

To: [REDACTED]

Dear

Online registration of your list of delegates representing UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND at the Eight Session of the Conference of the Parties to the WHO FCTC can be done by clicking [here](#). Please make sure that you close your internet browser before clicking on the link.

Kind Regards,  
Electronic Meeting Registration System

For assistance, please write to

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[REDACTED]  
[REDACTED]  
[REDACTED]  
From: [REDACTED]  
Sent: 29 August 2018 10:52  
To: [REDACTED]

SECTION 40

Subject: Eight Session of the Conference of the Parties to the WHO FCTC - Delegates submission has been received

Dear [REDACTED]

Thank you for submitting the composition of the delegation of UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND to attend the Eight Session of the Conference of the Parties to the WHO FCTC.

Your submission is being processed and a notification email will be sent to you shortly.

Kind Regards,  
Electronic Meeting Registration System

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[REDACTED]

[REDACTED]

[REDACTED]

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From: [REDACTED]  
Sent: 25 May 2018 10:48  
Subject: WHO FCTC - COP8 INVITATION (1 - 6 October 2018)  
Importance: High

SECTION  
40.

Dear Sir/Madam,

Greetings from the Secretariat of the WHO FCTC.

We are pleased to attach an advance copy of the Note Verbale above (REF) in relation to the Eighth session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control, Geneva, Switzerland, 1-6 October 2018 (REF CSF/NV18/06).

Please be advised that the Chinese version will follow shortly.

With best regards,  
Secretariat of the WHO FCTC



**FCTC**  
WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL



**FCTC**WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

CSF/NV/18/06

**Eighth session of the Conference of the Parties  
to the WHO Framework Convention on Tobacco Control  
Geneva, Switzerland, 1–6 October 2018**

The Secretariat of the WHO Framework Convention on Tobacco Control (WHO FCTC) presents its compliments to the Parties to the Convention and has the honour to inform them that, in accordance with decision FCTC/COP7(31) of the Conference of the Parties (COP), the eighth session of the COP will be held from 1 to 6 October 2018, in Geneva, Switzerland, at the International Conference Centre Geneva (CICG).

The first plenary session will open at 10:00 on Monday, 1 October 2018. Arrangements have been made for informal daily meetings of the regional groups, starting the same day. Monday's regional meetings will be held from 08:00 to 09:30 and thereafter from 08:45 to 09:45 on Tuesday to Saturday.

**Guide for Delegates, online registration and documentation**

The *Guide for Delegates*, as well as instructions for online registration, guidance on the nature of the photographic image required for identification, and brief instructions on how to upload and resize an existing image, will all be available on the WHO FCTC website.

Online registration is required for meetings of the COP 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 note<sup>1</sup> or by an official signed letter from the focal point's national capital. The focal point can register at [REDACTED] and proceed with the username: [REDACTED] and password: [REDACTED].

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.

Online registration will open on 10 June 2018 and should be completed by 10 September 2018.

Official documents will be made available on the WHO FCTC website no later than 60 days before the opening of the session, according to the Rules of Procedure of the COP.

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

### **Nomination of delegations**

Parties are invited to designate representatives to participate in the session. In accordance with Article 5.3 of the WHO FCTC and the Guidelines for implementation of Article 5.3 adopted by the COP in 2008, Parties should not nominate a person with a conflict of interest with the tobacco industry or its affiliates, or any beneficiary of the proceeds of the tobacco trade.

### **Credentials**

Credentials shall be issued by the Head of State or Government, the Minister for Foreign Affairs, the Minister of Health or any other competent government authority.

Credentials shall be addressed to the Head of the Convention Secretariat and shall include, in addition to the full title of the meeting, the following information for each participant: LAST NAME (in capital letters), first name, official title and institution. Additionally, the credentials shall explicitly specify the Head of Delegation and the alternates in order of precedence. Credentials addressed to any officials of the World Health Organization (WHO), including the Director-General, regional directors or heads of WHO country offices, are not valid and will therefore not be accepted.

In the case of a regional economic organization, credentials shall be issued by the competent authority of that organization, and shall include the same information as required for delegations from State Parties.

An electronic copy of the credential, submitted through the online registration system, is valid for official registration. Original credentials are not necessary, but Parties may still submit originals.

Any subsequent change in the composition of the delegation shall also be submitted through the online registration system by an electronic copy of the amended credentials issued by the same authorities as indicated above.

Delegations whose credentials have not been submitted to the Convention Secretariat before the opening of the session through the online registration system should register and deliver their original credentials at the registration desk of the CICG. In accordance with the Rules of Procedure of the COP, the credentials shall be submitted no later than 24 hours after the opening of the session, which will be the close of business on 2 October 2018.

### **Travel support and arrangements**

In accordance with decision FCTC COP7(24), financial support, consisting of an air ticket (at the most economic airfare) and a per diem for one delegate, will be available to facilitate the participation of least-developed countries. Financial support for low- and lower-middle-income countries consists of an air ticket (at the most economic airfare). The list of eligible Parties is available in the Annex.

