

User guide

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

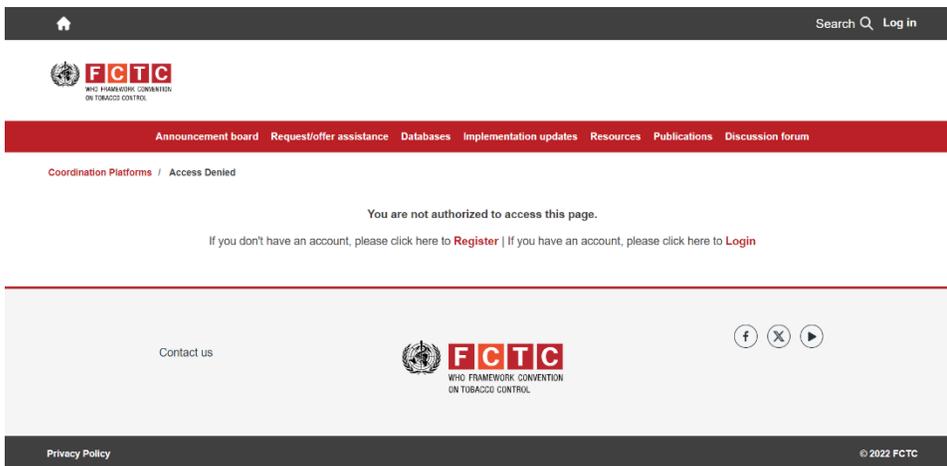
1. How to register

a) Click at the following link:

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

The following webpage will be displayed.

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

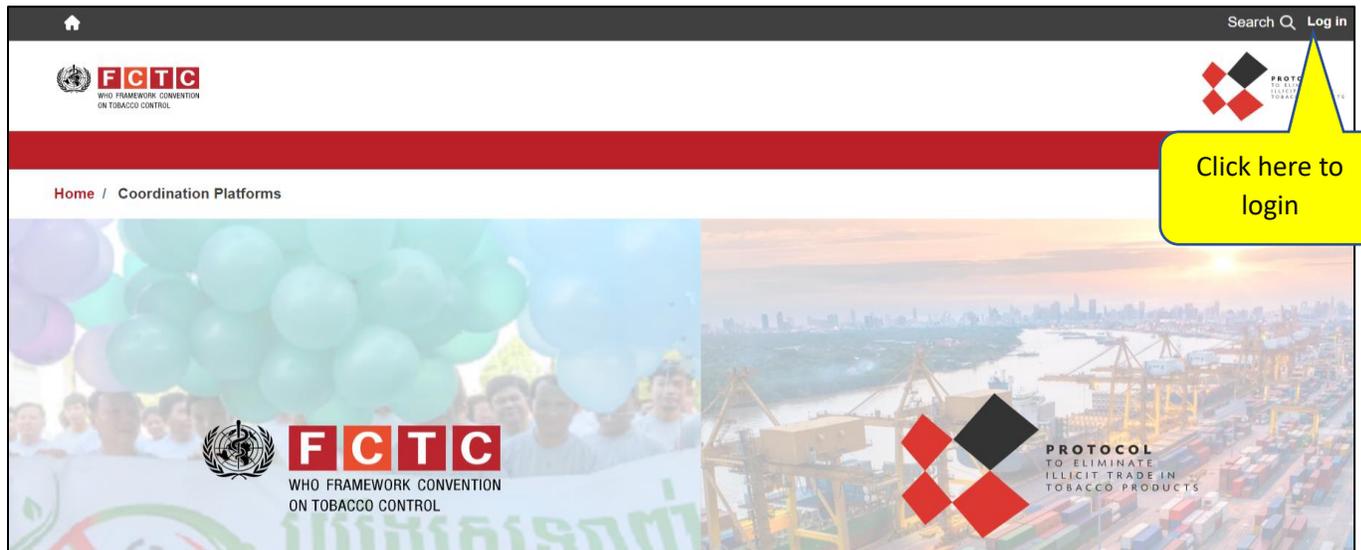


b) Complete the registration form as shown below and click the button “Create new account”.

- Party-designated contact persons for the Database (person who has rights to add/update data related to institutions/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:

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

Database of competent authorities to implement Mutual Administrative Assistance in accordance with Decision FCTC/MOP2(7)

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

[List of competent authorities](#)

Nominating Party region: - Any -
Nominating Party: - Any -
Search keyword:
[Export](#)

Nominating Party	Name of competent authority	View details
HN	test MAA	View
Egypt	test authority	View

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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.

Manage ★ Shortcuts 👤 guest focal

Review user requests - Expert Database

Search 🔍 Log out Add New +

PROTOCOL OF INTENTIONS TO ASSIST PARTIES TO THE WHO FCTC TO IMPLEMENT MUTUAL ADMINISTRATIVE ASSISTANCE

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

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of competent authorities for MAA

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

Database of competent authorities to implement Mutual Administrative Assistance in accordance with Decision FCTC/MOP2(7)

Sort icons + Add nomination/recommendation View/Modify my submissions

Filter parameters Nominating Party region - Any - Nominating Party - Any - Search keyword 🔍 Click to add institution nomination Export 📄

Nominating Party ▾	Name of competent authority	View details
India	test authority	View
CH	maa name	View

