



Understanding the Conference of the Parties to the WHO Framework Convention on Tobacco Control

A guide for delegates



F C T C

WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

S E C R E T A R I A T

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Introduction

This document is based on provisions of the Rules of Procedure of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC). It has been developed mainly for new delegates to the COP who may represent Parties or may be attending as observers. It is intended to help delegates understand how the COP operates, as well as its practices and procedures.

This document does not address the substance of discussions at the COP. Instead, it provides practical information to facilitate coordination among delegations, the Secretariat of the WHO FCTC and any other Party or observer during the COP.

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Basic documents available in the six official languages of the United Nations

[WHO Framework Convention on Tobacco Control](#)

[Rules of Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control](#)

[Protocol to Eliminate Illicit Trade in Tobacco Products](#)

[Guidelines for implementation of the WHO FCTC, and policy options and recommendations adopted by the COP](#)

1. WHO Framework Convention on Tobacco Control

The WHO Framework Convention on Tobacco Control (WHO FCTC) is the first international treaty negotiated under the auspices of the World Health Organization (WHO). It was adopted by the World Health Assembly on 21 May 2003 and entered into force on 27 February 2005. It has since become one of the most rapidly and widely embraced treaties in United Nations history.

The WHO FCTC was developed in response to the globalization of the tobacco epidemic. It is an evidence-based treaty that reaffirms the right of all people to the highest standard of health. The treaty represents a milestone for the promotion of public health and provides new legal dimensions for international health cooperation.



2. Treaty governing body and its subsidiary bodies

2.1 The Conference of the Parties

The Conference of the Parties (COP) is the governing body of the WHO FCTC and is comprised of all Parties to the treaty. It regularly reviews the implementation of the WHO FCTC and makes decisions necessary to promote its effective implementation. The COP may also adopt protocols, annexes and amendments to the WHO FCTC.

The conduct of the sessions of the COP is governed by the Rules of Procedure¹ of the COP to the WHO FCTC, which may be found on the WHO FCTC website.

Since the Third session of the COP in 2008, regular sessions of the COP are held every two years.² At each regular session, the COP decides on the dates and venue of its next regular session. According to the Rules of Procedure of the COP, extraordinary sessions of the COP may be held as may be deemed necessary by the COP or at the request of any Party.

Who can attend each type of session or meeting		
Public sessions or meetings	Open sessions or meetings	Restricted sessions or meetings
<ul style="list-style-type: none"> ■ Parties ■ States and regional economic integration organizations that are not Parties ■ The Convention Secretariat ■ Intergovernmental organizations (IGOs) accredited as observers ■ Nongovernmental organizations (NGOs) accredited as observers ■ Accredited media ■ Members of the public 	<ul style="list-style-type: none"> ■ Parties ■ States and regional economic integration organizations that are not Parties ■ The Convention Secretariat ■ IGOs accredited as observers ■ NGOs accredited as observers ■ Accredited media, unless the COP decides otherwise 	<ul style="list-style-type: none"> ■ Parties ■ Essential Convention Secretariat staff

¹ <https://fctc.who.int/resources/publications/m/item/rules-of-procedureof-the-conferenceof-the-parties>.

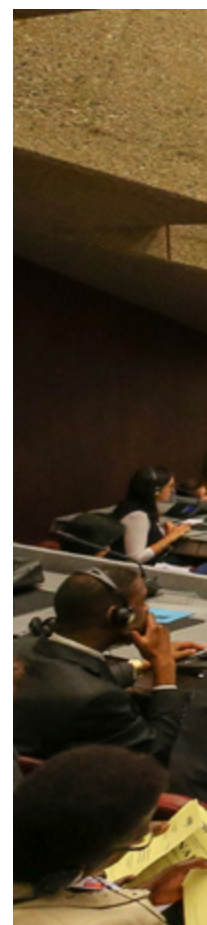
² In the context of the restrictions imposed in response to the COVID-19 pandemic, the Ninth session of the COP was postponed by one year. Due to security reasons in the host country, the Tenth session of the COP was held during a *de minimis* virtual session, followed by a resumed in-person session in the subsequent year.