Travel arrangements will only be processed by the Convention Secretariat upon receipt of valid original credentials or through the online registration system. To facilitate timely travel arrangements, Parties eligible for travel support as listed in the Annex are requested to register online by 10 August 2018, indicate which delegate should receive such financial support, and provide the supported delegate's full contact details, including an email address and a phone number. Due to budgetary constraints, and considering the increasing cost of air tickets and also the time required for visa applications, the Convention Secretariat cannot guarantee that it will be possible to provide financial support after the deadline of 10 August 2018.

### **High-level Segment**

Information about the High-level Segment on “Tobacco Control and Global Climate Action” will be shared with Parties and available on the WHO FCTC website in due time.

### **General Debate**

At its third meeting, the Bureau elected at the seventh session of the Conference of the Parties, in 2016, adopted the theme for the General Debate: The WHO FCTC inclusion in national plans for the Sustainable Development Goals (SDGs).

The Secretariat of the WHO FCTC avails itself of this opportunity to renew to the Parties to the Convention the assurance of its highest consideration.

**Geneva, 18 May 2018**



## ANNEX

**Parties eligible for travel support for the eighth session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control<sup>2</sup> (as of 18 January 2018)**

**Least-developed countries (LDCs):** In accordance with decision FCTC/COP7(24), LDCs will receive financial support for travel (at the most economic airfare) and per diem for one delegate.

Afghanistan	Madagascar
Angola	Mali
Bangladesh	Mauritania
Benin	Mozambique
Bhutan	Myanmar
Burkina Faso	Nepal
Burundi	Niger
Cambodia	Rwanda
Central African Republic	Sao Tome and Principe
Chad	Senegal
Comoros	Sierra Leone
Democratic Republic of the Congo	Solomon Islands
Djibouti	Sudan
Ethiopia	Timor-Leste
Gambia	Togo
Guinea	Tuvalu
Guinea-Bissau	Uganda
Kiribati	United Republic of Tanzania
Lao People's Democratic Republic	Vanuatu
Lesotho	Yemen
Liberia	Zambia

**Low- and lower-middle income countries (LMICs):** In accordance with decision FCTC/COP7(24), LMICs will receive travel support (airplane ticket at the most economic airfare) for one delegate.

Armenia	Micronesia (Federated States of)
Bolivia (Plurinational State of)	Mongolia
Cabo Verde	Nicaragua
Cameroon	Nigeria
Congo	Niue
Cook Islands	Pakistan
Côte d'Ivoire	Papua New Guinea
Democratic People's Republic of Korea	Philippines
Egypt	Republic of Moldova
El Salvador	Sri Lanka
Georgia	Swaziland
Ghana	Syrian Arab Republic
Guatemala	Tajikistan
Honduras	Tunisia
India	Ukraine
Jordan	Uzbekistan
Kenya	Viet Nam
Kyrgyzstan	Zimbabwe

<sup>2</sup> Parties eligible for travel support are requested to register online by 10 August 2018, indicate which delegate should receive such financial support and provide full contact details, including an email address and a phone number for the supported delegate. Due to budgetary constraints, and considering the increasing cost of air tickets and also the time required for visa applications, the Convention Secretariat cannot guarantee that it will be possible to provide financial support after the deadline of 10 August 2018.

OUT  
OF  
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From [REDACTED]

Sent: 01 June 2018 14:33

SECTION 40

Subject: Note Verbale CSF/NV/18/12 - Call for interest to organize side events during the Eighth session of the Conference of the Parties to the WHO FCTC

Greetings from the Convention Secretariat,

Please find attached an advanced copy of a Note Verbale (ref.: CSF/NV/18/12): *Call for interest to organize side events during the Eighth session of the Conference of the Parties to the WHO FCTC.*

Best regards,

The Convention Secretariat



**FCTC**

WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

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**FCTC**WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

CSF/NV/18.12

**Call for interest to organize side events during  
the Eighth session of the Conference of the Parties  
to the WHO Framework Convention on Tobacco Control**

The Secretariat of the WHO Framework Convention on Tobacco Control (WHO FCTC) presents its compliments to the Parties to the Convention and has the honour to invite them to express their interest in organizing side events during the eighth session of the Conference of the Parties (COP8) to be held from 1 to 6 October in Geneva, Switzerland. Side events offer Parties the possibility to draw attention to specific topics and increase the visibility of their work in the field of tobacco control.

Two side events per day will be organized from Tuesday 2 October to Friday 5 October 2018, between 1 p.m. and 3 p.m. (total of 8 side events). In addition and under the guidance of the Bureau it has been decided that side events can only be put forward by Parties and should include at least three co-sponsor Parties to be eligible for consideration.

Parties interested in organizing a side event are invited to express their interest to the Convention Secretariat by email at [REDACTED] with subject line: COP8 – Application for side events. The Convention Secretariat has prepared a template (see enclosed), in English only, available on the WHO FCTC<sup>1</sup> website available for interested Parties to provide the necessary information on the overall purpose, content and participants of the side event. Deadline for application is 15 July 2018.

The Secretariat of the WHO FCTC avails itself of this opportunity to renew to the Parties to the Convention the assurances of its highest consideration.



