the transfer of expertise and technology in treaty implementation matters (b) Organizing intercountry workshops to identify achievements, challenges and best practices to enhance cooperation in treaty implementation within and between regions	Cooperation mechanisms among networks and institutions operationalized to facilitate transfer of expertise and technology At least 6 intercountry treaty implementation workshops organized covering all regions

¹ Based on the possible measures presented in the relevant report of the Secretariat (Document FCTC/COP/5/14).

² In line with Article 22.2, Article 23.5(e), Article 24.3(c) and (g) and Article 26.5, and relevant decisions of the COP.

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
				<p>(c) Providing advice on treaty-specific matters</p> <p>(d) Disseminating and raising awareness of treaty instruments, through workshops and country-specific advice as required</p> <p>(e) Promote transfer of expertise and technology between the Parties, in line with Article 22</p> <p>(f) Supporting Parties in preparations for the sixth session of the COP with the provision of necessary information and by facilitating information exchange on the COP6 agenda, documentation and proceedings</p> <p>(g) Studies and publications covering issues pertinent to treaty instruments, international multisectoral cooperation, technical support and best practices, and region-specific studies based on the outcomes of intercountry workshops</p>	<p>Parties assisted with advice and information upon request</p> <p>Parties assisted with transfer/receipt of expertise and technology through appropriate cooperation and assistance mechanisms upon request</p> <p>Upon request of Parties, agreements/exchanges of letters with or among Parties facilitated, and provision of expertise and technology achieved</p> <p>Support provided as requested, and feedback by Parties analysed and utilized in the next intersessional period</p> <p>Studies and publications accomplished and disseminated among Parties. At least 4 global and 4 region-specific studies and publications, and 4 best practice packages accomplished</p>
4.2	Needs assessments and promotion of access to available resources and mechanisms of assistance, with a view to promoting harmonization and alignment of tobacco-control policies at country level		1 880	<p>(a) Needs assessments and related implementation assistance to strengthen country capacity and multisectoral implementation mechanisms in meeting obligations under the Convention</p> <p>(b) Preparing country-specific assistance profiles to advise developing country Parties on appropriate and</p>	<p>At least 20 Parties identified upon request and needs assessment missions (with a multisectoral component) undertaken</p> <p>At least 20 Parties supported in meeting immediate needs as well as preparing project and programme</p>

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
				feasible funding/assistance options (c) Assist developing country Parties in meetings needs identified in relation to Articles 5.1 and 5.2 given the overarching potential of those provisions to achieve full implementation of the Convention ¹ (d) Integrating WHO FCTC implementation within national development and health strategies and within the UN Development Assistance Framework (UNDAF) at country level in line with the principles of aid effectiveness, harmonization and alignment and national ownership ¹ (e) Updating and disseminating the database on resources available internationally for implementation of the Convention	proposals for funding from existing donor and development sources in view of expected larger and/or longer-term needs for further assistance At least 30 developing country Parties provided with assistance upon request At least 30 Parties assisted to align WHO FCTC implementation with national development and health strategies/policies, including, where appropriate, through the UNDAF The database is regularly updated and disseminated for Parties' use
Subtotal for Area of work 4			2 830		
5. Coordination with international and regional intergovernmental organizations and other bodies²					
5.1	Establishment and extension of cooperation and coordination with relevant international and regional intergovernmental	120		(a) Operationalization of action plan of cooperation with members of the UN Ad Hoc Interagency Task Force on Tobacco Control (IATF) in accordance	Cooperation with members of the IATF resulting achievement of multisectoral support to the Parties, through mechanisms such as needs

¹ Emerging area of priority that will require additional extrabudgetary contributions and fundraising.

² In line with Article 23.5(g), Article 24.3(e) and Article 25, and relevant decisions of the COP.

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
	organizations and other bodies			<p>with the report of the Secretary-General and ECOSOC resolution¹</p> <p>(b) Concluding cooperation arrangements with intergovernmental organizations and bodies with technical expertise and potential to support implementation of the WHO FCTC</p> <p>(c) Supporting the convening of annual meetings of the United Nations Ad Hoc Interagency Task Force on Tobacco Control in supporting implementation of the Convention</p> <p>(d) Further consolidating the Secretariat's work in establishing a multisectoral framework for WHO FCTC implementation at country, regional and global levels, in accordance with the guidance provided by the COP on international cooperation and coordination</p> <p>(e) Strengthening cooperation with relevant treaty bodies of the UN system, including human rights treaties, to strengthen the legal dimension in implementation of the Convention in response to the needs of</p>	<p>assessments, intercountry workshops, technical support at country level and publication of technical tools</p> <p>At least 5 cooperation arrangements concluded with relevant international organizations</p> <p>Report on the outcome of the meeting of the Task Force prepared and submitted to COP6, and feedback provided to ECOSOC through contribution to the Secretary-General's report on IATF activities to ECOSOC</p> <p>Overall consolidation of work related to integration of WHO FCTC implementation within the United Nations Development Assistance Framework at country level; progress demonstrated through increasing number of UNDAFs incorporating treaty implementation</p> <p>Country-level response integrated into national policies and strengthened through contribution of relevant treaty bodies and UN entities, such as UNWOMEN</p>

¹ Document E/2012/70 and resolution E/2012/L.18, respectively.

