

User guide for the Database of Party contacts for the implementation of the Protocol (experts or institutions)

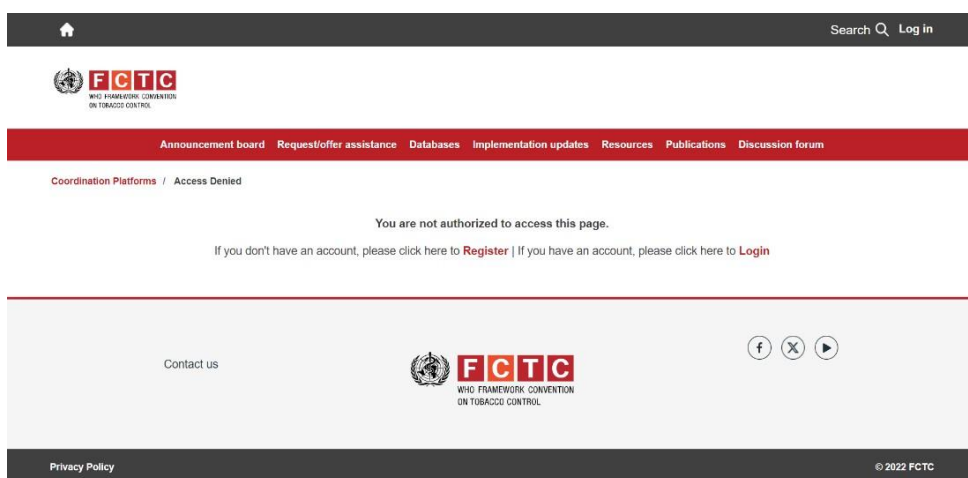
How to register

a) Click at the following link:

<https://extranet.who.int/fctcapps/fctcapps/protocol/protocol-databases>

The following webpage will be displayed.

Click the “**Register**” link available in the second row in red color.



b) Complete the registration form as shown below and click the button “Create new account”.

- Party-designated contact persons for the Database (person who has rights to add/update data related to experts and institutions) must select “**Protocol Databases – contact person to input data**” from the list “**Systems for which access is required**”.
- Users (persons with rights to view the Database, upon request) will be able to select the option “**Protocol Databases – view only access**”.
- Approval of registration requests:
 - Party-designated contact persons: will be approved by the Convention Secretariat.
 - Users in view mode: a) will be first reviewed by the respective Party contact person; and b) will be approved by the Convention Secretariat.



WHO FCTC Coordination Platform - Protocol Contribution Platform

Contribution Platform / Create new account

Title *

First Name *

Last Name *

Email address *

Input your details for search: ID - Contact person to IPX/OMS

Protocol Databases - View only access

Protocol Databases - Contact person to input data

Protocol Databases - Contact person to input data

Phone Number *

Address

Country *

Region *

I confirm that the organization that I represent do not have and have neither had nor any officers, direct or indirect, financial or non-financial, with the tobacco industry, its front groups or other vested commercial interests.

I confirm that the organization that I represent do not have and have neither had nor any officers, direct or indirect, financial or non-financial, with the tobacco industry, its front groups or other vested commercial interests.

Upload document (contribution to act as Party contact point for the database)

Choose file (No file chosen)

This site is certified secure (indicated by the document symbol on the browser) and uses secure connections.

The Secretariat of the WHO Framework Convention on Tobacco Control (WHO FCTC) reserves the right to deny access to the database, website and forums to those persons whose access would be in conflict with the provisions of the WHO FCTC and the Protocol to Eliminate Illicit Trade in Tobacco Products.