01 June 2018

SECTION  
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[REDACTED]

The Secretariat of the WHO Framework Convention on Tobacco Control  
World Health Organization • 20, avenue Appia • CH-1211 Geneva 27 • Switzerland  
Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] [www.who.int/fctc](http://www.who.int/fctc)

COP8 Side events application  
Submission deadline: 15 July 2018 to [REDACTED]

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**Side event**

Exact title of the side event:
Indicate preferred day <sup>2</sup> :
Date of the application's submission:

**Organizers**

Main organizers names and contact details (telephone and email) of the focal person :
Name of co-sponsors :

**Concept**

Description of proposed side event :
Objective(s) and SDGs addressed:
Expected results :
Proposed programme and speaker(s) :
Proposed speaker(s) with background information :
Objectives and key provisions of the WHO FCTC addressed :
Any additional information, if any :

<sup>2</sup> The Convention Secretariat cannot guarantee the preferred day indicated above



From: [REDACTED]

SECTION 40

Sent: 13 June 2018, 17:19

Subject: NV/CSF/18/09 - Call for interest to host the Ninth session of the Conference of the Parties in 2020

Importance: High

Dear Sir/Madam,

Greetings from the Secretariat of the WHO FCTC.

We are pleased to attach an advance copy of the Note Verbale above in relation to the call for interest to host the Ninth session of the Conference of the Parties (COP9) in 2020.

With best regards,

Secretariat of the WHO FCTC



**FCTC**

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**FCTC**WHO FRAMEWORK CONVENTION  
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CSF/NV/18/09

**Call for interest to host the Ninth session of the Conference of the Parties in 2020**

The Secretariat of the WHO Framework Convention on Tobacco Control (the Convention Secretariat) presents its compliments to the Parties to the Convention and has the honour to invite them to express their interest in hosting the Ninth session of the Conference of the Parties in 2020.

Hosting a Conference of the Parties (COP) brings an important benefit to the hosting country. It shows the commitment of the Parties to curb the tobacco epidemic. It also increases the visibility of the host country's commitment to public health and its exposure in the international community. Furthermore, it has relevant implications for the region that hosts the COP, as it promotes sharing of experiences from that region with other regions. Rotating the COP session around the globe ultimately increases awareness and promotes the treaty to a wider audience.

The Convention Secretariat has prepared, under the guidance of the Bureau elected by the Seventh session of the Conference of the Parties (COP7), in November 2016, a document (see enclosed) entitled "Basic information for Parties interested in hosting a session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control". In accordance with articles 3 and 4 of the Rules of Procedures of the Conference of the Parties, the date and venue of the Ninth session of the Conference of the Parties (COP9) will be decided at the Eight session of the Conference of the Parties (COP8).

Parties interested in hosting the COP9 are invited to express their interest to the Convention Secretariat by email at [REDACTED] with subject line: COP9 – Call for Interest, by 1 September 2018. The Convention Secretariat remains at Parties' disposal should they have any further questions, and can be reached by telephone at: [REDACTED]. Upon receiving the proposals, the Convention Secretariat will share them with the Bureau, which will make recommendations to the Conference of the Parties.

The Convention Secretariat avails itself of this opportunity to renew to the Parties to the Convention the assurance of its highest consideration.

ENCL.: (1)



Geneva, 11 June 2018

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This document is in English only and available at:  
[http://www.who.int/fctc/cop\\_sessions/cop8/basic-information-x-hosting-a-session-of-the-cop.pdf](http://www.who.int/fctc/cop_sessions/cop8/basic-information-x-hosting-a-session-of-the-cop.pdf)

The Secretariat of the WHO Framework Convention on Tobacco Control  
World Health Organization • 20, avenue Appia • CH-1211 Geneva 27 • Switzerland  
Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] | [www.who.int/fctc](http://www.who.int/fctc)

**Basic information for Parties  
interested in hosting a session  
of the Conference of the  
Parties to the WHO FCTC**

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## FOREWORD

The sessions of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC) have evolved over the past decade. The biennial conference is now attended by more than 1200 participants, comprising not only Parties to the WHO FCTC but also observers from States that are not a Party to the WHO FCTC, international intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs).

The Convention Secretariat developed this information document to guide Parties that express interest in hosting a COP session. The document includes practical, detailed information based on experiences from previous host governments.

### 1. COP BACKGROUND

#### 1.1 A WHO FCTC conference: What is a COP?

The Conference of the Parties (COP) is the governing body of the WHO FCTC, and it is the most important global tobacco control conference as it includes delegations that officially represent governments that are Parties to the treaty. The COP regularly reviews the implementation of the WHO FCTC and makes decisions necessary to promote its effective implementation.

In addition to the Parties to the treaty, the sessions are open to accredited observers, which include States that are not a Party to the WHO FCTC, IGOs and NGOs.

Parties have an established history of hosting sessions of the COP. The tradition began in 2007 in Thailand, followed by sessions held in 2008 in South Africa, 2010 in Uruguay, 2012 in the Republic of Korea, 2014 in the Russian Federation and 2016 in India<sup>1</sup>.

