



FCTC

WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

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

**FCTC/COP10(24)
10 February 2024**

**Tenth session (resumed)
Panama City, Panama, 5–10 February 2024**

DECISION

FCTC/COP10(24) Amendments to the Rules of Procedure of the Conference of the Parties

The Conference of the Parties (COP),

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

Noting the report of the Convention Secretariat submitted in document FCTC/COP/10/21, containing possible amendments to the Rules of Procedure of the COP, as recommended by the Bureau;

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

Further recognizing the need to ensure coordination between the governing bodies of the WHO Framework Convention on Tobacco Control and of the Protocol to Eliminate Illicit Trade in Tobacco Products,

1. **ADOPTS** the amendments to the Rules of Procedure of the COP, 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 COP;
 - (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 COP, are understood to include audio files;
3. **REQUESTS** the Bureau of the COP to periodically review the need to amend the Rules of Procedure of the COP and propose amendments to the COP, as necessary, and to coordinate with the Bureau of the Meeting of the Parties to the Protocol when those rules may relate to joint matters.

ANNEX

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

Rule 2 (Definitions)	11. “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, the Secretariat, intergovernmental organizations and nongovernmental organizations that have observer status pursuant to Rules 30 and 31, respectively, and, unless the Conference of the Parties decides otherwise, accredited media;
Rule 8 (Agenda)	For each regular session, the provisional agenda, together with other conference 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 seventy-five days before the opening day of the session.
Rule 15 (Secretariat)	In addition to the functions specified in the Convention, in particular in Article 24, the Secretariat shall, in accordance with these Rules: (a) arrange for interpretation at the session; (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; (c) arrange for virtual sessions of the Conference of the Parties, upon a coordinated decision of the Bureau of the Conference of the Parties and the Bureau of the Meeting of the Parties, when such exceptional measures are required by an extraordinary situation; (d) collect, translate, reproduce and distribute the documents of the session; (...)
Rule 24ter (Officers)	1. In addition to the functions that the Conference 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: (a) to make a recommendation, in agreement with the Bureau of the Meeting of the Parties , to the Director-General of WHO regarding the appointment of the Head of the Secretariat, including the designation of an acting Head of the Secretariat when required;
Rule 60 (Languages and records)	Verbatim records of plenary meetings of the Conference of the Parties and reports of each session of the Conference 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.

(Seventh plenary meeting, 10 February 2024)

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