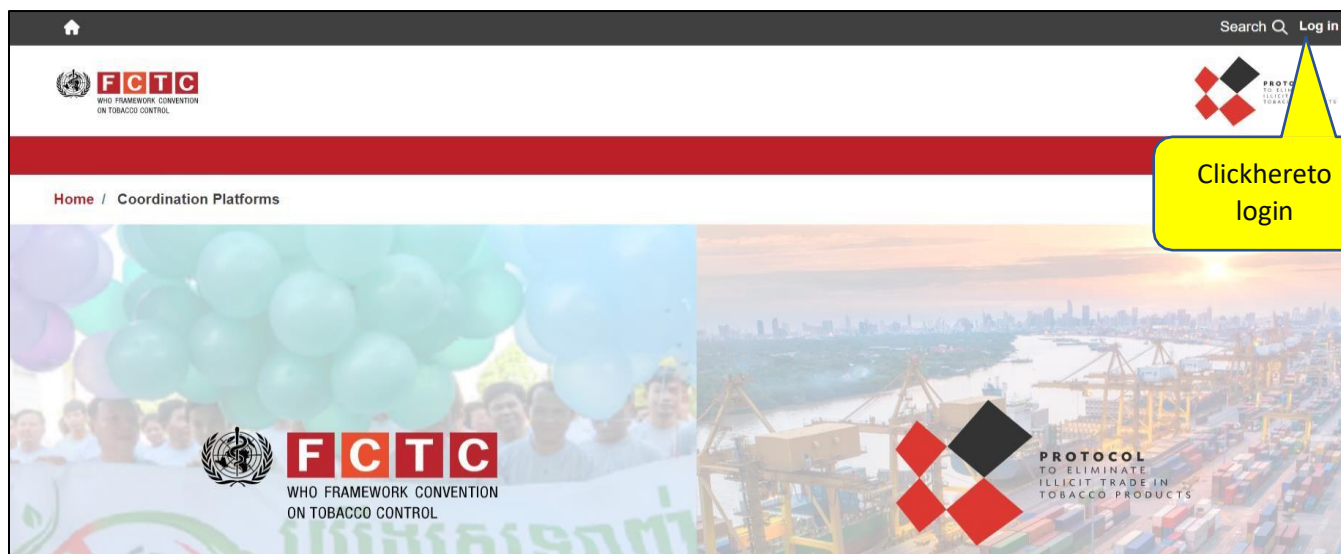
Create new account

2. How to access the Database of Party contacts for the implementation of the Protocol (experts or institutions)

a) Click at the below link to access the Database:

<https://extranet.who.int/fctcapps/fctcapps/protocol/protocol-databases>

b) Click “**Login**” from the top right corner using your registered account. Once you are logged in, you don’t need to log in again unless you log out.



3. How to view all experts in the Database

a) The list of experts appears as shown in the image below:

The screenshot shows the WHO FCTC Protocol Database interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', and 'who_admin'. Below this is a red navigation bar with links: 'Announcement board', 'Request/offer assistance', 'Databases', 'Implementation news', 'Resources', 'Publications', and 'Discussion forum'. The main content area has a breadcrumb trail: 'Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of Party contacts for the implementation of the Protocol (experts or institutions)'. The title is 'Database of Party contacts for the implementation of the Protocol (experts or institutions)'. Below the title, there is a description: 'Database of experts and institutions that can provide Parties, upon request, with technical assistance related to implementation of the Protocol provisions, in accordance with decision FCTC/MOP1(9)'. There are two buttons: '+ Add nomination/recommendation' and 'View/Modify my submissions'. Below these are two tabs: 'Expert' (selected) and 'Institution'. A red arrow points to the 'Expert' tab with the text 'Click 'Expert' tab to view all experts'. Below the tabs are filters: 'Nominating Party region' (dropdown: - Any -), 'Nominating Party' (dropdown: - Any -), 'Country of expert' (dropdown: - Any -), and 'Search keyword' (input field with a search icon). There is an 'Export' button with a document icon. Below the filters is a table with the following data:

Expert name	Institution	Function	Country	Area(s) of expertise	View details
Mr. test test	test	test		Article 6 Licence, equivalent approval or control system	View