COP sessions and dates	Host country	Conference center
First session 6–17 February 2006	None	International Conference Centre of Geneva (CICG)
Second session 30 June–6 July 2007	Bangkok, Thailand	United Nations Conference Centre (UNCC)
Third session 17–22 November 2008	Durban, South Africa	International Convention Centre (ICC)
Fourth session 15–20 November 2010	Punta del Este, Uruguay	Conference Center of the Conrad Hotel
Fifth session 12–17 November 2012	Seoul, Republic of Korea	COEX Convention and Exhibition Center
Sixth session 13–18 October 2014	Moscow, Russian Federation	World Trade Centre Moscow
Seventh session 7–12 November 2016	Delhi, India	India Exposition Mart

Hosting a COP session shows the commitment of the Parties and also provides an opportunity to place the implementation of the WHO FCTC higher on the agenda of the host government. It also increases the visibility of the host country's commitment to public health and its exposure in the international community. Furthermore, it has relevant implications for the region that hosts the COP, as it promotes sharing of experiences from that region with other regions. It also allows broader participation from Parties and observers from neighboring countries and draws

<sup>1</sup> The seventh session of the COP (COP7) was held in India and attended by more than 1200 participants from 134 Parties, 4 States that are not Parties, 4 IGOs and 13 NGOs.



attention of the local and regional media. Rotating the COP session around the globe ultimately increases awareness and promotes the treaty to a wider audience.

## **1.2 Organization of the sessions: How does the COP work?**

COP meetings usually run for one week during either the month of October or November – from Monday to Friday from 10:00 to 13:00 and from 15:00 to 18:00, with a lunch break between the two meetings. Saturday meetings run from 10:00 to 13:00. Evening meetings may be convened, if necessary, from 19:00 to 22:00.

The first day opens with a plenary meeting. On the second day, the COP usually breaks into Committee A and Committee B, each of which deals with specific issues related to WHO FCTC implementation. Additional plenary meetings may be held during the course of the session. The last day closes with the final plenary.

COP sessions sometimes include a High-level Segment.

### **1.2.1. Plenary**

The COP opens with a plenary meeting chaired by the President of the COP. The plenary meetings deal with issues related to proceedings, observer applications and the Global Progress Report. This is followed by the General Debate, which continues in the second plenary meeting. Usually, on the second or third day of the session, a plenary meeting is convened to validate the credentials of Party representatives. The plenary meeting also adopts reports of Committees A and B, which contain the draft decisions agreed upon by the Committees.

### **1.2.2. Committees A and B**

The work of Committees A and B is governed by Rule 24quinquies of the ROP. Committee A generally deals with work on treaty instruments and technical matters. Committee B focuses on reporting, implementation assistance, international cooperation, and institutional and budgetary matters.

### **1.2.3. High-level Segment**

The High-level Segment is an optional event around the COP session. It aims at bringing (or is intended to bring together) together Heads of State and Heads of Government, as well as the leaders of international agencies and relevant institutions, to raise the profile of the WHO FCTC and discuss the implementation of the treaty around a designated theme.

## **1.3 The host country and the Convention Secretariat: a joint effort**

Delivering a successful COP requires close collaboration between the host country and the Convention Secretariat. This requires a high level coordination and communication within the host country government, as well as with the Convention Secretariat.

The host country and the Convention Secretariat should have a clear understanding from the outset of the organizational and managerial responsibilities – which entity does what, by when and with whom.

## **1.4 The essential for the host country**

### **1.4.1 Political commitment at the highest level**

By requesting to host the COP, the Head of State or Head of Government is committing to support and to welcome the COP by attending the opening ceremony. Of course, it is anticipated that the Minister of Health, in some countries there are no 'Ministries', e.g. Switzerland, USA) is present during the COP or represented by high-level officials from the Ministry of health during her/his absence.

#### **1.4.2. Time is of the essence**

While there is a two-year gap between COP sessions, the actual time available for preparing to host the COP is often closer to 18 months, with holiday seasons slowing down the planning process. It is recommended that a future host country, once its offer to host has been approved by the COP, starts as early as possible to engage with the Convention Secretariat to begin preparations.

The host country for the next session of the COP is usually announced at the closure of the current COP session.

#### **1.4.3. Dedicated website**

A dedicated website may be developed to assist participants with hotel bookings, visa requests, transfers to/from hotels and suggested activities for delegates visiting the country.

#### **1.4.4. Accommodation is always a challenge**

The host country may want to facilitate and manage participants' requests for hotel reservations. A choice of hotels ranging from three to five stars should be made available to participants at negotiated rates and fair cancellation conditions. The rates negotiated by the government of the host country should normally be lower than commercial rates, and normally not higher than the hotel component of the World Health Organization (WHO) per diem applicable for the location of the venue. Accommodations will be paid for directly by participants.

#### **1.4.5. Protocol**

Experienced staff in government and international protocol affairs offices might be designated to liaise with the Convention Secretariat.

## **2. BENEFIT OF HOSTING A COP SESSION**

Hosting a session of the COP reaffirms the commitment at the highest level of government to curb the tobacco epidemic.

Furthermore, it gives wider exposure to the treaty and creates political momentum to advance the national tobacco-control agenda. The hosting and organization of a session of the COP will also promote the multisectoral engagement needed at the national level for comprehensive treaty implementation.

As the major international gathering of governments committed to implementing the treaty, the biennial session of the COP also facilitates learning and the exchange of experiences among at the national level and with neighbouring Parties. It also gives the hosting Party and the region significant international exposure of their leadership in implementing the WHO FCTC, with recognition from peers and the international community.

Likewise, it brings regional benefits by engaging local and regional media and by broadening the discussion with economic integration organizations, international intergovernmental and nongovernmental organizations, and any other body to which the host Party is member.

