

**From:** [Hoffman, Allison \(CDC/NCCDPPH/OSH\)](#)  
**To:** [Taylor, Christina \(OS\)](#); [King, Brian](#); [Parascandola, Mark J \(NIH\)](#); [Grana, Rachel \(NIH/NCI\) \[E\]](#)  
**Cc:** [Hicks, Megan V](#); [Kim, Susan C \(OS\)](#); [OGA Multilateral](#); [Lamourelle, Gabrielle \(OS\)](#); [Thomas, Gloria D \(OS\)](#); [Grant-Greene, Yoran T \(CDC\)](#)  
**Subject:** [EXTERNAL] Re: FCTC Cop10 Delegation Feb 5-10, 2024  
**Date:** Monday, February 5, 2024 12:54:48 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Nothing additional to add. Agree with comments and edits.

Allison

Get [Outlook for iOS](#)

---

**From:** Grana, Rachel (NIH/NCI) [E] <rachel.mayne@nih.gov>  
**Sent:** Monday, February 5, 2024 12:07:27 PM  
**To:** Taylor, Christina (HHS/OS/OGA) <Christina.Taylor@hhs.gov>; King, Brian (FDA/CTP) <Brian.King@fda.hhs.gov>; Parascandola, Mark (NIH/NCI) [E] <paramark@mail.nih.gov>; Hoffman, Allison (CDC/NCCDPPH/OSH) <uol1@cdc.gov>  
**Cc:** Hicks, Megan V (FDA/CTP) <Megan.Hicks@fda.hhs.gov>; Kim, Susan (HHS/OS/OGA) <Susan.Kim@hhs.gov>; OGA Multilateral <OGAmultilateral@hhs.gov>; Lamourelle, Gabrielle (HHS/OS/OGA) <Gabrielle.Lamourelle@hhs.gov>; Thomas, Gloria (HHS/OS/OGA) <Gloria.Thomas@hhs.gov>; Grant-Greene, Yoran (CDC/GHC/OD) <exu4@cdc.gov>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Hi,

This version looks good to me, (b)(5) Deliberative Process Privilege .  
(b)(5) Deliberative Process Privilege .

Thank you,  
Rachel

Rachel Grana Mayne, PhD, MPH  
Behavioral Scientist, Program Director  
Tobacco Control Research Branch  
National Cancer Institute  
240.276.5899  
[Rachel.Mayne@nih.gov](mailto:Rachel.Mayne@nih.gov)

---

**From:** Taylor, Christina (HHS/OS/OGA) <Christina.Taylor@hhs.gov>  
**Sent:** Monday, February 5, 2024 12:00 PM  
**To:** King, Brian (FDA/CTP) <Brian.King@fda.hhs.gov>; Parascandola, Mark (NIH/NCI) [E]

<paramark@mail.nih.gov>; Hoffman, Allison (CDC/NCCDPPH/OSH) <uol1@cdc.gov>  
**Cc:** Grana, Rachel (NIH/NCI) [E] <rachel.mayne@nih.gov>; Hicks, Megan V (FDA/CTP)  
<Megan.Hicks@fda.hhs.gov>; Kim, Susan (HHS/OS/OGA) <Susan.Kim@hhs.gov>; OGA Multilateral  
<OGAmultilateral@hhs.gov>; Lamourelle, Gabrielle (HHS/OS/OGA)  
<Gabrielle.Lamourelle@hhs.gov>; Thomas, Gloria (HHS/OS/OGA) <Gloria.Thomas@hhs.gov>; Grant-  
Greene, Yoran (CDC/DDPHSIS/CGH/DGHT) <exu4@cdc.gov>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

Thank you Brian, I appreciate any clarifications to our points.

Thank you,  
Christie Taylor

---

**From:** King, Brian <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>  
**Sent:** Monday, February 5, 2024 11:55 AM  
**To:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>; Parascandola, Mark (NIH/NCI) [E]  
<[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Hoffman, Allison (CDC/NCCDPPH/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>  
**Cc:** Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP)  
<[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>; OGA Multilateral  
<[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA)  
<[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Grant-  
Greene, Yoran (CDC/GHC/OD) <[exu4@cdc.gov](mailto:exu4@cdc.gov)>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

I've included some accuracy/clarity edits in the attached on the FDA related content.

Brian

---

**From:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>  
**Sent:** Monday, February 5, 2024 11:45 AM  
**To:** Parascandola, Mark J (NIH) <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Hoffman, Allison (CDC) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>  
**Cc:** Mayne, Rachel A (NIH) <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>;  
King, Brian <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Kim, Susan C (OS) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>; OGA Multilateral  
<[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (OS) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas,  
Gloria D (OS) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Grant-Greene, Yoran T (CDC) <[exu4@cdc.gov](mailto:exu4@cdc.gov)>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

Dear Colleagues,

I've attached a new edited version of the Global Implementation paper (b)(5) Deliberative Process Privilege).

(b)(5) Deliberative Process Privilege

Thanks to Susan for the edits!

Best,

Christie Taylor

---

**From:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>  
**Sent:** Sunday, February 4, 2024 8:32 PM  
**To:** Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Hoffman, Allison (CDC/NCCDPHP/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>  
**Cc:** Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>; OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Grant-Greene, Yoran (CDC/GHC/OD) <[exu4@cdc.gov](mailto:exu4@cdc.gov)>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

Dear Colleagues,

I hope you're settling into Panama well and have had safe travels. Please remember to take your photo ID (passport) to retrieve your badge.

I'm attaching IHR and INB talking points, in case they are needed. (b)(5) Deliberative Process Privilege

[REDACTED]

The FCTC App is up and running and be sure to check the [Daily Journal of FCTC Events](#).

Thanks so much,  
Christie Taylor  
HHS/OS/OGA/Multilateral Relations

---

**From:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>  
**Sent:** Saturday, February 3, 2024 5:05 PM  
**To:** Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Hoffman, Allison (CDC/NCCDPHP/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>  
**Cc:** Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>; OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Grant-Greene, Yoran (CDC/GHC/OD) <[exu4@cdc.gov](mailto:exu4@cdc.gov)>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

Dear Colleagues,

We look forward to the FCTC next week in Panama! Please find attached versions of the papers. The Global Implementation paper is with NSC and will be finalized in time for the U.S. statement, currently scheduled for Monday. The [Daily Journal of FCTC Events](#) is the best way to keep up with

FCTC schedules.

The FCTC Chair list will be updated to reflect the schedule. On Monday, PDAS Susan Kim will be in the first Chair. Second Chair can be flexible. The organizers have not shared if there is a limit to Delegates in the room. There is a daily meeting of the WHO Regions beginning at 8:30AM. There are side events scheduled for lunchtime and a Welcoming Cocktail event at 7:00PM on Monday.

Time permitting on Sunday, I may be able to pick up badges at the Panama Convention Center (PCC). If not, badges will be available at PCC on Monday morning.

If you are open to sharing an informal Delegation Dinner on Sunday evening, please let me know via WhatsApp. The WhatsApp FCTC group chat is up and running. Please share your number if you haven't already done so.

My WhatsApp number is (b) (6) Please reach out to me as needed with questions.

Thank you and I look forward to meeting you in Panama City.

Best,  
Christie Taylor  
HHS/OS/OGA/Multilateral Relations

---

**From:** Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>  
**Sent:** Saturday, February 3, 2024 6:57 AM  
**To:** Hoffman, Allison (CDC/NCCDPHP/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>  
**Cc:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>; Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>; OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Grant-Greene, Yoran (CDC/GHC/OD) <[exu4@cdc.gov](mailto:exu4@cdc.gov)>  
**Subject:** Re: FCTC Cop10 Delegation Feb 5-10, 2024

Hi All

I can be reached via WhatsApp at (b) (6)

Mark

Mark Parascandola, PhD, MPH  
Director, Research and Training Branch, Center for Global Health  
National Cancer Institute  
9609 Medical Center Drive, Room 3W564  
Bethesda, MD 20892-9761  
(For UPS/FedEx, use: [Rockville, MD 20850](#))

Phone: 240-276-6871 / (b)(6)

Email: [paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)

Web page CGH: <https://www.cancer.gov/about-nci/organization/cgh/about/staff>

On Jan 29, 2024, at 10:25 PM, Hoffman, Allison (CDC/NCCDPPH/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)> wrote:

Thank you. My phone (b) (6). Just downloaded WhatsApp.

Allison

---

**From:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>

**Sent:** Monday, January 29, 2024 1:41 PM

**To:** Grana, Rachel (NIH/NCI) [E] <[granar@mail.nih.gov](mailto:granar@mail.nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; Hoffman, Allison (CDC/NCCDPPH/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>

**Cc:** OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Grant-Greene, Yoran (CDC/GHC/OD) <[exu4@cdc.gov](mailto:exu4@cdc.gov)>

**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

<< File: 10 Session of COP to WHO Framework Convention on Tobacco Control.pdf >>

Dear Colleagues,

I hope this email finds you well. We look forward to working together next week in Panama. The FCTC COP10 has posted an [updated information book](#) for participants. I sent out Batch 1 of the FCTC papers to the interagency. Please let me know if you have feedback on them. Shortly I will send out a preview copy of paper 5\_Global Implications as we would like some talking points from CDC, NIH, and FDA if possible to include prior to sending to the interagency. I'll be sending out additional information to the delegation this week.

**WhatsApp:**

Please send your travel phone number, once available, so we can initiate a WhatsApp chat for the delegation.

**Registration:**

Listed below are the FCTC registrations received and have been approved; and those delegates do not need to do anything else. However, please note that not all delegates in the credentials have registered. Please [register](#) at your earliest convenience if you are not listed below and have not done so already. The amended accreditation letter is attached for your convenience and is on file with FCTC coordinators.

<< OLE Object: Picture (Device Independent Bitmap) >>

Thank you,  
Christie Taylor  
HHS/OS/OGA/Multilateral

---

**From:** Taylor, Christina (HHS/OS/OGA)  
**Sent:** Saturday, January 13, 2024 3:58 PM  
**To:** Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; Hoffman, Allison (CDC/NCCDPPH/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>  
**Cc:** OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

Dear Colleagues,  
I was informed by the FCTC organizers that we need to make an edit to the Delegation accreditation letter for registration to be completed, which has been requested. I will send an updated letter as soon as I have it.

For the eCC, please use this name as she has kindly agreed to assist our process: Grant-Greene, Yoran (CDC/GHC/OD) [exu4@cdc.gov](mailto:exu4@cdc.gov).

Thank you,  
Christie Taylor  
HHS/OS/OGA/Multilateral Relations

---

**From:** Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>  
**Sent:** Friday, January 12, 2024 4:03 PM  
**To:** Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; Hoffman, Allison (CDC/NCCDPPH/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>  
**Cc:** OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>  
**Subject:** RE: FCTC Cop10 Delegation Feb 5-10, 2024

Dear Colleagues,

I have a few updates on FCTC to share. The agenda will remain the same, as the de minimis session has not affected the content. I received the below information from FCTC organizers this morning.

The resumed in-person sessions of the Tenth session of the Conference of the Parties (COP10) to the WHO FCTC and the Third Session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products, scheduled to take place in Panama City, Panama, on 5-10 February and 12-15 February 2024, respectively, are fast approaching.

- HOTEL RESERVATIONS AND SPECIAL RATES

The Convention Secretariat would like to remind you that the deadline to book your accommodation at negotiated rates in one of the seven official hotels is 15 January 2024. Delegates wishing to use these advance reservations will need to complete their reservation request directly with the selected hotel, following the booking process detailed in the host country website for COP10 and MOP3.

Hotel reservation bookings will be processed directly by the selected hotels on a first-come, first-served basis. Delegates are reminded that the resumed sessions of COP10 and MOP3 are taking place during the national celebration of Carnival in Panama (10-13 February), a busy period where hotels are likely to be in high demand. Please note that one of the seven hotel is already sold out.

Pre-booked rooms are going fast and will be released to the public after 15 January 2024. Delegates will no longer be guaranteed a room at negotiated rate after that date.

- AIRPORT SHUTTLE SERVICE TO HOTELS

The Convention Secretariat would also like to reiterate that an airport shuttle service from the Tocumen Airport to the seven official hotels will be available for COP10 and MOP3 delegates on 2-5, 10-11 and 15-16 February 2024. In order to organise your transfer, we kindly request that you fill in the form available at the following link by 30 January 2024 (if you have not already done so in 2024):

[https://docs.google.com/forms/d/e/1FAIpQLSfrDd0SryenhBY4COTyQ4Qv\\_5M2So9JIHg4xHW8tHiZ6XvV9w/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfrDd0SryenhBY4COTyQ4Qv_5M2So9JIHg4xHW8tHiZ6XvV9w/viewform?usp=sf_link)

Please be aware that only delegates who have completed the form will have access to the airport shuttle service.

- YOU ARE NO LONGER PARTICIPATING IN COP10/MOP3?

If you are no longer able to participate in COP10 and/or MOP3, the Convention Secretariat would very much appreciate if you could withdraw your registration, so that

we can avoid burdening you with COP10/MOP3 related communications.

To withdraw your registration, please open the COP10 (<https://indico.un.org/event/1005272/registrations/>) and/or MOP3 (<https://indico.un.org/event/1003168/registrations/>) page on Indico and log in with your credentials. Once logged in, click on 'Check details' next to your registration, then on 'Withdraw'.

Thank you,  
Christie Taylor  
HHS/OS/OGA/Multilateral Relations

---

**From:** Taylor, Christina (HHS/OS/OGA)  
**Sent:** Wednesday, January 10, 2024 4:50 PM  
**To:** Grana, Rachel (NIH/NCI) [E] <[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)>; Hicks, Megan V (FDA/CTP) <[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)>; Hoffman, Allison (CDC/NCCDPPH/OSH) <[uol1@cdc.gov](mailto:uol1@cdc.gov)>; King, Brian (FDA/CTP) <[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)>; Parascandola, Mark (NIH/NCI) [E] <[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)>; Kim, Susan (HHS/OS/OGA) <[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)>  
**Cc:** OGA Multilateral <[OGAmultilateral@hhs.gov](mailto:OGAmultilateral@hhs.gov)>; Lamourelle, Gabrielle (HHS/OS/OGA) <[Gabrielle.Lamourelle@hhs.gov](mailto:Gabrielle.Lamourelle@hhs.gov)>; Thomas, Gloria (HHS/OS/OGA) <[Gloria.Thomas@hhs.gov](mailto:Gloria.Thomas@hhs.gov)>; Taylor, Christina (HHS/OS/OGA) <[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)>  
**Subject:** FCTC Cop10 Delegation Feb 5-10, 2024

<< File: fctc-cop10-mop3-div2-rev1-en.pdf >>

Dear Colleagues,

We trust this email will find you well. We would like to share key items related to your participation on the U.S. observer delegation to the upcoming WHO [FCTC COP10](#). The FCTC meeting will be held at the [Panama Convention Center](#) in Panama City, located at Calle General Juan D. Peron, Amador, Panama. The first plenary session of COP10 will open at 10:00 on Monday, February 5, 2024 and close no later than 18:00 on Saturday, February 10, 2024.

**Please read this entire email for important information about delegation meetings, registration, and other logistics for the FCTC COP meeting.**

The [Guide for Participants](#) has helpful information about the FCTC COP3 meeting and Panama City, Panama.

**Registration:** The accreditation letter needed to register is attached to this email. The registration link is found on the [FCTC website](#), which can also be accessed at:

<https://indico.un.org/event/1003168/>. If you do not already have an indico account, it is an easy, multistep verification process with instructions on the website. There is a [step-by-step registration guide](#) as well.

During registration, please choose: COP10 Registration (Parties and States non-Parties). Once in indico, the United States is listed as a “State Non-Party to the WHO FCTC (observer).” You will also need a passport photo, passport ID page information, and the accreditation letter to complete registration.

**Identification badges:** Delegates can pick up their badges at the Registration Desk located on the ground floor of the Panama Convention Center.

**FCTC COP10 working hours:**

The FCTC COP10 opens Monday, February 5, 2024, and will end no later than Saturday February 10, 2024, at 18:00. A maximum of three evening sessions will be convened, if necessary, from 19:00 to 22:00. Anticipated working hours:

10:00–13:00 Opening ceremony and first plenary meeting

15:00–18:00 Plenary meeting

**Documentation:** Meeting Documents can be accessed at the following links:

COP10: <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-theconference-of-the-parties>

There is a [FCTC Cop10 phone app](#) that can be used to track issues and conference events.

**Position Papers** will be cleared soon and sent out for interagency clearance prior to the meeting. These will be shared with the group.

**Hotel:** The HHS/OGA team will be staying at [The RIU Plaza Panama](#), located at Calle 50 con 53 este Urb. Marbella - Ciudad de Panamá – Panamá, which is on the FCTC organizer’s list. According to the *Guide For Participants*, there will have transportation to-from the Panama Convention Center.

**WhatsApp:** Once you are aware of your WhatsApp number/ travel number, please forward to me for inclusion in a WhatsApp FCTC COP10 messaging group.

We hope this information proves useful. Please ask should you have any questions.

With best regards,

**Christina Taylor, MA (she/her)**

Global Health Officer

Office of Global Affairs | Multilateral Relations

US Dept Health and Human Services

[Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov)

Mobile: (b) (6)

## Hicks, Megan V

---

**Subject:** AIR UA 7126 - Flight from Washington Dulles DC, USA to Panama City, Panama  
**Location:** Washington Dulles DC, USA

**Start:** Sun 2/4/2024 8:20 AM  
**End:** Sun 2/4/2024 1:28 PM

**Recurrence:** (none)

Carrier: United Airlines operated by COPA AIRLINES

Flight#: 7126

From: Washington Dulles DC, USA

To: Panama City, Panama

Depart: 8:20 AM

Arrive: 1:28 PM

Seat: N/A

Equipment: Boeing 737-800 Jet

Non-Stop

Class: Coach/Economy

2070 Miles

Status: CONFIRMED

Reference: (b) (6)

United Airlines Confirmation number is (b) (6) Check in on-line for

<http://www.united.com/travel/checkin/start.aspx?LangCode=en-US> United Click here to review Baggage guidelines for

<http://www.united.com/web/en-US/content/travel/baggage/default.aspx> United

## Hicks, Megan V

---

**Subject:** Hotel Waldorf Astoria Panama  
**Location:** 47TH ST. AND URUGUAY ST, PANAMA CITY, NONE, 99999  
  
**Start:** Sun 2/4/2024 12:00 AM  
**End:** Mon 2/12/2024 12:00 AM  
**Show Time As:** Free  
  
**Recurrence:** (none)

Hotel Waldorf Astoria Panama  
Check-In: 4FEB 2024  
Check-Out: 11FEB 2024  
Request: USER SUP  
Confirmation#: (b) (6)  
Address: 47TH ST. AND URUGUAY ST, PANAMA CITY, NONE, 99999  
Phone: 507-294-8000

## Hicks, Megan V

---

**Subject:** AIR UA 7172 - Flight from Panama City, Panama to Washington Dulles DC, USA

**Location:** Panama City, Panama

**Start:** Sun 2/11/2024 6:42 PM

**End:** Sun 2/11/2024 11:33 PM

**Recurrence:** (none)

Carrier: United Airlines operated by COPA AIRLINES

Flight#: 7172

From: Panama City, Panama

To: Washington Dulles DC, USA

Depart: 6:42 PM

Arrive: 11:33 PM

Seat: N/A

Equipment: 7M9/AIR

Non-Stop

Class: Coach/Economy

2070 Miles

Status: CONFIRMED

Reference: (b) (6)

United Airlines Confirmation number is (b) (6) Check in on-line for

<http://www.united.com/travel/checkin/start.aspx?LangCode=en-US> United Click here to review Baggage guidelines for

<http://www.united.com/web/en-US/content/travel/baggage/default.aspx> United

**From:** [Omega World Travel](#)  
**To:** [King, Brian](#); [OPS.HHS.GOV@OWT.NET](mailto:OPS.HHS.GOV@OWT.NET); [Loy, William](#)  
**Subject:** [EXTERNAL] Ticketed itinerary for BRIAN ALEXANDER KING - 2/4/24 - Panama City Panama (b)(6)  
**Date:** Tuesday, January 30, 2024 10:46:12 PM  
**Attachments:** [Itinerary \(b\)\(6\) 30JAN.pdf](#)  
[Calendar \(b\)\(6\) 30JAN.ics](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Tuesday, 30JAN 2024 10:46 PM

**Passengers:** BRIAN ALEXANDER KING (TANUM0WJ84)




Agency Record Locator: (b)(6)

[>>ViewTrip](#)  
[>>TSA PreCheck](#)  
[>>FAA Airport Info](#)  
[>>Federal Travel Online](#)

Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.




**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

| AIR   | Sunday, 4FEB 2024   |  |   |
|-------|---|--|---|
|       | <b>Delta Air Lines</b><br><b>From:</b> Atlanta GA, USA<br><b>To:</b> Panama City, Panama<br>Stops: Nonstop<br>Seats: 16D<br>Equipment: Boeing 737-900 Jet<br>DEPARTS ATL TERMINAL I<br>Frequent Flyer Number: (b)(6)<br>FOR AFTER HOURS ASSISTANCE FROM THIS DESTINATION<br>CALL 800-0109-800-501-9478<br><b>Delta Air Lines Confirmation number is</b> (b)(6)<br>Check in on-line for <a href="#">Delta</a><br>Click here to review Baggage guidelines for <a href="#">Delta</a> | <b>Flight Number:</b> 1759<br><b>Depart:</b> 9:45 AM<br><b>Arrive:</b> 1:47 PM<br>Duration: 4 hour(s) 2 minute(s)<br>Status: CONFIRMED<br>MEAL: FOOD TO PURCHASE | Class: U- Coach/Economy<br><br><br><br><br><br>Miles: 1730 / 2768 KM  |
| HOTEL | Sunday, 4FEB 2024   |  |    |
|       | <a href="#">Waldorf Astoria Panama (WA)</a><br>47Th St. Uruguay Street Panama City PA<br><b>Number of Rooms:</b> 1<br><b>Phone:</b> 507-294-8000<br><b>Rate:</b> USD 154.00<br><b>Check Out:</b> Saturday, 10FEB 2024<br>Hotel membership (b)(6)  | <b>Confirmation Number:</b> (b)(6)<br>Fax: 507-294-8001<br>Room GUARANTEED TO VISA<br><b>Reserved For:</b> KING BRIAN  |   |

Room Type: Negotiated Rate

(b)(6) CXL:CXL 1 DAY PRIOR TO ARRIVAL  
Guaranteed to: (b)(6)  
Hotel cancellation policy: CXL 1 DAY PRIOR TO ARRIVAL  
Approximate total: 1016.40USD  
Credit card required at check-in

|   |                             |                                  |   |
|---|-----------------------------|----------------------------------|---|
| <b>AIR</b>  | <b>Saturday, 10FEB 2024</b> |                                  |   |
| <b>Delta Air Lines</b>  |                             | <b>Flight Number:</b> 1758       | <b>Class:</b> U- Coach/Economy  |
| <b>From:</b> Panama City, Panama                                  |                             | <b>Depart:</b> 3:12 PM           |   |
| <b>To:</b> Atlanta GA, USA  |                             | <b>Arrive:</b> 7:42 PM           |   |
| Stops: Nonstop  |                             | Duration: 4 hour(s) 30 minute(s) |   |
| Seats: 14C  |                             | Status: CONFIRMED                | Miles: 1730 / 2768 KM   |
| Equipment: Boeing 737-900 Jet                                     |                             | MEAL: FOOD TO PURCHASE           |   |
| ARRIVES ATL TERMINAL I  |                             |                                  |   |
| Frequent Flyer Number: (b)(6)                                     |                             |                                  |   |
| <b>Delta Air Lines Confirmation number is</b> (b)(6)              |                             |                                  |   |
| Check in on-line for <a href="#">Delta</a>                        |                             |                                  |   |
| Click here to review Baggage guidelines for <a href="#">Delta</a> |                             |                                  |   |
| <b>TOUR</b>   | <b>Wednesday, 3JUL 2024</b> |                                  |    |

THANK YOU FOR USING CONCURGOV

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES  
OMEGATRAVEL.COM FEDERAL SERVICES-HOTEL/CAR/AIR/RAIL  
855.326.5411 7A-10P EST  
A-2E6H-HHS

**Ticket/Invoice Information:**

Ticket for: BRIAN ALEXANDER KING  
Date issued: 01/30/2024 Invoice nbr: (b)(6)  
Ticket Nbr: (b)(6) Electronic: Yes Amount: 640.80 USD  
Base: 514.00 USD US Tax: 44.40 USD GST/HST Tax: 0.00 XT Tax: 82.40 USD  
Charged to: (b)(6)

Service Fee: BRIANALE KING  
Date issued: 1/31/2024 12:00:00 AM  
Document Nbr: (b)(6) Amount: 12.47 USD

Total Tickets: 640.80  
Total Fees: 12.47  
Total Amount: 653.27

Changes to airline reservations may result in an increase in fare and/or carrier penalties.

[Click here for travel health advisories](#)  
[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure  
To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft [Click Here](#)

**WHO Framework Convention on Tobacco Control (FCTC)  
Tenth Conference of the Parties (COP10)**

**FCTC Website:** <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties>

**Host Country Website:** <https://cop10-mop3-pma.com/cop10/lang/en>

**COP10 Working Hours (EST)**

|   |   |
|---|---|
| <b>Monday, February 5, 2024</b>                     |   |
| 8:30-9:30   | Regional meetings, Caribe 4-5                                 |
| 10:00-13:00   | Opening ceremony and first plenary meeting, America Halls 1/2 |
| 13:00-15:00   | Lunch   |
| 15:00-18:00   | Plenary meeting, America Halls 1/2                            |
| 19:00   | Social event at Panama Convention Center                      |
| <b>Tuesday, February 6-Friday, February 9, 2024</b> |   |
| 8:30-9:30   | Regional meetings, Caribe 4-5                                 |
| 10:00-13:00   | Plenary or committee meetings                                 |
| 13:00-15:00   | Lunch   |
| 15:00-18:00   | Plenary or committee meetings                                 |
| <b>Saturday, February 10, 2024</b>                  |   |
| 8:30-9:30   | Regional meetings, Caribe 4-5                                 |
| 10:00-13:00   | Plenary or committee meetings                                 |
| 13:00-15:00   | Lunch   |
| 15:00-18:00   | Plenary meeting and closing                                   |

A maximum of three evening sessions will be convened, if necessary, from 19:00-22:00, Wednesday through Friday. Side events are generally scheduled for 13:30-14:45 with the exception of concurrent events scheduled for 18:30-19:45 on Tuesday, February 6.

**Meeting Venue**

Panama Convention Center in Panama City  
Calle General Juan D. Peron, Amador, Panama

**US Delegation**

- Susan Kim, Principal Deputy Assistant Secretary, Chief of Staff (Acting), HHS Office of Global Affairs (OGA) – Head of Delegation
- Christie Taylor, HHS OGA
- Allison Hoffman, CDC
- Mark Parascandola, NCI
- Rachel Grana Mayne, NCI
- Brian King, FDA
- Megan Hicks, FDA
- Maya Levine, HHS OGA – Back-up, not expected to travel

HHS has created a WhatsApp group for the delegation. If interested in being added to the group Christie Taylor, [Christina.Taylor@hhs.gov](mailto:Christina.Taylor@hhs.gov), is managing.

## US Delegation to COP10

### Representative



**Susan C. Kim, JD, MPH, MBA**

**Principal Deputy Assistant Secretary, Chief of Staff (Acting), HHS Office of Global Affairs (OGA)**

Ms. Susan C. Kim was appointed Principal Deputy Assistant Secretary (PDAS) of the Office of Global Affairs (OGA) in April 2023. In this role, she oversees the office's day-to-day operations and works with the Assistant Secretary for Global Affairs with policy development covering the full range of global health and diplomatic activities to fulfill OGA's mission, ensure compliance with program policies, and consistency in program administration.

Most recently she served as the OGA Chief of Staff. Previously, Ms. Kim was the Executive Director of the Center for Global Health Practice and Impact (CGHPI), and an Assistant Professor of Medicine at Georgetown University. There, she led the day-to-day operations, financial management, and administration of CGHPI's Washington DC and country-based teams in Cameroon, Eswatini, Haiti, Kenya, Nigeria, and Tanzania. She also worked on technical programs focused on sustainability and health systems strengthening. Prior to CGHPI, she was at the O'Neill Institute for National and Global Health Law at Georgetown University where she worked on a broad range of topics, including emergency preparedness, food safety regulation, global health governance, infectious disease control, and the implementation of the World Health Organization's revised International Health Regulations.

In 2011, Ms. Kim served as an external consultant to the Office of the Global AIDS Coordinator at the U.S. Department of State. There, she supported the government's engagement in the Comprehensive Reform Working Group of the Global Fund to Fight AIDS, Tuberculosis and Malaria. She also provided analysis on legislative issues pertaining to the Food and Drug Administration and Centers for Medicare and Medicaid Services as a volunteer for the 2008 Obama-Biden transition.

Ms. Kim holds a JD from the University of Connecticut, an MPH in health management and policy from the University of Michigan School of Public Health, and an MBA from the McDonough School of Business at Georgetown University.

### Government Advisors



**Rachel Grana Mayne, PhD, MPH**

**Program Director in the Tobacco Control and Research Branch (TCRB) within the Behavioral Research Program (BRP) of the Division of Cancer Control and Population Sciences (DCCPS), National Cancer Institute (NCI)**

Dr. Grana Mayne's current research interests focus on behavioral factors associated with e-cigarette and other novel tobacco product use, dual and polyuse of tobacco products and/or cannabis, and tobacco cessation, particularly among youth and young adults. She is also interested in how e-cigarette use impacts prevention of smoking, smoking behavior, cessation, and relapse among former smokers. Dr. Grana Mayne's published work has focused on e-cigarette use, marketing, and policy, as well as smoking

cessation among adults and adolescents, and she was on the Senior Scientific Editorial team for the 2020 Surgeon General's Report on smoking cessation. Dr. Grana Mayne is NCI's liaison to the Tobacco Regulatory Science Program at NIH, which manages the partnership between NIH and FDA Center for Tobacco Products to fund research to inform FDA's tobacco regulatory activities.

Prior to joining TCRB, Dr. Grana Mayne completed her postdoctoral fellowship at the University of California San Francisco and earned her PhD in Health Behavior Research and MPH in Biostatistics and Epidemiology at the University of Southern California, where she focused on substance use prevention and smoking cessation among adolescents.



**Megan Hicks, MPH**  
**Public Health Analyst, FDA Center for Tobacco Products**

Megan Hicks joined CTP as a public health analyst in 2019 and serves as a liaison to international and tribal government and non-government organizations. Most recently, she was a member of the 2018-2019 FDA Tobacco Regulatory Science fellowship program. Prior to joining CTP, she served as the executive director of the South Carolina Tobacco-Free

Collaborative (SCTFC), where she oversaw several community-level grant programs and supported local tobacco control campaigns. Ms. Hicks started at the SCTFC in 2010 as its state program director, working on numerous initiatives and campaigns. Ms. Hicks began working in tobacco control and prevention at the University of Iowa's Iowa Tobacco Research Center (ITRC). She received a Master of Public Health from Emory University.



**Allison Chausmer Hoffman, PhD**  
**Deputy Director for Research Translation, Office of Smoking and Health, CDC**

Dr. Hoffman has been in her current role since July 2023. Prior to that she was at FDA beginning in 2010, serving in several roles including Senior Health Science Advisor, Office of the Commissioner; Associate Director, Science Coordination and Communication, CTP Office of Science; and Chief, Addiction Branch, CTP Office of

Science. Dr. Hoffman completed her postdoctoral fellowship at the National Institute on Drug Abuse (NIDA) and earned her PhD in Psychology and MA in Psychology at University of California, Santa Barbara.



**Brian King, PhD, MPH**  
**Director, FDA Center for Tobacco Products**

Dr. Brian King was appointed Director of the Food and Drug Administration's Center for Tobacco Products (CTP) in July 2022. In this position, Dr. King is responsible for assuring that CTP accomplishes its public health goals and for operationalizing the Center's vision and mission as it implements the Family

Smoking Prevention and Tobacco Control Act.

Dr. King has worked for nearly two decades to provide sound scientific evidence to inform tobacco control policy and to effectively communicate this information to key stakeholders, including decision makers, the media, and the general public. Prior to joining FDA, he served as the Deputy Director for Research Translation in CDC's Office on Smoking and Health, and more recently as the Executive Editor

of CDC's Morbidity & Mortality Weekly Report Series. Dr. King holds a PhD and MPH in Epidemiology from the State University of New York at Buffalo.



**Mark Parascandola, PhD, MPH**  
**Epidemiologist with the Tobacco Control Research Branch in the Division of Cancer Control and Population Sciences, National Cancer Institute (NCI)**

Dr. Parascandola received his Doctorate in Philosophy of Science from Cambridge University and his Master of Public Health degree in Epidemiology from the Johns Hopkins University School of Hygiene and Public Health. Dr. Parascandola also completed an NCI Cancer Prevention Fellowship. He has authored numerous published articles on tobacco use prevention, tobacco control policy, and epidemiologic research methodology. He served as an editor for the NCI/WHO report *The Economics of Tobacco and Tobacco Control* (2016), the NCI/CDC report *Smokeless Tobacco and Public Health: A Global Perspective* (2014), and the two-volume encyclopedia *Tobacco: Its History and Culture* (2005). He also served as a member of the IARC Working Group on Methods for Evaluating Tobacco Control Policies in 2007. As a Program Director at NCI, Dr. Parascandola currently oversees a research portfolio with a focus on global tobacco control, smokeless tobacco use, and implementation science. Dr. Parascandola has served as an Embassy Science Fellow and expert advisor on tobacco control and air pollution and health at the U.S. Embassies in Beijing, China, and Warsaw, Poland.



**Christine (Christie) Taylor, MA**  
**Global Health Officer HHS Office of Global Affairs Multilateral Relations**

Christina Taylor is a board certified creative arts therapist and licensed substance abuse counselor with 20 years in direct care and case management working on behalf of underserved and uninsured individuals with mental health and substance use issues. She served three years in Peace Corps (Ukraine), during which she led trainings and opportunities for youth with special needs. In 2020, she began working with the Department of Health and Human Services (HHS) Health Resources and Services Administration Provider Relief Bureau. Later, Ms. Taylor joined the HHS Office of Global Affairs' Multilateral Relations team where she currently serves as a Global Health Officer.

**Meals**

Lunch will be provided by the host country, Monday through Saturday.

**Background**

The World Health Organization Framework Convention on Tobacco Control (WHO FCTC), the first global health treaty negotiated under the auspices of WHO, was adopted by the World Health Assembly in May 2003. According to the FCTC website, the WHO FCTC was developed by countries in response to the globalization of the tobacco epidemic. It aims to tackle some of the causes of that epidemic, including complex factors with cross-border effects, such as trade liberalization and direct foreign investment, tobacco advertising, promotion and sponsorship beyond national borders, and illicit trade in tobacco products.

The United States signed the treaty on May 10, 2004 but has not ratified it. For this reason, the US Government (USG) is an observer to the Conference of the Parties (COP).

*Overview of FCTC Articles*

Key terms, objective, guiding principles, and general obligations are found in Articles 1 to 5.

Key demand reduction strategies are contained in Articles 6 to 14:

- Article 6: Price and tax measures to reduce the demand for tobacco
- Article 7: Non-price measures to reduce the demand for tobacco
- Article 8: Protection from exposure to secondhand tobacco smoke
- Articles 9 & 10: Tobacco content and product regulation
- Article 11: Packaging and labeling of tobacco products
- Article 12: Education, communication, training and public awareness
- Article 13: Tobacco advertising, promotion and sponsorship
- Article 14: Demand reduction measures concerning tobacco dependence and cessation

Key supply reduction strategies are contained in Articles 15 to 17:

- Article 15: Illicit trade in tobacco products
- Article 16: Sales to and by minors
- Article 17: Provision of support for economically viable alternative activities

Article 18 focuses on protection of the environment and Article 19 covers Liability.

Scientific and technical cooperation and communication of information is found in Articles 20 to 22.

Institutional arrangements and financial resources, Settlement of disputes, Development of the convention, and Final Provisions are found in Articles 23 to 38.



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL

FCTC/COP/10/1  
19 May 2023

Tenth session  
Panama City, Panama, 20–25 November 2023  
Provisional agenda item 1.1

---

## Provisional agenda

### Report by the Convention Secretariat

#### Purpose of the document

The provisional agenda of the Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) was prepared by the Convention Secretariat in consultation with the Bureau of the Conference of the Parties (COP), in accordance with Rule 6 of the Rules of Procedure of the COP. The COP shall examine the provisional agenda, in accordance with Rule 10 of the Rules of Procedure of the COP.

#### Action by the Conference of the Parties

The COP is invited to examine the provisional agenda and consider adopting the draft decision annexed to the present report.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular, SDG 3 and Target 3.a.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): Rules of the Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control.

## Provisional agenda<sup>1</sup>

### 1. Opening of the session\*

#### 1.1 Adoption of the agenda and organization of work

*Documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated)*

#### 1.2 Credentials of participants

*Document FCTC/COP/10/2*

### 2. Applications for the status of observer to the Conference of the Parties

*Document FCTC/COP/10/3*

### 3. High-level segment\*

### 4. Invited speaker(s), if any\*

### 5. Global progress in implementation of the WHO FCTC, followed by a general debate\*

*Document FCTC/COP/10/4*

### 6. Treaty instruments and technical matters

#### 6.1 Implementation of Articles 9 and 10 of the WHO FCTC (Regulation of contents and disclosure of tobacco products): reports by the Bureau, by the Expert Group and by WHO

*Documents FCTC/COP/10/5, FCTC/COP/10/6 and FCTC/COP/10/7*

#### 6.2 Tobacco advertising, promotion and sponsorship: depiction of tobacco in entertainment media: report by the Working Group

*Document FCTC/COP/10/8*

#### 6.3 Novel and emerging tobacco products: reports by the Convention Secretariat and by WHO

*Documents FCTC/COP/10/9 and FCTC/COP/10/10*

#### 6.4 Forward-looking tobacco control measures (in relation to Article 2.1 of the WHO FCTC) (item proposed by a Party)

*Document FCTC/COP/10/11*

---

<sup>1</sup> At the recommendation of the Bureau of the COP, it is proposed that the agenda items marked with an asterisk be webcast.

- 6.5 Implementation of Article 19 of the WHO FCTC: Liability (item proposed by Parties)

*Document FCTC/COP/10/12*

**7. Reporting, implementation assistance and international cooperation**

- 7.1 Improving the reporting system of the WHO FCTC

*Document FCTC/COP/10/13*

- 7.2 Implementation Review Mechanism

*Document FCTC/COP/10/14*

- 7.3 Contribution of the WHO FCTC to the promotion and fulfilment of human rights (item proposed by a Party)

*Document FCTC/COP/10/15*

**8. Budgetary and institutional matters**

- 8.1 Performance and progress reports

*Document FCTC/COP/10/16*

- (a) Performance report for the 2020–2021 Workplan and Budget
- (b) Interim performance report for the 2022–2023 Workplan and Budget
- (c) Global Strategy to Accelerate Tobacco Control: Advancing sustainable development through the implementation of the WHO FCTC 2019–2025

- 8.2 Proposed Workplan and Budget for the financial period 2024–2025

*Documents FCTC/COP/10/17 and FCTC/COP/10/INF.DOC./1*

- 8.3 WHO FCTC Investment Fund

*Document FCTC/COP/10/18*

- 8.4 Payment of Assessed Contributions and measures to reduce Parties in arrears

*Document FCTC/COP/10/19*

- 8.5 Review of accreditation of nongovernmental organizations with the status of observer to the Conference of the Parties

*Document FCTC/COP/10/20*

- 8.6 Possible amendments to the Rules of Procedure of the Conference of the Parties

*Document FCTC/COP/10/21*

- 8.7 Strengthening synergies between the Conference of the Parties and the World Health Assembly: report by the WHO Director-General on resolutions and decisions of the World Health Assembly

*Document FCTC/COP/10/22*

- 8.8 Appointment of the Head of the Convention Secretariat: report by the Bureau

*Document FCTC/COP/10/23*

**9. Date and place of the Eleventh session of the Conference of the Parties\***

*Document FCTC/COP/10/24*

**10. Election of the President and Vice-Presidents of the Conference of the Parties\***

*Document FCTC/COP/10/25*

**11. Provisional report of the Tenth session of the Conference of the Parties\***

*Document FCTC/COP/10/26*

**12. Closure of the session\***

ANNEX

**DRAFT DECISION:  
ADOPTION OF THE AGENDA**

The Conference of the Parties (COP),

Noting the provisional agenda contained in documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated) prepared by the Convention Secretariat in consultation with the Bureau of the COP, in accordance with Rule 6 of the Rules of Procedure of the COP,

DECIDES to adopt the provisional agenda as proposed.

(XXX plenary meeting, XX November 2023)

= = =

## Agenda

The provisional agenda and the proposed organization of work for the session are contained in documents FCTC/COP/10/1 and FCTC/COP/10/1 (annotated). The program and timetable of meetings will appear in the Journal of the Conference of the Parties, which will be issued daily.

### *Tentative Schedule for Day 1*

#### **Regional Meeting for the Americas, Caribe 4-5**

#### **First plenary meeting 10:00, America Halls 1/2**

##### **Item 1 Opening of the session**

##### **Item 1.1 Adoption of the agenda and organization of work**

*Documents FCTC/COP/10/1, FCTC/COP/10/1 (annotated) and FCTC/COP/10/1 Add.1*

##### **Item 1.2 Credentials of participants**

*Document FCTC/COP/10/2*

##### **Item 2 Applications for the status of observer to the Conference of the Parties**

*Document FCTC/COP/10/3*

#### **Second plenary meeting 15:00, America Halls 1/2**

##### **Item 3 High-level segment**

##### **Item 4 Invited speakers**

##### **Item 5 Global progress in implementation of the WHO FCTC, followed by a general debate**

*Document FCTC/COP/10/4*

#### **US Position Papers**

| Agenda Item | Title   | COP Documents   |
|-------------|---|---|
| 5           | Global progress in implementation of the WHO FCTC | <a href="#">FCTC/COP/10/4</a>   |
| 6.1         | Articles 9 and 10                                 | <a href="#">FCTC/COP/10/5</a><br><a href="#">FCTC/COP/10/6</a><br><a href="#">FCTC/COP/10/7</a> |
| 6.2         | Tobacco Advertising Promotion                     | <a href="#">FCTC/COP/10/8</a>   |
| 6.3         | Novel and Emerging Tobacco Products               | <a href="#">FCTC/COP/10/9</a><br><a href="#">FCTC/COP/10/10</a>                                 |
| 6.4         | Forward-looking control measures                  | <a href="#">FCTC/COP/10/11</a>  |
| 6.5         | Implementation of Article 19: Liability           | <a href="#">FCTC/COP/10/12</a>  |
| 7.1         | Improving the Reporting System                    | <a href="#">FCTC/COP/10/13</a>  |
| 7.2         | Implementation Review Mechanism                   | <a href="#">FCTC/COP/10/14</a>  |
| 8.7         | Strengthening Synergies                           | <a href="#">FCTC/COP/10/22</a>  |

## **Stakeholders of Note Expected to Attend COP10**

### *Australia*

Karlie Brown, Department of Health and Aged Care

- Member of GTRF

### *Brazil*

Patricia Castello Branco, Brazilian Health Regulatory Agency (Anvisa)

Andre Luiz Oliveira Da Silva, Anvisa

- Members of GTRF

### *Canada*

Sonia Johnson, Health Canada

- Member of GTRF
- Several members of Sonia's team with whom CTP has engaged are expected to attend, including Laura Smith, Denis Choinière, Kemba Anderson-Golhor, Mireille Rigby, and Wendi Zhou

### *European Union*

Artur Furtado, European Commission

- Member of GTRF
- CTP staff have also engaged with Matus Ferech and Agnieszka Kozakiewicz

### *The Netherlands*

Helma Slingerland, Ministry of Health

- Member of GTRF

### *Republic of Korea*

Gil Yong Kim, Korea Health Promotion Institute

- Coordinated Sept. 2023 forum event in Seoul

Sungkyu Lee, Korea Center for Tobacco Control Research and Education

- Coordinated Sept. 2023 meeting with KSRNT

### *Singapore*

Derrick Mok Kwee Heng, Ministry of Health

- Member of GTRF

### *Turkey*

Peyman Altan, Ministry of Health

- Member of GTRF

### *United Kingdom*

Martin Dockrell, Department for Health and Social Care

- Member of GTRF

### *Tobacco Laboratory Network (TobLabNet)*

Nuan Ping Cheah, Lead

### *WHO, No Tobacco Unit*

Vinayak Prasad

Ranti Fayokun

## Attachments

1. Backgrounder
2. US Delegation Bios
3. COP10 Provisional Agenda
4. COP10 Provisional Agenda Annotated
5. Information Kit for Delegates
6. COP10 Guide for Participants
7. Schedule of COP10 Side Events
8. Provisional List of Participants
9. Map of the Panama Convention Center
10. Preliminary Journal, January 24, 2024
11. Annex 2 – Hotel List for Shuttle Information
12. US Delegation Accreditation Letter
13. US Position Papers
  - 5 Global progress in implementation of the WHO FCTC
  - 6.1 Articles 9 and 10
  - 6.2 Tobacco Advertising promotion
  - 6.3 Novel and Emerging Tobacco Products
  - 6.4 Forward looking control measures
  - 6.5 Implementation of Article 19 Liability
  - 7.1 Improving the Reporting System
  - 7.2 Implementation Review Mechanism
  - 8.7 Strengthening Synergies



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL

FCTC/COP/10/1(annotated)  
10 July 2023

Tenth session

Panama City, Panama, 20–25 November 2023

Provisional agenda item 1.1

---

## Provisional agenda annotated<sup>1</sup>

### 1. Opening of the session\*

#### 1.1 Adoption of the agenda and organization of work

*Documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated)*

The provisional agenda was prepared by the Convention Secretariat in consultation with the Bureau of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC), in accordance with Rule 6 of the Rules of Procedure of the COP.

In considering the method and organization of its work, the COP may wish to keep the existing approach by establishing two committees, A and B, working in parallel. Committee A could be entrusted with work on treaty instruments and technical matters under provisional agenda item 6, and reporting, implementation assistance and international cooperation under provisional agenda item 7. Committee B could work on budgetary and institutional matters under provisional agenda item 8. Provisional agenda items 1–5 and 9–12 would be considered in the plenary session.

The COP is invited to review and consider adopting the provisional agenda and to decide on the organization of work of the session.

#### 1.2 Credentials of participants

*Document FCTC/COP/10/2*

In accordance with Rule 18 of the Rules of Procedure of the COP, credentials shall be submitted to the Convention Secretariat if possible no later than 24 hours after the opening of the session. In accordance with Rule 19 of the Rules of Procedure of the COP, the Bureau of the COP, with the assistance of the Convention Secretariat, shall examine the credentials and report thereon to the COP in document FCTC/COP/10/2, which will be prepared during the session. Pursuant to Rule 20 of the Rules of Procedure of the COP, representatives shall be entitled to participate provisionally in the session, pending a decision by the COP to accept their credentials.

---

<sup>1</sup> At the recommendation of the Bureau of the COP, it is proposed that the agenda items marked with an asterisk be webcast.

## **2. Applications for the status of observer to the Conference of the Parties**

*Document FCTC/COP/10/3*

The COP is invited to review the applications for the status of observer, in accordance with Rules 30 and 31 of the Rules of Procedure of the COP. Document FCTC/COP/10/3 contains, in its annex, a draft decision for consideration by the COP.

## **3. High-level segment\***

The Bureau of the COP has identified the opportunity to raise the visibility of the WHO FCTC this year, which marks the 20th anniversary of the adoption of the treaty. The high-level segment will promote a discussion and examine initiatives, best practices and potential avenues for cooperation, including intersectoral collaboration, in the area of tobacco control.

## **4. Invited speaker(s), if any\***

High-level speakers will share their experience and insights in relation to achievements since the adoption of the WHO FCTC and opportunities to accelerate implementation of the treaty.

## **5. Global progress in implementation of the WHO FCTC, followed by a general debate\***

*Document FCTC/COP/10/4*

The Head of the Convention Secretariat will provide an overview of global progress in implementation of the WHO FCTC. The COP is invited to note document FCTC/COP/10/4. A general debate on the theme “Together, promoting healthier lives” will follow the introduction of this agenda item.

