



FCTC

WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL



PROTOCOL
TO ELIMINATE
ILLICIT TRADE IN
TOBACCO PRODUCTS

**CONFERENCE OF THE PARTIES TO THE
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

Tenth session

Panama City, Panama, 20–25 November 2023

FCTC/COP/10/DIV/2/Rev.1

**MEETING OF THE PARTIES TO THE PROTOCOL
TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

Third session

Panama City, Panama, 27–30 November 2023

FCTC/MOP/3/DIV/2/Rev.1

20 September 2023

Guide for Participants

**Tenth session of the Conference of the Parties to the
WHO Framework Convention on Tobacco Control**

and

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

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INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP

Information kits for Delegates to the Conference of the Parties to the WHO Framework Convention on Tobacco Control and to the Meeting of the Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products are available for delegates representing Parties, as well as those attending as accredited observers at the Conference of the Parties (COP) and/or to the Meeting of the Parties (MOP). The information kits are intended to help delegates understand how the COP and the MOP operate, as well as their practices and procedures.

Additionally, the host country website for COP10 and MOP3 at <http://www.cop10-mop3-pma.com/> will provide participants with further details to plan their participation and travel, including on-site facilities and other useful information.

VENUE AND DATES

The Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Third session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products will be held at the Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama. A floor plan of the Panama Convention Center is attached as Annex 1.

The first plenary session of COP10 will open at 10:00 on Monday, 20 November 2023, and the meeting is expected to close no later than 18:00 on Saturday, 25 November 2023.

The first plenary session of MOP3 will open at 10:00 on Monday, 27 November 2023, and the meeting is expected to close no later than 18:00 on Thursday, 30 November 2023.

Smoking and the use of any electronic tobacco or nicotine delivery devices are not permitted in any indoor area, including in the conference area allocated for the meetings and any other spaces.

REGISTRATION PROCESS

Online registration is required for COP10 and MOP3. Instructions for online registration are available on the WHO FCTC website:

COP10 online registrations opens 1 May 2023 and must be completed by 31 October 2023; and

MOP3 online registrations opens 1 May 2023 and must be completed by 7 November 2023.

Queries concerning the system can be communicated by email to cop10-mop3@who.int.

CREDENTIALS

In accordance with Rule 18 of the Rules of Procedure of COP and of the MOP, credentials shall be issued by the Head of State or Government, Minister of Foreign Affairs, Minister of Health or any other competent government authority (in an official diplomatic note or letter prepared on letterhead, and appropriately dated, signed and/or stamped).¹ Alternates and advisers may accompany delegates.

¹ For the convenience of delegates, a template for the submission of credentials will be provided in the registration system.

Credentials shall be addressed to the Head of the Convention Secretariat, Dr Adriana Blanco Marquizo, and should include the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, city and gender (unless indicated in the title). Additionally, the credentials should explicitly specify the Head of Delegation, accredited representatives, alternate representatives and advisers 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 considered valid and, therefore, will not be accepted.

In accordance with decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#), the Convention Secretariat respectfully reminds Parties to observe Article 5.3 of the WHO FCTC and to be mindful of the recommendations 4.9 and 8.3 of the *Guidelines for the implementation of Article 5.3 of the WHO FCTC* when designating their representatives to the meetings of the COP and MOP. Further, **the COP and MOP require Parties, when designating their representatives to the meetings of the COP and MOP, to indicate, by any means or format of their preference (for example, in the accreditation document or in a separate letter), that they have observed Article 5.3 of the WHO FCTC and have been mindful of the recommendations 4.9 and 8.3 of the Guidelines.** In this regard, in accordance with the above-referenced decision, the Parties shall indicate the following:

“When designating its representatives to the Tenth session of the Conference of the Parties/Third session of the Meeting of the Parties, [name of the Party] has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC.”

The procedures set forth as per decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#) apply to the designation of delegations from States non-Parties.

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.

VISA REQUIREMENTS

In order to enter Panama, participants are requested to ensure that they are in possession of a valid passport recognized by the Government of Panama and to obtain, as appropriate, the necessary visa from the embassy of Panama in the country of departure, or the nearest embassy or consulate of Panama. Participants are advised to apply directly at the nearest embassy or consulate of Panama and not to use the services of any intermediary agent.