Host countries usually take the lead in the development of a declaration of the commitments reached during the session of the COP. The declaration, once adopted by the COP, will carry the name of the host city. The declaration will become part of the legacy of the host country in shaping the future direction of the implementation of the treaty.

### 3. TYPICAL TIMELINE FOR COP PREPARATION

The following timeline aims to provide potential host countries with an overview of the key steps in preparing the COP.

When	What	Purpose
25 months before, which is a month before the COP session that will decide upon the host of the next COP	Parties interested in hosting a COP session respond to a call for interest circulated by the Convention Secretariat	Parties to inform the Convention Secretariat of their interest to host a COP.
24 months before	Decision of next COP host country at the closure of the current COP	The COP decides in a plenary meeting of the venue of the next COP.
18 months before	First site visit to the host country	First site visit by the Convention Secretariat to view the venue, initiate discussions on planning, requirements (information technology, security, hotels, transportation), and review the host country agreement. Meeting with high-level officials.
15–18 months	Signing of the host country agreement	To provide enough time for preparations.
12 months before	Second site visit	Update on the planning, discussions on the requirements and set up, as well as on the procedures for visas.
6 months before	Opening of online registration by the Convention Secretariat	To provide sufficient time for the delegates to register and apply for visas, as needed.
2 months before	Third site visit	Finalization of the planning phase and begin premises setup.
1 month before	Shipment of the equipment	To ensure the setup is completed on time
5–10 days	Arrival of the Convention Secretariat core team	To finalize the preparations and handle last-minute details.
1 day before	Visit of the conference site	To ensure the Convention Secretariat staff is acquainted with the premises.

### 4. THE HOST COUNTRY AGREEMENT

#### 4.1 What is the host country agreement?

The host country agreement is a legally binding document between WHO and the host country. WHO is represented for the purpose of the agreement by the Convention Secretariat, with the Head of the Convention Secretariat acting in accordance with the Rules of Procedure (ROP) of the COP and with the delegation of authority from the WHO Director-General.

#### 4.2 Sample outline of the host country agreement<sup>1</sup>

Article I	Definitions
Article II	Date and venue
Article III	Obligations of the Parties
Article IV	Facilities, premises, equipment, local staff and services

<sup>1</sup> From the host country agreement for COP6, "Agreement between the Russian Federation and the World Health Organization"



Article V	Participants
Article VI	Legal status, privileges and immunities
Article VII	Accommodations
Article VIII	Local transport and banking facilities
Article IX	Communications facilities
Article X	Local personnel
Article XI	Medical facilities
Article XII	Privileged importation of equipment
Article XIII	Inviolability and protection of the premises placed at the disposal of the Organization
Article XIV	Foreign exchange
Article XV	Damages and accidents
Article XVI	Settlement of disputes
Article XVII	Coordination between the Parties
Article XVIII	Final provisions

#### Annexes

Annex I	List of standard requirements for the COP and the Meeting of the Parties (MOP) (Conference rooms, offices, equipment, staff and services to be provided by the host government).
Annex II	Cost estimate for the additional expenses to be paid directly to the Convention Secretariat in relation to the hosting of the COP.
Annex III	Cost estimate for the additional expenses to be paid directly to the Convention Secretariat in relation to the hosting of the MOP.

#### 4.3 Host country's financial obligations towards the Convention Secretariat

The financial obligations of the host country shall be annexed to the host country agreement.

The budget for a COP session, adopted as part of the regular budget of the Convention Secretariat, is calculated based on the cost of holding the session in Geneva.

The host country shall pay for the venue<sup>1</sup> and any local costs associated<sup>2</sup> with the session. It also is responsible for the travel and per diem allowance for the Convention Secretariat staff, WHO-seconded staff and the short term conference staff. The salary post-adjustment difference between Geneva and the venue proposed for the short term conference staff has also to be covered, the cost of communication services, and the additional costs to cover interpretation services for four evening sessions and for one drafting group over three days.

In addition, the host country will also be expected to pay for the per diem of representatives from low- and lower-middle-income country Parties, in order to support their participation. The host country is also encouraged to second staff to the Convention Secretariat in its organization of the COP especially to facilitate contact with local organizers, visa procedures and to promote national and international newswires and social media.

The Convention Secretariat will conduct at least three pre-visits to the venue and to high-level officials of the country, and the costs of these visits shall be borne by the host country.

<sup>1</sup> See also item 6.

<sup>2</sup> Local cost elements may be for example local communication campaign and promotional material, official cars, local transportation, reception or culture event, give away.



An additional 13% programme support cost has to be added to the funds transferred to the Convention Secretariat in accordance to the WHO Financial Rules.

A total budget of US\$ 1 million to US\$ 1.5 million, taking into account all the costs outlined above, except the venue and any local costs, should be considered a rough estimate by the host country.

A more accurate cost estimate will be made available to the interested Parties closer to the time of the call for expressions of interest to host a future session of the COP.

## 5. VISAS

The host country is expected to facilitate the issuance of visas to all participants. The diplomatic or consular office of the host country government shall provide information on visa requirements for the participants and facilitate the process of obtaining visas. Any anticipated difficulties in issuing visas should be shared in advance with the Convention Secretariat as it is anticipated that representatives from every country should be able to attend the conference.

