

PROTOCOL
TO ELIMINATE
ILLCIT TRADE IN
TOBACCO PRODUCTS

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

Geneva, Switzerland, 24–26 November 2025

11 June 2025

FCTC/MOP/4/DIV/2

Practical Guide for Participants

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

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Dates and place

The Fourth session of the Meeting of the Parties (MOP4) to the Protocol to Eliminate Illicit Trade in Tobacco Products will take place from 24 to 26 November 2025 at the World Health Organization (WHO) headquarters in Geneva, Switzerland.

The first plenary meeting opens at 10:00 on Monday, 24 November 2025, and the session is expected to close no later than 18:00 on Wednesday, 26 November 2025.

Smoking and the use of electronic tobacco or nicotine delivery devices are not permitted in any indoor area, including in all areas allocated for the meetings, as well as meeting venues outside WHO headquarters.

Online registration is required to attend sessions of the Meeting of the Parties (MOP) to the Protocol to Eliminate Illicit Trade in Tobacco Products. Each delegate must register via the online registration system, and credentials must be uploaded to complete the registration process.

Parties are encouraged to register by 7 November 2025 for MOP4. Parties eligible for travel support must complete their registration by 15 July 2025.

Guidance and instructions for online registration are available on the WHO FCTC website.¹

Nomination of delegations

In accordance with decision [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 implementation of Article 5.3 of the WHO FCTC](#) when designating their representatives to the meetings of the MOP.

Further, the MOP requires Parties, when designating their representatives to the meetings of the MOP, its subsidiary bodies or any other bodies established pursuant to decisions of the 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 Fourth 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*.

¹ [Link](#) to guidance and instructions for online registration.

Credentials

Credentials shall be issued by the Head of State or Government, the Minister of Foreign Affairs, the Minister of Health or any other competent government authority (in an official diplomatic note or letter prepared on official letterhead, and appropriately dated, signed and/or stamped). Alternates and advisers may accompany delegates. A template for the submission of credentials is available in the registration system, which delegates may use for their convenience.

Credentials must be addressed to the Convention Secretariat and 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 the delegation, accredited representatives, alternate representatives and advisers in order of precedence.

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

If a Party wishes to modify the composition of its delegation, the same authority that issued the original credentials must submit the amended version. This may take the form either of supplemental credentials or new credentials indicating the revised composition of the full delegation.

Youth engagement

The meaningful engagement of youth in international policy processes is vital to ensuring that the outcomes of global decision-making reflect the needs, perspectives and aspirations of future generations. Therefore, when designating their delegates to the MOP, Parties are kindly encouraged to consider the principles outlined in the United Nations General Assembly resolution *Policies and programmes involving youth* ([A/RES/76/137](#)) welcoming the effective participation of youth representatives in national delegations to the General Assembly, the Economic and Social Council, its functional commissions and relevant United Nations conferences.

In this spirit, Parties are invited to actively promote youth participation in their delegations.²

Conduct

Delegates are expected to abide by WHO's standards of conduct and to remain mindful that the requirements to prevent harassment and sexual misconduct, including sexual harassment, at WHO events apply. Kindly refer to the *Code of Conduct to Prevent Harassment, including Sexual Harassment, at WHO Events*³ and the *WHO Policy on Preventing and Addressing Sexual Misconduct*.⁴ Any related concerns should be raised through the WHO integrity hotline.⁵ WHO has zero tolerance for any form of sexual misconduct and for inaction against it.

² [Meaningful Youth Participation](#). Youth Affairs. United Nations (accessed 28 May 2025).

³ See [Code of Conduct to prevent harassment, including sexual harassment, at WHO events](#) (accessed 26 June 2025).

⁴ See [WHO Policy on Preventing and Addressing Sexual Misconduct](#) (accessed 26 June 2025).

⁵ See [WHO integrity hotline](#).

Visa requirements

Attention is drawn to the strict provisions in force regarding entry into Switzerland: the Swiss authorities refuse entry to people who do not have the required entry visa. Since 12 December 2008, Switzerland has applied the Schengen Agreement regulations concerning visas.

As a result, participants requiring a visa to enter Switzerland must obtain a Schengen visa from the Swiss Embassy or Consulate General responsible for handling their visa application in their country of residence. In countries where there is no Swiss representation, the visa application may have to be lodged in another country where the competent representation is located.

