### User guide for the Database of experts and institutions on Article 19 of the WHO FCTC

#### 1. How to register

a) Click at the following link: <u>https://extranet.who.int/fctcapps/fctcapps/fctc/who-fctc-databases/article19experts</u>

The following webpage will be displayed.

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

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If you don't have a	You are not authorized to access this page. an account, please click here to Register   If you have an account, please click here	to Login
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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 "Experts database for Article 19 contact person for the database" 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 "Experts database for Article 19 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-designated contact person; and b) will be approved by the Convention Secretariat.



## 2. How to access the Database of experts and institutions for implementation on Article 19 of the WHO FCTC

- a) Click at the below link to access the Database: https://extranet.who.int/fctcapps/fctc/who-fctc-databases/article19experts
- 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 or institution.

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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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		Click at 'Check all' to	o select all				
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		(1) The expert / institution h	nas the ability to provide Partie	s with technical assist	ance related to tobacco industry li	ability	
		(2) The expert / institution h	nas the capacity and readiness	to respond to the Pa	rties' requests for the provision of t	echnical assistance	
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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.

### Expert nomination

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#### Institution nomination



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.