



F C T C
WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL



PROTOCOL
TO ELIMINATE
ILLCIT TRADE IN
TOBACCO PRODUCTS

**Ninth Session of the Conference of the Parties to WHO Framework Convention on
Tobacco Control (COP9)**

**Second Session of the Meeting of the Parties to the Protocol to Eliminate Illicit
Trade in Tobacco Products (MOP2)**

Electronic Meeting Registration System

Step-by-Step Guide

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INTRODUCTION

Online registration is required for sessions of the COP and of the MOP and its subsidiary bodies. The registration process begins with the nomination and designation of one focal point per country – preferably based in a Permanent Mission in Geneva – by a diplomatic note¹ or by an official letter signed by the Government. The focal point can register on the website indicated in the Note Verbale sent to the country or Organization. Also the Username and the Password are provided in the Note Verbale.

COP9 (to be held from 8 –13 November 2021)

Registration Period: 16 August – 16 October 2021

MOP2 (to be held from 15 – 18 November 2021)

Registration Period: 23 August – 23 October 2021

Once the focal point has been approved in the registration system, he or she will receive a unique username and password by email, together with a link to complete registration. This will allow the focal point to register and submit the names of other members of the delegation (or his or her own registration as delegate when there are no other delegates) and a copy of their credentials.

¹ The document shall be prepared on headed paper, dated, signed and/or stamped.

STEP 1: TO REGISTER THE FOCAL POINT

Note: It is not possible to register a delegate unless you have already registered a focal point.

1. Access the site and log in using the username and password for COP or MOP provided in the Note Verbale sent to your country or organization.

User name:

Password:

OK

2. Once you have logged into the system, the “*Focal Point Registration Form*” will be available showing the meeting for which you logged in



Welcome to WHO Electronic Meeting Registration System (eMRS) which aims to facilitate the online registration of delegates to WHO FCTC officials meetings.

Focal Point Registration Form

Choose a Meeting:

Meeting Name:

Meeting Start Date: Meeting End Date: Registration Deadline Date:

Focal Point Information

Last Name: *

First Name: *

Organization Type: *

Country/Mission/Organization: *

Please attach the Note Verbale (Official Letter) designating you as a focal point to register your delegation*

Note Verbale

New Login Creation

Email (to be used as your username) *

Confirm Email (please re-write your email) *

Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address.

3. Complete the “*Focal Point Information*” section
4. Attach a Note Verbale (official diplomatic note prepared on letterhead, dated, signed and/or stamped or a letter signed by the relevant authorities in your country, or your organization, confirming your designation as focal point for registering the delegation.

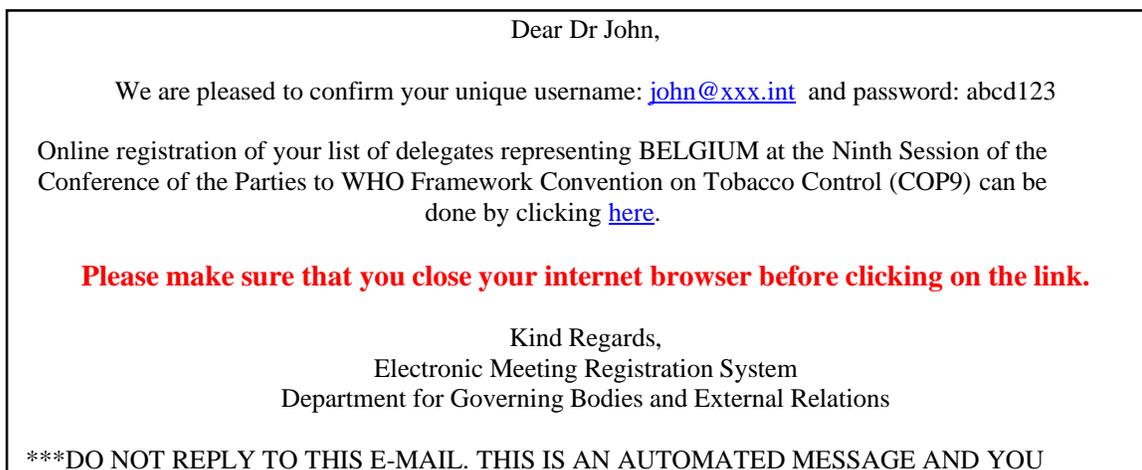
Note: Please ensure that the e-mail address is valid and accurate as your unique username and password will be sent to this e-mail address.

