## User guide

## for the Database of competent authorities in relation to Article 28 of the Protocol (Mutual Administrative Assistance)

#### 1. How to register

a) Click at the following link: <u>https://extranet.who.int/fctcapps/fctcapps/protocol/protocol-databases/maaexperts</u>

The following webpage will be displayed.

Click the "Register" link available in the second row in red color.

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Privacy Policy					© 2022 FCTC		

- 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/competent 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.



#### 2. How to access the Database of competent authorities for MAA

- a) Click at the below link to access the Database: https://extranet.who.int/fctcapps/fctcapps/protocol/protocol-databases/maaexperts
- 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 institutions/competent authorities in the Database

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



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

a) As shown in the image, click "**Add nomination/recommendation**" to add an institution/ competent authority.

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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 competent authorities in relation to Article 28 of the Protocol (Mutual Administrative Assistance)
Parties are invited to apply the below criteria when submitting their nominations
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(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
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c) Complete the data in the form, as displayed in the image below.

Institution/competent authority nomination

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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)

a) From the list of institutions/competent authorities, click "View/Modify my submissions".

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

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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.