



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 7.4

**FCTC/MOP/1/20
23 September 2018**

**Proposed budget and workplan
for the financial period 2020–2021**

Report by the Convention Secretariat

Purpose of the document

This document outlines the proposed budget and workplan for the financial period 2020–2021. 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 2020–2021 is presented in Annex 3. A more detailed description of the activities, as well as the rationale and assumptions made 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/2

Action by the Meeting of the Parties

The Meeting of Parties 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

Link to the workplan and budget item: 2020–2021: 5.1

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/2

BACKGROUND

1. This proposed 2020–2021 workplan and budget has been prepared by the Convention Secretariat in accordance with Article 33 of the Protocol to Eliminate Illicit Trade in Tobacco Products (Protocol).
2. The proposed workplan and budget has been prepared according to best estimates based on previous workplans adopted by the Conference of the Parties to the WHO Framework Convention on Tobacco Control (WHO FCTC). It will be necessary to incorporate adjustments to language, costs and activities when a final draft is adopted by the Meeting of the Parties (MOP).
3. 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.
4. The proposed sources of funding for the suggested activities (assessed contributions and extra-budgetary sources) are presented in US dollars (US\$).
5. The explanatory note contained in document FCTC/MOP/1/INF.DOC./2 provides further details concerning the proposed workplan and budget, including the cost breakdown for activities and staffing.
6. A workplan and budget for 2020–2021 and a breakdown of staff costs are submitted for the First session of the Meeting of the Parties (MOP1).

ACTION BY THE MEETING OF THE PARTIES

7. The Meeting of Parties (MOP) is invited to provide further guidance and consider adopting the annexed workplan and budget for the financial period 2020–2021.

ANNEX 1

**WORKPLAN AND BUDGET FOR FINANCIAL PERIOD 2020-2021 PROTOCOL ACTIVITY COSTS
(FCTC/MOP1/20)**

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 and implementation 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 60 WHO FCTC in four regional workshops	120 000	120 000	240 000
	(b) Promote the Protocol at high-level meetings with ministers	(b) Participation in high-level meetings to make case for the Protocol	30 000	30 000	60 000
	(c) Engage potential relevant international organizations	(c) High-level meetings with selected international intergovernmental organizations (IGOs) to make case for the Protocol	30 000	30 000	60 000
1.2	Technical assistance in preparation for the implementation of the Protocol				
	(a) Provide technical assistance to the Parties on Protocol-specific topics upon request	(a) Technical assistance provided upon specific requests	75 000	75 000	150 000
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)	(a) 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
	(d) Conduct evidence-based research on key inputs essential to the manufacture of tobacco products that can be subject to an effective control mechanism (Article 6.5), and on the extent of illicit trade in tobacco products related to duty free sales (Article 13.2), and prepare a report for MOP2	(d) Evidence-based research available, and progress report prepared	0	100 000	100 000
Subtotal for Area of work 1			395 400	406 300	801 700
2	Meeting of the Parties (MOP)				
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
2.1	Pre-MOP arrangements – 6 Preparatory MOP regional meetings				
	(a) 2x Staff members’ travel and per diem to each region and travel support and per diem for eligible Parties	(a) Questions in regard to MOP documents and procedures clarified and support provided to regional discussions to better prepare for the COP meeting and eligible Parties’ participation ensured	58 934	0	58 934
2.2	Second session of the Meeting of the Parties (MOP2)				
	(a) Logistics – overall organization				

(i) Rentals, services, salaries of short-term conference staff and overtime of staff	(i) MOP1 prepared and convened on time, overtime paid	183 980	0	183 980
(ii) Interpreters salaries	(ii) Interpretation provided	170 000	0	170 000
(iii) Security	(iii) Security provided	30 000	0	30 000
(iv) Travel support for eligible Parties	(iv) High participation of Parties	60 000	0	60 000
(v) Per diem for least-developed countries (LDC)	(v) High participation of Parties	35 000	0	35 000
(vi) Reception	(vi) Reception hosted		15 000	15 000
(b) Evening session (three evening sessions)	Three evening sessions convened	48 750	0	48 750
(c) Documentation (pre-, in- and post-session)				
(i) Editing and translation of MOP official documentation (pre-session)	(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
(ii) Editing, translation and printing of MOP official documentation (in-session)	(ii) Report, decisions, other documentation	185 000	0	185 000
(iii) Salary of précis writers	(iii) MOP report finalized	13 000	0	13 000
(iv) Editing and translation of MOP Report and verbatim report (post-session)	(iv) COP report finalized and published; verbatim report published	25 000	0	25 000
(d) Invited speakers	Travel support for one invited speaker in travel policy	0	5 500	5 500
(i) Travel and per diem for one VIP and one entourage per region	(i) High-level participants ensured with costs covered for LDCs high-level participants	0	27 500	27 500
(ii) Security	(ii) Security of the high-level participants ensured	0	10 000	10 000