A summary document with information concerning immigration and visas, including a list of countries whose citizens do not need a visa to enter Panama and those countries whose citizens need a visa (authorized and stamped) to enter Panama, the required documents, the application form, and the specific and special procedures for application is now available on the [WHO FCTC website](#). It also highlights the circumstances and conditions under which certain participants can be exempted from needing a visa to enter Panama.

Depending on the verification and completion of documents:

- the approval process may take up to **60 business days** for authorized visas; and
- the approval process may take up to **30 business days** for stamped visas.

Detailed information or specific questions on visa requirements can be obtained from the diplomatic or consular headquarters of Panama or from the official website of the National Migration Service of the Ministry of Public Security of Panama: <https://www.migracion.gob.pa/>.

Visa-related enquiries may be addressed to the designated focal point in Panama by email at: cop10mop3@gmail.com.

ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER

At the airport

Tocumen International Airport is 20.9 km from the centre of Panama City and 26 km from the Panama Convention Center.

Panama Pacifico International Airport is 15 km from the centre of Panama City and 10 km from the Panama Convention Center.

Dedicated immigration-lane facilities

Dedicated immigration-lane facilities will be provided by Panama for all delegates arriving at Tocumen International and Panama Pacifico International airports. At the arrival terminal, delegates are encouraged to follow the COP10/MOP3 signage.

Transport

A COP10/MOP3 Reception Desk will be operating at the arrival terminal of Tocumen International Airport (after passport, immigration and customs control) from Friday, 17 November, to Monday, 20 November 2023 (inclusive) and from Friday, 24 November, to Monday, 27 November 2023 (inclusive), to assist participants in transferring to their hotels.

Delegates who will be arriving at Panama Pacifico International Airport are required to inform the designated focal point by email at cop10mop3@gmail.com, with their name, flight number, date and time of their arrival in order for transportation to be arranged.

HOTEL RESERVATIONS

In order to facilitate the accommodation of delegates, Panama has pre-booked rooms in several hotels at negotiated rates (see Annex 2). Participants wishing to use these advance reservations will need to complete their reservation request **by 15 October 2023** directly with the selected hotels, following the booking process detailed in Annex 2. The [host country website for COP10 and MOP3](#) provides further information on each hotel, including rates and maps.

Hotel reservation bookings from participants to COP10 and MOP3 will be processed directly by the selected hotels on a **first-come, first-served basis**.

Delegates are responsible for making their own hotel reservations and for checking the conditions for cancellation and modification applied by each establishment. Delegates will also be responsible for paying for their rooms.

LOCAL TRANSPORTATION

A daily shuttle service between the hotels listed in Annex 2 and the Panama Convention Center will operate from Sunday, 19 November, to Thursday, 30 November 2023. Participants are kindly requested to check the schedule at the reception desk of these hotels. Each shuttle bus will be identified on the front of the bus with the name of the hotel where the transfer will take place. Further information, for example, on public transport, can be found on the transport section of the host country website for COP10 and MOP3.

INSURANCE

Participants should note that neither the Convention Secretariat nor the host country can be held liable for any claim resulting from death, injury, illness or other disability in connection with participation in the sessions of COP10 and MOP3. Participants are responsible for making their own insurance arrangements, as necessary.

ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT

In accordance with the travel policy adopted by the COP and the MOP, financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) and a per diem for one delegate will be available to facilitate the participation of least-developed countries. Financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) for one delegate will be available for low- and lower-middle-income country Parties; the per diem for one delegate is also provided by the host country. The list of Parties eligible for travel support for COP10 is contained in Annex 3 and the list of Parties eligible for travel support for MOP3 is contained in Annex 4.