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

Navigation: Home, Shortcuts, guest focal

Review user requests - Export Database

Search, Log out, Add New

Announcement board, Request offer assistance, Databases, Implementation Updates, Resources, Publications, Discussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of competent authorities for MAA / Database of competent authorities in relation to Article 28 of the Protocol (Mutual Administrative Assistance)

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

Check all Click at "Check all" to select all check boxes in one go

- (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/competent authority nomination

Competent authority for MAA

Name of competent authority *	Self a/Entity	Telephone number *	+91 98267 73550
Email address *	tsota.pmo@gnl.com	Address *	tsot address
Website			

Contact point

First name *	Self	Last name *	contact
Institution *	Self a/Entity	Function	Self a/Entity
Telephone number *	+91 98267 73553	Email address *	tsota.pmo@gnl.com
Address *	tsot address		

Declaration of interest

- I declare that I and/or the organization which I am representing do/does not receive any direct or indirect financial assistance, funding, other than loans, or other fiscal (taxes, social insurance) payments, or settlements from the tobacco industry, or any entity working to further its interests, or an industry or other entity that might have vested commercial interests in the implementation of the Protocol, namely with regard to testing for tracking and tracing systems.
- I declare that I and/or the organization which I am representing and/or not affiliated with, do/does not have a professional relationship with the tobacco industry, or any entity working to further its interests, or an industry or other entity that might have vested commercial interests in the implementation of the Protocol, namely with regard to testing for tracking and tracing systems (BCTF, the indicator of "potential interference" used in this paragraph) in the near, medium or, very long term, including a public health policy with respect to tobacco control.
- I declare that the above information is as far as the best of my knowledge and understanding that my nomination, the nomination of the institution which I represent may be rejected or inadvisable in the nomination is accurate.

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

Nominating Party details

Nominating Party	India	Region	DELHI
Contact Person	Mrs. ANJANA LAKSHMINARAYAN	Nomination date	5 November 2023

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Save draft **Submit** **Print**

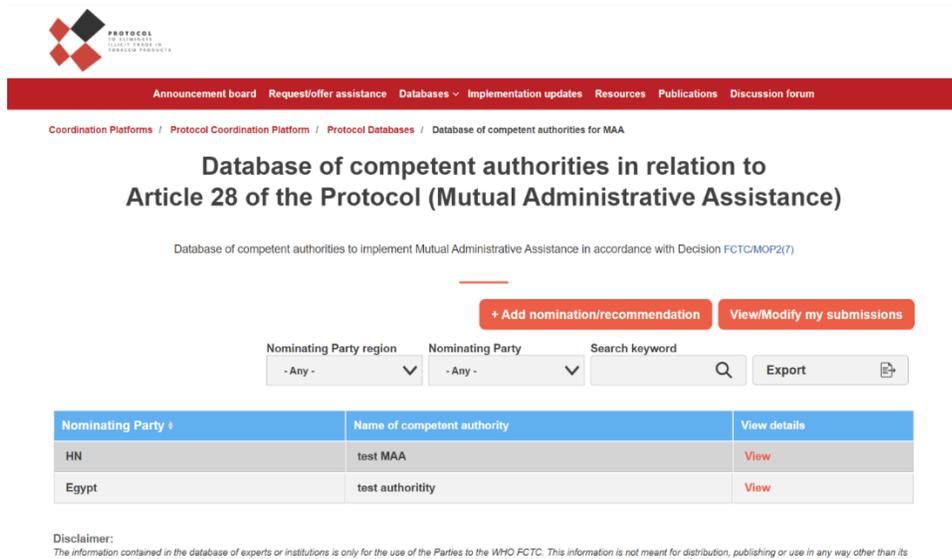
d) Click “Submit”.

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.



The screenshot displays the Protocol Coordination Platform interface. At the top, there is a navigation menu with links: Announcement board, Request/offer assistance, Databases, Implementation updates, Resources, Publications, and Discussion forum. Below the menu is a breadcrumb trail: Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of competent authorities for MAA. The main heading is "Database of competent authorities in relation to Article 28 of the Protocol (Mutual Administrative Assistance)". Below the heading is a sub-heading: "Database of competent authorities to implement Mutual Administrative Assistance in accordance with Decision FCTC/MOP2(7)". There are two buttons: "+ Add nomination/recommendation" and "View/Modify my submissions". Below the buttons are two dropdown menus for "Nominating Party region" and "Nominating Party", both set to "- Any -". To the right is a search bar with a search icon and an "Export" button with a download icon. Below the search bar is a table with three columns: "Nominating Party", "Name of competent authority", and "View details". The table contains two rows: one for "HN" with "test MAA" and a "View" link, and one for "Egypt" with "test authority" and a "View" link.

Protocol
COORDINATION PLATFORM
FOR TOBACCO AND
Tobacco Products

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

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of competent authorities for MAA

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

Database of competent authorities to implement Mutual Administrative Assistance in accordance with Decision FCTC/MOP2(7)

+ Add nomination/recommendation View/Modify my submissions

Nominating Party region Nominating Party Search keyword

- Any - - Any - Q Export

Nominating Party	Name of competent authority	View details
HN	test MAA	View
Egypt	test authority	View

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

Manage Shortcuts guest local

Review user requests - Expert Database

Search Q Log out Add New +

PROTOCOL TO ELIMINATE TRANSBORDER TRADE IN TOBACCO PRODUCTS

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

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of competent authorities for MAA

My submissions

< Back to dashboard

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Nominating Party	Name of competent authority	Current status	Last modified	Actions
India	test authority	Published	1 November 2023	View Modify

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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.