Please note that Switzerland has also signed agreements with certain countries where it is not represented by a diplomatic or consular entity. Under certain conditions these agreements allow for the issuing of visas by a Schengen State in a country where Switzerland is not represented. It is therefore strongly recommended that all participants check directly with the Swiss Embassy or Consulate General whether such agreements apply in their case. Participants can find the nearest Swiss Embassy or Consulate General responsible for their place of residence by consulting <https://www.eda.admin.ch/eda/en/home/laender-reise-information.html>.

Delivery of a Schengen visa may take up to 20 days, so any visa application should be lodged well in advance of the expected date of travel. It is recommended that participants apply for a Schengen Type C visa, which entitles the holder to visit or transit through other Schengen States, including neighbouring France. Exceptional cases may arise when this type of visa does not allow entry to all Schengen States. Participants are therefore strongly advised to check their type of visa before travelling to, or transiting through, other Schengen States.

A visa support letter is a required document for your visa application. To receive your personalized letter, please ensure you select “Yes” in response to the question “Do you need a visa?” in the registration system (INDICO). Once your registration is validated, you will receive the self-generated visa support letter via email.

Arrival in Geneva

At the airport

Delegates, representatives or other participants travelling by air will arrive at Geneva airport (Cointrin) and those travelling by train at Geneva main station (Cornavin).

The airport is very close to the Geneva city centre. It is easily reachable by train or by bus using the united network of public transport Unireso. Only one ticket is required to travel by train, tram or bus in Geneva. A free transport card is offered to guests of Geneva hotels for the duration of their stay. It is valid for all forms of transport within Geneva. You can get this card at your hotel reception.

By train: <https://www.sbb.ch/en>

Train is the easiest way to reach Geneva city centre. All trains departing from or going to Genève-Aéroport station stop in the city centre of Geneva at Geneva-Cornavin station (a seven-minute trip between the two stations, up to seven trains per hour during peak hour). The Airport railway station has direct access to the Airport Departure and Arrival levels.

By bus: <http://www.tpg.ch/>

Airport to Geneva city centre: Bus 5 (every 10 minutes); get off the bus at Gare Cornavin or Coutance.

Airport to Geneva city centre: Bus 10 (every 10 minutes); get off the bus at Gare Cornavin or Coutance. It takes 25 minutes.

Where is the train station and bus stop in the airport?

Terminal map at <http://www.gva.ch/en/Desktopdefault.aspx/tabid-60/>

By taxi: Taxis are available directly outside the airport and main station.

To access WHO headquarters

WHO headquarters can be reached by Bus 8, which runs from Veyrier to Palexpo, passing through Grand-Saconnex, Rive (city centre), Place de Montbrillant (behind Cornavin railway station) and Nations (Palais des Nations). WHO headquarters can also be reached by Bus 60 and Bus 61, which run daily from Place de Montbrillant (behind Cornavin railway station) to Ferney Voltaire and Gex, France, with stops at OMS-BIT (next to WHO headquarters). In addition, Bus 22 runs daily between Jardin Botanique and Carouge, Rondeau, with stops at OMS-BIT for WHO headquarters.

Hotel reservations

There are no official hotels designated for the sessions. However, participants may wish to consider accommodation in one of the following areas commonly chosen by attendees of previous meetings: near the Cornavin central train station, in proximity to WHO headquarters, or close to the airport. Each of these locations offers a variety of hotel options to suit different budgets and preferences.

Participants are responsible for making their own hotel reservations and are strongly encouraged to do so well in advance. Delegations may wish to request assistance from their permanent missions in Geneva, or, where applicable, their embassies or consulates in Bern, to facilitate the booking process.

All delegates, including those receiving funding, are responsible for covering the cost of their accommodation and for verifying the cancellation and modification policies of the selected hotel.

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 MOP4. 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 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. Please note that per diem and reimbursement for other expenses are not provided to delegates from low- and lower-middle-income country Parties.

The list of Parties eligible for travel support for MOP4 is contained in the Annex.

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 the Annex are requested to register online by 15 July 2025, 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 (up to 20 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.

Access 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 WHO main building.

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

The Registration Desk will be open as follows:

- Sunday, 23 November, from 14:00 until 17:00
- Monday, 24 November and Tuesday, 25 November, from 08:00 to 18:00
- Wednesday, 26 November, from 08:00 until the closure of the session of MOP4.

Please note that only those delegates whose registration has been approved will be issued a badge. Access to WHO headquarters and to the meeting rooms will be restricted to participants wearing conference badges.