Travel arrangements will only be processed by the Convention Secretariat upon completion of registration. To facilitate timely travel arrangements, Parties eligible for travel support as listed in Annex 3 (for the COP) and Annex 4 (for the MOP) are requested to register online by 31 July 2023, and to indicate on the credentials which delegate should receive financial support and to provide full contact details, including an email address and a phone number for the supported delegate. Due to the time required for visa approval process (up to 60 days), Parties are encouraged to start their application as early as possible (if a visa is required). **The Convention Secretariat cannot finalize travel arrangements until a visa has been granted.**

Participants to whom per diem payments are made in advance of the session and whose participation is subsequently cancelled will be asked to refund the total amount received to the Convention Secretariat.

Arrangements made or costs incurred by a Party or a participant following a change in an approved itinerary, which have not been agreed upon beforehand with the Convention Secretariat, will not be reimbursed.

BADGES

Participants will be able to collect their badges before the opening of the session at the Registration Desk located on the ground floor of the Panama Convention Center. The Registration Desk will be open as follows:

For COP10:

- **Sunday, 19 November, from 12:00 until 19:00**
(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, 20 November, to Friday, 24 November, from 08:00 to 18:00
- Saturday, 25 November, from 08:00 until the closure of the session

For MOP3:

- **Sunday, 26 November, from 12:00 until 19:00**
(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, 27 November, to Wednesday, 29 November, from 08:00 to 18:00
- Thursday, 30 November, from 08:00 until the closure of the session.

Please note that only those individuals whose registration has been approved will be issued a badge. Access to the Panama Conference Center and to the meeting rooms will be restricted to participants wearing conference badges.

For security and identification purposes, all participants are requested to wear their badges at all times, whether attending meetings or social functions.

WORKING HOURS OF THE SESSION

COP10 working hours

Monday, 20 November 2023	
10:00–13:00	Opening ceremony and first plenary meeting
15:00–18:00	Plenary meeting
19:00	Social event (at the Panama Convention Center)
Tuesday, 21 November, to Friday, 24 November 2023	
10:00–13:00	Plenary or committee meetings
15:00–18:00	Plenary or committee meetings
Saturday, 25 November 2023	
10:00–13:00	Plenary or committee meetings
15:00–18:00	Plenary meeting and closing

A maximum of three evening sessions will be convened, if necessary, from 19:00 to 22:00.

MOP3 working hours

Monday, 27 November 2023	
10:00–13:00	Opening ceremony and first plenary meeting
15:00–18:00	Plenary meeting
19:00	Social event (at the Panama Convention Center)
Tuesday, 28 November to Wednesday, 29 November 2023	
10:00–13:00	Plenary or committee meetings
15:00–18:00	Plenary or committee meetings
Thursday, 30 November 2023	
10:00–13:00	Plenary or committee meetings
15:00–18:00	Plenary meeting and closing

A maximum of two evening sessions will be convened, if necessary, from 19:00 to 22:00.

INFORMAL REGIONAL MEETINGS

The Convention Secretariat will make arrangements to allow the regional groups from all six WHO regions to hold informal regional meetings as follows:

For COP10:

- Monday, 20 November, from 08:00 to 09:30
(*COP10 delegates are requested to register and collect their badges, if possible, on Sunday, 19 November 2023, as indicated above.*)
- Tuesday, 21 November, until Saturday, 25 November, from 08:45 to 09:45

For MOP3:

- Monday, 27 November, from 08:00 to 09:30
(*MOP3 delegates are requested to register and collect their badges, if possible, on Sunday, 26 November 2023, as indicated above.*)
- Tuesday, 28 November until Thursday, 30 November, from 08:45 to 09:45.

Information on the meeting rooms allocated to each regional group for the above-mentioned meetings will be listed in the daily Journal available on the WHO FCTC website.

SIDE EVENTS

Proposals to host a side event during COP10 and MOP3 shall be made by either a Party or an international intergovernmental (IGO) and/or nongovernmental organization (NGO) accredited as an observer to the COP/MOP. Proposals to host a side event during COP10 may also be made by a WHO FCTC Knowledge Hub. The Convention Secretariat, in collaboration with the COP and MOP Bureaus, will select from among the proposals submitted for side events and inform the organizers of the decision. Proposals should be submitted to the Convention Secretariat by **15 July 2023** at the following email address: cop10-mop3@who.int, using the appropriate application form. The application form for side events is available at: <https://fctc.who.int/publications/m/item/application-form-side-event-cop10-and-mop3>.