In accordance with Rule 32 of the Rules of Procedure of the COP, sessions of the COP shall be public, unless the COP decides that they shall be open or restricted. In accordance with Rule 24quinquies of the Rules of Procedure of the COP, the meetings of the committees shall be held in public unless the committee concerned decides that they shall be open or restricted.

2.2 The Bureau of the Conference of the Parties

Pursuant to Rule 21 of the Rules of Procedure of the COP, the COP elects its President, as well as five Vice-Presidents – one of whom shall act as Rapporteur – at each regular session. Together, these officers constitute the Bureau of the COP. Each of the WHO regions shall be represented by one Bureau member.

The officers of the Bureau shall commence their term of office at the closure of the session of the COP at which they are elected. They shall serve until the closure of the following regular session of the COP, including for any intervening extraordinary session.



Pursuant to Rule 24quater of the Rules of Procedure of the COP, at each regular session of the COP, the Parties in each WHO region shall elect a regional coordinator, whose term will extend to the closing of the next session of the COP.

In the two-year period between regular sessions of the COP – known as the intersessional period – the Bureau meets three times (or more, if necessary) to undertake its work, such as to prepare, in collaboration with the Convention Secretariat, the provisional agenda for each session of the COP, provide guidance to the Convention Secretariat on implementation of the workplans and budgets adopted by the COP, and in the preparation of reports, recommendations and draft decisions submitted to the COP. It reviews the applications of NGOs that apply for observer status to the COP and makes recommendations in that regard. The functions of the Bureau are described in Rules 6, 9, 19 and 21–24 and 24ter of the Rules of Procedure of the COP, and its mandates are further articulated in decisions of the COP.

Regional coordinators attend meetings of the Bureau in an observer capacity and perform the following functions: (a) liaise with the officer of the Bureau



representing the region and facilitate consultations with the Parties in the region between the sessions of the COP with a view to informing the work of the Bureau and keeping Parties informed of the Bureau's work; (b) receive working documents or proposals of the Bureau and ensure that they are circulated to the Parties in the region; (c) collect and send comments on such documents or proposals to the officer of the Bureau; and (d) act as a channel for the exchange of information, including a copy of invitations to the meetings for the implementation of the Convention, and coordination of activities with other regional coordinators. The functions of the regional coordinators are articulated in Rule 24quater of the Rules of Procedure of the COP.

The meetings of the Bureau are usually held in Geneva, Switzerland, at the seat of the Convention Secretariat.

2.3 Working groups and expert groups

In accordance with Article 23.5(f) of the Convention and Rule 25 of the Rules of Procedure of the COP, the COP may establish such subsidiary bodies as are necessary to achieve the objective of the Convention. The COP developed a practice of establishing working groups and expert groups with specific mandates and, as appropriate, terms of reference.

In the case of a working group, after notification by the Convention Secretariat, Parties can express interest to participate and nominate representatives.

In the case of an expert group, individuals are nominated in accordance with the terms of reference and the required expertise. Experts attend expert group meetings in an individual capacity and not as representatives of their country.

Both types of groups report to the COP, and their work is expected, but not limited, to result in the development of guidelines, policy options and recommendations for the implementation of various articles of the Convention.

3. The Secretariat of the WHO Framework Convention on Tobacco Control

Established in 2007, the Convention Secretariat serves as the secretariat of both the WHO FCTC and of the Protocol to Eliminate Illicit Trade in Tobacco Products. The Protocol was developed to address the issue of international illicit trade in tobacco products and builds upon and complements Article 15 of the WHO FCTC. The Protocol was adopted on 12 November 2012 at the Fifth session of the COP and entered into force on 25 September 2018.

The Convention Secretariat is an entity hosted by WHO, but it has its own mandate and a governance arrangement distinct from WHO. The Convention Secretariat leads on WHO FCTC and Protocol matters under the guidance of the COP and of the Meeting of the Parties (MOP) to the Protocol, and their respective Bureaus.

The functions of the Convention Secretariat are articulated in Article 24 of the WHO FCTC and Article 34 of the Protocol, as well as in the Rules of Procedure of the COP and of the MOP. Its work is further defined in decisions of the COP and of the MOP, including the workplans and budgets adopted by the COP and MOP.

