



PROTOCOL
TO ELIMINATE
ILLCIT TRADE IN
TOBACCO PRODUCTS

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

**FCTC/MOP/3/9
1 July 2023**

**Third session
Panama City, Panama, 27–30 November 2023
Provisional agenda item 7.2**

Proposed Workplan and Budget for the financial period 2024–2025

Report by the Convention Secretariat

Purpose of the document

The present report proposes the Workplan and Budget for the financial period 2024–2025 for consideration by the Meeting of the Parties (MOP) to the Protocol to Eliminate Illicit Trade in Tobacco Products. Annex 1 contains proposed activities and the budget. Annex 2 presents the composition of the Convention Secretariat team and staff costs. Annex 3 details the total budget for 2024–2025, including activity costs, staff costs and recovery costs. The explanatory note contained in document FCTC/MOP/3/INF.DOC./1 provides further detail concerning the proposed Workplan and Budget for the financial period 2024–2025.

Action by the Meeting of the Parties

The MOP is invited to consider the present report and adopt the proposed Workplan and Budget for 2024–2025, as presented in Annexes 1, 2 and 3.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular SDGs 3 and Target 3.a, as well as SDGs 8 and 16.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): FCTC/MOP/3/INF.DOC./1, Proposed Workplan and Budget for 2024–2025 – Explanatory note.

BACKGROUND

1. The proposed Workplan and Budget for the financial period 2024–2025 has been prepared by the Convention Secretariat in compliance with Rules 6, 7(d) and 24ter of the Rules of Procedure of the Meeting of the Parties (MOP) to the Protocol to Eliminate Illicit Trade in Tobacco Products. The present document includes a proposed Workplan and Budget for the financial period 2024–2025. Annex 1 contains proposed activities and the budget. Annex 2 presents the composition of the Convention Secretariat team and staff costs. Annex 3 details the total budget for 2024–2025, including activity costs, staff costs and recovery costs.
2. The proposed Workplan and Budget was shared with the Bureau and Regional Coordinators elected by the Second session of the MOP (MOP2) as of the second meeting of the MOP2 Bureau. The early submission of the document provided an opportunity to request clarification and additional time for discussion. The comments made by the Bureau, with support of the Regional Coordinators, guided the Convention Secretariat in refining the proposed Workplan and Budget for submission to the Third session of the MOP (MOP3), in compliance with Article 33.7 of the Protocol.
3. The proposed Workplan and Budget for the financial period 2024–2025 has been prepared on best-estimate projections based on previously adopted workplans. In addition, the proposed sources of funding for the suggested activities – Assessed Contributions (AC) and Extra-budgetary Contributions (EB) – are presented. AC and EB are presented in United States dollars (US\$).
4. The current proposed Workplan and Budget is based on the *Strategy for Mechanisms of Assistance and Mobilization of Financial Resources to Support Implementation of the Protocol to Eliminate Illicit Trade in Tobacco Products*, adopted by the MOP in decision FCTC/MOP2(11).
5. The proposed budget does not propose an increase in AC as compared to the Workplan and Budget for the financial period 2022–2023, adopted by MOP2.
6. The explanatory note contained in document FCTC/MOP/3/INF.DOC./1 provides further detail concerning the proposed Workplan and Budget for the financial period 2024–2025.
7. It will be necessary to incorporate adjustments to the text of the Workplan and Budget, costs and activities, based on the decisions taken by MOP3.

ACTION BY THE MEETING OF THE PARTIES

8. The MOP is invited to consider the present report and adopt the proposed Workplan and Budget for 2024–2025, as presented in Annexes 1, 2 and 3.

ANNEX 1

PROPOSED WORKPLAN AND BUDGET FOR FINANCIAL PERIOD 2024–2025: ACTIVITY COSTS
PROTOCOL TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2025, unless otherwise stated	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary Contributions	Total
1	Strategic Goal 1. Understanding the problem and context of illicit trade in tobacco products					
1.1	Strategic Objective 1.1 Undertaking Party situation analyses					
1.1.1	Run the 2025 reporting cycle	Number of reports from Parties	Increased number of reports received (compared with 2023)	5 000	10 000	15 000
1.1.2	Regularly update the Protocol implementation database	Number of reports available in the database	All reports received are published in the database	0	5 000	5 000
1.1.3	Produce the 2025 Global Progress Report	Number of reports	One report published	5 000	50 000	55 000
1.1.4	Organize training or webinars on reporting	Number of Parties that attended the workshops	At least 30 Parties attended the workshops	0	30 000	30 000
1.1.5	Assist Parties to undertake needs assessment with regards to the implementation of the Protocol and develop country-focused action plans	Number of Parties assisted	At least 10 Parties assisted	0	400 000	400 000
1.2	Strategic Objective 1.2 Linking illicit tobacco trade to the 2030 Agenda for Sustainable Development					
1.2.1	Develop a guide on how to include Protocol implementation within the national sustainable development plans	Number of guides developed	One guide developed and disseminated to Parties	0	15 000	15 000

