

User guide for the Database of experts and institutions of the Protocol

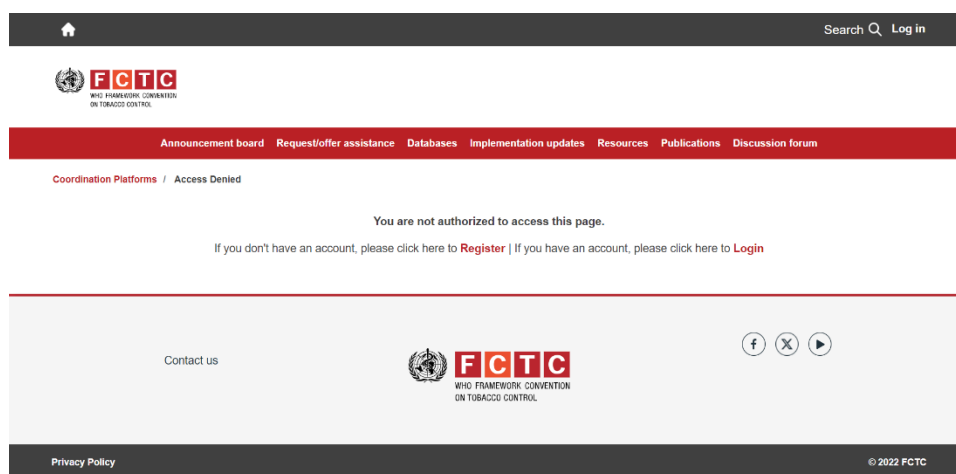
How to register

- 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 FCTO Coordination Platform Protocol Coordination Platform

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Title *

First Name *

Last Name *

Email address *

The email address is not made public. It will only be used if you need to be contacted about your network or for optional notifications.

Expert database for Article 13 - Contact person to input data

Protocol Database - View only access

- **Proton Database** - Contact person to input data

Phone Number *▼ Address

Country *

Region *

Source: www.census.gov

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

☒ YES, I confirm there is no affiliation

☐ NO, I cannot confirm there is no affiliation

I confirm that the organization that I represent does not/does not represent any commercial or economic activity whose main part of business is related to the implementation of the Protocol, including in relation to

☐ YES, I confirm there is no vested interest

☐ NO, I cannot confirm

© Not applicable for contact persons logging in exclusively to personal data in the database for ML 2 and 3/5/6.

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

Choose File No file chosen

Research an official state of nonburial by the

One line only.

200-143 book
 All content Copyright © All rights reserved.