The Convention Secretariat mandate includes serving the COP and the MOP as well as their Bureaus and subsidiary bodies, assisting Parties in implementing the provisions of the WHO FCTC and the Protocol, assessing progress and sharing knowledge on implementation of the treaties, promoting international cooperation, and raising awareness and mobilizing resources.

Taking into account the specific provisions of the WHO FCTC and the Protocol, the Convention Secretariat abides by strict policies to prevent and address conflicts of interest involving the tobacco industry, those working to further its interest and other vested commercial interests.

4. Participation, credentials and registration

In addition to the Parties, observers such as States and regional economic integration organizations that are not Parties to the WHO FCTC, international IGOs and international and regional NGOs are also entitled to attend the COP and take part in the discussions. Accredited media and members of the public may also attend certain sessions of the COP, subject to the Rules of Procedure of the COP and decisions of the COP.

4.1 Parties to the WHO Framework Convention on Tobacco Control

All Parties to the WHO FCTC are invited to participate in the sessions of the COP and enjoy equal rights.

In accordance with Rule 16 of the Rules of Procedure of the COP, each Party shall be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternative representatives and advisers, as it may require. Each Party would designate the function and roles of representatives within its delegation.

Party delegates are granted access to public, open and restricted sessions.

Delegations use their country nameplates to request the floor. This is done by turning the nameplate to the vertical position in its holder. The intervention can be made when the President or the Chairpersons of the committees call the country name. A request to raise a point of order is made by forming a “T” with the nameplate and one arm.

In accordance with Rule 50 of the Rules of Procedure of the COP, decisions on budgetary and financial matters shall be taken by consensus and in conformity with the provisions of the Convention. For all other decisions, the COP shall make every effort to reach agreement by consensus. If all efforts to reach consensus have been exhausted, the treaty provides for voting, as a last resort. Each Party shall have one vote; regional economic integration organizations, in matters within their competence, shall exercise their right to vote with a number of votes equal to the number of their Member States that are Parties to the Convention.

Curious to know when a country became a Party to the WHO FCTC? Visit the United Nations Treaty Collection website.³

3 https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg_no=IX-4&chapter=9&clang=_en.





4.2 Observers to the Conference of the Parties

Observer status to the COP is governed by Rules 29 to 31 of the Rules of Procedure to the COP.

(a) States and regional economic integration organizations that are not Parties to the WHO FCTC

States that are not Parties to the Convention may attend the sessions of the COP as observers. Regional economic integration organizations, as defined in Article 1(b) of the Convention, that are not Parties to the Convention, may also do so.

States and regional economic integration organizations that are not Parties may participate without the right to vote in public or open meetings and may request the floor to speak after the Parties.

(b) International intergovernmental organizations and international and regional nongovernmental organizations

IGOs and NGOs that have been granted observer status to the COP may participate without the right to vote in public or open meetings and may speak after the Parties, followed by the States and regional economic integration organizations that are not Parties to the Convention. NGO observers take the floor after the IGO observers.

4.3 Members of the public and media

A limited number of members of the public may attend the public meetings, which may be plenary and committee meetings, in accordance with Rule 2 of the Rules of Procedure of the COP.

Attendance is granted by the Convention Secretariat on a first-come, first-served basis, subject to meeting the requirements of the Rules of Procedure of the COP, and further decisions of the COP.

Representatives of the media must follow an accreditation procedure, as decided by the COP. Accredited media may attend public and open meetings, unless the COP decides otherwise, in accordance with Rules 2 and 32 of the Rules of Procedure of the COP.

4.4 Credentials

Credentials shall be issued by the Head of State or Government, the Minister for Foreign Affairs, the Minister of Health, or any other competent government authority or, in the case of a regional economic integration organization, by the competent authority of that organization, in accordance with Rule 18 of the Rules of Procedure of the COP. Credentials should be issued in an official diplomatic note or letter prepared on official letterhead, and appropriately dated, signed and/or stamped.

Credentials shall be submitted via the registration system during registration.

The COP formally accepts representatives of Parties by recognizing the validity of their credentials and by adopting a decision on credentials in a plenary meeting. Representatives of Parties are entitled to participate provisionally in the session, pending a decision of the COP to accept their credentials, in accordance with Rule 20 of the Rules of Procedure of the COP.