Documentation

Alongside the MOP4 software application, the WHO FCTC website offers convenient electronic access to all relevant documents.

Participants can consult or download the Rules of Procedure for the MOP and review documents from past sessions.

All meeting documentation is available at the following link:

<https://fctc.who.int/protocol/meeting-of-the-parties/sessions/fourth-session-of-the-meeting-of-the-parties>.

A secured and restricted online documentation portal will be available to delegates to access in-session documentation with a password communicated to Parties by the Convention Secretariat.

Paperless meetings

Consistent with World Health Assembly practice and the approach used at the Third session of the MOP (MOP3) in Panama, MOP4 will be entirely paperless. All documents will be posted online before the session and will not be printed on site; delegations should arrange their own printing if they require hard copies. The daily Journal and other in-session papers will also be available only in electronic form.

For exceptional printing needs, please email the Convention Secretariat at copmoplogistics@who.int.

The Journal

The daily Journal provides up-to-date schedules and concise summaries of MOP discussions and outcomes. It will be available electronically on the WHO FCTC website and the MOP4 app, with a preliminary edition published before the session opens.

List of participants

A provisional list of participants for MOP4 will be posted on the WHO FCTC website when the session opens. It will include all delegates whose valid credentials reached the Convention Secretariat by 12:00 (noon) on Sunday, 23 November 2025. Updated versions will be issued later.

If your delegation's details change, please amend them directly in the online registration system.

Proposing a side event

Proposals to host a side event during MOP4 shall be made by either a Party or an international intergovernmental organization (IGO) and/or nongovernmental organization (NGO) accredited as an observer to the MOP. The Convention Secretariat, in collaboration with the MOP Bureau, 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 2025** at the following email address: copmoplogistics@who.int, using the appropriate application form.⁶

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

⁶ [Application form side events COP11 – MOP4](#) (accessed 13 May 2025).

Applying for a booth at the Marketplace

The Marketplace is designed to foster engagement, encourage networking and strengthen international cooperation. It offers a platform for identifying, discussing, and sharing key challenges, needs and potential solutions. Parties may use the space to highlight their progress in implementing the Protocol, while observers can present their work and explore opportunities for collaboration with Parties in support of treaty implementation.

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. Organizers are fully responsible for planning and setting up their booth, and all associated extra costs must be paid in full before the space can be confirmed.

To express interest in having a booth, please contact the Convention Secretariat at copmoplogistics@who.int by **15 July 2025**. Requests will be treated on a first-come, first-served basis. Should organizers require additional equipment or services, a list of recommended suppliers may be obtained from the Convention Secretariat.

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 MOP4, 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 MOP. By attending 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.

Recording of deliberations

Delegates are reminded that making and disseminating recordings of deliberations of the MOP is strictly prohibited. This measure is in place to protect the integrity of the proceedings and the confidentiality of discussions. Participants are kindly requested to respect this rule at all times.

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 copmoplogistics@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 MOP

Regional preparatory meetings for MOP4 will be organized in each of the six WHO regions. These meetings are scheduled to take place between late September and early November 2025, following the official release of the MOP4 documentation. Further details, including dates and modalities for each regional meeting, will be communicated in due course by the respective WHO regional offices, in coordination with the Convention Secretariat, through official channels.

Informal consultations

Parties may wish to organize informal consultations to discuss items included in the provisional agendas of MOP4 ahead of the opening of the session. 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 directly to Parties. Requests for the Convention Secretariat to organize an informal consultation should be submitted to fctcgovernance@who.int.

Useful contacts at the Convention Secretariat

- For information or requests related to registration, participation and logistics, please email: copmoplogistics@who.int.
- For enquiries related to the procedural matters and the content of the session, please contact: fctcgovernance@who.int.
- Website: <https://fctc.who.int/>.

Other on-site facilities

Bank and currency withdrawal facilities

Within WHO headquarters, an automated teller machine (ATM) is available for cash withdrawals on level SS1 of building B, near the Place to B coffee bar.

Catering services

The self-service cafeteria, which is on SS2 B building at WHO, is open from 11:30 to 14:00 from Monday to Friday.

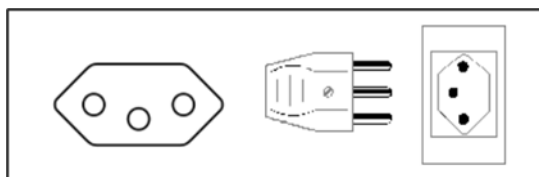
The Take A Break coffee Bar, which is on SS1 A building, is open from 07:30 to 16:30 from Monday to Friday.