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2025, unless otherwise stated	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary Contributions	Total
1.2.2	Develop a methodology for conducting investment cases relating to Protocol implementation	Number of methodologies developed and of reports published	One methodology for investment cases relating to Protocol implementation developed and one report published	0	50 000	50 000
1.3	Strategic Objective 1.3 Generating research					
1.3.1	Implement the road map for conducting evidence-based research in accordance with Articles 6.5 and 13.2 of the Protocol	Number of reports developed	One report presented to the Fourth session of the Meeting of the Parties (MOP4)	0	140 000	140 000
Total for Goal 1				10 000	700 000	710 000
2	Strategic Goal 2. Full and sustainable implementation of the Protocol					
2.1	Strategic Objective 2.1 Building capacity and providing technical assistance					
2.1.1	Assist countries eligible to receive Official Development Assistance in the implementation of national/regional tracking and tracing systems	Number of Parties assisted	At least 20 Parties assisted to implement tracking and tracing systems	200 000	200 000	400 000
2.1.2	Further develop the legislative toolkit for the Protocol	Number of toolkits updated	Legislative toolkit updated with additional guidance on different provision of the Protocol	0	10 000	10 000
2.1.3	Operate the Protocol Coordination Platform to facilitate the dissemination and exchange of information	Number of page views of the platform	Increased number of page views compared with the previous biennium	0	50 000	50 000

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2025, unless otherwise stated	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary Contributions	Total
2.1.4	Organize multisectoral workshops to address challenges in the implementation of the Protocol according to priority areas identified in the Global Progress Report	Number of Parties that attended the workshops	At least 30% of Parties attended a workshop	0	400 000	400 000
2.2	Strategic Objective 2.2 Encouraging multisectoral action					
2.2.1	Develop sectoral briefs on what different departments of the government need to know about the Protocol	Number of sectoral briefs developed	At least 10 sectoral briefs developed	0	30 000	30 000
2.3	Strategic Objective 2.3 Mobilizing support from intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs)					
2.3.1	Engage with relevant IGOs and NGOs to invite them to become observers to the MOP	Number of new observers to the MOP	At least two new relevant IGOs and two new relevant NGOs become observers	0	5 000	5 000
2.3.2	Develop joint projects or participate and organize side events during meetings of relevant IGOs	Number of joint projects implemented with relevant IGOs	At least two joint projects implemented	0	24 000	24 000
2.3.3	Organize an annual meeting with relevant NGOs that are observers to the MOP to discuss plans of cooperation	Number of annual plans and reports submitted by NGOs that are observers to the MOP	All NGOs that are observers to the MOP submitted annual plans and reports	0	5 000	5 000
2.3.4	Co-organize or invite relevant IGOs and NGOs to contribute to workshops or awareness-raising events	Number of relevant IGOs and NGOs that co-organized or were involved in workshops or awareness-raising events	At least four relevant IGOs or NGOs co-organized or were involved in workshops or awareness-raising events	0	10 000	10 000