Below the table is a disclaimer: 'Disclaimer: The information contained in the database of experts or institutions is only for the use of the Parties to the WHO FCTC. This information is not meant for distribution, publishing or use in any way other than its intended purpose. Its intended purpose is to provide information for assistance of the Parties, at the request of the Parties. The designations employed and the material in this database do not imply the expression of any opinion whatsoever on the part of the Secretariat of the WHO FCTC and of the Protocols concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific experts and/or institutions does not imply that they are endorsed or recommended by the Secretariat in preference to others of a similar nature that are not mentioned. The information contained in the database of experts and/or institutions is being distributed without warranty of any kind, either express or implied, and its use does not entail any financial support, including in-kind, from the Secretariat. For any queries/ technical issues, please contact fctcsecretariat@who.int (with the subject line "Database of Party contacts for the implementation of the Protocol (experts or institutions)").' At the bottom, there is a footer with 'Contact us', the WHO FCTC logo, and a block configuration menu with 'Configure block', 'Remove block', 'Edit', 'Translate', and 'Translate block'. The footer also contains 'Privacy Policy' and '© 2025 FCTC'.

b) The list of institutions can be accessed similarly, as the relevant section.

4. How to add a nomination for an expert or institution (by the Party-designated contact person)

a) As shown in the image, click “Add nomination/recommendation” to add an expert.

The screenshot shows the 'Database of Party contacts for the implementation of the Protocol (experts or institutions)' page. At the top, there is a navigation bar with 'Announcement board', 'Request/offer assistance', 'Databases', 'Implementation news', 'Resources', 'Publications', and 'Discussion forum'. Below this, the breadcrumb trail reads 'Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of Party contacts for the implementation of the Protocol (experts or institutions)'. The main heading is 'Database of Party contacts for the implementation of the Protocol (experts or institutions)'. A sub-heading states: 'Database of experts and institutions that can provide Parties, upon request, with technical assistance related to implementation of the Protocol provisions, in accordance with decision FCTC/MOP1(9)'. A red arrow points to a red button labeled '+ Add nomination/recommendation'. Another red arrow points to a red button labeled 'View/Modify my submissions'. Below the buttons, there are two tabs: 'Expert' and 'Institution'. A red arrow points to the 'Filter parameters' section, which includes dropdown menus for 'Nominating Party region', 'Nominating Party', and 'Country of expert', a search box, and an 'Export' button. Below the filters is a table with the following data:

Expert name	Institution	Function	Country	Area(s) of expertise	View details
Mr. test test	test	test		Article 6 Licence, equivalent approval or control system	View

Below the table, there is a disclaimer: 'Disclaimer: The information contained in the database of experts or institutions is only for the use of the Parties to the WHO FCTC. This information is not meant for distribution, publishing or use in any way other than its intended purpose. Its intended purpose is to provide information for assistance of the Parties, at the request of the Parties. The designations employed and the material in this database do not imply the expression of any opinion whatsoever on the part of the Secretariat of the WHO FCTC and of the Protocols concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific experts and/or institutions does not imply that they are endorsed or recommended by the Secretariat in preference to others of a similar nature that are not mentioned. The information contained in the database of experts and/or institutions is being distributed without warranty of any kind, either express or implied, and its use does not entail any financial support, including in-kind, from the Secretariat. For any queries/ technical issues, please contact fctcsecretariat@who.int (with the subject line "Database of Party contacts for the implementation of the Protocol (experts or institutions)").' At the bottom, there is a 'Contact us' link, the WHO FCTC logo, and a footer with 'Privacy Policy' and '© 2025 FCTC'.

b) The checklist as shown in the image below will be displayed. Select “Check all” boxes and click “Next.”