The organization of any side event is the responsibility of the organizers and payment of any related costs must be settled before the events are finalized.

MARKETPLACE

The aim of the Marketplace is to provide new forms of engagement and networking opportunities and to reinforce international cooperation. It is a space where issues and needs, as well as possible solutions to address them, can be identified, discussed and shared. Parties can use it to showcase progress made in the implementation of the WHO FCTC and the Protocol, and observers can promote their work and explore possible collaborations with Parties in implementing the treaties.

Organizers can apply for a booth free of charge, which comes with a table, chairs and access to electricity. Any additional requirements, such as extra equipment, specific furniture or supplies, need to be requested in advance. The extra cost is the responsibility of the organizer and must be settled before the space is confirmed.

To express interest in having a booth, please contact the Convention Secretariat at cop10-mop3@who.int by **15 July 2023**. Requests will be treated on a first-come, first-served basis.

DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED

Representatives of Parties, including their alternates and advisers, as well as any other participants in the sessions of the COP and the MOP, acknowledge that the Convention Secretariat and parties acting on behalf of the Convention Secretariat may take photographs during and/or record on video all or part of public and open meetings of the COP and the MOP. By attending the COP and the MOP sessions, Party representatives and any other participants will be considered to have consented to being depicted in such photographs and video recordings, and to agree that the Convention Secretariat may, at its sole discretion, reproduce and publicly disseminate any such photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

DOCUMENTATION

In addition to the COP10 and MOP3 software applications, the WHO FCTC website provides easy electronic access to documentation, such as the Rules of Procedure of the COP and of the MOP, and offers options to download documents for the current meetings of the governing bodies. The website also provides access to documents of previous sessions and other relevant documentation. Documentation for the meeting can be accessed at the following links:

COP10: <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties>

MOP3: <https://fctc.who.int/protocol/governance/meeting-of-the-parties/third-session-of-the-meeting-of-the-parties>

A secure and restricted online documentation portal will be set up for delegates to access in-session documentation with a username and password communicated to Parties by the Convention Secretariat.

Paperless meetings

Following the example of the World Health Assembly, the Convention Secretariat is transitioning to paperless meetings. As documents are published online prior to the opening of COP10 and MOP3 sessions, no documents will be printed. Delegates should make their own arrangement to print their

documents if needed. In-session documents, including daily Journals and conference papers, will be accessible electronically.

Any special requests should be sent to the Convention Secretariat at printshop@who.int, stating the Party and whether the request is related to COP10 or MOP3 documents.

The Journal

The daily Journal of the COP and MOP contains the most current information on meetings and events scheduled during the sessions. It also includes brief summaries of the discussions and their outcomes. It will be accessible electronically from the WHO FCTC website and the COP10/MOP3 apps. A preliminary Journal will be published before the opening of COP10 and MOP3.

List of participants

The provisional lists of participants (one each for COP10 and for MOP3) will be available on the WHO FCTC website at the opening of the session. The preliminary lists will be issued on the basis of valid credentials received by the Convention Secretariat up to 12:00 (noon) on Sunday, 19 November 2023, for COP10 and 12:00 (noon) on Sunday, 26 November 2023, for MOP3. A revised list for each session will be issued later. In the event of any official change in the details and composition of a delegation, the Convention Secretariat requests that it be amended directly in the registration system.

ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY, COMMITTEE A AND B MEETINGS

Rule 32 of the Rules of Procedure of the COP and of the MOP states that sessions of the COP or the MOP shall be held in public, unless the COP decides that they shall be open or restricted.

Regional statements

Delegations are encouraged to opt for group or regional statements, in lieu of individual statements, and to inform the Secretary of the Plenary and Committees A and/or B (see Contact Information for Secretaries, below) of the Party that will deliver the statement for the group or region.

Time management

For the conduct of plenary meetings, interventions by delegates will be monitored by a “traffic light”. Individual statements are limited to three minutes (330 words) and statements on behalf of a WHO region to four minutes (440 words).

STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE

Delegations wishing to speak in the general debate are invited to notify the Convention Secretariat as soon as possible by email with the subject line “Request for general debate statement” to cop10-mop3@who.int. Delegations are encouraged to opt for group or regional statements, in lieu of individual statements.

Parties are invited to note that at their third meeting, in March 2023, the Bureau elected by the Ninth session of the COP and the Bureau elected by the Second session of the MOP adopted the themes for the COP10 and for MOP3 general debates, as follows:

- COP10: *Together, promoting healthier lives*
- MOP3: *More Parties, greater traceability, less illicit trade.*

INTERPRETATION AND STATEMENTS

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Delegates are requested to send a copy of their statement to interpret@who.int **at least 30 minutes in advance**. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy in all languages.

When submitting a statement by email, it should specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential.

SUBMISSIONS BY DELEGATIONS

Delegations wishing to submit draft decisions to the Plenary meeting or to one of the committee meetings are invited to send their draft via email to the Convention Secretariat in one of the official languages at least 15 days before the opening of the session. The Convention Secretariat will then place the draft decisions on the secure and restricted online documentation portal.

In accordance with Rule 33 of the Rules of Procedure of the COP and of the MOP, proposals and amendments to proposals shall not be considered if they have been circulated less than three days before the meeting in all official languages, unless the COP or the MOP decides otherwise.

CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B

Plenary contact: cop10-mop3@who.int

Committee A contact: fctcComA@who.int

Committee B contact: fctcComB@who.int

RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings. Requests will be treated on a first-come, first-served basis.

Requests for a meeting room should be sent to the Convention Secretariat as soon as possible – but no later than 24 hours prior to the meeting – to cmpmail@who.int, stating the date and time of the meeting, duration of the meeting, number of participants, and name of the organizer (Party or observer).

PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP

Pre-COP and pre-MOP regional meetings will be organized in each of the six WHO regions. These meetings will take place after the release of COP10 and MOP3 documentation, during September and October 2023. Details for each meeting will be communicated by the Convention Secretariat and the WHO regional offices through official channels in due course.

INFORMAL CONSULTATIONS

Parties may wish to organize informal consultations to discuss items included in the provisional agendas of COP10 and MOP3. The Convention Secretariat will provide the necessary support for their organization, virtually or in person. As per past practice, these meetings will be arranged upon request and in English only. Details for each meeting will be communicated to Parties directly.

VACCINATION REQUIREMENTS

There are specific vaccination requirements for entry into Panama. For more information, participants are advised to consult the WHO website on international travel and health at <http://www.who.int/ith/vaccines/en/>.

Protective Measures against COVID-19

Continued handwashing with soap and water, or the use of alcohol or alcohol gel, is recommended.

In view of the large number of delegates and participants from all over the world, it is recommended that face masks be worn while in the enclosed areas of the Panama Convention Center. Hand sanitizers and masks will be provided to participants at the time of delivery of the conference bag.

Should a participant experience COVID-19 related symptoms (including fever, chills, continuous cough, new loss of taste or smell, fatigue, difficulty breathing), they are invited to take a COVID-19 rapid test. In case of a positive result, a delegate should not come to the Panama Convention Centre and notify the organizers at cop10mop3@gmail.com.

To date, there are no special COVID-19-related requirements for entry into Panama; however, it is recommended to be alert to new information that may arise due to changes related to the development of the pandemic.

USEFUL CONTACTS

Convention Secretariat in Geneva:

Email: cop10-mop3@who.int

Email: fctcgovernance@who.int

Website: <https://fctc.who.int/>

Contacts in Panama City:

– **Coordination Office of COP10 and MOP3 in Panama**

Ministry of Health
Avenida Ancon, Gorgas Complex, Building 237
Fourth Floor
Tel: (+507) 512-9484 and (+507) 512-9233
Email address: cop10mop3@gmail.com
Host country website for COP10 and MOP3: <http://www.cop10-mop3-pma.com/>

– **Panama Convention Center**

Calle General Juan D. Peron, Amador, Panama.
Tel. (+507) 308-8888
E-mail address: info@panamaconventions.com
Website: <https://panamaconventions.com/>

