

# User guide

## for the Database of central authorities in relation to Article 29 of the Protocol (Mutual Legal Assistance)

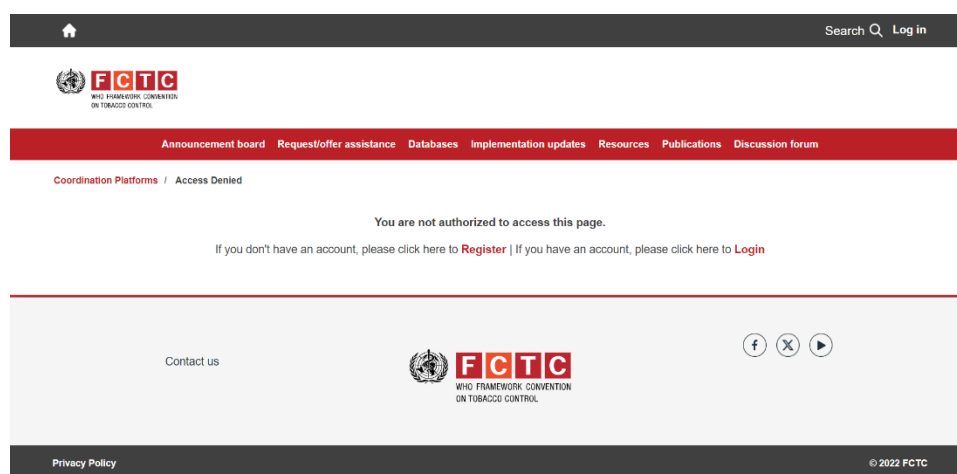
### 1. How to register

- a) Click at the following link:

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

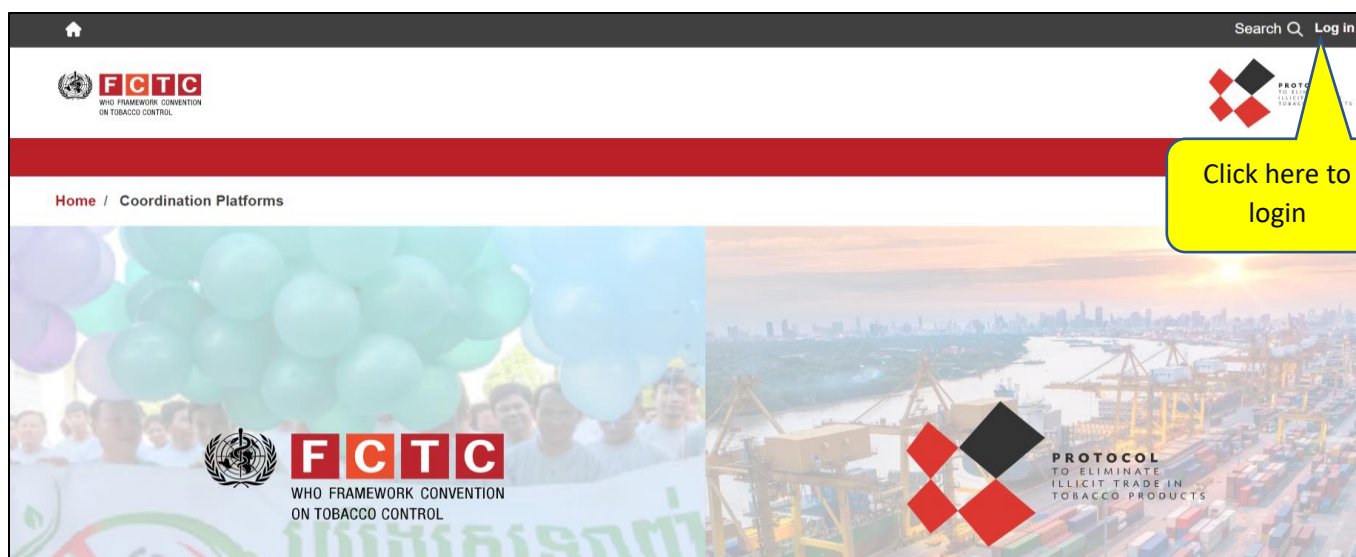
The following webpage will be displayed.

