

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

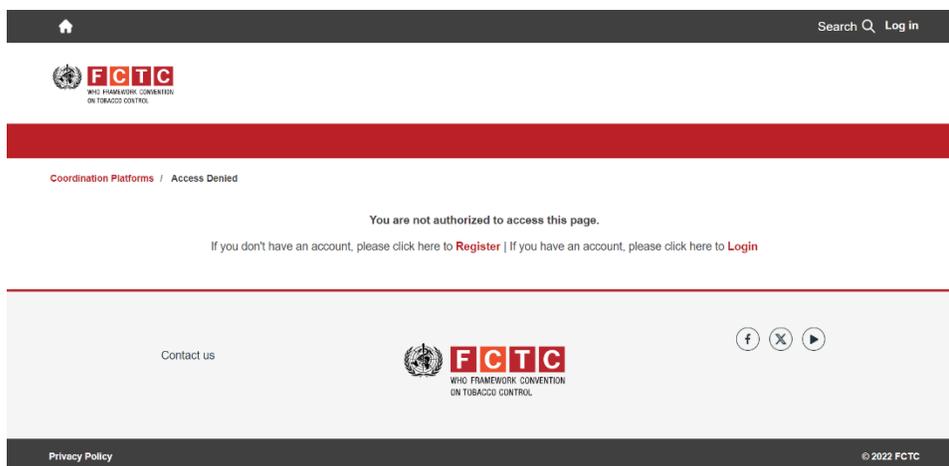
1. How to register

a) Click at the following link:

<https://extranet.who.int/fctcapps/fctcapps/fctc/who-fctc-databases/article19experts>

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 “**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.



Coordinator Platform > Create new account

Title *
- Select a value -

First Name *

Last Name *

Email address *

The email address in the profile (FPO) is the only one used if you need to be contacted and the account is to remain active.

[Paper Database for Article 19 - Contact person to find data](#)

[Protocol Database - View only access](#)

[Protocol Database - Contact person to find data](#)

[Email database for Article 19 - Contact person to find data](#)

Phone Number *

Address

Country *

Region *

I confirm that the organization that I represent do not have and have 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 do not confirm there is no affiliation

I confirm that the organization that I represent do not have and have not had any commercial or economic actor whose main part of business is related to the implementation of the Protocol, including its relation to tracking and tracing systems.

YES, I confirm there is no vested interest

NO, I do not confirm

Not applicable for contact persons logging in exclusively to the platform in accordance with M.A. and M.A.

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

Upload File (no file chosen)

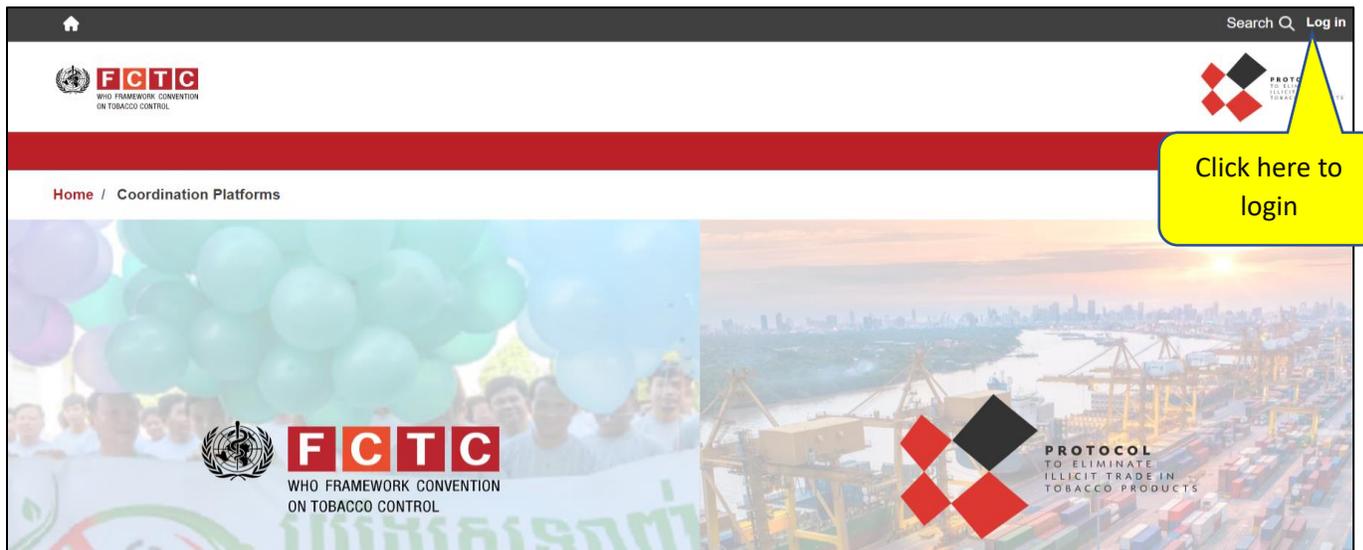
For more information on data collection by the Government, please see the document: [Data collection by the Government](#)