5. Click on **Submit**  to register and confirm the focal point.

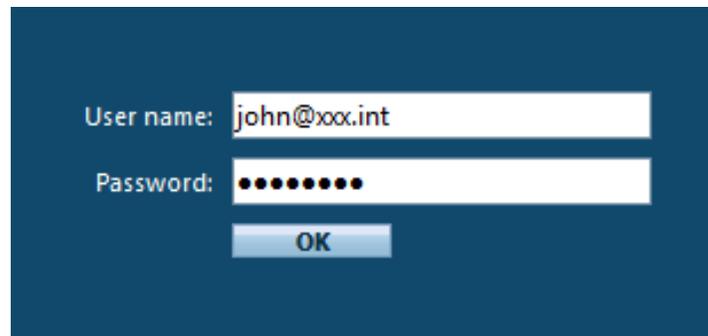
Note: The focal point will receive an e-mail with a **unique username and password** needed to register the delegation (see STEP 2).

STEP 2: TO REGISTER DELEGATES

1. Access the registration system using the link provided in the e-mail sent to the focal point (*seesample below*).



2. Log in using the unique username and password provided in the e-mail.



User name:

Password:

The focal point can now register delegates.



World Health Organization

Welcome to WHO Electronic Meeting Registration System (eMRS). The eMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Delegates Registration Form show meeting info

Meeting Name:
EXECUTIVE BOARD

Meeting Start Date: Meeting End Date: Registration Deadline Date:

Organization Type:
COUNTRIES

Country/Mission/Organization:
BELGIUM

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

 **Submit**
 **Close**

3. Select action **Add Delegate** to enter a new delegate.
4. Complete “*Add Delegate*” section, and type a Priority number for the delegate. This will determine the order in which delegates will appear in the official List of Participants.



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Delegates Registration Form show meeting info

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

Add Delegate

Priority: Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Title: or Custom Title

Title:
 First Name:

Family Name:
 First Name:

Occupational Title:
 Status:

City:
 Gender:

 **Confirm Add Delegate**

 **Submit**
 **Close**

5. Click on **Confirm Add Delegate** at the bottom right-corner of the screen. The delegate's details will then appear under "*List of Meeting Delegates*".



The screenshot displays the WHO Electronic Meeting Registration System (eMRS) interface. At the top left is the WHO logo and the text "World Health Organization". Below this is a welcome message: "Welcome to WHO Electronic Meeting Registration System (eMRS). The eMRS aims to facilitate the online registration of Delegates to WHO Official Meetings." The main heading is "Delegates Registration Form" with a "show meeting info" link. Below this is a section titled "Delegates Information" containing a table labeled "List of Meeting Delegates".

Priority	Name	Title	State	Credential	Submitted
1	Dr Charles D	Director	New		

Below the table is a section titled "Choose an action to perform" with four radio buttons: "Add Delegate", "Edit Delegate", "Delete Delegate", and "Upload Credential". At the bottom right, there are two buttons: "Submit" (with a green checkmark icon) and "Close" (with a red X icon).

Repeat actions 3 to 5 above for adding delegates as needed.

The focal point can now **MODIFY (STEP 3)**, **DELETE (STEP 4)** or **SUBMIT the delegation (STEP 5)**.

STEP 3: TO MODIFY A DELEGATE'S INFORMATION BEFORE SUBMISSION

1. Select action **Edit Delegate** to modify an existing delegate.

The screenshot shows the WHO eMRS Delegates Registration Form. At the top, there is the WHO logo and the text 'World Health Organization'. Below that, a welcome message states: 'Welcome to WHO Electronic Meeting Registration System (eMRS). The eMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.' The form is titled 'Delegates Registration Form' and includes a 'show meeting info' link. The main section is 'Delegates Information', which contains a 'List of Meeting Delegates' table. The table has columns for Priority, Name, Title, State, Credential, and Submitted. One delegate is listed: '1 Dr Charles D' with Title 'Director' and State 'New'. Below the table, there is a section 'Choose an action to perform' with four radio buttons: 'Add Delegate', 'Edit Delegate' (which is selected), 'Delete Delegate', and 'Upload Credential'. Under 'Edit Delegate', there is a note: 'Note: Please select from the list of delegate above to Edit Delegate'. The form fields include: Priority (input field with '1'), Title (dropdown menu with 'Dr' selected), Family Name (input field with 'Charles'), Occupational Title (input field with 'Director'), City (input field), First Name (input field with 'D'), Status (dropdown menu with 'Member' selected), and Gender (dropdown menu with 'Male' selected). At the bottom right, there is a 'Confirm Edit Delegate' button and two icons: a green checkmark labeled 'Submit' and a red X labeled 'Close'.

