



WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

**Meeting of the Parties to the
Protocol to Eliminate Illicit Trade
in Tobacco Products**

First session
Geneva, Switzerland, 8–10 October 2018
Provisional agenda item 7.3

FCTC/MOP/1/19
23 September 2018

**Proposed budget and workplan
for the financial period 2018–2019**

Report by the Convention Secretariat

Purpose of the document

This document outlines the proposed budget and workplan for the financial period 2018–2019. The proposed activities and budget are presented in Annex 1, the composition of the Convention Secretariat team and staff costs are presented in Annex 2 and the total budget for 2018–2019 is presented in Annex 3. A more detailed description of the activities, as well as the rationale and assumptions for the calculations of the various activities and the cost-efficiency efforts of the Convention Secretariat, are described in the explanatory note FCTC/MOP/1/INF.DOC/1

Action by the Meeting of the Parties

The First session of the Meeting of Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products is invited to provide further guidance and consider adopting the annexed draft decision.

Contribute to the Sustainable Development Goals (SDGs): SDG 3 and Target 3.a
Additional financial implications if not included in the workplan and budget: N/A
Author team(s): Convention Secretariat
Related document(s): FCTC/MOP/1/INF.DOC./1

BACKGROUND

1. Article 33.7 of the Protocol to Eliminate Illicit Trade in Tobacco Products (Protocol) stipulates that each ordinary Meeting of the Parties (MOP) to the Protocol shall adopt, by consensus, a workplan and budget for the financial period until the next ordinary session of the MOP.
2. According to the same article, the MOP's workplan and budget shall be distinct from that of the WHO Framework Convention on Tobacco Control (WHO FCTC).
3. On this basis, the First session of the Meeting of the Parties (MOP1) to the Protocol will examine two separate draft workplans and budgets: one for the 2018–2019 financial period, and the other for the 2020–2021 financial period.
4. The purpose of this double submission is: 1) to allow the initial activities to be adopted by MOP to be launched as soon as possible after the closure of MOP1; and 2) to allow the Parties to take the necessary administrative and financial measures to facilitate the provision of assessed contributions as decided by MOP1.
5. Additionally, with these two proposed draft workplans and budgets for the MOP, the Protocol's workplan and budget will be adjusted with the cycle adopted by the Conference of the Parties (COP) to the WHO FCTC.
6. The work related to the Protocol is composed of five main areas: (a) Preparing for the implementation of the Protocol; (b) Meeting of the Parties; (c) Reporting and exchange of information; (d) Coordination with international and regional intergovernmental organizations and other bodies; and (e) Administration and management, and other arrangements and activities.
7. In order to ensure implementation of its decisions, the MOP will consider the establishment of working and/or expert groups and the provision of funding for their work.
8. The proposed sources of funding for the suggested activities (assessed contributions and extrabudgetary sources) are presented in US dollars (US\$).

ACTION BY THE MOP

9. The MOP is invited to provide further guidance and consider adopting the annexed workplan and budget for financial period 2018–2019.

ANNEX 1

WORKPLAN AND BUDGET FOR FINANCIAL PERIOD 2018–2019 PROTOCOL ACTIVITY COSTS

1 Preparing for the implementation of the Protocol to Eliminate Illicit Trade in Tobacco Products					
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
1.1	Promoting the ratification of the Protocol				
	(a) Hold multisectoral, regional workshops to promote the ratification of the Protocol by additional WHO FCTC Parties	(a) Participation of at least 30 WHO FCTC Parties in two regional workshops	0	120 000	120 000
	(b) Promote the Protocol at high-level meetings with ministers	(b) Participation in high-level meetings to make case for the Protocol	0	30 000	30 000
	(c) Engage with potentially relevant international organizations	(c) High-level meetings with selected international intergovernmental organizations (IGOs) to make case for the Protocol	0	30 000	30 000
1.2	Technical assistance for the implementation of the Protocol				
	(a) Hold three multisectoral, regional workshops to assist in preparation for the implementation of the Protocol	(a) Participation of at least 45 Protocol Parties in three regional workshop	0	180 000	180 000
	(b) Provide technical assistance to Parties on Protocol-specific topics, upon request	(b) Technical assistance provided upon specific requests	0	75 000	75 000