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 institutions/central authorities) 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.





### 3. How to view all institutions/central authorities in the Database

a) The list of institutions/central authorities appears as shown in the image below:

**Database of central authorities in relation to Article 29 of the Protocol (Mutual Legal Assistance)**

Database of central authorities designated for Mutual Legal Assistance in accordance with Decision FCTC/MOP2(7)

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

[List of central authorities](#)

Nominating Party region:  Nominating Party:  Search keyword:

Nominating Party *	Name of central authority	Languages accepted	View details
India	test authority	Hindi	<a href="#">View</a>
HN	central	test lang	<a href="#">View</a>

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4. How to add a nomination for institution/central authority (by the Party-designated contact person)

- c) As shown in the image, click “Add nomination/recommendation” to add an institution/central authority.

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guest focal

FCTC

Review user requests - Expert Database

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Add New

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Protocol Coordination Platform

Protocol Databases

Database of central authorities for MLA

Database of central authorities in relation to Article 29 of the Protocol (Mutual Legal Assistance)

Database of central authorities designated for Mutual Legal Assistance in accordance with Decision FCTC/MOP2(7)

Sort icons

+ Add nomination/recommendation

View/Modify my submissions

Filter parameters

Nominating Party region

Nominating Party

Search keyword

Click to add institution nomination

Export

Nominating Party	Name of central authority	Languages accepted	View details
India	test details	Hindi	View
Egypt	mla1	mla lang	View

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

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Database of central authorities for MLA

Database of central authorities in relation to Article 29 of the Protocol (Mutual Legal Assistance)

Database of central authorities in relation to Article 29 of the Protocol (Mutual Legal Assistance)

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

Click at 'Check all' to select all check boxes at one go

Check all

☒

(1) The 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 institution has the capacity and readiness to respond to Parties' request for the provision of technical and/or legal assistance

☒

(3) The institution is public

☒

(4) The 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 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 institution enjoys the highest reputation for fairness and integrity

Next

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c) Complete the data in the form, as displayed in the image below.

### *Institution/central authority nomination*

The screenshot displays the FICTC (Focal Point for International Criminal Tribunal for the former Yugoslavia) website. The page is titled "Nominated central authority details" and contains a form for submitting nomination information. The form is divided into two main sections: "Name of the central authority" and "Nominating Party details".

**Name of the central authority**

Name of the central authority *	Pauline BIGNON	Telephone number *	+4179465805450
Email address *	bignon@who.int	Address *	1st Floor, Wing A, Sethsiripaya sts
Languages accepted *	English	Website	

**Nominating Party details**

Nominating Party	India	Region	SEAR
Contact from Party	Ms. encora jadhaviyotiencora	Nomination date	3 November 2023

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**Buttons:** Save draft, Submit, Print

**Footer:** Contact us, Privacy Policy, © 2022 FCTC

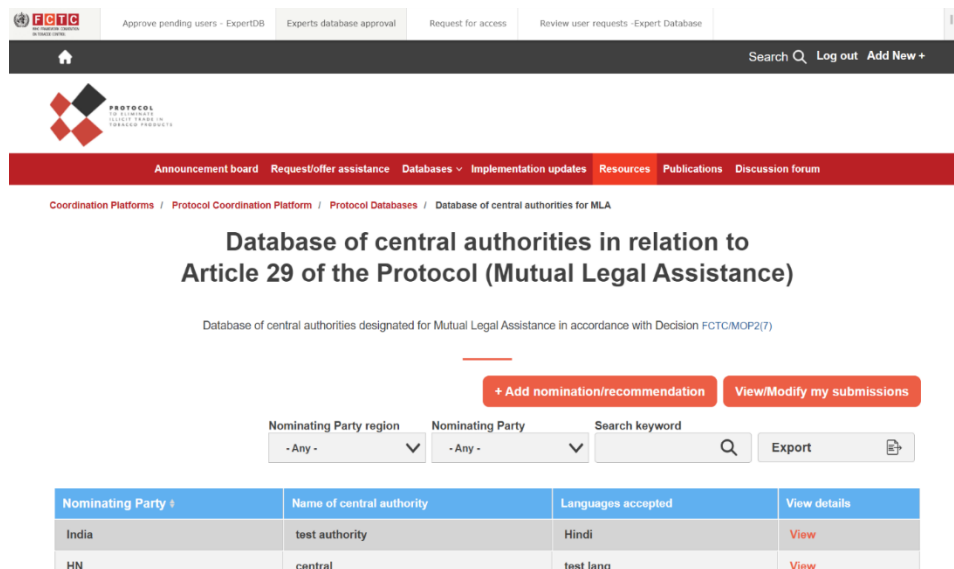
d) Click “Submit”.