2. Select the delegate whose information you wish to modify.
3. Click on **Confirm Edit Delegate** at the bottom right-corner of the screen to confirm the modifications made.
4. Select action **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close**  without uploading a credential will save your information in the system for further processing.

STEP 4: TO DELETE A DELEGATE BEFORE SUBMISSION

1. Select action **Delete delegate**.

The screenshot displays the WHO Electronic Meeting Registration System (eMRS) interface. At the top left is the WHO logo and the text 'World Health Organization'. Below this is a welcome message: 'Welcome to WHO Electronic Meeting Registration System (eMRS). The eMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.' The main heading is 'Delegates Registration Form' with a 'show meeting info' link. Below this is a 'Delegates Information' section containing a 'List of Meeting Delegates' table.

Priority	Name	Title	State	Credential	Submitted
1	Dr Charles D	Director	New		

Below the table is a 'Choose an action to perform' section with four radio buttons: 'Add Delegate', 'Edit Delegate', 'Delete Delegate' (which is selected), and 'Upload Credential'. Below this is the 'Delete Delegate' form, which includes a note: 'Note: Please select from the list of delegate above to Delete Delegate'. The form fields are: 'Priority' (input field with '0'), 'Title' (dropdown menu), 'Family Name (Not in Capital)' (input field), 'Occupational Title' (input field), 'City' (input field), 'First Name (Initial letter only)' (input field), 'Status' (dropdown menu), and 'Gender' (dropdown menu). At the bottom right of the form are 'Submit' and 'Close' buttons, each with a corresponding icon (a green checkmark and a red X).

2. Select the delegate from “*List of Meeting Delegates*”



World Health Organization

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Delegates Registration Form show meeting info

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
1	Dr Charles D	Director	New		

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

Delete Delegate Note: Please select from the list of delegate above to Delete Delegate

Priority: Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Title: or Custom Title

Family Name *(Not in Capital)* First Name *(Initial letter only)*

Occupational Title Status:

City Gender:



Submit
 Close

3. Click on **Confirm Delete delegate** button at the bottom right-corner of the screen to confirm deletion

5. Select action **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close**  without uploading a credential will save your information in the system for further processing.

STEP 5: TO SUBMIT ALL DELEGATES OR SELECTED DELEGATES

To submit (confirm) the delegates the focal point needs to upload a credential.

1. Select action **Upload Credential** to submit credentials.

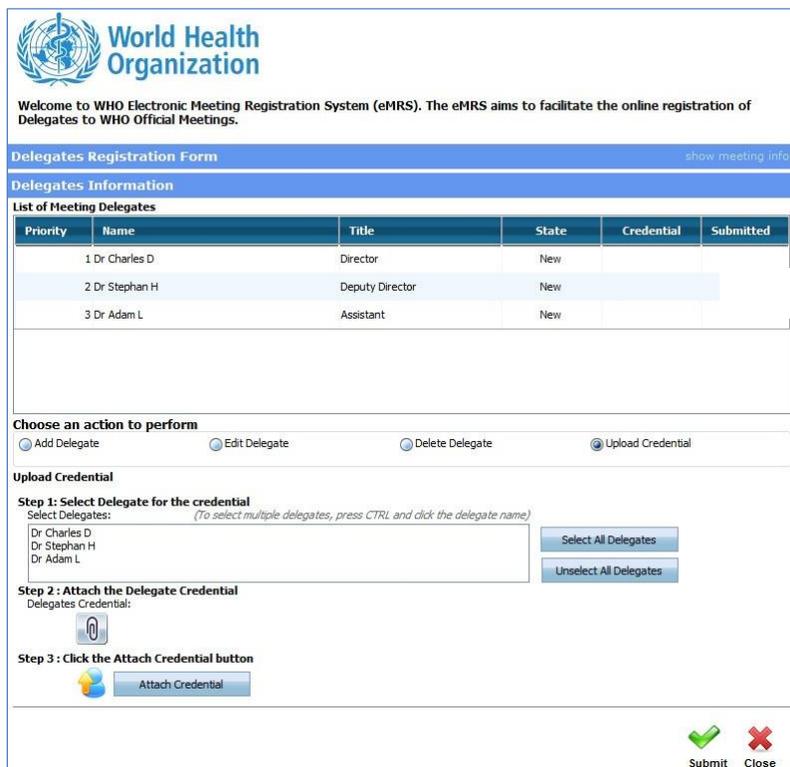


The screenshot shows the WHO eMRS Delegates Registration Form. At the top, there is the WHO logo and the text "World Health Organization". Below this is a welcome message: "Welcome to WHO Electronic Meeting Registration System (eMRS). The eMRS aims to facilitate the online registration of Delegates to WHO Official Meetings." The form has a blue header with "Delegates Registration Form" and a "show meeting info" link. Below the header is a section titled "Delegates Information" containing a table "List of Meeting Delegates".

