



**FCTC**

WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

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## **Webinar session**

# **Reporting under the WHO FCTC and the Protocol: understanding the process and the reporting platforms used**

- Introduction and presentation on reporting under both treaties
- Hints to use the reporting platform for both instruments
- Questions and answers

*Secretariat of the WHO FCTC and the Protocol*  
*30 January 2020*





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# Parties' reports in the 2020 reporting cycle

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[www.who.int/fctc](http://www.who.int/fctc)

<https://untobaccocontrol.org/intro/>



# Overview of the presentation

- Part I
  - Article 21 of the Convention
  - The process of reporting
  - Reporting webpage
- Part II
  - The WHO FCTC core questionnaire
    - Step-by-step instructions
  - The additional questions
  - WHO FCTC Indicator Compendium
- Part III
  - The Protocol core questionnaire
    - Step-by-step instructions



# **Part I**

## **Reporting mandate and its process**



# Article 21 of the Convention

*(Reporting and exchange of information)*

- Obligation to report periodically on implementation to the Conference of the Parties (COP).
- The frequency and format of reports determined by the COP.
- Assistance to (developing country) Parties, upon request.





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CS/NV/19/15

**Reporting on implementation of the WHO Framework Convention on Tobacco Control  
and the Protocol to Eliminate Illicit Trade in Tobacco Products  
in the 2020 reporting cycle**

The Secretariat of the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Protocol to Eliminate Illicit Trade in Tobacco Products (the Protocol) presents its compliments to the Parties to the WHO FCTC and the Protocol and has the honour to inform them that Party implementation reports for the two treaties in the 2020 reporting cycle, in accordance with Article 21 of the WHO FCTC and Article 32 of the Protocol, shall be submitted