e) 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)

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

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



Database of central authorities in relation to Article 29 of the Protocol (Mutual Legal Assistance)

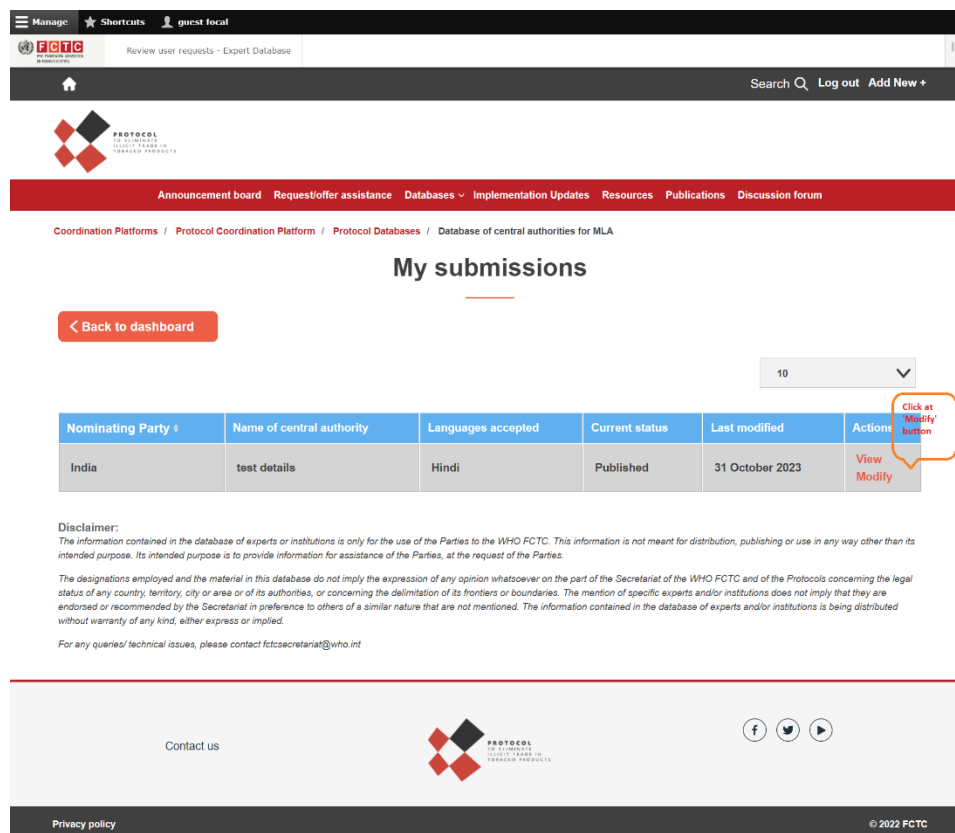
Database of central authorities designated for Mutual Legal Assistance in accordance with Decision FCTC/MOP2(7)

+ Add nomination/recommendation View/Modify my submissions

Nominating Party region: - Any - Nominating Party: - Any - Search keyword: Export

Nominating Party	Name of central authority	Languages accepted	View details
India	test authority	Hindi	View
HN	central	test lang	View

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



My submissions

< Back to dashboard

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Nominating Party	Name of central authority	Languages accepted	Current status	Last modified	Actions
India	test details	Hindi	Published	31 October 2023	View/Modify

Click at 'Modify' button

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