## 6. ORGANIZING THE COP VENUE

The government of the host country will, at its own expense, provide an adequate venue for the COP and any other local support.

A local organizing committee might be established by the government to ensure regular communication and coordination among Parties. Contact details of members of the organizing committee should be provided to the Convention Secretariat.

The list below is not exhaustive; a complete list will be shared with interested Parties, upon request.

Function	Description
Registration/Information Desk and Travel desk	Registration desk with a capacity for nine separate lanes
Plenary Hall <i>Plenary room can also be used for Committee A, see below</i>	Capacity to seat 900 people in classroom style
Meeting room for Committee A	Capacity to seat 400 people in classroom style
Meeting room for Committee B	Capacity to seat 400 people in classroom style
Meeting room for the regional meetings of the WHO European Region (EUR)	Capacity to seat 200 people in classroom style
Meeting room for regional meetings of the WHO African Region (AFR)	Capacity to seat 150 people in classroom style
Meeting room for regional meetings for the WHO Region of the Americas (AMR)	Capacity to seat 150 people in classrooms style
Meeting room for regional meetings of the WHO Western Pacific Region (WPR)	Capacity to seat 80 people in classroom style
Meeting room for regional meetings for the WHO South-East Asia Region (SEAR)	Capacity to seat 50 people in classroom style
Meeting room for regional meetings for the WHO Eastern Mediterranean Region (EMR)	Capacity to seat 50 people classroom style
Meeting room for the Bureau of the COP meetings	Capacity to seat 30 people behind tables in a U-style, plus 15 additional chairs in the room
Meeting room for Convention Secretariat's	Capacity to seat 30 people behind tables in a U-style, plus 15

coordination	additional chairs in the room
Official cars	4 official cars with drivers
Local transportation: airport to hotels and vice versa/hotels to venue and vice versa	Approximately 900–1000 people would be in the host country on various arrival dates up to one week before the opening of the COP. Local transportation from the airport to the respective hotels should be provided, preferably coordinated from a Welcome Desk at the airport. A shuttle service should be running daily between the hotel and the venue for the duration of the conference.
5 Executive offices and three front offices	Each Executive office equipped with meeting table to seat 8 people, minimum. Front offices with room for 2 people per office
Office for the Convention Secretariat staff	50 individual offices or smaller rooms with maximum 4 people in each room
Host country office and local organizer	Office space to be determined by host country
Press Briefing Room	Capacity to seat approximately 50 people in theatre style
Press work area	Open space to accommodate 6–8 people
WHO technical staff area	Open space to accommodate 12–14 people
IGO work area	Open space to accommodate 6–8 people
NGO work area	Open space to accommodate 6–8 people
Interpreters room	Room to accommodate at least 15 people in boardroom or U-shape
3 Meeting rooms for bilateral delegations meetings	Capacity to seat 20–30 people in a U or square shape
Documentation counter & participants' lounge area	Comfortable area to accommodate approximately 20 people
Prayer and meditation room	1 room with a surface of approximately 25 sq meters.
Internet café for delegates	10 computers on standing tables with Internet connection and a printer nearby
<b>Notes:</b>  Access to meeting rooms, Convention Secretariat offices and equipment: minimum 2 days before the opening of the COP, 24 hours daily;  Meeting rooms and Convention Secretariat offices to be installed and operational minimum 36 hours before the opening of the COP;  One storage area and one Convention Secretariat office 6 days before the opening of the COP and one day after closure; and  Daily access to participants: minimum 07:30 to 20:00 (until 22:30 in case of evening meetings); Internet wireless of high quality should be made available.	

## 7. SECURITY AND SAFETY

The host country government shall determine the security arrangements for the venue, site access and social events.

## **8. THE CONVENTION SECRETARIAT'S ROLE**

The functions of the Convention Secretariat during the COP are clearly defined in the ROP (Rules 14 and 15). The Governance and International Cooperation Team of the Convention Secretariat is responsible for the overall organization and smooth functioning of the COP, in coordination with other teams from the Convention Secretariat, WHO and external partners.

## **9. SOCIAL EVENTS**

The host country usually offers an opening reception/dinner for all delegates. The host country also provides lunch at the conference center facilities and arranges for some visit to a nearby tourist attraction after the conference has closed.

= = =



[REDACTED]

[REDACTED]

[REDACTED]

OUT  
OF  
SCOPE

From: [REDACTED]  
Sent: 26 June 2018 14:30  
To: [REDACTED]  
Subject: WHO FCTC COP8 Marketplace application

SECTION  
40

Dear Sir/Madam,

As you know COP8 is around the corner, it will be held from 1 to 6 October, at the Centre International de Conference Genève (CICG), in Geneva, Switzerland.

This year again, there will be Marketplace, where Parties and IGOs and NGOs (Observers to the COP) will be able to showcase their work on tobacco control. The Marketplace will function as a meeting place for all and provide new forms of engagement and networking and reinforce international cooperation. As it will be located within the CICG, it will only be accessible to people in possession of a COP8 conference badge.

Any Party or IGOs and NGOs observers to the COP interested in having a booth at COP8 Marketplace should be fully responsible for organizing it and covering the costs. The application form should be submitted to [REDACTED] before 30 July 2018.