Emergency and other numbers of interest in Panama:

- Emergency services: 911
- Health Emergency Centre (CRUEM): (+507) 512-9219 / (+507) 6330-5577.
- Fire: 103
- Police: 104
- Ministry of Health: (+507) 512-9100

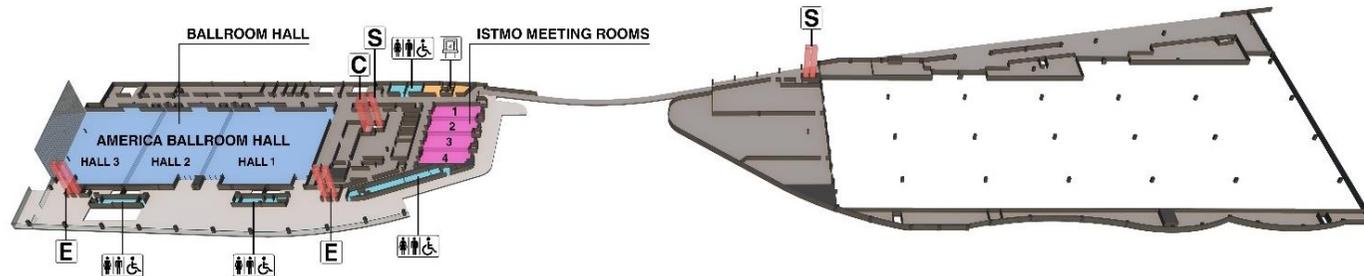
ANNEX 1

MAP OF THE PANAMA CONVENTION CENTER

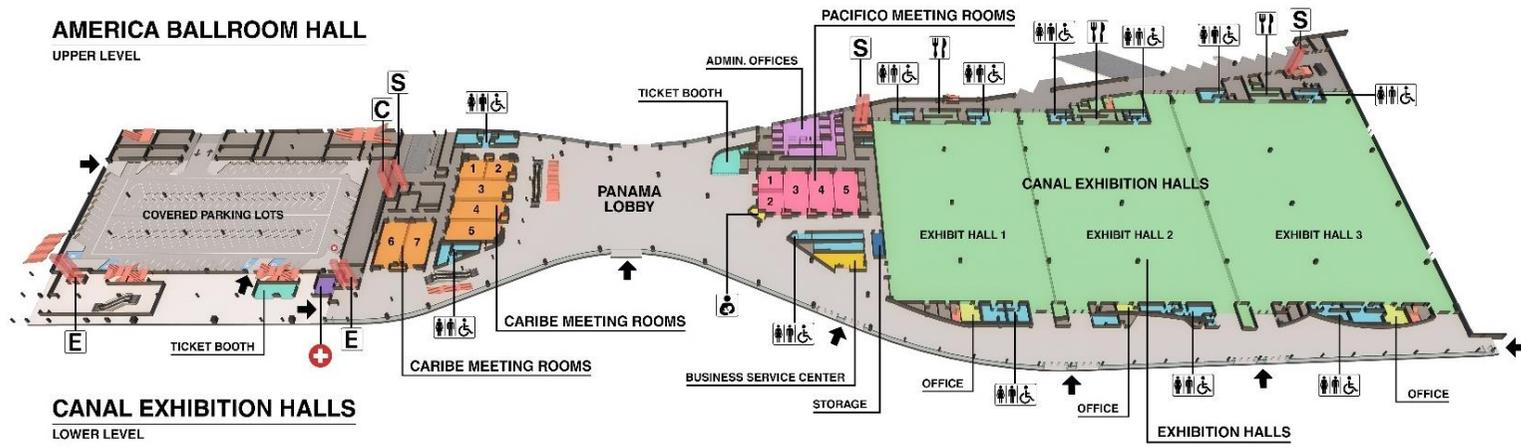
Calle General Juan D. Peron, Amador, Panama.
<https://panamaconventions.com/>
 Tel. (+507) 308-8888



