



Meeting of the Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products
De minimis virtual session of the Third session, 29–30 November 2023

JOURNAL

N° 1 – Wednesday 29 November 2023

This Journal does not constitute an official record of the Meeting of the Parties.

This Journal is intended to give delegates, representatives and other participants advance indications of the *de minimis* virtual session of the Third session of the Meeting of the Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products' tentative programme of work. The Journal does not constitute an official record of the Meeting of the Parties. It is published in Arabic, Chinese, English, French, Russian and Spanish on every working day during the session.

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Date and place

The *de minimis* session of the Third session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products will be held virtually. The first plenary meeting will open at 10:00 (CET) on Wednesday, 29 November 2023, and the session is expected to close no later than 16:30 (CET) on Thursday, 30 November 2023.

The working hours of the Meeting of the Parties are from 10:00 to 12:30 and 14:00 to 16:30 (CET).

Working schedule

Wednesday, 29 November 2023

10:00–12:30	Opening and first plenary meeting
14:00–16:30	Plenary meeting

Thursday, 30 November 2023

10:00–12:30	Plenary meeting
14:00–16:30	Plenary and closure of the <i>de minimis</i> session

Informal regional meetings

Regional meetings during the *de minimis* virtual session of MOP3 have not been requested.

Other meetings

17:00–17:45	Meeting of the Bureau of the Meeting of the Parties (<i>closed</i>)
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Programme of work

Wednesday, 29 November 2023

First Plenary meeting	10:00
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Item 1	Opening of the session
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Item 1.1	Adoption of the agenda and organization of work <i>Documents FCTC/MOP/3/1, FCTC/MOP/3/1(annotated), FCTC/MOP/3/1 Add.1, FCTC/MOP/3/18 and FCTC/MOP/3/INF.DOC./2</i>
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Item 1.2	Credentials of participants <i>Document FCTC/MOP/3/2</i>
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Item 7	Budgetary and institutional matters
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Item 7.2	Interim proposed Workplan and Budget for the financial period 2024–2025 <i>Documents FCTC/MOP/3/9 and FCTC/MOP/3/INF.DOC./1</i>
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Second Plenary meeting	14:00
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Item 7 (cont)	Budgetary and institutional matters
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Item 7.2 (cont)	Interim proposed Workplan and Budget for the financial period 2024–2025 <i>Documents FCTC/MOP/3/9 and FCTC/MOP/3/INF.DOC./1</i>
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Thursday, 30 November 2023

Third Plenary meeting	10:00
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Item 7 (cont)	Budgetary and institutional matters
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Item 7.2 (cont)	Interim proposed Workplan and Budget for the financial period 2024–2025 <i>Documents FCTC/MOP/3/9 and FCTC/MOP/3/INF.DOC./1</i>
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Fourth Plenary meeting	14:00
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Item 11	Closure of the session
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	<i>Document FCTC/MOP/3/19</i>
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WHO FCTC MOP3 App

The WHO Events App for the WHO FCTC MOP3 for smart phones and computer is now available. The App provides secure access to the official documents, basic documents and all the practical information that participants need for taking part in MOP3. For more information, check the [App Quick Start Guide](#), or contact fctcappsupport@who.int if you require any assistance regarding the app.

Social Media Accounts

Delegates are encouraged to use the official hashtag: [#IllicitTobaccoProtocol](#), #MOP3FCTC and #MOP3 on X (Twitter), Facebook or other social media channels to raise awareness about MOP3, the Protocol and the importance of its implementation.

Contact information

Plenary: Secretary, Mr Dominique Nguyen
Assistant Secretary, Ms Grazia Brundu
fctcgovernance@who.int

Procedural issues

To raise a point of order, request a right of reply or make a procedural motion, a delegation member should send a message to +41 79 595 9743 by SMS text or by WhatsApp. This number is staffed during meeting times and may only be used for points of order, requests for rights of reply or other procedural motions and not for any other matter. Any messages will be promptly relayed to the presiding officer.

Announcements

Interventions

Delegations wishing to make their intervention must request the floor by raising their hand within the platform. 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 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.

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).

Distribution of documents

In the context of the postponement of MOP3, in order to ensure continuity of operations of the Convention Secretariat in respect of the Workplan and Budget for the financial period 2024–2025, the *de minimis* virtual session of MOP3 will consider an abridged provisional agenda.

Official documents for the *de minimis* virtual session of MOP3 are available on the WHO FCTC website. The documents for the session can be downloaded at: [MOP3 main documents](#).

Virtual platform

The *de minimis* session of MOP3 will be held virtually using the online meeting platform, Zoom. Attendance will be enabled through secured access to a videoconference that will allow representatives to hear other participants and to address, as appropriate, the meeting remotely.

Participants who have completed their registration on Indico will receive a communication with personal links to connect to the virtual meetings of the *de minimis* session. The personal links must not be shared with anyone else. The message will also include information on support.

The requirements for connecting to the virtual meetings include a personal computer with the latest version of the virtual meeting software and a good Internet connection. A high-quality headset with echo-cancelling microphones and a webcam are required in order to make interventions during the meetings. It is recommended to use a quiet, soundproof room for participation in the virtual meetings.

During the *de minimis* session of MOP3, the virtual meeting room will become available one hour prior to the beginning of the programme of work for the day.

Delegates who encounter any technical challenges can contact the support team by email at: FCTC-IT-Support@who.int.

List of participants

A provisional list of participants will be available and posted on the WHO FCTC website at the opening of the session. This list will be issued on the basis of valid credentials received by the Convention Secretariat up to 12:00 (CET) on Tuesday, 28 November 2023. A revised list will be issued at a later date.