Delegations wishing to speak in the general debate are invited to notify the Convention Secretariat as soon as possible by email with the subject line “Request for general debate statement” to cop10-mop3@who.int. Delegations are encouraged to opt for group or regional statements, in lieu of individual statements.

## **6. Treaty instruments and technical matters**

### **6.1 Implementation of Articles 9 and 10 of the WHO FCTC (Regulation of contents and disclosure of tobacco products): reports by the Bureau, by the Expert Group and by WHO**

*Documents FCTC/COP/10/5, FCTC/COP/10/6 and FCTC/COP/10/7*

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/5 is submitted to the COP as one of the items that were deferred from the Ninth session of the COP (COP9). The document contains a report with the recommendations of the Bureau with respect to the future work of the Working Group on the implementation of Articles 9 and 10 of the WHO FCTC, in accordance with decision FCTC/COP8(21). The COP is invited to note document FCTC/COP/10/5 and consider adopting the draft decision annexed to it.

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/6 is resubmitted to the COP without change from document FCTC/COP/9/6. It provides an overview of the work, key observations and recommendations of the Expert Group established to examine the reasons for low implementation

of Articles 9 and 10 of the Convention, pursuant to decision FCTC/COP8(21). The COP is invited to note document FCTC/COP/10/6 and provide further guidance.

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/7 is an updated version of document FCTC/COP/9/8. It reports on progress made by the World Health Organization (WHO) in work related to tobacco product regulation, in pursuance of implementation of Articles 9 and 10 of the WHO FCTC. The COP is invited to note document FCTC/COP/10/7 and provide further guidance.

6.2 Tobacco advertising, promotion and sponsorship: depiction of tobacco in entertainment media: report by the Working Group

*Document FCTC/COP/10/8*

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/8 is submitted to the COP as one of the items that were deferred from COP9. The document provides an overview of the work of the Working Group established by decision FCTC/COP8(17) to develop specific guidelines to address cross-border tobacco advertising, promotion and sponsorship and the depiction of tobacco in the entertainment media under Article 13 of the WHO FCTC. In accordance with decision FCTC/COP8(17), the Guidelines for implementation of Article 13 of the WHO FCTC remain fully relevant. The COP is invited to note document FCTC/COP/10/8 and consider adopting the specific guidelines contained in its Annex 1.

6.3 Novel and emerging tobacco products: reports by the Convention Secretariat and by WHO

*Documents FCTC/COP/10/9 and FCTC/COP/10/10*

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/9 is an updated version of document FCTC/COP/9/10. The document examines the challenges that novel and emerging tobacco products are posing for the comprehensive application of the WHO FCTC and provides information on the adequate classification of such products to support regulatory efforts, as requested in decision FCTC/COP8(22). The COP is invited to note document FCTC/COP/10/9 and provide further guidance.

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/10 is an updated version of document FCTC/COP/9/9. It contains a report that summarizes *Technical Report Series 1029*, which was the eighth report of the WHO Study Group on Tobacco Product Regulation, and the outcomes of the Heated Tobacco Product (HTP) Expert meeting held in February 2020, both of which respond to paragraphs 2(a)–(d) of decision FCTC/COP8(22). It also reports on changes to the 2022 World Customs Organization Harmonized System codes for nicotine and tobacco products. The report also includes updated evidence, market developments and some recent updates related to HTPs, including policy measures adopted up to 31 December 2022. The COP is invited to note document FCTC/COP/10/10 and provide further guidance.

6.4 Forward-looking tobacco control measures (in relation to Article 2.1 of the WHO FCTC) (item proposed by a Party)

*Document FCTC/COP/10/11*

Document FCTC/COP/10/11 provides context for work that could be undertaken to strengthen the implementation of the WHO FCTC, taking into account Article 2.1 of the WHO FCTC. This agenda item was proposed by a Party. The COP is invited to note document FCTC/COP/10/11 and provide further guidance.

6.5 Implementation of Article 19 of the WHO FCTC: Liability (item proposed by Parties)

*Document FCTC/COP/10/12*

Document FCTC/COP/10/12 provides an overview of the work undertaken by the COP in relation to Article 19 (Liability) of the WHO FCTC and provides considerations for potentially expanding that work. This agenda item was proposed by Parties. The COP is invited to note document FCTC/COP/10/12 and provide further guidance.

**7. Reporting, implementation assistance and international cooperation**

7.1 Improving the reporting system of the WHO FCTC

*Document FCTC/COP/10/13*

Document FCTC/COP/10/13 describes the work carried out under the guidance of the Bureau to improve the reporting system of the WHO FCTC. The report contains a proposal to improve the reporting system, including in relation to the reporting instrument of the WHO FCTC. The COP is invited to note document FCTC/COP/10/13, consider the proposed revised reporting instrument for the WHO FCTC contained in Annex 2 and adopt the draft decision contained in Annex 3 of the report.

7.2 Implementation Review Mechanism

*Document FCTC/COP/10/14*

In accordance with decision FCTC/COP9(2), document FCTC/COP/10/14 is resubmitted to the COP without change from document FCTC/COP/9/11. The document describes the pilot project exercise for an Implementation Review Mechanism for the WHO FCTC carried out in accordance with decision FCTC/COP8(16) and Specific Objective 3.1.2 of the *Global Strategy to Accelerate Tobacco Control: Advancing Sustainable Development through the Implementation of the WHO FCTC 2019–2025*. The COP is invited to note document FCTC/COP/10/14 and consider adopting the draft decision contained in Annex 3 of the report.

7.3 Contribution of the WHO FCTC to the promotion and fulfilment of human rights (item proposed by a Party)

*Document FCTC/COP/10/15*

Document FCTC/COP/10/15 highlights the mutually supportive nature of the WHO FCTC and human rights, provides additional considerations on the nexus between tobacco control and human rights, and outlines the work of the Convention Secretariat on human rights. This agenda item was proposed by a Party. The COP is invited to note document FCTC/COP/10/15 and provide further guidance.

## **8. Budgetary and institutional matters**

### **8.1 Performance and progress reports**

*Document FCTC/COP/10/16*

- (a) Performance report for the 2020–2021 Workplan and Budget
- (b) Interim performance report for the 2022–2023 Workplan and Budget
- (c) Global Strategy to Accelerate Tobacco Control: Advancing Sustainable Development through the Implementation of the WHO FCTC 2019–2025

The COP is invited to note the performance and progress reports for the reported periods contained in document FCTC/COP/10/16. Further, the COP is invited to consider adopting the draft decision contained in Annex 5 of document FCTC/COP/10/16 to adopt an extension to 2030 of the *Global Strategy to Accelerate Tobacco Control: Advancing Sustainable Development through the Implementation of the WHO FCTC 2019–2025*, as recommended by the Bureau.

### **8.2 Proposed Workplan and Budget for the financial period 2024–2025**

*Documents FCTC/COP/10/17 and FCTC/COP/10/INF.DOC./1*

The COP is invited to consider the report and adopt the Workplan and Budget for the financial period 2024–2025 contained in Annexes 1, 2 and 3 of document FCTC/COP/10/17, and to note the additional information contained in the Explanatory note FCTC/COP/10/INF.DOC./1.

### **8.3 WHO FCTC Investment Fund**

*Document FCTC/COP/10/18*

Document FCTC/COP/10/18 describes the arrangements made to launch the WHO FCTC Investment Fund, in accordance with decision FCTC/COP9(13). The report proposes the establishment of a single Oversight Committee, which would serve the WHO FCTC Investment Fund and the Investment Fund to support implementation of the Protocol to Eliminate Illicit Trade in Tobacco Products, under the direction of the separate governing bodies of the treaties. The COP is invited to note document FCTC/COP/10/18, to consider the terms of reference for a single Oversight Committee contained in Annex 1 and to adopt the draft decision contained in Annex 2 of the report.

### **8.4 Payment of Assessed Contributions and measures to reduce Parties in arrears**

*Document FCTC/COP/10/19*

The COP is invited to note the report providing information on the progress made on the payment of Assessed Contributions and the current status of Parties in arrears, contained in document FCTC/COP/10/19, and consider adopting the draft decision annexed to it, as recommended by the Bureau.

- 8.5 Review of accreditation of nongovernmental organizations with the status of observer to the Conference of the Parties

*Document FCTC/COP/10/20*

The COP is invited to note the report reviewing the accreditation of nongovernmental organizations (NGOs) with the status of observers to the COP, contained in document FCTC/COP/10/20, and to consider adopting the draft decision annexed to it to maintain the observer status of the reviewed NGOs.

- 8.6 Possible amendments to the Rules of Procedure of the Conference of the Parties

*Document FCTC/COP/10/21*

The COP is invited to consider possible amendments to the Rules of Procedures of the COP, as recommended by the Bureau, contained in Annex 1 of document FCTC/COP/10/21, and to adopt the draft decision contained in Annex 2 of the document.

- 8.7 Strengthening synergies between the Conference of the Parties and the World Health Assembly: report by the WHO Director-General on resolutions and decisions of the World Health Assembly

*Document FCTC/COP/10/22*

The COP is invited to note the report by the Director-General of WHO on the outcomes of the Seventy-fifth and Seventy-sixth World Health Assembly and the WHO regional committees relevant to the implementation of the WHO FCTC, as presented in document FCTC/COP/10/22.

- 8.8 Appointment of the Head of the Convention Secretariat: report by the Bureau

*Document FCTC/COP/10/23*

Document FCTC/COP/10/23 contains the joint recommendations of the Bureau elected by COP9 and the Bureau elected by the Second session of the Meeting of the Parties to the Protocol to improve the process of appointment of the Head of the Convention Secretariat, in accordance with decisions FCTC/COP9(9) and FCTC/MOP2(9). The COP is invited to note document FCTC/COP/10/23 and consider adopting the draft decision annexed to it.

## **9. Date and place of the Eleventh session of the Conference of the Parties\***

*Document FCTC/COP/10/24*

In accordance with Rules 3 and 4 of the Rules of Procedure of the COP, the COP shall decide on the date and duration of its next regular session. The report contained in document FCTC/COP/10/24 proposes a date and place for the conduct of the Eleventh session of the COP (COP11). It also makes reference to the basic requirements for Parties to host future sessions of the COP and the Meeting of the Parties to the Protocol. The COP is invited to note document FCTC/COP/10/24 and consider adopting the draft decision annexed to it to decide the date and place of COP11.

**10. Election of the President and Vice-Presidents of the Conference of the Parties\***

*Document FCTC/COP/10/25*

The election of officers of the COP is governed by Rule 21 of the Rules of Procedure of the COP. Each regional group of Parties is invited to put forward a candidate for membership of the Bureau and to inform its respective current Bureau Member and the Convention Secretariat of its nomination, if possible before the opening of the session. The procedure is described in document FCTC/COP/10/25. The COP is invited to note document FCTC/COP/10/25 and elect the officers that constitute the Bureau of the COP.

**11. Provisional report of the Tenth session of the Conference of the Parties\***

*Document FCTC/COP/10/26*

The COP is invited to adopt the provisional report of the Tenth session of the COP contained in document FCTC/COP/10/26.

**12. Closure of the session\***

= = =



**Information Kit for delegates  
to the Conference of the Parties  
to the WHO Framework Convention  
on Tobacco Control**



**Information Kit for delegates  
to the Conference of the Parties  
to the WHO Framework Convention  
on Tobacco Control**



**F C T C**

WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

S E C R E T A R I A T

Information Kit for delegates to the Conference of the Parties to the WHO Framework Convention on Tobacco Control

WHO/FCTC/2023.1

© **World Health Organization (acting as the host organization for the Secretariat of the WHO Framework Convention on Tobacco Control and its Protocols (Convention Secretariat)), 2023.** Some rights reserved. This work is available under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 IGO licence (CC BY-NC-SA 3.0 IGO; <https://creativecommons.org/licenses/by-nc-sa/3.0/igo>).

Under the terms of this licence, you may copy, redistribute and adapt the work for non-commercial purposes, provided the work is appropriately cited, as indicated below. In any use of this work, there should be no suggestion that WHO endorses any specific organization, products or services. The use of the WHO logo is not permitted. If you adapt the work, then you must license your work under the same or equivalent Creative Commons licence. If you create a translation of this work, you should add the following disclaimer along with the suggested citation: "This translation was not created by the World Health Organization (WHO). WHO is not responsible for the content or accuracy of this translation. The original English edition shall be the binding and authentic edition".

Any mediation relating to disputes arising under the licence shall be conducted in accordance with the mediation rules of the World Intellectual Property Organization (<http://www.wipo.int/amc/en/mediation/rules/>).

**Suggested citation.** Information Kit for delegates to the Conference of the Parties to the WHO Framework Convention on Tobacco Control. Geneva: World Health Organization (acting as the host organization for the Secretariat of the WHO Framework Convention on Tobacco Control and its Protocols (Convention Secretariat); 2023. Licence: **CC BY-NC-SA 3.0 IGO**.

**Cataloguing-in-Publication (CIP) data.** CIP data are available at <http://apps.who.int/iris>.

**Sales, rights and licensing.** To purchase WHO publications, see <https://www.who.int/publications/book-orders>. To submit requests for commercial use and queries on rights and licensing, see <https://www.who.int/copyright>.

**Third-party materials.** If you wish to reuse material from this work that is attributed to a third party, such as tables, figures or images, it is your responsibility to determine whether permission is needed for that reuse and to obtain permission from the copyright holder. The risk of claims resulting from infringement of any third-party-owned component in the work rests solely with the user.

**General disclaimers.** The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of WHO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. Dotted and dashed lines on maps represent approximate border lines for which there may not yet be full agreement.

The mention of specific companies or of certain manufacturers' products does not imply that they are endorsed or recommended by WHO in preference to others of a similar nature that are not mentioned. Errors and omissions excepted, the names of proprietary products are distinguished by initial capital letters.

All reasonable precautions have been taken by WHO to verify the information contained in this publication. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall WHO be liable for damages arising from its use.

# Contents

|  |           |
|--|-----------|
| <b>Introduction.....</b>   | <b>1</b>  |
| <b>1. WHO Framework Convention on Tobacco Control.....</b>   | <b>2</b>  |
| <b>2. Treaty governing body and its subsidiary bodies.....</b>   | <b>3</b>  |
| 2.1 The Conference of the Parties .....  | 3         |
| 2.2 The Bureau of the Conference of the Parties .....  | 4         |
| 2.3 Working groups and expert groups .....   | 6         |
| <b>3. The Secretariat of the WHO Framework Convention on Tobacco Control .....</b>   | <b>7</b>  |
| <b>4. Participation, credentials and registration.....</b>   | <b>8</b>  |
| 4.1 Parties to the WHO Framework Convention on Tobacco Control.....  | 8         |
| 4.2 Observers to the Conference of the Parties.....  | 11        |
| (a) States and regional economic integration organizations that are not<br>Parties to the WHO FCTC .....                             | 11        |
| (b) International intergovernmental organizations and international<br>and regional nongovernmental organizations .....              | 11        |
| 4.3 Members of the public and media.....   | 11        |
| 4.4 Credentials .....  | 11        |
| 4.5 Registration .....   | 12        |
| 4.6 Article 5.3 and its Guidelines for implementation.....   | 12        |
| <b>5. The Conference of the Parties at work .....</b>  | <b>15</b> |
| 5.1 Functions of the Secretariat of the WHO Framework Convention on<br>Tobacco Control to support the Conference of the Parties..... | 15        |
| 5.2 Conduct of business.....   | 15        |
| 5.3 Documentation .....  | 16        |
| 5.4 High-level segment.....  | 16        |
| 5.5 The general debate.....  | 16        |
| 5.6 Organization of work .....   | 18        |
| 5.7 Negotiation and consultation practices.....  | 19        |
| 5.8 Informal consultations and Preparatory regional meetings .....   | 20        |
| 5.9 Languages and interpretation.....  | 20        |
| 5.10 Seating arrangements .....  | 20        |
| 5.11 Informal regional meetings.....   | 21        |
| 5.12 Bilateral or private meetings.....  | 21        |
| <b>6. Events around the Conference of the Parties .....</b>  | <b>23</b> |
| 6.1 Side events.....   | 23        |
| 6.2 Marketplace .....  | 23        |
| <b>7. Abbreviations and terms frequently used during the sessions of the Conference<br/>    of the Parties.....</b>                  | <b>24</b> |



# Introduction

This Information Kit 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 Kit 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.

Contact:

Secretariat of the WHO FCTC  
World Health Organization  
20, Avenue Appia  
1211 Geneva 27  
Switzerland  
Email: [fctcgovernance@who.int](mailto:fctcgovernance@who.int)  
Website: <https://fctc.who.int/>

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

[WHO Framework Convention on Tobacco Control](#)

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

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

[Adopted guidelines and policy recommendations](#)

# 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 Procedures of the COP to the WHO FCTC, which may be found on the WHO FCTC website.<sup>1</sup>

Since the Third session of the COP in 2008, regular sessions of the COP are held every two years.<sup>2</sup> 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"> <li>■ Parties</li> <li>■ States and regional economic integration organizations that are not Parties</li> <li>■ The Convention Secretariat</li> <li>■ Intergovernmental organizations (IGOs) accredited as observers</li> <li>■ Nongovernmental organizations (NGOs) accredited as observers</li> <li>■ Accredited media</li> <li>■ Members of the public</li> </ul> | <ul style="list-style-type: none"> <li>■ Parties</li> <li>■ States and regional economic integration organizations that are not Parties</li> <li>■ The Convention Secretariat</li> <li>■ IGOs accredited as observers</li> <li>■ NGOs accredited as observers</li> <li>■ Accredited media, unless the COP decides otherwise</li> </ul> | <ul style="list-style-type: none"> <li>■ Parties</li> <li>■ Essential Convention Secretariat staff</li> </ul> |

<sup>1</sup> <https://fctc.who.int/>

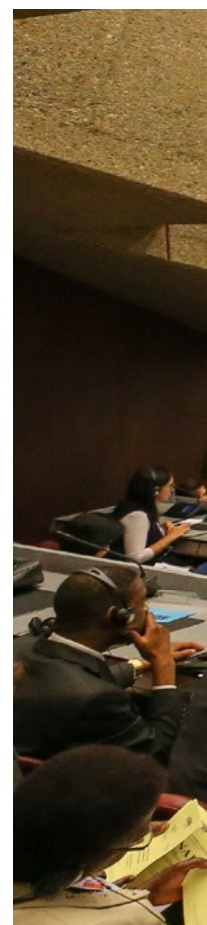
<sup>2</sup> In the context of the restrictions imposed in response to the COVID-19 pandemic, the Ninth session of the COP was postponed by one year.

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 the 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 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 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, its front groups 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 intergovernmental organizations (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.

COP sessions are very well attended, reflecting the commitment from governments and observers in implementing the WHO FCTC.

### 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, a Party delegation may consist of a head of delegation and such other accredited representatives, alternative representatives and advisers, as the delegation may require. Each Party would designate the function and roles of representatives within its delegation.

Party delegates are granted access to all 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. 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.<sup>3</sup>

3 [https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg\\_no=IX-4&chapter=9&clang=\\_en](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

The 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 the 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-serve 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

Parties and observers must formally notify the Head of the Convention Secretariat of the composition of their delegation for each session of the COP.

Both Parties and States, as well as regional economic integration organizations that are not Parties, wishing to attend as observers must submit credentials for their delegates. These credentials must be issued by the Head of State or Government, the Minister of Foreign Affairs, the Minister of Health or any other competent government authority, in accordance with Rule 18 of the Rules of Procedure of the COP.

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 the arrival of 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.

Credentials or nomination letters addressed to WHO officials are not valid.

## 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, as well as letters of nominations of 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 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 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 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://fctc.who.int/publications/m/item/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](https://fctc.who.int/publications/m/item/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).

## 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 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 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 issues 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 60 days before the opening of the session on the WHO FCTC website and the COP software application. To reduce the environmental impact of COP sessions and following the example of the World Health Assembly, the Convention Secretariat is transitioning to paperless meetings, with all documents accessible electronically.

**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.

**Guide for participants:** The Convention Secretariat issues a guide for participants to the COP and the MOP, with detailed information on the venue, visa requirements and logistical information. The guide for participants is issued at every COP as part of the documentation.

**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 full report containing a provisional record 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 record of plenary meetings:** The verbatim record of plenary meetings is made available online a few months after the closure of the COP.

## 5.4 High-level segment

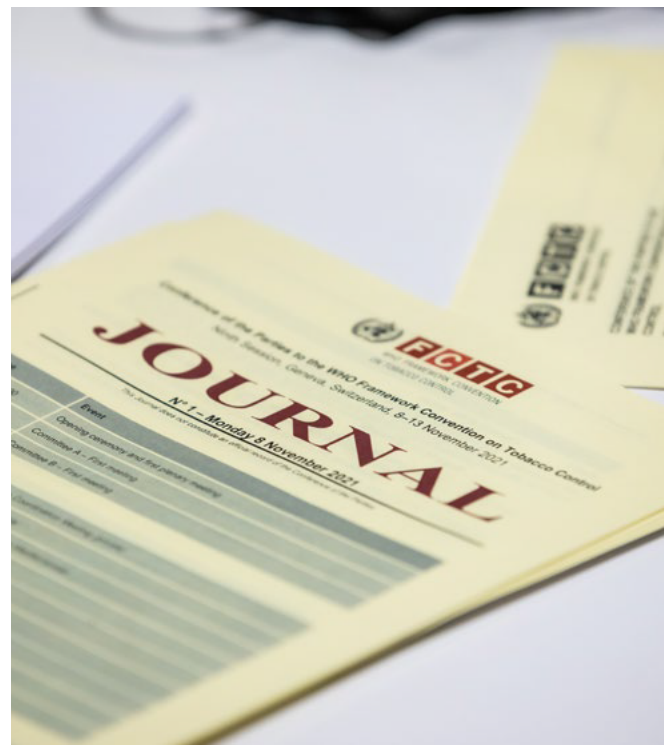
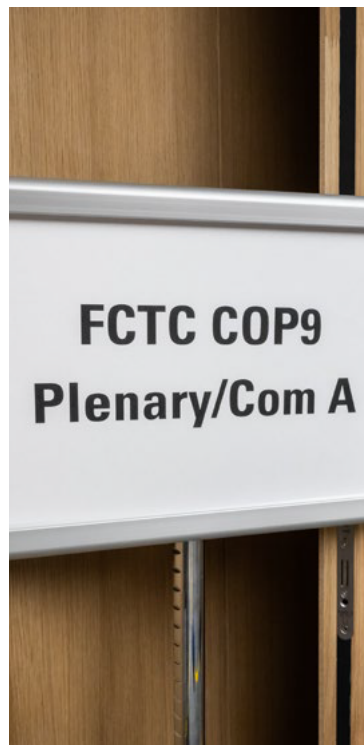
COP sessions may include a High-level segment. The objective of a High-level segment is to bring together Heads of State or Heads of Government, ministers from various ministries and heads of United Nations agencies to raise the profile of the WHO FCTC and discuss the implementation of the treaty.

More information about the High-level segment is available on the WHO FCTC website.

## 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 are limited to three minutes (330 words) and statements on behalf of a WHO region to four minutes (440 words). IGOs are invited to limit their statements to two minutes (220 words), and NGOs to one minute (110 words). IGOs and NGOs will also be invited to make statements after Parties and State 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 the global progress in implementation of the WHO FCTC, among others. 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, such as on-screen drafting.

**5.6.4 Decisions:** All COP decisions related to an agenda item 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 often 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 in the following paragraph).

**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 the translation and circulates the draft decisions as Conference Papers in the session.

Proposals for decisions cannot be tabled after an agenda item is closed, unless the COP decides to reopen the agenda item, 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 need to send in advance their draft via email to the Convention Secretariat ([fctcgovernance@who.int](mailto:fctcgovernance@who.int)), with the indication of the agenda item number under which the draft decision is tabled, for example, the subject line should read: Party x/Committee x/Agenda item x.

The Conference Papers containing draft decisions are distributed to COP delegates through the 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 agreed draft decisions are included in a report of the respective 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 one another prior to the COP and submit, if necessary, a new draft decision. This practice saves time and enables 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.

If no consensus is reached, the committees report to the plenary meeting on the need to make a decision on whether to defer the agenda item to a future session of the COP, to take note of the report without adopting a decision, or to proceed with voting in accordance with the Rules 49 to 56 of the Rules of Procedure of the COP.

## 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 reaching consensus.

**Preparatory regional meetings:** After the release of COP documentation, a meeting in each of the six WHO regions is organized, where respective Parties, State 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.

## 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. Requests for meeting rooms should be sent to the Convention Secretariat by email at least 24 hours prior to the meeting. Upon the availability of the rooms and, on a first-come, first-served basis, the Convention Secretariat makes arrangements to accommodate these requests.



## 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. More information on submissions of interest in hosting a side event, including the downloadable application form, is provided on the WHO FCTC website at <https://fctc.who.int/>.

### 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.

More 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

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





**The Secretariat of the WHO Framework  
Convention on Tobacco Control**

Avenue Appia 20,  
1211 Geneva 27, Switzerland  
Tel. +41 22 791 50 43  
Fax +41 22 791 58 30  
Mail: [fctcsecretariat@who.int](mailto:fctcsecretariat@who.int)  
Web: [fctc.who.int](http://fctc.who.int)



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL



PROTOCOL  
TO ELIMINATE  
ILLCIT TRADE IN  
TOBACCO PRODUCTS

**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/DIV/2/Rev.1**

**Tenth session**

**Panama City, Panama, 20–25 November 2023**

**MEETING OF THE PARTIES TO THE PROTOCOL  
TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

**FCTC/MOP/3/DIV/2/Rev.1**

**Third session**

**Panama City, Panama, 27–30 November 2023**

**20 September 2023**

---

## **Guide for Participants**

**Tenth session of the Conference of the Parties to the  
WHO Framework Convention on Tobacco Control**

**and**

**Third session of the Meeting of the Parties to the  
Protocol to Eliminate Illicit Trade in  
Tobacco Products**

## Contents

|  |    |
|--|----|
| INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP .....                             | 4  |
| VENUE AND DATES .....  | 4  |
| REGISTRATION PROCESS.....  | 4  |
| CREDENTIALS .....  | 4  |
| VISA REQUIREMENTS .....  | 5  |
| ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER .....  | 6  |
| HOTEL RESERVATIONS .....   | 6  |
| LOCAL TRANSPORTATION .....   | 7  |
| INSURANCE .....  | 7  |
| ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT .....                             | 7  |
| BADGES .....   | 8  |
| WORKING HOURS OF THE SESSION .....   | 8  |
| INFORMAL REGIONAL MEETINGS.....  | 9  |
| SIDE EVENTS .....  | 9  |
| MARKETPLACE.....   | 10 |
| DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED .....                                    | 10 |
| DOCUMENTATION .....  | 10 |
| ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY,<br>COMMITTEE A AND B MEETINGS ..... | 11 |
| STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE .....                              | 11 |
| INTERPRETATION AND STATEMENTS.....   | 12 |
| SUBMISSIONS BY DELEGATIONS .....   | 12 |

|   |    |
|---|----|
| CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B.....      | 12 |
| RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS ..... | 12 |
| PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP.....        | 13 |
| INFORMAL CONSULTATIONS.....                                   | 13 |
| VACCINATION REQUIREMENTS .....                                | 13 |
| USEFUL CONTACTS.....  | 13 |
| ANNEX 1.....  | 15 |
| ANNEX 2.....  | 16 |
| ANNEX 3.....  | 18 |
| ANNEX 4.....  | 19 |

## INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP

Information kits for Delegates to the Conference of the Parties to the WHO Framework Convention on Tobacco Control and to the Meeting of the Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products are available for delegates representing Parties, as well as those attending as accredited observers at the Conference of the Parties (COP) and/or to the Meeting of the Parties (MOP). The information kits are intended to help delegates understand how the COP and the MOP operate, as well as their practices and procedures.

**Additionally, the host country website for COP10 and MOP3 at <http://www.cop10-mop3-pma.com/> will provide participants with further details to plan their participation and travel, including on-site facilities and other useful information.**

## VENUE AND DATES

The Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Third session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products will be held at the Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama. A floor plan of the Panama Convention Center is attached as Annex 1.

The first plenary session of COP10 will open at 10:00 on Monday, 20 November 2023, and the meeting is expected to close no later than 18:00 on Saturday, 25 November 2023.

The first plenary session of MOP3 will open at 10:00 on Monday, 27 November 2023, and the meeting is expected to close no later than 18:00 on Thursday, 30 November 2023.

**Smoking and the use of any electronic tobacco or nicotine delivery devices are not permitted in any indoor area, including in the conference area allocated for the meetings and any other spaces.**

## REGISTRATION PROCESS

Online registration is required for COP10 and MOP3. Instructions for online registration are available on the WHO FCTC website:

**COP10 online registrations opens 1 May 2023 and must be completed by 31 October 2023; and**

**MOP3 online registrations opens 1 May 2023 and must be completed by 7 November 2023.**

Queries concerning the system can be communicated by email to [cop10-mop3@who.int](mailto:cop10-mop3@who.int).

## CREDENTIALS

In accordance with Rule 18 of the Rules of Procedure of COP and of the MOP, credentials shall be issued by the Head of State or Government, Minister of Foreign Affairs, Minister of Health or any other competent government authority (in an official diplomatic note or letter prepared on letterhead, and appropriately dated, signed and/or stamped).<sup>1</sup> Alternates and advisers may accompany delegates.

---

<sup>1</sup> For the convenience of delegates, a template for the submission of credentials will be provided in the registration system.

**Credentials shall be addressed to the Head of the Convention Secretariat, Dr Adriana Blanco Marquizo**, and should include the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, city and gender (unless indicated in the title). Additionally, the credentials should explicitly specify the Head of Delegation, accredited representatives, alternate representatives and advisers in order of precedence.

**Credentials addressed to any officials of the World Health Organization (WHO), including the Director-General, Regional Directors or Heads of WHO country offices, are not considered valid and, therefore, will not be accepted.**

In accordance with decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#), the Convention Secretariat respectfully reminds Parties to observe Article 5.3 of the WHO FCTC and to be mindful of the recommendations 4.9 and 8.3 of the *Guidelines for the implementation of Article 5.3 of the WHO FCTC* when designating their representatives to the meetings of the COP and MOP. Further, **the COP and MOP require Parties, when designating their representatives to the meetings of the COP and MOP, to indicate, by any means or format of their preference (for example, in the accreditation document or in a 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.** In this regard, in accordance with the above-referenced decision, the Parties shall indicate the following:

*“When designating its representatives to the Tenth session of the Conference of the Parties/Third session of the Meeting of the Parties, [name of the Party] has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC.”*

The procedures set forth as per decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#) apply to the designation of delegations from States non-Parties.

In the case of a regional economic organization, credentials shall be issued by the competent authority of that organization and shall include the same information as required for delegations from State Parties.

## VISA REQUIREMENTS

In order to enter Panama, participants are requested to ensure that they are in possession of a valid passport recognized by the Government of Panama and to obtain, as appropriate, the necessary visa from the embassy of Panama in the country of departure, or the nearest embassy or consulate of Panama. Participants are advised to apply directly at the nearest embassy or consulate of Panama and not to use the services of any intermediary agent.

A summary document with information concerning immigration and visas, including a list of countries whose citizens do not need a visa to enter Panama and those countries whose citizens need a visa (authorized and stamped) to enter Panama, the required documents, the application form, and the specific and special procedures for application is now available on the [WHO FCTC website](#). It also highlights the circumstances and conditions under which certain participants can be exempted from needing a visa to enter Panama.

Depending on the verification and completion of documents:

- the approval process may take up to **60 business days** for authorized visas; and
- the approval process may take up to **30 business days** for stamped visas.

Detailed information or specific questions on visa requirements can be obtained from the diplomatic or consular headquarters of Panama or from the official website of the National Migration Service of the Ministry of Public Security of Panama: <https://www.migracion.gob.pa/>.

Visa-related enquiries may be addressed to the designated focal point in Panama by email at: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

## ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER

### At the airport

Tocumen International Airport is 20.9 km from the centre of Panama City and 26 km from the Panama Convention Center.

Panama Pacifico International Airport is 15 km from the centre of Panama City and 10 km from the Panama Convention Center.

### Dedicated immigration-lane facilities

Dedicated immigration-lane facilities will be provided by Panama for all delegates arriving at Tocumen International and Panama Pacifico International airports. At the arrival terminal, delegates are encouraged to follow the COP10/MOP3 signage.

### Transport

A COP10/MOP3 Reception Desk will be operating at the arrival terminal of Tocumen International Airport (after passport, immigration and customs control) from Friday, 17 November, to Monday, 20 November 2023 (inclusive) and from Friday, 24 November, to Monday, 27 November 2023 (inclusive), to assist participants in transferring to their hotels.

Delegates who will be arriving at Panama Pacifico International Airport are required to inform the designated focal point by email at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com), with their name, flight number, date and time of their arrival in order for transportation to be arranged.

## HOTEL RESERVATIONS

In order to facilitate the accommodation of delegates, Panama has pre-booked rooms in several hotels at negotiated rates (see Annex 2). Participants wishing to use these advance reservations will need to complete their reservation request **by 15 October 2023** directly with the selected hotels, following the booking process detailed in Annex 2. The [host country website for COP10 and MOP3](#) provides further information on each hotel, including rates and maps.

Hotel reservation bookings from participants to COP10 and MOP3 will be processed directly by the selected hotels on a **first-come, first-served basis**.

Delegates are responsible for making their own hotel reservations and for checking the conditions for cancellation and modification applied by each establishment. Delegates will also be responsible for paying for their rooms.

## LOCAL TRANSPORTATION

A daily shuttle service between the hotels listed in Annex 2 and the Panama Convention Center will operate from Sunday, 19 November, to Thursday, 30 November 2023. Participants are kindly requested to check the schedule at the reception desk of these hotels. Each shuttle bus will be identified on the front of the bus with the name of the hotel where the transfer will take place. Further information, for example, on public transport, can be found on the transport section of the host country website for COP10 and MOP3.

## INSURANCE

Participants should note that neither the Convention Secretariat nor the host country can be held liable for any claim resulting from death, injury, illness or other disability in connection with participation in the sessions of COP10 and MOP3. Participants are responsible for making their own insurance arrangements, as necessary.

## ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT

In accordance with the travel policy adopted by the COP and the MOP, financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) and a per diem for one delegate will be available to facilitate the participation of least-developed countries. Financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) for one delegate will be available for low- and lower-middle-income country Parties; the per diem for one delegate is also provided by the host country. The list of Parties eligible for travel support for COP10 is contained in Annex 3 and the list of Parties eligible for travel support for MOP3 is contained in Annex 4.

**Travel arrangements will only be processed by the Convention Secretariat upon completion of registration.** To facilitate timely travel arrangements, Parties eligible for travel support as listed in Annex 3 (for the COP) and Annex 4 (for the MOP) are requested to register online by 31 July 2023, and to indicate on the credentials which delegate should receive financial support and to provide full contact details, including an email address and a phone number for the supported delegate. Due to the time required for visa approval process (up to 60 days), Parties are encouraged to start their application as early as possible (if a visa is required). **The Convention Secretariat cannot finalize travel arrangements until a visa has been granted.**

Participants to whom per diem payments are made in advance of the session and whose participation is subsequently cancelled will be asked to refund the total amount received to the Convention Secretariat.

**Arrangements made or costs incurred by a Party or a participant following a change in an approved itinerary, which have not been agreed upon beforehand with the Convention Secretariat, will not be reimbursed.**

## BADGES

Participants will be able to collect their badges before the opening of the session at the Registration Desk located on the ground floor of the Panama Convention Center. The Registration Desk will be open as follows:

### For COP10:

- **Sunday, 19 November, from 12:00 until 19:00**  
*(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)*
- Monday, 20 November, to Friday, 24 November, from 08:00 to 18:00
- Saturday, 25 November, from 08:00 until the closure of the session

### For MOP3:

- **Sunday, 26 November, from 12:00 until 19:00**  
*(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)*
- Monday, 27 November, to Wednesday, 29 November, from 08:00 to 18:00
- Thursday, 30 November, from 08:00 until the closure of the session.

**Please note that only those individuals whose registration has been approved will be issued a badge. Access to the Panama Conference Center and to the meeting rooms will be restricted to participants wearing conference badges.**

For security and identification purposes, all participants are requested to wear their badges at all times, whether attending meetings or social functions.

## WORKING HOURS OF THE SESSION

### COP10 working hours

| <b>Monday, 20 November 2023</b>                          |  |
|--|--|
| 10:00–13:00  | Opening ceremony and first plenary meeting     |
| 15:00–18:00  | Plenary meeting                                |
| 19:00  | Social event (at the Panama Convention Center) |
| <b>Tuesday, 21 November, to Friday, 24 November 2023</b> |  |
| 10:00–13:00  | Plenary or committee meetings                  |
| 15:00–18:00  | Plenary or committee meetings                  |
| <b>Saturday, 25 November 2023</b>                        |  |
| 10:00–13:00  | Plenary or committee meetings                  |
| 15:00–18:00  | Plenary meeting and closing                    |

A maximum of three evening sessions will be convened, if necessary, from 19:00 to 22:00.

### MOP3 working hours

| Monday, 27 November 2023                            |  |
|---|--|
| 10:00–13:00   | Opening ceremony and first plenary meeting     |
| 15:00–18:00   | Plenary meeting                                |
| 19:00   | Social event (at the Panama Convention Center) |
| Tuesday, 28 November to Wednesday, 29 November 2023 |  |
| 10:00–13:00   | Plenary or committee meetings                  |
| 15:00–18:00   | Plenary or committee meetings                  |
| Thursday, 30 November 2023                          |  |
| 10:00–13:00   | Plenary or committee meetings                  |
| 15:00–18:00   | Plenary meeting and closing                    |

A maximum of two evening sessions will be convened, if necessary, from 19:00 to 22:00.

### INFORMAL REGIONAL MEETINGS

The Convention Secretariat will make arrangements to allow the regional groups from all six WHO regions to hold informal regional meetings as follows:

#### For COP10:

- Monday, 20 November, from 08:00 to 09:30  
(COP10 delegates are requested to register and collect their badges, if possible, on Sunday, 19 November 2023, as indicated above.)
- Tuesday, 21 November, until Saturday, 25 November, from 08:45 to 09:45

#### For MOP3:

- Monday, 27 November, from 08:00 to 09:30  
(MOP3 delegates are requested to register and collect their badges, if possible, on Sunday, 26 November 2023, as indicated above.)
- Tuesday, 28 November until Thursday, 30 November, from 08:45 to 09:45.

Information on the meeting rooms allocated to each regional group for the above-mentioned meetings will be listed in the daily Journal available on the WHO FCTC website.

### SIDE EVENTS

Proposals to host a side event during COP10 and MOP3 shall be made by either a Party or an international intergovernmental (IGO) and/or nongovernmental organization (NGO) accredited as an observer to the COP/MOP. Proposals to host a side event during COP10 may also be made by a WHO FCTC Knowledge Hub. The Convention Secretariat, in collaboration with the COP and MOP Bureaus, will select from among the proposals submitted for side events and inform the organizers of the decision. Proposals should be submitted to the Convention Secretariat by **15 July 2023** at the following email address: [cop10-mop3@who.int](mailto:cop10-mop3@who.int), using the appropriate application form. The application form for side events is available at: <https://fctc.who.int/publications/m/item/application-form-side-event-cop10-and-mop3>.

**The organization of any side event is the responsibility of the organizers and payment of any related costs must be settled before the events are finalized.**

## MARKETPLACE

The aim of the Marketplace is to provide new forms of engagement and networking opportunities and to reinforce international cooperation. It is a space where issues and needs, as well as possible solutions to address them, can be identified, discussed and shared. Parties can use it to showcase progress made in the implementation of the WHO FCTC and the Protocol, and observers can promote their work and explore possible collaborations with Parties in implementing the treaties.

Organizers can apply for a booth free of charge, which comes with a table, chairs and access to electricity. Any additional requirements, such as extra equipment, specific furniture or supplies, need to be requested in advance. The extra cost is the responsibility of the organizer and must be settled before the space is confirmed.

To express interest in having a booth, please contact the Convention Secretariat at [cop10-mop3@who.int](mailto:cop10-mop3@who.int) by **15 July 2023**. Requests will be treated on a first-come, first-served basis.

## DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED

Representatives of Parties, including their alternates and advisers, as well as any other participants in the sessions of the COP and the MOP, acknowledge that the Convention Secretariat and parties acting on behalf of the Convention Secretariat may take photographs during and/or record on video all or part of public and open meetings of the COP and the MOP. By attending the COP and the MOP sessions, Party representatives and any other participants will be considered to have consented to being depicted in such photographs and video recordings, and to agree that the Convention Secretariat may, at its sole discretion, reproduce and publicly disseminate any such photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

## DOCUMENTATION

In addition to the COP10 and MOP3 software applications, the WHO FCTC website provides easy electronic access to documentation, such as the Rules of Procedure of the COP and of the MOP, and offers options to download documents for the current meetings of the governing bodies. The website also provides access to documents of previous sessions and other relevant documentation. Documentation for the meeting can be accessed at the following links:

**COP10:** <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties>

**MOP3:** <https://fctc.who.int/protocol/governance/meeting-of-the-parties/third-session-of-the-meeting-of-the-parties>

A secure and restricted online documentation portal will be set up for delegates to access in-session documentation with a username and password communicated to Parties by the Convention Secretariat.

## Paperless meetings

Following the example of the World Health Assembly, the Convention Secretariat is transitioning to paperless meetings. As documents are published online prior to the opening of COP10 and MOP3 sessions, no documents will be printed. Delegates should make their own arrangement to print their

documents if needed. In-session documents, including daily Journals and conference papers, will be accessible electronically.

Any special requests should be sent to the Convention Secretariat at [printshop@who.int](mailto:printshop@who.int), stating the Party and whether the request is related to COP10 or MOP3 documents.

### **The Journal**

The daily Journal of the COP and MOP contains the most current information on meetings and events scheduled during the sessions. It also includes brief summaries of the discussions and their outcomes. It will be accessible electronically from the WHO FCTC website and the COP10/MOP3 apps. A preliminary Journal will be published before the opening of COP10 and MOP3.

### **List of participants**

The provisional lists of participants (one each for COP10 and for MOP3) will be available on the WHO FCTC website at the opening of the session. The preliminary lists will be issued on the basis of valid credentials received by the Convention Secretariat up to 12:00 (noon) on Sunday, 19 November 2023, for COP10 and 12:00 (noon) on Sunday, 26 November 2023, for MOP3. A revised list for each session will be issued later. In the event of any official change in the details and composition of a delegation, the Convention Secretariat requests that it be amended directly in the registration system.

### **ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY, COMMITTEE A AND B MEETINGS**

Rule 32 of the Rules of Procedure of the COP and of the MOP states that sessions of the COP or the MOP shall be held in public, unless the COP decides that they shall be open or restricted.

### **Regional statements**

Delegations are encouraged to opt for group or regional statements, in lieu of individual statements, and to inform the Secretary of the Plenary and Committees A and/or B (see Contact Information for Secretaries, below) of the Party that will deliver the statement for the group or region.

### **Time management**

For the conduct of plenary meetings, interventions by delegates will be monitored by a “traffic light”. Individual statements are limited to three minutes (330 words) and statements on behalf of a WHO region to four minutes (440 words).

### **STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE**

Delegations wishing to speak in the general debate are invited to notify the Convention Secretariat as soon as possible by email with the subject line “Request for general debate statement” to [cop10-mop3@who.int](mailto:cop10-mop3@who.int). Delegations are encouraged to opt for group or regional statements, in lieu of individual statements.

Parties are invited to note that at their third meeting, in March 2023, the Bureau elected by the Ninth session of the COP and the Bureau elected by the Second session of the MOP adopted the themes for the COP10 and for MOP3 general debates, as follows:

- COP10: *Together, promoting healthier lives*
- MOP3: *More Parties, greater traceability, less illicit trade.*

## INTERPRETATION AND STATEMENTS

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Delegates are requested to send a copy of their statement to [interpret@who.int](mailto:interpret@who.int) **at least 30 minutes in advance**. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy in all languages.

When submitting a statement by email, it should specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential.

## SUBMISSIONS BY DELEGATIONS

Delegations wishing to submit draft decisions to the Plenary meeting or to one of the committee meetings are invited to send their draft via email to the Convention Secretariat in one of the official languages at least 15 days before the opening of the session. The Convention Secretariat will then place the draft decisions on the secure and restricted online documentation portal.

In accordance with Rule 33 of the Rules of Procedure of the COP and of the MOP, 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, unless the COP or the MOP decides otherwise.

## CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B

**Plenary contact:** [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

**Committee A contact:** [fctcComA@who.int](mailto:fctcComA@who.int)

**Committee B contact:** [fctcComB@who.int](mailto:fctcComB@who.int)

## RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings. Requests will be treated on a first-come, first-served basis.

Requests for a meeting room should be sent to the Convention Secretariat as soon as possible – but no later than 24 hours prior to the meeting – to [cmpmail@who.int](mailto:cmpmail@who.int), stating the date and time of the meeting, duration of the meeting, number of participants, and name of the organizer (Party or observer).

## **PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP**

Pre-COP and pre-MOP regional meetings will be organized in each of the six WHO regions. These meetings will take place after the release of COP10 and MOP3 documentation, during September and October 2023. Details for each meeting will be communicated by the Convention Secretariat and the WHO regional offices through official channels in due course.

## **INFORMAL CONSULTATIONS**

Parties may wish to organize informal consultations to discuss items included in the provisional agendas of COP10 and MOP3. The Convention Secretariat will provide the necessary support for their organization, virtually or in person. As per past practice, these meetings will be arranged upon request and in English only. Details for each meeting will be communicated to Parties directly.

## **VACCINATION REQUIREMENTS**

There are specific vaccination requirements for entry into Panama. For more information, participants are advised to consult the WHO website on international travel and health at <http://www.who.int/ith/vaccines/en/>.

## **Protective Measures against COVID-19**

Continued handwashing with soap and water, or the use of alcohol or alcohol gel, is recommended.

In view of the large number of delegates and participants from all over the world, it is recommended that face masks be worn while in the enclosed areas of the Panama Convention Center. Hand sanitizers and masks will be provided to participants at the time of delivery of the conference bag.

Should a participant experience COVID-19 related symptoms (including fever, chills, continuous cough, new loss of taste or smell, fatigue, difficulty breathing), they are invited to take a COVID-19 rapid test. In case of a positive result, a delegate should not come to the Panama Convention Centre and notify the organizers at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

To date, there are no special COVID-19-related requirements for entry into Panama; however, it is recommended to be alert to new information that may arise due to changes related to the development of the pandemic.