The Secretariat of the WHO Framework Convention on Tobacco Control (WHO FCTC) reserves the right to deny access to the database, website and forms 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 on Article 19 of the WHO FCTC

- a) Click at the below link to access the Database:
<https://extranet.who.int/fctcapps/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:

The screenshot displays the WHO FCTC website interface. At the top, there is a navigation bar with links for 'Manage', 'Shortcuts', and 'encora admin'. Below this is a secondary navigation bar with links for 'Approve pending users - ExpertDD', 'Experts database approval', 'Request for access', and 'Review user requests - Expert Database'. The main header features the WHO FCTC logo and a navigation menu with items like 'Announcement board', 'Request/offer assistance', 'Databases', 'Implementation updates', 'Knowledge Hubs', 'Resources', 'Publications', and 'Discussion forum'. The page title is 'Database of experts and institutions for implementation of Article 19 (Liability) of the WHO FCTC'. Below the title, there is a description of the database and a call to action to 'Click \'Expert\' tab to view all experts'. The page includes a search bar with filters for 'Nominating Party region', 'Nominating Party', and 'Country of expert', along with a search keyword field and an 'Export' button. A table lists the experts, with one entry: 'Mr. test expert' from 'test institution' in 'India', with an area of expertise in 'Civil liability (tobacco control), Developing legislation on liability (criminal and/or civil)'. A 'View details' link is provided for this entry. A disclaimer is included at the bottom of the page, followed by a 'Contact us' section with the WHO FCTC logo and social media icons. The footer contains a 'Privacy Policy' link and the copyright notice '© 2022 FCTC'.

Expert name	Institution	Function	Country	Area of expertise	View details
Mr. test expert	test institution	test function	India	Civil liability (tobacco control), Developing legislation on liability (criminal and/or civil)	View

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.

Management Shortcuts encora admin

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

Search Q Log out Add New +

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

Coordination Platforms / WHO FCTC Coordination Platform / Database of experts and institutions for Article 19

Database of experts and institutions for implementation of Article 19 (Liability) of the WHO FCTC

Database of experts and institutions that can provide Parties, upon request, with technical assistance related to tobacco industry liability, in accordance with decisions FCTC/COP7(11) and FCTC/COP8(18)

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

Expert **Institution**

Filter parameters →

Nominating Party region: - Any -
Nominating Party: - Any -
Country of expert: - Any -

Search keyword: [] [Q] [Export]

Expert name	Institution	Function	Country	Area of expertise	View details
Mr. test expert	test institution	test function	India	Civil liability (tobacco control), Developing legislation on liability (criminal and/or civil)	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.

The designations employed and the material in this database do not imply the expression of any opinion whatsoever on the part of the Secretariat of the WHO FCTC and of the Protocols concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific experts and/or institutions does not imply that they are endorsed or recommended by the Secretariat in preference to others of a similar nature that are not mentioned. The information contained in the database of experts and/or institutions is being distributed without warranty of any kind, either express or implied, and its use does not entail any financial support, including in-kind, from the Secretariat.

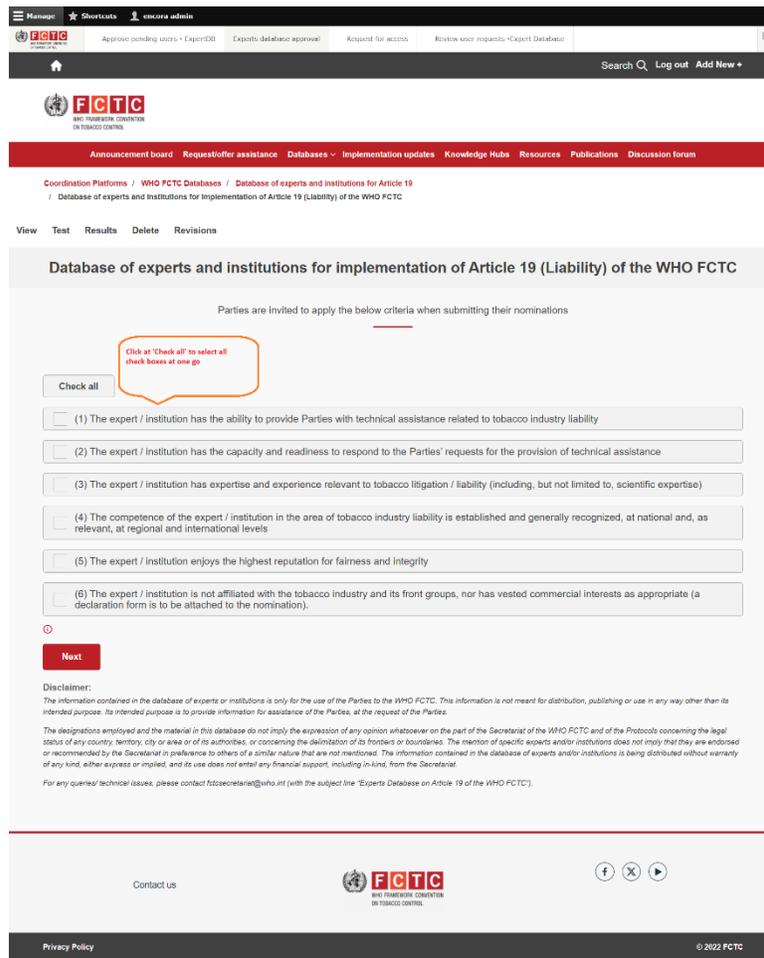
For any queries/technical issues, please contact ftcsecretariat@who.int (with the subject line "Experts Database on Article 19 of the WHO FCTC").