(e) MOP2 Campaign and media					
	(i) Creative idea, campaign strategy, visuals, booth, promotion materials, website, 2 x photographers, videographers and exhibition	(i) Campaign and material produced.	20 000	25 000	45 000
	(ii) Six months of communication/media relations services	(ii) Campaigned successfully implemented, and media accreditation, media relations and coverage of MOP1 ensured	0	13 700	13 700
	(iii) MOP2 software application (App)	(iii) Design and set up of the App ensured and App launched	7 000	0	7 000
2.3 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
	(b) Travel support and per diem for the Bureau Members	(b) Bureau Members attended Bureau meetings and MOP session	124 665	0	124 665
	(c) Interpretation (three languages)	(c) Good comprehension among the Bureau Members ensured	72 000	0	72 000
	(d) Set up and maintenance of the secured online platform	(d) Access given to the Bureau Members and regional coordinators	3 000	0	3 000
Subtotal for Area of work 2			1 250 029	96 700	1 347 029
3 Reporting and exchange of information					
	Main Components/Activities	Expected results and indicators	Activity cost (in US\$)		
			Assessed Contributions	Extra-budgetary	Total
3.1	Support for Parties in fulfilling their reporting obligations and global progress reports on implementation of the Protocol				

	(a) Ongoing improvements of the reporting module	(a) The reporting module updated and disseminated	10 000	10 000	20 000
	(b) Strengthen capacity of Parties to report on the Protocol.	(b) Develop capacity in the Parties to collect and report information related to the implementation of the Protocol. Hold four regional or subregional training workshops in the regions most in need, if possible, in conjunction with Protocol implementation workshops	40 000	40 000	80 000
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 10 country visits and 10 studies on good practices identified, documented and disseminated	40 000	40 500	80 500
	(b) Promote coordination and information sharing with regard to the Protocol through the forum for exchange and other means	(b) Maintain and update the subsection of the WHO FCTC implementation database with new available resources related to the Protocol	0	10 000	10 000
	Subtotal for Area of work 3		90 000	100 500	190 500
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, strengthen collaboration with IGOs, and report progress to MOP2	15 000	16 200	31 200

	(b) Enhanced cooperation and communication with 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, strengthen collaboration with IGOs, and report progress to MOP2	5 000	10 000	15 000
4.2 Promotion of international cooperation in the implementation of the Protocol					
	(a) Assist and facilitate cooperation and sharing of best practices in the implementation of the Protocol following the strategy adopted by MOP2	(a) Parties engaged in international cooperation and best practices in the implementation of the Protocol shared	50 000	50 000	100 000
Subtotal for Area of work 4			70 000	76 200	146 200
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) 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)	30 000	0	30 000
5.2	Awareness raising, publications, website and web applications and implementation of communications plan				

	(a) Monitor and evaluate the dedicated Protocol webpage and redesign accordingly	(a) Increased number of hits on the Protocol webpage	10 000	0	10 000
	(b) Updating Protocol pages on the WHO FCTC website in the six WHO official languages	(b) Protocol pages and documents on Web information in six languages	12 500	0	12 500
Subtotal for Area of work 5			72 500	0	72 500
Total activity cost for all areas of work			1 878 229	679 700	2 557 929

Annex 2

GROSS STAFF COSTS BREAKDOWN (US\$)¹

Fixed-term staff (Assessed Contributions)

1	UG1 (One post to be covered at 20% by MOP budget and 80% by COP Budget)	174 800
3	P5 (three post at 30%)	595 800
1	P4 (Programme Manager for the Protocol)	548 000
2	P3 (GSP/Customs & Trade)	886 000
5	P2 (LTP, DA, GIC, REM, Adm/Fin)	1 750 000
1	G3 (Protocol Assistant)	257 000
	Total 10 posts	4 211 600

¹ Indicative costs for core Convention Secretariat staff based on WHO's latest available standard gross salary costs for 2016–2017; possible changes in 2018–2019 will be reflected once they become available in a revised staff cost breakdown to be communicated to the Parties by a note verbale. 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 2020–2021

	Covered by Assessed Contributions (n US\$)	Covered by Extra-budgetary funds	Total
1. Activity costs	1 878 229	679 700	2 557 929
2. Staff costs	4 211 600	0	4 211 600
3. Total direct costs	6 089 829	679 700	6 769 529
4. Programme support costs	791 678	88 361	880 039
5. Grand total	6 881 507	768 061	7 649 568

Total for Assessed Contributions (activities under Assessed Contributions + salaries)