## **USEFUL CONTACTS**

### **Convention Secretariat in Geneva:**

Email: [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

Email: [fctcgovernance@who.int](mailto:fctcgovernance@who.int)

Website: <https://fctc.who.int/>

**Contacts in Panama City:****– Coordination Office of COP10 and MOP3 in Panama**

Ministry of Health  
Avenida Ancon, Gorgas Complex, Building 237  
Fourth Floor  
Tel: (+507) 512-9484 and (+507) 512-9233  
Email address: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com)  
Host country website for COP10 and MOP3: <http://www.cop10-mop3-pma.com/>

**– Panama Convention Center**

Calle General Juan D. Peron, Amador, Panama.  
Tel. (+507) 308-8888  
E-mail address: [info@panamaconventions.com](mailto:info@panamaconventions.com)  
Website: <https://panamaconventions.com/>

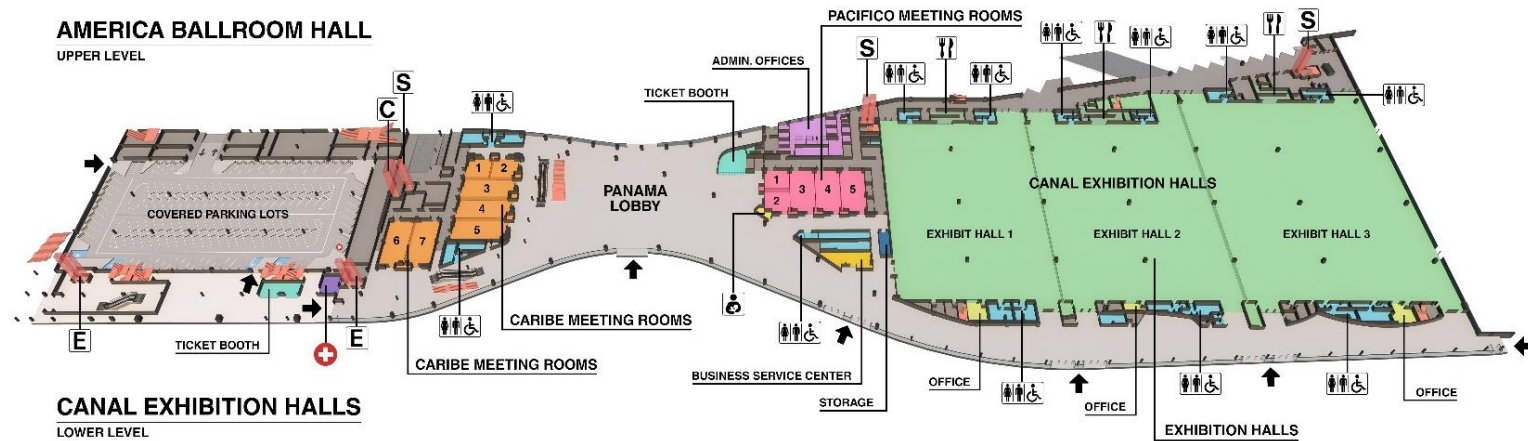
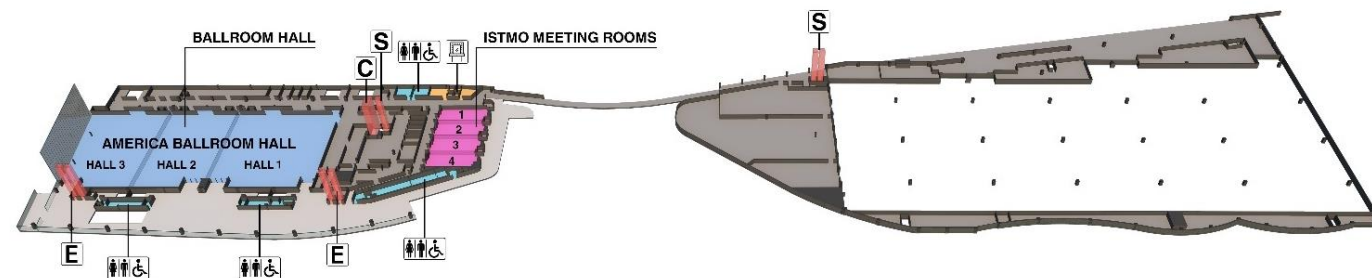
**Emergency and other numbers of interest in Panama:**

- Emergency services: 911
- Health Emergency Centre (CRUEM): (+507) 512-9219 / (+507) 6330-5577.
- Fire: 103
- Police: 104
- Ministry of Health: (+507) 512-9100

## ANNEX 1

### MAP OF THE PANAMA CONVENTION CENTER

Calle General Juan D. Peron, Amador, Panama.  
<https://panamaconventions.com/>  
 Tel. (+507) 308-8888



## ANNEX 2

HOTEL LIST<sup>1</sup>

The rates shown in the list of hotels, indicated in US dollars (US\$), do not include the 10% lodging tax and are per room per night, and include a breakfast buffet. Payment for the room must be made directly by each participant, by credit card for the amount in US\$ or by bank transfer in US\$ or euros. Participants should check the conditions applicable in case of modification or cancellation of reservation, or in case of no-show.

**Participants are reminded that 10% lodging tax will be applied to the hotel room rate.**

| No. | Hotel               | Type of Room    | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact   | To make a reservation  |
|-----|---------------------|-----------------|------------------------|---------------|--------------|--|---|--|
|     |                     |                 |                        | Single/night  | Double/night |  |   |  |
| 1   | RIU Plaza Panamá    | Deluxe Standard | 250                    | 95            | 95           | 9.3 km                                     | Mileika Bermúdez<br>Sales Manager<br>Tel. (+507) 282-0420, Ext. 869<br>(+507) 6677-5544<br>Email: <a href="mailto:mbermudez@riu.com">mbermudez@riu.com</a><br><br>Website:<br><a href="https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/">https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/</a> | Reservations via link<br>Link: <a href="https://www.riu.com/consultar-disponibilidad/?corporate">https://www.riu.com/consultar-disponibilidad/?corporate</a><br>Company code – COP10 (for both events)<br><br>Reservation instructions:<br><a href="https://fctc.who.int/publications/m/item/reservation-hotel-panama-cop10--mop3">https://fctc.who.int/publications/m/item/reservation-hotel-panama-cop10--mop3</a><br><br>Deadline for reservations: 30 October 2023<br><br><i>Dates must be between 14–30 November 2023, in case of requesting stays outside this date range the system will automatically show the regular prices.</i> |
|     |                     | Executive       | 210                    | 125           | 125          |  |   |  |
|     |                     | Senior Suite    | 30                     | 145           | 145          |  |   |  |
| 2   | The Executive Hotel | Standard        | 100                    | 65            | 75           | 8 km                                       | Hazel McDonald<br>Sales Executive<br>Tel. (+507) 265-8011, Ext 321<br>(+507) 6678-7047<br>Email: <a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br>Website: <a href="https://www.executivehotel-panama.com/">https://www.executivehotel-panama.com/</a>   | Reservations to be made directly to Sales Executive<br><a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br>Deadline for reservations: 15 October 2023<br><br><i>Rates valid for a stay between 19 November to 2 December 2023</i>  |

<sup>1</sup> Please check the host country website for COP10 and MOP3 for updates on the hotel lists.

| No. | Hotel                            | Type of Room                 | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact  | To make a reservation  |
|-----|----------------------------------|------------------------------|------------------------|---------------|--------------|--|--|--|
|     |                                  |                              |                        | Single/night  | Double/night |  |  |  |
| 3   | Hotel El Panamá By Faranda Grand | Standard                     | 343                    | 80            | 100          | 8.3 km                                     | Dilcia Oyaga<br>Groups Coordinator<br>Tel. (+507) 215 9100<br>Tel. (+507) 215-9186<br>(+507) 6780-4870<br>Email: <a href="mailto:grupos@elpanama.com">grupos@elpanama.com</a><br><br>Website: <a href="https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama">https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama</a>        | Reservations to be made directly to Groups Coordinator. When sending an email, please put COP10-MOP3 in the subject line.<br><br>Deadline for reservations: 30 October 2023<br><br><i>Rates valid for a stay between 3 days before and 3 days after the event dates (from 19 November to 2 December 2023).</i> |
|     |                                  | Executive on corporate floor |                        | 95            | 115          |  |  |  |
|     |                                  | Junior Suite                 |                        | 115           | 135          |  |  |  |
|     |                                  | Cabaña                       |                        | 85            | 105          |  |  |  |
| 4   | Riande Urban Hotel               | Standard Urban               | 100                    | 65            | 65           | 8.2 km                                     | Noemi Ruiz<br>Account Executive<br>Tel. (+507) 291-9012 or 9013<br>Email: <a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a><br><br>Jorge Silva<br>Tel. (+507) 291-9012<br>Email: <a href="mailto:int.websales@riandehoteles.net">int.websales@riandehoteles.net</a><br><br>Website: <a href="https://www.riandehoteles.com/en/">https://www.riandehoteles.com/en/</a> | Reservations to be made directly with the Account Executive<br><a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a><br><br>Deadline for reservation: 30 October 2023   |
| 5   | Hotel Las Américas Golden Tower  | Deluxe                       |                        | 105           | 130          | 8.4 km                                     | Flor E. Andrade<br>Sales & Banquet Manager<br>Tel: (+507) 370-4600, Ext. 6650<br>(+507) 6319-7135<br>Email: <a href="mailto:Flor.Andrade@lasamericasgoldentower.com">Flor.Andrade@lasamericasgoldentower.com</a><br>Website: <a href="https://lasamericasgoldentower.com/en/">https://lasamericasgoldentower.com/en/</a>   | Reservations via link<br><br>Promotional code: COP10<br>Link: <a href="https://bit.ly/COP10-MOP3">https://bit.ly/COP10-MOP3</a><br><br>Deadline for reservations: 30 October 2023  |
|     |                                  | Deluxe Executive             |                        | 135           | 155          |  |  |  |
| 6   | Megapolis                        | Deluxe                       | 300/200                | 120           | 130          | 8.4 km                                     | Julieth Vivas<br>Sales Manager<br>Tel. (+507) 6781-0617<br>Email: <a href="mailto:Julieth.vivas@megapolisworld.com">Julieth.vivas@megapolisworld.com</a><br><br>Website: <a href="https://www.hardrockhotels.com/">https://www.hardrockhotels.com/</a>   | Reservations via link<br>Link: <a href="https://secuream.e-gds.com/megapolishotelpanama/">https://secuream.e-gds.com/megapolishotelpanama/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3<br><br>Deadline for reservations: 30 October 2023   |
| 7   | Decapolis                        | Deluxe                       | 68/118                 | 80            | 90           | 8.4 km                                     | Julieth Vivas<br>Sales Manager<br>Tel. (+507) 6781-0617<br>Email: <a href="mailto:Julieth.vivas@megapolisworld.com">Julieth.vivas@megapolisworld.com</a><br><br>Website: <a href="https://radisson-decapolis-panama-city-h-rez.com/index.htm">https://radisson-decapolis-panama-city-h-rez.com/index.htm</a>   | Reservations via link<br>Link: <a href="https://secuream.e-gds.com/decapolishotel/">https://secuream.e-gds.com/decapolishotel/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3<br><br>Deadline for reservations: 30 October 2023   |

## ANNEX 3

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR COP10<sup>1</sup>**  
**(AS OF 20 SEPTEMBER 2023)**

|                                       |                                  |
|---------------------------------------|----------------------------------|
| AFGHANISTAN                           | MADAGASCAR                       |
| ALGERIA                               | MALAWI                           |
| ANGOLA                                | MALI                             |
| BANGLADESH                            | MAURITANIA                       |
| BENIN                                 | MICRONESIA (FEDERATED STATES OF) |
| BHUTAN                                | MONGOLIA                         |
| BOLIVIA (PLURINATIONAL STATE OF)      | MOZAMBIQUE                       |
| BURKINA FASO                          | MYANMAR                          |
| BURUNDI                               | NEPAL                            |
| CABO VERDE                            | NICARAGUA                        |
| CAMBODIA                              | NIGER                            |
| CAMEROON                              | NIGERIA                          |
| CENTRAL AFRICAN REPUBLIC              | PAKISTAN                         |
| CHAD                                  | PAPUA NEW GUINEA                 |
| COMOROS                               | PHILIPPINES                      |
| CONGO                                 | RWANDA                           |
| CÔTE D'IVOIRE                         | SAMOA                            |
| DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA | SAO TOME AND PRINCIPE            |
| DEMOCRATIC REPUBLIC OF THE CONGO      | SENEGAL                          |
| DJIBOUTI                              | SIERRA LEONE                     |
| EGYPT                                 | SOLOMON ISLANDS                  |
| EL SALVADOR                           | SRI LANKA                        |
| ESWATINI                              | SUDAN                            |
| ETHIOPIA                              | SYRIAN ARAB REPUBLIC             |
| GAMBIA                                | TAJIKISTAN                       |
| GHANA                                 | TIMOR-LESTE                      |
| GUINEA                                | TOGO                             |
| GUINEA-BISSAU                         | TUNISIA                          |
| HONDURAS                              | TUVALU                           |
| INDIA                                 | UGANDA                           |
| IRAN (ISLAMIC REPUBLIC OF)            | UKRAINE                          |
| JORDAN                                | UNITED REPUBLIC OF TANZANIA      |
| KENYA                                 | UZBEKISTAN                       |
| KIRIBATI                              | VANUATU                          |
| KYRGYZSTAN                            | VIET NAM                         |
| LAO PEOPLE'S DEMOCRATIC REPUBLIC      | YEMEN                            |
| LEBANON                               | ZAMBIA                           |
| LESOTHO                               | ZIMBABWE                         |
| LIBERIA                               |                                  |

---

<sup>1</sup> In accordance with decision [FCTC/COP9\(7\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at COP10. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**

## ANNEX 4

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR MOP3<sup>1</sup>  
(AS OF 20 SEPTEMBER 2023)**

BENIN  
BURKINA FASO  
CABO VERDE  
CHAD  
COMOROS  
CÔTE D'IVOIRE  
CONGO  
EGYPT  
ESWATINI  
GAMBIA  
GHANA  
GUINEA  
INDIA  
IRAN (ISLAMIC REPUBLIC OF)  
KENYA  
MADAGASCAR  
MALI  
MONGOLIA  
NICARAGUA  
NIGER  
NIGERIA  
PAKISTAN  
RWANDA  
SAMOA  
SENEGAL  
SRI LANKA  
TOGO

= = =

---

<sup>1</sup> In accordance with decision [FCTC/MOP2\(13\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at MOP3. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**



### COP10 Side events

|  |  |
|--|--|
| <p><b>Monday,<br/>5 Feb 2024<br/>13:30 – 14:45</b></p> | <p><b>Title:</b> <i>Towards a smoke-free generation: Options to make tobacco and related products less attractive</i></p> <p><b>Organizers:</b> Dutch National Institute of Public Health and the Environment (RIVM)</p> <p><b>Description:</b> Cigarettes and other tobacco and related products are designed to be attractive and stimulate use. They are also harmful and can be addictive. The WHO FCTC underlines the importance of tobacco product regulation as a means to contribute to reducing tobacco-attributable disease and premature death by reducing the attractiveness of tobacco products. This side event will present attractive features of tobacco and related products and options to effectively regulate them, such as flavour bans and mandated printed warnings on cigarettes. Participants are invited to discuss opportunities and barriers for successful implementation of measures to reduce tobacco product attractiveness.</p>  |
|  | <p><b>Title:</b> <i>Implementation of Article 5.3 of the WHO FCTC</i></p> <p><b>Organizers:</b> United Kingdom of Great Britain and Northern Ireland, WHO FCTC Knowledge Hub for Article 5.3 (Thammasat University)</p> <p><b>Co-organizers:</b> Ecuador, Panama, Peru, Corporate Accountability, Global Center for Good Governance in Tobacco Control, Southeast Asia Tobacco Control Alliance (SEATCA)</p> <p><b>Description:</b> The tobacco industry has long interfered with global health policies and regulations at the international level and in countries worldwide. As new actors enter the “harm reduction” space and novel tobacco products emerge, the industry is implementing new strategies to counter regulations and maintain its profits. While the tobacco industry continues evolving tactics, the response must also advance. This session will highlight the Global Tobacco Industry Interference Index and share lessons learned in strengthening the implementation of WHO FCTC Art</p> |

|  |  |
|--|--|
|  | <p>5.3. so that governments can better overcome industry obstruction, implement effective tobacco control, and build a healthier future for all.</p> <p>Title: <i>Everyone has a role to play: Promoting a multisectoral approach to WHO FCTC implementation</i></p> <p>Organizers: Secretariat of the WHO Framework Convention on Tobacco Control<br/>Co-organizers: United Nations Development Programme (UNDP)</p> <p>Description: The implementation of the WHO FCTC should not be seen as a mission for the health sector alone, as there is a role and benefits for many other sectors and stakeholders. This side event will share country-level experience and best practices for the implementation of a whole-of-government and whole-of-society agenda for tobacco control, highlight the benefits of multisectoral action and how to engage other sectors to ensure policy coherence. At the side event, the Convention Secretariat and UNDP will also jointly launch a new set of “sectoral briefs” that explain to different ministries how they can support WHO FCTC implementation and what “is in it for them”.</p>   |
| <p>Tuesday,<br/>6 Feb 2024<br/>13:30 – 14:45</p> | <p>Title: <i>Making Tobacco Industry Pay (Tobacco Industry Liability): Empowering Parties to Implement Article 19 of the WHO FCTC</i></p> <p>Organizers: Brazil, Iran, Oman, Pakistan, Panama, Corporate Accountability, Global Center for Good Governance in Tobacco Control</p> <p>Description: This side event will explore approaches from FCTC Parties to the need to hold tobacco industry not just liable, but more importantly, accountable. This is in light of the need to consider innovative approaches given the innovative tactics of the tobacco industry to interfere in life saving measures. This is intended to support discussions around the draft decision on liability and accountability that seeks to enhance national and international cooperation in implementing Article 5.3 of the WHO FCTC in relation to Articles 17, 18 and 19 of the WHO FCTC to reduce tobacco industry interference. The event will cover benefits and challenges in litigation, potential liability regimes and measures such as compensation mechanisms, standard in sanctions and penalties, and opportunities in the fields of plastics policy, sustainability reporting.</p> <p>Title: <i>Global funding gap and investment case for the implementation of the WHO FCTC</i></p> <p>Organizers: Secretariat of the WHO Framework Convention on Tobacco Control</p> <p>Description: In Article 26 of the WHO FCTC “the Parties recognize the important role that financial resources play in achieving the objective of this Convention”. International resource mobilization is also a critical for the Global Strategy. Parties and COP need information on the financial implications of implementing the Convention, but also evidence and tools to advocate for sustainable funding of</p> |

|   |   |
|---|---|
|   | <p>tobacco control. Methodologies were developed to calculate the global funding gap and a global investment case to implement the Convention and the same information by country. This will inform global and national priority setting and the interventions costs to reduce health and economic burden of tobacco use.</p> <p>Title: <b><i>Cross-border TAPS (Tobacco Advertising, Promotion and Sponsorship)</i></b></p> <p>Organizers: <b>European Network for Smoking and Tobacco Prevention (ENSP), Secretariat of the WHO Framework Convention on Tobacco Control</b></p> <p>Co-organizers: Action on Smoking and Health (ASH), Campaign for Tobacco Free Kids (CTFK), Global Alliance for Tobacco Control (GATC), Truth Initiative</p> <p>Description: Strong cross-border TAPS regulation requires an international notification system to monitor evidence of cross-border TAPS including youth-oriented schemes. The goal of the side event is to demonstrate how Tobacco Industry is involved in cross boarder TAPs, presenting some figures, studies and discussion on the decisions FCTC/COP7(5) and FCTC/COP8(17) on cross-border tobacco advertising, promotion and sponsorship.</p>   |
| <p><b>Tuesday,<br/>6 Feb 2024<br/>18:30 – 19:45</b></p> | <p>Title: <b><i>The FCTC a tool to advance human rights</i></b></p> <p>Organizers: <b>Action on Smoking and Health (ASH)</b></p> <p>Co-organizers: Campaign for Tobacco Free Kids (CTFK)</p> <p>Description: The preamble of the WHO Framework Convention on Tobacco Control (WHO FCTC) clearly illustrates the connection between the Convention and the right to health. The main purpose of the Decision: Contribution of WHO FCTC to the Promotion and Fulfillment of Human Rights is to stress the mutually reinforcing nature of the WHO FCTC, Human Rights treaties, the 2030 Development Agenda, and the Sustainable Development Goals. This session will highlight how this Decision will help formalize the relationship between the WHO FCTC and human rights objectives and encourage countries to make simultaneous progress toward WHO FCTC implementation and fulfillment and advancement of human rights and sustainable development goals.</p> <p>Title: <b><i>Social Secrets: Countering Big Tobacco's Marketing in a Digital Age</i></b></p> <p>Organizers: <b>Campaign for Tobacco-Free Kids (CTFK)</b></p> <p>Co-organizers: India, Mexico, University of Bath Tobacco Control Research Group, Vital Strategies</p> <p>Description: From social media platforms like Facebook and Instagram to streaming providers like Netflix, tobacco and nicotine companies are constantly exploiting new marketing channels to advertise addictive products. This evening side event will increase COP10 delegates understanding of the digital marketing tactics used by the tobacco and nicotine industry online. The event will also cover policy solutions from governments working to address the problem.</p> |

|   |  |
|---|--|
|   | <p>Title: <b><i>State of Tobacco Taxation: Latest Global Developments and Outlook</i></b></p> <p>Organizers: <b>World Health Organization</b></p> <p>Description: This event will provide the latest global developments and updates on the state of tobacco taxation as reported in the WHO Report on the Global Tobacco Epidemic 2023, including on novel and emerging tobacco products. Recent developments at the regional and country income group levels will be also covered highlighting the implementation status of Art. 6 of the WHO FCTC, lessons learned and areas for improvement. The event will be an opportunity to provide an update of the cigarette tax scorecard which scores cigarette tax policy performance in countries on a five-point scale using data from the WHO Report on the Global Tobacco Epidemic, providing policy makers with an actionable assessment of their country's cigarette tax policy.</p>   |
| <p><b>Wednesday,<br/>7 Feb 2024<br/>13:30 – 14:45</b></p> | <p>Title: <b><i>Forward-looking tobacco control measures</i></b></p> <p>Organizers: <b>Canada</b><br/>Co-organizers: Global Alliance for Tobacco Control (GATC)</p> <p>Description: This session, moderated by GATC, will focus on discussing and showcasing forward-looking tobacco control measures for preventing and reducing tobacco consumption and its associated harms, and reducing exposure to tobacco smoke: Canada will be presenting its proposal relating to Article 2.1 of the FCTC. Malaysia will share its journey of its their perspective on a tobacco free generation and the status of its Smoking Products for Public Health Bill 2023 and its lessons learned in developing the Tobacco Free Generation in the Bill; the Finnish Institute for Health and Welfare will present an overview of the Joint Action on Tobacco Control to strengthen tobacco control in Europe; Action on Smoking and Health USA will present their “Project Sunset”, which aims to phase out the commercial sale of cigarettes and; United Kingdom will present their new plans to create a Smokefree generation.</p> |
|   | <p>Title: <b><i>Dialogues to advance in the implementation of Articles 17 and 18 of the WHO FCTC</i></b></p> <p>Organizers: <b>WHO FCTC Knowledge Hub for Articles 17 and 18 (Oswaldo Cruz Foundation, Brazil)</b><br/>Co-organizers: Brazil, Thailand, Secretariat of the WHO Framework Convention on Tobacco Control, World Health Organization (WHO), WHO FCTC Knowledge Hub for Article 5.3 (Thammasat University, Thailand), Action on Smoking and Health (ASH)</p> <p>Description: This side event will focus on the implementation of WHO FCTC Articles 17 and 18. Parties will share their experiences in supporting tobacco farmers and facilitating their transition to sustainable alternative livelihoods. Additionally, this session will underscore the environmental impacts stemming from the tobacco supply chain, encompassing the harm caused by the final disposal of tobacco</p>  |

|   |  |
|---|--|
|   | <p>products and Electronic Nicotine Delivery Systems (ENDS). Participants will be encouraged to contemplate the crucial significance of implementing both articles.</p> <p>Title: <i>Measuring tobacco control sustainability across the years: Findings and implications from LMICs</i></p> <p>Organizers: The International Union against Tuberculosis and Lung Disease (The Union)<br/>Co-organizers: Vital Strategies</p> <p>Description: In 2016, The International Union against Tuberculosis and Lung Disease (The Union) developed a tool to assess and guide national tobacco control programs to become sustainable. Called the Index of Tobacco Control Sustainability (ITCS), the tool comprises a series of 31 indicators that have a critical influence on national capacity to deliver effective and sustainable tobacco control into the future. Findings from the assessments will be presented, and the implications of the findings discussed. The methodology of conducting the ITCS will also be discussed to help capacitate other countries to use the tool.</p>  |
| <p>Thursday,<br/>8 Feb 2024<br/>13:30 – 14:45</p> | <p>Title: <i>WHO FCTC Knowledge Hubs: how they can support parties to implement the Convention</i></p> <p>Organizers: WHO FCTC Knowledge Hubs<br/>Co-organizers: Thailand</p> <p>Description: This side event will introduce the WHO FCTC Knowledge Hubs and how they can support Parties to implement their obligations under the WHO FCTC. The Convention Secretariat will introduce the scope and purpose of the Knowledge Hubs network. Representatives from the Knowledge Hubs will then explain their scope of work, their activities and how they can help the Parties to the Convention to achieve their goals. There will be an opportunity for Parties to ask questions and meet the Knowledge Hubs during the side event.</p> <p>Title: <i>Guardians of Tomorrow: Rise Against Tobacco for a Healthier Future</i></p> <p>Organizers: International Pharmaceutical Students' Federation (IPSF)<br/>Co-organizers: International Youth Health Organization (IYHO)</p> <p>Description: Tobacco use is undoubtedly a global epidemic with urgent action needed. There are 1.1 billion smokers worldwide and smoking-related deaths surpass 7 million annually. A concerning trend is the increasing prevalence of smoking among youths. A global survey indicates that tobacco use in youth has risen in 63 out of 135 countries. The tobacco industry specifically targets the youth population through enticing flavors and appealing designs in advertisements. To safeguard our youngest generation, governments and stakeholders must take action in addressing both cigarette and vaping issues. This side event aims to draw attention to the current challenges young people encounter and emphasize the significance of national and global strategies in regulating tobacco use in youth.</p> |

|  |   |
|--|---|
|  | <p>Title: <b><i>Impact of cigarette ventilation on cigarette use</i></b></p> <p>Organizers: <b>Secretariat of the WHO Framework Convention on Tobacco Control</b><br/>Co-organizer: World Health Organization</p> <p>Description: COP8 requested the Convention Secretariat, in cooperation with WHO, to organize a meeting on cigarette ventilation, to gather the latest scientific evidence on the impact of cigarette ventilation on cigarette use. The meeting of experts was held in November 2019, and conclusions were summarized in a report and a COP9 document; these will be presented, in addition to new evidence and Party examples on regulatory approaches on this matter. The topics to be touched upon include the possible health, behavioural and public health implications of cigarette ventilation, potential regulatory and policy actions, and research and information gaps on this topic.</p>   |
| <p><b>Friday,<br/>9 Feb 2024<br/>13:30 – 14:45</b></p> | <p>Title: <b><i>Innovative Financing Mechanisms to Strengthen WHO FCTC Implementation</i></b></p> <p>Organizers: <b>Thailand, Panama</b><br/>Co-organizers: African Tobacco Control Alliance (ATCA), Southeast Asia Tobacco Control Alliance (SEATCA)</p> <p>Description: Parties continue to identify the lack of adequate and sustainable funding as a major barrier in implementing the WHO FCTC. This event will share good practices from Parties that are using Articles 6 and 26 to enhance implementation of the WHO FCTC by collecting a surcharge tax on tobacco products and using the revenues to fund tobacco control. The session will also cover ways forward to sustainably finance WHO FCTC implementation. Triple win: more tax revenues, less tobacco use, additional funds for tobacco control.</p> <p>Title: <b><i>Addressing big tobacco influence: advertising, marketing and promotional tactics used by tobacco industry to target youth</i></b></p> <p>Organizers: <b>European Network for Smoking and Tobacco Prevention (ENSP)</b><br/>Co-organizers: Campaign for Tobacco Free-Kids (CTFK)</p> <p>Description: Discuss with young people about the new marketing tactics of the tobacco industry to promote tobacco and nicotine products target young people, using video-on-demand platforms and social media as new ways of advertising to young people. We want to know how young people understand their engagement for establishing an effective response to the tobacco epidemic that help us to move forward towards the achievement of a Tobacco-Free Generation by 2040. The main outcome will be to agree on the top initiatives on transformative actions that young people can request to Parties for protecting youth from these harmful practices</p> |



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**Tenth session (*de minimis*)**

**23 November 2023**

**Geneva, Switzerland, 23–24 November 2023**

---

**PROVISIONAL LIST OF PARTICIPANTS**

---

## REPRESENTATIVES OF PARTIES

---

### ALBANIA

---

#### Head of delegation

Alida Mici  
Director of European Integration  
Ministry of Health and Social Protection

#### Accredited representatives

Anuela Ristani  
Deputy Mayor of International Affairs and  
Sustainable Development  
Municipality of Tirana

---

### ALGERIA

---

#### Accredited representatives

Youcef Tarfani  
Directeur  
Ministère de la santé

Hakim Bouaziz  
Minister Councillor  
Mission permanente de l'Algérie

---

### ANDORRA

---

#### Head of delegation

Cristina Pérez Garcia  
Secretary of State Health Ministry of Andorra  
Government of Andorra

#### Accredited representatives

Rosa Vidal  
Chef d'unité de Prévention, Promotion et  
Surveillance de la Santé  
Gouvernement de la Principauté d'Andorre

#### Accredited representatives

Elisabet Fiñana  
Senior Officer European Affairs  
Gouvernement de la Principauté d'Andorre

---

### ANGOLA

---

#### Head of delegation

Joseth Rita Sousa  
Medica e Gestora em Saúde  
Ministério da Saúde

#### Accredited representatives

Celestino Amaro  
Tecnico of legal department of Health Ministry

### Health Ministry

Lidio Carlos Do Vale De Carvalho  
Secretary, Office Technician of State for Public  
Health of the Ministry of Health  
Ministry of Health

Gonçalves Paulino  
Técnico do Gabinete de Intercâmbio do  
Ministério da Saúde de Angola  
Ministério da Saúde de Angola

Yuri Santos  
Coordenador do PROSEFA  
Administração Geral Tributária

Paulo Chaves  
Membro da Coordenação do PROSEFA  
Administração Geral Tributária

Joao Gaspar  
Tax Officer  
Angola Revenue – AGT

Leonel Magalhães  
Executive Board Member  
National Printer of Angola

Mauro Jofre Jerónimo  
Coordinator of PROSEFA  
National Press

Claudio Ventura  
PROSEFA  
Angola National Press

Sucamé André  
Deputy Director of the National Institute to Fight  
Anti-Drug  
National Institute to Fight Anti-Drug

Manuel Pedro  
Second Secretary  
Permanent Mission of Angola in Geneva

---

### ANTIGUA AND BARBUDA

---

#### Head of delegation

Samantha Moitt  
Tobacco Focal Point  
Ministry of Health

#### Accredited representatives

E. P. Chet Greene  
Minister of Foreign Affairs  
Ministry of Foreign Affairs

---

### ARMENIA

---

#### Accredited representatives

Mariam Mnatsakanyan  
Chief organizer  
Ministry of Health

#### Advisers

Davit Manukyan  
Head of UN and SDGs Division,  
Ministry of Foreign Affairs

---

**AUSTRALIA**

---

**Head of delegation**

Celia Street  
Acting Deputy Secretary, Primary and  
Community Care Group  
Department of Health and Aged Care

**Accredited representatives**

Karlie Brown  
Acting Assistant Secretary  
Department of Health and Aged Care

Gunjan Sharma  
Assistant Director  
Department of Health and Aged Care

**Alternate representatives**

Belinda Roberts  
Assistant Secretary  
Department of Health and Aged Care

Bonnie Cooper  
Departmental Officer  
Australian Department of Health and Aged  
Care

José Acacio  
Senior Adviser, Health  
Australian Permanent Mission to the UN,  
Geneva

---

**AUSTRIA**

---

**Head of delegation**

Franz Pietsch  
Director IV/A  
Federal Ministry of Social Affairs, Health Care  
and Consumer Protection

**Accredited representatives**

Thomas Turek  
Accredited representative (Deputy Head of  
Delegation)  
Federal Ministry of Finance

**Alternate representatives**

Christoph Wolkerstorfer  
Advisor  
Federal Ministry of Social Affairs, Health, Care  
and Consumer Protection

Doris Fasching  
Advisor  
Austrian Federal Ministry of Social Affairs,  
Health, Care and Consumer Protection

Christian Bendit  
Advisor  
Federal Ministry of Social Affairs, Health, Care  
and Consumer Protection

---

**BAHRAIN**

---

**Head of delegation**

Kawthar Aleid  
Public Health Consultant  
Ministry of Health

---

**BANGLADESH**

---

**Head of delegation**

Hossain Ali Khandokar  
Coordinator  
National tobacco control Cell

**Advisers**

Farhadur Reza  
National Tobacco Control Cell

---

**BELGIUM**

---

**Accredited representatives**

Kris Boers  
Health and Pharma counsellor  
Permanent Representation of Belgium to the  
EU

Stéphanie De Halleux  
Expert tobacco and alcohol  
Federal Public Service of Health, Food Chain  
Safety and Environment

**Alternate representatives**

Mathieu Capouet  
Public Health Inspector  
Federal Public Service Health

Eloïse Delforge  
Attache International Relations  
FPS Public Health, Food Chain Safety and  
Environment

Fabian Dominguez  
Social affairs and Public Health Counsellor  
Permanent Representation of Belgium to the  
EU

---

**BENIN**

---

**Head of delegation**

Enagnon Petas Akogbeto  
Directeur de Cabinet  
Ministère de la Santé

S.J.A. Segnon Agueh  
Point focal Tabac  
Ministère de la Santé

**Accredited representatives**

Judith Agueh  
Point Focal Tabac  
Ministère de la Santé

---

**BHUTAN**

---

**Accredited representatives**

Dendup Tshering  
Dy. Chief Program Officer  
Bhutan Food and Drug Authority  
Ministry of Health

---

**BOSNIA AND HERZEGOVINA**

---

**Alternate representatives**

Snježana Brčkalo  
Adviser for European Integration and  
International Cooperation  
Ministry of Civil Affairs of Bosnia and  
Herzegovina

Sara Dojčinović  
Senior Associate for EU integration and  
International Cooperation  
Ministry of Health and Social Welfare in the  
Government of Republic of Srpska

---

**BOTSWANA**

---

**Alternate representatives**

Malebogo Letswee  
Principal Health Officer  
Ministry of Health

Mphoentle Siviya  
Environmental Health Officer  
Ministry of Health

**Advisers**

Tuduetso Ramokate  
Chief  
Executive Secretariat Brazilian Interministerial  
Commission for the Implementation of the  
WHO FCTC & Protocol

Paphidzo Batisani  
Customs Officer  
Botswana Unified Revenue Services

Pako Keabetswe  
Health & Safety Officer I, Occupational Hygiene  
Assistant  
Ministry of Labour & Home Affairs

---

**BRAZIL**

---

**Head of delegation**

Carlos Abreu  
Ambassador  
Embassy of Brazil in Panama

**Accredited representatives**

Adalberto Maluf Filho  
National Secretary of Urban Environment and  
Environmental Quality  
Ministry of Environment and Climate Change

Vera Luiza Da Costa E Silva  
WHO Desk Officer  
Ministry of Health

Marise Nogueira  
Minister Counselor  
Embassy of Brazil in Panama

Douglas Santana  
Diplomat - Permanent Mission  
Permanent Mission of Brazil to the United  
Nations Office and other International  
Organizations in Geneva

Ricardo Nocera Pires  
Secretary  
Ministry of Foreign Affairs

Stefania Piras  
General Manager - Office for Registration and  
Inspections of Tobacco Products (GGTAB)  
Brazilian Health Regulatory Agency (ANVISA)

Silvana Turci  
Coordinator Brazilian Knowledge Hub  
Oswaldo Cruz Foundation

Cristiane Galhardo Ferreira Vianna  
Deputy-Chief of the Executive Secretariat  
Brazilian Interministerial Commission for the  
Implementation of the WHO FCTC and Protocol  
(CONICQ)

Patricia Castello Branco  
Coordinator  
Brazilian Health Regulatory Agency (Anvisa)

**Alternate representatives**

Micheline Luz  
Public service  
Brazilian Ministry of Health

Leticia Cardoso  
Director of the Department of Epidemiological  
Analysis and NCD Surveillance  
Ministry of Health

Ana Paula Teixeira  
Science and technology specialist  
Executive Secretariat of the National  
Commission for Implementation of the  
Framework Convention on Tobacco Use  
Control and its Protocols -Conicq

Felipe Mendes  
Technical Officer  
National Cancer Institute

Marcelo Moreno Dos Reis  
Public Health Specialist  
Oswaldo Cruz Foundation

**Advisers**

Davi Bressler  
Attorney for Brazil  
Attorney General's Office

Andre Luiz Oliveira Da Silva  
Health Surveillance specialist  
Brazilian Health Regulatory Agency (Anvisa)

Gilvam Silva  
Technical Adviser  
Ministry of Health of Brazil

---

**BRUNEI DARUSSALAM**

---

**Head of delegation**

Siti Rosemawati Haji Md Yussof  
Senior Medical Officer  
Health Promotion Centre  
Ministry of Health

**Alternate representatives**

Arni Nur Aqilah Bakar  
Health Education Officer  
Health Promotion Centre  
Ministry of Health

---

**BULGARIA**

---

**Head of delegation**

Angel Kunchev  
Chief State Health Inspector  
Ministry of Health

**Accredited representatives**

Petar Kirovski  
Director of directorate  
Ministry of Agriculture and Food

Snezhana Popovska  
State expert  
Ministry of Health

Blagovesta Gavazova  
Chief expert  
Ministry of Health

**Alternate representatives**

Nataliya Dimitrova  
State Expert  
Ministry of Economy and Industry

---

**BURKINA FASO**

---

**Head of delegation**

Narcise Nare  
Chargé de mission  
Ministère de la santé et l'hygiène publique

**Accredited representatives**

Boezemwende Ouoba Kabore  
Directrice de la Promotion de l'éducation et la santé  
Ministère de la santé et de l'hygiène publique

**Alternate representatives**

Modou Dango  
Conseiller des Affaires Économiques  
Ministère du Développement Industriel, du Commerce, de l'Artisanat et des Petites et Moyennes Entreprises

**Advisers**

Mohamed Haidara  
SOS Drogue  
Ministère de la santé

---

**BURUNDI**

---

**Head of delegation**

David Nzirubusa  
Deputy Director of the Chronic Non-Communicable Diseases Program  
Ministry of Public Health and the Fight against AIDS of Burundi

---

**CABO VERDE**

---

**Head of delegation**

Celestino Lobo  
Focal Point for Tobacco Control  
Ministry of Health

---

**CAMBODIA**

---

**Accredited representatives**

Sovann Sin  
Deputy Director  
National Center for Health Promotion  
Ministry of Health

---

**CAMEROON**

---

**Head of delegation**

Théophile Olivier Bosse  
First Counsellor/Diplomat  
Permanent Mission of Cameroon in Geneva

---

**CANADA**

---

**Head of delegation**

Sonia Johnson  
Director General  
Health Canada

**Accredited representatives**

Laura Smith  
Director, Tobacco and Vaping Policy  
Health Canada

Denis Choinière  
Directeur  
Santé Canada

Kemba Anderson-Golhor  
Manager International and Regulatory Policy  
Tobacco Control Directorate  
Health Canada

Mireille Rigby  
Senior Policy Analyst  
Health Canada

Dylan Upper  
Acting Manager  
Ministry of Health

Wendi Zhou

Policy Analyst  
Health Canada

Chantal Breton  
Policy Analyst  
Health Canada

Philip Leech  
Health Canada

Ryan Trombley  
Policy Analyst  
Health Canada

Jennifer Izaguirre  
Senior Policy Analyst  
Office of International Affairs for the Health  
Portfolio/Government of Canada

#### **Adviser**

Angélique Bisson  
Senior Policy Analyst  
Health Canada

Luc Boileau  
MSSS  
Ministère de la Santé et des Services sociaux -  
Direction générale de Santé publique

Marie-Christine Veilleux  
Directrice par intérim de la lutte contre le  
tabagisme  
Gouvernement du Québec

Sarah Butson  
Public Affairs and Policy Analyst  
Canadian Lung Association

### **CENTRAL AFRICAN REPUBLIC**

#### **Head of delegation**

Firmin Gabin. N'gbeng-Mokoue  
Chargé d'affaire A.I Conseiller Juridique  
Mission Permanente

### **CHAD**

#### **Head of delegation**

Mbairi Nenodji  
Coordonnatrice du Programme National de  
Lutte Contre le Tabac, Alcool et Drogues  
Ministère de la santé

#### **Accredited representatives**

Mahamat Hamit Ahmat  
Secrétaire Général Adjoint du ministère de la  
santé  
Ministère de la Santé

Nathaniel Djobonlangui  
Directeur Adjoint de la Législation et de suivi  
des accords du ministère de la justice  
Ministère de la justice

Malachie Djenguinade Laoumbo  
Coordinateur du Contrôle fiscal de la direction  
des impôts des impôts et membre du comité  
national de lutte contre le tabagisme  
Point focale de la Direction Générale des

Impôts

Yaya Sidjim  
Coordonnateur  
ADC

### **CHILE**

#### **Accredited representatives**

Celso Muñiz  
Jeje Oficina de Prevención del Consumo de  
Tabaco  
Ministerio de Salud

### **CHINA**

#### **Head of delegation**

Dong Wang  
First class Counsel  
Ministry of Foreign Affairs

#### **Accredited representatives**

Baoxi Shang  
Deputy Division Director  
Department of Treaty and Law  
Ministry of Foreign Affairs

Xiangtian Wu  
Deputy Director  
National Health Commission

Yongsheng Duan  
Director  
State Administration for Market Regulation

Ye Du  
Principal staff member  
State Administration for Market Regulation

Qingyuan Hu  
Researcher  
State Administration for Market Regulation

Feng Feng  
Researcher  
Chinese Academy of Inspection and  
Quarantine

Ying Fung  
Head, Tobacco and Alcohol Control Office  
Department of Health, Hong Kong SAR  
Government

Yuk On Chan  
Scientific Officer (Medical)  
Department of Health, Hong Kong SAR  
Government

#### **Advisers**

Shixun Liu  
First secretary  
Ministry of Foreign Affairs

Jiayun Zhang  
Attache  
Ministry of Foreign Affairs  
Ji Wang  
Director of the Health Promotion Division

Department of Publicity  
National Health Commission

Xiaoyang Wang  
Deputy Director General  
Department of Consumer Goods Industry  
Ministry of Industry and Information Technology

Baidong Zhao  
Director General  
The General Office of the Inter-ministerial  
Coordination and Leading Group on the  
Implementation of WHO Framework  
Convention on Tobacco Control

Honghai Jiang  
Director  
The General Office of the Inter-ministerial  
Coordination and Leading Group on the  
Implementation of WHO Framework  
Convention on Tobacco Control

Meng Yao  
Deputy Director  
The General Office of the Inter-ministerial  
Coordination and Leading Group on the  
Implementation of WHO Framework  
Convention on Tobacco Control

Zhen Zheng  
Principal Staff Member  
The General Office of the Inter-ministerial  
Coordination and Leading Group on the  
Implementation of WHO Framework  
Convention on Tobacco Control

Lin Xiao  
Researcher  
China CDC

Chong Lam  
Director  
Office for Prevention and Control of Tobacco  
and Alcohol Use, Health Bureau, Macao SAR  
Government, Macao, China

Jianan Yuan  
Third Secretary  
Chinese Embassy in Panama

---

## COLOMBIA

---

### Accredited representatives

Hernán Zúñiga Carvajal  
Director de Regulación  
Ministerio de Comercio, Industria y Turismo

Melissa Rodríguez Forero  
Advisor for the FCTC Implementation  
Ministry of Foreign Affairs

Maria Tenorio Quintero  
Minister Counsellor  
Permanent Mission of Colombia to the United  
Nations Office and other international  
organizations in Geneva

Ana Reyes  
Mission Representative  
Permanent Mission of Colombia to the United  
Nations Office and other international  
organizations in Geneva

---

## COMOROS

---

### Head of delegation

Mzembaba Aboubacar  
Point focal National de Lutte Antitabac  
Ministère de la santé

---

## CONGO

---

### Head of delegation

Rosalie Likikbi-Boho  
Point Focal CCLAT  
Ministère de la santé et de la population

### Accredited representatives

Roger Ondzie Ahoue  
Chef de service de la Coopération  
Direction Générale des Impôts et des  
Domaines

### Alternate representatives

Opimba Ngadia  
Directeur des Approvisionnements, de la  
Distribution et des Prix, Point Focal du  
Protocole pour l'élimination du commerce illicite  
des produits du tabac  
Ministère du Commerce, des  
Approvisionnements et de la Consommation

Jean-Pierre Bassadila  
Directeur de la Prévision et des Statistiques  
(Douane)  
Direction Générale des Douanes et des droits  
Indirects

---

## COOK ISLANDS

---

### Head of delegation

Vainetutai Rose Brown  
Honorable Minister of Health  
Cook Islands Government

### Alternate representatives

Bob Williams  
Secretary of Health  
Ministry of Health

---

## COSTA RICA

---

### Head of delegation

Ingrid Picado Monge  
Embajadora  
Embajada de Costa Rica en Panamá

### Accredited representatives

Victor Vega Brizuela  
Consejero  
Embajada de Costa Rica en Panamá

Hannia Fonseca  
Administrator  
Minister of Health

Esteban Solís Chacón  
Doctor  
Ministerio de la salud

Melissa Lorincz  
Permanent Mission of Costa Rica to the United Nations and other international organizations in Geneva

---

## COTE D'IVOIRE

---

### Accredited representatives

Djerou Robert Ly  
Ambassador of the Republic of Côte d'Ivoire to the United Mexican States  
Embassy of the Republic of Côte d'Ivoire to the United Mexican States

Daouda Kamagate  
Conseiller Technique  
Ministère du Budget et du Portefeuille de l'Etat

Francis Amany Kouadio  
Conseiller Technique  
Ministère de l'Economie et des Finances

Ayeoura Victoire Bandama  
Directrice des Affaires Juridiques et du Contentieux  
Ministère de la Santé, de l'Hygiène Publique et de la Couverture Maladie Universelle

Ernest Zotoua  
Directeur Coordonnateur, Point Focal de la Lutte Anti-Tabac  
Programme National de Lutte Contre le Tabagisme, l'Alcoolisme, la Toxicomanie et les autres Addictions/Ministère de la Santé, de l'Hygiène Publique et de la Couverture Maladie Universelle

Konan Antoine Kouassi  
Sous-Directeur de la Législation  
Direction générale des Impôts /Ministère du Budget et du Portefeuille de l'Etat

Koffi Loukou  
Chef de Division de la lutte contre les Contrefaçons et les Stupéfiants  
Direction Générale des Douanes

David Kouassi  
Assistant to the Director General of the International Trade  
Ministry of Trade, Industry and the SMEs

Lacina Tall  
Coordonnateur Général  
Comité/Club UNESCO Universitaire pour la Lutte Contre la Drogue et autres pandémies(CLUCOD)

Dieudonné Koffi  
Enseignant-Chercheur  
INSAAC

Amenan Kouassi Epouse Ekra  
Enseignant Chercheur  
Université Alassane Ouattara

Moussa Kouyate  
President  
Comité National de Pilotage des Partenariats

Public-Private (CNP-PPP)

### Alternate representatives

Brebe Alphonse Bassa  
First Counselor  
Embassy of the Republic of Cote d'Ivoire to the United Mexican States

---

## CROATIA

---

### Accredited representatives

Dijana Mayer  
Head of department  
Croatian Institute of Public Health

---

## CYPRUS

---

### Head of delegation

Eliza Fantidou  
Senior Customs Officer  
Department of Customs and Excise

### Alternate representatives

Lefkios Kyrou  
Customs Officer  
Department of Customs and Excise of Cyprus

---

## CZECH REPUBLIC

---

### Head of delegation

Jindřich Vobořil  
National Drug Coordinator  
Office of the Government of the Czech Republic

### Accredited representatives

Katerina Horackova  
Head of the Coordination and Funding Unit  
Government Office of the Czech Republic

Ingrid Mihalová  
International Cooperation Officer  
Office of the Government of the Czech Republic

Kristyna Kralova  
Health Attaché  
Permanent Representation of the Czech Republic to the EU

Petr Novák  
Head of Inspectorate of Narcotic Drugs and Psychotropic Substances  
Ministry of Health of the Czech Republic

Ladislav Vilcek  
Officer  
Ministry of Health of the Czech Republic

Jindřich Fialka  
Director General Food Section  
Ministry of Agriculture

---

## DEMOCRATIC PEOPLE'S REPUBLIC OF

---

---

**KOREA**

---

**Head of delegation**

Myong Hak Jong  
Counsellor  
Permanent Mission in Geneva

---

**DEMOCRATIC REPUBLIC OF THE CONGO**

---

**Head of delegation**

Romain Muboyayi Tshikaya  
Directeur de cabinet du Ministre de la Santé  
Ministère de la Santé Publique, Hygiène et  
Prévention

**Accredited representatives**

Patrice Milambo  
Point Focal Anti-Tabac de la RDC  
Ministère de la Santé Publique

Kalala Geoffrey  
Conseiller Juridique du Ministre de la Santé  
Publique, Hygiène et Prévention  
Ministère de la Santé Publique, Hygiène Et  
Prévention