Contact us

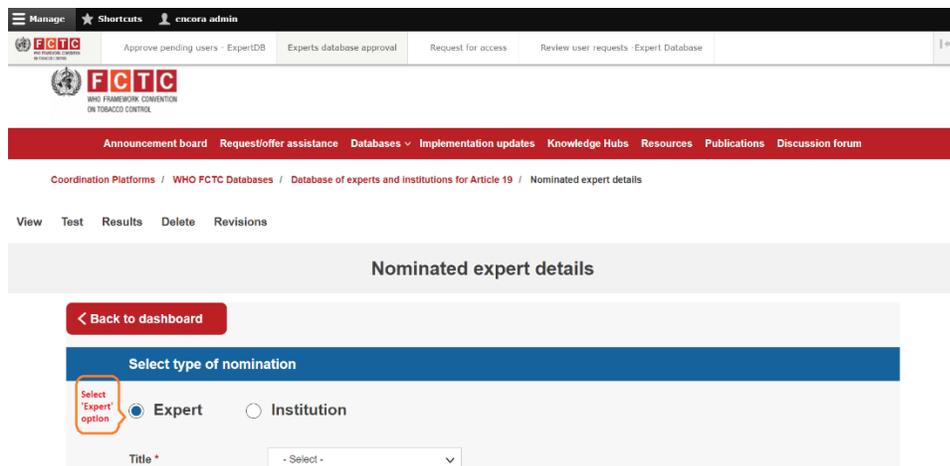
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b) The checklist as shown in the image below will be displayed. Select “Check all” boxes and click “Next.”



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.



Institution nomination

The screenshot shows a web browser displaying the FICIC nomination portal. The page title is "Nominated expert details". The form is titled "Select type of nomination" and has two radio buttons: "Expert" (unselected) and "Institution" (selected). The form fields are as follows:

- Name of the institution: text input with value "test institution"
- Country: dropdown menu with value "India"
- Area(s) of expertise: dropdown menu with value "Control (entity, response, etc.)" and "Civil (entity, discipline control)"
- Telephone number: text input with value "+91-9933779555"
- Email address: text input with value "test@fciic.gov.in"
- Address: text input with value "test address"
- Description of expertise: text input with value "test description"

Below the form, there is a section for "Attach documents (Optional)" with a "Select File to Upload" button. A table shows one document:

Number	Document title	Action
1	sample_2_1.pdf	🗑️

There is a checkbox "confirm that the organization does not have and has not had any affiliation, direct or indirect, financial or non-financial, with the Institute, its past chapters or other related commercial firms." which is checked. Below this is a text area for "If you are unable to check above box, please explain below:". The "Nominating Party details" section includes:

- Nominating Party: text input with value "India"
- Region: text input with value "SE/01"
- Contact from Party: text input with value "Ms. suseeta suseeta@suseeta.com"
- Nomination date: text input with value "6 November 2023"

A disclaimer is provided at the bottom of the form, followed by "Save draft", "Submit", and "Print" buttons.