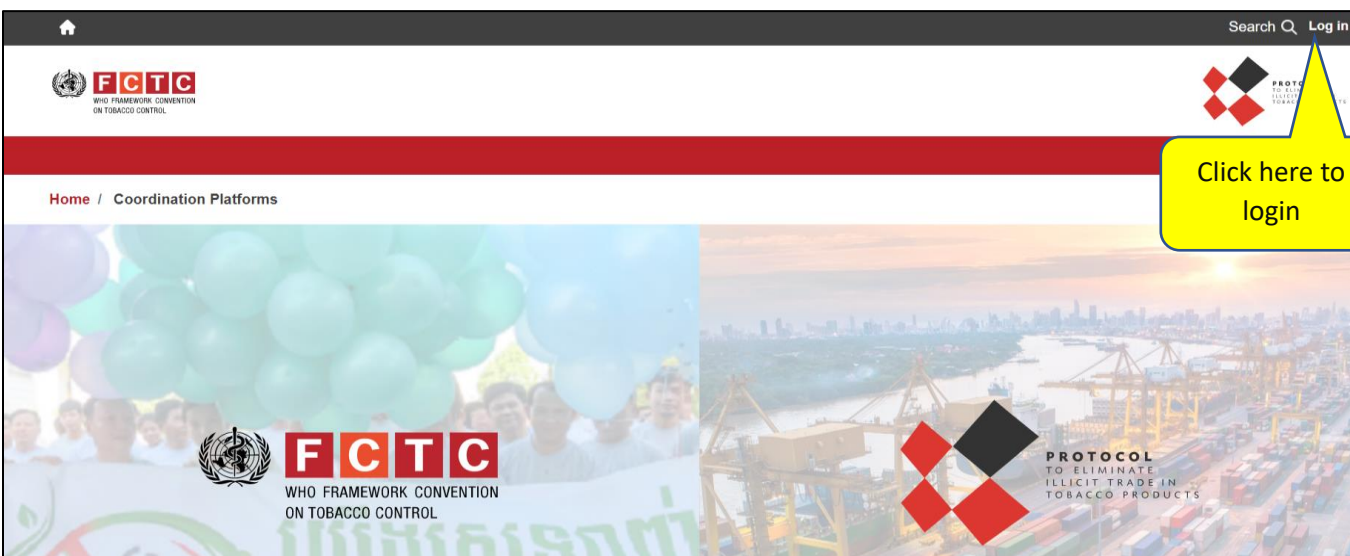
The Secretariat of

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 experts and institutions for implementation of the Protocol

- 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:



[Announcement board](#) [Request/off 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

Database of experts and institutions for implementation of the Protocol

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 'Expert' tab to view all experts

[+ 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. expert user	test institution	test function	Austria	Article 6 Licence, equivalent approval or control system, Article 7 Due diligence	View


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.


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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.

ManageShortcutsencora admin

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

Search Log out Add New +

 PROTOCOL TO ELIMINATE ALL FORMS OF DISCRIMINATION BASED ON SEXUAL ORIENTATION AND GENDER IDENTITY

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

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

Database of experts and institutions for implementation of the Protocol

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)

+ Add nomination/recommendation View/Modify my submissions

ExpertInstitution

Click to add expert nomination

Filter parameters Nominating Party region Nominating Party Country of expert Search keyword Export

Expert name	Institution	Function	Country	Area(s) of expertise	View details
Mr. expert user	test institution	test function	Austria	Article 6 Licence, equivalent approval or control system, Article 7 Due diligence	View


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 PROTOCOL TO ELIMINATE ALL FORMS OF DISCRIMINATION BASED ON SEXUAL ORIENTATION AND GENDER IDENTITY



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

Menu

Home

Shortcuts

Secure admin

Log in

Approve pending users - ExpertID

Experts database approval

Requests for access

Review user requests - Expert Database

1=

Home

Search Q

Log out

Add New +

PROTOCOL

FOR THE

IMPLEMENTATION

OF THE

WORLDWIDE

TOBACCO

QUITTING

PROGRAM

Announcement board

Request offer assistance

Databases

Implementation updates

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Publications

Discussion forum

Coordination Platforms

Protocol Coordination Platform

Protocol Databases

Database of experts and institutions for implementation of the Protocol

Database of experts and institutions for implementation of the Protocol

View

Test

Results

Delete

Revisions

Database of experts and institutions for implementation of the Protocol

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

Check all

Click on "Check all" to select all check boxes at once 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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FOR THE

IMPLEMENTATION

OF THE

WORLDWIDE

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QUITTING

PROGRAM

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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.



PROTOCOL
FOR THE
Tobacco Products

Announcement boardRequest/offer assistanceDatabasesImplementation updatesResourcesPublicationsDiscussion forum

Coordination Platforms / Protocol Coordination Platform / Protocol Databases / Database of experts and Institutions for Implementation of the Protocol / Nominated expert details

ViewTestResultsDeleteRevisions

Nominated expert details

< Back to dashboard

Select type of nomination

Select 'Expert' option

☒ Expert☐ Institution

Title *

- Select -

First name *

First name

Institution *

Institution

Country *

-Select-

Last name *

Last Name

Function *

Function

Area(s) of expertise *

Expert nomination

[illegible]

Institution nomination

Nominated expert details

[Back to dashboard](#)

Select type of nomination

☐ Expert ☒ Institution select nomination to all institution nomination

Name of the institution *

Country *

Telephone number *

Address *

Description of expertise

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

[Select File to Upload](#)

Number	Document title	Action
1	sample_2.pdf	Download

☒ 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 related 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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For any general technical issues, please contact: secretariat@unhcr.org or call the support line. Technical of experts and institutions for implementation of the Protocol.

[Save draft](#) [Submit](#) [Print](#)

Continue

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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.