John KABANGE Mukubu  
Customs Inspector - NCP/RILO-CA  
Customs Administration

---

**DENMARK**

---

**Head of delegation**

Sascha Löwenstein  
Senior Advisor  
The Ministry of the Interior and Health of  
Denmark

**Accredited representatives**

Kåre Geil  
Health Councillor  
The Permanent Danish Representation to the  
EU

Frances O'donovan-Sadat  
Special Advisor - Head Coordinator  
Ministry of Interior and Health of Denmark

**Advisers**

Hanne Vibjerg  
Senior Adviser  
Danish Health Authority

---

**DJIBOUTI**

---

**Head of delegation**

Kadra Ibrahim Mohamed  
Head of Fight Against Tobacco Program

**Ministry of Health**

---

**DOMINICA**

---

**Head of delegation**

Cassanni Laville  
Minister of Health, Wellness and Social  
Services  
Government of the Commonwealth of Dominica

**Accredited representatives**

Missi Henderson  
Permanent Secretary  
Office of the Prime Minister & Ministry of  
Investment & Governance

---

**DOMINICA REPUBLIC**

---

**Head of delegation**

Vilma Arbaje De Contreras  
Viceministra de Comercio Exterior  
Ministerio de Industria, Comercio y Mipymes

**Accredited representatives**

Rafael Nuñez  
Embajador, Encargado de Negociaciones  
Multilaterales  
Ministerio de Relaciones Exteriores

Paola Rodriguez  
Economic Analysis and Competitiveness  
CNZFE

Julissa Ruiz  
Encargada  
Ministerio de Agricultura

Paola Del Villar  
Analista de comercio agropecuario  
Ministerio de Agricultura

César Roa  
Encargado Supervisión del Registro de  
Comercio  
Ministerio de Industria, Comercio y Mipymes

Madelyn Fernandez Aguero  
Ministra Consejera  
Embajada de la República Dominicana en  
Panamá

Joel Delgado  
Counsellor  
Ministry of Foreign Affairs of the Dominican  
Republic

Hanoi Reyes  
First Secretary  
Embajada de la República Dominicana en  
Panamá, Ministerio de Relaciones Exteriores  
de la República Dominicana (MIREX)

---

**ECUADOR**

---

**Head of delegation**

Andrés Benavides  
Psicólogo Clínico  
Ministerio de Salud Pública del Ecuador

---

**EGYPT**

---

**Accredited representatives**

Ali Kassem  
Second Secretary  
Ministry of Foreign Affairs

---

**El Salvador**

---

**Head of delegation**

Patricia Benedetti  
Ambassador of El Salvador to the World Trade  
Organization  
Mission of El Salvador to WTO

**Accredited representatives**

Carlos Nuñez Sandoval  
Director Ejecutivo  
Fondo Solidario para la Salud

Efrain Segura Valenzuela  
Asesor Jurídico  
Ministerio de Salud

Josue Garcia  
Jefe Unidad de Proyectos  
Fondo Solidario para la Salud

Rodolfo Varela Velasco  
Subdirector de Política Comercial  
Ministerio de Economía

**Adviser**

Diana Vanegas  
Ambassador  
Embassy of El Salvador in Panama

---

**EQUATORIAL GUINEA**

---

**Accredited representatives**

Ismael Nguema Eseng  
Punto focal OMS  
Ministerio de Sanidad y bienestar social

---

**ESTONIA**

---

**Head of delegation**

Aive Telling  
Head of Environmental Health and Chemical  
Safety  
Ministry of Social Affairs

---

**ESWATINI**

---

**Head of delegation**

Velephi Okello  
Director of Health Services  
Ministry of Health - Eswatini

**Accredited representatives**

Mavis Ginindza  
Public Health Specialist  
Government

Vulindlela Kunene  
Under Secretary  
Ministry of Foreign Affairs and International  
Cooperation

**Alternate representatives**

Eric Dlamini  
Senior Finance Officer  
Ministry of Finance

**Advisers**

Noluthando Xaba  
Legal Advisor  
Eswatini Government Ministry of Health

Zandile Dlamini  
Legal Adviser  
Ministry of Health

---

**ETHIOPIA**

---

**Head of delegation**

Heran Borta  
Director General  
Ethiopian Food and Drug Authority

**Accredited representatives**

Aschalew Ashagre  
Assistant Professor  
Ethiopian Thoracic Society

---

**EUROPEAN UNION**

---

**Head of delegation**

Izabela Matusz  
Ambassador to Panama  
European Union

**Accredited representatives**

Adolfo Campos  
Political Counselor  
Delegation of the European Union to Panama

Artur Furtado  
Head of Unit  
European Commission

Matus Ferech  
Team Leader "Tobacco products & evidence"  
European Commission

Agnieszka Kozakiewicz  
Team Leader

European Commission

Eva Kukovec  
Legal and Policy Officer  
European Commission (SANTE)

Dimitrios Apostolou  
Legal and Policy Officer for Tobacco-control  
European Commission

Lara Dobinson  
Head of Unit  
OLAF/ European Commission

Charlotte Merlier  
policy officer  
European Commission

---

## **FIJI**

---

### **Head of delegation**

Vimal Deo  
Chief Health Inspector  
Ministry of Health & Medical Services

---

## **FINLAND**

---

### **Head of delegation**

Reetta Honkanen  
Senior Specialist  
Ministry of Social Affairs and Health

### **Alternate representatives**

Pasi Mustonen  
Health Counsellor  
Permanent Representation of Finland to the  
European Union

### **Advisers**

Hanna Ollila  
Senior specialist  
Finnish Institute for Health and Welfare

---

## **FRANCE**

---

### **Head of delegation**

Sylvain Gueho  
Adjoint au Bureau de prévention des addictions  
Ministère de la Santé et de la Prévention

### **Accredited representatives**

Maria Alejandra Cardenas  
Chargée des politiques publiques de lutte  
contre le tabac  
Ministère de la santé et la Prévention

Justine Avenel  
FCTC KH Team Leader  
Santé publique France

Thibault Cornut-Gentile  
Premier conseiller  
Ambassade de France au Panama

Eloïse Brugallé  
Political attaché  
Ambassade de France au Panama

Sofia De Rosso  
Scientific Officer  
Santé publique France

Pauline Bignon  
Project officer  
Santé publique France

---

## **GABON**

---

### **Head of delegation**

Patrice Ontina  
Secrétaire Général  
Ministère de la Santé et des Affaires Sociales

### **Accredited representatives**

Renée Ndjaga Enombo  
Point Focal Mise en œuvre de la Convention  
Cadre de Lutte Anti-Tabac  
Ministère de la Santé et des Affaires Sociales

Firmin Ekang Ngoua  
Point focal douanes gabonaises  
Douanes gabonaises

Egere Mamadou Antigui Epse Guibinga  
Chef de service des études/DEP  
Direction Générale des Impôts

Julie Moundoube Manfoumbi  
Conseiller des Affaires Etrangères  
Ministère des Affaires Etrangères

Émilie Josette Mezu-Obame  
Directeur de la Consommation  
Direction Générale de la Concurrence, de la  
Consommation et de la Répression Des  
Fraudes

Béatrice Bangadi Mounanga  
Chef de Service  
Ministère du commerce

### **Advisers**

Ferdinand Mangongo  
Conseiller  
Mission permanente du Gabon auprès de  
l'ONU à Genève

Egypsie Hermine Kegulebo  
Point focal douanes gabonaises  
Douanes gabonaises

---

## **GAMBIA**

---

### **Head of delegation**

Yankuba Darboe  
Commissioner General  
Gambia Revenue Authority

### **Accredited representatives**

Ebrima Mboob  
Director  
Ministry of Foreign Affairs

Sambujang Conteh  
Executive Director  
RAID-The Gambia

Omar Conteh  
Advocacy and Communication Officer  
RAID-THE GAMBI

#### Alternate representatives

Omar Badjie  
Program Manager, NCD Prevention and  
Control Unit and National Focal Point for  
Tobacco Control (WHO FCTC)  
Ministry of Health

Sainabou Barra Cham  
Program Officer, Non-Communicable Disease  
Prevention and Control Unit/ Tobacco Control  
Unit  
Ministry of Health

Fatoumata Komma  
Program Officer, NCD Prevention and Control  
Unit/ Tobacco Control Unit  
Ministry of Health

Yahya Manneh  
Director of Technical Services  
Gambia Revenue Authority

Yusupha Cham  
Customs Manager  
Gambia Revenue Authority  
Alternate representatives

Awa Sanyang  
Program Officer, Non-Communicable Disease  
Prevention and Control Unit  
Ministry of Health

Seyfo Singhateh  
Senior Program Officer  
Ministry of Health

### GEORGIA

#### Head of delegation

Givi Zedelashvili  
Head of Department  
Ministry of Economy and Sustainable  
Development of Georgia

#### Accredited representatives

Ana Dekanosidze  
Chief Specialist  
National Center for Disease Control and Public  
Health

### GERMANY

#### Head of delegation

Sabine Kossebau  
Head of Unit Health - Health Attaché  
Permanent Representation of the Federal  
Republic of Germany to the EU

#### Accredited representatives

Thomas Ifland  
Senior Advisor  
German Federal Ministry of Health

#### Advisers

Elke Schroer  
Policy Officer  
Federal Ministry of Health

Sylvia De Jong  
Scientific Officer  
Federal Ministry of Food and Agriculture

Elke Pieper  
Deputy Head of Unit Product Materials and  
Nanotechnology  
Federal Institute for Risk Assessment (BfR)

Chris Braun  
Adviser  
Federal Ministry of Health

Barbara Luebben  
Adviser  
Federal Ministry of Health

### GHANA

#### Head of delegation

Olivia Boateng  
Director  
Food and Drugs Authority

#### Accredited representatives

Rahilu Haruna  
WHO Desk Officer  
Ministry Of Health

Jemima Odonkor  
Principal Regulatory Officer  
Food and Drugs Authority, Ghana

Alex Kombat  
Assistant Commissioner  
Ghana Revenue Authority

Ernest Owusu Sekyere  
Principal Economic Officer  
Ministry of Finance

Divine Darlington Logo  
Principal Health Research officer  
Ghana Health Service

Mercedes Mari  
Senior State Attorney  
Ministry of Justice and Office of the Attorney  
General

Labram Massawudu Musah  
Executive Director, Programs  
Vision for Alternative Development, Ghana

### GREECE

#### Accredited representatives

Ioannis Faropoulos  
Deputy Minister of Health Cabinet  
Ministry of Health

### GRENADA

#### Head of delegation

Gayton La Crette  
Minister  
Ministry of Health, Wellness & Religious Affairs

#### Alternate representatives

Shawn Charles  
Chief Medical Officer  
Ministry of Health, Wellness and Religious Affairs

Kerry-Ann Renaud Thomas  
Senior Medical Officer  
Ministry of Health Wellness and Religious Affairs

---

### GUATEMALA

---

#### Head of delegation

Leslie Samayoa  
Viceminister of Health  
Ministry of Health

#### Accredited representatives

Laura Rébulla  
Subdirectora de Política Económica  
Internacional  
Ministerio de Relaciones Exteriores

Marco Tulio Molina Tejeda  
Deputy Permanent Representative  
Mission of Guatemala

Mario Rodríguez G  
Counsellor  
Permanente Mission of Guatemala

Sergio Hernandez  
Ministro Consejero  
Embajada de Guatemala

Edi Hernandez  
Primer Secretario y Consul de la Embajada de Guatemala  
Embajada de Guatemala

Edelmiro Villatoro Oseida  
Economist  
Ministerio de Economía

Ever Sanchez De Leon  
Ingeniero  
Ministerio de Salud Pública y Asistencia Social de Guatemala

Carlos Pineda  
Asesor  
Ministerio de Agricultura, Ganadería y Alimentación

---

### GUINEA

---

#### Head of delegation

Moussa Soumah  
Directeur du service national de promotion de la santé  
Ministère de la Santé et l'Hygiène Publique

---

### Guinea-Bissau

---

#### Head of delegation

Cristovao Manjuba  
Director of Communicable and Non-Communicable Diseases Service (Tobacco Focal Point)  
Ministry of Public Health

#### Accredited representatives

Califa Soares Cassama  
Chef de Cabinet du Président de la République  
Présidence de la République

---

### GUYANA

---

#### Head of delegation

Leslie Ramsammy  
Advisor  
Ministry of Health

---

### HONDURAS

---

#### Head of delegation

Fedra Thiebaud  
Doctora en Química y Farmacia  
Instituto Hondureño para la prevención del Alcoholismo, Drogadicción y Farmacodependencia

#### Accredited representatives

Eduardo Campos Navas  
Ministro Consejero  
Mision Permanente de Honduras

---

### HUNGARY

---

#### Head of delegation

Tamas Bartal  
Deputy State Secretary  
Ministry of Construction and Transport

#### Accredited representatives

Csaba Kontor  
Health attaché  
Permanent Representation of Hungary to the EU

Tibor Demjén  
Focal Point for Tobacco Control  
Ministry of Interior

Csaba Lőrincz  
Senior taxation expert  
National Tax and Customs Administration  
Hungary

Miklos Muranyi  
senior chief government adviser  
Ministry of Construction and Transport

Peter Foldi  
policy officer  
Ministry of Interior

---

**INDIA**

---

**Head of delegation**

Sudhansh Pant  
Secretary Department Of Health & Family  
Welfare Govt of India  
Ministry of Health and Family Welfare  
Government of India

**Accredited representatives**

L. Swasticharan  
Additional DDG & Director EMR  
Ministry of Health and Family Welfare

**Alternate representatives**

V Hekali Zhimomi  
Additional Secretary  
Ministry of Health and Family Welfare

---

**IRAN (ISLAMIC REPUBLIC OF)**

---

**Head of delegation**

Behzad Valizadeh  
Head of the National Tobacco Control  
Secretariat  
Ministry of Health and Medical Education

---

**IRAQ**

---

**Accredited representatives**

Abbas Karragi  
Director of tobacco control program  
Ministry of health

Fadhil Al-Habeeb  
Manager  
General secretariat for the council of ministers

Amer Dhiab  
Director of anti smoking program and director of  
the prevention and control of non  
communicable diseases department  
Ministry of health Iraq Kurdistan

**Advisers**

Fadi Ahmed  
Diplomat/ Second Secretary  
Ministry of Foreign Affairs

---

**IRELAND**

---

**Head of delegation**

Stephen McCartney  
Assistant Principal Officer, Tobacco and  
Alcohol Control Unit  
Department of Health

**Delegate**

Éamonn Courtney  
Administrative Officer  
Department of Health

---

**ISRAEL**

---

**Head of delegation**

Efrat Aflalo  
Head of the Health Education and Promotion  
Department  
Ministry of Health

---

**ITALY**

---

**Head of delegation**

Maria Rosaria Campitiello  
Head of Tecnical Secretariat of the Minister of  
Health of Italy  
Ministry of Health of Italy

**Alternate representatives**

Gianni De Lucia  
Avvocato  
MASAF - Ministero dell'agricoltura, della  
sovranita' alimentare e delle foreste

Sergio Marchi  
Avvocato  
MASAF - Ministero dell'agricoltura, della  
sovranita' alimentare e delle foreste

Pietro Orsini  
Public manager  
Ministry of Finance

---

**JAMAICA**

---

**Accredited representatives**

Kadian Birch  
Principal Director  
Ministry of Health and Wellness

---

**JAPAN**

---

**Head of delegation**

S. Ezoe  
Director of Global Health Strategy Division  
Ministry of Foreign Affairs

**Accredited representatives**

Hiroaki Tadenuma  
Director  
Ministry of Finance

Akira Tsuiki  
Official  
Ministry of Finance

**Alternate representatives**

Arisa Osako  
Official  
Ministry of Foreign Affairs  
Yukako Mizunuma  
Deputy Director

Ministry of Finance  
Yukina Kogure  
Technical official  
Health Promotion Division, Public Health  
Bureau, Ministry of Health, Labour and Welfare  
Tomoyasu Hirano  
Section head, Tobacco Prevention & Control  
Section  
National Cancer Center

---

## JORDAN

---

### Head of delegation

Jumana Zeidal-Kilani  
Director  
Ministry of Industry and Trade and Supply

### Accredited representatives

Ghaith Owies  
Ministry of health  
Ministry of Health  
Badi' Shammout  
Assistant Director of Anti-Smuggling  
Jordan Customs

---

## KAZAKHSTAN

---

### Head of delegation

Azamat Dyussenov  
Director of the Department of Organization of  
Medical Care  
Ministry of Healthcare of the Republic of  
Kazakhstan

### Accredited representatives

Anar Fazylova  
First Secretary  
Ministry of Foreign Affairs

---

## KENYA

---

### Head of delegation

Mary Muriuki  
Principal Secretary  
Ministry of Health Kenya

### Accredited representatives

Dorcas Kiptui  
Head- Division of Tobacco Control  
Ministry of Health

Naomi Nabonwe  
Foreign Service Officer III  
Ministry of Foreign and Diaspora Affairs

Kevin Okumu  
State Counsel  
Office of Attorney General

Linstrom Kinoti Marangu  
Manager- Excisable Goods management  
System  
Kenya Revenue Authority

Michubu Mugambi  
Principal Standards  
Kenya bureau of standards

Anne Kendagor  
Programme Officer  
Ministry of Health

Peace Mutuma  
Health attache  
Permanent Mission of Kenya to the UN in  
Geneva

---

## KIRIBATI

---

### Head of delegation

Eretii T Timeon  
Director of Public Health Services  
Ministry of Health and Medical Services

---

## KUWAIT

---

### Head of delegation

Ahmad Alshatti  
Director, EMS Co-Chairperson of National  
Tobacco Control Project  
Moh Ministry of Health

### Accredited representatives

Amal Hussain  
National Program to Combat Smoking  
Ministry of Health

Husam Albatni  
Legal Consultant to the Ministry of Health and  
member of the National Program to Combat  
Smoking  
Ministry of Health

Osama J A Alqassar  
Director of Tax Liability & Planning Department  
/Acting Assistant Undersecretary for Famcil and  
Tax Affairs  
Ministry of Finance

Sayed Hadi Alawi  
Financial researcher in tax administration  
Ministry of Finance

---

## KYRGYZSTAN

---

### Head of delegation

Bubuzhan Arykbaeva  
Deputy Minister  
Ministry of Health of the Kyrgyz Republic

### Accredited representatives

Chinara Bekbasarova  
Head of Tobacco Control unit  
Republican Centre for Health Promotion of the  
Ministry of Health of the Kyrgyz Republic

---

## LAO PEOPLE'S DEMOCRATIC REPUBLIC

---

**Head of delegation**

Phonepaseuth Ounaphom  
Director General, Department of Hygiene and  
Health Promotion  
Ministry of Health

**LEBANON****Accredited representatives**

Joyce Haddad  
Director  
Ministry of Public Health

**LESOTHO****Head of delegation**

Masello Sello  
Director Legal Services  
Ministry of Health

**LIBERIA****Head of delegation**

Tomik L. J. Vobah  
General Counsel  
Ministry of Health

**LUXEMBOURG****Head of delegation**

Laura Valli  
Head of International Affairs  
Luxembourg Ministry of Health

**Accredited representatives**

Tom Rausch  
Head of Prevention  
Ministry of Health

**MADAGASCAR****Head of delegation**

Aurélien Ravelojoeliandriambeloaritifika  
Directeur  
Office national de lutte antitabac  
Ministère de la Santé Publique

**Accredited representatives**

Hantasoa Fida Cyrille  
Head of Political Pole of the Center for  
Analytic and Strategic Studies (CEAS)  
Ministry of Foreign Affairs

**MALAWI****Head of delegation**

Jonathan Chiwanda Banda  
Deputy Director & Head of NCDs & MH for

Ministry of Health  
Ministry of Health

Joseph Chidanti Malunga  
Director of Crops  
Ministry of Agriculture

Charity Musonzo  
Director of Trade  
Ministry of Trade and Industry

George Chinkhandwe  
Director  
Ministry of Labour

Chilungamo Kambilinya  
Director of Environmental Affairs  
Ministry of Natural Resources and Climate  
Change

Albert Changaya  
Director of Agricultural Extension Services  
Ministry of Agriculture

Eddy Kalonga  
Deputy Director  
Ministry of Foreign Affairs

**MALAYSIA****Head of delegation**

Noriana Ismail  
Public Health Medicine Specialist  
Ministry of Health

**Accredited representatives**

Danial Mahmud Bin Abd Bakir  
Head of Assistant Director  
Ministry of Domestic Trade and Cost of Living  
Solha Abdul Wahab  
Senior Assistant Director  
Ministry of Domestic Trade and Cost of Living  
Tarmizi Mustaffa  
Legal Officer  
National Kenaf & Tobacco Board, Ministry of  
Plantation & Commodities

**MALDIVES****Head of delegation**

Hassan Mohamed  
Deputy Director  
Health Protection Agency, Ministry of Health

**Accredited representatives**

Abdulla Adam  
Public Health Coordinator  
Health Protection Agency / Ministry of health  
Aishath Waheedh  
Senior Public Health Officer  
Ministry of Health  
Riyaz Mansoor  
Deputy Minister  
Ministry of Economic Development

**MALI**

---

**Head of delegation**

Seynabou Touré  
Conseiller Technique  
Ministère de la Santé et du Développement  
Social

**Accredited representatives**

Abdoulaye Koné  
Responsable de programme des maladies non  
transmissibles  
Direction Générale de la Santé et de l'Hygiène  
Publique

---

**MALTA****Head of delegation**

Hadrian Bonello  
Director Environmental Health  
Ministry for Health

**Alternate representatives**

Dorianne Zerafa  
Environmental Health Practitioner  
Ministry for Health

---

**MAURITANIA****Head of delegation**

Abdellahi Bouhabib  
Docteur Directeur Adjoint de la Santé publique  
Point focal FCTC  
Ministère de la Santé de la République  
Islamique de Mauritanie

---

**MAURITIUS****Head of delegation**

Khemraj Jingree  
Minister Counsellor  
Embassy of Mauritius  
Washington, DC – USA

**Accredited representatives**

Damini Mohur  
Public Health and Food Safety Inspector  
Ministry of Health and Wellness

---

**MEXICO****Head of delegation**

Juan Quijada  
Titular de la Comisión Nacional de Salud  
Mental y Adicciones  
Comisión Nacional de Salud Mental y  
Adicciones

**Accredited representatives**

Jorge Tenorio Bello  
Director de la Oficina Nacional para el control  
del Tabaco  
Comisión Nacional de Salud Mental y

**Adicciones**

Juan José Alcázar Ruiz  
Deputy Director of North America, Europe, Asia  
and Africa affairs  
Ministry of Health

Margarita Valdez  
Senadora  
Senado de México

Geynar Delgado  
Third secretary  
Mexican Embassy

R.A. López Tovar  
Health Delegate  
Permanent Mission of Mexico to the United  
Nations Geneva

Dafne Ruiz  
Director for Multilateral Affairs  
Ministry of Health

Sandra Aviles  
Psychology  
National Autonomous University of Mexico

Alejandra Martínez Magallanes  
Liaison for the Direction for Multilateral Affairs  
Ministry of Health

---

**MICRONESIA (FEDERATED STATES OF)****Head of delegation**

X-Ner Luther  
NCD Section Manager  
Ministry of Health

---

**MONGOLIA****Accredited representatives**

Ayurzana Unurjargal  
General director of Public Health department  
Ministry of Health

---

**MONTENEGRO****Accredited representatives**

Marija Jovović  
First Secretary  
Permanent Mission of Montenegro to the  
United Nations and Other International  
Organizations in Geneva

Milos Mirkovic  
Second Secretary at the Permanent Mission of  
Montenegro to the UN  
Permanent Mission of Montenegro to the  
United Nations

---

**MOZAMBIQUE****Head of delegation**

Telma Come  
Prime Minister Adviser

Prime Minister Office

#### Accredited representatives

Constancio Samuel Paulo Nguja  
Career diplomat  
Ministry of Foreign Affairs and Cooperation

Beatriz Gomes  
Legal Adviser and Trade Expert  
Ministry of Industry and Trade

Manuel Chicote  
Agronomist  
Ministry of Agriculture and Rural Development

Bertao Ulisses  
Head of Department  
Ministry of Agriculture and Rural Development

Marta Maté  
National Labor Director  
Ministry of Labor and Social Security

Sandra Correia  
Technician of the National labor Directorate-  
anthropologist  
Ministry of Labor and Social Security

#### NAMIBIA

##### Head of delegation

Sara Ndinatate Nghishidimbwa  
Senior legal officer  
Ministry of Health and Social services

##### Accredited representatives

Vasco Ikosa Munsu  
Chief Environmental Health Practitioner  
Ministry of Health and Social Services

Johanna Iyaloo Theofelus  
Chief Social Worker  
Ministry of Health and Social Services

Annety Likando  
Chief Environmental Health Practitioner  
Ministry of Health and Social Services

#### NEPAL

##### Head of delegation

Bhakta Bahadur Kc  
Senior Health Education Administrator  
NHEICC, Ministry of Health and Population

#### NETHERLANDS (Kingdom of the)

##### Head of delegation

Marjolijn Sonnema  
Vice Minister  
Ministry of Health, Welfare and Sport

##### Accredited representatives

Roland Driece  
Director International Affairs  
Ministry of Health, Welfare and Sport

Helma Slingerland  
Policy advisor tobacco control  
Ministry of Health

Tom Moers  
WHO National counterpart  
Ministry of Health, Welfare and Sport

Jean Philippe Pourcelot  
Economic and Political Officer  
Embassy of the Netherlands in Panama

##### Advisers

Charlotte Pauwels  
Scientific advisor  
Dutch National Institute for Public Health and  
the Environment

Anne Havermans  
Scientific advisor  
Dutch National Institute for Public Health and  
the Environment

#### NEW ZEALAND

##### Head of delegation

Jane Chambers  
Group Manager Policy and Regulation  
Ministry of Health

##### Accredited representatives

Michelle Mako  
Director, Māori Public Health  
Ministry of Health

Hayden Mcrobbie  
Regional Director National Public Health  
Service  
Te Whatu Ora - Health New Zealand

Matthew Allen  
Managing Partner  
Allen + Clarke

#### NICARAGUA

##### Head of delegation

Jackeline Berroterán Mejía  
Médico Toxicólogo  
Ministerio de Salud

##### Accredited representatives

Julio Silva Mora  
Ministry of Development, Trade and Industry

#### NIGER

##### Head of delegation

Abdoul-Aziz Daouda Salifou  
Deuxième Conseiller  
Mission Permanente du Niger à Genève

#### NIGERIA

##### Accredited representatives

Abiodun Adejola  
Ambassador/Permanent Representative  
Permanent Mission of Nigeria to the United Nations, Geneva

Victor Nwaoba Itumo  
Focal Point Health  
Permanent Mission of Nigeria to UN in Geneva

Mangai Malau  
Head Tobacco Control Unit  
Federal Ministry of Health & Social Welfare

Bridget Okeoguale  
Consultant Paediatrician  
Federal Ministry of Health

Babatunde Irukera  
Chief Executive  
Federal competition and consumer protection commission

Ondaje Ijagwu  
Head, Tobacco Control Desk/ Public Relations  
Federal Competition and Consumer Protection Commission (FCCPC)

## **NORTH MACEDONIA**

### **Head of delegation**

Angel Mitevski  
State advisor  
Ministry of health

### **Accredited representatives**

Aleksandra Ristovska Evtimova  
Deputy head of sector  
Ministry of Health

Neda Gruevska  
Deputy Head of Sector for Rural Development  
Ministry of Agriculture, Forestry and Water Economy

## **NORWAY**

### **Head of delegation**

Astri Helena Wilson  
Policy Director  
Norwegian Ministry of Health

### **Accredited representatives**

Monica Edbo  
Legal adviser  
Norwegian Directorate of Health

Ingrid Marie Pedersen  
Senior Adviser  
Norwegian Directorate of Health

## **OMAN**

### **Accredited representatives**

Jawad Al Lawati  
Senior Consultant  
Ministry of Health

## **PAKISTAN**

### **Head of delegation**

Akhtar Naeem Akhtar  
Deputy Director  
Ministry of National Health Services, Regulations and Coordination

## **PALAU**

### **Head of delegation**

Everlynn Temengil  
Chief  
Division of Behavioral Health  
Ministry of Health

### **Accredited representatives**

Candace Koshiba  
Program Manager/ECTC Focal Point  
Tobacco Prevention & Control Program - Palau  
Ministry of Health

## **PANAMA**

### **Head of delegation**

Reina Roa  
Médico  
Ministerio de Salud

### **Accredited representatives**

Jose Vasquez  
Coordinador de Asuntos Internacionales  
Ministerio de Salud

## **PAPUA NEW GUINEA**

### **Head of delegation**

Vicky Warimbelie  
Program Manager-Non Communicable Diseases  
National Department of Health

### **Alternate Representatives**

Margaret Asinimbu  
Lawyer  
Ministry of Health

## **PARAGUAY**

### **Head of delegation**

Zunilda Palacios  
Director of the national tobacco control and chronic respiratory diseases program  
Ministry of Health

### **Advisers**

Maria Gamarra De Cáceres  
Advisor to the national tobacco control and chronic respiratory diseases program  
Ministry of Health

## PERU

### Accredited representatives

Gladys Castaneda  
Lawyer  
Ministry of Foreign Affairs

Flavia Radovic  
Abogada  
Comision Nacional Permanente de Lucha  
Antitabaquica

Maria Zavaleta Aurazo  
Abogado  
Ministerio de Salud

Joel Collazos  
Cirujano Dentista  
Ministerio de Salud

## PHILIPPINES

### Head of delegation

Hubert Guevara  
Secretary  
Office of the Senior Deputy Executive  
Secretary-Office of the President

### Accredited representatives

Teodoro Herbosa  
Secretary of Health  
Department of Health

Mark Llandro Mendoza  
Secretary  
Presidential Legislative Liaison Office

Charles Jose  
Undersecretary  
Department of Foreign Affairs

Rodante Marcoleta  
Representative/Congressman  
House of Representatives of the Philippines

Jason Alba  
Assistant Secretary  
Office of the Senior Deputy Executive Secretary

Lilibeth David  
Undersecretary of Health  
Department of Health

Deogracias Victor Savellano  
Undersecretary for Livestock  
Department of Agriculture

Juan Victor Llamas  
Undersecretary  
Department of the Interior and Local  
Government

Rowel Barba  
Director General  
Intellectual Property Office of the Philippines  
(IPOPHL)

Frances Mae Cheryl Ontalan  
Assistant Secretary of Health  
Department of Health

Lilian De Leon  
Assistant Secretary for International Relations  
Department of the Interior and Local

## Government

Rose Virginie Inigo  
Assistant Secretary  
Presidential Legislative Liaison Office

Albert Francis Domingo  
Vice President  
Philippine Health Insurance Corporation

Belinda Sanchez  
Administrator  
National Tobacco Administration

Benedicto Savellano  
Deputy Administrator  
Department of Agriculture - National Tobacco  
Administration

Giovanni Palabay  
OIC, Deputy Administrator For Operations/  
Department Manager III  
Department Of Agriculture - National Tobacco  
Administration

Ambrosio Brian Iii Enciso  
Director  
Department of Foreign Affairs

Maria Guiza Lim  
Director IV  
Department of Trade and Industry-Bureau of  
Import Services

Lydia Guevarra  
Director  
Department of Trade and Industry

Francis Tom Temprosa  
Director IV  
Commission on Human Rights of the  
Philippines

J.A. Valdez  
First Secretary  
Philippine Mission to the UN in Geneva

Robert Ambrose  
Lawyer  
Department of Agriculture-National Tobacco  
Administration

Paulo Cabrera  
Medical Officer  
Department of Health

### Advisers

Maria Cathleen Marcoleta  
Political Affairs Officer III  
House of Representatives of the Philippines

Anthony Aguirre  
Director  
Department of Foreign Affairs

Jekee Bryan Miraflor  
Food-Drug Regulation Officer IV  
Food and Drug Administration

Lazaro Lupino, Jr.  
Agriculture Counsellor  
Department of Agriculture

Joel Buenaventura  
Medical Officer  
Department of Health

Rodley Desmond Daniel Carza  
Director  
Health Promotion Bureau  
Department of Health

Grace Fe Buquiran  
Doctor  
Department of Health

Kristine Dinar Sison  
Special Assistant  
Department of Foreign Affairs

Maria Olivine Contreras-Maligaya  
Local Government Operations Officer  
Department of the Interior and Local  
Government

Dean Marc Bolima  
Foreign Affairs Research Specialist  
Department of Agriculture

Ralf Roldan  
Second Secretary  
Philippine Embassy in Mexico

Vincent John Ruiz  
Protocol Officer and Attache  
Embassy of the Philippines in Mexico

---

## POLAND

---

### Head of delegation

Joanna Glazewska  
Deputy Director of the Department of Public  
Health  
Ministry of Health

### Alternate representatives

Jakub Szymański  
Chief Expert in the Department of Public Health  
Ministry of Health

Karolina Konarzewska  
Chief expert  
Ministry of Health

Przemysław Soltys  
Chief specialist  
Ministry of Finance

### Accredited representatives

Maria Rutka  
Director of the Excise and Gaming Tax  
Department  
Ministerstwo Finansów

---

## QATAR

---

### Head of delegation

Kholoud Al Motawaa  
Head of non communicable diseases  
Ministry of public health

### Accredited representatives

Nasser AlNaimi  
Assistant Director of Consumption Taxes  
Department  
General Tax Authority

Ahmad Al Mulla  
Director of HMC Tobacco Control Center -  
WHO Collaborating Center  
Hamad Medical Corporation

Majid Almahmoud  
Director of tax policy  
GTA

Hussain Alansari  
Accountant Consumption Tax Department  
General Tax Authority

---

## REPUBLIC OF KOREA

---

### Head of delegation

Yeonhi Jeong  
Director  
Ministry of Health and Welfare

### Accredited representatives

Wonui Lee  
Deputy Director  
Ministry of Health and Welfare

Jangduck Choi  
Senior Scientific Officer  
Ministry of Food and Drug Safety

Park Dongwon  
Assistant Director  
Ministry of Food and Drug Safety

Gil Yong Kim  
Director  
Korea Health Promotion Institute

Jihyun Kim  
Officer  
Korea Health Promotion Institute

Sujin Lim  
Officer  
Korea Health Promotion Institute

Sungkyu Lee  
Executive Director  
Korea Center for Tobacco Control Research  
and Education

### Advisers

Min Kyung Lim  
Professor  
College of Medicine, Inha University

---

## REPUBLIC OF MOLDOVA

---

### Head of delegation

Svetlana Nicolaescu  
State Secretary  
Ministry of Health

### Accredited representatives

Andrei Cazacu  
Head, Foreign Assistance Department

Ministry of Health

Ion Salaru  
Deputy Director  
National Agency for Public Health

---

## ROMANIA

### Head of delegation

Adriana Pistol  
Secretary of State  
Ministry of Health

### Accredited representatives

Amalia Serban  
General Director for Public Health and Health  
Programmes  
Ministry of Health

### Alternate representatives

Maria Alexandra Cucu  
Physician  
INSP

Bogdan Pascanu  
Counsellor, Directorate of European Affairs and  
International Relations  
Ministry of Economy, Entrepreneurship and  
Tourism

---

## RUSSIAN FEDERATION

### Head of delegation

Oleg Salagay  
Deputy Minister of Health of the Russian  
Federation  
Ministry of Health

### Accredited representatives

Elena Talanova  
Head of the Division, Department of  
International Cooperation and Public Relations  
Ministry of Health

Yulia Yudina  
Deputy Director, Department of the  
Development of Internal Trade  
Ministry of Industry and Trade

Alexey Yudin  
Deputy Head, Department for Combating  
Offenses in the Areas of Production and  
Consumer Market, Head Department for  
Economic Security and Countering Corruption  
Ministry of Internal Affairs

Vitalii Anikin  
Federal Customs Service  
Enforcement Department

### Advisers

Irina Fedina  
Deputy Director, Department of Food and  
Processing Industry  
Ministry of Agriculture

Natalia Naumova  
Second Secretary  
Ministry of Foreign Affairs

Viktor Zykov  
Deputy Head, Department of Prevention of Risk  
Factors and Communication Technologies in  
Healthcare  
Federal Research Institute for Health  
Organization and Informatics  
Ministry of Health

---

## SAMOA

### Head of delegation

Alec Ekeroma  
Director General of Health  
Ministry of Health

---

## SAN MARINO

### Head of delegation

Andrea Gualtieri  
Doctor Expert in Organization and Quality  
System  
Authority for the Autorization, Accreditation and  
the Quality of Sanitary Services

---

## SAO TOME AND PRINCIPE

### Head of delegation

Flávio Andrade  
Coordenador do Programa de Saúde Mental  
Ministério da Saúde De São Tomé e Príncipe

### Accredited representatives

Nilza Mariza Carvalho  
Directora do Instituto da Droga e  
Toxicodependência  
Ministério da Saúde

Suleyman Tenjua  
Inspector chefe  
Ministerio da Saude

---

## SAUDI ARABIA

### Head of delegation

Mansour Alqahtani  
General Supervisor of Tobacco Control  
Program  
Ministry of Health

### Accredited representatives

Mohammed Shahin  
Senior Health Expert  
Public Health Authority

Mishal Altamimi  
Director of Tobacco Products  
Saudi Food and Drug Authority

---

**SENEGAL**

---

**Accredited representatives**

Oumar Ba  
COORD  
NTCP

Samba Ndiaye  
Coordonnateur de la Cellule des Affaires  
juridiques du Ministère de la Santé et de  
l'Action sociale  
Ministère de la Santé et de l'Action sociale

Abdoulaye Gningue  
Chef du bureau de la Stratégie et de la  
Modernisation  
Direction générale des Impôts et des Domaines

Nogaye Dieng  
Assistante administrative  
Programme national de Lutte contre le Tabac

Magatte Gaye  
Inspecteur des douanes  
Direction générale des douanes

Thierno Gaye  
Commissaire aux enquêtes économiques  
Ministère du commerce, de la consommation et  
des petites et moyennes entreprises

Malick Dia  
Directeur adjoint des Affaires criminelles et des  
Grâces  
Ministère de la Justice

---

**SERBIA**

---

**Head of delegation**

Marko Djuric  
Ambassador  
Embassy of the Republic of Serbia in  
Washington

**Accredited representatives**

Veljko Piljak  
Diplomat  
Embassy of the Republic of Serbia in  
Washington

---

**SIERRA LEONE**

---

**Accredited representatives**

Santigie Sesay  
Director  
Ministry of Health and Sanitation

---

**SINGAPORE**

---

**Head of delegation**

Derrick Mok Kwee Heng  
Deputy Director-General Health (Public Health)  
Ministry of Health

**Accredited representatives**

Durkeshwari Anbalagan-Raj  
Senior Assistant Director (Non-Communicable  
Diseases)  
Ministry of Health, Singapore

Sarah Huiwen Xing  
Manager (Non-Communicable Diseases),  
Disease Policy and Strategy Division  
Ministry of Health Singapore

Lit Chan  
Assistant Director  
Health Promotion Board

---

**SLOVAKIA**

---

**Head of delegation**

Olga Zajicova  
Public health officer  
Ministry of Health

**Accredited representatives**

Robert Ochaba  
National Public Health Authority  
  
Michal Mojto  
Advisor  
European Parliament

---

**SLOVENIA**

---

**Accredited representatives**

Nataša Blažko  
Secretary in the field of tobacco control  
Ministry of Health of the Republic of Slovenia

---

**SOLOMON ISLANDS**

---

**Head of delegation**

Nevalyn Laesango  
Director (acting) -NCD  
NCD, MHMS

---

**SOUTH AFRICA**

---

**Accredited representatives**

Tshimi Moeng Mahlangu  
Chief Director  
National Department of Health

Kgorohlo Moabelo  
Director Legal Services  
National Department of Health

---

**SPAIN**

---

**Accredited representatives**

Guzman Palacios  
Embajador ae España en Panama  
Embajada de España en Panama-Ministerio De  
Asuntos Exteriores

Marta Pérez Gonzalez  
Assistant Deputy Director General from  
International Relations and Publications  
Ministry of Health

Alicia Cebada Romero  
Health Attaché  
Spanish Ministry of Health

Patricia Pertejo Alonso  
Counsellor of Agriculture, Fisheries and Food  
Embassy of Spain

María Gómez-Chacón Galán  
Head of the Tobacco Control Unit  
Ministerio de Sanidad

Borja García  
Coordinador del Area  
Comisionado para el Mercado De Tabaco  
Ministerio de Hacienda y Administración  
Pública

Alice Antoine-Grégoire  
Policy administrator  
Council of the European Union

Ignacio Diaz  
Senior Manager  
Ministry of Finance (Tobacco Market  
Commission)

---

**SRI LANKA**

---

**Head of delegation**

Keheliya Bandara Dissanayaka Rambukwella  
Minister  
Ministry of Health

**Accredited representatives**

Alan Ludowyke  
Chairman  
National Authority on Tobacco & Alcohol,  
Ministry of Health

Ramith Rambukwella  
Private Secretary to the Hon. Minister of Health  
Sri Lanka  
Ministry of Health

---

**SAINT KITTS AND NEVIS**

---

**Head of delegation**

Denzil Douglas  
Minister of Foreign Affairs, International Trade,  
Industry & Commerce, Consumer Affairs,

Economic Development and Investment  
Government of St Kitts and Nevis

**Accredited representatives**

Marissa Carty  
Health Promotion Unit Coordinator – Tobacco  
Control Focal Point  
Ministry of Health

Hadassah Willett-Sargeant  
Non Communicable Disease Focal Point  
(Nevis)  
Ministry of Health (NIA)

---

**SAINT LUCIA**

---

**Head of delegation**

Caleb Paul  
Program Officer  
Ministry of Health

---

**SURINAME**

---

**Accredited representatives**

Farisha Sheombar Sing  
Policy officer, Tobacco Focalpoint  
Bureau of Public Health, MOH

---

**SWEDEN**

---

**Head of delegation**

Paula Ericson  
Desk officer  
Ministry of Health and Social Affairs

**Accredited representatives**

Alice Melinder  
Desk officer  
Ministry of Health and Social Affairs

Andreas Johansson  
Counsellor (Health)  
Swedish Permanent representation to the EU

Åsa Thornqvist  
Legal Advisor  
Public Health Agency of Sweden

Valentina Valestany  
Legal Advisor  
Public Health Agency of Sweden

---

**SYRIAN ARAB REPUBLIC**

---

**Head of delegation**

Abir Al Obid  
Director of the Tobacco Control Program  
Syrian Ministry of Health

## TAJIKISTAN

### Head of delegation

Navruz Jafarov  
Head of Department  
Ministry of Health and Social Protection of  
Population

## THAILAND

### Head of delegation

Niti Haetanurak  
Deputy Director General  
Department of Disease Control, Ministry of  
Public Health

### Accredited representatives

Prakit Vathesatogkit  
Expert Committee in National Tobacco  
Products Control Committee  
Department of Disease Control, Ministry of  
Public Health

Nuntavarn Vichit-Vadakan  
Expert Committee in National Tobacco  
Products Control Committee  
Department of Disease Control, Ministry of  
Public Health

Bungon Ritthiphakdee  
Executive Director  
Global Center for Good Governance in  
Tobacco Control

Roengrudee Patanavanich  
Lecturer, Faculty of Medicine Ramathibodi  
Hospital, Mahidol University  
Ministry of higher Education, Science,  
Research and Innovation

Chayanan Sittibusaya  
Director, Office of Tobacco Products Control  
Committee  
Department of Disease Control

Chirawat Yoosabai  
Legal Officer, Professional level  
Office of Tobacco Products Control Committee

Parinya Darasuwon  
Public Health Technical Officer, Professional  
Level  
Office of Tobacco Products Control Committee  
Department of Disease Control  
Ministry of Public Health

## TOGO

### Head of delegation

Komivi Mawusi Aho  
Coordonnateur  
Ministère de la Santé, de l'Hygiène Publique et

## TRINIDAD AND TOBAGO

### Head of delegation

Gerren Collymore  
Manager, Tobacco Control Unit  
Ministry of Health

## TUNISIA

### Head of delegation

Besma Ourari  
Head of pulmonology Department  
La Rabta University Hospital

### Accredited representatives

Zouhaier Souissi  
Pulmonologist Head of the Department of  
Pulmonology  
Siliana Hospital Tunisia

## TÜRKIYE

### Accredited representatives

Peyman Altan  
Head of Unit  
Ministry of Health

## TUVALU

### Advisers

Sina Apinelu  
Public Health Medical Officer  
Ministry of Health, Social Welfare, Gender  
Affairs

## UGANDA

### Head of delegation

Hafsa Sentongo Lukwata  
DR  
Ministry of Health

### Accredited representatives

Jim Arinaitwe  
Medical Doctor  
Centre for Tobacco Control in Africa

## UKRAINE

### Head of delegation

Tetyana Scapa  
Head of NCD department

Ministry of Health

#### Accredited representatives

Yuriy Torlak  
Head of the International Cooperation Division  
of the Department of International Cooperation  
and EU Integration  
Ministry of Health

---

### UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

---

#### Head of delegation

Rosanna O'Connor  
Director, Addictions and Inclusion  
Office for Health Improvement and Disparities

#### Accredited representatives

Katherine Sands  
Tobacco Control Team Leader  
Department for Health and Social Care

Martin Dockrell  
Tobacco Control Programme Lead  
Department for Health and Social Care

Alison Walker  
Senior Tobacco Control Policy Lead  
Department of Health and Social Care

Esther Lawrence  
Deputy Head of Global Health  
UK Mission to the UN, Geneva

---

### UNITED REPUBLIC OF UNITED UNITED REPUBLIC OF TANZANIA

---

#### Head of delegation

Godwin Mollel  
Doctor of Dental and Surgeon  
Ministry of Health

#### Accredited representatives

Omary Ubuguyu  
Director of NCD  
Ministry of Health

Goodluck Mtei  
NCD Prevention Coordinator & Tobacco  
Control Focal Point  
Ministry of Health – Tanzania

Salum Manyatta  
Assistant Director One Health Coordination  
Section  
Prime Minister Office Disaster Management  
Division

Valentina Sanga  
Epidemiologist – Tobacco Control Coordinator  
Prime minister's Office

Honest Ngolly  
Workers Education Officer  
Prime Minister's Office Labour

Octavian Ruta  
Principal Economist  
President's Office – Planning and Investment

Philipo Michael  
Economist  
Ministry of Finance

Absalom Biyaka  
Agricultural Officer I  
Ministry of Agriculture

Nyasebwa Chimagu  
Director of Crop Development  
Ministry of Agriculture

Denis Mwangomo  
Drug Registration Officer  
Tanzania Medicines and Medical Devices  
Authority

Ombeni Mwashia  
Director of Trade Integration  
Ministry of Industry and Trade

Isaya Makoko  
Senior Legal Officer  
Ministry of Health, Government of Tanzania

Daniel Pyuza  
Pharmacist  
Ministry of Health

#### Advisers

James Kiologwe  
Health Attachee  
Permanent Mission of Tanzania to UN-Geneva

---

### URUGUAY

---

#### Head of delegation

Maria Franco Oxley  
Diplomat  
Embassy of Uruguay in Panama

#### Accredited representatives

Maria Cecilia Reolon Aznar  
Sociologa  
Ministerio de Salud Publica

Marcos Dotta  
Director of International Law Affairs  
Ministry of Foreign Affairs

Miguel Asqueta  
Asesor  
Ministerio de Salud Pública

Juan Móttola  
Diplomat  
Embassy of Uruguay in Panama

---

### UZBEKISTAN

---

#### Head of delegation

Abduvoitzhon Gafurov  
Center Director  
Ministry of Health

#### Accredited representatives

Farukh Askarkhodjaev  
Deputy director  
Ministry of Health

---

### VANUATU

---

#### Head of delegation

Jenny Willie Stephens  
Director Public Health  
Vanuatu Ministry of Health

---

### YEMEN

---

#### Head of delegation

Mohamed Nasher  
Ambassador  
Embassy of the Republic of Yemen Republic Of  
Cuba-Havana

#### Accredited representatives

Mohammed Al-Qeshah  
Director-General of National Program of  
Tobacco Control  
Ministry of Health

---

### ZAMBIA

---

#### Head of delegation

Chembo Mbula  
Permanent Secretary  
Cabinet Office

#### Accredited representatives

Mweene Nseluke  
District Health Director/National Coordinator-  
Tobacco Control  
Ministry of Health