**Sent to Parties in November 2019**

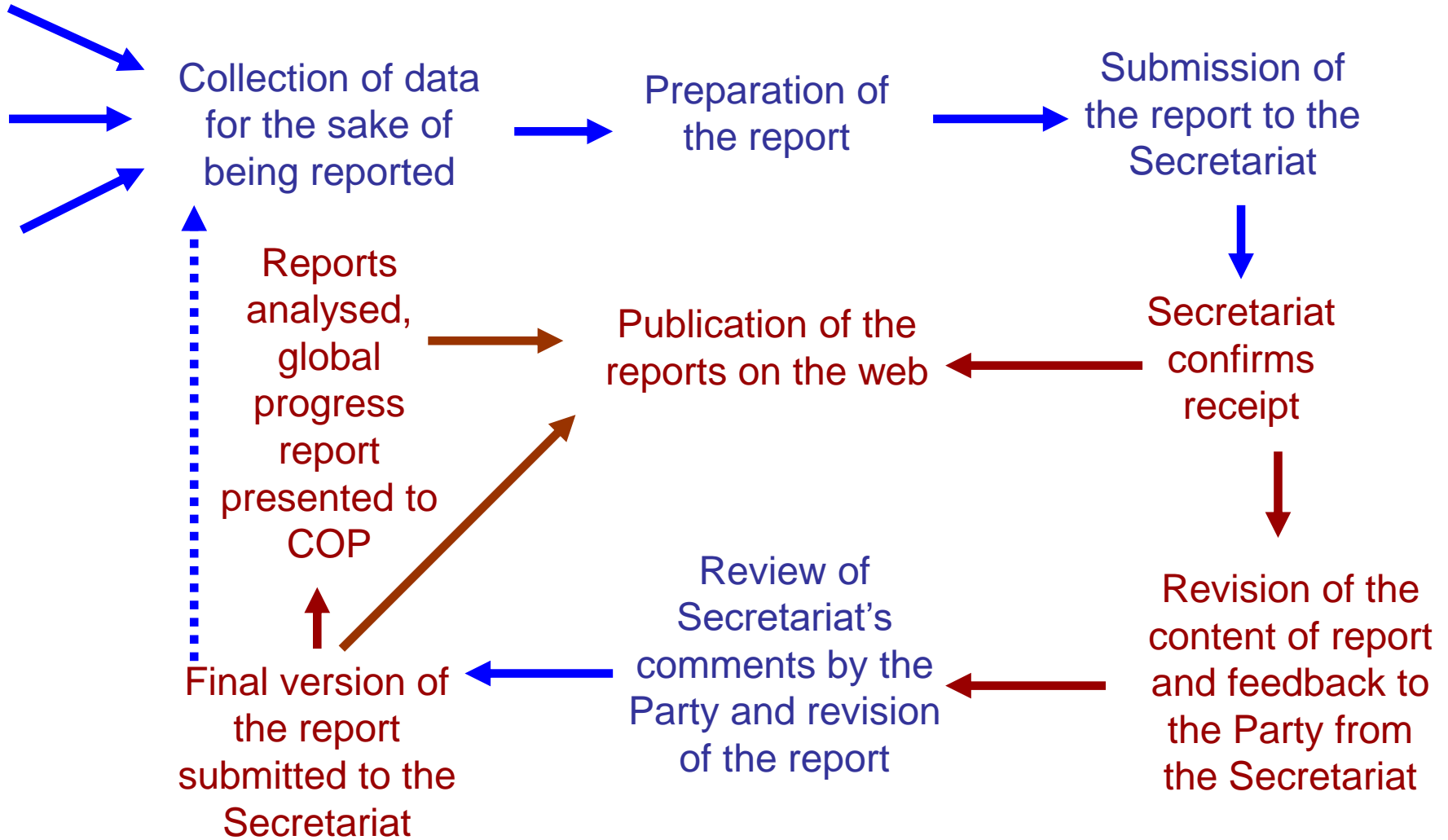


# **Reporting period in 2020:**

**1 January to 31 March 2020**



# Preparation and submission of reports



# Information on reporting

- Secretariat's website

<http://www.who.int/fctc>

- Reporting section

<http://www.who.int/fctc/reporting>

- WHO FCTC Implementation Database

<https://untobaccocontrol.org/impldb/>

- Party reports

<https://untobaccocontrol.org/impldb/parties/>

- Treaty provisions

<https://untobaccocontrol.org/impldb/treaty-provisions/>





- WHO FCTC
  - Parties' reporting timeline
  - Reporting instrument
  - Parties' reports
  - Global progress reports
  - Glossary of terms
  - Indicator Compendium
- The Protocol

## Reporting instrument



In November 2010, at its fourth session, the COP decided to adopt a single reporting instrument for Parties' biennial reports that has been amended a few times afterwards.

The reporting instrument consists of a core questionnaire mandatory for all Parties and the "additional questions on the use of implementation guidelines adopted by the Conference of the Parties", which aims to facilitate voluntary submission of such information by the Parties.



### Core questionnaire

Parties are requested to complete the core questionnaire online. The questionnaire can be accessed through a link sent by e-mail to the WHO FCTC technical focal point of the respective country. For more information please refer to Questions and answers.

Core questionnaire pdf, 1.11Mb

The questions contained in the online reporting instrument can be found in the file below. This version is for information only and should not be used for completion and submission.



### Additional questions

The additional questions on the use of implementation guidelines adopted by the Conference of the Parties can be accessed via the "core questionnaire" described above, through links inserted along the text.

The completion of the additional questions is voluntary. This version below is for



#### Contact

copreporting@who.int

#### Non-UN language versions

Core questionnaire - Portuguese pdf, 710kb

Step by step instructions - Portuguese pdf, 688kb

## Zimbabwe

### Search by party

Select a party ▾

### Latest Updates



Santé Canada propose des règles plus strictes concernant la promotion des produits de vapotage et finalise les exigences en matière d'étiquetage et d'emballage des produits de vapotage

🕒 December 19, 2019



Health Canada proposes stricter rules on vaping product promotion, and finalizes labelling and packaging requirements for vaping products

🕒 December 19, 2019



Australia: new guidance on interactions between public officials and the tobacco industry

🕒 November 25, 2019



Ratification: 04/12/2014

Entry into force:

Latest report submitted: 29/03/2018

Next implementation report: Early 2020

Area (thousands of km<sup>2</sup>): 386.85

Population (in thousands): 16000

**Reports**

Factsheet

Updates

Resources

### 2018 report

Submission date: 29/03/2018

▸ Reports

▸ Annexes

### 2016 report

Submission date: 30/04/2016

▸ Reports



# **Part II**

## **Reporting under the WHO FCTC**



# What entails the 2020 reporting cycle on the WHO FCTC?

- The WHO FCTC reporting instrument consists of **two** elements:
  - **Core questionnaire** – a few changes for 2020.
    - Internet-based (Lime Survey) since 2016; pre-filled since 2018 - User-friendly format!
    - Step-by-step instructions.
    - Video version.
  - **Additional questions** on the use of implementation guidelines adopted by the COP.
    - Internet-based; since 2014, updated in 2016.
- **Two** additional tools available for the use by the Parties:
  - WHO FCTC Indicator Compendium.
  - Glossary of terms.