For IGO and NGO observers, a nomination letter signed by the head of the organization shall be submitted to the Convention Secretariat.

4.5 Registration

Each delegate to the COP must register via the online registration system. The credentials of Parties, States and regional economic integration organizations that are not Parties to the Convention, as well as letters of nomination for IGO and NGO observers, must be submitted through the online registration system. The registration system opens at least four months prior to the opening of the session. The link to the registration system is sent to Parties and observers in due course.

The registered delegations are invited to collect their badges the day prior to the opening of the session or on the morning of the opening of the session.

The members of the public and the media also submit their applications to attend the COP in the online registration system.

4.6 Article 5.3 of the WHO FCTC and its Guidelines for implementation

The Preamble of the WHO FCTC recognizes the “need to be alert to any efforts by the tobacco industry to undermine or subvert tobacco control efforts and the need to be informed of activities of the tobacco industry that have a negative impact on tobacco control efforts”.

There is a fundamental and irreconcilable conflict between the tobacco industry’s interests and public health policy interests.

Article 5.3 of the WHO FCTC stipulates that in setting and implementing their public health policies with respect to tobacco control, Parties shall act to protect these policies from commercial and other vested interests of the tobacco industry in accordance with national law.

The Guidelines for implementation of Article 5.3 of the WHO FCTC recommend the following:

- Parties should not nominate any person employed by the tobacco industry or any entity working to further its interests to serve on delegations to meetings of the Conference of the Parties, its subsidiary bodies or any other bodies established pursuant to decisions of the Conference of the Parties. (Recommendation 4.9)



- Parties should ensure that representatives of State-owned tobacco industry do not form part of delegations to any meetings of the Conference of the Parties, its subsidiary bodies or any other bodies established pursuant to decisions of the Conference of the Parties. (Recommendation 8.3)

In decision FCTC/COP8(12), the COP decided to require Parties, when designating their representatives to the meetings of the COP, to indicate, by any means or format of their preference (accreditation document or separate letter), that they have observed Article 5.3 of the WHO FCTC and have been mindful of the recommendations 4.9 and 8.3 of the Guidelines.

Further, in that decision, the COP adopted a screening and accreditation process for representatives of IGO and NGO observers, as well as for members of the media and of the public. These categories of participants must submit a Declaration of Interests form in advance of the meeting.

The requirements of decision FCTC/COP8(12) are incorporated in the online registration system.

More information on Article 5.3 and its Guidelines for implementation is available at: <https://fctc.who.int/publications/m/item/guidelines-for-implementation-of-article-5.3>.

Decision FCTC/COP8(12), Maximizing transparency of delegations from Parties and observers to the Conference of the Parties, its subsidiary bodies and other WHO FCTC meetings is available at <https://iris.who.int/bitstream/handle/10665/370363/fctc-cop-8-12-en.pdf?sequence=1>.

5. The Conference of the Parties at work

The debates and discussions under agenda items are supported by reports produced by the Bureau of the COP, subsidiary bodies (expert and working groups) established by the COP, the Convention Secretariat, WHO, or other international agency or body upon the invitation of the COP.

5.1 Functions of the Secretariat of the WHO Framework Convention on Tobacco Control to support the Conference of the Parties

The functions of the Convention Secretariat during the COP are defined in Rules 14 and 15 of the Rules of Procedure of the COP. The overall responsibility for organizing the COP resides with the Head of the Convention Secretariat.

The Convention Secretariat is responsible for the overall organization and smooth functioning of the COP, in coordination with WHO and external partners, including host country governments, when applicable.

The Convention Secretariat ensures that legal support is provided to the COP. The Secretaries of Committee A and Committee B, who are members of the Convention Secretariat, are responsible for supporting the Chairpersons with the conduct of business in the respective committees and overseeing the finalization of the reports of the committees.

5.2 Conduct of business

The proceedings of the COP sessions are governed by Rules 32 to 48 of the Rules of Procedure of the COP.

COP sessions usually run from Monday to Friday, from 10:00 to 13:00 and from 15:00 to 18:00, with a lunch break between the two meetings. Saturday meetings, if any, may run from half a day to a full day.