1.3 Intergovernmental working/experts groups					
	(a) Mechanism on the establishment of tracking and tracing systems, including the global information-sharing focal point (Article 8.1) and unique identification markings for cigarette packets and packages (Article 8.3)	(b) One meeting of the mechanism on establishment of tracking and tracing systems, including the global information-sharing focal point (Article 8.1) and unique identification markings for cigarette packets and packages (Article 8.3) held and progress report available	46 800	17 100	63 900
	(b) Mechanism on international assistance and cooperation (Articles 23 and 24)	(b) One meeting of the mechanism on international assistance and cooperation (Articles 23 and 24) held and progress report available	46 800	17 100	63 900
	(c) Mechanism on the mutual administrative and legal assistance (Articles 28 and 29)	(c) One meeting of the mechanism on mutual administrative and legal assistance (Articles 28 and 29) held and progress report available	46 800	17 100	63 900
Subtotal for Area of work 1			140 400	486 300	626 700
2 Meeting of the Parties (MOP)					
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
2.1	First Session of the Meeting of the Parties (MOP1)				
	(a) Logistics – overall organization				

	<i>(i) Rentals, services, salaries of short-term conference staff and overtime of staff</i>	(i) MOP1 prepared and convened on time, overtime paid	183 980	0	183 980
	<i>(ii) Interpreters salaries</i>	(ii) Interpretation provided	87 000	0	87 000
	<i>(iii) Security</i>	(iii) Security provided	25 747	0	25 747
	<i>(iv) Travel support for eligible Parties</i>	(iv) High participation of Parties	31 581	0	31 581
	<i>(v) Per diem for lower-middle-income countries (LMIC)</i>	(v) High participation of Parties	21 065	0	21 065
	<i>(vi) Reception</i>	(vi) Reception hosted	0	0	0
	(b) Evening session (two evening sessions)	(b) Two evening sessions convened	32 500	0	32 500
	(c) Documentation (pre-, in- and post-session)				
	<i>(i) Editing and translation of MOP official documentation (pre-session)</i>	(i) Official documentation available to Parties in the six languages no later than 60 days before the opening of the session	200 000	0	200 000
	<i>(ii) Editing, translation and printing of MOP official documentation (in session)</i>	(ii) Report, decisions, other documentation.	185 000	0	185 000
	<i>(iii) Salary of précis writers</i>	(iii) MOP report finalized	13 000	0	13 000
	<i>(iv) Editing and translation of MOP Report and Verbatim (post-session)</i>	(iv) MOP report finalized and published; verbatim report published	25 000	0	25 000
	(d) Invited speakers	(d) Travel support for one invited speaker in travel policy	5 500	0	5 500
	<i>(e) MOP1 Campaign and media</i>				

	<i>(i) Creative idea, campaign strategy, visuals, booth, promotion materials, website, 2 x photographers, videographers and exhibition</i>	(i) Campaign and material produced	0	0	0
	<i>(ii) Six months of communication/media relations services</i>	(ii) Campaigned successfully implemented, and media accreditation, media relations and coverage of MOP1 ensured.	0	0	0
	<i>(iii) MOP1 software application (App)</i>	(iii) Design and set up of the App ensured and App launched.	3 500	3 500	7 000
2.2 Bureau of the MOP including Regional Coordinators where appropriate					
	(a) Prepare and support the work of the Bureau and convene meetings	(a) Two meetings convened, including through video conferences/teleconferences and summary records prepared	14 000	0	14 000
	<i>(i) Travel support and per diem for the Bureau Members</i>	(b) Bureau Members attended Bureau meetings and MOP session	67 200	0	67 200
	<i>(ii) Interpretation (three languages)</i>	(c) Good comprehension among the Bureau Members ensured	36 000	0	36 000
	<i>(iii) Setup and maintenance of the secured online platform</i>	(d) Access given to the Bureau Members and Regional Coordinators	3 000	0	3 000
Subtotal for Area of work 2			934 073	3 500	937 573
3 Reporting and exchange of information					
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
3.1	Development of the reporting instrument of the Protocol, support for Parties in fulfilling their reporting obligations, and analysis of reports on the Protocol				