Joy Sinyangwe  
Acting Chief Agricultural Officer  
Ministry of Agriculture

Mwamina Bantu Tanaka Ngwale  
Trade and Investment Promotion Officer  
Ministry of Commerce, Trade and Industry

Mcperson Munsanje  
Acting First Secretary – International  
Organizations  
Ministry of Foreign Affairs and International  
Cooperation

Douglas Mweemba  
Senior Inspector of Taxes  
Zambia Revenue Authority

---

### ZIMBABWE

---

#### Head of delegation

Willard Lowenstern Manungo  
Deputy Chief Secretary  
Office of the President and Cabinet

#### Accredited representatives

Munyaradzi Dobbie  
Chief Director Public Health  
Ministry of Health and Child Care

Murehwa Godwin  
Director Economics and Research  
National Economic Consultative Forum

Patience Mavunganidze  
A/deputy director  
Ministry of Health

Justice Mudavanhu  
Deputy Director NCDs  
Ministry of Health and Child Care

Simba Mupodyi  
Deputy Director  
Ministry of Lands, Agriculture, Fisheries, Water  
and Rural Development

Timothy Mudakureva  
Chief research and economics officer  
Ministry of Public Service, Labour and Social  
Welfare

Gilton Mademe  
Deputy Director  
Office of the President and Cabinet

Blessing Rwaveya  
Principal Economist  
Ministry of Finance and Economic Development

#### Alternate representatives

Muzi Muzite  
Acting Executive Secretary  
National Economic Consultative Forum

Jasper Chimedza  
Permanent Secretary  
Ministry of Health and Child Care

#### Advisers

Enias Muradzvi  
Acting Director  
Ministry of Industry and Commerce

Edward Samuriwo  
Director  
Ministry of Environment, Climate, Tourism and  
Hospitality Industry

Steady Kangata  
Director  
Environmental Management Agency

Stephen Zingwena  
Acting Director General  
Forestry Commission, Zimbabwe

Gabriel Goweré  
Manager Policy Analysis  
National Economic Consultative Forum

Kudakwashe Mazenenga  
Counsellor  
Permanent Mission of Zimbabwe in Geneva

---

## OBSERVERS

---

### REPRESENTATIVES OF STATES NON-PARTIES

---

#### DOMINICAN REPUBLIC

---

##### Head of delegation

Vilma Arbaje De Contreras  
Viceministra de Comercio Exterior  
Ministerio de Industria, Comercio y Mipymes

##### Accredited representatives

Rafael Nuñez  
Embajador, Encargado de Negociaciones  
Multilaterales  
Ministerio de Relaciones Exteriores

Paola Rodriguez  
Economic Analysis and Competitiveness  
CNZFE

Julissa Ruiz  
Encargada  
Ministerio de Agricultura

Paola Del Villar  
Analista de comercio agropecuario  
Ministerio de Agricultura

César Roa  
Encargado Supervisión del Registro de  
Comercio  
Ministerio de Industria, Comercio y Mipymes

Madelyn Fernandez Agüero  
Ministra Consejera  
Embajada de la República Dominicana en  
Panamá

Joel Delgado  
Counsellor  
Ministry of Foreign Affairs of the Dominican  
Republic

Hanoi Reyes

First Secretary  
Embajada de la República Dominicana en  
Panamá, Ministerio de Relaciones Exteriores  
de la República Dominicana (MIREX)

---

#### SWITZERLAND

---

##### Head of delegation

Alexandre Von Kessel  
Senior Advisor Global Health  
Swiss federal Office of Public Health

### REPRESENTATIVES OF OTHER OBSERVERS

---

#### PALESTINE

---

##### Head of delegation

Nancy Falah  
Director of NCDs Department /Tobacco control  
NFP  
Ministry of Health

### SPECIALIZED AGENCIES

---

#### World Health Organization

---

Zohra Abaakouk  
NCD International Advisor

Anselm Hennis  
Director, Department Noncommunicable  
Diseases and Mental Health

Ana Riviere Cinnamon  
Representative / Head of Office

Rosa Carolina Sandoval  
Regional Advisor

Angel Tuñón  
Comunicación

Adriana Bacelar Ferreira Gomes  
Specialist Tobacco Surveillance

Douglas Bettcher  
Senior Advisor

Ghada Chadarevian Boulakovski  
Chief Interpreter

Nuan Ping Cheah

Laboratory Director  
Health Sciences Authority

Angela Ciobanu  
Technical officer, tobacco control  
WHO Regional Office for Europe

Fatimah El-Awa  
Regional Advisor Tobacco Free Initiative  
UHC/NMH

Sophia El-Gawhary  
Specialist Technical Officer

Ranti Fayokun  
Scientist

Mina Kashiwabara  
Technical Officer

Jagdish Kaur  
Regional Adviser, TFI

Kritika Khanijo  
Technical Officer (Legal)

Ruediger Krech  
Director, Health Promotion  
Geneva

Elizaveta Lebedeva  
Consultant

William Maina  
Senior Project Officer

Benn Mcgrady  
Unit Head, Public Health Law and Policies,  
Health Promotion Department

Ada Moadsiri  
Technical Officer

William Onzivu  
Technical Officer (Legal)

Jeremias JR Paul  
Unit Head

Vivian Perez  
Advisor NCD

Anne-Marie Perucic  
Economist

Vinayak Prasad  
Unit Head, No Tobacco (TFI)

Olfa Saidi  
National Professional Officer WHO  
Representative's Office, Tunisia

Andrii Skipalskyi  
Technical Officer, NCD

Douangkeo Thochongliachi  
National Professional Officer

LAO PDR

Fikru Tullu  
Team Lead – TNR

Derek Walton  
Legal Counsel

Xi Yin  
Coordinator, NCD Prevention and Health  
Promotion

---

## REPRESENTATIVES OF INTERNATIONAL INTERGOVERNMENTAL ORGANIZATIONS

---

### AFRICAN CAPACITY BUILDING FOUNDATION

Betina Edziwa  
Head, Special Programs

Daouda Elhadj Adam  
Tobacco Control Expert

---

### SECRETARIAT OF THE PACIFIC COMMUNITY

Si Thu Win Tin  
Team Leader, NCD Prevention and Control  
Program

Amerita Ravuvu  
NCD Policy and Planning Adviser

---

### UNITED NATIONS

Dudley Tarlton  
Programme Specialist  
UNDP

---

### UNITED NATIONS ENVIRONMENT PROGRAMME

Jordi Pon  
Regional Coordinator Chemicals and Waste  
UNEP Latin America and the Caribbean Office

Ivan Canaval Diaz  
Regional One Health Focal Point  
UNEP

---

## REPRESENTATIVES OF NONGOVERNMENTAL ORGANIZATIONS

---

### ACTION ON SMOKING AND HEALTH

Carolyn Dresler  
Volunteer

Laurent Huber  
Executive Director

Chris Bostic  
Policy Director

Kelsey Romeo-Stuppy  
Managing Attorney

Nichelle Gray  
Manager of Engagement and Special Programs

Jessica Rath  
Vice President  
Truth Initiative

Cynthia Callard  
Executive Director  
Physicians for a Smoke-Free Canada

Raglan Maddox  
Associate Professor  
Australian National University

Coral Gartner  
Professorial Research Fellow  
The University of Queensland

Heewon Kang  
Institute of Health and Environment, Seoul  
National University

---

#### **AFRICAN TOBACCO CONTROL ALLIANCE**

---

Leonce Sessou  
Executive Secretary

Akinbode Oluwafemi  
Board Chair

Celine Awuor  
Chief Executive Officer

Francisco Cabo  
ATCA Member, Mozambique

Yaya Sidjim  
Coordonnateur  
ADC

Djibril Wele  
Secrétaire Exécutif  
LISTAB

Haja Hantenaina Placide Ramamonjisoa  
ATCA Member – Madagascar

Tanguy Nzue Obame  
ONG MPS Gabon

Francis Lungu  
ATCA Member

Adama Zango  
ATCA Member

Bi Boli Francis Tra  
ATCA Member, Cote d'Ivoire

Samuel Ochieng  
Chief Executive Officer  
Consumer Information Network

Moses Talibita  
Legal Officer

Thomas Oduri  
ATCA Member

Hindou Nouamane  
ATCA Member

Zelalem Abate  
ATCA Member

Augustin Faton  
ATCA Member

Olalekan Ayo-Yusuf  
ATCA Member

Given Kapolyo  
Tobacco control youth advocate – Programmes officer  
Young professionals network – centre for trade policy and development

Elvina Majiwa  
Tobacco Control Champion  
Kenya Tobacco Control and Health Promotion Alliance

Vinyo Kumako  
ATCA Resource person

Dovenam Deodatus Djahanou-Ayikouma  
ATCA Resource person

---

#### **AMERICAN CANCER SOCIETY**

---

Nigar Nargis  
Senior Scientific Director  
American Cancer Society

---

#### **CAMPAIGN FOR TOBACCO-FREE KIDS**

---

Monique Muggli  
Vice President International Legal Consortium

Monica Andreis  
Director

Erick Antonio Ochoa  
CEO  
Salud Justa Mx

Ramona Maria Brad  
Project Director  
Healthy Romania Generation 2035 Association

Deniece Carrington  
Legal Advisor

Carolina Delgado  
Communicator  
CREA

Jaime Delgado  
Abogado  
Universidad de San Martín de Porres

Aklilu Getinet Desta  
Deputy Executive Director  
Health Development and Anti Malaria Association

Huyen Doan Thi Thu  
Viet Nam Country Director

Caroline Fuss

Senior Research Associate

Jorge Gaona  
Consultant  
Libre del Tabaco – Paraguay

Patricia Gutkowski  
Communications coordinator for Latin America

Mark Hurley  
Vice President of International Communications

Malik Imran Ahmad  
Lead Policy Consultant-Pakistan

Ebuata Jakpor  
Director of Programmes  
Corporate Accountability and Public Participation  
Africa

Anita Kaluba  
In-Country Coordinator Zambia

Daniel Lopez  
Senior Legal Advisor

Lesego Mateme  
Projects Coordinator: Communications  
South African Tobacco-Free Youth Forum  
(SATFYF)

Dereje Moges  
Deputy Director, Africa Program  
CTFK

Christian Monje  
Lawyer  
Fundación Bolivia Saludable

Zanele Mthembu  
Country Coordinator for South Africa

Sharon Nyatsanza  
Deputy Director  
National Council Against Smoking

Yahaira Ochoa Ortiz  
Communication

Michael Olaniyan  
In-Country Coordinator

Mariana Pinho  
Tobacco Control Program Coordinator  
ACT Health Promotion (ACT Promoção da  
Saúde – Brazil)

Md Mostafizur Rahman  
Lead Policy Advisor

Merlina Raponi  
Institutionalization Network Manager  
CREA RED

Caroline Renzulli  
Director of Media Relations

Diego Rodriguez  
Board Member  
Sociedad Uruguaya de Tabacologia

Mamadou Bamba Sagna  
Sub Regional Coordinator

Gianella Severini  
Legal Coordinator for Latin America

Ranjit Singh  
Senior Research and State Policy Consultant for  
India Program

Patricia Sosa  
Director for Latin America and Caribbean

Filomeno III Sta. Ana  
Executive Director  
Action for Economic Reforms, Inc.

Patricia Rinwigati Waagstein  
Policy and Legal Advisor for the Indonesia  
Program

Caroline Young  
International Communications Associate

Irma Zejcirovic  
Executive Assistant

Shuai Zhang  
Senior Advisor

---

## CANCER RESEARCH UK

---

Alexander Wright  
Head of Global Policy & Programmes  
Cancer Research UK

George Hayes  
Global Strategy & Partnerships Manager  
Cancer Research UK

Habiba Adan  
Senior Policy, Advocacy and Programmes  
Advisor  
Cancer Research UK

---

## CORPORATE ACCOUNTABILITY

---

Keltie Vance  
Deputy Campaigns Director

Daniel Dorado  
Director of Policy Organizing and Tobacco  
Campaign: International & Latin America

Jaime Arcila  
Senior Researcher Tobacco Campaign

Blanca Llorente  
Research Director  
Fundación Anáas

Laura Salgado  
Head of Campaign and Partnership  
Global Center for Good Governance in Tobacco  
Control (GGTC)

Deborah Sy  
Head of Global Public Policy and Strategy  
Global Center for Good Governance in Tobacco  
Control

Bobby Ramakant  
Policy Director  
CNS (Citizen News Service)

Victor Herrera Ballesteros  
Profesor of Economy  
University of Panama

Chidinma Ibeh  
Policy & Research Officer

---

**EUROPEAN NETWORK FOR SMOKING AND  
TOBACCO PREVENTION**

---

Cornel Radu Loghin  
Secretary General

Hani Al Gouhmani  
Operations Director

Karina-Mihaela Mocanu  
Communication Manager

Charis Girvalaki  
Scientific Director

Christina Kyriakos  
Expert

Helen Stjerna  
Secretary General  
A Non Smoking Generation – member of ENSP

Katja Čič  
Programme Director  
ENSP Youth Group / International Youth Health  
Organization

Nuria Masana Navarro  
Public Affairs Director  
Spanish Association Against Cancer

Yolanda Domínguez  
Marketing and communication director  
Asociación Española Contra el Cáncer

Andrea González Henry  
President  
Consejo de la Juventud de España

Carlos Torrado Ortega  
Youth Ambassador  
European Cancer Leagues (ECL)

Agamroop Kaur  
Youth advocate  
ENSP/CTFK

Arturo Medina  
Brand Manager  
Asociación Española Contra El Cáncer

Blanca Juste Sagardoy  
Youth Advocate  
ENSP/Spanish Association Against Cancer

---

**GLOBAL ALLIANCE FOR TOBACCO  
CONTROL**

---

Leslie Rae Ferat  
Executive Director

Ahmad Abbadi  
EMR Regional Coordinator

Saifuddin Ahmed  
Executive Director  
WBBTrust

Tamam Alnaimat

Larissa Al-Uar  
Secretary General  
Tobacco Free Jordan

Nydia Amador  
President  
RENATA

Alecia Brooks  
Manager, Tobacco Control  
Cancer Council New South Wales

Courtney Campbell  
Researcher  
Canadian Cancer Society

Maria Carmona  
Consultant

Daylin Chacon  
Licenciatura en Contabilidad y Auditoria  
(cursando)  
Movimiento de Alimentación Saludable

Beatriz Champagne  
Executive Director  
Coalition for Americas' Health CLAS

Jason Chapman  
Associate Director of Communications and  
Engagement

Deborah Chen  
Executive Director  
The Heart Foundation of Jamaica

Zunda Chisha  
Programme Director  
WHO FCTC Knowledge Hub on Tobacco  
Taxation

Nonguebzanga Maxime Compaore  
Special Adviser, International Affairs  
Norwegian Cancer Society

Arnalda Darsamo  
Research Officer  
WHO FCTC Knowledge Hub on Tobacco  
Taxation University of Cape Town

Fatou Diouf  
Regional Coordinator AFRO & Communications  
Specialist

Geoffrey Fong  
Professor of Psychology and Public Health  
Sciences  
University of Waterloo

Ornella Garavani  
Comunicadora  
CREA

Alejandra Karina Garron Monje  
Directora y Coordinadora  
Fundación Bolivia Saludable/FIC Bolivia/Alianza  
por la Salud

Laura Graen  
Research Associate  
German Cancer Research Center

Carlos Manuel Guerrero-López  
Msc.

Tobacconomics, University of Illinois Chicago

Andrea Herrera Rivera  
Lawyer  
CREA

Gholamreza Heydari  
Directore  
Tobacco prevention and control research center

Mey Ho Cruzado  
Youth Coordinator  
Movimiento de Alimentación Saludable de Panamá

Elizabeth Jardine  
Make Smoking History Manager  
Cancer Council Western Australia

Geoffrey Kenilorea  
Pacific Regional coordinator

Jinyoung Kim  
Senior Researcher  
Korea Center for Tobacco Control Research and Education

Joan Levin  
Doctor  
FOSEMA

Kylie Lindorff  
Senior Adviser, National & International Tobacco Control  
Cancer Council New South Wales

Katherine Loo  
Licenciatura de Nutrición y Dietética  
Movimiento de alimentación saludable

Sergio Lopez  
Head of institutional relationships  
Scouts Espana

Annabel Lyman  
retired  
Coalition for a Tobacco Free Palau

Andrea Mackasey  
Operations Manager  
Global Alliance for Tobacco Control

Bontle Mbongwe  
Executive Director  
Anti-Tobacco Network (University of Botswana)

Barbara McGaw  
Tobacco Control Advisor  
The Heart Foundation of Jamaica

Allison Navarro  
Law Student  
Universidad Metropolitana de Educación Ciencia y Tecnología

Nicole Nguenha  
Policy and Advocacy Officer  
Global Alliance for Tobacco Control

Emma Peralta  
Licenciatura en nutrición y Dietética  
Movimiento de Alimentación Saludable

María Jose Pimienta  
Estudiante de cinematografía  
Alianza Juvenil

Herta Prieto Herrera De Gligo  
Presidenta y Representante Legal  
Coalición Panameña contra el Tabaquismo

Verónica Quelal  
Communication Coordinator  
FESAR

Adriana Rocha  
Director for Civil Society and Legislative Affairs  
Polithink

John Ryan  
Chief Executive Officer  
Samoa Cancer Society

Vivian Sandí Mora  
Tobacco control coordinator  
Alianza Juvenil

Marisabel Serna  
Secretaria Ejecutiva Copacet  
COPACET

---

## INTERNATIONAL NETWORK OF WOMEN AGAINST TOBACCO

---

Patricia Lambert  
Past President

---

## INTERNATIONAL PHARMACEUTICAL STUDENTS' FEDERATION

---

Kalai (Audrey) Wong  
Chairperson of External Relations

---

## SMOKE FREE PARTNERSHIP

---

Liliia Olefir  
Director

Luc Joossens  
Senior advisor

Amélie Eschenbrenner  
Communication manager  
Comité national contre le tabagisme (CNCT)

François Topart  
Research manager  
Comité national contre le tabagisme (CNCT)

Deborah Arnott  
Chief Executive  
Action on Smoking and Health

Katrin Schaller  
Head of department  
German Cancer Research Center

Wendy Yared  
Director  
Association of European Cancer Leagues (ECL)

Shira Kislev  
CEO  
Smoke Free Israel – The National Initiative to Eradicate Smoking

Guy Muller  
Public Affairs consultant

Dutch Cancer Society (KWF)

Nina Anouk Boerman  
Public affairs consultant  
Dutch Cancer Society (KWF)

---

**SOUTHEAST ASIA TOBACCO CONTROL ALLIANCE (SEATCA)**

---

Edgardo Ulysses Dorotheo  
Executive Director

Mary Assunta Kolandai  
Senior Policy Advisor

Domilyn Villarreiz  
Smoke-free Programme Manager

Chris Ann Mel Bugnot  
Media and Communications Officer

Ralph Emerson Degollacion  
Consultant

H Sampath De Seram  
Consultant

Anisa Ismail  
Sustainability Manager

Anton Oliver Javier  
FCTC Program Officer

Shoba John  
Consultant

Judith Mackay  
Director  
Asian Consultancy on Tobacco Control

Hanh Nguyen Nguyen  
Consultant

Irene Patricia Reyes  
Tobacco Industry Denormalization Officer

Md Hasan Shahriar  
Consultant

---

**TOBACCO CONTROL RESEARCH GROUP**

---

Maria Mercedes Carballo  
Freelance Researcher  
University of Bath

Anna Gilmore  
Professor of Public Health and Director, Tobacco Control Research Group  
University of Bath

Phil Chamberlain  
Deputy Director  
University of Bath

Raouf Alebshehy  
Public Health Consultant  
University of Bath

Tomas Gatehouse  
Research Assistant  
University of Bath

Hala Alaoui

Monitoring Coordinator  
University of Bath

Allen Gallagher  
Research Fellow  
University of Bath

Sophie Braznell  
Research Associate  
University of Bath

Duncan Thomas  
Policy & Knowledge Exchange Lead  
University of Bath

Rachel Barry  
Research Fellow  
University of Bath

Adam Bertscher  
Researcher  
University of Bath

Britta Matthes  
Research Associate  
University of Bath

Katerina Ray  
Project Administrator  
University of Bath

Jacqueline Oliver  
Marketing and Communications Lead  
University of Bath

---

**UNION FOR INTERNATIONAL CANCER CONTROL**

Yannick Romero  
Senior Knowledge and Advocacy Manager  
Union for International Cancer Control

Rob Cunningham  
Senior Policy Analyst  
Canadian Cancer Society

Rachel Kitonyo-Devotsu  
Regional Manager 34frica  
McCabe Centre for Law and Cancer

Daiana Buresova  
Regional Manager for Pacific region  
McCabe Centre for Law and Cancer

Hayley Jones  
Director  
McCabe Centre for Law and Cancer

Suzanne Zhou  
Manager – Prevention  
McCabe Centre for Law and Cancer

---

**VITAL STRATEGIES**

---

Quan Gan  
Director - Tobacco Control

Rebecca Perl  
VP partnerships and initiatives

Victor Valdivia  
Head of Grants, Tobacco Control

Gustavo Sónora  
Director of Tobacco Control for Latin America

---

Melina Magsumbol  
Senior Research Manager

Emily Green  
Senior Program Manager – STOP

Alyssa Mouton  
Senior Manager, Tobacco Control Advocacy

Tara Singh Bam  
Director

Jorge Alday  
Director, STOP

Rana Singh  
Employed  
USEA

Yayne Hailu  
Senior Content Strategies

Ashish Pandey  
Deputy Director

Alyssa Holder  
Social Media Associate

Jorge V. Cardenas  
Tobacco control adviser

Tracey Johnston  
Senior Communication Advisor

Xiaojing Wang  
Deputy Director - Tobacco Control

Amit Yadav  
Senior Technical Adviser

Katherine Wright  
Senior Program Manager - Policy  
Implementation - Tobacco Control

Carlos Garcia  
Senior Communication Manager

Madeleine De Rosas-Valera  
Technical Adviser

The Son Dao  
Technical Consultant - Tobacco Control

---

#### **WORLD HEART FEDERATION**

Mawya Al Zawawi  
WHF tobacco expert group Chair

---

#### **WORLD MEDICAL ASSOCIATION**

---

Leon Ogoti  
Doctor

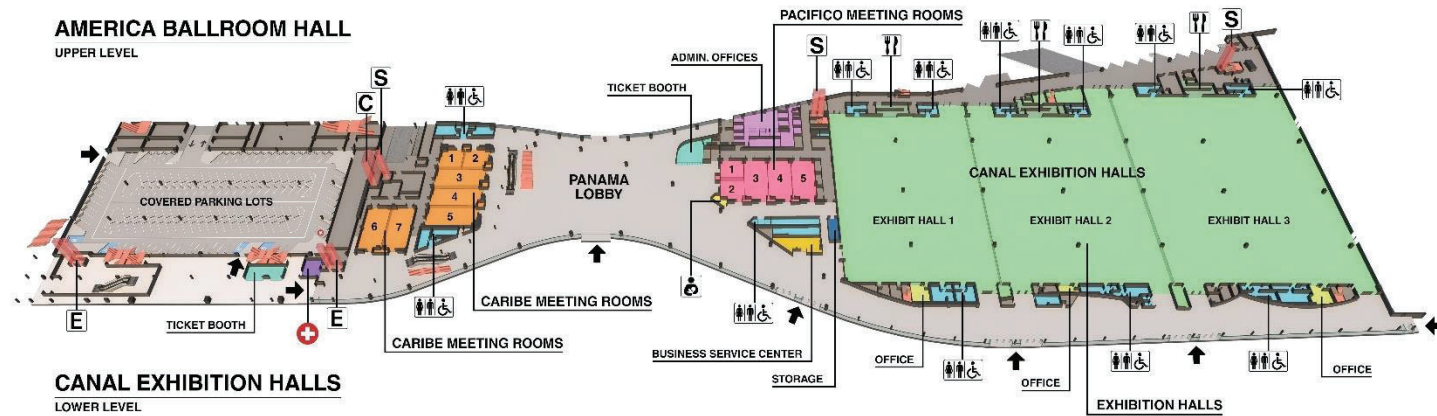
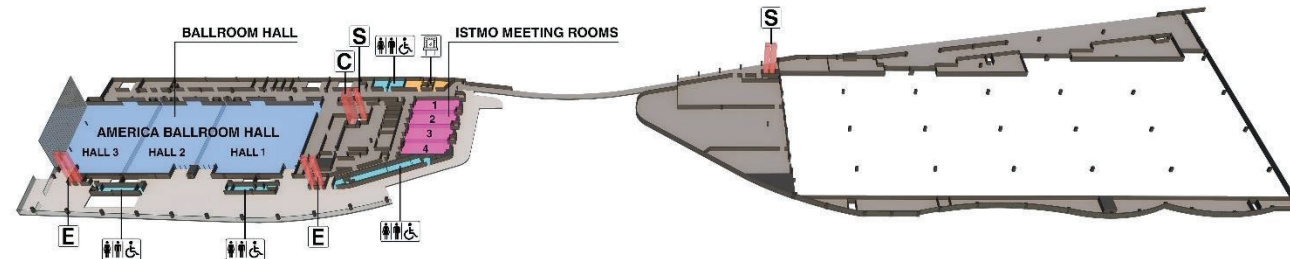
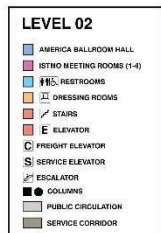
## ANNEX 1

### MAP OF THE PANAMA CONVENTION CENTER

Calle General Juan D. Peron, Amador, Panama.

<https://panamaconventions.com/>

Tel. (+507) 308-8888





## Conference of the Parties to the WHO Framework Convention on Tobacco Control Resumed Tenth session, Panama City, Panama, 5–10 February 2024

# JOURNAL

### Preliminary Journal – 24 January 2024

*This Journal does not constitute an official record of the Conference of the Parties.*

This preliminary Journal is intended to give participants advance indications of the Conference arrangements and programme of work. The Journal does not constitute an official record of the Conference of the Parties. It is published in Arabic, Chinese, English, French, Russian and Spanish on every working day during the session.

### Content

|   |   |
|---|---|
| Date and place.....   | 2 |
| Working schedule .....  | 2 |
| Programme of work .....   | 3 |
| Meetings of the Bureau.....                                       | 4 |
| Informal regional meetings and the EU coordination meetings ..... | 4 |
| COP10 WHO FCTC App .....  | 4 |
| Social Media Accounts .....                                       | 4 |
| Procedural issues .....   | 4 |
| Contact information .....   | 4 |
| Announcements .....   | 5 |

### Interpretation and statements

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Delegates are requested to send a copy of their statement to [interpret@who.int](mailto:interpret@who.int) **at least 30 minutes in advance**. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy in all languages. When submitting a statement by email please specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential and checked against delivery for the purpose of the official record.

### Registration and credentials

Online registration is required for the Tenth session of the Conference of the Parties (COP10). Delegates who have already completed their registration for COP10 do not need to register again. Delegates who have not yet completed their registration must register via the online registration system at: <https://indico.un.org/e/FCTC/COP10>. Instructions for online registration are available on the [COP10 dedicated webpage](#). Queries concerning the system can be addressed by email to: [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

Credentials must be uploaded in order to complete the registration process. The credentials accepted by the Conference of the Parties in decision FCTC/COP10(2) for the *de minimis* session of COP10 will remain valid for the resumed COP10. Parties not among those listed in decision FCTC/COP10(2) are invited to submit credentials for the resumed COP10 in accordance with Rule 18 of the Rules of Procedure of the Conference of the Parties.

## Badges

Participants will be able to collect their badges before the opening of the session at the Registration Desk located on the ground floor of the Panama Convention Center. The Registration Desk will be open as follows:

- Sunday, 4 February from 12:00 until 19:00 (a complimentary shuttle service will be available between the official hotels and the Panama Convention Center).
- Monday, 5 February to Friday, 9 February from 08:00 to 18:00.
- Saturday, 10 February from 08:00 until the closure of the session.

## Date and place

The resumed COP10 will be held at the Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama. The first plenary session of COP10 will open at 10:00 on Monday, 5 February 2024, and the meeting is expected to close no later than 18:00 on Saturday, 10 February 2024.

The working hours of the Conference of the Parties are from 10:00 to 13:00 and 15:00 to 18:00 (EST).

## Working schedule

### Monday, 5 February 2024

---

- |             |  |
|-------------|--|
| 10:00–13:00 | Opening of the session and first plenary meeting |
| 15:00–18:00 | Second plenary meeting                           |

### Tuesday, 6 February to Friday, 9 February 2024

---

- |             |                               |
|-------------|-------------------------------|
| 10:00–13:00 | Plenary or committee meetings |
| 15:00–18:00 | Plenary or committee meetings |

### Saturday, 10 February 2024

---

- |             |                                    |
|-------------|------------------------------------|
| 10:00–13:00 | Plenary or committee meetings      |
| 15:00–18:00 | Plenary and closure of the session |

## Programme of work

The provisional agenda and the proposed organization of work for the session are contained in documents [FCTC/COP/10/1](#) and [FCTC/COP/10/1 \(annotated\)](#). The programme and timetable of meetings will appear in the Journal of the Conference of the Parties, which will be issued on a daily basis.

Subject to the decision of the Conference of the Parties, the following working schedule is tentatively envisaged on the first day of the session:

| First plenary meeting  |  | 10:00 |
|------------------------|--|-------|
| <b>Item 1</b>          | <b>Opening of the session</b>  |       |
| Item 1.1               | Adoption of the agenda and organization of work<br><i>Documents FCTC/COP/10/1, FCTC/COP/10/1 (annotated) and FCTC/COP/10/1 Add.1</i> |       |
| Item 1.2               | Credentials of participants<br><i>Document FCTC/COP/10/2</i>   |       |
| <b>Item 2</b>          | <b>Applications for the status of observer to the Conference of the Parties</b><br><i>Document FCTC/COP/10/3</i>                     |       |
| Second plenary meeting |  | 15:00 |
| <b>Item 3</b>          | <b>High-level segment</b>  |       |
| <b>Item 4</b>          | <b>Invited speakers</b>  |       |
| <b>Item 5</b>          | <b>Global progress in implementation of the WHO FCTC, followed by a general debate</b><br><i>Document FCTC/COP/10/4</i>              |       |

## Meetings of the Bureau

The Bureau of the Conference of the Parties will meet on Sunday, 4 February from 13:30-16:00 and will meet thereafter daily from Monday, 5 February to Friday, 9 February from 18:15-19:00.

## Informal regional meetings and the EU coordination meetings

The regional groups for the African Region, the Region of the Americas, the Eastern Mediterranean Region, the South-East Asia Region, and the Western Pacific Region will hold informal meetings:

- from Monday, 5 February until Saturday, 10 February 8:30-9:30.

The European Region informal meetings will be held at the following times:

- from Monday, 5 February until Saturday, 10 February 09:00–09:45.

The European Union coordination meetings will be held at the following times:

- on Sunday, 4 February 16:00-17:00
- from Monday, 5 February until Friday, 9 February 08:00–09:00, 13:00–14:00 and 18:00-19:00
- on Saturday, 10 February from 08:00–09:00 and 13:00–14:00.

## COP10 WHO FCTC App

The WHO Events App for the WHO FCTC COP10 for smart phones and computer is now available. The App provides secure access to the official documents, basic documents and all the practical information that participants need for taking part in COP10. For more information, check the [App Quick Start Guide](#), contact [fctcappsupport@who.int](mailto:fctcappsupport@who.int) or go to the app booth onsite if you require any assistance regarding the app.

## Social Media Accounts

Delegates are encouraged to raise awareness about COP10 as well as the WHO FCTC including the importance of its implementation through social media. Official hashtags: #COP10FCTC is recommended to be used on X, Facebook or other channels for this purpose.

## Procedural issues

To raise a point of order, request a right of reply or make a procedural motion pursuant to the Rules of Procedure of the Conference of the Parties, a delegation member should send a message to +41 79 595 9743 by SMS text or by WhatsApp. This number is staffed during meeting times and may only be used for points of order, requests for rights of reply or other procedural motions and not for any other matter. Any messages will be promptly relayed to the presiding officer.

## Contact information

Plenary: [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

Committee A: [fctcComA@who.int](mailto:fctcComA@who.int)

Committee B: [fctcComB@who.int](mailto:fctcComB@who.int)

## Announcements

### Arrangements for conduct of discussion in Plenary, Committee A and B meetings

For the conduct of plenary meetings, interventions by delegates will be monitored by a “traffic light”. Individual statements are limited to three minutes (330 words) and statements on behalf of a WHO region to four minutes (440 words).

Delegations wishing to speak in the general debate are invited to notify the Convention Secretariat as soon as possible by email with the subject line “Request for general debate statement” to [cop10-mop3@who.int](mailto:cop10-mop3@who.int). Delegations are encouraged to opt for group or regional statements, in lieu of individual statements.

### Interventions

Please provide the text of any interventions to the messengers who will come to your seat once you have spoken, or e-mail the text of your intervention, where appropriate, to [fctcrecords@who.int](mailto:fctcrecords@who.int).

### Distribution of documents

The documents for the session can be downloaded [here](#). Delegates should make their own arrangement to print their documents if needed.

A secure and restricted online documentation portal may be found on the COP10 webpage for delegates to access in-session documentation with a username and password communicated to Parties by the Convention Secretariat.

### Room booking

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings. Requests will be treated on a first-come, first-served basis.

Requests for a meeting room should be sent to the Convention Secretariat as soon as possible – but no later than 24 hours prior to the meeting – to [cmpmail@who.int](mailto:cmpmail@who.int), stating the date and time of the meeting, duration of the meeting, number of participants, and name of the organizer (Party or observer).

### List of participants

The provisional list of participants will be available on the WHO FCTC website at the opening of the session. That list will be issued on the basis of valid credentials received by the Convention Secretariat up to 12:00 (noon) on Sunday, 4 February. In the event of any official change in the details and composition of a delegation, the Convention Secretariat requests that it be amended directly in the registration system.

### On-site facilities

Information desk: It will be located on the ground floor of the Panama Convention Center and will provide information on a range of topics to participants. The Information Desk can also refer participants to other services, including travel, postal services, medical care and communications. Lost property can be turned in or reclaimed at the Information Desk.

Wireless internet: The Panama Convention Center has free wireless internet service (Wi-Fi).

Potable water: The Panama Convention Center has water fountains in all areas of the facility. To facilitate the supply of water to all participants, water dispensers will be placed in the various rooms. Participants will be able to fill the bottle provided in the conference bag given to them at the time of registration. For information, the tap water in all cities of the country is also safe for consumption.

Tranquillity Room: A Tranquillity Room for meditation/prayer is available at the Panama Convention Center for participants who wish to pray, meditate or find a quiet space to relax.

Catering facilities: Lunch will be provided by the host country from Monday, 5 February to Saturday, 10 February. A coffee shop will be available at the Panama Convention Center.

### **Emergency and useful numbers in Panama**

- Panama Convention Center: Tel + 507 308 8888
- Police: 104
- Ambulance service: 103
- Fire: 103
- Medical facilities: an emergency medical service will be available at the Panama Convention Center during the Conference from 7:00 to 18:00 on days without evening sessions, and until 23:00 should evening sessions be held. Delegates requiring urgent medical attention outside of the Panama Convention Center are advised to call 911 or CRUEM (Centro Regulador de Urgencias y Emergencias Médicas) at: +507 512 9219 or +507 6330 5577.

= = =

## ANNEX 2

HOTEL LIST<sup>1</sup>

The rates shown in the list of hotels, indicated in US dollars (US\$), do not include the 10% lodging tax and are per room per night, and include a breakfast buffet. Payment for the room must be made directly by each participant, by credit card for the amount in US\$ or by bank transfer in US\$ or euros. Participants should check the conditions applicable in case of modification or cancellation of reservation, or in case of no-show.

**Participants are reminded that 10% lodging tax will be applied to the hotel room rate.**

| No. | Hotel                            | Type of Room                 | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact   | To make a reservation  |
|-----|----------------------------------|------------------------------|------------------------|---------------|--------------|--|---|--|
|     |                                  |                              |                        | Single/night  | Double/night |  |   |  |
| 1   | RIU Plaza Panamá                 | Deluxe Standard              | 250                    | 95            | 95           | 9.3 km                                     | Mileika Bermúdez<br>Sales Manager<br>Tel. (+507) 282-0420, Ext. 869<br>(+507) 6677-5544<br>Email: <a href="mailto:mbermudez@riu.com">mbermudez@riu.com</a><br><br>Website:<br><a href="https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/">https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/</a>   | Reservations via link<br>Link: <a href="https://www.riu.com/consultar-disponibilidad/?corporate">https://www.riu.com/consultar-disponibilidad/?corporate</a><br>Company code – COP10 (for both events)<br><br><i>Dates must be between 14–30 November 2023, in case of requesting stays outside this date range the system will automatically show the regular prices.</i> |
|     |                                  | Executive                    | 210                    | 125           | 125          |  |   |  |
|     |                                  | Senior Suite                 | 30                     | 145           | 145          |  |   |  |
| 2   | The Executive Hotel              | Standard                     | 100                    | 65            | 75           | 8 km                                       | Hazel McDonald<br>Sales Executive<br>Tel. (+507) 265-8011, Ext 321<br>(+507) 6678-7047<br>Email: <a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br>Website: <a href="https://www.executivehotel-panama.com/">https://www.executivehotel-panama.com/</a>   | Reservations to be made directly to Sales Executive<br><a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br><i>Rates valid for a stay between 19 November to 2 December 2023</i>  |
| 3   | Hotel El Panamá By Faranda Grand | Standard                     | TBC                    | 80            | 100          | 8.3 km                                     | Darcy Castillo<br>Commercial Executive<br>Tel. (+507) 215 9446<br>(+507) 6780-4870<br>Email: <a href="mailto:dary.castillo@farandahotels.com">dary.castillo@farandahotels.com</a><br><br>Website: <a href="https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama">https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama</a> | Reservations via website<br><br>Website: <a href="https://www.radissonhotelsamericas.com">https://www.radissonhotelsamericas.com</a><br>Promotional code: COP-MOP<br><br><i>Rates valid for a stay between 3 days before and 3 days after the event dates (from 19 November to 2 December 2023).</i>   |
|     |                                  | Executive on corporate floor | TBC                    | 95            | 115          |  |   |  |
|     |                                  | Junior Suite                 | TBC                    | 115           | 135          |  |   |  |
|     |                                  | Cabana                       |                        | 85            | 105          |  |   |  |

<sup>1</sup> Please check the host country website for COP10 and MOP3 for updates on the hotel lists.

| No. | Hotel                           | Type of Room     | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact  | To make a reservation  |
|-----|---------------------------------|------------------|------------------------|---------------|--------------|--|--|--|
|     |                                 |                  |                        | Single/night  | Double/night |  |  |  |
| 4   | Riande Urban Hotel              | Standard Urban   | 100                    | 65            | 65           | 8.2 km                                     | Noemi Ruiz<br>Account Executive<br>Tel. (+507) 291-9012 or 9013<br>Email: <a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a><br><br>Jorge Silva<br>Tel. (+507) 291-9012<br>Email: <a href="mailto:int.websales@riandehoteles.net">int.websales@riandehoteles.net</a><br><br>Website: <a href="https://www.riandehoteles.com/en/">https://www.riandehoteles.com/en/</a> | Reservations to be made directly with the Account Executive<br><br><a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a>  |
| 5   | Hotel Las Américas Golden Tower | Deluxe           |                        | 105           | 130          | 8.4 km                                     | Flor E. Andrade<br>Sales & Banquet Manager<br>Tel: (+507) 370-4600, Ext. 6650<br>(+507) 6319-7135<br>Email: <a href="mailto:Flor.Andrade@lasamericasgoldentower.com">Flor.Andrade@lasamericasgoldentower.com</a><br>Website: <a href="https://lasamericasgoldentower.com/en/">https://lasamericasgoldentower.com/en/</a>   | Reservations via link<br><br>Promotional code: COP10<br>Link: <a href="https://bit.ly/COP10-MOP3">https://bit.ly/COP10-MOP3</a>  |
|     |                                 | Deluxe Executive |                        | 135           | 155          |  |  |  |
| 6   | Megapolis                       | Deluxe           | 300/200                | 120           | 130          | 8.4 km                                     | Julieth Vivas<br>Sales Manager<br>Tel. (+507) 6781-0617<br>Email: <a href="mailto:Julieth.vivas@megapolisworld.com">Julieth.vivas@megapolisworld.com</a><br>Website: <a href="https://www.hardrockhotels.com/">https://www.hardrockhotels.com/</a>   | Reservations via link<br><br>Link: <a href="https://secuream.e-gds.com/megapolishotelpanama/">https://secuream.e-gds.com/megapolishotelpanama/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3 |
| 7   | Decapolis                       | Deluxe           | 68/118                 | 80            | 90           | 8.4 km                                     | Julieth Vivas<br>Sales Manager<br>Tel. (+507) 6781-0617<br>Email: <a href="mailto:Julieth.vivas@megapolisworld.com">Julieth.vivas@megapolisworld.com</a><br>Website: <a href="https://radisson-decapolis-panama-city.h-rez.com/index.htm">https://radisson-decapolis-panama-city.h-rez.com/index.htm</a>   | Reservations via link<br><br>Link: <a href="https://secuream.e-gds.com/decapolishotel/">https://secuream.e-gds.com/decapolishotel/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3             |



THE PERMANENT MISSION  
OF THE  
UNITED STATES OF AMERICA  
TO THE  
UNITED NATIONS AND OTHER INTERNATIONAL ORGANIZATIONS  
IN GENEVA

January 26, 2024

Dear Dr. Adriana Blanco Marquizo,

By direction of the Secretary of State, I have the honor to inform you that the United States will be represented by the following U.S. delegation to the 10th Session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (FCTC) to be held from February 5 to 10, 2024 in Panama City, Panama. When designating its representatives to the Tenth session of the Conference of the Parties, the United States has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC.

**Representative**

Ms. Susan Kim  
Principal Deputy Assistant Secretary  
Office of Global Affairs  
U.S. Department of Health and Human Services  
Washington, D.C.  
[Susan.Kim@hhs.gov](mailto:Susan.Kim@hhs.gov)  
Accreditation Dates: February 5-10, 2024

**Alternative Representative**

Ms. Maya Levine  
Acting Director for Multilateral Relations  
Office of Global Affairs  
U.S. Department of Health and Human Services  
Washington, D.C.  
[Maya.levine@hhs.gov](mailto:Maya.levine@hhs.gov)  
Accreditation Dates: February 5-10, 2024

Dr. Adriana Blanco Marquizo  
Head of the Secretariat of the WHO Framework Convention on Tobacco Control  
World Health Organization, Geneva

## **Government Advisors**

Ms. Rachel Grana  
Program Director  
Tobacco Control Research Branch  
National Cancer Institute  
National Institute of Health  
U.S. Department of Health and Human Services  
Bethesda, Maryland

[rachel.mayne@nih.gov](mailto:rachel.mayne@nih.gov)

Accreditation Dates: February 5-10, 2024

Ms. Megan Hicks  
Public Health Analyst  
Office of the Center Director  
Center for Tobacco Products  
U.S. Food and Drug Administration  
U.S. Department of Health and Human Services  
Bethesda, Maryland

[Megan.Hicks@fda.hhs.gov](mailto:Megan.Hicks@fda.hhs.gov)

Accreditation Dates: February 5-10, 2024

Ms. Allison Hoffman  
Deputy Director for Research Translation  
Centers for Disease Prevention and Control  
U.S. Department of Health and Human Services  
Atlanta, Georgia

[uol1@cdc.gov](mailto:uol1@cdc.gov)

Accreditation Dates: February 5-10, 2024

Mr. Brian King  
Center Director  
Office of the Center Director  
Center for Tobacco Products  
U.S. Food and Drug Administration  
U.S. Department of Health and Human Services  
Bethesda, Maryland

[Brian.King@fda.hhs.gov](mailto:Brian.King@fda.hhs.gov)

Accreditation Dates: February 5-10, 2024

Mr. Mark Parascandola  
Branch Director  
Research and Training, Center for Global Health  
National Cancer Institute  
National Institute of Health  
U.S. Department of Health and Human Services  
Bethesda, Maryland  
[paramark@mail.nih.gov](mailto:paramark@mail.nih.gov)  
Accreditation Dates: February 5-10, 2024

Ms. Christina Taylor  
Global Health Officer, Multilateral Relations  
Office of Global Affairs  
U.S. Department of Health and Human Services  
Washington, D.C.  
[Christina.taylor@hhs.gov](mailto:Christina.taylor@hhs.gov)  
Accreditation Dates: February 5-10, 2024

Sincerely,

(b)(6)

Bathsheba N. Crocker  
Permanent Representative  
of the United States of America



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL

FCTC/COP/10/4  
3 July 2023

Tenth session  
Panama City, Panama, 20–25 November 2023  
Provisional agenda item 5

---

# Global progress in implementation of the WHO FCTC

## Report by the Convention Secretariat

### Purpose of the document

The present report describes the status of implementation of the WHO Framework Convention on Tobacco Control (WHO FCTC) based on the implementation reports submitted by Parties to the WHO FCTC in the 2023 reporting cycle. The document also contains a new status report on the indicators of the Global Strategy to Accelerate Tobacco Control: Advancing Sustainable Development through the Implementation of the WHO FCTC 2019–2025.

The full version of the 2023 Global Progress Report on Implementation of the WHO Framework Convention on Tobacco Control will be made available before the Tenth session of the Conference of the Parties to the WHO FCTC at <https://fctc.who.int/who-fctc/reporting/global-progress-reports>. Individual reports from the Parties will be available at <https://fctc.who.int/who-fctc/reporting/implementation-database>.

### Action by the Conference of the Parties

The Conference of the Parties is invited to note the present report.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular SDG 3 and Target 3.a.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): *Contribution and impact of implementing the WHO FCTC on achieving the noncommunicable disease global target on reduction of tobacco use* (Supplementary information)

## BACKGROUND

1. The Convention Secretariat conducted the 2023 reporting cycle for the WHO Framework Convention on Tobacco Control (WHO FCTC) in accordance with decision FCTC/COP4(16). Of the 182 Parties to the Convention required to report in the 2023 cycle, 134 (74%) formally submitted their implementation reports.<sup>1</sup> Most of the remaining Parties updated their data by the cut-off date for inclusion of Party reports in this analysis but have not formally submitted their reports.

2. The present report summarizes key observations on the implementation of the Convention, as well as on the indicators to monitor the *Global Strategy to Accelerate Tobacco Control: Advancing Sustainable Development through the Implementation of the WHO FCTC 2019–2025*. A detailed analysis of the information provided by the Parties, including examples of progress made by the Parties and case studies of advanced implementation of the WHO FCTC, together with the complete baseline data for the Global Strategy indicators, will be presented in the full version of the 2023 *Global Progress Report on the Implementation of the WHO Framework Convention on Tobacco Control*. The full report will be available on the WHO FCTC website.

## OVERALL PROGRESS IN THE IMPLEMENTATION OF THE CONVENTION

3. The overall status of the implementation of the Convention was assessed based on key indicators under each substantive article. Implementation rates per article continue to vary and will be presented in the sections below.

4. Comprehensive implementation of key measures under the time-bound articles, as well as Article 5 of the Convention, was analysed globally and according to WHO region (see Figure). Comprehensive implementation of Articles 5, 8 and 11 varies greatly among WHO regions, and comprehensive implementation of Article 13 is lower in all WHO regions.

---

<sup>1</sup> For the analysis presented here, all reports submitted and updated in the reporting platform were extracted on 1 May 2023. The following Parties had formally submitted reports by that time: Albania, Algeria, Andorra, Angola, Antigua and Barbuda, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh, Barbados, Belgium, Belize, Benin, Bhutan, Bolivia (Plurinational State of), Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Bulgaria, Burkina Faso, Cabo Verde, Canada, Chad, Chile, China, Colombia, Comoros, Congo, Cook Islands, Costa Rica, Côte d'Ivoire, Croatia, Cyprus, Czechia, Democratic Republic of the Congo, Denmark, Ecuador, Egypt, El Salvador, Estonia, European Union, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Guatemala, Guinea-Bissau, Guyana, Hungary, Iceland, India, Iran (Islamic Republic of), Iraq, Ireland, Italy, Jamaica, Japan, Kazakhstan, Kiribati, Kuwait, Latvia, Lebanon, Libya, Lithuania, Luxembourg, Malaysia, Maldives, Malta, Marshall Islands, Mauritius, Mexico, Micronesia (Federated States of), Montenegro, Nepal, Netherlands (Kingdom of the), New Zealand, Nicaragua, Nigeria, Norway, Oman, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Republic of Moldova, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Slovakia, South Africa, Spain, Sri Lanka, Sudan, Suriname, Sweden, Syrian Arab Republic, Thailand, Togo, Tonga, Trinidad and Tobago, Tunisia, Türkiye, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, Uruguay, Uzbekistan, Vanuatu, Viet Nam and Yemen. The status of submitted reports is available at <https://fctc.who.int/who-fctc/reporting/parties-reporting-timeline>.