Evening meetings may be convened, if necessary, from 19:00 to 22:00. The first day opens with a plenary meeting.

On the second day, it is general practice that the COP breaks into Committee A and Committee B, each of which deals with specific matters related to the WHO FCTC. Additional plenary meetings may be held during the course of the session.

The last day closes with the final plenary.

5.3 Documentation

Official documents of the COP are available in the six official and working languages of the COP. The provisional agenda together with other conference documents are available at least 75 days before the opening of the session on the WHO FCTC website and the COP software application.

Provisional agenda: The Convention Secretariat, in consultation with the Bureau, prepares the provisional agenda for each session of the COP, and coordinates the preparation of the corresponding documents.

Practical guide for participants: The Convention Secretariat issues practical information for participants to the COP, with detailed information on the venue, visa requirements and logistical information.

Conduct of business and procedural matters: The Convention Secretariat provides delegates with a participation guide outlining the conduct of business and procedural matters for the COP. This document highlights key elements to optimize engagement and ensure effective participation of delegates in the sessions.

Journals: The daily journal of the COP contains the most up-to-date information on meetings and events scheduled during the Conference. It also includes procedural summaries of discussions. A preliminary journal is published before the opening of the COP. The journals are available, in the six official languages, on the WHO FCTC website and on the COP software application.

Report of the COP: After the COP, a provisional report of all the proceedings of the Conference is shared with the Parties. Parties have 15 days after the date of receipt of the report to inform the Convention Secretariat of any corrections they wish to have made. The report is then finalized by the Convention Secretariat and made available on the WHO FCTC website in the six official languages.

Verbatim records of plenary meetings: The verbatim records of plenary meetings in audio file format are made available online after the closure of the COP.

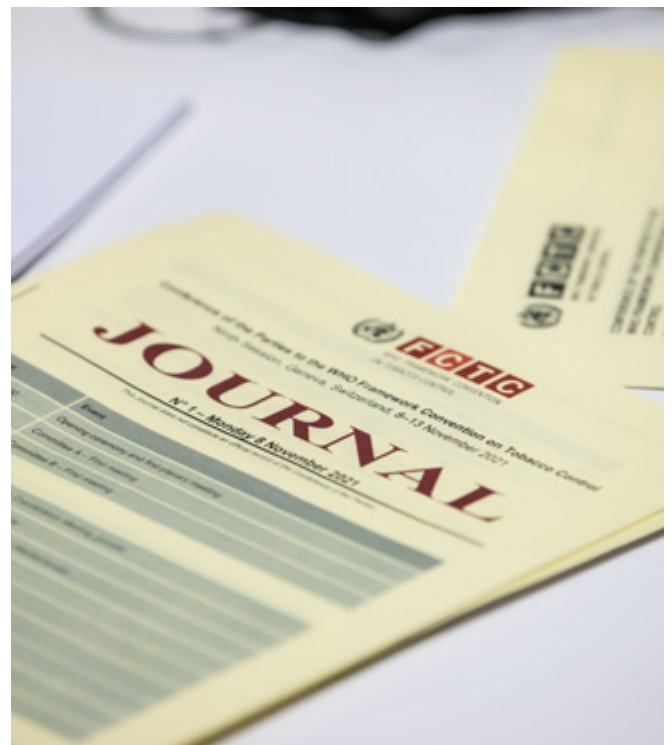
5.4 High-level event

The agenda of COP sessions may include a high-level event such as a high-level segment, a strategic dialogue and/or an “invited speaker(s)”. The objective of such an event is to bring together senior officials such as Heads of State or Heads of Government, ministers from various ministries and heads of United Nations agencies to raise the profile of the WHO FCTC and discuss the implementation of the treaty.

5.5 The general debate

The general debate, accommodated under the agenda item entitled “Global progress in implementation of the WHO FCTC, followed by a general debate”, allows ministers of health, high-level officials or heads of delegations and regional groups to deliver their statements.

Since the Eighth session of the COP, it has become a practice for the general debate to focus on a theme.



The speakers list: The general debate is the only time during the COP when the Convention Secretariat establishes a speakers list in advance. In this regard, governments, IGOs and NGOs wishing to speak on developments in the implementation of the treaty are invited to notify the Convention Secretariat as soon as possible.