# Content of the WHO FCTC core questionnaire

1. Origin of the report
2. Tobacco consumption and related health, social and economic indicators (quantitative; questions and tables)
  - Prevalence of tobacco use, exposure to tobacco smoke, taxation of tobacco products, tobacco growing
3. Legislation, regulation and policies
  - Articles 5 to 22 (26) of the Convention
4. International cooperation and assistance
5. Priorities and comments

→ **TOTAL: over 300 questions (+11 tables)**



# Core WHO FCTC questionnaire

| Item                                    | Characteristics  |
|---|--|
| <b>Frequency of reporting</b>           | Every second year (2018, 2020, ...), in designated reporting periods   |
| <b>Submission deadline</b>              | By the end of the designated reporting period (not later than six months before the next regular COP session)<br>Cover letter  |
| <b>Instrument</b>                       | <ul style="list-style-type: none"> <li>- Questionnaire in <b>Lime Survey</b> format – six UN languages</li> <li>- Pre-filled responses!</li> <li>- Individual usernames and passwords generated for each Party</li> <li>- To be submitted online</li> <li>- Step-by-step instructions</li> </ul> |
| <b>Mandatory and optional questions</b> | All questions are <b>mandatory</b> (except the open-ended questions on the use of guidelines)  |
| <b>Analysis of reports</b>              | Global progress reports - Last report published in 2018, next report due in November 2020.   |



# Step-by-step instructions

- Aim: to assist Parties in completing the WHO FCTC core questionnaire
- Content: follows the structure of the questionnaire
  - Provides links to basic documents (treaty and guidelines)
  - Provides general observations, as well as specific recommendations
  - Contains definitions of key terms used in the core questionnaire in an Annex
- TIP: Follow it while completing the questionnaire!

[http://www.who.int/fctc/reporting/reporting\\_instrument/](http://www.who.int/fctc/reporting/reporting_instrument/)





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**STEP-BY-STEP INSTRUCTIONS  
FOR THE COMPLETION OF CORE  
QUESTIONNAIRE OF THE REPORTING  
INSTRUMENT**

**WHO FRAMEWORK CONVENTION ON TOBACCO  
CONTROL (WHO FCTC)<sup>1</sup>**

[http://www.who.int/fctc/reporting/reporting\\_instrument/](http://www.who.int/fctc/reporting/reporting_instrument/)

December 2019





## Video version of the step-by-step instructions (an e-learning tool) for the completion of core questionnaire of the reporting instrument

Find below the video version of the step-by-step instructions document. This could assist the Parties to the WHO FCTC in completing the reporting instrument of the Convention.

### 1. Welcome



### 2. Introduction Reporting Cycle



### 3. General Instructions



### 4. Tobacco consumption and related indicators



<http://www.who.int/fctc/reporting/fctc>



## Additional questions on the use of COP guidelines

- Developed under the mandate given by COP5.
- Aimed at collecting information on the use of guidelines and on Parties' implementation of the recommendations therein.
- Internet-based
- It is **voluntary!** BUT: any information is welcome.
- Read and follow instructions in the introduction.
- You can save **partially completed** form for later finalization and submission.
- Preferred submission: with the WHO FCTC core questionnaire.

→ **TOTAL: over 275 questions**



# Additional questions

| Item                                       | Characteristics   |
|--|---|
| <b>Frequency of submission</b>             | Submission of information is <b>voluntary</b> ; at any time, but <b>preferably</b> in the designated biennial reporting periods   |
| <b>Reporting dates/deadlines linked to</b> | Not specified by COP (see above)  |
| <b>Instrument</b>                          | <ul style="list-style-type: none"> <li>- Online questionnaire</li> <li>- Access protected: Individual token and link</li> <li>- Can be saved even partially completed</li> <li>- To be submitted online once finalized</li> </ul> |
| <b>Mandatory and optional questions</b>    | All questions are <b>optional</b>   |
| <b>Analysis of content</b>                 | Through the biennial global progress reports submitted to COP   |



## Additional Questions on the Use of Implementation Guidelines by the Parties

English ▼

You have completed 9% of this survey



### A. Article 5.3

Questions concerning the Guidelines for Implementation of Article 5.3 (with reference to section C12 of the core questionnaire).

A1 Have you informed and educated all branches of government about the need to protect tobacco control policies from commercial and other vested interests of the tobacco industry and about the strategies and tactics used by the tobacco industry to interfere with such policies? (Recommendation 1 under the Guidelines)

Yes

No

Other

A2 Have you established measures to ensure that government bodies and persons working for these bodies interact with the tobacco industry only when and to the extent strictly necessary to enable them to effectively regulate the tobacco industry and tobacco products? (Recommendation 2 under the Guidelines)

Yes

No

Other

A3 Have you had, in the past two years, any interaction with the tobacco industry to enable effective regulation of the tobacco industry and tobacco products? (Recommendations 2.1 and 2.2 under the Guidelines)

Yes

No

Other

A3.2 Please provide details, as appropriate.



