



**PROTOCOL**  
TO ELIMINATE  
ILLCIT TRADE IN  
TOBACCO PRODUCTS

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

**FCTC/MOP3(14)  
14 February 2024**

**Third session (resumed)  
Panama City, Panama, 12–15 February 2024**

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## **DECISION**

### **FCTC/MOP3(14) Amendments to the Rules of Procedure of the Meeting of the Parties**

The Meeting of the Parties (MOP),

Taking into account Article 33.4 of the Protocol to Eliminate Illicit Trade in Tobacco Products, which states that the Rules of Procedure of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC) shall apply, mutatis mutandis, to the MOP unless the MOP decides otherwise;

Recalling that its Rules of Procedure were adopted in decision FCTC/MOP1(1);

Considering that the Rules of Procedure of the COP were adopted in decision FCTC/COP1(8) and amended in decisions FCTC/COP6(24), FCTC/COP7(28), FCTC/COP8(11) and FCTC/COP10(24);

Noting the report of the Convention Secretariat submitted in document FCTC/MOP/3/13, containing possible amendments to the Rules of Procedure of the MOP, as recommended by the Bureau;

Recognizing the importance of updating the Rules of Procedure of the MOP to facilitate the effective functioning of the MOP;

Further recognizing the need to ensure coordination between the governing bodies of the Protocol and of the WHO FCTC,

1. **ADOPTS** the amendments to the Rules of Procedure of the MOP, as articulated in the Annex of this decision;
2. **DECIDES**:
  - (a) to apply with immediate effect the amendment of Rule 60 in relation to the provisional adoption of the report of each session of the MOP;
  - (b) to clarify that verbatim records of plenary meetings, as referred to in Rule 60 and Rule 64 of the Rules of Procedure of the MOP, are understood to include audio files;
3. **REQUESTS** the Bureau of the MOP to periodically review the need to amend the Rules of Procedure of the MOP and propose amendments to the MOP, as necessary, and to coordinate with the Bureau of the COP when those rules may relate to joint matters.

## ANNEX

**AMENDMENTS TO THE RULES OF PROCEDURE  
OF THE MEETING OF THE PARTIES**

<b>Rule 2 (Definitions)</b>	<p>12. “Public” sessions or meetings means sessions or meetings that are open to attendance by Parties, States and regional economic integration organizations that are not Parties to the Protocol, States non-Parties to the WHO Framework Convention on Tobacco Control that are Associate Members of the World Health Organization (WHO) or any other Member State of the United Nations, the Secretariat, intergovernmental and nongovernmental organizations accredited by the Meeting of the Parties pursuant to Rules 30 and 31, respectively, accredited media and members of the public;</p> <p>13. “open” sessions or meetings means sessions or meetings that are open to attendance by Parties, States and regional economic integration organizations that are not Parties to the Protocol, States non-Parties to the WHO Framework Convention on Tobacco Control that are Associate Members of WHO or any other State that is a Member of the United Nations, the Secretariat, and intergovernmental organizations and nongovernmental organizations that have observer status to the Meeting of the Parties pursuant to Rules 30 and 31, respectively, <b>and, unless the Meeting of the Parties decides otherwise, accredited media;</b></p>
<b>Rule 8 (Agenda)</b>	<p>For each regular session, the provisional agenda, together with other meeting documents, shall be distributed in the official languages by the Secretariat to the Parties, and to observers invited to attend the session in accordance with Rules 29, 30 and 31, at least <b>seventy-five</b> days before the opening day of the session.</p>
<b>Rule 15 (Secretariat)</b>	<p>In addition to the functions specified in the Protocol, in particular in Article 34, the Secretariat shall, in accordance with these Rules:</p> <ul style="list-style-type: none"> <li>(a) arrange for interpretation at the session;</li> <li>(b) <b>arrange for live webcasting of all agenda items considered in plenary meetings, unless the Parties decide otherwise, following a recommendation by the Bureau, at the beginning of each session, subject to resolution of any relevant technical issues and the availability of financial resources;</b></li> <li>(c) <b>arrange for virtual sessions of the Meeting of the Parties, upon a coordinated decision of the Bureau of the Meeting of the Parties and the Bureau of the Conference of the Parties, when such exceptional measures are required by an extraordinary situation;</b></li> <li>(d) collect, translate, reproduce and distribute the documents of the session;</li> <li>(...)</li> </ul>

<b>Rule 24ter (Officers)</b>	<p>1. In addition to the functions that the Meeting of the Parties may assign to it from time to time, and in addition to those described in Rules 6, 9, 19 and 21–24, the functions of the Bureau shall include the following:</p> <p>(a) to <b>make a recommendation, in agreement</b> with the Bureau of the Conference of the Parties, to the Director-General of WHO regarding the appointment of the Head of the Secretariat, <b>including the designation of an acting Head of the Secretariat when required;</b></p> <p>(...)</p>
<b>Rule 29 (Observers)</b>	<p>Any Party to the Convention that is not a Party to the Protocol, any Member State of WHO that is not a Party to the Convention, any Associate Member of WHO, or any other State that is not a Party to the Convention but that is a Member of the United Nations, or its specialized agencies or of the International Atomic Energy Agency, and any regional economic integration organization, as defined in Article <b>1.11 of the Protocol</b>, that is not a Party to the Protocol, may attend the public or open sessions of the Meeting of the Parties or meetings of its subsidiary bodies as an observer.</p>
<b>Rule 60 (Languages and records)</b>	<p>Verbatim records of plenary meetings of the Meeting of the Parties and reports of each session of the Meeting of the Parties and each session of its subsidiary bodies shall be made in the six working languages. Reports shall reflect the proceedings and incorporate any decisions and shall be prepared by the Rapporteur with the support of the Secretariat.</p>

(Fourth plenary meeting, 14 February 2024)

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