The Place to B Coffee Bar, which is on SS1 B building, is open from 07:30 to 16:30 from Monday to Friday.

All three facilities can be accessed by the lifts from the WHO main entrance.

Electricity

Swiss plug-sockets supply the European standard voltage of 230 V AC – 50 Hz. Electric plugs have three cylindrical pins. Most plugs with two prongs can also be used. Adaptors may be needed.



Facilities for disabled people

WHO buildings are wheelchair accessible. Elevators are available on every floor, conveniently located near the main entrance and registration area, to assist delegates with mobility needs. Restrooms for disabled people are also available on each floor.

Lactation and well-being facility

The breastfeeding room is located in WHO Building M – ground floor, for breastfeeding, or expressing breast milk. The room is equipped with breast pump machine (Medela Symphony® double breast pump kit), a fridge with freezer, comfortable chairs, changing table. Access code can be requested from the Conference team.

Medical services

Medical services will be on duty throughout the session for simple treatment and injections, including injections of prescribed drugs upon presentation of a valid medical prescription, at WHO D Building (UNAIDS) situated on the ground floor.

Delegates requiring urgent medical attention outside of WHO headquarters are advised to call 144 for medical or ambulance services.

Useful contact in case of medical emergency

- Hôpitaux Universitaires de Genève (public hospital open 24 hours a day, seven days a week)
+41 22 372 3311
Rue Gabrielle-Perret-Gentil 4, 1205 Geneva
- Hôpital de La Tour (open 24 hours a day, seven days a week)
+41 22 719 6000
Avenue Jacob-Daniel Maillard 3, 1217 Meyrin
- Centre Médical Archimed Nations (walk-in clinic with several areas of expertise)
+41 22 734 0303
La Voie-Creuse 16, 1202 Geneva
- Pharmacy: Pharma24 (open 24 hours a day, seven days a week)
+41 22 808 0018
Boulevard de la Cluse 38, 1205 Geneva

Meditation and prayer room

The Meditation/prayer room is open to all participants seeking a space for reflection, prayer or meditation. It offers a peaceful environment reserved for quiet relaxation, where we kindly ask that conversations, phone use, and other potential disturbances be avoided. It is located in the Building M at WHO.

WIFI access

Fast wireless network connection is available in all meeting spaces.

Weather and time

Low temperatures can be expected in Geneva in November. Average temperatures usually remain between 2°C (35.6°F) and 8°C (46.4°F), with occasional rain. Standard time in Geneva is Central European Time (CET).

General safety and security

Geneva can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and snatching of handbags or mobile phones do occur in the vicinity of, or within, the train and bus stations, the airport and in public places.

Delegates are advised to take the following precautions when moving around the city:

- stay alert;
- watch your personal bags, luggage and briefcase;
- avoid walking alone at night;
- keep to well-lit areas;
- be aware of individuals posing as police;
- always ask for proper identification before surrendering your passport or complying with any requests;
- be particularly vigilant at the airport, train station and when checking into your hotel;
- never leave anything on car seats as doing so attracts the attention of thieves; and
- never leave valuables in a parked car.

Geneva emergency telephone numbers are:

- Police 117
- Ambulance service 144
- Fire 118
- Roadside assistance 140

If you face a security-related emergency at WHO headquarters, please contact WHO security on extension 11117, by phone (+41 22791 1117) or by email at security@who.int.

Participants are kindly reminded to keep their personal belongings with them at all times during the meetings. While every effort is made to ensure a safe and secure environment, the Convention Secretariat cannot assume responsibility for any personal items that may be lost or left unattended in meeting rooms or public areas.

Annex

Parties eligible for travel support for MOP4 (as of 15 May 2025)¹

*Least-developed countries (as of 19 December 2024)²

Benin*
Burkina Faso*
Cabo Verde
Cambodia*
Chad*
Comoros*
Côte D'ivoire
Congo
Egypt
Eswatini
Gambia, The*
Ghana
Guinea*
India
Jordan
Kenya
Madagascar*
Mali*
Nicaragua
Niger*
Nigeria
Pakistan
Rwanda*
Samoa
Senegal*
Sri Lanka
Togo*

¹ List of countries by income group. [World Bank](#) (accessed 19 May 2025).

² List of Least-developed countries. [United Nations. Committee for Development Policy](#) (accessed 19 May 2025).