Interventions are monitored by a “traffic light”. Individual statements (of Parties, States non-Parties, and IGO and NGO observers) are limited to three minutes (330 words) and statements on behalf of a WHO region or a group to four minutes (440 words). IGOs and NGOs will also be invited to make statements after Parties and States non-Parties.

5.6 Organization of work

The adoption of the agenda and the organization of work are generally the first items to be discussed and adopted in the first plenary meeting. The plenary meetings and Committee A and Committee B meetings have a daily programme of work, with morning and afternoon meetings, and occasional evening meetings.

Drafting groups may be established by the two committees, with the aim of reaching agreement by the interested Parties on the draft decisions.

5.6.1 Plenary: The COP opens with a plenary meeting chaired by the President of the COP. The plenary meetings deal with issues related to proceedings, observer applications and global progress in implementation of the WHO FCTC, among other issues. The general debate that follows the global progress report generally continues in the second plenary meeting. Usually, on the second or third day of the session, a plenary meeting is convened to validate the credentials of Party representatives. The plenary meeting also adopts reports of Committees A and B, which contain the draft decisions agreed by the committees.

5.6.2 Committees A and B: The work of Committees A and B is governed by Rule 24quinquies. While Committee A is generally entrusted with work on treaty instruments and technical matters, Committee B deals with work on reporting, implementation assistance, international cooperation, and institutional and budgetary matters.

Each committee shall elect a Chairperson and two Vice-Chairpersons, with due regard to representation from each of the six WHO regions. Informal consultations to select the officers of the committees shall take place before the opening of the session. The plenary meeting decides on the officers before the committees begin their work.

Committee A and Committee B do not adopt decisions. The committees will present their reports containing the draft decisions for adoption by the COP in a plenary meeting.

5.6.3 Drafting groups: Committees A and B may establish drafting groups as necessary. Usually, drafting groups are convened to allow Parties to reach consensus on a specific draft decision if it was not possible to do so in committee meetings. Each drafting group is chaired by a Party representative. The Convention Secretariat provides support as needed.

5.6.4 Decisions: All COP decisions are related to an agenda item and are titled and numbered. They start with a few background paragraphs, called preambular paragraphs, followed by paragraphs articulating specific actions, called operative paragraphs.

For some agenda items, the COP notes the report without adopting a decision. For other agenda items, a decision is made following a discussion.

Pre-session: Reports to the COP may contain a draft decision, which can be used as a basis for further discussions and negotiations for a final decision. Parties interested in submitting a draft decision prior to the session are encouraged to do so as early as possible, and in any event, not later than three days before the meeting (see reference to Rule 33 of the Rules of Procedure of the COP below).

In session: In accordance with Rule 33 of the Rules of Procedure of the COP, draft decisions (proposals and amendments to proposals) shall not be considered if they have been circulated less than three days before the meeting in all official languages. The COP may, however, permit their discussion and consideration even if these have not been circulated, or have only been circulated the same day.

The Convention Secretariat arranges translation and circulates the draft decisions as Conference Papers in the session.

When a proposal has been adopted or rejected, it may not be reconsidered at the same session, unless the COP so decides, in accordance with Rule 48 of the Rules of Procedure of the COP.

Delegations wishing to submit draft decisions to the plenary meeting or to one of the committee meetings are invited to send their draft in advance via email to the Convention Secretariat.

Conference Papers containing draft decisions are distributed to COP delegates through a secure and restricted online documentation portal and used as the basis for negotiation. In cases where a drafting group has been established, the final agreed text is reported back to the respective committee either by projecting it on the screen or issuing a Conference Paper or circulating a white paper in the room.

The draft decisions approved by the committees are included in a report of the committees to be adopted by the COP during a plenary meeting.

5.7 Negotiation and consultation practices

Parties can consult on developing draft decisions in a number of ways. Here are the two most common practices:

Negotiations before tabling: Parties consult among themselves prior to the COP and submit, if necessary, a draft decision. This practice saves time and facilitates quick adoption. This can be done during informal consultations and preparatory regional meetings prior to the opening of the session.