Manage Shortcuts who_admin

PROTOCOL TO ELIMINATE ILLEGAL TRADE IN TOBACCO PRODUCTS

Announcement board Request/offer assistance Databases Implementation news Resources Publications Discussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases

/ Database of Party contacts for the implementation of the Protocol (experts or institutions)

/ Database of Party contacts for the implementation of the Protocol (experts or institutions)

View Edit Test Results Delete Export Revisions Translate

Configure block Remove block Translate block

Database of Party contacts for the implementation of the Protocol (experts or institutions)

Parties are invited to apply the below criteria when submitting their nominations

Check all → Click on 'Check all' to select all checkboxes in one go

- (1) The expert / institution has the ability to provide Parties with technical and legal assistance related to customs, free zones, international transit, and tax administration and enforcement
- (2) The expert / institution has the capacity and readiness to respond to Parties' request for the provision of technical and/or legal assistance
- (3) The expert is affiliated to a public institution / the institution is public
- (4) The expert / institution has legal expertise and first-hand experience in the fields of customs, free zones, international transit, and tax administration and enforcement
- (5) The competence of the expert / institution is established and generally recognized, at national and, as relevant, at regional and international levels in the areas of customs, free zones, international transit, and tax administration and enforcement
- (6) The expert / institution enjoys the highest reputation for fairness and integrity
- (7) The expert / institution is not affiliated with the tobacco industry and its front groups (a declaration form is to be attached to the nomination)
- (8) The expert / institution is not affiliated with industries with other vested commercial interests in the implementation of the Protocol (same declaration as point above).

Next

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c) From the page as displayed at the image below, select the adequate option for the type of entry that you wish to make : expert or institution.

WHO Admin

Announcement board Requestoffer assistance Databases Implementation news Resources Publications Discussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of Party contacts for the implementation of the Protocol (experts or institutions) / Nominated expert details

View Edit Test Results Delete Export Revisions Translate

Configure block Remove block Translate block

Nominated expert details

[Back to dashboard](#)

Select type of nomination

Expert Institution

Title *

First name * Last name *

Institution * Function *

Country * Area(s) of expertise *

Telephone number * Email address *

Address

Short biography *
500 word(s) remaining

Attach documents [Optional]
Please note that the attached documents will be accessible to database users

Document type

Declaration of interest

I declare that I and/or the organization(s) which I am representing do/does not receive any direct or indirect financial assistance, funding, other than taxes, or other fiscal duties, court-mandated payments, or settlements from the tobacco industry, or any entity working to further its interests, nor have I/we within the past five years.

I declare that I and/or the organization(s) which I am representing am/is not and have/has not been employed in the past five years by the tobacco industry or any entity working to further the interests of the tobacco industry.

I declare that I and/or the organization(s) which I am representing am/is not affiliated with/do/does not have a professional relationship with the tobacco industry, or any entity working to further its interests. (NOTE: the notion of "professional relationship" used in this paragraph is to be understood as not including a public office holder's interaction with the tobacco industry required for setting and implementing public health policies with respect to tobacco control).

I declare that the above information is true to the best of my knowledge and understand that my nomination/ the nomination of the institution which I represent may be rejected or revoked if the information is inaccurate.

If you are unable to check any of the above boxes, please explain below :

Nominating Party details

Nominating Party Region

Contact from Party Nomination date

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For any queries/technical issues, please contact ftcsecretariat@who.int (with the subject line "Database of Party contacts for the implementation of the Protocol (experts or institutions)").

Save draft Submit Print

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d) Complete the data in the form, as displayed in the images below. Please attach the required files and check the required boxes to submit the declaration of interest.

Expert nomination

Message Shortcuts Edit

who_admin



Announcement board Requestoffer assistance Databases Implementation news Resources Publications Discussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of Party contacts for the implementation of the Protocol (experts or institutions) / Nominated expert details

Configure block Remove block Translate block

Nominated expert details

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Select type of nomination

Expert **Institution**

Title * <input type="text" value="Mr."/>	
First name * <input type="text" value="testuser"/>	Last name * <input type="text" value="testuser"/>
Institution * <input type="text" value="testuser"/>	Function * <input type="text" value="testuser"/>
Country * <input type="text" value="Austria"/>	Area(s) of expertise * <input type="text" value="Article 6 Licence, equivalent approval or Article 7 Due diligence"/>
Telephone number * <input type="text" value="34434343"/>	Email address * <input type="text" value="testuser@gmail.com"/>
Address <input type="text" value="Address"/>	
Short biography * <input style="height: 40px;" type="text" value="testuser"/>	