## PROGRESS REPORTED BY THE PARTIES, BY PROVISION

### Relationship between this Convention and other agreements and legal instruments (Article 2)

5. In relation to **Article 2.1 (Measures beyond those required by the Convention and its protocols)**, several Parties reported in different parts of their reports on plans to reduce tobacco use prevalence to under 5% or achieve a smoke- or tobacco-free generation by a certain date through various mechanisms. These Parties include, but are not limited to, the European Union, Finland, Ireland, the Kingdom of the Netherlands, New Zealand, Norway, Sweden, and the United Kingdom of Great Britain and Northern Ireland. Canada reported, in its review of its tobacco control strategy, that it is exploring new opportunities to reduce tobacco consumption and achieve a prevalence of less than 5% by 2035. A limitation on the number of outlets allowed to sell tobacco products was mentioned by two Parties (Kingdom of the Netherlands and New Zealand) as a strategy to reduce access to these products.

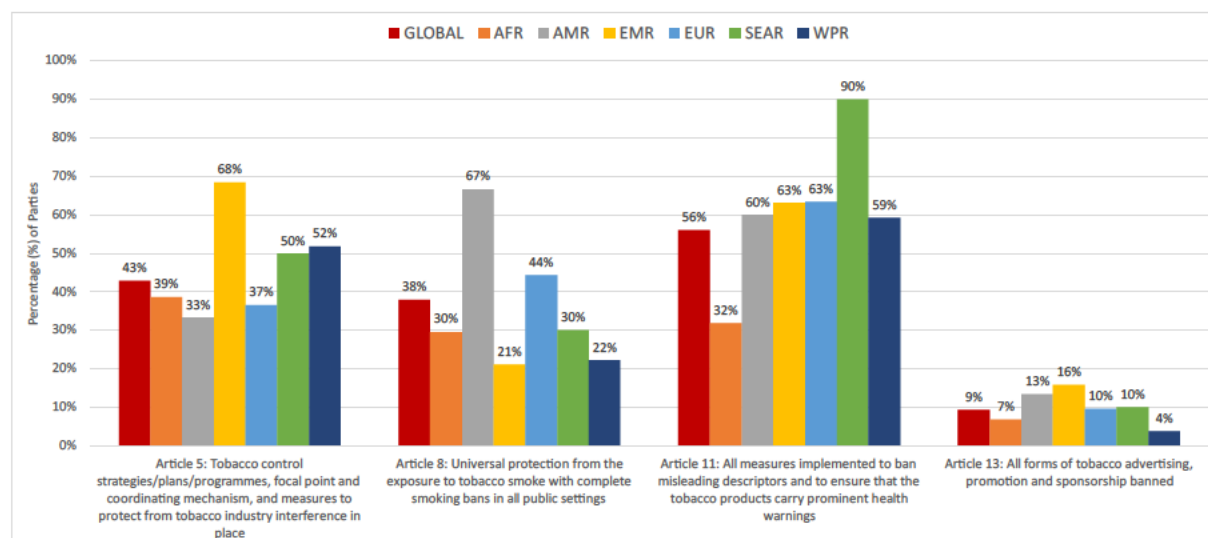
### General obligations (Article 5)

6. In relation to **Article 5.1**, a comprehensive multisectoral national strategy, has been reported to be in place in 74% of Parties, showing an increase from 2020 (71%) and 2018 (67%). Almost 8% of Parties have reported developing and endorsing new tobacco control strategies, and six Parties reported that they are in the process of doing so. In addition, a few Parties reported that they are in the process of elaborating noncommunicable disease (NCD) prevention or public health plans, with tobacco control integrated into them. This positive development has also been highlighted in the Convention Secretariat report *Integration of WHO FCTC implementation with the control and prevention of noncommunicable diseases*.<sup>1</sup> China reported that it had integrated tobacco control into a series of national strategies, plans and programmes in the past three years, in areas such as national economic and social development, family education, and development plans for women and children.

---

<sup>1</sup> Available at: <https://fctc.who.int/publications/m/item/launch-of-new-publication-integration-of-who-fctc-implementation-with-the-control-and-prevention-of-noncommunicable-diseases>.

**Figure. Percentage of Parties that have reported implementing all the key measures<sup>1</sup> under Articles 5, 8, 11 and 13 in 2023, globally and by WHO region**



7. In relation to **Article 5.2**, 74% of Parties reported that they have in place a national coordinating mechanism for tobacco control. Nine Parties reported having established new national coordinating mechanisms, while one Party reported that it integrated coordination of tobacco control into the work of an existing multisectoral committee responsible for NCDs. Four additional Parties reported that such a mechanism is under development. Two of them, Colombia and Costa Rica, indicated that this process is part of their FCTC 2030 projects.

8. Further, 87% of Parties reported that they established or reinforced and financed the establishment of a focal point for tobacco control, and 70% reported the same for a tobacco control unit. Austria reported that in 2021, it had established the Tobacco Coordination Office, a joint institution of the Ministry of Health and the Austrian Agency for Health and Food Safety, which monitors the enforcement of the Tobacco and Non-Smoker Protection Act.

9. In relation to **Article 5.3**, 72% of Parties reported having adopted or implemented some measures to protect public health policies from commercial and other vested interests of the tobacco industry. More Parties seem to ensure that the public has access to information on the activities of the tobacco industry (42% compared to 38% in 2020). A number of Parties reported progress in establishing rules that guide civil servants in respect of interactions with the tobacco industry, including codes of conduct.

### Measures relating to the reduction of demand for tobacco (Articles 6–14)

10. Under **Article 6 (Price and tax measures to reduce demand for tobacco)**, the proportion of Parties reporting data related to cigarette price improved by 20% in the new reporting cycle. However, the reporting of prices of other tobacco products remains a challenge. Parties in five WHO regions reported an increase in the minimum price of cigarettes compared to data from 2020. Over three quarters of Parties provided tax information, and it was observed that a mixed excise tax system (a combination of specific and ad valorem taxes) continues to be the most common excise tax structure implemented

<sup>1</sup> The key indicators utilized for the Figure will be listed as an annex to the extended version of the 2023 Global Progress Report.

globally. Parties in four WHO regions reported an increase in the average tobacco tax burden. However, as in the previous reporting cycle, only the European Region has an average tobacco tax burden that meets the 75% tax benchmark. The proportion of Parties earmarking tobacco taxes for public health increased by 6%. The number of Parties that prohibit imports and purchases of cigarettes by international travellers decreased by 2%. Despite some progress under this article, among the few Parties reporting on consideration of the effect of inflation and economic growth on taxes, less than one of every three Parties reported having a mechanism in place to regularly update taxes to maintain the decrease in affordability.

11. In relation to **Article 8 (Protection from exposure to tobacco smoke)**, as stated in its Guidelines for implementation, Parties should strive to provide universal protection – within five years of the WHO FCTC’s entry into force for that Party – by ensuring that all indoor public places, all indoor workplaces, all public transport and possibly other (outdoor or quasi-outdoor) public places are free from exposure to second-hand tobacco smoke. More Parties (95%) report banning smoking at least in some of the spaces mandated in Article 8. The number of Parties reporting that they do so through national law, subnational regulation, and through administrative and executive orders has increased in all categories, at the expense of voluntary agreements. More Parties report having established complete bans in settings such as government buildings (an increase of 3 percentage points), health-care facilities (4 percentage points), educational facilities (2 percentage points) and universities (4 percentage points), and private workplaces (5 percentage points). Another positive trend is observed in relation to public transport facilities and indoor public places (for example, a 7% increase in complete bans for shopping malls was reported). Since their last report, most often Parties reported progress in introducing new legislation or regulations concerning smoke-free environments, and a similar number of Parties reported strengthening enforcement of their smoke-free measures.

12. In relation to **Article 9 (Regulation of the contents of tobacco products) and Article 10 (Regulation of tobacco products disclosures)**, approximately half of the Parties reported regulating, testing or measuring the contents and emissions of tobacco products. Progress continued in testing and measuring the contents of tobacco products, with 52% of Parties reporting having implemented these measures, as compared to 49% in 2020. Altogether, 70% of Parties require the disclosure of information on the contents of tobacco products to government authorities, but fewer Parties (62%) require the same for the emissions of tobacco products. Public disclosure of contents has become more common, reported by 58% of Parties, while it remains less common for emissions (47%). A positive trend has been observed in banning flavours or additives in tobacco products. However, access to governmental or independent laboratories for testing contents and/or emissions of tobacco products is still identified as a challenge by several Parties.

13. In relation to **Article 11 (Packaging and labelling of tobacco products)**, although a slightly higher percentage of Parties (69%) reported requiring health warnings covering at least 50% of the main display area of tobacco packages, approximately one third of Parties still need to comply with this requirement. Seventy-three per cent of Parties reported ensuring that health warnings include pictures or pictograms, representing a slight improvement compared to 70% in 2020. Minor progress was observed on the number of Parties reporting having adopted all the required characteristics for effective and prominent health warnings (56%). Several Parties have adopted new regulations increasing the size of the health warnings of tobacco products: Tunisia (from 30% to at least 70%), Ukraine (from 50% to 65%) and Uzbekistan (from 40% to 65%). Finland and Oman have adopted plain packaging, while Georgia approved the regulations that enable its introduction. A WHO Collaborating Centre for Tobacco Plain Packaging was established in Saudi Arabia in November 2022.

14. Under **Article 12 (Education, communication, training and public awareness)**, most Parties (92%) reported that they had implemented educational and public awareness programmes. Importantly, many Parties succeeded in sustaining and further developing campaigns or activities established in the previous reporting period, or prior to it. In addition, many Parties reported the implementation of new communication campaigns. A positive trend was observed in that more Parties have been implementing programmes targeted to ethnic groups (30% compared to 27% in 2020) and reflecting the cultural background of targeted population groups (45% compared to 39% in 2020). Further, progress was also observed in implementing programmes covering adverse environmental consequences of tobacco production, reported by 49% of Parties (compared to 46% in 2020). Targeted training or awareness-raising programmes were most often addressed to health workers and educators.

15. The implementation of measures under the **Article 13 (Tobacco advertising, promotion and sponsorship)** slightly improved since 2020. More Parties have now adopted additional bans on the display and visibility of tobacco products at points of sale (now included by 54% of Parties), brand stretching and/or brand sharing (54%), and product placement as a means of advertising or promotion (73%). More Parties are now banning cross-border advertising, promotion and sponsorship originating from their territory (49% compared to 47% in 2020). Bans on tobacco advertising, promotion and sponsorship on the global Internet continue to be implemented by only 24% of Parties. Further, the number of Parties that reported having banned all types of tobacco advertising, promotion and sponsorship (9% of Parties), in line with the *Guidelines for implementation of Article 13* of the WHO FCTC, has increased only minimally. Mexico adopted a total ban on the advertising, promotion and sponsorship of tobacco products in December 2021.

16. While approximately two thirds (65%) of Parties have developed integrated guidelines under **Article 14 (Demand reduction measures concerning tobacco dependence and cessation)**, support services remain less available. Quit lines are reported by 44% of Parties (an increase from 39% in 2020). Only 57% of Parties report programmes for the diagnosis and treatment of tobacco dependence in primary health care. Integrating tobacco dependence treatment in the curricula of health professionals also remains underutilized, with 57% of Parties reporting it for medical schools.

### **Measures relating to the reduction of the supply of tobacco (Articles 15–18)**

17. Under **Article 15 (Illicit trade in tobacco products)**, progress continued in the development of tracking and tracing regimes to further secure the distribution system and assist in the investigation of illicit trade. Some 46% of Parties reported progress in this area, compared to 43% in 2020. However, the implementation of most of the other measures under this article showed no further improvement. Slightly more Parties (24%) now reported having information on the percentage of illicit tobacco products on the national market, but collecting such data remains a challenge. Additional Parties have ratified or acceded to the Protocol to Eliminate Illicit Trade in Tobacco Products since the last reporting cycle, as follows: Egypt, Hungary, Kenya, the Kingdom of the Netherlands and Seychelles in 2020; Ghana and Greece in 2021; the Republic of Moldova and Paraguay in 2022; and Rwanda in 2023.

18. Parties continued to strengthen the implementation of most provisions under **Article 16 (Sales to and by minors)**. For example, 63% of Parties (compared to 59% in 2020) reported banning the sale of tobacco products in any manner by which they are directly accessible, such as open store shelves. A few other Parties reported initiatives or concrete actions to raise the age limit under which the sale of tobacco products is prohibited to 18 or older. For example, Singapore raised the minimum legal age from 20 to 21 as of 1 January 2021.

19. Forty-seven per cent of Parties reported tobacco growing in their jurisdictions, a figure which remains stable compared to the previous reporting cycle. **Article 17 (Provision of support for economically viable alternatives)** and **Article 18 (Protection of the environment and the health of persons)** continue to be weakly implemented among these Parties. Less than one third of these Parties (31%) promote viable alternatives for tobacco growers, suggesting minor progress in this area (compared to 29% in 2020). Only 8% of these Parties promote economically viable alternatives for tobacco workers, and 2% of Parties do so for individual sellers. India reported on the implementation of a Crop Diversification Programme supporting tobacco farmers to shift to alternative crops.

20. Despite the growth observed in the global manufacturing of tobacco products between 2021 and 2022 (particularly in the second quarter of 2021, linked to recovery after the COVID-19 pandemic), the latest estimates confirmed the return to a downward trend in the fourth quarter of 2022, as reported by the United Nations Industrial Development Organization (UNIDO).<sup>1</sup>

### **Liability (Article 19)**

21. Some progress is observed in relation to implementation of **Article 19**. Both criminal liability measures in tobacco control legislation (63% of Parties) and criminal liability provisions outside of the tobacco control legislation that could apply to tobacco control (36%) became more common. Minor progress was also observed in civil liability measures specific to tobacco control (36%) and general civil liability provisions that could apply to tobacco control (44%). Legal challenges raised by the tobacco industry have persisted in several Parties. However, the legislation or regulations mandating the implementation of WHO FCTC have been upheld by their respective courts.

### **Research, surveillance and exchange of information (Article 20)**

22. Sixty-five per cent of Parties (an increase from 62% in the 2020) reported training and support for all persons engaged in tobacco control activities, including research, implementation and evaluation. In addition, more Parties reported having a national surveillance system for the consequences of tobacco consumption (51% compared to 48% in 2020). Importantly, more Parties reported the regional and global exchange of publicly available national information on the practices of the tobacco industry (46% compared to 41% in 2020). Several Parties continued to report progress with carrying out new surveys or research.

### **International cooperation and assistance (Article 22)**

23. In contrast to previous years, fewer Parties reported having engaged in providing and receiving most types of assistance. Only receiving assistance for training or sensitization programmes in accordance with Article 12 became slightly more common (52% compared to 50% in 2020). A few countries from the European Region highlighted their participation in the Joint Action on Tobacco Control 2 project, which aims to strengthen the cooperation between European Union Member States in tobacco control through knowledge sharing and collaborative research.

---

<sup>1</sup> World Manufacturing Production – Quarterly Report (Q4 2022). United Nations Industrial Development Organization, available at: <https://stat.unido.org/content/publications/world-manufacturing-production---quarterly-report>.

### **Novel and emerging tobacco products and nicotine products (unrelated to a specific Article)**

24. More Parties (76% compared to 71% in 2020) reported the availability of smokeless tobacco products in their national markets. A similar development was observed in relation to waterpipe tobacco, reported now by 79% of Parties (75% in 2020). Over half of Parties (57%) reported having adopted policies or regulations for waterpipe tobacco and smokeless tobacco, which represents a slight increase since the previous reporting cycle in the case of waterpipe tobacco and no change in the case of smokeless tobacco. Uzbekistan now requires the placement of health warnings on the mouthpiece and waterpipe flask.

25. A significant increase in the presence of novel and emerging tobacco products in the markets of the Parties has been reported. Heated tobacco products (HTPs) can now be found in 49% of Parties (compared to 34% in 2020). Accordingly, there has been a slight increase in the adoption and implementation of policies or regulations for these types of products. However, less than half of Parties regulate HTPs (43%).

26. The presence of novel and emerging nicotine products in more markets has also been observed. Electronic nicotine delivery systems (ENDS) are now present in 74% of Parties (compared to 65% in 2020), and electronic non-nicotine delivery systems (ENNDS) are available in 52% of Parties (compared to 35% in 2020). In relation to the adoption and implementation of policies or regulations, only over half of Parties regulate ENDS (60%) and approximately one third of Parties (36%) regulate ENNDS. In 2020, the Russian Federation expanded its ban on advertising, promotion and sponsorship to nicotine-containing products and devices for its consumption, including ENDS, devices for their use and water pipes.

27. Some Parties regulate HTPs and ENDS together. For example, the Philippines published in 2022 an administrative order containing the first set of graphic health warnings for vapor products, heated tobacco products and other similar products. Panama adopted in 2022 a law prohibiting the use, import and sale of electronic cigarettes and HTPs.

### **PRIORITIES, NEEDS AND GAPS, AND CHALLENGES TO IMPLEMENTATION**

28. Almost all Parties have reported on their national priorities for implementation of the Convention. The obligations under **Article 5 (General obligations)** were mentioned by most Parties, particularly in relation to the development of legislation, the enforcement of existing regulations including the imposition of fines for offences and the development of a national strategy and/or action plan on tobacco control. The next most-mentioned set of priorities were the implementation of measures under **Article 14 (Demand reduction measures concerning tobacco dependence and cessation)**, mentioned by almost one half of Parties, followed by those under **Article 6 (Price and tax measures to reduce the demand for tobacco)** and under **Article 8 (Protection from exposure to tobacco smoke)**.

29. Sixty-three per cent of Parties responded that they have identified specific gaps between the resources available and the needs identified in the implementation of the Convention. Of those Parties, 93% provided details on the gaps they identified. The three most frequently mentioned gaps were: the lack of or insufficient financial resources; the lack of human resources and expertise for tobacco control; and the need for more training and capacity-building in tobacco control. The areas where Parties would like to see more financial resources devoted include education, communication, training and public awareness activities, including public education campaigns; tobacco cessation activities; monitoring

compliance, inspections and other enforcement activities, including at the borders; and research and tobacco industry monitoring activities.

30. Eighty-seven per cent of Parties provided information on constraints and barriers to implementation of the Convention. The most reported implementation barrier continues to be interference by the tobacco industry and those working to further its interests, reported by one third of Parties. Challenges include interference by the tobacco industry with the policy-making process, primarily through non-health sectors and litigation. One Party reported that tobacco manufacturing has recently been established in the country, while another Party underlined that the local tobacco industry is considered an important contributor to the local economy, which acts as a barrier to the implementation of the Convention.

31. The second most often indicated barrier, mentioned by one in six Parties, is the lack of or insufficient intersectoral cooperation and coordination. The next most commonly cited constraints (by around one in 10 Parties) are: the lack of or insufficient enforcement (which results in poor implementation of tobacco control legislation); limited knowledge, in particular of decision-makers, about the WHO FCTC, including its Article 5.3; and political issues, including political instability (emergency situations or “unsuitable” political conditions, international sanctions, ongoing political reforms or economic crises).

## GLOBAL STRATEGY TO ACCELERATE TOBACCO CONTROL

32. The progress made on the 20 indicators of the *Global Strategy to Accelerate Tobacco Control: Advancing Sustainable Development through the Implementation of the WHO FCTC 2019–2025* were reviewed and where appropriate, compared to the baseline data collected in the previous reporting cycle. Some highlights of the findings are presented below.

33. Under **Strategic Goal 1**, the progress of Parties is addressed in the previous sections of the present report. The WHO FCTC Knowledge Hubs, in their reports submitted to the Convention Secretariat on their work carried out in 2022, reported that they provided assistance to 126 Parties in more than 150 instances. This represents a significant increase in the provision of support by WHO FCTC Knowledge Hubs as compared to the previous reporting cycle. It should be noted, however, that during the COVID-19 pandemic most of the assistance was provided through online means, which permitted outreach and support on a broader scale. In relation to the indicator on the number of Parties involved in South–South and Triangular (SST) cooperation programmes, despite the fact that specific SST projects existed in the past, no such projects have been implemented since 2020. The Convention Secretariat facilitated SST cooperation between Parties through the FCTC 2030 project. When a Party expresses the need for support in a particular area, the Convention Secretariat identifies Parties or entities from other Parties that could provide such support. For example, Georgia assisted Armenia in the development of tobacco regulations. Fiocruz (Brazil), which also serves as the WHO FCTC Knowledge Hub for Articles 17 and 18 of the Convention, supported Mozambique with tobacco control capacity-building.

34. Under **Strategic Goal 2**, the Convention Secretariat reiterated to Parties the importance of including implementation of the WHO FCTC in the voluntary national reviews (VNRs) on their domestic implementation of the Sustainable Development Goals (SDGs). The Convention Secretariat promoted its publication on this matter<sup>1</sup> during a webinar in November 2022 (following a first webinar

---

<sup>1</sup> Guide for WHO FCTC Parties on including SDG Target 3.a in voluntary national reviews, available at <https://fctc.who.int/publications/i/item/9789240014046>.

in June 2021). On that occasion, new research was carried out to study how many Parties included implementation of the WHO FCTC in their VNRs. In 2021–2022, in the 83 VNRs analysed, 37% of Parties listed SDG Target 3.a in their reports, and 35% of Parties reported on SDG Target 3.a. Furthermore, 39% of Parties listed the indicator of SDG Target 3.a (indicator 3.a.1) in their reports, and 48% of Parties reported on data related to it. Despite the positive fact that some Parties have covered SDG Target 3.a and/or indicator 3.a.1 in their VNRs, the percentages have still not changed significantly as compared to earlier research that analysed VNRs from 2016 to 2019. From the 2023 reporting cycle, for the first time, reference to VNRs was included in Party responses to an open-ended question under Article 20 of the Convention. The inclusion of a question on this matter in a revised WHO FCTC reporting instrument is proposed for consideration at the Tenth session of the COP (COP10) (document FCTC/COP/10/13).

35. Under **Strategic Goal 3**, an implementation review mechanism for the WHO FCTC is proposed for consideration at COP10 (document FCTC/COP/10/14). In addition, an indicator to measure the gap in global funding for implementation of the WHO FCTC was developed, and a calculation of the global funding gap was undertaken.

36. As the current cycle of the Global Strategy is scheduled to end in 2025, a possible extension of the Global Strategy is proposed for consideration at COP10 (document FCTC/COP/10/16).

## CONCLUSIONS

37. Even though the current analysis revealed some positive developments, the level of acceleration in implementation of the WHO FCTC that was anticipated through uptake of the Global Strategy has not been achieved. This may be partially attributable to the COVID-19 pandemic.

38. There is a need for Parties to devote more attention to comprehensive implementation of the treaty in general, but with particular attention to priority articles listed in the Global Strategy, including Articles 5, 6, 8, 11 and – the least implemented – Article 13. Implementation of Articles 8 and 11 is usually within the competency of the ministry of health of Parties, and is considered by WHO as one of the most highly effective and cost-efficient set of measures that can be adopted, even in countries with limited resources. In addition to low implementation cost, such measures are commonly supported by the general population.

39. Data reported under Article 6 show improvement since the previous reporting cycle. Minimum cigarette prices have increased in five WHO regions, while the average tobacco tax burden has increased in four WHO regions. Nonetheless, tax measures are the single most effective means to decrease tobacco use and at the same time increase government revenue, and yet they have been only implemented at the level of the recommended benchmark of 75% of the retail price by 21% of Parties.

40. Parties seem to be giving increased attention to implementation of Articles 9 and 10 of the Convention and to the regulation of novel and emerging tobacco products and nicotine products; more Parties are reporting that these products have appeared in their national markets. Also, there was a small increase in the number of Parties reporting that they used the partial guidelines for implementation of these articles in the development of their tobacco product regulation.

41. The fight against illicit trade in tobacco products has drawn more attention among the Parties, with 10 Parties to the WHO FCTC becoming Parties to the Protocol since the previous reporting cycle. Implementation of Article 15 could be further supported by an increase in the number of Parties to the

Protocol. Further information on the implementation of the Protocol is contained in the 2023 *Global Progress Report on Implementation of the Protocol to Eliminate Illicit Trade in Tobacco Products*.

42. Article 5 and related measures were the most mentioned priorities for the implementation of the WHO FCTC. To achieve comprehensive implementation of the Convention, Parties reported that the most frequent gaps between available resources and their needs in implementing the Convention were insufficient financial and human resources and expertise for tobacco control. They also highlighted the need for training and capacity-building in tobacco control. Parties may wish to increase their resort to resources and support provided by WHO and the Convention Secretariat to strengthen their capacity for tobacco control (including through WHO collaborating centres, the WHO Study Group on Tobacco Regulation (TobReg), the WHO Tobacco Laboratory Network (TobLabNet), WHO FCTC Knowledge Hubs, the FCTC 2030 project, databases and toolkits). Finally, the most commonly cited implementation barrier reported by Parties continues to be the interference by the tobacco industry and those working to further its interests. While the health sector is familiar with the requirements of Article 5.3 and its Guidelines for implementation, a whole-of-government approach is necessary to protect policy-making from tobacco industry interference; thus, implementation of Article 5.3 and its Guidelines for implementation should extend to all branches of government.

## **ACTION BY THE CONFERENCE OF THE PARTIES**

43. The Conference of the Parties is invited to note the report.

= = =

INTERNAL USG ONLY- NOT FOR DISTRIBUTION

(b)(5) Deliberative Process Privilege

FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



**Drafted by:**

M. Hicks, CTP/FDA, 301-796-9154, 10/27/2023

(b)(5) Deliberative Process Privilege

Review/Clearance Sheet (draft 1/25/24)

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege



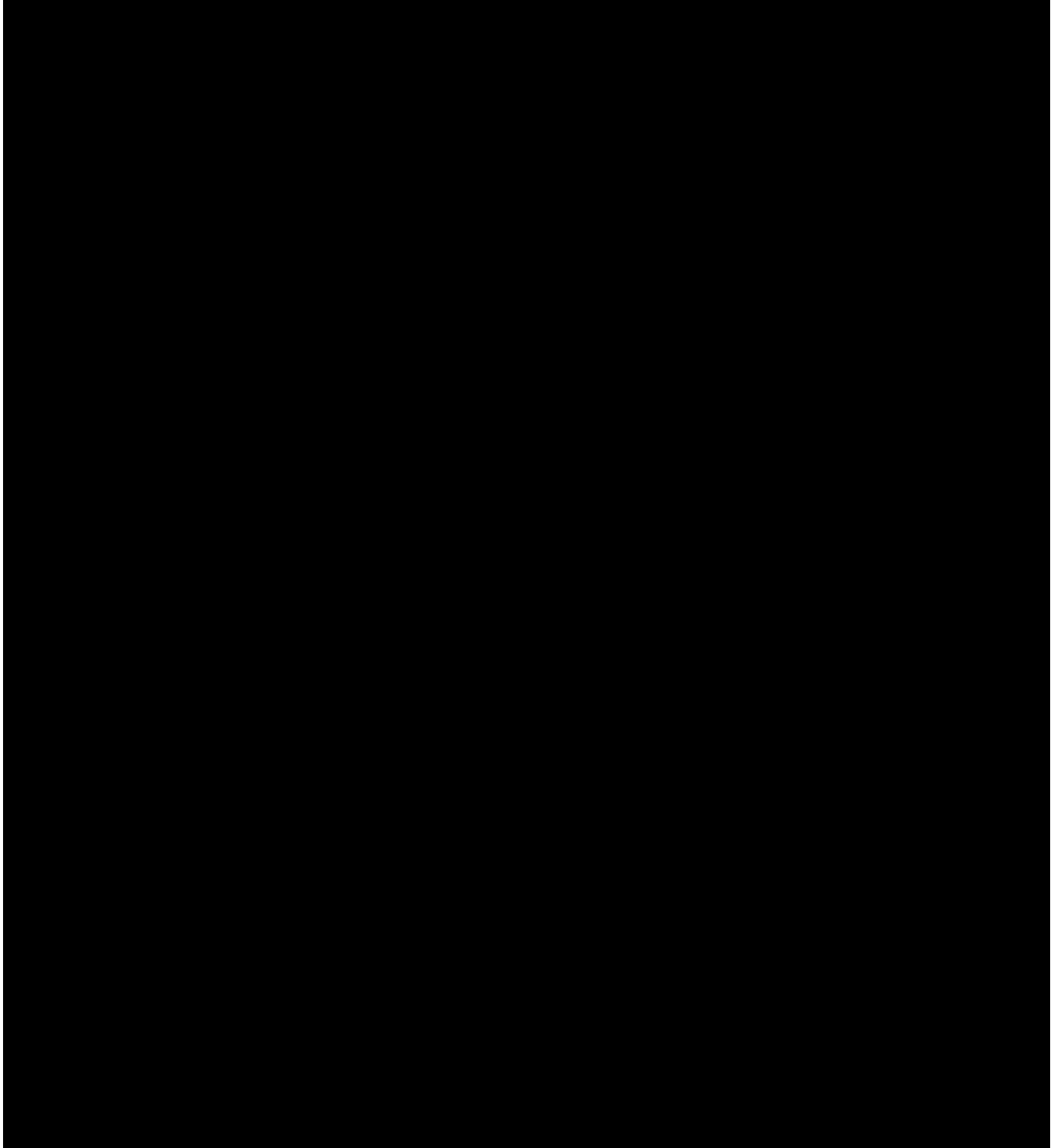
DRAFT DECISION

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege



## (b)(5) Deliberative Process Privilege



FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege

**Drafted by:**

M. Hicks, CTP/FDA, 301-796-9154, 10/27/2023

M. Hicks, CTP/FDA, 301-796-9154, 11/3/2023 [Updated]

(b)(5) Deliberative Process Privilege



## (b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege

Review/Clearance Sheet (draft 1/25/24)

INTERNAL USG ONLY- NOT FOR DISTRIBUTION

(b)(5) Deliberative Process Privilege

FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege

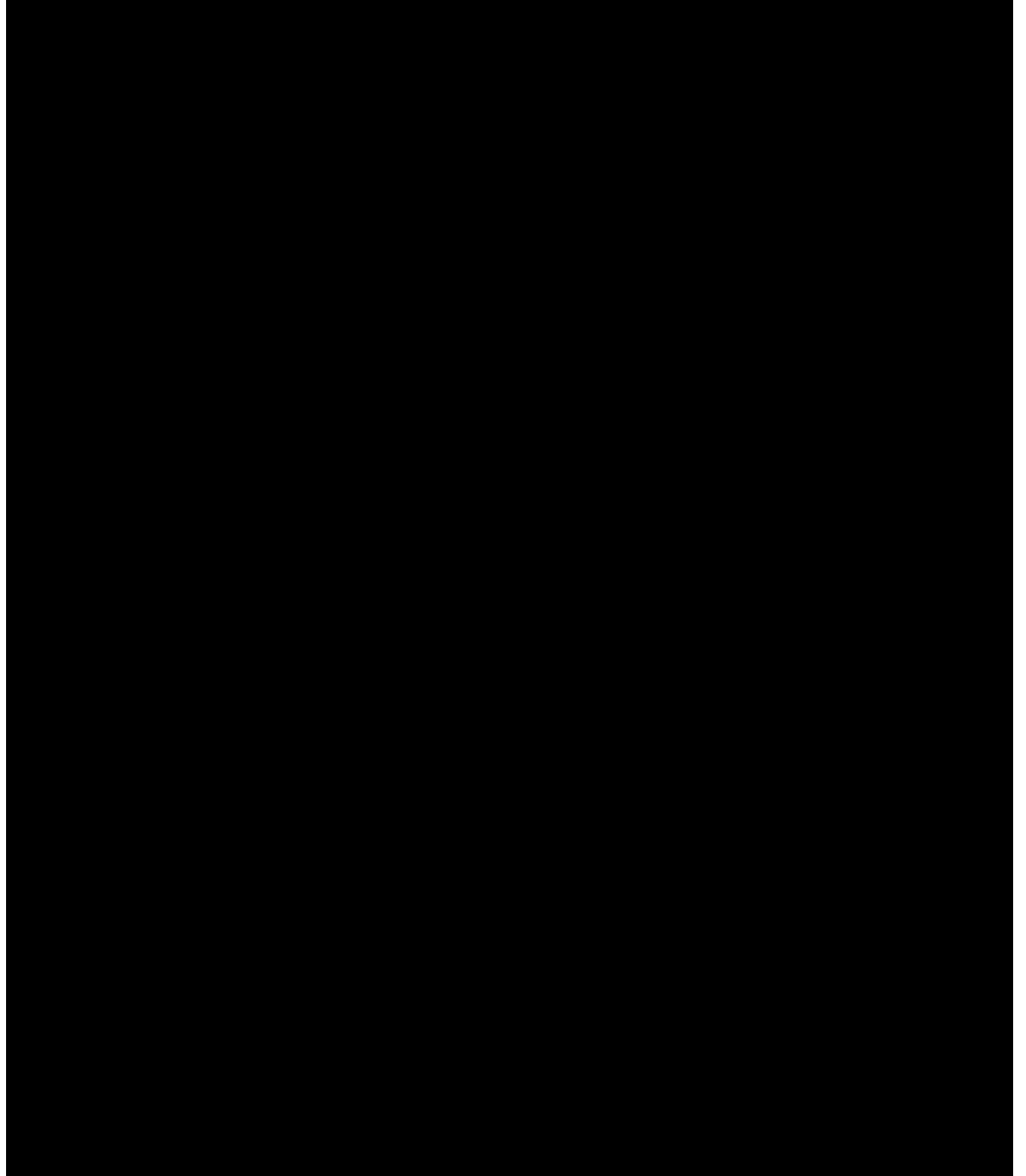
FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA

FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



## (b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege

**Drafted by:**

M. Hicks, CTP/FDA, 301-796-9154, 10/27/2023

M. Hicks, CTP/FDA, 301-796-9154, 11/3/2023 [Updated]

(b)(5) Deliberative Process Privilege

**(b)(5) Deliberative Process Privilege**

FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



**Drafted by:**

CTaylor, HHS/OS/OGA/Multilateral Relations, 202-803-0533, 10/13/2023

(b)(5) Deliberative Process Privilege

Review/Clearance Sheet (draft 1/25/24)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege

FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege

**Drafted by:**

M. Hicks, CTP/FDA, 301-796-9154, 10/27/2023

M. Hicks, CTP/FDA, 301-796-9154, 11/3/2023 [Updated]

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege

Review/Clearance Sheet (draft 1/25/24)

FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



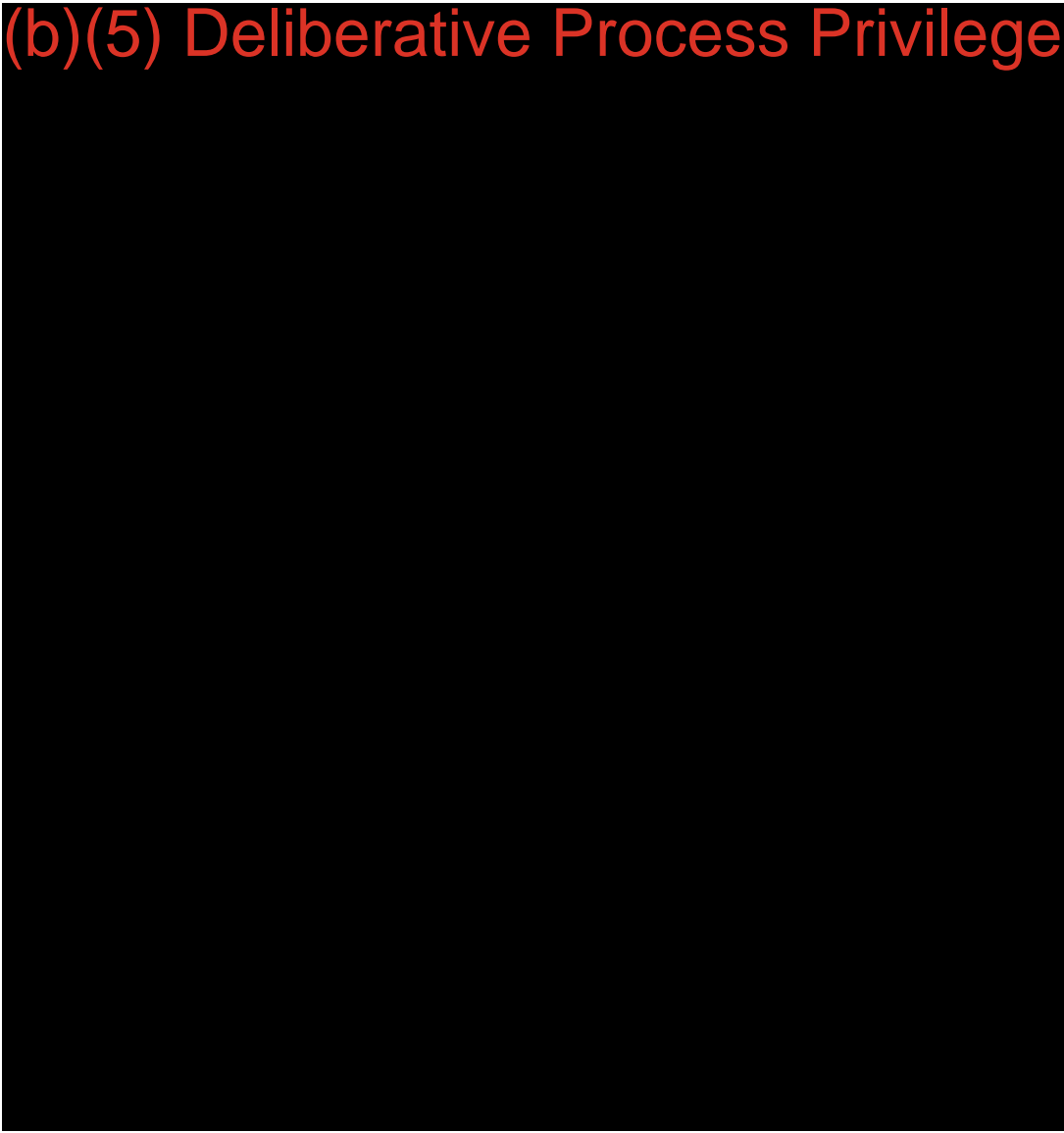
Drafted by:

MCarvalho, HHS/OGA, 11/2/2023

(b)(5) Deliberative Process Privilege



## (b)(5) Deliberative Process Privilege



**DRAFT DECISION**

**(b)(5) Deliberative Process Privilege**



FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege

Drafted by:

MCarvalho, HHS/OGA, 11/2/2023

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege



**DRAFT DECISION**

**(b)(5) Deliberative Process Privilege**



FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



**Drafted by:**

MCarvalho, HHS/OGA, 11/2/2023 (updated based on previous material)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege

Drafted by:

MCarvalho, HHS/OGA, 11/2/2023

(b)(5) Deliberative Process Privilege

(b)(5) Deliberative Process Privilege



**DRAFT DECISION**

**(b)(5) Deliberative Process Privilege**



FRAMEWORK CONVENTION ON TOBACCO CONTROL  
WORLD HEALTH ORGANIZATION (WHO)  
10<sup>TH</sup> CONFERENCE OF PARTIES (COP10)  
PANAMA CITY, PANAMA  
FEBRUARY 5-10, 2024 (RESUMED)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



**Drafted by:**

MCarvalho, HHS/OGA, 11/2/2023 (updated based on previous material)

(b)(5) Deliberative Process Privilege



(b)(5) Deliberative Process Privilege



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Tuesday, 30JAN 2024 10:46 PM

Passengers: **BRIAN ALEXANDER KING (TANUM0WJ84)**

Agency Record Locator: **(b) (6)**

- >>[ViewTrip](#)
- >>[TSA PreCheck](#)
- >>[FAA Airport Info](#)
- >>[Federal Travel Online](#)

Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.

**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

| AIR | Sunday, 4FEB 2024  |   |  |
|-----|--|---|--|
|     | <b>Delta Air Lines</b><br><b>From:</b> Atlanta GA, USA<br><b>To:</b> Panama City, Panama<br><b>Stops:</b> Nonstop<br><b>Seats:</b> 16D<br><b>Equipment:</b> Boeing 737-900 Jet<br><b>DEPARTS</b> ATL TERMINAL I<br><b>Frequent Flyer Number:</b> <b>(b) (6)</b><br><b>FOR AFTER HOURS ASSISTANCE FROM THIS DESTINATION</b><br><b>CALL</b> 800-0109-800-501-9478<br><b>Delta Air Lines Confirmation number is</b> <b>(b) (6)</b><br><b>Check in on-line for</b> <a href="#">Delta</a><br><b>Click here to review Baggage guidelines for</b> <a href="#">Delta</a> | <b>Flight Number:</b> 1759<br><b>Depart:</b> 9:45 AM<br><b>Arrive:</b> 1:47 PM<br><b>Duration:</b> 4 hour(s) 2 minute(s)<br><b>Status:</b> CONFIRMED<br><b>MEAL:</b> FOOD TO PURCHASE | <b>Class:</b> U- Coach/Economy<br><br><br><br><br><b>Miles:</b> 1730 / 2768 KM |

| HOTEL | Sunday, 4FEB 2024  |   |  |
|-------|--|---|--|
|       | <a href="#">Waldorf Astoria Panama (WA)</a><br>47Th St. Uruguay Street Panama City PA<br><b>Number of Rooms:</b> 1<br><b>Phone:</b> 507-294-8000<br><b>Rate:</b> USD 154.00<br><b>Check Out:</b> Saturday, 10FEB 2024<br><b>Hotel membership</b> <b>(b) (6)</b><br><b>Room Type:</b> Negotiated Rate | <b>Confirmation Number:</b> <b>(b) (6)</b><br><b>Fax:</b> 507-294-8001<br><b>Room GUARANTEED TO VISA</b><br><b>Reserved For:</b> KING BRIAN |  |

(b) (6)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

(b) (6)

(b) (6)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

(b) (6)

(b) (6)

(b) (6)

(b) (6)

\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_

## Richman, Elise

---

**Subject:** PANAMA: In-person sessions of COP10

**Location:** Panama

**Start:** Wed 2/7/2024 8:00 AM

**End:** Wed 2/7/2024 5:00 PM

**Recurrence:** Daily

**Recurrence Pattern:** Occurs every day from 8:00 AM to 5:00 PM effective 2/4/2024 until 2/10/2024.

**Meeting Status:** Meeting organizer

**Organizer:** King, Brian

**Required Attendees:** Hicks, Megan V; Johnson, Eshael; Campbell, Erika; Oliveira, David; CTP-StakeholderRelations

**Categories:** Purple category

### Travel Logistics

#### *Dedicated immigration-lane facilities*

Dedicated immigration-lane facilities will be provided by Panama for all delegates arriving at Tocumen International (PTY) airport. At the arrival terminal, delegates are encouraged to follow the COP10/MOP3 signage.

#### *Transport*

A COP10/MOP3 Reception Desk will be operating at the arrival terminal of Tocumen International Airport (after passport, immigration and customs control) to assist participants in transferring to their hotels.

#### *Local Transportation*

A daily shuttle service between the COP10 hotels and the Panama Convention Center will operate daily (See Attachment 11: Annex 2 – Hotel List for Shuttle Information). The Executive Hotel, C. Aquilino de la Guardia, is the closest hotel on the shuttle route and is a ten-minute walk from the Waldorf Astoria. Participants are kindly requested to check the schedule at the reception desk of these hotels. Each shuttle bus will be identified on the front of the bus with the name of the hotel where the transfer will take place. Further information, for example, on public transport, can be found on the transport section of the host country website for COP10.

### Trip/Meeting Logistics

#### *COP Working Hours (EST)*

| Monday, February 5, 2024                     |  |
|--|--|
| 8:30-9:30                                    | Regional meetings, Caribe 4-5              |
| 10:00-13:00                                  | Opening ceremony and first plenary meeting |
| 13:00-15:00                                  | Lunch                                      |
| 15:00-18:00                                  | Plenary meeting                            |
| 19:00  | Social event at Panama Convention Center   |
| Tuesday, February 6-Friday, February 9, 2024 |  |
| 8:30-9:30                                    | Regional meetings, Caribe 4-5              |
| 10:00-13:00                                  | Plenary or committee meetings              |
| 13:00-15:00                                  | Lunch                                      |
| 15:00-18:00                                  | Plenary or committee meetings              |
| Saturday, February 10, 2024                  |  |

|             |                               |
|-------------|-------------------------------|
| 8:30-9:30   | Regional meetings, Caribe 4-5 |
| 10:00-13:00 | Plenary or committee meetings |
| 13:00-15:00 | Lunch                         |
| 15:00-18:00 | Plenary meeting and closing   |

A maximum of three evening sessions will be convened, if necessary, from 19:00-22:00, Wednesday through Friday. Side events are generally scheduled for 13:30-14:45 except for concurrent events scheduled for 18:30-19:45 on Tuesday, February 6.

#### *Meeting Venue*

Panama Convention Center in Panama City  
Calle General Juan D. Peron, Amador, Panama  
507-308-8888

Information Desk is on the ground floor.

#### *Interpretation*

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

#### *Protective Measures against COVID-19*

Continued handwashing with soap and water, or the use of alcohol or alcohol gel, is recommended.

In view of the large number of delegates and participants from all over the world, it is recommended that face masks be worn while in the enclosed areas of the Panama Convention Center. Hand sanitizers and masks will be provided to participants at the time of delivery of the conference bag.

Should a participant experience COVID-19 related symptoms (including fever, chills, continuous cough, new loss of taste or smell, fatigue, difficulty breathing), they are invited to take a COVID-19 rapid test. In case of a positive result, a delegate should not come to the Panama Convention Centre and notify the organizers at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

#### **Other important information and list of attachments**

##### *Badges*

Badges may be collected before the opening of the session at the Registration Desk located on the ground floor of the Panama Convention Center. The Registration Desk will be open as follows:

- Sunday, February 4, from 12:00 until 19:00 (A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, February 5, to Friday, February 9, from 08:00 to 18:00

##### *Attachments:*

Note: The Secretariat has not updated all documents to reflect the rescheduled event dates.

1. Backgrounder
2. US Delegation Bios
3. COP10 Provisional Agenda
4. COP10 Provisional Agenda Annotated
5. Information Kit for Delegates
6. COP10 Guide for Participants
7. Schedule of COP10 Side Events
8. Provisional List of Participants
9. Map of the Panama Convention Center
10. Preliminary Journal, January 24, 2024
11. Annex 2 – Hotel List for Shuttle Information

12. US Delegation Accreditation Letter

13. US Position Papers **Forthcoming – Moving through interagency review**

- 5 Global progress in implementation of the WHO FCTC
- 6.1 Articles 9 and 10
- 6.2 Tobacco Advertising promotion
- 6.3 Novel and Emerging Tobacco Products
- 6.4 Forward looking control measures
- 6.5 Implementation of Article 19 Liability
- 7.1 Improving the Reporting System
- 7.2 Implementation Review Mechanism
- 8.7 Strengthening Synergies

**SRO POC**

Megan Hicks

[megan.hicks@fda.hhs.gov](mailto:megan.hicks@fda.hhs.gov)

Travel phone number: (b) (6)

*Other Contacts*

Coordination Office of COP10 and MOP3 in Panama

Ministry of Health

Avenida Ancon, Gorgas Complex, Building 237

Fourth Floor

Tel: (+507) 512-9484 and (+507) 512-9233

Email address: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com)

Host country website for COP10 and MOP3: <http://www.cop10-mop3-pma.com/>

Panama Convention Center

Calle General Juan D. Peron, Amador, Panama.