The Secretariat remains at your disposal for any additional questions,

With our best regards,

The WHO FCTC Secretariat

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**FCTC**WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL**COP8 Marketplace application***Submission deadline: 30 July 2018 to* [REDACTED]SECTION  
40.

The Eight Session of the Conference of the Parties to the WHO FCTC will take place from 1 to 6 October 2018, in Geneva (Switzerland) at the Centre International de Conférences (CICG).

In the margins of COP8, Parties, IGOs and NGOs (Observers to the COP) will have the possibility to have a booth in the Marketplace. The aim of the Marketplace is to provide new forms of engagement/networking and reinforce international cooperation. It will be a space where issues and needs, as well as possible solutions, can be brought together. Parties will be able to showcase progress made in the implementation of the treaty, and observers will be able to showcase the support they can offer Parties in implementing the Convention.

The coordination, set and cost for a Marketplace booth is the responsibility of the organizer. Payment of the cost needs to be settled before the space is confirmed to the CICG directly.

A basic booth set up, including one table, free WI-FI access and possible computer terminals, is provided for free by the CICG. In this area, you will be able to present two roll ups.

Should you want to have a different set up, kindly indicate the needs in the booth application form, below.

Kindly return the COP8 Booth Application Form (see below) to the Secretariat by 30 July 2018 (COB).

After all applications have been received by the Secretariat and after consultation with the CICG, a confirmation will be sent to the organizers by mid of August 2018.



**FCTC**

WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

**COP8 Booth Application Form**

**Organizers**

Main organizers names and contact details (telephone and email) of the focal person :

Date of the application submission:

**Concept**

☐ Basic booth (one table, two chairs, free WI-FI access)

☐ Different set up

Description of proposed booth :

Any additional information, if any:

[REDACTED]

[REDACTED]

OUT OF  
SCOPE

[REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 28 June 2018 08:07

To: [REDACTED]

Cc: [REDACTED]

Subject: Pre-Conference of the Parties Meeting for the WHO European Region, Lisbon, Portugal, 11-12 September

SECTION 40



2018.

**Importance: High**

Dear Madam,

We are pleased to enclose a letter from Dr Bente Mikkelsen, Director a.i., Division of Noncommunicable Diseases and Promoting Health through the Life-course, regarding a nomination for the Pre-Conference of the Parties Meeting for the WHO European Region, Lisbon, Portugal, 11-12 September 2018.

[REDACTED] (e-mail: [REDACTED]) is responsible for this activity and it would be appreciated if you would address your reply to her at your earliest convenience but no later than 1 August 2018.

Thank you for cooperation.

SECTION 40

Sincerely yours,  
Tobacco Control Programme

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WORLD HEALTH ORGANIZATION  
REGIONAL OFFICE FOR EUROPE

WELTGESUNDHEITSORGANISATION  
REGIONALBÜRO FÜR EUROPA



ORGANISATION MONDIALE DE LA SANTÉ  
BUREAU RÉGIONAL DE L'EUROPE

ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ  
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО

**Pre-Conference of the Parties Meeting for  
WHO European Region**

**Scope and Purpose/2**

**Lisbon, Portugal**

**27 June 2018**

**11-12 September 2018**

**Original: English**

### **Scope and purpose**

The Conference of the Parties (COP) is the governing body of the WHO FCTC and is comprised of all Parties to the Convention. It keeps, under regular review, the implementation of the Convention and takes the decisions necessary to promote its effective implementation. COP is held once every two years.

The Eighth Session of the Conference of Parties (CoP8) is due to be held in Geneva, Switzerland, 1-6 October 2018.

Documents that will be discussed in CoP sessions are prepared and made available 60 days in advance of the CoP session. After the documents have been published, the countries have the chance to review and discuss them. It is also important that Parties in the WHO European Region have the opportunity to discuss the documents and the main information therein jointly, and to share their experiences and opinions related to the matters that are going to be discussed at the next CoP with one another.

The Pre-Conference of the Parties Meeting for the WHO European Region countries to take place on 11-12 September 2018 in Lisbon, Portugal, is co-organized by WHO Regional Office for Europe and the Convention Secretariat, and hosted by the Ministry of Health of Portugal. The meeting is funded by the Governments of the Russian Federation through the GDO project and Turkmenistan.

The Pre-Conference of the Parties Meeting will give Parties the opportunity to be briefed about agenda items, have the opportunity to clarify areas they might have questions and explore common positions for the WHO European Region. The working languages will be English and Russian, and simultaneous interpretation will be provided.

We hope that Parties of the WHO European Region will find the meetings beneficial as one which helps them to prepare better for the upcoming CoP session.



WORLD HEALTH ORGANIZATION  
ORGANISATION MONDIALE DE LA SANTÉ  
WELTGESUNDHEITSORGANISATION  
ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ

REGIONAL OFFICE FOR EUROPE  
BUREAU RÉGIONAL DE L'EUROPE  
REGIONALBÜRO FÜR EUROPA  
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО

Head office:

UN City, Marmorvej 51,  
DK-2100 Copenhagen Ø, Denmark  
Tel.: [redacted] Fax: [redacted]  
E-mail: [redacted]  
Website: <http://www.euro.who.int>

Our reference:  
Notre référence:  
Unser Zeichen:  
См. наш номер

KMA/yvk

Your reference:  
Votre référence:  
Ihr Zeichen:  
На Ваш номер

Date: 27 June 2018

[redacted]  
Department of Health  
Richmond House  
79 Whitehall  
London SW1A 2NS  
United Kingdom of Great Britain and Northern  
Ireland

Dear [redacted]

SECTION  
40

**Pre-Conference of the Parties Meeting for the WHO European Region,  
Lisbon, Portugal, 11-12 September 2018.**

I have the honour to inform you that the WHO Regional Office for Europe together with the Convention Secretariat of the WHO Framework Convention on Tobacco Control (WHO FCTC) plans to hold the Pre-Conference of the Parties Meeting for the WHO European Region countries. I am delighted that the Ministry of Health of Portugal will host the meeting. The meeting will be funded by the Government of the Russian Federation through the GDO project and the Government of Turkmenistan.