499 word(s) remaining

Attach documents (Optional)
Please note that the attached documents will be accessible to database users

Document type

Declaration of interest
 I declare that I and/or the organization(s) which I am representing do/does not receive any direct or indirect financial assistance, funding, other than taxes, or other fiscal duties, court-mandated payments, or settlements from the tobacco industry, or any entity working to further its interests, nor have I/we within the past five years.
 I declare that I and/or the organization(s) which I am representing am/is not and have/has not been employed in the past five years by the tobacco industry or any entity working to further the interests of the tobacco industry.
 I declare that I and/or the organization(s) which I am representing am/is not affiliated with/do/does not have a professional relationship with the tobacco industry, or any entity working to further its interests. (NOTE: the notion of "professional relationship" used in this paragraph is to be understood as not including a public office holder's interaction with the tobacco industry required for setting and implementing public health policies with respect to tobacco control).
 I declare that the above information is true to the best of my knowledge and understand that my nomination/ the nomination of the institution which I represent may be rejected or revoked if the information is inaccurate.


If you are unable to check any of the above boxes, please explain below :

Nominating Party details

Nominating Party <input type="text" value="Egypt"/>	Region <input type="text" value="AFR"/>
Contact from Party <input type="text" value="Mr. Maulik PROD"/>	Nomination date <input type="text" value="19 May 2026"/>

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Save draft
Submit
Print

Contact us


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Institution nomination



Nominated expert details

[Back to dashboard](#)

Select type of nomination

Expert Institution

Name of the Institution *

Country * Area(s) of expertise *

Telephone number * Email address *

Address *

Description of expertise *
499 word(s) remaining

Attach documents [Optional]

Please note that the attached documents will be accessible to database users

I confirm that the organization does not have and has not had any affiliation, direct or indirect, financial or non-financial, with the tobacco industry, its front groups or other vested commercial interests.

If you are unable to check above box, please explain below :

Nominating Party details

Nominating Party Region

Contact from Party Nomination date

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e) Click "Submit".


f) The Convention Secretariat will review the nomination and approve it to be published in the Database, as appropriate.

5. How to update / modify a nomination (by the Party-designated contact person)

- a) From the list of experts, click “View/Modify my submissions”.

All the submissions made by the Party contact person will be listed.

Manage Shortcuts who_admin



Announcement board Request/offer assistance Databases Implementation news Resources Publications Discussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases
/ Database of Party contacts for the implementation of the Protocol (experts or institutions)

Database of Party contacts for the implementation of the Protocol (experts or institutions)

Database of experts and institutions that can provide Parties, upon request, with technical assistance related to implementation of the Protocol provisions, in accordance with decision FCTC/MOP1(9)

[Click to view/modify your submission](#)

[+ Add nomination/recommendation](#) [View/Modify my submissions](#)


Expert Institution

Nominating Party region: - Any - Nominating Party: - Any - Country of expert: - Any - Search keyword: [] Export []

Expert name	Institution	Function	Country	Area(s) of expertise	View details
Mr. test test	test	test		Article 6 Licence, equivalent approval or control system	View

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b) Click “Modify” in the last column for the required record. Edit required details.

Management Shortcuts encora admin

Approve pending users - ExpertDB Experts database approval Request for access Review user requests -Expert Database

Search Log out Add New +

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Announcement board Request/offler assistance Databases Implementation updates Resources Publications Discussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of experts and institutions for implementation of the Protocol

My submissions

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Expert Institution

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Expert name	Institution	Function	Country	Area(s) of expertise	Current status	Last modified	Action
Mr. expert user	test institution	test function	Austria	Article 6 Licence, equivalent approval or control system, Article 7 Due diligence	Published	3 November 2023	View Modify

Click at Modify button

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Contact us

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c) The modified record will be submitted for approval by the Convention Secretariat and, upon approval, will be published in the Database.