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

How to register

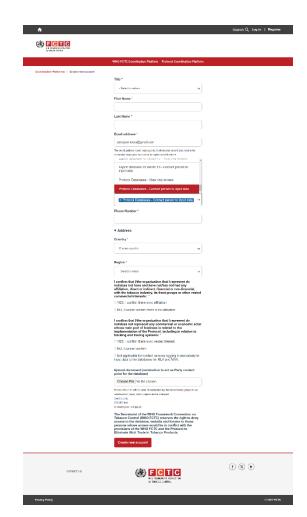
a) Click at the following link: https://extranet.who.int/fctcapps/fctcapps/protocol/protocol-databases

The following webpage will be displayed.

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

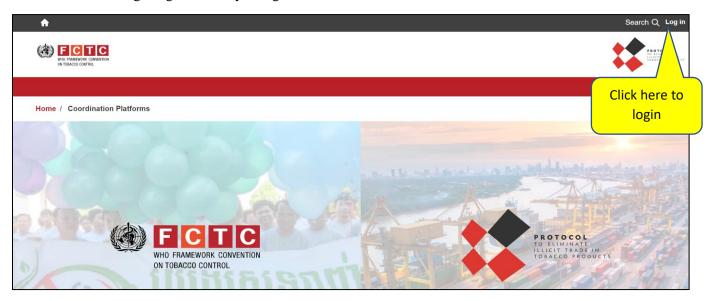
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- b) Complete the registration form as shown below and click the button "Create new account".
 - Party-designated contact persons for the Database (person who has rights to add/update data related to experts and institutions) must select "**Protocol 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.



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

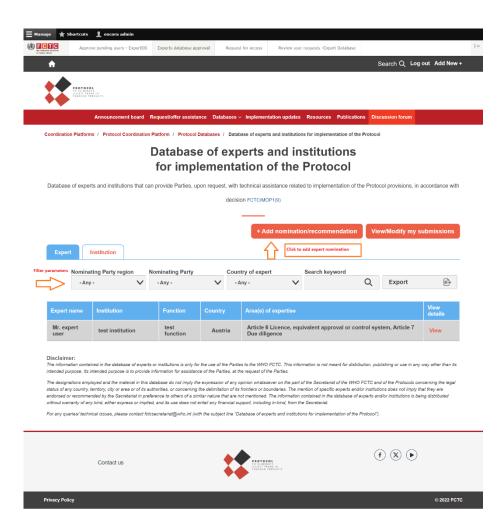
a) The list of experts appears as shown in the image below:

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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.



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

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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.

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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.

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

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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.