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
				vulnerable groups such as children, young girls and women ¹	
5.2	Promotion of South–South cooperation in the exchange of scientific, technical and legal expertise as relevant to the implementation of the Convention		260	(a) Convening a stakeholder meeting to review achievements and experience gained and to develop recommendations for strengthening this area of work beyond COP6 (b) Interested South–South frameworks and institutions assisted in utilizing their potential in regard to WHO FCTC implementation and strengthening South–South and triangular cooperation, where appropriate (c) Review of demonstration projects implemented thus far (at least 3), followed by relevant publications and further demonstration projects (d) Prospecting and mobilizing resources from interested development partners from South and North with a view to promoting triangular cooperation	Stakeholder meeting convened and recommendations prepared and made available to Parties South–South and triangular cooperation framework for WHO FCTC implementation identified and a matrix/action plan for potential cooperation developed and presented to Parties at COP6 Needs emerging from demonstration projects identified and met. Further demonstration projects identified and implemented (at least 3) Report submitted on progress in this area of work to COP6
5.3	Review of accreditation of nongovernmental organizations in line with Rule 31.3 of the Rules of Procedure of the COP			Conducting the review and presenting the outcome to the COP, through the Bureau of the COP	Report submitted on time to COP6
Subtotal for Area of work 5		120	260		

¹ Emerging area of priority that will require additional extrabudgetary contributions and fundraising.

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
6. Administration and management, and other arrangements and activities¹					
6.1	General administration and management	140		<p>(a) General administration, staff and finance management</p> <p>(b) Providing updates to the Bureau on the status of implementation of the workplan and budget for the biennium, development of the workplan and budget for the subsequent biennium to be submitted for adoption by the COP</p> <p>(c) Resource mobilization</p> <p>(d) Preparing and submitting to the COP the Secretariat's report on its activities</p>	<p>Workplans and administrative arrangements customized and run within WHO's global management system</p> <p>Payment of voluntary assessed contributions facilitated with the aim of close to 100% collection by the end of the biennium</p> <p>Fund-raising mechanism in the Convention Secretariat further advanced, and extrabudgetary contributions for fulfilling the 2014–2015 workplan promoted and received</p> <p>Report of the Secretariat prepared and submitted on time</p>
6.2	Advocacy, communication, participation in professional meetings	100	75	<p>(a) Communication activities to ensure increased public and political awareness of the Convention, particularly in relation to meetings of the COP and its subsidiary bodies, and key developments such as adoption of protocol and guidelines, and global progress reports</p> <p>(b) Issuing and disseminating publications on treaty instruments and</p>	<p>Awareness of the treaty and treaty work increased internationally</p> <p>Decisions of the COP, as well as documents of particular technical</p>

¹ In line with Article 24.3(d), (f) and (g), and relevant decisions of the COP.

Area of work*		Activity cost (in US\$ thousand)		Main components/activities	Expected results and indicators
		Covered by voluntary assessed contributions	Covered by extrabudgetary funds		
				<p>implementation, and providing relevant information through the WHO FCTC web site</p> <p>(c) Holding meetings with permanent missions of the Parties in Geneva and government officials; producing the Secretariat's Newsletter</p> <p>(d) Participating in and presenting at key professional meetings to promote treaty awareness and implementation internationally</p>	<p>importance, such as the global progress reports and implementation guidelines, published in all 6 languages and actively disseminated</p> <p>Web site of the Convention is up to date</p> <p>On average 2 meetings per year held with permanent missions of Parties in Geneva, and on average 3 issues of the Newsletter per year published and disseminated</p> <p>Presentations in at least 6 international meetings during the biennium</p>
6.3	Coordination with relevant departments and offices of WHO			Holding regular technical coordination meetings, and reviewing and promoting cooperation with relevant departments of WHO, maintaining regular communication with focal points in WHO regional offices	<p>Coordination within WHO for promoting the Convention further strengthened</p> <p>Cooperation with relevant departments of WHO across at least 4 clusters, including for NCDs and health systems, and all regional offices</p>
Subtotal for Area of work 6		240	75		
Total activity costs for all areas of work¹		2 635	4 800		

* This includes associated tasks.

¹ Total costs for implementing the workplan, which, in addition, include staff costs and programme support costs (13%, payable to WHO), are presented in the Appendix.