Priority	Name	Title	State	Credential	Submitted
1	Dr Charles D	Director	New		
2	Dr Stephan H	Deputy Director	New		
3	Dr Adam L	Assistant	New		

Below the table is a section "Choose an action to perform" with four radio buttons: "Add Delegate", "Edit Delegate", "Delete Delegate", and "Upload Credential". The "Upload Credential" option is selected. At the bottom right, there are "Submit" and "Close" buttons with green checkmark and red X icons respectively.

The screen below will display



This screenshot shows the same WHO eMRS Delegates Registration Form, but now the "Upload Credential" option is selected. Below the "Choose an action to perform" section, there is a section titled "Upload Credential" with three steps:

Step 1: Select Delegate for the credential
Select Delegates: *(To select multiple delegates, press CTRL and click the delegate name)*
A list of delegates is shown: "Dr Charles D", "Dr Stephan H", and "Dr Adam L". There are "Select All Delegates" and "Unselect All Delegates" buttons.

Step 2: Attach the Delegate Credential
Delegates Credential:
A paperclip icon is shown next to a text input field.

Step 3: Click the Attach Credential button
A blue button labeled "Attach Credential" is shown.

At the bottom right, there are "Submit" and "Close" buttons with green checkmark and red X icons respectively.

2. Click on **Select ALL Delegates** to submit ALL delegates
To submit only selected delegates, select delegates in the left-hand list

3. Click on **Delegates Credential** icon to attach the official document of nomination (Note Verbale or letter)
4. Click on **Attach Credential**. The word “View” will appear in the column “Credential”.

World Health Organization

Welcome to WHO Electronic Meeting Registration System (eMRS). The eMRS aims to facilitate the online registration of Delegates to WHO Official Meetings.

Delegates Registration Form show meeting info

Meeting Name:
EXECUTIVE BOARD

Meeting Start Date: 21/01/2013 Meeting End Date: 29/01/2013 Registration Deadline Date: 14/01/2013

Organization Type:
COUNTRIES

Country/Mission/Organization:
BELGIUM

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
1	Dr Charles D	Director	New	View	
2	Dr Stephan H	Deputy Director	New	View	
3	Dr Adam L	Assistant	New	View	

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

5. Click on **Submit** to confirm the submission and the credential.

Note: The focal point will receive a notification by e-mail after submitting the credentials successfully.

STEP 6: TO MODIFY THE DELEGATION AFTER SUBMISSION

Access the registration system using the link provided in the e-mail sent to the focal point after submission of the delegation.

Dear.....,

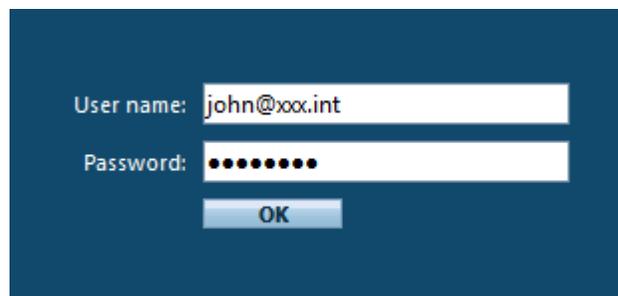
Please be informed that the following delegates representing BELGIUM at the 132EME SESSION DU CONSEIL EXECUTIF have been included in the list of participants.

Mr
Garcia P.
Mrs
Garden
S.C.Dr
Temengli
R.

If you want to make any modification/amendments to the submitted delegates, please click [here](#) (please login using your uniqueusername and password).

Kind Regards,
Electronic Meeting Registration System

1. Log in using the same focal point's unique username and password.



The image shows a login interface on a dark blue background. It features two white input fields. The first field is labeled 'User name:' and contains the text 'john@xx.int'. The second field is labeled 'Password:' and contains ten black dots. Below the password field is a light blue button with the text 'OK' in black.

2. The focal point can now select one of the following:
 - a. **Add delegate** (STEP 2, actions 3 to 5)
 - b. **Modify delegate** (STEP 3, actions 1 to 4)
 - c. **Delete delegate** (STEP 4, actions 1 to 4)

Note: The focal point will receive a notification by e-mail after submitting the modifications.