Tel. (+507) 308-8888

E-mail address: [info@panamaconventions.com](mailto:info@panamaconventions.com)

Website: <https://panamaconventions.com/>

USG In-Country Contact

Yoran Grant-Greene

Regional Director, Panama

CDC Global Health Center

[exu4@cdc.gov](mailto:exu4@cdc.gov)

## Richman, Elise

---

**Subject:** ATL: Delta Flight# 1759

**Start:** Sun 2/4/2024 9:45 AM

**End:** Sun 2/4/2024 1:45 PM

**Recurrence:** (none)

**Organizer:** King, Brian

**Categories:** Blue category

### [Waldorf Astoria Panama \(WA\)](#)

47Th St. Uruguay Street Panama City PA

**Number of Rooms:** 1

**Confirmation Number:** (b) (6)

**Phone:** 507-294-8000

**Fax:** 507-294-8001

**Rate:** USD 154.00

Room GUARANTEED TO VISA

**Check Out:** Saturday, 10FEB 2024 **Reserved For:** KING BRIAN

Hotel membership: (b) (6)

Room Type: Negotiated Rate

(b)(6) 04FEB CXL:CXL 1 DAY PRIOR TO ARRIVAL

Guaranteed to: (b) (6)

Hotel cancellation policy: CXL 1 DAY PRIOR TO ARRIVAL

Approximate total: 1016.40USD

Credit card required at check-in

## Richman, Elise

---

**Subject:** PANAMA: Delta Flight# 1758

**Start:** Sat 2/10/2024 3:12 PM

**End:** Sat 2/10/2024 7:42 PM

**Recurrence:** (none)

**Organizer:** King, Brian

**Categories:** Blue category

### Delta Air Lines

**From:** Panama City, Panama

**To:** Atlanta GA, USA

**Stops:** Nonstop

**Seats:** 14C

**Equipment:** Boeing 737-900 Jet

**ARRIVES ATL TERMINAL I**

**Frequent Flyer Number:** (b) (6)

**Delta Air Lines Confirmation number is** (b) (6)

Check in on-line for [Delta](#)

Click here to review [Baggage guidelines](#) for [Delta](#)

**Flight Number:** 1758

**Depart:** 3:12 PM

**Arrive:** 7:42 PM

**Duration:** 4 hour(s) 30 minute(s)

**Status:** CONFIRMED

**MEAL:** FOOD TO PURCHASE

**Class:** U- Coach/Economy

**Miles:** 1730 / 2768 KM

## Request and Approval for Conference Attendance at a Non-HHS Conference

| Operating/Staff Division Information  |  |                          |    |                    |           |
|---|--|--------------------------|----|--------------------|-----------|
| Operating or Staff Division   | Food and Drug Administration/Center for Tobacco Products (CTP)   |                          |    |                    |           |
| Office  | OCD/   |                          |    |                    |           |
| Conference Description  |  |                          |    |                    |           |
| Title/Topic   | FDA24 WORLD HEALTH ORGANIZATION FRAMEWORK CONVENTION ON TOBACCO CONTROL CONF OF  |                          |    |                    |           |
| Name of Agency/Organization Hosting the Conference  | World Health Organization  |                          |    |                    |           |
| Purpose for Attending the Conference: Describe information about the conference and explain the who, what, when, where, and why it's relevant to the work being done in CTP. Use the website program overviews as a guide to write this conference purpose. | <p>The Framework Convention on Tobacco Control (FCTC) is an international treaty addressing the global tobacco epidemic negotiated under the auspices of the World Health Organization. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. The US Government participates as an Observer to the treaty. The US Delegation typically includes representatives from HHS, FDA, CDC, and NCI. The work accomplished at the COP typically influences the global tobacco communities' broad and domestic efforts, particularly COP work under Articles 9 &amp; 10 covering product regulation. While the US is not a Party to the treaty, the USG fully supports the mission of the treaty. It is important for FDA to maintain knowledge of COP decisions as it informs CTP's engagements with regulatory counterparts and may impact USG development of global public health positions. COP10 provides CTP with an important opportunity to meet with multiple relevant stakeholders in one location, including members of the Global Tobacco Regulators Forum Steering Committee, maximizing the use of CTP travel resources.</p> |                          |    |                    |           |
| How does this travel impact on our FDA/CTP workload or other agency initiative?   | This meeting will not impact CTP's workload.   |                          |    |                    |           |
| What are the consequences of FDA not being at this particular meeting?  | HHS' Office of Global Affairs has previously requested that FDA/CTP participate in the USG Delegation to help field questions about US tobacco product regulation.   |                          |    |                    |           |
| Is it Possible to Participate Virtually? (Yes or No)  | No   |                          |    |                    |           |
| Dates to be Held  | From   | 2023-11-20               | To | 2023-11-25         |           |
| City  | Panama City  |                          |    |                    |           |
| State or Country  | Panama   |                          |    |                    |           |
| Cost Information  |  |                          |    |                    |           |
| Total Estimated Cost  | \$ 3441.5  | # of Attendees Requested | 1  | Cost Per Attendee: | \$ 3441.5 |
| Reason why so many attendees must attend. Do not enter N/A  | OCD: Minimal CTP participation as HHS assigns delegate spots.  |                          |    |                    |           |
| If an annual conference, number of attendees from the   | OCD: 1 last year   |                          |    |                    |           |

|   |   |                     |   |            |          |
|---|---|---------------------|---|------------|----------|
| past conference and reason for any change. Do not enter N/A   |   |                     |   |            |          |
| <b>Details on Cost- Enter the totals for ALL travelers</b>  |   |                     |   |            |          |
| Total Registration Fees:  | \$ 0  | Total Travel Costs: | \$ 3441.5   |            |          |
| Total Transportation:   | \$ 1188   | Total Lodging:      | \$ 1211   | Total M&IE | \$ 742.5 |
| Misc. Travel Expenses:  | \$ 300  | Other Costs:        | \$ 0  |            |          |
| Explanation of Other Costs  |   |                     |   |            |          |
| Was registration waived for any travelers?  | If yes list the travelers names.                                      |                     |   |            |          |
| Early Registration Deadline (enter N/A if none):  |   |                     |   |            |          |
| Conference Website (enter N/A if none):   |   |                     | <a href="https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties">https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties</a> |            |          |
| <b>Requestor Information</b>  |   |                     |   |            |          |
| Name  | Erin Brandt   |                     |   |            |          |
| Title   | Deputy Director   |                     |   |            |          |
| Office  | Office of Management/CTP  |                     |   |            |          |
| Signature   | Signed by Erin Brandt (Erin.Brandt@fda.gov) on 9/14/2023 2:19 PM.     |                     |   |            |          |
| <b>OPDIV/STAFFDIV Center Director/Executive Officer</b>   |   |                     |   |            |          |
| Name / Title  | Janelle Barth, Executive Officer, CTP                                 |                     |   |            |          |
| Signature   | Signed by Janelle Barth (Janelle.Barth@fda.gov) on 9/14/2023 2:48 PM. |                     |   |            |          |
| Date  |   |                     |   |            |          |
| <b>FDA Chief Operations Officer Approval</b><br>(If Total Estimated Cost Exceeds \$100,000, the FDA Chief Operations Officer Must Sign the Request) |   |                     |   |            |          |
| FDA Chief Operations Officer Signature (non-delegable)  |   |                     |   |            |          |
| Date  |   |                     |   |            |          |
| <b>FDA Commissioner Approval</b><br>(Required if Total Estimated Cost Exceeds \$500,000)  |   |                     |   |            |          |
| Concur  | <input type="checkbox"/>  | Non-Concur          | <input type="checkbox"/>  |            |          |
| Signature   |   |                     |   |            |          |
| Date  |   |                     |   |            |          |

## **TRAVELER ATTENDEE JUSTIFICATION SUMMARY**

OCD: Name: Hicks, Megan V; Occupation: Public Health Anyt; Office: OCD; Role at Conference: Attending Megan Hicks is a Public Health Analyst within the CTP Office of the Center Director's Stakeholder Relations Office. She serves as the international liaison for the Center. In this role, she is responsible for establishing and maintaining working relationships with FDA's tobacco regulatory counterparts, maintaining knowledge of global tobacco control efforts, and serving as the point of contact for international inquiries. She serves as a conduit to foreign experts and offers analysis of foreign regulatory efforts that may impact the development of domestic rule making. The FCTC COP is the only conference of its kind. It convenes every two years and there is no domestic alternative. HHS' Office of Global Affairs is organizing the development of the formal US Delegation for the COP and specifically requested CTP's participation. Ms. Hicks represented CTP at the 2021 conference. It is critical that Ms. Hicks attend this meeting as she can provided support to the CTP Director; engage with both US government and foreign tobacco control players, including learning from staff from regulatory counterparts that are involved with FCTC efforts for their respective countries; participate in formal bilateral side meetings; and convene face-to-face with colleagues from the World Health Organization with whom Megan currently works closely with on the FDA-WHO Tobacco Cooperative Agreement. Megan can also assist in convening any side meetings planned for the Global Tobacco Regulators Forum (GTRF).

### Request and Approval for Conference Attendance at a Non-HHS Conference

| Operating/Staff Division Information  |  |                          |    |                    |           |
|---|--|--------------------------|----|--------------------|-----------|
| Operating or Staff Division   | Food and Drug Administration/Center for Tobacco Products (CTP)   |                          |    |                    |           |
| Office  | OCD/   |                          |    |                    |           |
| Conference Description  |  |                          |    |                    |           |
| Title/Topic   | FDA24 WORLD HEALTH ORGANIZATION FRAMEWORK CONVENTION ON TOBACCO CONTROL CONF OF  |                          |    |                    |           |
| Name of Agency/Organization Hosting the Conference  | World Health Organization  |                          |    |                    |           |
| Purpose for Attending the Conference: Describe information about the conference and explain the who, what, when, where, and why it's relevant to the work being done in CTP. Use the website program overviews as a guide to write this conference purpose. | <p>The FCTC is an international treaty addressing the global tobacco epidemic negotiated under the auspices of the World Health Organization. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. The US Government participates as an Observer to the treaty. The US Delegation typically includes representatives from HHS, FDA, CDC, and NCI. The work accomplished at the COP typically influences the global tobacco communities' broad and domestic efforts, particularly COP work under Articles 9 &amp; 10 covering product regulation. While the US is not a Party to the treaty, the USG fully supports the mission of the treaty. It is important for FDA to maintain knowledge of COP decisions as it informs CTP's engagements with regulatory counterparts and may impact USG development of global public health positions. COP10 provides CTP with an important opportunity to meet with multiple relevant stakeholders in one location, including members of the Global Tobacco Regulators Forum Steering Committee, maximizing the use of CTP travel resources.</p> |                          |    |                    |           |
| How does this travel impact on our FDA/CTP workload or other agency initiative?   | This meeting will not impact CTP's workload  |                          |    |                    |           |
| What are the consequences of FDA not being at this particular meeting?  | HHS' Office of Global Affairs has previously requested that FDA/CTP participate in the USG Delegation to help field questions about US tobacco product regulation.   |                          |    |                    |           |
| Is it Possible to Participate Virtually? (Yes or No)  | No   |                          |    |                    |           |
| Dates to be Held  | From   | 2023-11-20               | To | 2023-11-25         |           |
| City  | Panama City  |                          |    |                    |           |
| State or Country  | Panama   |                          |    |                    |           |
| Cost Information  |  |                          |    |                    |           |
| Total Estimated Cost  | \$ 3541.5  | # of Attendees Requested | 1  | Cost Per Attendee: | \$ 3541.5 |
| Reason why so many attendees must attend. Do not enter N/A  | OCD: Only one from OCD   |                          |    |                    |           |
| If an annual conference, number of attendees from the past conference and reason for  | OCD: 1 from OCD in the past  |                          |    |                    |           |

|   |   |                     |   |            |          |
|---|---|---------------------|---|------------|----------|
| any change. Do not enter N/A  |   |                     |   |            |          |
| <b>Details on Cost- Enter the totals for ALL travelers</b>  |   |                     |   |            |          |
| Total Registration Fees:  | \$ 100  | Total Travel Costs: | \$ 3441.5   |            |          |
| Total Transportation:   | \$ 1188   | Total Lodging:      | \$ 1211   | Total M&IE | \$ 742.5 |
| Misc. Travel Expenses:  | \$ 300  | Other Costs:        | \$ 0  |            |          |
| Explanation of Other Costs  |   |                     |   |            |          |
| Was registration waived for any travelers?  | If yes list the travelers names.                                      |                     |   |            |          |
| Early Registration Deadline (enter N/A if none):  |   |                     |   |            |          |
| Conference Website (enter N/A if none):   |   |                     | <a href="https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties">https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties</a> |            |          |
| <b>Requestor Information</b>  |   |                     |   |            |          |
| Name  | Erin Brandt   |                     |   |            |          |
| Title   | Deputy Director   |                     |   |            |          |
| Office  | Office of Management/CTP  |                     |   |            |          |
| Signature   | Signed by Erin Brandt (Erin.Brandt@fda.gov) on 8/28/2023 5:45 AM.     |                     |   |            |          |
| <b>OPDIV/STAFFDIV Center Director/Executive Officer</b>   |   |                     |   |            |          |
| Name / Title  | Janelle Barth, Executive Officer, CTP                                 |                     |   |            |          |
| Signature   | Signed by Janelle Barth (Janelle.Barth@fda.gov) on 8/31/2023 9:33 AM. |                     |   |            |          |
| Date  |   |                     |   |            |          |
| <b>FDA Chief Operations Officer Approval</b><br>(If Total Estimated Cost Exceeds \$100,000, the FDA Chief Operations Officer Must Sign the Request) |   |                     |   |            |          |
| FDA Chief Operations Officer Signature (non-delegable)  |   |                     |   |            |          |
| Date  |   |                     |   |            |          |
| <b>FDA Commissioner Approval</b><br>(Required if Total Estimated Cost Exceeds \$500,000)  |   |                     |   |            |          |
| Concur  | <input type="checkbox"/>  | Non-Concur          | <input type="checkbox"/>  |            |          |
| Signature   |   |                     |   |            |          |
| Date  |   |                     |   |            |          |

## **TRAVELER ATTENDEE JUSTIFICATION SUMMARY**

OCD: Name: King, Brian; Occupation: DIRECTOR, CENTER FOR TOBACC; Office: OCD; Role at Conference: Attending Attending as Center Director, Dr. King's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA, and he serves as a globally recognized leader within the US government on tobacco issues. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which Dr. King is a member. This is an international conference that convenes CTP's regulatory counterparts from around the globe. It is held every two years and rotates geographic location. With over 1,500 people in attendance, COP offers a unique opportunity to engage with international stakeholders and allows CTP to be on the forefront as Parties make decisions to adopt actions to advance tobacco control.

**From:** [Phillips, Tara](#)  
**To:** [Huggins, Lisa](#)  
**Subject:** Fwd: TRAVEL REQUEST - TRAVEL AUTHORIZED - BRIAN KING in PANAMA CITY, PANAMA on February 4-10, 2024  
**Date:** Thursday, December 14, 2023 9:06:19 PM

---

See below approval.

---

**From:** Hebert, Angelique A. <Angelique.Hebert@fda.hhs.gov>  
**Sent:** Thursday, December 14, 2023 2:58:39 PM  
**To:** Phillips, Tara <Tara.Phillips@fda.hhs.gov>  
**Subject:** RE: TRAVEL REQUEST - TRAVEL AUTHORIZED - BRIAN KING in PANAMA CITY, PANAMA on February 4-10, 2024

This is approved we can proceed.

Thanks!  
A

---

**From:** Phillips, Tara <Tara.Phillips@fda.hhs.gov>  
**Sent:** Monday, December 11, 2023 8:47 AM  
**To:** Hebert, Angelique A. <Angelique.Hebert@fda.hhs.gov>  
**Subject:** TRAVEL REQUEST - TRAVEL AUTHORIZED - BRIAN KING in PANAMA CITY, PANAMA on February 4-10, 2024

Good morning and Happy Monday, Angel,

We received the below request for Brian King. This trip was previously approved for November 2023 (see attached), but the organizer postponed the event until February 2024. Please provide the necessary approval.

Traveler: Brian King

Travel Details: Traveler's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which the traveler is a member.

Travel Dates: February 4-10, 2024

Travel Location(s): PANAMA CITY, PANAMA

Travel Cost: \$2803.07

Thank you,  
Tara



**PROTOCOL**  
TO ELIMINATE  
ILLCIT TRADE IN  
TOBACCO PRODUCTS

**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/DIV/2**

**Tenth session**

**Panama City, Panama, 20–25 November 2023**

**MEETING OF THE PARTIES TO THE PROTOCOL  
TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

**FCTC/MOP/3/DIV/2**

**Third session**

**Panama City, Panama, 27–30 November 2023**

**26 April 2023**

---

## **Guide for Participants**

**Tenth session of the Conference of the Parties to the  
WHO Framework Convention on Tobacco Control**

**and**

**Third session of the Meeting of the Parties to the  
Protocol to Eliminate Illicit Trade in  
Tobacco Products**

## Contents

|   |    |
|---|----|
| INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP .....                            | 4  |
| VENUE AND DATES .....   | 4  |
| REGISTRATION PROCESS.....   | 4  |
| CREDENTIALS .....   | 4  |
| VISA REQUIREMENTS .....   | 5  |
| ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER .....                                       | 6  |
| HOTEL RESERVATIONS .....  | 6  |
| LOCAL TRANSPORTATION .....  | 7  |
| INSURANCE .....   | 7  |
| ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT .....                            | 7  |
| BADGES .....  | 8  |
| WORKING HOURS OF THE SESSION .....  | 8  |
| INFORMAL REGIONAL MEETINGS.....   | 9  |
| SIDE EVENTS .....   | 9  |
| MARKETPLACE.....  | 10 |
| DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED .....                                   | 10 |
| DOCUMENTATION .....   | 10 |
| ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY,<br>COMMITTEE A AND B MEETINGS..... | 11 |
| STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE .....                             | 12 |
| INTERPRETATION AND STATEMENTS.....  | 12 |
| SUBMISSIONS BY DELEGATIONS .....  | 12 |

|   |    |
|---|----|
| CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B.....      | 12 |
| RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS ..... | 13 |
| PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP.....        | 13 |
| INFORMAL CONSULTATIONS.....                                   | 13 |
| VACCINATION REQUIREMENTS .....                                | 13 |
| USEFUL CONTACTS.....  | 14 |
| ANNEX 1.....  | 15 |
| ANNEX 2.....  | 16 |
| ANNEX 3.....  | 18 |
| ANNEX 4.....  | 19 |

## INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP

Information kits for Delegates to the Conference of the Parties to the WHO Framework Convention on Tobacco Control and to the Meeting of the Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products are available for delegates representing Parties, as well as those attending as accredited observers at the Conference of the Parties (COP) and/or to the Meeting of the Parties (MOP). The information kits are intended to help delegates understand how the COP and the MOP operate, as well as their practices and procedures.

**Additionally, the host country website for COP10 and MOP3 at <http://www.cop10-mop3-pma.com/> will provide participants with further details to plan their participation and travel, including on-site facilities and other useful information.**

## VENUE AND DATES

The Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Third session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products will be held at the Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama. A floor plan of the Panama Convention Center is attached as Annex 1.

The first plenary session of COP10 will open at 10:00 on Monday, 20 November 2023, and the meeting is expected to close no later than 18:00 on Saturday, 25 November 2023.

The first plenary session of MOP3 will open at 10:00 on Monday, 27 November 2023, and the meeting is expected to close no later than 18:00 on Thursday, 30 November 2023.

**Smoking and the use of any electronic tobacco or nicotine delivery devices are not permitted in any indoor area, including in the conference area allocated for the meetings and any other spaces.**

## REGISTRATION PROCESS

Online registration is required for COP10 and MOP3. Instructions for online registration are available on the WHO FCTC website:

**COP10 online registrations opens 1 May 2023 and must be completed by 31 October 2023; and**

**MOP3 online registrations opens 1 May 2023 and must be completed by 7 November 2023.**

Queries concerning the system can be communicated by email to [cop10-mop3@who.int](mailto:cop10-mop3@who.int).

## CREDENTIALS

In accordance with Rule 18 of the Rules of Procedure of COP and of the MOP, credentials shall be issued by the Head of State or Government, Minister of Foreign Affairs, Minister of Health or any other competent government authority (in an official diplomatic note or letter prepared on letterhead, and appropriately dated, signed and/or stamped).<sup>1</sup> Alternates and advisers may accompany delegates.

---

<sup>1</sup> For the convenience of delegates, a template for the submission of credentials will be provided in the registration system.

Credentials shall be addressed to the Head of the Convention Secretariat, Dr Adriana Blanco Marquizo, and should include the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, city and gender (unless indicated in the title). Additionally, the credentials should explicitly specify the Head of Delegation, accredited representatives, alternate representatives and advisers in order of precedence.

**Credentials addressed to any officials of the World Health Organization (WHO), including the Director-General, Regional Directors or Heads of WHO country offices, are not considered valid and, therefore, will not be accepted.**

In accordance with decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#), the Convention Secretariat respectfully reminds Parties to observe Article 5.3 of the WHO FCTC and to be mindful of the recommendations 4.9 and 8.3 of the *Guidelines for the implementation of Article 5.3 of the WHO FCTC* when designating their representatives to the meetings of the COP and MOP. Further, the COP and MOP require Parties, when designating their representatives to the meetings of the COP and MOP, to indicate, by any means or format of their preference (for example, in the accreditation document or in a 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. In this regard, in accordance with the above-referenced decision, the Parties shall indicate the following:

*“When designating its representatives to the Tenth session of the Conference of the Parties/Third session of the Meeting of the Parties, [name of the Party] has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC.”*

The procedures set forth as per decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#) apply to the designation of delegations from States non-Parties.

In the case of a regional economic organization, credentials shall be issued by the competent authority of that organization and shall include the same information as required for delegations from State Parties.

## VISA REQUIREMENTS

In order to enter Panama, participants are requested to ensure that they are in possession of a valid passport recognized by the Government of Panama and to obtain, as appropriate, the necessary visa from the embassy of Panama in the country of departure, or the nearest embassy or consulate of Panama. Participants are advised to apply directly at the nearest embassy or consulate of Panama and not to use the services of any intermediary agent.

A summary of information concerning immigration and visas, including a list of countries whose citizens do not need a visa to enter Panama and those countries whose citizens need a visa (authorized and stamped) to enter Panama, the required documents, and the application form, will be available at the host country website for COP10 and MOP3.

Depending on the verification and completion of documents:

- the approval process may take up to **60 business days** for authorized visas; and
- the approval process may take up to **30 business days** for stamped visas.

**Participants are requested to wait until their visa has been granted before finalizing their travel arrangements.**

Detailed information or specific questions on visa requirements can be obtained from the diplomatic or consular headquarters of Panama or from the official website of the National Migration Service of the Ministry of Public Security of Panama: <https://www.migracion.gob.pa/>.

Participants from countries that have a special visa agreement with Panama may be exempted from the visa requirement and may, therefore, stay in Panama without a visa for a certain period of time, depending on the type of agreement that exists between their country and Panama. More information on visa exemptions can be found on the host country website for COP10 and MOP3. Visa-related enquiries may be addressed to the designated focal point in Panama by email at: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

## **ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER**

### **At the airport**

Tocumen International Airport is 20.9 km from the centre of Panama City and 26 km from the Panama Convention Center.

Panama Pacifico International Airport is 15 km from the centre of Panama City and 10 km from the Panama Convention Center.

### **Dedicated immigration-lane facilities**

Dedicated immigration-lane facilities will be provided by Panama for all delegates arriving at Tocumen International and Panama Pacifico International airports. At the arrival terminal, delegates are encouraged to follow the COP10/MOP3 signage.

### **Transport**

A COP10/MOP3 Reception Desk will be operating at the arrival terminal of Tocumen International Airport (after passport, immigration and customs control) from Friday, 17 November, to Monday, 20 November 2023 (inclusive) and from Friday, 24 November, to Monday, 27 November 2023 (inclusive), to assist participants in transferring to their hotels.

Delegates who will be arriving at Panama Pacifico International Airport are required to inform the designated focal point by email at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com), with their name, flight number, date and time of their arrival in order for transportation to be arranged.

## **HOTEL RESERVATIONS**

In order to facilitate the accommodation of delegates, Panama has pre-booked rooms in several hotels at negotiated rates (see Annex 2). Participants wishing to use these advance reservations will need to complete their reservation request **by 16 September 2023** directly with the selected hotels, following the booking process detailed in Annex 2. The host country website for COP10 and MOP3 provides further information on each hotel, including rates and conditions for changing and cancelling reservations.

Hotel reservation bookings from participants to COP10 and MOP3 will be processed directly by the selected hotels on a **first-come, first-served basis**.

Delegates are responsible for making their own hotel reservations and for checking the conditions for cancellation and modification applied by each establishment. Delegates will also be responsible for paying for their rooms.

## LOCAL TRANSPORTATION

A daily shuttle service between the hotels listed in Annex 2 and the Panama Convention Center will operate from Sunday, 19 November, to Thursday, 30 November 2023. Participants are kindly requested to check the schedule at the reception desk of these hotels. Each shuttle bus will be identified on the front of the bus with the name of the hotel where the transfer will take place. Further information, for example, on public transport, can be found on the transport section of the host country website for COP10 and MOP3.

## INSURANCE

Participants should note that neither the Convention Secretariat nor the host country can be held liable for any claim resulting from death, injury, illness or other disability in connection with participation in the sessions of COP10 and MOP3. Participants are responsible for making their own insurance arrangements, as necessary.

## ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT

In accordance with the travel policy adopted by the COP and the MOP, financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) and a per diem for one delegate will be available to facilitate the participation of least-developed countries. Financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) for one delegate will be available for low- and lower-middle-income country Parties; the per diem for one delegate is also provided by the host country. The list of Parties eligible for travel support for COP10 is contained in Annex 3 and the list of Parties eligible for travel support for MOP3 is contained in Annex 4.

**Travel arrangements will only be processed by the Convention Secretariat upon completion of registration.** To facilitate timely travel arrangements, Parties eligible for travel support as listed in Annex 3 (for the COP) and Annex 4 (for the MOP) are requested to register online by 31 July 2023, and to indicate on the credentials which delegate should receive financial support and to provide full contact details, including an email address and a phone number for the supported delegate. Due to the time required for visa approval process (up to 60 days), Parties are encouraged to start their application as early as possible (if a visa is required). **The Convention Secretariat cannot finalize travel arrangements until a visa has been granted.**

Participants to whom per diem payments are made in advance of the session and whose participation is subsequently cancelled will be asked to refund the total amount received to the Convention Secretariat.

**Arrangements made or costs incurred by a Party or a participant following a change in an approved itinerary, which have not been agreed upon beforehand with the Convention Secretariat, will not be reimbursed.**

## BADGES

Participants will be able to collect their badges before the opening of the session at the Registration Desk located on the ground floor of the Panama Convention Center. The Registration Desk will be open as follows:

### For COP10:

- **Sunday, 19 November, from 14:00 until 18:00**  
(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, 20 November, to Friday, 24 November, from 08:00 to 18:00
- Saturday, 25 November, from 08:00 until the closure of the session

### For MOP3:

- **Sunday, 26 November, from 14:00 until 18:00**  
(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, 27 November, to Wednesday, 29 November, from 08:00 to 18:00
- Thursday, 30 November, from 08:00 until the closure of the session.

**Please note that only those individuals whose registration has been approved will be issued a badge. Access to the Panama Conference Center and to the meeting rooms will be restricted to participants wearing conference badges.**

For security and identification purposes, all participants are requested to wear their badges at all times, whether attending meetings or social functions.

## WORKING HOURS OF THE SESSION

### COP10 working hours

| <b>Monday, 20 November 2023</b>                          |  |
|--|--|
| 10:00–13:00  | Opening ceremony and first plenary meeting     |
| 15:00–18:00  | Plenary meeting                                |
| 19:00  | Social event (at the Panama Convention Center) |
| <b>Tuesday, 21 November, to Friday, 24 November 2023</b> |  |
| 10:00–13:00  | Plenary or committee meetings                  |
| 15:00–18:00  | Plenary or committee meetings                  |
| <b>Saturday, 25 November 2023</b>                        |  |
| 10:00–13:00  | Plenary or committee meetings                  |
| 15:00–18:00  | Plenary meeting and closing                    |

A maximum of three evening sessions will be convened, if necessary, from 19:00 to 22:00.

## MOP3 working hours

| Monday, 27 November 2023                            |  |
|---|--|
| 10:00–13:00   | Opening ceremony and first plenary meeting     |
| 15:00–18:00   | Plenary meeting                                |
| 19:00   | Social event (at the Panama Convention Center) |
| Tuesday, 28 November to Wednesday, 29 November 2023 |  |
| 10:00–13:00   | Plenary or committee meetings                  |
| 15:00–18:00   | Plenary or committee meetings                  |
| Thursday, 30 November 2023                          |  |
| 10:00–13:00   | Plenary or committee meetings                  |
| 15:00–18:00   | Plenary meeting and closing                    |

A maximum of two evening sessions will be convened, if necessary, from 19:00 to 22:00.

## INFORMAL REGIONAL MEETINGS

The Convention Secretariat will make arrangements to allow the regional groups from all six WHO regions to hold informal regional meetings as follows:

### For COP10:

- Monday, 20 November, from 08:00 to 09:30  
(COP10 delegates are requested to register and collect their badges, if possible, on Sunday, 19 November 2023, as indicated above.)
- Tuesday, 21 November, until Saturday, 25 November, from 08:45 to 09:45

### For MOP3:

- Monday, 27 November, from 08:00 to 09:30  
(MOP3 delegates are requested to register and collect their badges, if possible, on Sunday, 26 November 2023, as indicated above.)
- Tuesday, 28 November until Thursday, 30 November, from 08:45 to 09:45.

Information on the meeting rooms allocated to each regional group for the above-mentioned meetings will be listed in the daily Journal available on the WHO FCTC website.

## SIDE EVENTS

Proposals to host a side event during COP10 and MOP3 shall be made by either a Party or an international intergovernmental (IGO) and/or nongovernmental organization (NGO) accredited as an observer to the COP/MOP. Proposals to host a side event during COP10 may also be made by a WHO FCTC Knowledge Hub. The Convention Secretariat, in collaboration with the COP and MOP Bureaus, will select from among the proposals submitted for side events and inform the organizers of the decision. Proposals should be submitted to the Convention Secretariat by **15 July 2023** at the following email address: [cop10-mop3@who.int](mailto:cop10-mop3@who.int), using the appropriate application form. The application form for side events is available at: <https://fctc.who.int/publications/m/item/application-form-side-event-cop10-and-mop3>.

**The organization of any side event is the responsibility of the organizers and payment of any related costs must be settled before the events are finalized.**

## **MARKETPLACE**

The aim of the Marketplace is to provide new forms of engagement and networking opportunities and to reinforce international cooperation. It is a space where issues and needs, as well as possible solutions to address them, can be identified, discussed and shared. Parties can use it to showcase progress made in the implementation of the WHO FCTC and the Protocol, and observers can promote their work and explore possible collaborations with Parties in implementing the treaties.

Organizers can apply for a booth free of charge, which comes with a table, chairs and access to electricity. Any additional requirements, such as extra equipment, specific furniture or supplies, need to be requested in advance. The extra cost is the responsibility of the organizer and must be settled before the space is confirmed.

To express interest in having a booth, please contact the Convention Secretariat at [cop10-mop3@who.int](mailto:cop10-mop3@who.int) by **15 July 2023**. Requests will be treated on a first-come, first-served basis.

## **DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED**

Representatives of Parties, including their alternates and advisers, as well as any other participants in the sessions of the COP and the MOP, acknowledge that the Convention Secretariat and parties acting on behalf of the Convention Secretariat may take photographs during and/or record on video all or part of public and open meetings of the COP and the MOP. By attending the COP and the MOP sessions, Party representatives and any other participants will be considered to have consented to being depicted in such photographs and video recordings, and to agree that the Convention Secretariat may, at its sole discretion, reproduce and publicly disseminate any such photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

## **DOCUMENTATION**

In addition to the COP10 and MOP3 software applications, the WHO FCTC website provides easy electronic access to documentation, such as the Rules of Procedure of the COP and of the MOP, and offers options to download documents for the current meetings of the governing bodies. The website also provides access to documents of previous sessions and other relevant documentation. Documentation for the meeting can be accessed at the following links:

**COP10:** <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties>

**MOP3:** <https://fctc.who.int/protocol/governance/meeting-of-the-parties/third-session-of-the-meeting-of-the-parties>

A secure and restricted online documentation portal will be set up for delegates to access in-session documentation with a username and password communicated to Parties by the Convention Secretariat.

## **Paperless meetings**

Following the example of the World Health Assembly, the Convention Secretariat is transitioning to paperless meetings. Prior to the opening of COP10 and MOP3 sessions, delegations may request one set of documents per delegation to be available for collection at the Document Distribution Desk in the Panama Conference Center. In-session documents, including daily Journals and conference papers, will be accessible electronically.

Requests should be sent to the Convention Secretariat at [printshop@who.int](mailto:printshop@who.int) by 31 October 2023, stating the Party, whether the request is for COP10 or MOP3 documents, and the language in which copies are required.

## **The Journal**

The daily Journal of the COP and MOP contains the most current information on meetings and events scheduled during the sessions. It also includes brief summaries of the discussions and their outcomes. It will be accessible electronically from the WHO FCTC website and the COP10/MOP3 apps. A preliminary Journal will be published before the opening of COP10 and MOP3.

## **List of participants**

The provisional lists of participants (one each for COP10 and for MOP3) will be available on the WHO FCTC website at the opening of the session. The preliminary lists will be issued on the basis of valid credentials received by the Convention Secretariat up to 12:00 (noon) on Sunday, 19 November 2023, for COP10 and 12:00 (noon) on Sunday, 26 November 2023, for MOP3. A revised list for each session will be issued later. In the event of any official change in the details and composition of a delegation, the Convention Secretariat requests that it be amended directly in the registration system.

## **ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY, COMMITTEE A AND B MEETINGS**

Rule 32 of the Rules of Procedure of the COP and of the MOP states that sessions of the COP or the MOP shall be held in public, unless the COP decides that they shall be open or restricted.

## **Regional statements**

Delegations are encouraged to opt for group or regional statements, in lieu of individual statements, and to inform the Secretary of the Plenary and Committees A and/or B (see Contact Information for Secretaries, below) of the Party that will deliver the statement for the group or region.

## **Time management**

For the conduct of plenary meetings, interventions by delegates will be monitored by a “traffic light”. Individual statements are limited to three minutes (330 words) and statements on behalf of a WHO region to four minutes (440 words).

## STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE

Delegations wishing to speak in the general debate are invited to notify the Convention Secretariat as soon as possible by email with the subject line “Request for general debate statement” to [cop10-mop3@who.int](mailto:cop10-mop3@who.int). Delegations are encouraged to opt for group or regional statements, in lieu of individual statements.

Parties are invited to note that at their third meeting, in March 2023, the Bureau elected by the Ninth session of the COP and the Bureau elected by the Second session of the MOP adopted the themes for the COP10 and for MOP3 general debates, as follows:

- COP10: *Together, promoting healthier lives*
- MOP3: *More Parties, greater traceability, less illicit trade.*

## INTERPRETATION AND STATEMENTS

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Delegates are requested to send a copy of their statement to [interpret@who.int](mailto:interpret@who.int) **at least 30 minutes in advance**. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy in all languages.

When submitting a statement by email, it should specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential.

## SUBMISSIONS BY DELEGATIONS

Delegations wishing to submit draft decisions to the Plenary meeting or to one of the committee meetings are invited to send their draft via email to the Convention Secretariat in one of the official languages at least 15 days before the opening of the session. The Convention Secretariat will then place the draft decisions on the secure and restricted online documentation portal.

In accordance with Rule 33 of the Rules of Procedure of the COP and of the MOP, 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, unless the COP or the MOP decides otherwise.

## CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B

**Plenary contact:** [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

**Committee A contact:** [fctcComA@who.int](mailto:fctcComA@who.int)

**Committee B contact:** [fctcComB@who.int](mailto:fctcComB@who.int)

## **RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS**

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings. Requests will be treated on a first-come, first-served basis.

Requests for a meeting room should be sent to the Convention Secretariat as soon as possible – but no later than 24 hours prior to the meeting – to [cmpmail@who.int](mailto:cmpmail@who.int), stating the date and time of the meeting, duration of the meeting, number of participants, and name of the organizer (Party or observer).

## **PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP**

Pre-COP and pre-MOP regional meetings will be organized in each of the six WHO regions. These meetings will take place after the release of COP10 and MOP3 documentation, during September and October 2023. Details for each meeting will be communicated by the Convention Secretariat and the WHO regional offices through official channels in due course.

## **INFORMAL CONSULTATIONS**

Parties may wish to organize informal consultations to discuss items included in the provisional agendas of COP10 and MOP3. The Convention Secretariat will provide the necessary support for their organization, virtually or in person. As per past practice, these meetings will be arranged upon request and in English only. Details for each meeting will be communicated to Parties directly.

## **VACCINATION REQUIREMENTS**

There are specific vaccination requirements for entry into Panama. For more information, participants are advised to consult the WHO website on international travel and health at <http://www.who.int/ith/vaccines/en/>.

## **Protective Measures against COVID-19**

Continued handwashing with soap and water, or the use of alcohol or alcohol gel, is recommended.

In view of the large number of delegates and participants from all over the world, it is recommended that face masks be worn while in the enclosed areas of the Panama Convention Center. Hand sanitizers and masks will be provided to participants at the time of delivery of the conference bag.

Should a participant experience COVID-19 related symptoms (including fever, chills, continuous cough, new loss of taste or smell, fatigue, difficulty breathing), they are invited to take a COVID-19 rapid test. In case of a positive result, a delegate should not come to the Panama Convention Centre and notify the organizers at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

To date, there are no special COVID-19-related requirements for entry into Panama; however, it is recommended to be alert to new information that may arise due to changes related to the development of the pandemic.

## USEFUL CONTACTS

### Convention Secretariat in Geneva:

Email: [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

Email: [fctcgovernance@who.int](mailto:fctcgovernance@who.int)

Website: <https://fctc.who.int/>

### Contacts in Panama City:

#### – Coordination Office of COP10 and MOP3 in Panama

Ministry of Health  
Avenida Ancon, Gorgas Complex, Building 237  
Fourth Floor  
Tel: (+507) 512-9484 and (+507) 512-9233  
Email address: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com)  
Host country website for COP10 and MOP3: <http://www.cop10-mop3-pma.com/>

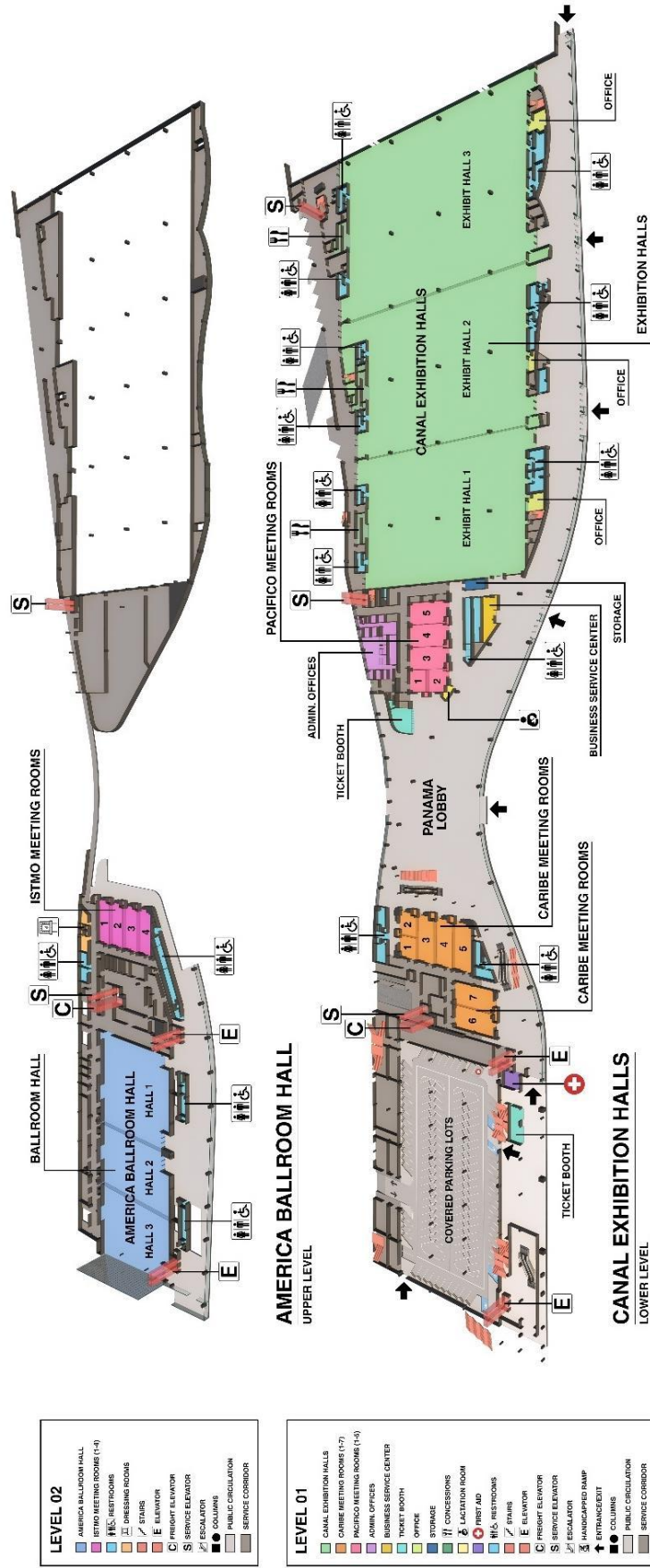
#### – Panama Convention Center

Calle General Juan D. Peron, Amador, Panama.  
Tel. (+507) 308-8888  
E-mail address: [info@panamaconventions.com](mailto:info@panamaconventions.com)  
Website: <https://panamaconventions.com/>

### Emergency and other numbers of interest in Panama:

- Emergency services: 911
- Health Emergency Centre (CRUEM): (+507) 512-9219 / (+507) 6330-5577.
- Fire: 103
- Police: 104
- Ministry of Health: (+507) 512-9100

Calle General Juan D. Peron, Amador, Panama.  
<https://panamaconventions.com/>  
 Tel. (+507) 308-8888



## ANNEX 2

HOTEL LIST<sup>1</sup>

The rates shown in the list of hotels, indicated in US dollars (US\$), do not include the 10% lodging tax and are per room per night, and include a breakfast buffet. Payment for the room must be made directly by each participant, by credit card for the amount in US\$ or by bank transfer in US\$ or euros. Participants should check the conditions applicable in case of modification or cancellation of reservation, or in case of no-show.