Negotiations after tabling: Parties decide to discuss and negotiate the draft decision contained in the pre-session documents in session with no prior consultation. In some cases, a few interested Parties gather on the margins of

the meeting and report back with proposed text. In other cases, a drafting group is established. The chairpersons facilitate efforts to reach a consensus as much as possible, either in plenary or committee meetings before setting up drafting groups.

5.8 Informal consultations and preparatory regional meetings

Informal consultations: Prior to the opening of the COP, Parties can request to hold informal consultations on draft decisions under any item of the provisional agenda to discuss, resolve concerns and comments, as well as reach consensus.

Preparatory regional meetings: After the release of COP documentation, a meeting in each of the six WHO regions is organized, where Parties, States non-Parties, and IGO and NGO observers are invited to attend. The meetings provide participants with information related to conference documents, as well as Parties with the opportunity to discuss regional positions and agreements.

5.9 Languages and interpretation

The COP is a governing body meeting that follows the United Nations procedures regarding languages and interpretation. All official documentation is made available in the six official languages of the COP: Arabic, Chinese, English, French, Russian and Spanish.

Interpretation into the six official languages of the United Nations is provided for plenary, committees and informal regional meetings (see section 5.11).

5.10 Seating arrangements

Parties are seated in English-language alphabetical order for the first plenary meeting, with the letter of the first row drawn by lot before the session.

Beginning on the second day, Parties usually prefer to be seated according to WHO region. Observers are seated in a specified area. Accredited members of the media are allocated a specific seating area and the public is seated in the public gallery.

5.11 Informal regional meetings

The six WHO regions hold daily informal regional meetings during the COP. Usually, those meetings take place in the morning before the plenary or committee meetings. The schedule for the regional meetings is reflected in the daily journals.

The regional meetings are usually chaired by regional coordinators, with the support from members of the Bureau of the respective region and with the assistance of the Convention Secretariat. Parties in the regions decide whether they wish to invite the observers to the COP to attend these meetings.

5.12 Bilateral or private meetings

Any bilateral or private meetings can be arranged by the delegations via the Convention Secretariat. Upon the availability of the rooms and, on a first-come, first-served basis, the Convention Secretariat makes arrangements to accommodate these requests. Regretfully, interpretation cannot be provided for such meetings.



6. Events around the Conference of the Parties

6.1 Side events

The Convention Secretariat in collaboration with the Bureau selects proposals for side events. Parties, observers or WHO FCTC Knowledge Hubs interested in hosting a side event during the COP should submit their request to the Convention Secretariat by an established deadline. The organization of any side event is the responsibility of the organizers and payment of any related costs (such as interpretation, specific equipment, broadcasting, video recording, etc.) must be settled before the events are finalized.

6.2 Marketplace

The aim of the Marketplace is to provide new forms of engagement and networking opportunities and reinforce international cooperation. The Marketplace is open on the first day and runs from the morning until 18:00 every day of the COP at the conference venue, except for the final day. Stands and booths are set up the day before the opening of the COP.

Additional details about the marketplace and exhibitions are available on the WHO FCTC website.

7. Abbreviations and terms frequently used during the sessions of the Conference of the Parties

AC	Assessed Contributions
Convention Secretariat	Secretariat of the WHO Framework Convention on Tobacco Control
COP	Conference of the Parties
EB	Extra-budgetary Contributions
ENDS	Electronic nicotine delivery systems
ENNDS	Electronic non-nicotine delivery systems
HTP	Heated tobacco products
LDC	Least-developed country
LIC	Low-income country
LMIC	Lower-middle-income country
MOP	Meeting of the Parties
NCDs	Noncommunicable diseases
Protocol	Protocol to Eliminate Illicit Trade in Tobacco Products
ROP	Rules of Procedure of the Conference of the Parties to the WHO FCTC
SDGs	Sustainable Development Goals
SLT	Smokeless tobacco
TAPS	Tobacco advertising, promotion and sponsorship
TI	Tobacco industry
UN	United Nations
UNIATF	United Nations Inter-agency Task Force on the Prevention and Control of Noncommunicable Diseases
WHO	World Health Organization
WHO FCTC	WHO Framework Convention on Tobacco Control



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