APPENDIX

Total budget (US\$ thousand)

	Covered by voluntary assessed contributions	Covered by extrabudgetary funds	Total
1. Activity costs	2 635	4 800	7 435
<i>Regular</i>	2 635	3 755	6 390
<i>Protocol-related</i>	–	1 045	1 045
2. Salary costs	5 153	2 873	8 026
<i>Regular</i>	5 153	1 209	6 362
<i>Protocol-related</i>	–	1 664	1 664
3. Total direct costs (1+2)	7 788	7 673	15 461
<i>Regular</i>	7 788	4 964	12 752
<i>Protocol-related</i>	–	2 709	2 709
4. Programme support costs (13%)	1 012	997	2 009
<i>Regular</i>	1 012	645	1 657
<i>Protocol-related</i>	–	352	352
5. Grand total (3+4)	8 800	8 670	17 470
<i>Regular</i>	8 800	5 609	14 409
<i>Protocol-related</i>	–	3 061	3 061

ANNEX 2

PROPOSED EFFICIENCY MEASURES TO FACILITATE THE WORK OF THE CONVENTION: OFFICIAL COMMUNICATIONS AND DOCUMENTATION

1. Based on the experience of recent years, and a review of relevant practice in several other international treaties, the Convention Secretariat would like to draw the attention of the COP to possible efficiency measures, most of which would have cost-efficiency implications, in the work of the Convention. The proposed efficiency measures are all in line with the Rules of Procedure of the COP. Such measures would include facilitating communication with and between the Parties and taking a streamlined approach to the dissemination of official documentation and the production of official records, while at the same time taking advantage of modern technology to ensure the best possible access to these materials by Parties.

OFFICIAL COMMUNICATIONS

2. Several provisions of the WHO FCTC require the exchange of official information between Parties, between Parties and international organizations and bodies, and between Parties and the Secretariat. These provisions are found, for example, in Article 5 (*General obligations*), Article 20 (*Research, surveillance and exchange of information*), and Article 21 (*Reporting and exchange of information*).

3. Working arrangements for the implementation of the WHO FCTC also require the exchange of information between the Parties and between Parties and the Secretariat. Those arrangements may be related to facilitating the nomination of participants to meetings of the COP and its subsidiary bodies, and other types of official communication in which official positions are stated, including those contained in the Rules of the Procedure of the COP.

4. Since the negotiation of the WHO FCTC, the Convention Secretariat has relied on the lists of WHO's official contact points in its Member States (these lists can be provided by the Secretariat on request).

5. A review of relevant practice in respect of several other treaties indicates that parties to those treaties have normally been requested by a relevant treaty body, such as a conference of the parties, to nominate national contact points for the purposes of liaising with other parties and with the secretariat on various aspects of implementation, and to assist in intersessional work.¹

6. In line with the practice of other treaties reviewed, and in order to ensure efficient exchange of information under the WHO FCTC, it is proposed that each Party to the WHO FCTC nominate:

- (a) official contact(s) for communication on statutory and procedural matters under the WHO FCTC (e.g. nominations to subsidiary bodies and official meetings, notes verbales and official

¹ See for example, the United Nations Framework Convention on Climate Change, the United Nations Convention to Combat Desertification, the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, the Stockholm Convention on Persistent Organic Pollutants, the Rotterdam Convention on the Prior Informed Consent Procedure for certain hazardous Chemicals and Pesticides in international trade, and the Montreal Protocol on Substances that Deplete the Ozone Layer.

documentation of the COP and subsidiary bodies, communication concerning voluntary assessed contributions, formal submission of Parties' implementation reports, etc.); and

(b) national focal point(s) for the exchange of information with the Secretariat and with the Parties related to the implementation of the WHO FCTC nationally and globally, and on technical matters.

7. Each Party may decide to nominate one or more official contacts and focal points to perform the functions listed under points (a) and (b) above. It is suggested that each Party be invited to make these nominations through a standard nomination form to be prepared by the Convention Secretariat. It may be worth noting that focal points for implementation of the WHO FCTC and for the reporting mechanism in particular have already been nominated by most Parties, formally or informally and at various times in previous years, and that each Party would be asked to confirm its existing focal point or to nominate a new one. The list of WHO FCTC focal points nominated so far can be provided by the Secretariat upon request.

8. It is suggested that the list of all official contacts and focal points nominated by the Parties be published on the WHO FCTC web site and regularly updated by the Secretariat on the basis of information provided by each Party.

9. It is also proposed that the Secretariat continue the practice of using the lists of WHO's official contact points for communicating with States that are not Parties to the WHO FCTC and with intergovernmental and nongovernmental organizations on any matter pertaining to their observer status during meetings and the intersessional period.