STRATEGIC GOALS						
	Activity	Indicator	Target By the end of 2025, unless otherwise stated	Activity cost (in US\$)		
				Assessed Contributions	Extra- budgetary Contributions	Total
2.4	Strategic Objective 2.4 Supporting Parties to secure financial assistance for Protocol implementation					
2.4.1	Hold high-level meetings of the Head of the Secretariat with senior officials to build political support for the implementation of the Protocol	Number of high-level meetings of the Head of Secretariat	At least 20 high-level meetings held	0	30 000	30 000
Total for Goal 2				200 000	764 000	964 000
3	Strategic Goal 3. Encouraging regional and international cooperation to support implementation of the Protocol					
3.1	Strategic Objective 3.1 Facilitating regional and international cooperation					
3.1.1	Assist and facilitate international cooperation between Parties to the Protocol	Number of Parties cooperating with each other	At least 20 Parties cooperating with each other to implement the Protocol	0	200 000	200 000
3.1.2	Maintain the interim solution of the global information-sharing focal point	Number of reports prepared	One report prepared to MOP4 with quantitative and qualitative information on the usage of the global information-sharing focal point	50 000	100 000	150 000
3.2	Strategic Objective 3.2 Utilizing the Protocol to promote the rule of law and sharing best practices in controlling other forms of illicit trade					
3.2.1	Develop social communication materials on relationship between illicit trade in tobacco products and other types of international crimes	Number of social communication materials produced	At least four new social communications materials produced	0	70 000	70 000
Total for Goal 3				50 000	370 000	420 000

OPERATIONAL GOALS				
	Activity	Activity cost (in US\$)		
		Assessed Contributions	Extra-budgetary Contributions	Total
4	Operational Goal 4. Ensuring that the governing and subsidiary bodies can take the necessary decisions			
4.1	Operational Objective 4.1 Provide for the optimal operation of the MOP, the Bureau of the MOP, and working groups or expert groups established by MOP			
4.1.1	Organize the Fourth session of the Meeting of the Parties	360 000	260 000	620 000
4.1.2	Organize pre-MOP regional meetings	0	150 000	150 000
4.1.3	Prepare and support the work of the Bureau and convene meetings, including through videoconferences and teleconferences	140 000	50 000	190 000
Total for Goal 4		500 000	460 000	960 000
5	Operational Goal 5. Ensuring the capacity and ability of the Convention Secretariat to perform its duties			
5.1	Operational Objective 5.1 Provide adequate staff and financial management			
5.1.1	Organize an annual strategic planning and team-building retreat for the Convention Secretariat	5 000	0	5 000
5.1.2	Provide general administration and management to the Convention Secretariat	17 895	0	17 895
5.2	Operational Objective 5.2 Mobilize resources to support the implementation of the Protocol			
5.2.1	Follow up on the collection of Assessed Contributions	5 000	0	5 000
5.2.2	Implement a fundraising plan	5 000	10 000	15 000
Total for Goal 5		32 895	10 000	42 895
Total activity cost for all Goals		792 895	2 304 000	3 096 895

ANNEX 2

GROSS STAFF COSTS BREAKDOWN (US\$)¹

Funded with Assessed Contributions (AC)				
		AC	EB	Total
1	D2 30% MOP AC/70% COP AC	245 700		245 700
4	P5 30% MOP AC/70% COP AC	776 160		776 160
1	P4 100% MOP AC	565 950		565 950
2	P3 100% MOP AC	947 100		947 100
1	P2 100% MOP AC	340 200		340 200
1	P2 50% MOP AC/50% COP AC	170 100		170 100
1	G5 100% MOP AC	349 650		349 650
Funded with Assessed Contributions (AC) and Extra-budgetary Contributions (EB)				
		AC	EB	Total
1	P3 50% MOP AC/50% MOP EB	236 775	236 775	473 550
1	P2 50% MOP AC/50% COP AC		170 100	170 100
Funded with Extra-budgetary Contributions (EB)				
		AC	EB	Total
2	P2 100% MOP EB		680 400	680 400
1	G5 100% MOP EB (12 months)		174 825	174 825
	Total staff costs	3 631 635	1 262 100	4 839 735

¹ Indicative costs for core Convention Secretariat staff based on WHO's latest available standard gross salary costs for 2022–2023 with a 5% increase; possible changes in 2024–2025 will be reflected once they become available. 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 that would be based on actual needs and resources available.

ANNEX 3

TOTAL PROPOSED BUDGET 2024–2025 (US\$)

	Covered by Assessed Contributions	Covered by Extra-budgetary Contributions	Total
1. Activity costs	792 895	2 304 000	3 096 895
2. Staff costs	3 631 635	1 262 100	4 893 735
3. Total direct costs	4 424 530	3 566 100	7 990 630
4. Recovery costs	575 189	463 593	1 038 782
5. Grand total	4 999 719	4 029 693	9 029 412

Total for Assessed Contributions (activities, salaries and recovery costs): **US\$ 4 999 719.**

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