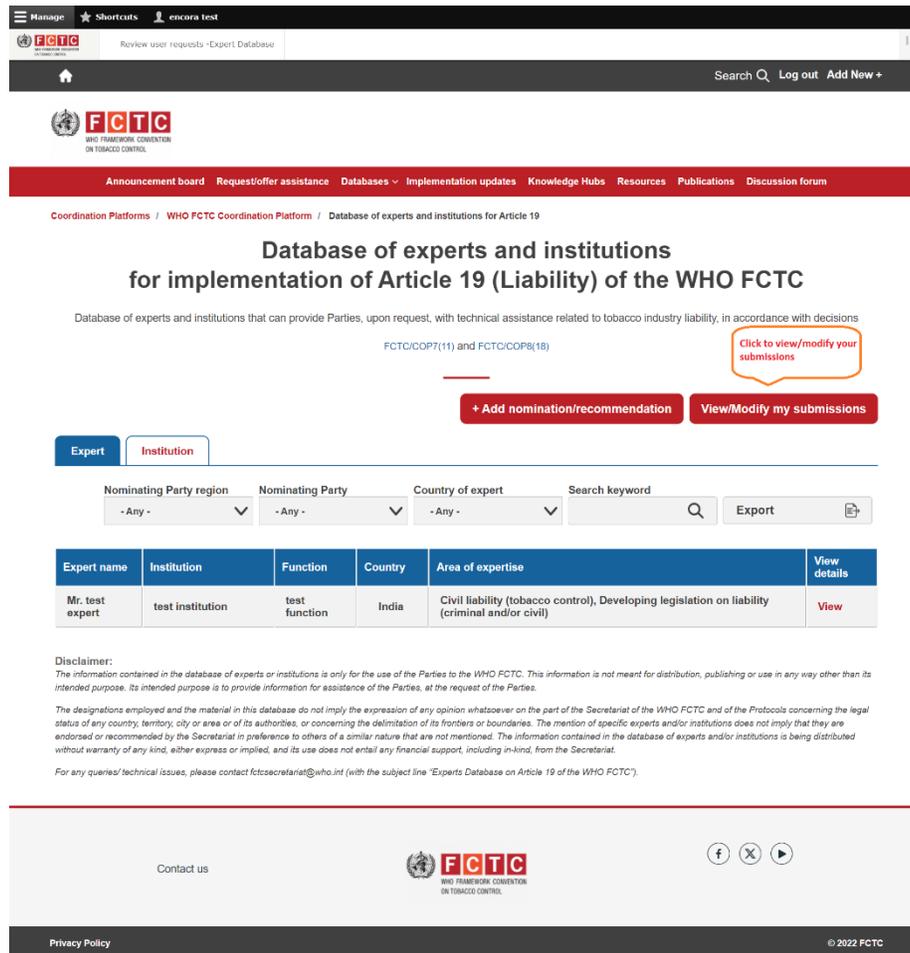
e) Click “Submit”.

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.



Review user requests - Expert Database

Search Q Log out Add New +

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Coordination Platforms / WHO FCTC Coordination Platform / Database of experts and institutions for Article 19

Database of experts and institutions for implementation of Article 19 (Liability) of the WHO FCTC

Database of experts and institutions that can provide Parties, upon request, with technical assistance related to tobacco industry liability, in accordance with decisions FCTC/COP7(11) and FCTC/COP8(18)

[Click to view/modify your submissions](#)

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

Expert **Institution**

Nominating Party region: - Any -
Nominating Party: - Any -
Country of expert: - Any -
Search keyword: [] [Q] [Export] []

Expert name	Institution	Function	Country	Area of expertise	View details
Mr. test expert	test institution	test function	India	Civil liability (tobacco control), Developing legislation on liability (criminal and/or civil)	View

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

The screenshot shows the WHO FCTC Experts Database interface. At the top, there is a navigation bar with the FCTC logo and the text 'WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL'. Below this is a red navigation bar with links: 'Announcement board', 'Request/offer assistance', 'Databases', 'Implementation updates', 'Knowledge Hubs', 'Resources', 'Publications', and 'Discussion forum'. The main content area is titled 'My submissions' and includes a 'Back to dashboard' button and tabs for 'Expert' and 'Institution'. A table lists submissions with columns: 'Expert name', 'Institution', 'Function', 'Country', 'Area of expertise', 'Current status', 'Last modified', and 'Actions'. One record is shown with 'Mr. test expert' as the expert name, 'test institution' as the institution, 'test function' as the function, 'India' as the country, and 'Civil liability (tobacco control), Developing legislation on liability (criminal and/or civil)' as the area of expertise. The 'Current status' is 'Published' and the 'Last modified' date is '6 November 2023'. The 'Actions' column contains 'View' and 'Modify' buttons, with the 'Modify' button highlighted by a red callout box labeled 'Click Modify'. Below the table is a disclaimer section.

Expert name	Institution	Function	Country	Area of expertise	Current status	Last modified	Actions
Mr. test expert	test institution	test function	India	Civil liability (tobacco control), Developing legislation on liability (criminal and/or civil)	Published	6 November 2023	View Modify

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 For any queries/technical issues, please contact ftcsecretariat@who.int (with the subject line "Experts Database on Article 19 of the WHO FCTC").

c) The modified record will be submitted for approval by the Convention Secretariat and, upon approval, will be published in the Database.