DOCUMENTATION

10. All official documentation, translated into the six official languages of the COP, is currently uploaded to the WHO FCTC web site once it is ready for print. It is also dispatched to the existing official addresses of Parties and observers in their required languages. The Secretariat has noted that printed copies are often wasted, as many delegates request a full set of documents at the opening of meetings, either because they did not bring the documents that had been sent to their authority or because the set dispatched to the official address did not reach them.

11. Printing and dispatch of official documentation for a COP session costs approximately US\$ 120 000. Additional related costs are also incurred during the session as printing equipment, technicians and support staff are required to ensure distribution of in-session documentation. The related costs amount to approximately US\$ 30 000 – US\$ 40 000 for one session.

12. It may be worth noting that a number of other treaties and organizations in the United Nations system conduct paperless sessions or are progressively reducing the number of papers produced for sessions of their governing bodies and subsidiary bodies in an attempt to reduce costs and contribute to a lower carbon footprint in comparison with a traditional meeting.

13. Considering the modern information technology used by delegates during meetings (such as laptops and smartphones), it is suggested that printed copies of pre-session official documentation be dispatched to participants before each meeting upon request only and be made available at the meeting itself in limited quantities. Requests for printed copies could be met as and when they are made. Such a measure, if implemented, would facilitate faster preparation and distribution of official documents, ensure that delegates would receive a set of printed documents if required, and lead to a cost saving of

approximately 50% compared with the current printing and dispatch costs. Parties would be informed by e-mail, through their permanent missions in Geneva and their nominated contact points, of the availability of documents on the WHO FCTC web site as soon as they are posted.

14. Parties may note that all official documentation of the COP and its subsidiary bodies, including that of the negotiations of the WHO FCTC and all publications of the Convention Secretariat will be available at the end of October 2012 in the WHO Institutional Repository for Information Sharing (IRIS), which is a digital library of published material and technical information. IRIS can be freely accessed at <http://www.who.int/iris>; its content is searchable in the six official languages.

Production of official records

15. In accordance with Rules 60 and 62 of the Rules of Procedure of the COP, verbatim records and summary records have been prepared so far for the public meetings of sessions of the COP and its subsidiary bodies. The proposals below are aimed at making the production of these records more timely and efficient and making the records themselves more useful to Parties and others.

Verbatim records

16. The production of the verbatim records of a COP session is a time-consuming process. Significant resources are needed to produce a transcription (word-for-word) of all interventions made in the official languages used by the speakers. Each transcription must be checked by a reviser and an editor before publication.

17. While the actual cost of the production of the verbatim records as currently produced may not be seen as significant (it normally represents approximately US\$ 20 000 – US\$ 25 000, excluding costs for printing and dispatch), it usually takes at least one year to make them available to Parties given the limited staff and other resources available.

18. The review of relevant practice in some other treaties of the United Nations system indicates that no such verbatim records are produced by these other bodies. Some treaties make a record of the proceedings of their meetings available to their Parties in an audio file.

19. It is therefore suggested that the traditional verbatim records be replaced by an audio recording, which could be made available to Parties shortly after the closure of the session. The production of such an audio recording would cost less than US\$ 5000 and would be available within a few weeks of the closure of the session. A transcribed version of any Party's intervention could be produced by the Secretariat at the request of that Party.

Summary records

20. Summary records are produced for subsidiary bodies of the COP (e.g. committees of the COP, Intergovernmental Negotiating Body) in a traditional manner as is done for sessions of the World Health Assembly or the Executive Board of WHO. Each speaker's intervention is summarized to obtain an accurate and detailed summary of the debate. A single volume is then produced containing the summary records of each meeting. The production of such summary records takes approximately 8–12 months, consisting of writing, revising and editing, with support from administrative staff, translators and transcribers. Substantial staff resources are therefore required. The cost represents on average US\$ 150 000 – US\$ 170 000, depending on the length of the session in question.

21. The review of relevant practice in several other treaties of the United Nations system indicates that instead of lengthy summary records such as those produced after sessions of the COP and its subsidiary bodies, a report of the session of the governing body is prepared during the session, with a draft adopted at the closure. Such a report summarizes the proceedings and includes the actions and decisions taken, and is normally considered to be a more streamlined way of presenting information and therefore to be more user-friendly. In addition, Parties would have an opportunity to contribute to the content of the report as it would be adopted at the closure of the session and comments by the Parties taken into account in a transparent manner.

22. 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, and in view of the above observations, 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. It is expected that the preparation of such reports would be less costly than that of summary records as currently produced (less than US\$ 20 000 per meeting report in comparison with the current US\$ 150 000 – US\$ 170 000 per summary record).

23. Finally, should the COP decide to replace the verbatim records by an audio recording and replace the traditional summary records by a shorter report of the session, the plenary meetings, which are currently not included in the summary records – their proceedings are currently reproduced as a verbatim records – would also become part of the report of the session.

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