- LEVEL 02**
- AMERICA BALLROOM HALL
 - ISTMO MEETING ROOMS (1-4)
 - RESTROOMS
 - DRESSING ROOMS
 - STAIRS
 - ELEVATOR
 - FREIGHT ELEVATOR
 - SERVICE ELEVATOR
 - ESCALATOR
 - COLUMNS
 - PUBLIC CIRCULATION
 - SERVICE CORRIDOR



- LEVEL 01**
- CANAL EXHIBITION HALLS
 - CARIBE MEETING ROOMS (1-7)
 - PACIFICO MEETING ROOMS (1-4)
 - ADMIN OFFICES
 - BUSINESS SERVICE CENTER
 - TICKET BOOTH
 - OFFICE
 - STORAGE
 - CONCESSIONS
 - LACTATION ROOM
 - FIRST AID
 - RESTROOMS
 - STAIRS
 - ELEVATOR
 - FREIGHT ELEVATOR
 - SERVICE ELEVATOR
 - ESCALATOR
 - HANDICAPPED RAMP
 - ENTRANCE/EXIT
 - COLUMNS
 - PUBLIC CIRCULATION
 - SERVICE CORRIDOR



ANNEX 2

HOTEL LIST¹

The rates shown in the list of hotels, indicated in US dollars (US\$), do not include the 10% lodging tax and are per room per night, and include a breakfast buffet. Payment for the room must be made directly by each participant, by credit card for the amount in US\$ or by bank transfer in US\$ or euros. Participants should check the conditions applicable in case of modification or cancellation of reservation, or in case of no-show.

Participants are reminded that 10% lodging tax will be applied to the hotel room rate.

No.	Hotel	Type of Room	No. of rooms available	Rates (US \$)		Distance from the Panama Conference Center	Contact	To make a reservation
				Single/night	Double/night			
1	RIU Plaza Panamá	Deluxe Standard	250	95	95	9.3 km	Mileika Bermúdez Sales Manager Tel. (+507) 282-0420, Ext. 869 (+507) 6677-5544 Email: mbermudez@riu.com Website: https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/	Reservations via link Link: https://www.riu.com/consultar-disponibilidad/?corporate Company code – COP10 (for both events) Reservation instructions: https://fctc.who.int/publications/m/item/reservation-hotel-panama-cop10--mop3 Deadline for reservations: 30 October 2023 <i>Dates must be between 14–30 November 2023, in case of requesting stays outside this date range the system will automatically show the regular prices.</i>
		Executive	210	125	125			
		Senior Suite	30	145	145			
2	The Executive Hotel	Standard	100	65	75	8 km	Hazel McDonald Sales Executive Tel. (+507) 265-8011, Ext 321 (+507) 6678-7047 Email: hmcDonald@elejecutivo.com Website: https://www.executivehotel-panama.com/	Reservations to be made directly to Sales Executive hmcDonald@elejecutivo.com Deadline for reservations: 15 October 2023 <i>Rates valid for a stay between 19 November to 2 December 2023</i>

¹ Please check the host country website for COP10 and MOP3 for updates on the hotel lists.