# WHO FCTC Indicator Compendium

- Developed under the mandate given by COP5.
- Aimed at facilitating national data collection by promoting standardized indicators.
- Use of the Compendium:
  - Focal points informed on its availability.
  - Published on the web.
  - For example, through countries' national statistical offices (advised by the national tobacco control focal points and through the United Nations institutions, bodies and agencies) – to ensure that these indicators are integrated in Parties' data collection systems.

<http://www.who.int/fctc/reporting/Compendium/>



# **Part III**

## **Reporting under the Protocol**



# What entails the 2020 reporting cycle on the Protocol?

- Protocol reporting instrument consists of **one** element:
  - Core questionnaire – developed in 2019.
    - Internet-based (Lime Survey).
    - Step-by-step instructions.
- **Two** useful tools available for the use by the Parties:
  - WHO FCTC Indicator Compendium.
  - Glossary of terms.



# Content of the Protocol core questionnaire

1. Origin of the report
2. Article 2: Relation between this Protocol and other agreements and legal instruments
3. General obligations: Articles 5 to 13 of the Protocol
  - Protection of personal data, due diligence, tracking and tracing, security, free zones, duty free sales.
4. Offences: Articles 14 to 19
  - Unlawful conduct, liability, prosecutions and sanctions, seizure payments, disposal or destruction.
5. International cooperation: Articles 20 to 3
  - General information sharing, confidentiality, assistance and cooperation, mutual administrative and legal assistance.
6. Priorities and comments

→ **TOTAL: Over 250 questions**



# Step-by-step instructions

- Aim: to assist Parties in completing the Protocol core questionnaire
- Content: follows the structure of the questionnaire
  - Provides links to basic document (treaty)
  - Provides general observations, as well as specific recommendations
- TIP: Follow it while completing the questionnaire!

<https://www.who.int/fctc/reporting/protocol/reporting-instrument/>



**<https://www.who.int/fctc/reporting/>**

**<https://untobaccocontrol.org/impldb/>**

**[copreporting@who.int](mailto:copreporting@who.int)**





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# Hints to use the reporting platform for both instruments

Jillian Reichenbach Ott



# Data collection system

- DataForm is the WHO version of Limesurvey since 2015
- Limesurvey is open-sourced online statistical survey web app
- Advantage all your data from previous years is already in there
- One link per country

# Hints, tips & tricks

- Use Chrome NOT Internet Explorer



# Hints, tips & tricks

- Resume later' button

Resume later

Заполнить позже

稍后继续

Continuar después

Finir plus tard

الاستكمال لاحقا

# Hints, tips & tricks

- Additional survey link (eg C126)

*C125* Have you utilized the “Guidelines for implementation of Article 5.3 of the WHO FCTC” when developing or implementing policies in this area?

Yes

No

*C126* Please provide details in the space below or refer to section I of the additional questionnaire. Response to this question or to the additional questionnaire is **voluntary**. <https://extranet.who.int/dataform/655321?token=abcdef&lang=en>

# Hints, tips & tricks

- After submitting, use the option to print and save a PDF copy

## 2020 - CORE QUESTIONNAIRE OF THE REPORTING INSTRUMENT OF WHO FCTC

Parties can print their own PDF copy of their report by clicking on the "Print your answers" link.

[Print your answers.](#)

[https://www.who.int/fctc/reporting/reporting\\_instrument/en/](https://www.who.int/fctc/reporting/reporting_instrument/en/)

## Online resources

For the WHO FCTC Core survey, additional survey and the protocol survey:

- Empty questionnaire (PDF)
- Step by step instructions (PDF)
- Video help

<https://www.who.int/fctc/mediacentre/news/2020/protocol-who-fctc-reporting-cycle-launched>

# Online resources

عربي 中文 English Français Русский Español



News stories

[Previous years](#)

[Press releases](#)

[Media briefings](#)

Events

[Videos](#)

## The 2020 reporting cycles on the WHO FCTC and the Protocol launched

1 / 2



Some members of Palau's Tobacco Control Working Group

The Parties to the WHO FCTC and – for the first time since the entry into force of the Protocol – the Protocol Parties are now expected to complete and submit their implementation reports.

*“Reporting under an international treaty is more than just an obligation. Telling the*



### Links

**WHO FCTC**

- [Core questionnaire pdf, 1.11Mb](#)
- [Step-by-step instructions pdf, 801kb](#)
- [Video version of the step-by-step instructions](#)

**The Protocol**

- [Core questionnaire pdf, 875kb](#)
- [Step-by-step instructions pdf, 727kb](#)

**More links**

[Good practices in data collection, preparation and submission of WHO FCTC implementation reports](#)