The Conference of the Parties (CoP) is the governing body of the WHO FCTC and is comprised of all Parties to the Convention. It keeps under regular review the implementation of the Convention and takes the decisions necessary to promote its effective implementation. CoP is held once every two years.

The eighth session of the CoP will take place from 1 to 6 October 2018 in Geneva, Switzerland. The objective of Pre-CoP meeting is to provide an opportunity for Parties to be briefed about agenda items, have the opportunity to clarify areas they might have questions and explore common positions for the WHO European Region, when applicable.

Objectives of the meeting will be to:

- Introduce key CoP8 documents
- Review and discuss the recommendations of the relevant CoP documents
- Exchange views and debate positions, agree to the extent possible, on a regional approach for presented topics for CoP8

The preliminary program of the meeting is enclosed. The working languages will be English and Russian, and simultaneous interpretation will be provided.

UN City, Marmorvej 51  
DK-2100 Copenhagen Ø  
Denmark

Tel.: [redacted]  
Fax: [redacted]

Email: [redacted]  
Website: <http://www.euro.who.int>



---

I have the pleasure in inviting you to nominate one participant from your country.

Lunches will be provided by this office during the days of the meeting. However, we regret to inform you that this Office is unable to cover travel costs of the nominated participant.

I look forward to receiving your nomination, giving the name, functional title and address of the proposed participant at your earliest convenience. We shall then communicate with the nominated person directly and provide the necessary documentation and administrative information in good time.

[REDACTED] (e-mail:  
[REDACTED] is responsible for this activity and it would be appreciated if you would address your reply to her at your earliest convenience but no later than 1 August 2018.

Sincerely yours  
[REDACTED]

Dr Bente Mikkelsen  
Director a.i.,  
Division of Noncommunicable Diseases and Promoting Health through the Life-course

SECTION  
40

Encls:  
Scope and Purpose

**Copy for information to:**

H.E. Mr Julian Braithwaite, Ambassador, Permanent Mission of the United Kingdom of Great Britain and Northern Ireland to the United Nations Office and other international organizations in Geneva, Avenue Louis Casai 58, Case postale 6, CH-1216 Cointrin, Geneva, Switzerland  
H.E. Mr Dominic Schroeder, Ambassador Extraordinary and Plenipotentiary to the Kingdom of Denmark, British Embassy, Kastelsvej 36-40, 2100 Copenhagen Ø, Denmark

[REDACTED]

From: [REDACTED]

Sent: 09 August 2018 11:21

To: [REDACTED]

Subject: Eight Session of the Conference of the Parties to the WHO FCTC - Focal Point [REDACTED] has been received

Dear [REDACTED]

Thank you for registering as Focal Point for the Eight Session of the Conference of the Parties to the WHO FCTC for the delegation of UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND.

An email with your unique username and password will automatically be sent to you once your registration is confirmed.

Kind Regards,  
Electronic Meeting Registration System

For assistance, please write to [REDACTED]

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Out of  
Scope

SECTION  
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[REDACTED]

[REDACTED]

OUT OF  
SCOPE

From: [REDACTED]

Sent: 21 September 2018 16:26

To: [REDACTED]

Subject: Eighth Session of the Conference of the Parties to the WHO FCTC - All meeting delegates have been approved

SECTION 40

Dear [REDACTED]

Please be informed that the following delegate(s) representing UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND at the Eighth Session of the Conference of the Parties to the WHO FCTC has(ve) been included in the list of participants.

Dr Timothy Baxter

[REDACTED]

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

Kind Regards,  
Electronic Meeting Registration System

For assistance, please write to [REDACTED]

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OUT OF  
SCOPE

From:

Sent: 28 September 2018 13:55

To

SECTION  
40

Section 40

SECTION  
40.

**Subject:** 2018 Global Progress Report - Embargoed version

Dear FCTC focal points,

We are pleased to share with you the embargoed release of the **2018 Global Progress Report**, prepared based on the analysis of the country reports received during the latest reporting cycle.

The 2018 Global Progress Report will be launched and uploaded on our website on Monday, 1 October, which is the first day of the eighth session of the Conference of the Parties (COP8).

We would appreciate if you still do not distribute this version among your contacts. Note that you will receive the final published version (without the "embargoed" watermark) once it is launched at COP8.

Thank you very much for your attention.

Kind regards,



**FCTC**

WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

SECRET

[REDACTED]  
Reporting and Knowledge Management

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

[REDACTED] | WHO | 20 Avenue Appia | 1211 |  
Geneva | Switzerland



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