No.	Hotel	Type of Room	No. of rooms available	Rates (US \$)		Distance from the Panama Conference Center	Contact	To make a reservation
				Single/night	Double/night			
3	Hotel El Panamá By Faranda Grand	Standard	343	80	100	8.3 km	Dilcia Oyaga Groups Coordinator Tel. (+507) 215 9100 Tel. (+507) 215-9186 (+507) 6780-4870 Email: grupos@elpanama.com Website: https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama	Reservations to be made directly to Groups Coordinator. When sending an email, please put COP10-MOP3 in the subject line. Deadline for reservations: 30 October 2023 <i>Rates valid for a stay between 3 days before and 3 days after the event dates (from 19 November to 2 December 2023).</i>
		Executive on corporate floor		95	115			
		Junior Suite		115	135			
		Cabaña		85	105			
4	Riande Urban Hotel	Standard Urban	100	65	65	8.2 km	Noemi Ruiz Account Executive Tel. (+507) 291-9012 or 9013 Email: nruiz@riandehoteles.net Jorge Silva Tel. (+507) 291-9012 Email: int.websales@riandehoteles.net Website: https://www.riandehoteles.com/en/	Reservations to be made directly with the Account Executive nruiz@riandehoteles.net Deadline for reservation: 30 October 2023
5	Hotel Las Américas Golden Tower	Deluxe		105	130	8.4 km	Flor E. Andrade Sales & Banquet Manager Tel: (+507) 370-4600, Ext. 6650 (+507) 6319-7135 Email: Flor.Andrade@lasamericasgoldentower.com Website: https://lasamericasgoldentower.com/en/	Reservations via link Promotional code: COP10 Link: https://bit.ly/COP10-MOP3 Deadline for reservations: 30 October 2023
Deluxe Executive		135		155				
6	Megapolis	Deluxe	300/200	120	130	8.4 km	Julieth Vivas Sales Manager Tel. (+507) 6781-0617 Email: Julieth.vivas@megapolisworld.com Website: https://www.hardrockhotels.com/	Reservations via link Link: https://secuream.e-gds.com/megapolishotelpanama/ Promotional code COP10: COP10 Promotional code MOP3: MOP3 Deadline for reservations: 30 October 2023
7	Decapolis	Deluxe	68/118	80	90	8.4 km	Julieth Vivas Sales Manager Tel. (+507) 6781-0617 Email: Julieth.vivas@megapolisworld.com Website: https://radisson-decapolis-panama-city-h-rez.com/index.htm	Reservations via link Link: https://secuream.e-gds.com/decapolishotel/ Promotional code COP10: COP10 Promotional code MOP3: MOP3 Deadline for reservations: 30 October 2023

ANNEX 3

PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR COP10¹
(AS OF 20 SEPTEMBER 2023)

AFGHANISTAN	MADAGASCAR
ALGERIA	MALAWI
ANGOLA	MALI
BANGLADESH	MAURITANIA
BENIN	MICRONESIA (FEDERATED STATES OF)
BHUTAN	MONGOLIA
BOLIVIA (PLURINATIONAL STATE OF)	MOZAMBIQUE
BURKINA FASO	MYANMAR
BURUNDI	NEPAL
CABO VERDE	NICARAGUA
CAMBODIA	NIGER
CAMEROON	NIGERIA
CENTRAL AFRICAN REPUBLIC	PAKISTAN
CHAD	PAPUA NEW GUINEA
COMOROS	PHILIPPINES
CONGO	RWANDA
CÔTE D'IVOIRE	SAMOA
DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA	SAO TOME AND PRINCIPE
DEMOCRATIC REPUBLIC OF THE CONGO	SENEGAL
DJIBOUTI	SIERRA LEONE
EGYPT	SOLOMON ISLANDS
EL SALVADOR	SRI LANKA
ESWATINI	SUDAN
ETHIOPIA	SYRIAN ARAB REPUBLIC
GAMBIA	TAJIKISTAN
GHANA	TIMOR-LESTE
GUINEA	TOGO
GUINEA-BISSAU	TUNISIA
HONDURAS	TUVALU
INDIA	UGANDA
IRAN (ISLAMIC REPUBLIC OF)	UKRAINE
JORDAN	UNITED REPUBLIC OF TANZANIA
KENYA	UZBEKISTAN
KIRIBATI	VANUATU
KYRGYZSTAN	VIET NAM
LAO PEOPLE'S DEMOCRATIC REPUBLIC	YEMEN
LEBANON	ZAMBIA
LESOTHO	ZIMBABWE
LIBERIA	

¹ In accordance with decision [FCTC/COP9\(7\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at COP10. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**

ANNEX 4

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR MOP3¹
(AS OF 20 SEPTEMBER 2023)**

BENIN
BURKINA FASO
CABO VERDE
CHAD
COMOROS
CÔTE D'IVOIRE
CONGO
EGYPT
ESWATINI
GAMBIA
GHANA
GUINEA
INDIA
IRAN (ISLAMIC REPUBLIC OF)
KENYA
MADAGASCAR
MALI
MONGOLIA
NICARAGUA
NIGER
NIGERIA
PAKISTAN
RWANDA
SAMOA
SENEGAL
SRI LANKA
TOGO

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¹ In accordance with decision [FCTC/MOP2\(13\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at MOP3. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**