ManageShortcutsencora admin

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

Search Log out Add New +

 **PROTOCOL**
TO ELIMINATE
Tobacco Products

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

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Database of experts and institutions for implementation of the Protocol

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 or modify your submission

+ Add nomination/recommendationView/Modify my submissions

ExpertInstitution

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. expert user	test institution	test function	Austria	Article 6 Licence, equivalent approval or control system, Article 7 Due diligence	View




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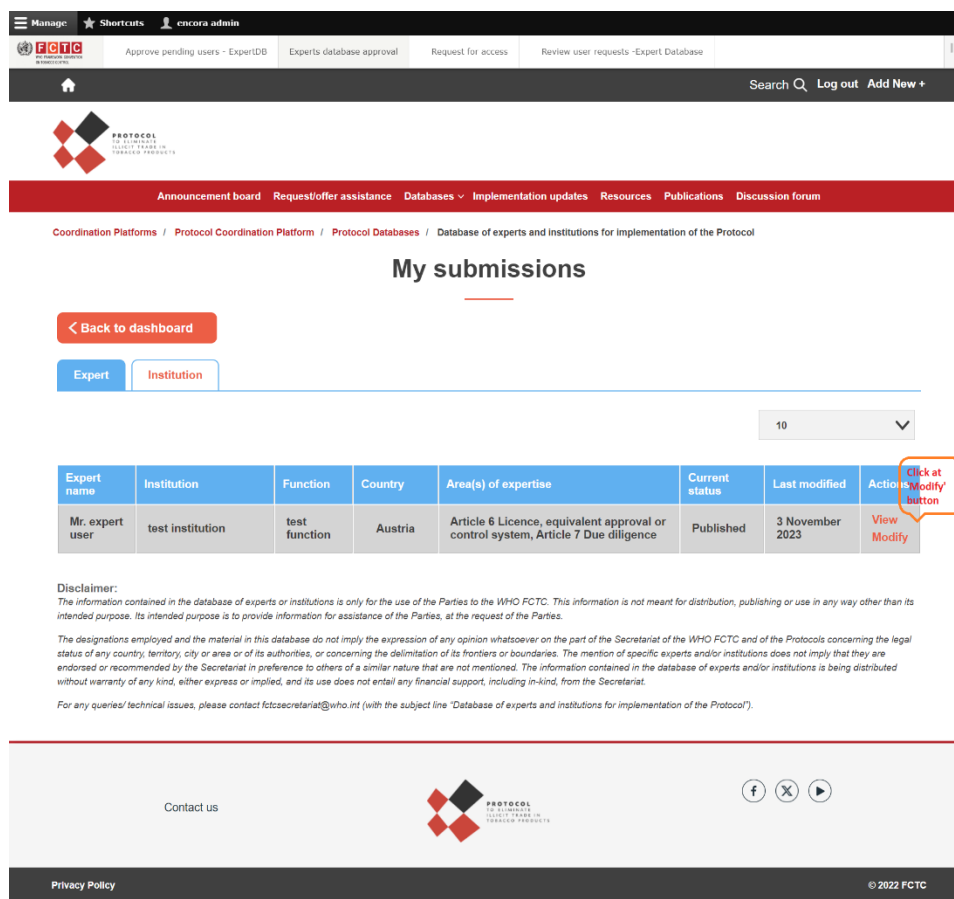
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b) Click “Modify” in the last column for the required record. Edit required details.



The screenshot shows the 'My submissions' page of the FCTC Protocol Database. The page has a dark header with navigation links like 'Manage', 'Shortcuts', and 'encora admin'. Below the header is a red navigation bar with links like 'Announcement board', 'Request/offer assistance', 'Databases', 'Implementation updates', 'Resources', 'Publications', and 'Discussion forum'. The main content area is titled 'My submissions' and includes a 'Back to dashboard' button. There are tabs for 'Expert' and 'Institution'. A dropdown menu shows '10' items. Below this is a table with columns: Expert name, Institution, Function, Country, Area(s) of expertise, Current status, Last modified, and Actions. The first row shows 'Mr. expert user' from 'test institution' in 'Austria', with expertise in 'Article 6 Licence, equivalent approval or control system, Article 7 Due diligence', status 'Published', and last modified '3 November 2023'. The 'Actions' column for this row contains 'View' and 'Modify' links, with a red box highlighting the 'Modify' link and a note 'Click at "Modify" button'. Below the table is a disclaimer and contact information.

Expert name	Institution	Function	Country	Area(s) of expertise	Current status	Last modified	Actions
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

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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.