	(a) Prepare and disseminate the Protocol reporting module	(a) The reporting module prepared and sent to Parties (b) Engage with a small number of interested Parties for input and guidance on the finalization of the content of the module	20 000	0	20 000
	(b) Strengthen capacity of Parties to report	(b) Develop capacity in the Parties to collect and report information related to the implementation of the Protocol; hold three regional or sub-regional training workshops in the regions most in need, if possible, in conjunction with Protocol implementation workshops.	30 000	30 000	60 000
3.2	Exchange of information, including transfer of expertise and technology				
	(a) Conduct and disseminate studies and good practices on Protocol-specific topics.	(a) Up to five country visits and five studies on good practices conducted	20 000	20 250	40 250
	(b) Promote information sharing with regard to the Protocol	(b) Establish a subsection of the WHO FCTC implementation database to disseminate resources on the Protocol	7 500	7 500	15 000
	Subtotal for Area of work 3		77 500	57 750	135 250
4	Coordination with international and regional intergovernmental organizations and other bodies				
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
4.1	Promoting international cooperation with emphasis on observers (IGOs & NGOs) to MOP				

	(a) Enhanced cooperation and communication with IGOs, including awareness raising, dissemination of information about Protocol-related activities of IGO observers to MOP through a designated space on the information platform	(a) IGOs invited to participate in relevant Convention Secretariat activities, Convention Secretariat participation in at least three major global and regional meetings organized by IGOs to make case for the Protocol, Collaboration with IGOs strengthened, report to MOP2	0	20 000	20 000
	(b) Enhanced cooperation and communication with nongovernmental organizations (NGOs), especially observers to the MOP, in relevant activities to reach national, regional and global organizations	(b) Civil society groups invited to participate in relevant Convention Secretariat activities, Convention Secretariat participation in at least three major global and regional Protocol related meetings organized by NGOs, Collaboration with IGOs strengthened, report to MOP2	0	10 000	10 000
4.2	Promotion of international cooperation in the implementation of the Protocol				
	(a) Develop a strategy to support the implementation of the Protocol	(a) Strategy to support the implementation of the Protocol developed, and report to MOP2	30 000	30 000	60 000
	Subtotal for Area of work 4		30 000	60 000	90 000
5	Administration and management and other arrangements and activities				
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
5.1	General administration and management				

	(a) Resource mobilization	(a) Between 40% and 60% of extra-budgetary funds raised	20 000	0	20 000
	(b) General administration, staff and finance management	(b) Workplans and administrative arrangements customized within WHO's global management system (GSM)	15 000	0	15 000
5.2	Awareness raising, publications, website and web applications and implementation of communications plan				
	(a) Prepare and implement a communications plan for promoting implementation of the Protocol	(a) At least one meeting per year held with permanent missions of Protocol Parties in Geneva, publications disseminated and presentations in at least six international meetings during the biennium	15 800	0	15 000
	(b) Monitor and evaluate the dedicated Protocol webpage and redesign accordingly	(b) Increased number of hits on the Protocol webpage	10 000	0	10 000
	(c) Updating Protocol pages on the WHO FCTC website in the six WHO official languages	(c) Protocol pages and documents on Web information in six languages	12 500	0	12 500
	Subtotal for Area of work 5		73 300	0	73 300
	Total activity cost for all areas of work		1 255 273	607 550	1 862 823

Annex 2**GROSS STAFF COSTS BREAKDOWN (US\$)¹****Fixed-term staff**

1	UG1 (one post to be covered at 8% by MOP budget and 92% by COP subject to COP8 decision)	35 500
3	P5 (two posts to be covered at 20% and 1 post at 75% MOP budget)	380 650
1	P4 (Programme Manager for the Protocol)	274 000
2	P3 (GSP + Customs/Trade)	443 000
1	G3 (Protocol Assistant)	128 500

Extrabudgetary

5	P2 (LTP, GIC, REM, DA, Adm/Fin)	875 000
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Total for Staff (thirteen posts) 2 136 650

¹ Indicative costs for core Convention Secretariat staff based on WHO's latest available standard gross salary costs for 2018–2019. As indicated above, current staff contracts are funded through voluntary assessed contributions; costs for additional proposed staff positions would be financed through extra-budgetary 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.

Annex 3

TOTAL PROPOSED BUDGET 2018–2019

	Covered by Assessed Contributions (in US\$)	Covered by extra-budgetary funds	Total
1. Activity costs	1 255 273	607 550	1 862 823
2. Staff costs	1 261 650	875 000	2 136 650
3. Total direct costs	2 516 923	1 482 550	3 999 473
4. Programme support costs (13%)	327 200	192 732	519 931
5. Grand total	2 844 123*	1 675 282	4 519 404

*COP 7 approved a budget under assessed contributions of US\$ 306 000 for the organization of MOP1. This amount is to be deducted from the total assessed contribution budget that results in US\$ 2 538 123.