**Participants are reminded that 10% lodging tax will be applied to the hotel room rate.**

| No. | Hotel                            | Type of Room                 | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact   | To make a reservation   |
|-----|----------------------------------|------------------------------|------------------------|---------------|--------------|--|---|---|
|     |                                  |                              |                        | Single/night  | Double/night |  |   |   |
| 1   | RIU Plaza Panamá                 | Deluxe Standard              | 250                    | 95            | 95           | 9.3 km                                     | Mileika Bermúdez<br>Sales Manager<br>Tel. (+507) 282-0420, Ext. 869<br>(+507) 6677-5544<br>Email: <a href="mailto:mbermudez@riu.com">mbermudez@riu.com</a><br>Website: <a href="https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/">https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/</a>  | Reservations via link<br>Link: <a href="https://www.riu.com/consultar-disponibilidad/?corporate">https://www.riu.com/consultar-disponibilidad/?corporate</a><br>Company code – COP10 (for both events)<br><br>Dates must be between 14–30 November 2023, in case of requesting stays outside this date range the system will automatically show the regular prices. |
|     |                                  | Executive                    | 210                    | 125           | 125          |  |   |   |
|     |                                  | Senior Suite                 | 30                     | 145           | 145          |  |   |   |
| 2   | The Executive Hotel              | Standard                     | 100                    | 65            | 75           | 8 km                                       | Hazel McDonald<br>Sales Executive<br>Tel. (+507) 265-8011, Ext 321<br>(+507) 6678-7047<br>Email: <a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br>Website: <a href="https://www.executivehotel-panama.com/">https://www.executivehotel-panama.com/</a>   | Reservations to be made directly to Sales Executive<br><a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br>Rates valid for a stay between 19 November to 2 December 2023  |
|     |                                  |                              |                        |               |              |  |   |   |
| 3   | Hotel El Panamá By Faranda Grand | Standard                     | TBC                    | 80            | 100          | 8.3 km                                     | Darcy Castillo<br>Commercial Executive<br>Tel. (+507) 215 9446<br>(+507) 6780-4870<br>Email: <a href="mailto:darcy.castillo@farandahotels.com">darcy.castillo@farandahotels.com</a><br>Website: <a href="https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama">https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama</a> | Reservations via website<br>Website: <a href="https://www.radissonhotelsamericas.com">https://www.radissonhotelsamericas.com</a><br>Promotional code: COP-MOP<br><br>Rates valid for a stay between 3 days before and 3 days after the event dates (from 19 November to 2 December 2023).   |
|     |                                  | Executive on corporate floor | TBC                    | 95            | 115          |  |   |   |
|     |                                  | Junior Suite                 | TBC                    | 115           | 135          |  |   |   |
|     |                                  | Cabana                       |                        | 85            | 105          |  |   |   |

<sup>1</sup> Please check the host country website for COP10 and MOP3 for updates on the hotel lists.

| No. | Hotel                           | Type of Room     | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact  | To make a reservation  |
|-----|---------------------------------|------------------|------------------------|---------------|--------------|--|--|--|
|     |                                 |                  |                        | Single/night  | Double/night |  |  |  |
| 4   | Riande Urban Hotel              | Standard Urban   | 100                    | 65            | 65           | 8.2 km                                     | Noemi Ruiz<br>Account Executive<br>Tel. (+507) 291-9012 or 9013<br>Email: <a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a><br><br>Jorge Silva<br>Tel. (+507) 291-9012<br>Email: <a href="mailto:int.websales@riandehoteles.net">int.websales@riandehoteles.net</a><br>Website: <a href="https://www.riandehoteles.com/en/">https://www.riandehoteles.com/en/</a> | Reservations to be made directly with the Account Executive<br><a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a>  |
| 5   | Hotel Las Américas Golden Tower | Deluxe           |                        | 105           | 130          | 8.4 km                                     | Flor E. Andrade<br>Sales & Banquet Manager<br>Tel: (+507) 370-4600, Ext. 6650<br>(+507) 6319-7135<br>Email: <a href="mailto:Flor.Andrade@lasamericasgoldentower.com">Flor.Andrade@lasamericasgoldentower.com</a><br>Website: <a href="https://lasamericasgoldentower.com/en/">https://lasamericasgoldentower.com/en/</a>   | Reservations via link<br>Promotional code: COP10<br>Link: <a href="https://bit.ly/COP10-MOP3">https://bit.ly/COP10-MOP3</a>  |
|     |                                 | Deluxe Executive |                        | 135           | 155          |  |  |  |
| 6   | Megapolis                       | Deluxe           | 300/200                | 120           | 130          | 8.4 km                                     | Julieth Vivas<br>Sales Manager<br>Tel. (+507) 6781-0617<br>Email: <a href="mailto:julieth.vivas@megapolisworld.com">julieth.vivas@megapolisworld.com</a><br>Website: <a href="https://www.hardrockhotels.com/">https://www.hardrockhotels.com/</a>   | Reservations via link<br>Link: <a href="https://secuream.e-gds.com/megapolishotelpanama/">https://secuream.e-gds.com/megapolishotelpanama/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3 |
| 7   | Decapolis                       | Deluxe           | 68/118                 | 80            | 90           | 8.4 km                                     | Julieth Vivas<br>Sales Manager<br>Tel. (+507) 6781-0617<br>Email: <a href="mailto:julieth.vivas@megapolisworld.com">julieth.vivas@megapolisworld.com</a><br>Website: <a href="https://radisson-decapolis-panama-city.h-rez.com/index.htm">https://radisson-decapolis-panama-city.h-rez.com/index.htm</a>   | Reservations via link<br>Link: <a href="https://secuream.e-gds.com/decapolishotel/">https://secuream.e-gds.com/decapolishotel/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3             |

## ANNEX 3

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR COP10<sup>1</sup>**  
**(AS OF 1 MARCH 2023)**

|                                       |                               |
|---------------------------------------|-------------------------------|
| AFGHANISTAN                           | MADAGASCAR                    |
| ALGERIA                               | MALI                          |
| ANGOLA                                | MAURITANIA                    |
| BANGLADESH                            | MICRONESIA (FEREAL STATES OF) |
| BENIN                                 | MONGOLIA                      |
| BHUTAN                                | MOZAMBIQUE                    |
| BOLIVIA (PLURINATION STATE OF)        | MYANMAR                       |
| BURKINA FASO                          | NEPAL                         |
| BURUNDI                               | NICARAGUA                     |
| CABO VERDE                            | NIGER                         |
| CAMBODIA                              | NIGERIA                       |
| CAMEROON                              | PAKISTAN                      |
| CENTRAL AFRICAN REPUBLIC              | PAPUA NEW GUINEA              |
| CHAD                                  | PHILIPPINES                   |
| COMOROS                               | RWANDA                        |
| CONGO                                 | SAMOA                         |
| CÔTE D'IVOIRE                         | SAO TOME AND PRINCIPE         |
| DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA | SENEGAL                       |
| DEMOCRATIC REPUBLIC OF THE CONGO      | SIERRA LEONE                  |
| DJIBOUTI                              | SOLOMON ISLANDS               |
| EGYPT                                 | SRI LANKA                     |
| EL SALVADOR                           | SUDAN                         |
| ESWATINI                              | SYRIAN ARAB REPUBLIC          |
| ETHIOPIA                              | TAJIKISTAN                    |
| GAMBIA                                | TIMOR-LESTE                   |
| GHANA                                 | TOGO                          |
| GUINEA                                | TUNISIA                       |
| GUINEA-BISSAU                         | TUVALU                        |
| HONDURAS                              | UGANDA                        |
| INDIA                                 | UKRAINE                       |
| IRAN (ISLAMIC REPUBLIF OF)            | UNITED REPUBLIC OF TANZANIA   |
| KENYA                                 | UZBEKISTAN                    |
| KIRIBATI                              | VANUATU                       |
| KYRGYZSTAN                            | VIET NAM                      |
| LAO PEOPLE'S DEMOCRATIC REPUBLIC      | YEMEN                         |
| LEBANON                               | ZAMBIA                        |
| LESOTHO                               | ZIMBABWE                      |
| LIBERIA                               |                               |

---

<sup>1</sup> In accordance with decision [FCTC/COP9\(7\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at COP10. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**

## ANNEX 4

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR MOP3<sup>1</sup>  
(AS OF 01 MARCH 2023)**

BENIN  
BURKINA FASO  
CABO VERDE  
CHAD  
COMOROS  
CÔTE D'IVOIRE  
CONGO  
EGYPT  
ESWATINI  
GAMBIA  
GHANA  
GUINEA  
INDIA  
IRAN (ISLAMIC REPUBLIC OF)  
KENYA  
MADAGASCAR  
MALI  
MONGOLIA  
NICARAGUA  
NIGER  
NIGERIA  
PAKISTAN  
SAMOA  
SENEGAL  
SRI LANKA  
TOGO

= = =

---

<sup>1</sup> In accordance with decision [FCTC/MOP2\(13\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at MOP3. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**

|  |        |  |   |   |   |   |  |
|--|--------|--|---|---|---|---|--|
| <b>Authorization, Agreement, and Certification of Training</b>   |        |  | A. Agency code, agency sub-element and submitting office number                 |   | B. Request Status<br><b>No</b>  |   |  |
| <b>Section A – Trainee Information</b>   |        |  |   |   |   |   |  |
| 1. Applicant's Name (Last, First, Middle Initial)<br><b>Brian King</b>   |        |  | 2. Social Security Number (###-##-####)<br>(Agency Use Only)                    |   | 3. Date of Birth (Enter Date as yyyy-mm-dd)<br>(Agency Use Only)                  |   |  |
| 4. Home Address (Optional) (Number, Street, City, State, ZIP Code)   |        |  | 5. Home Telephone (Optional)<br>(Include Area Code)                             |   | 6. Position Level<br>(See page 4 for additional instructions)<br><b>Executive</b> |   |  |
| 7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)<br>FDA/Center for Tobacco Products 10903 New Hampshire Avenue Silver Spring, MD 20993         |        |  | 8. Office Telephone<br>(Include Area Code and Extension)<br><b>301-796-9200</b> |   | 9. Work Email Address<br><b>brian.king@fda.hhs.gov</b>                            |   |  |
| 10. Position Title<br><b>Director</b>  |        | 11. Does applicant need special accommodation?<br><b>No</b>  |   | If yes, please describe the requirements below  |   |   |  |
| 12. Type of Appointment<br><b>Career</b>   |        | 13. Education Level<br>(See page 4 for additional instructions)<br><b>21</b>   |   | 14. Pay Plan<br><b>SES</b>  |   | 15. Series  |  |
|  |        |  |   | 16. Grade   |   | 17. Step  |  |
| <b>Section B – Training Course Data</b>  |        |  |   |   |   |   |  |
| 1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)<br>World Health Organization 20, AVENUE APPIA – CH-1211 GENEVA 27 – SWITZERLAND |        |  |   | 1.b Location of Training Site (if different from 1a)<br>Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama                                       |   |   |  |
| 1c. Vendor Telephone Number<br><b>502-5599-7731</b>  |        | 1d. Vendor Email Address<br><b>ggq6@cdc.gov</b>  |   | 1e. Vendor website<br><a href="https://cdc.who.int/who-fdc/governance/conference-of-the-parties/entire-site">https://cdc.who.int/who-fdc/governance/conference-of-the-parties/entire-site</a> |   | 1f. Vendor Point-of-Contact (POC)<br><b>Lisette Chang (CDC)</b>                                 |  |
| 2a. Course Title<br>MEETING OF THE PARTIES TO THE PROTOCOL TO ELIMINATE IL   |        | 2b. Course Number Code   |   | 3. Training Start Date (Enter Date as yyyy-mm-dd)<br><b>2024-02-04</b>  |   | 4. Training End Date (Enter Date as yyyy-mm-dd)<br><b>2024-02-10</b>                            |  |
| 5. Training Duty Hours   |        | 6. Training Non-Duty Hours   |   | 7. Training Purpose Type<br>(See page 6 for additional instructions)<br><b>01</b>   |   | 8. Training Type Code<br>(See page 6 for additional instructions)<br><b>Select one</b>          |  |
| 9. Training Sub Type Code<br>(See page 6 for additional instructions)<br><b>02 - Medical and Health</b>  |        | 10. Training Delivery Type Code<br>(See page 8 for additional instructions)<br><b>4 - Conference/Worksh</b>                    |   | 11. Training Designation Type Code<br><b>05 - N/A</b>   |   | 12. Training Credit   |  |
|  |        |  |   |   |   | 13. Training Credit Type Code<br><b>7 - Other</b>   |  |
| 14. Training Accreditation Indicator<br><b>No</b>  |        | 15. Continued Service Agreement Required Indicator (Agency Use Only)<br>(See page 8 for additional instructions)<br><b>N/A</b> |   | 16. Continued Service Agreement Expiration Date<br>(Enter date as yyyy-mm-dd)   |   | 17. Training Source Type Code (See page 8 for additional instructions)<br><b>3 - Non-govern</b> |  |
|  |        |  |   |   |   | 18. Individual or Group Training<br><b>Group</b>  |  |
|  |        |  |   |   |   | 19. Student/ Membership ID  |  |
| 20. Skill Learning Objective<br><b>Center Lead to Annual Conference</b>  |        |  |   | 21. Agency Use Only (For use by agency as needed)   |   |   |  |
| <b>Section C – Costs and Billing Information</b>   |        |  |   |   |   |   |  |
| 1. Direct Costs and Appropriation/Fund Chargeable  |        |  | 2. Indirect Costs and Appropriation/Fund Chargeable                             |   |   |   |  |
| Item   | Amount | Appropriation Fund   | Item  | Amount  | Appropriation Fund  |   |  |
| a. Tuition and Fees  | \$ 0   |  | a. Travel   | \$ 2000.0   |   |   |  |
| b. Books & Material Costs  | \$ 0   |  | b. Per Diem   | \$ 1000.  |   |   |  |
| c. Total   | \$ 0   |  | c. Total  | \$ 3000.  |   |   |  |
| 3. Total Training Non-Government Contribution Cost   |        |  | 6. Billing Instructions (Furnish invoice to)                                    |   |   |   |  |
| 4. Document/Purchasing Order/Requisition Number  |        |  |   |   |   |   |  |
| 5. 8-Digit Station Symbol (Example: 12-34-5678)  |        |  |   |   |   |   |  |

## Section D – Approvals

Complete the appropriate number of approvals your agency requires (e.g. first, second, and/or third level approval) before submission of this form to the Agency Training Office.

1a. Immediate Supervisor/First-line Supervisor (Name and Title)

Jim Sigg (Chief Operating Officer)

1b. Telephone Number (Include Area Code and Extension)

301-796-4700

1c. Email Address

jim.sigg@fda.hhs.gov

1d. Signature

James M. Sigg -S

Digitally signed by James M. Sigg -S  
Date: 2023.09.11 13:59:46 -04'00'

1e. Date (Enter Date as yyyy-mm-dd)

2023-09-11

2a. Second-line Supervisor (Name and Title)

2b. Telephone Number (Include Area Code and Extension)

2c. Email Address

2d. Signature

2e. Date (Enter Date as yyyy-mm-dd)

3a Training Officer (Name and Title)

Kimberly Carter, Training Officer

3b. Telephone Number (Include Area Code and Extension)

301-796-8756

3c. Email Address

kimberly.carter2@fda.hhs.gov

3d. Signature

Kimberly Y. Carter -S

Digitally signed by Kimberly Y. Carter -S  
Date: 2023.09.18 08:21:02 -04'00'

3e. Date (Enter Date as yyyy-mm-dd)

2023-09-18

## Section E – Approvals/Concurrence

To be completed by the nominating Agency Official authorized to approve or disapprove training requests.

1a. Authorizing Official (Name and Title)

Andrea Ormsby, Deputy Director M&L

1b. Telephone Number (Include Area Code and Extension)

301-796-9184

1c. Email Address

andrea.ormsby@fda.hhs.gov

1d. Signature

Andrea Ormsby -S

Digitally signed by Andrea Ormsby -S  
Date: 2023.09.18 10:13:45 -04'00'

1e. Date

## Section F – Certification of Training Completion and Evaluation\*

1a. Authorizing Official (Name and Title)

1b. Telephone Number (Include Area Code and Extension)

1c. Email Address

1d. Signature

1e. Date

Training Facility: Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.

\* Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.202. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

Print Form

Clear Form

## Privacy Act Statement

**Authority** – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** – The primary purpose of the information collected is to document the approval and completion of employee training within an agency. This completed training information must be electronically provided to the Governmentwide system where it will become a part of the permanent employment record and subject to all published routine uses of that system of records. Information collected may also be provided to other agencies and to Congress upon request.

**Effects and Nondisclosure** – Providing the personal information requested, in paper form, is voluntary and at the agency's discretion. However, failure to provide this information electronically to the Governmentwide system may result in errors in processing and documenting the training you have completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** – Solicitation of SSNs by the U.S. Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. However, agencies must also safeguard such Personally Identifiable Information (PII) when providing completed training information to the Governmentwide system. Employee SSNs will be used primarily to give proper recognition for completed training and to accumulate Governmentwide statistical data and information.

# Agency Training Electronic Reporting Instructions

## General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F, Certification of Training Completion and Evaluation section.
2. Electronic Requirements - An agency should only submit data for completed training events for which all mandatory data elements have been recorded.

## Additional Instructions for Section A - Trainee Information:

6. **Position Level** - Select whether the employee's position level is one of the following:
  - 6a. **Non-supervisory** - Anyone who does not have supervisory/team leader responsibilities.
  - 6b. **Supervisory** - First-line supervisors who do not supervise other supervisors; typically, those who are responsible for an employee's performance appraisal or approval of their leave.
  - 6c. **Manager** - Those in management positions who typically supervise one or more supervisors.
  - 6d. **Executive** - Members of the Senior Executive Service (SES) or equivalent.
13. **Education Level** - Use the employee educational level codes listed below.

| Code | Short Description   | Long Description (if applicable)  |
|------|---|---|
| 1    | No formal education or some elementary school--did not complete                 | Elementary school means grades 1 through 8, or equivalent, not completed.   |
| 2    | Elementary school completed--no high school                                     | Grade 8 or equivalent completed.  |
| 3    | Some high school--did not graduate  | High school means grades 9 through 12, or equivalent.   |
| 4    | High school graduate or certificate equivalency                                 | N/A   |
| 5    | Terminal occupational program--did not complete                                 | Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| 6    | Terminal occupational program--certificate of completion, diploma or equivalent | See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.  |
| 7    | Some college--less than one year  | Less than 30 semester hours completed.  |
| 8    | One year of college   | 0-59 semester hours or 45-89 quarter hours completed.   |
| 9    | Two years of college  | 60-89 semester hours or 90-134 quarter hours completed.   |
| 10   | Associate Degree  | 2-year college degree program completed.  |
| 11   | Three years of college  | 90-119 semester hours or 135-179 quarter hours completed.   |
| 12   | Four years of college   | 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.  |
| 13   | Bachelor's Degree   | Requires completion of at least four, but no more than five, years of academic work; includes a Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.   |

| <b>Code</b> | <b>Short Description</b> | <b>Long Description (if applicable)</b>  |
|-------------|--------------------------|--|
| <b>14</b>   | Post-Bachelor's          | Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.  |
| <b>15</b>   | First professional       | Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).  |
| <b>16</b>   | Post-first professional  | Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.  |
| <b>17</b>   | Master's degree          | For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.   |
| <b>18</b>   | Post-Master's            | Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.  |
| <b>19</b>   | Sixth-year degree        | Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology. |
| <b>20</b>   | Post-sixth year          | Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.  |
| <b>21</b>   | Doctorate degree         | Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.   |
| <b>22</b>   | Post-Doctorate           | Work beyond the Doctorate.   |

## Additional Instructions for Section B - Training Course Data:

7. **Training Purpose Type** - Select and insert the purpose for taking this course or program using the appropriate training purpose type code from the list below.

| Code | Short Description                    | Long Description (if applicable)  |
|------|--------------------------------------|---|
| 01   | Program/Mission                      | Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.  |
| 02   | New Work Assignment                  | Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties). |
| 03   | Improve/Maintain Present Performance | Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.   |
| 04   | Future Staffing Needs                | Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).   |
| 05   | Develop Unavailable Skills           | Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology [IT] professionals).   |
| 06   | Retention                            | Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).  |

9. **Training Sub-Type Code** - There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected.

| Training Type Code         | Training Sub Type Code   | Competency      |
|----------------------------|--|-----------------|
| 01 - Training Program Area | 01 - Legal<br>Education or training in the concepts, principles, and theories, or techniques of law.   | Technical       |
|                            | 02 - Medical and Health<br>Education or training in the concepts, principles, and theories, or techniques of medicine or health sciences.  | Technical       |
|                            | 03 - Scientific<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as physical, biological, natural, and social sciences; education; mathematics or statistics. | Technical       |
|                            | 04 - Engineering or Architecture<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.  | Technical       |
|                            | 05 - Human Resources<br>Education or training in the concepts, principles, and theories of such fields as Human Resources Management and/or Strategic Human Capital Management.                                    | Human Resources |
|                            | 06 - Budget/Finance Business Administration<br>Education or training in the concepts, principles, and theories of business administration, accounting and finance.   | Financial       |
|                            | 07 - Planning and Analysis<br>Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.              | Technical       |
|                            | 08 - Information Technology<br>Education and training in the concepts and application of all facets of Information Technology.   | Technical       |

| Training Type Code   | Training Sub Type Code   | Competency           |
|--|--|----------------------|
| 01 - Training Program Area <i>(continued)</i>  | 09 - Project Management<br>Education and training in the concepts, principles, and theories necessary to plan, develop, and modify the management of products, services, or systems with regards to scope, resources, and time.  | Technical            |
|  | 10 - Acquisition<br>Education or training in the concepts, principles, and theories or techniques related to acquiring and procuring goods and services for the government.  | Financial            |
|  | 11 - Logistic Specialty<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.   | Technical            |
|  | 12 - Security<br>Training of a specialized nature in the methods and techniques of investigation in cybersecurity, physical security, personal security, and police science.   | Technical            |
|  | 13 - Administration <i>(Non-supervisory administrative &amp; program/project support)</i><br>Training in skills used for administrative tasks associated with business/office management and program/project support.  | Human Resources      |
|  | 14 - Trade and Craft<br>Training in the knowledge, skills, and abilities needed to perform and accomplish required tasks in trade and craft occupations (i.e. Carpentry, Plumbing, Electrical, etc.).  | Technical            |
|  | 15 - Foreign Affairs<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, intelligence (foreign affairs/intelligence), diplomacy, or strategic studies.   | Technical            |
| 02 - Developmental Training Area<br><br>Description: Formal developmental/training programs. | 20 - Supervisory Program/First-Line Supervisors<br>Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; diversity and inclusion; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors. | Leadership           |
|  | 21 - Management Program<br>Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).  | Leadership           |
|  | 22 - Leadership/Manager/Pre-supervisory Development<br>Formal developmental program that provides mid-level and leadership training and development opportunities for supervisors and non-supervisors; which includes coursework that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal).   | Leadership           |
|  | 23 - SES Candidate Development<br>OPM-approved program to prepare potential SES members.   | Leadership           |
|  | 24 - Executive Development<br>Continuing development for leaders above the GS-15 level.  | Leadership           |
|  | 25 - Mentoring Program<br>Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.  | Employee Development |
|  | 26 - Coaching Program<br>Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.  | Employee Development |

| Training Type Code   | Training Sub Type Code  | Competency                 |
|--|---|----------------------------|
| 03 - Basic Training Area<br><br>Description:<br>Fundamental and/or<br>required training<br>programs. | 30 - Employee Orientation<br>Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.  | Employee Development       |
|  | 31 - Adult Basic Education<br>Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.  | Employee Development       |
|  | 32 - Federally Mandated Training<br>Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).   | <b>Federally Mandatory</b> |
|  | 33 - Work-life<br>Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc.).  | Human Resources            |
|  | 34 - Professional Skills<br>Training on non-technical skills related to employee performance such as communication, conflict resolution, emotional intelligence, organization, time management, etc.  | Fundamental Skills         |
|  | 35 - Agency Required Training<br>Agency-specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.<br><b>Note:</b> Unlike Federally mandated training, this type of training is not mandated by Federal statute for all Federal employees. | Agency Required            |

### 10. Training Delivery Type Code

| Code | Short Description                     | Long Description (if applicable)  |
|------|---------------------------------------|---|
| 1    | Traditional Classroom (no technology) | Individual or multiple person led, face-to-face training.   |
| 2    | On the Job                            | Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.   |
| 3    | Technology Based                      | Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.   |
| 4    | Conference/Workshop                   | An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance. |
| 5    | Blended                               | Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.   |
| 6    | Correspondence                        | Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.  |

**11. Training Designation Type Code** - Select and insert the appropriate training credit designation type code:

| Code | Short Description           |
|------|-----------------------------|
| 01   | Undergraduate Credit        |
| 02   | Graduate Credit             |
| 03   | Continuing Education Credit |
| 04   | Post Graduate Credit        |
| 05   | N/A                         |

**13. Training Credit Type Code** - Select and insert the appropriate training credit designation type code **only** if “training credit” is greater than zero:

| Code | Short Description                 |
|------|-----------------------------------|
| 1    | Semester Hours                    |
| 2    | Quarter Hours                     |
| 3    | Continuing Education Unit         |
| 4    | Professional Development Unit     |
| 5    | Continuing Professional Education |
| 6    | Continuous Learning Points        |
| 7    | Other                             |

**15. Continued Service Agreement Required Indicator - (Agency response.)** An agency may require an employee to enter into a continued service agreement (CSA) with the agency prior to authorization for training. According to 5 CFR 410.309, the head of the agency determines the requirements for CSA's. Typically, when an employee signs a CSA, an employee agrees to remain in the agency's service for a specified period of time after receipt of training. Indicate whether, or not, the employee signed an agreement to remain in the service of the agency for a specified amount of time as a condition of participating in the authorized training. Select Yes (Y), No (N) or non-applicable (N/A).

**17. Training Source Type Code:**

| Code | Short Description                     | Long Description (if applicable)   |
|------|---------------------------------------|--|
| 1    | Government Internal                   | Training provided by a Federal department, agency, or independent establishment for its own employees.   |
| 2    | Government External                   | Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.   |
| 3    | Non-government                        | Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.) |
| 4    | Government: State/Local               | Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.  |
| 5    | Foreign Governments and Organizations | Training provided by non-United States entities which may or may not be outside the United States.   |



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Wednesday, 29NOV 2023 08:45 AM

Passengers: BRIAN ALEXANDER KING (TANUM0WJ84)

Agency Record Locator: (b) (6)

[>>ViewTrip](#)

[>>TSA PreCheck](#)

[>>FAA Airport Info](#)

[>>Federal Travel Online](#)

Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.

**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 638.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

**AIR Sunday, 4FEB 2024**



**Delta Air Lines**

**From:** Atlanta GA, USA

**To:** Panama City, Panama

**Stops:** Nonstop

**Seats:** 16D

**Equipment:** Boeing 737-900 Jet

**DEPARTS ATL TERMINAL I**

**Frequent Flyer Number:** (b) (6)

**Delta Air Lines Confirmation number is** (b) (6)

Check in on-line for [Delta](#)

Click here to review Baggage guidelines for [Delta](#)

**Flight Number:** 1759

**Depart:** 9:45 AM

**Arrive:** 1:47 PM

**Duration:** 4 hour(s) 2 minute(s)

**Status:** CONFIRMED

**MEAL:** FOOD TO PURCHASE

**Class:** U- Coach/Economy

**Miles:** 1730 / 2768 KM

**HOTEL Sunday, 4FEB 2024**



**[Waldorf Astoria Panama \(WA\)](#)**

47Th St. Uruguay Street Panama City PA

**Number of Rooms:** 1

**Phone:** 507-294-8000

**Rate:** USD 154.00

**Check Out:** Saturday, 10FEB 2024

**Hotel membership:** (b) (6)

**Room Type:** Negotiated Rate



**Confirmation Number:** (b) (6)

**Fax:** 507-294-8001

**Room GUARANTEED TO VISA**

**Reserved For:** KING BRIAN

(b)(6) 04FEB CXL:CXL 1 DAY PRIOR TO ARRIVAL  
Guaranteed to: (b)(6)  
Approximate total: 1016.40USD  
Credit card required at check-in

|   |                      |  |   |
|---|----------------------|--|---|
| AIR   | Saturday, 10FEB 2024 |  |  |
| <div><div><div>Delta Air Lines</div><div>From: Panama City, Panama</div><div>To: Atlanta GA, USA</div><div>Stops: Nonstop</div><div>Seats: 14C</div><div>Equipment: Boeing 737-900 Jet</div><div>ARRIVES ATL TERMINAL I</div><div>Frequent Flyer Number (b)(6)</div><div>Delta Air Lines Confirmation number is (b)(6)</div><div>Check in on-line for <a href="#">Delta</a></div><div>Click here to review Baggage guidelines for <a href="#">Delta</a></div></div><div>Flight Number: 1758</div><div>Class: U- Coach/Economy</div><div>Depart: 3:12 PM</div><div>Arrive: 7:39 PM</div><div>Duration: 4 hour(s) 27 minute(s)</div><div>Status: CONFIRMED</div><div>Miles: 1730 / 2768 KM</div><div>MEAL: FOOD TO PURCHASE</div></div> |                      |  |   |
| TOUR  | Wednesday, 3JUL 2024 |  |  |

THANK YOU FOR USING CONCURGOV

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.  
[Click here for travel health advisories](#)  
[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure  
To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft  
[Click Here](#)



**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/1  
19 May 2023**

**Tenth session  
Panama City, Panama, 20–25 November 2023  
Provisional agenda item 1.1**

---

## **Provisional agenda**

### **Report by the Convention Secretariat**

#### **Purpose of the document**

The provisional agenda of the Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) was prepared by the Convention Secretariat in consultation with the Bureau of the Conference of the Parties (COP), in accordance with Rule 6 of the Rules of Procedure of the COP. The COP shall examine the provisional agenda, in accordance with Rule 10 of the Rules of Procedure of the COP.

#### **Action by the Conference of the Parties**

The COP is invited to examine the provisional agenda and consider adopting the draft decision annexed to the present report.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular, SDG 3 and Target 3.a.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): Rules of the Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control.

## Provisional agenda<sup>1</sup>

### 1. Opening of the session\*

#### 1.1 Adoption of the agenda and organization of work

*Documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated)*

#### 1.2 Credentials of participants

*Document FCTC/COP/10/2*

### 2. Applications for the status of observer to the Conference of the Parties

*Document FCTC/COP/10/3*

### 3. High-level segment\*

### 4. Invited speaker(s), if any\*

### 5. Global progress in implementation of the WHO FCTC, followed by a general debate\*

*Document FCTC/COP/10/4*

### 6. Treaty instruments and technical matters

#### 6.1 Implementation of Articles 9 and 10 of the WHO FCTC (Regulation of contents and disclosure of tobacco products): reports by the Bureau, by the Expert Group and by WHO

*Documents FCTC/COP/10/5, FCTC/COP/10/6 and FCTC/COP/10/7*

#### 6.2 Tobacco advertising, promotion and sponsorship: depiction of tobacco in entertainment media: report by the Working Group

*Document FCTC/COP/10/8*

#### 6.3 Novel and emerging tobacco products: reports by the Convention Secretariat and by WHO

*Documents FCTC/COP/10/9 and FCTC/COP/10/10*

#### 6.4 Forward-looking tobacco control measures (in relation to Article 2.1 of the WHO FCTC) (item proposed by a Party)

*Document FCTC/COP/10/11*

---

<sup>1</sup> At the recommendation of the Bureau of the COP, it is proposed that the agenda items marked with an asterisk be webcast.

- 6.5 Implementation of Article 19 of the WHO FCTC: Liability (item proposed by Parties)

*Document FCTC/COP/10/12*

**7. Reporting, implementation assistance and international cooperation**

- 7.1 Improving the reporting system of the WHO FCTC

*Document FCTC/COP/10/13*

- 7.2 Implementation Review Mechanism

*Document FCTC/COP/10/14*

- 7.3 Contribution of the WHO FCTC to the promotion and fulfilment of human rights (item proposed by a Party)

*Document FCTC/COP/10/15*

**8. Budgetary and institutional matters**

- 8.1 Performance and progress reports

*Document FCTC/COP/10/16*

- (a) Performance report for the 2020–2021 Workplan and Budget
- (b) Interim performance report for the 2022–2023 Workplan and Budget
- (c) Global Strategy to Accelerate Tobacco Control: Advancing sustainable development through the implementation of the WHO FCTC 2019–2025

- 8.2 Proposed Workplan and Budget for the financial period 2024–2025

*Documents FCTC/COP/10/17 and FCTC/COP/10/INF.DOC./1*

- 8.3 WHO FCTC Investment Fund

*Document FCTC/COP/10/18*

- 8.4 Payment of Assessed Contributions and measures to reduce Parties in arrears

*Document FCTC/COP/10/19*

- 8.5 Review of accreditation of nongovernmental organizations with the status of observer to the Conference of the Parties

*Document FCTC/COP/10/20*

- 8.6 Possible amendments to the Rules of Procedure of the Conference of the Parties

*Document FCTC/COP/10/21*

- 8.7 Strengthening synergies between the Conference of the Parties and the World Health Assembly: report by the WHO Director-General on resolutions and decisions of the World Health Assembly

*Document FCTC/COP/10/22*

- 8.8 Appointment of the Head of the Convention Secretariat: report by the Bureau

*Document FCTC/COP/10/23*

**9. Date and place of the Eleventh session of the Conference of the Parties\***

*Document FCTC/COP/10/24*

**10. Election of the President and Vice-Presidents of the Conference of the Parties\***

*Document FCTC/COP/10/25*

**11. Provisional report of the Tenth session of the Conference of the Parties\***

*Document FCTC/COP/10/26*

**12. Closure of the session\***

ANNEX

**DRAFT DECISION:  
ADOPTION OF THE AGENDA**

The Conference of the Parties (COP),

Noting the provisional agenda contained in documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated) prepared by the Convention Secretariat in consultation with the Bureau of the COP, in accordance with Rule 6 of the Rules of Procedure of the COP,

DECIDES to adopt the provisional agenda as proposed.

(XXX plenary meeting, XX November 2023)

= = =

## Memorandum

**DATE:** 11/29/2023

**TO:** Whom it May Concern

**FROM:** Wm Loy

**SUBJECT:** Flight and Ground Transportation Comparisons

**Traveler:** Brian King  
**Destination:** Panama City, Panama  
**Dates:** 4-Feb-24 to 10-Feb-24

|     | City Pairs<br>Flight RT | Taxi RT** | POV RT | Parking | # Days | Parking<br>Total | Entire<br>Trip<br>w/POV<br>Total | Entire<br>Trip<br>w/TAXI<br>Total |
|-----|-------------------------|-----------|--------|---------|--------|------------------|----------------------------------|-----------------------------------|
|     | CA *                    |           |        |         |        |                  |                                  |                                   |
| BWI | \$1,011.20              | \$95.52   | \$0.00 | \$0.00  | 0      | \$0.00           | \$1,011.20                       | \$1,106.72                        |
| DCA | \$684.00                | \$95.98   | \$0.00 | \$0.00  | 0      | \$0.00           | \$684.00                         | \$779.98                          |
| IAD | \$996.60                | \$119.98  | \$0.00 | \$0.00  | 0      | \$0.00           | \$996.60                         | \$1,116.58                        |
| ATL | \$638.60                | \$0.00    | \$0.00 | \$0.00  | 0      | \$0.00           | \$638.60                         | \$638.60                          |

### Justification for selection of flight:


Flight and transportation costs listed are a good faith comparison by the travel preparer to delineate the lowest cost fares available. The flight chosen met the mission requirements for arrival and departure at the time of processing and/or booking. By necessity, they can not represent post-booked modifications of said fares by any carrier/provider.

\* Selection of CA fares was used as provided by CGE at the time of booking  
\*\* When in ATL, traveler use public transit to ATL using a prepaid personal METRO Card with no request for reimbursement.

Sorted By: Policy - Most Compliant

Displaying: 143 out of 568 results.

[Previous](#) | [Page: 1 of 15](#) | [Next](#) | [All](#)

 01:17a IAD → 06:26a PTY Nonstop 5h 09m  \$996.60

 United<sup>1</sup>

09:18a PTY → 02:09p IAD

Nonstop

4h 51m

<sup>1</sup> United 7065 / 7156 operated by Copa Airlines

[View Fares](#)

### Selected Fare

 United<sup>1</sup>

11:00a DCA → 07:38p PTY

1 stop IAH

8h 38m

11:55p PTY → 09:23a DCA

1 stop EWR

9h 28m

<sup>1</sup> United 4500 operated by GOJET AIRLINES DBA UNITED EXPRESS

 [Remove](#)   
\$684.20



[View Fares](#)

[Show all details](#) 

 United

08:17a BWI → 07:38p PTY

1 stop IAH

11h 21m

09:30a PTY → 10:17p BWI

1 stop IAH

12h 47m

Govt. Contract / Least Cost Logical Fare

[Show all details](#) 

  
\$1,011.20



- [Close Window](#)
- [Print This Page](#)
- [Expand All](#) | [Collapse All](#)

CR-08968

Search for a Conference below

Existing Conference

Request

CR-08329

Conference Description

Conference

FDA Center

Sub-Office/Division/Branch

Hosting Organization

Conference Website

Purpose of Attending Conference

Conference Registration Deadline

Approval Package Due Date

Send for Medium Cost Approval

Send for High Cost Approval

Federal Registration Fees Verification

CONF - 05896

Center for Tobacco Products (CTP)

OCD

World Health Organization

https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties

The FCTC is an international treaty addressing the global tobacco epidemic negotiated under the auspices of the World Health Organization. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. The US Government participates as an Observer to the treaty. The US Delegation typically includes representatives from HHS, FDA, CDC, and NCI. The work accomplished at the COP typically influences the global tobacco communities' broad and domestic efforts, particularly COP work under Articles 9 & 10 covering product regulation. "MEALS ARE NOT PROVIDED."

FDA-Wide

Conference Name

Conference Type

Agency Approval Status

Role of FDA

Early Registration Deadline

Funding by another Federal Agency

Funding by another Non-Fed Agency

Record Locked

☒

FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties

Scientific

Conference Created

Non-FDA

\$0

\$0

☒

Conference Dates

Conference Start Date 2/5/2024

Conference End Date 2/10/2024

Conference Location

Virtual Conference

☐

In Person

☒

Conference Country Panama

Conference Venue Panama Convention Center

Conference City Panama City

Conference State

Attendee Information

Number of Federal Attendees 2

Number of Non-Federal Attendees 0

Total Attendance 2

Actual Attendee Information

Actual No. of Fed Attendees 0

Actual No. of Fed Travelers 0

Actual No. of Non-Fed Attendees 0

Actual No. of Non-Fed Travelers 0

Actual Total Attendance 0

Transportation Cost Details - Federal Attendees

Total Airfare/Train \$2,376.00

Total Baggage Fees \$120.00

Lodging Cost Details - Federal Attendees

Lodging Rate \$173.00

Number of Nights 7

Number of Federal Travelers 2

Total Lodging Cost \$2,422.00

Total Lodging Tax \$0.00

M&IE Cost Details - Federal Attendees

Location Rate \$80.00

Number of Days 7.50

Total M&IE Cost \$1,200.00

M&IE Cost of Meals Provided

No. of Fed Travelers with Meals Provided

Total M&IE Cost Reduced from Meals \$0.00

Explanation of M&IE Cost Reduction

If meals are a part of the Conference Agenda, identify dates meals are provided

Date(s) of Breakfast Provided

Date(s) of Lunch Provided

Date(s) of Dinner Provided

Other Conference Costs - Federal Attendees

Total Translation Services ⓘ \$0.00

Total Exhibit Fees ⓘ \$0.00

Conference Cost Details ⓘ

Total Print Materials ⓘ \$0.00

Total Misc. Conference Cost ⓘ \$0.00

Local Travel Expense - Federal Attendees

Total Airport/Local Parking ⓘ \$300.00

Total Local Taxi/Transportation ⓘ \$0.00

POV Mileage - Federal Attendees

Total POV Miles ⓘ 0

Reimbursement Rate per Mile ⓘ \$0.000

Total Mileage Cost \$0.00

TDY Travel and Misc. Expenses - Federal Attendees

Total Rental Car Cost ⓘ \$0.00

Total Hotel Parking Cost ⓘ \$0.00

Total TDY Taxi/Travel ⓘ \$0.00

Total TDY Misc. Travel Costs ⓘ \$99.50

TDY Cost Details ⓘ TMC & TAV Fees

Total Registration Fees - Federal Attendees

Registration Fee Waived- Fed Attendees ⓘ ⓘ

Total Registration Fees- Fed Attendees ⓘ \$200.00

Total Costs - Federal Attendees

Total Travel Costs - Fed Attendees \$6,517.50

Total Other Costs - Fed Attendees \$0.00

Transportation Cost Details - Non-Federal Attendees

Total Non-Federal Airfare/Train ⓘ \$0.00

Total Non-Federal Baggage Fees ⓘ \$0.00

Lodging Cost Details - Non-Federal Attendees

Lodging Rate for Non-Federal Travelers ⓘ \$0.00

No. of Nights for Non-Fed Travelers

Number of Non-Federal Travelers 0

Total Non-Federal Lodging Cost \$0.00

Total Non-Federal Lodging Tax ⓘ \$0.00

M&IE Cost Details - Non-Federal Attendees

Location Rate for Non-Federal Travelers ⓘ \$0.00

No. of Days for Non-Fed Travelers ⓘ

|  |        |  |        |
|--|--------|--|--------|
| Total M&IE Cost for Non-Fed Travelers    | \$0.00 | Non-Fed M&IE Cost of Meals Provided      |        |
| No. of Non-Fed Travelers- Meals Provided |        | Total Non-Fed M&IE Cost Reduced for Meal | \$0.00 |
| Explain- Non-Fed M&IE Cost Reduction     |        |  |        |

If meals are a part of the Conference Agenda, identify dates meals are provided

|  |                                    |
|--|------------------------------------|
| Date(s) of Breakfast Provided- Non-Fed | Date(s) of Lunch Provided- Non-Fed |
| Date(s) of Dinner Provided- Non-Fed    |                                    |

Other Conference Costs - Non-Federal Attendees

|                                    |        |                                     |        |
|------------------------------------|--------|-------------------------------------|--------|
| Total Non-Fed Translation Services | \$0.00 | Total Non-Fed Print Materials       | \$0.00 |
| Total Non-Fed Exhibit Fees         | \$0.00 | Total Non-Fed Misc. Conference Cost | \$0.00 |
| Non-Fed Conference Cost Details    |        |                                     |        |

Local Travel Expense - Non-Federal Attendees

|                                     |        |   |        |
|-------------------------------------|--------|---|--------|
| Total Non-Fed Airport/Local Parking | \$0.00 | Total Non-Fed Local Taxi/Transportation | \$0.00 |
|-------------------------------------|--------|---|--------|

POV Mileage - Non-Federal Attendees

|                                |        |                                       |         |
|--------------------------------|--------|---------------------------------------|---------|
| Total Non-Fed POV Miles        | 0      | Reimbursement Rate per Mile - Non-Fed | \$0.000 |
| Total Non-Federal Mileage Cost | \$0.00 |                                       |         |

TDY Travel and Misc. Expenses - Non-Federal Attendees

|                               |        |                                      |        |
|-------------------------------|--------|--------------------------------------|--------|
| Total Non-Fed Rental Car Cost | \$0.00 | Total Non-Fed Hotel Parking Cost     | \$0.00 |
| Total Non-Fed TDY Taxi/Travel | \$0.00 | Total Non-Fed TDY Misc. Travel Costs | \$0.00 |
| TDY Non-Fed Cost Details      |        |                                      |        |

Total Registration Fees - Non-Federal Attendees

|   |        |
|---|--------|
| Registration Fee Waived-NonFed Attendees  |        |
| Total Registration Fee- Non-Fed Attendees | \$0.00 |

Total Costs - Non-Federal Attendees

|  |        |                                       |        |
|--|--------|---------------------------------------|--------|
| Total Travel Costs for Non-Fed Attendees | \$0.00 | Total Other Costs - Non-Fed Attendees | \$0.00 |
|--|--------|---------------------------------------|--------|

Cost Instructions:

|                                 |  |
|---------------------------------|--|
| Calculation Fields Instructions | The total calculation of the Conference cost will be calculated and displayed once the Conference Request record is created. |
|---------------------------------|--|

Cost Information Summary

|                                       |  |  |            |
|---------------------------------------|--|--|------------|
| Total Estimated Cost - Fed Attendees  | \$6,717.50   | Total Estimated Cost - Non-Fed Attendees | \$0.00     |
| Cost Per Federal Attendee             | \$3,358.75   | Cost Per Non-Federal Attendee            | \$0.00     |
| Total Estimated Cost - Attending      | \$6,717.50   | Cost Per Attendee                        | \$3,358.75 |
| Cost Justification ?                  |  | Total Travelers                          | 2          |
| If cost exceeds \$150K, explain why ? |  | Cost Determination Methodology ?         |            |
| Additional Comments ?                 | HHS' Office of Global Affairs has previously requested that FDA/CTP participate in the USG Delegation to help field questions about US tobacco product regulation. |  |            |

Center/Office Executive Officer or Delegate Acknowledgement

|                                |   |
|--------------------------------|---|
| Acknowledgement                | Center/Office Executive Officer or Delegate Approval of this form provides certification that traveler meal allowances will be appropriately reduced, as required by the HHS Travel Policy Manual, for any meals provided by a non-Federal or Federal entity, including as part of the conference registration fees or when payment in-kind (Sponsored Travel) for travel reimbursements or conference registration fee waivers are provided by a non-Federal entity. Any exception will be appropriately documented. |
| Travel Expenses Acknowledged ? | <input checked="" type="checkbox"/>   |

System Information

|                        |  |                  |                                      |
|------------------------|--|------------------|--------------------------------------|
| Created By             | Lisa Washington, 11/30/2023, 12:21 PM        | Last Modified By | Schevon Charles, 11/30/2023, 1:43 PM |
| Record Type            | Update Approved Conference Attending Request |                  |                                      |
| Pending Approval Time  | 11/30/2023, 1:18 PM                          |                  |                                      |
| Approval Time Duration | 0.02   |                  |                                      |

Attendance  
Atnd-20015

|                  |                                   |
|------------------|-----------------------------------|
| Attendee Name    |                                   |
| Total Attendance | 2                                 |
| Record Type      | Conference Attendance by Center   |
| Total Travelers  | 2                                 |
| FDA Center       | Center for Tobacco Products (CTP) |

Approval History  
11/30/2023, 1:43 PM

|             |            |
|-------------|------------|
| Status      | Approved   |
| Assigned To | CLEAR TEAM |

|                 |                 |
|-----------------|-----------------|
| Actual Approver | Schevon Charles |
| Comments        | Approved        |

11/30/2023, 1:27 PM

|                 |                   |
|-----------------|-------------------|
| Status          | Approved          |
| Assigned To     | CTP EO & Delegate |
| Actual Approver | Erin Brandt       |
| Comments        |                   |

11/30/2023, 1:18 PM

|                 |   |
|-----------------|---|
| Status          | Submitted   |
| Assigned To     | Lisa Washington   |
| Actual Approver | Lisa Washington   |
| Comments        | Dates were updated after initial November dates were changed. |

Notes & Attachments

11.20 WHO OCD

|               |                          |
|---------------|--------------------------|
| Type          | File                     |
| Last Modified | Lisa Washington          |
| Description   | <a href="#">Download</a> |

11.20 WHO OCD

|               |                          |
|---------------|--------------------------|
| Type          | File                     |
| Last Modified | Lisa Washington          |
| Description   | <a href="#">Download</a> |

Conference Request History

11/30/2023, 1:43 PM

|        |   |
|--------|---|
| User   | Schevon Charles   |
| Action | Changed Is Active from false to true. Changed Approval Status from Pending Approval to Approved. Changed Status from Pending Approval to Approved. Record unlocked. |

11/30/2023, 1:18 PM

|        |   |
|--------|---|
| User   | Lisa Washington   |
| Action | Changed Approval Status from Draft to Pending Approval. Changed Status from Draft to Pending Approval. Record locked. |

11/30/2023, 12:25 PM

|        |   |
|--------|---|
| User   | Lisa Washington   |
| Action | Changed Conference End Date from 11/25/2023 to 2/10/2024. |

11/30/2023, 12:21 PM

|        |   |
|--------|---|
| User   | Lisa Washington   |
| Action | Changed In Person from false to true. Changed Purpose of Attending Conference. Changed FDA Center to Center for Tobacco Products (CTP). Changed Conference to CONF - 05896. Changed Conference End Date to 11/25/2023. Created. |



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Wednesday, 29NOV 2023 08:45 AM

**Passengers:** BRIAN ALEXANDER KING (TANUM0WJ84)

**Agency Record Locator:** (b) (6)

[>>ViewTrip](#)

[>>TSA PreCheck](#)

[>>FAA Airport Info](#)

[>>Federal Travel Online](#)

Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.

**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 638.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR   | Sunday, 4FEB 2024 |  |  |
|---|-------------------|--|---|
|   |                   |  |   |
| <b>Delta Air Lines</b>  |                   | <b>Flight Number:</b> 1759             | <b>Class:</b> U- Coach/Economy  |
| <b>From:</b> Atlanta GA, USA                                      |                   | <b>Depart:</b> 9:45 AM                 |   |
| <b>To:</b> Panama City, Panama                                    |                   | <b>Arrive:</b> 1:47 PM                 |   |
| <b>Stops:</b> Nonstop   |                   | <b>Duration:</b> 4 hour(s) 2 minute(s) |   |
| <b>Seats:</b> 16D   |                   | <b>Status:</b> CONFIRMED               | <b>Miles:</b> 1730 / 2768 KM  |
| <b>Equipment:</b> Boeing 737-900 Jet                              |                   | <b>MEAL:</b> FOOD TO PURCHASE          |   |
| <b>DEPARTS ATL TERMINAL I</b>                                     |                   |  |   |
| <b>Frequent Flyer Number:</b> (b) (6)                             |                   |  |   |
| <b>Delta Air Lines Confirmation number is</b> (b) (6)             |                   |  |   |
| Check in on-line for <a href="#">Delta</a>                        |                   |  |   |
| Click here to review Baggage guidelines for <a href="#">Delta</a> |                   |  |   |

| HOTEL                                       | Sunday, 4FEB 2024 |                                     |  |
|---|-------------------|-------------------------------------|---|
|   |                   |                                     |   |
| <a href="#">Waldorf Astoria Panama (WA)</a> |                   | <b>Confirmation Number:</b> (b) (6) |   |
| 47Th St. Uruguay Street Panama City PA      |                   | <b>Fax:</b> 507-294-8001            |   |
| <b>Number of Rooms:</b> 1                   |                   | <b>Room GUARANTEED TO VISA</b>      |   |
| <b>Phone:</b> 507-294-8000                  |                   | <b>Reserved For:</b> KING BRIAN     |   |
| <b>Rate:</b> USD 154.00                     |                   |                                     |   |
| <b>Check Out:</b> Saturday, 10FEB 2024      |                   |                                     |   |
| <b>Hotel membership:</b> (b) (6)            |                   |                                     |   |
| <b>Room Type:</b> Negotiated Rate           |                   |                                     |   |

WA62249ARR04FEB.CXL.CXL 1 DAY PRIOR TO ARRIVAL  
Guaranteed to: (b) (6)  
Approximate total: 1016.40USD  
Credit card required at check-in

|             |   |   |   |
|-------------|---|---|---|
| <b>AIR</b>  | <b>Saturday, 10FEB 2024</b>   |   |  |
|             | <b>Delta Air Lines</b><br><b>From:</b> Panama City, Panama<br><b>To:</b> Atlanta GA, USA<br>Stops: Nonstop<br>Seats: 14C<br>Equipment: Boeing 737-900 Jet<br>ARRIVES ATL TERMINAL I<br>Frequent Flyer Number: (b) (6)<br><b>Delta Air Lines Confirmation number is (b) (6)</b><br>Check in on-line for <a href="#">Delta</a><br>Click here to review Baggage guidelines for <a href="#">Delta</a> | <b>Flight Number:</b> 1758<br><b>Depart:</b> 3:12 PM<br><b>Arrive:</b> 7:39 PM<br>Duration: 4 hour(s) 27 minute(s)<br>Status: CONFIRMED<br>MEAL: FOOD TO PURCHASE | Class: U- Coach/Economy<br><br>Miles: 1730 / 2768 KM                                |
| <b>TOUR</b> | <b>Wednesday, 3JUL 2024</b>   |   |  |

THANK YOU FOR USING CONCURGOV

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.  
[Click here for travel health advisories](#)  
[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure  
To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft  
[Click Here](#)

## TRIP00TI00 (TANUM0WJ84)



**Primary Traveler** Brian King (b) (6)  
**Document Type** Auth  
**Type Code** TDY-TEMP DUTY TRAVEL  
**Organization** HHSDCFA

**Purpose** CONFERENCE NOT TRAINING  
**Ticket By** 02/02/2024  
**Travel Dates** 02/04/2024 - 02/10/2024  
**Trip Name** Brian King; Director CTP, HHS/FDA/CTP; 2/04/24; WHO Flavors Global Consultation; Panama City, Panama; Attending; Subj to FY2024 funds; No personal days; No annual leave; CTT eligible; Gov CC, Yes; Reg, N/A  
**Currency** USD

**Estimated Cost** 2,803.07  
**Current Status** OFFSETTING OBLIGATION  
**Next Status**

**Per Diem Locations** PANAMA CITY, PAN  
**Document Details** Traveler's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which the traveler is a member.

## Traveler Profile

**Name** King, Brian Alexander  
**TrID** (b) (6)  
**Title** EPIDEMIOLOGIST  
**Security CI**  
**Office Address** ,  
**Office Phone** (301) 796-9243  
**Home Address** (b) (6)

**ID** (b) (6)  
**Organization** HHSDCFA  
**Duty Station** ATLANTA GA  
**Card** No Advance  
**EMAIL** brian.king@fda.hhs.gov  
**Cell Phone**  
**Home Phone** (b) (6)  
**Alternate Phone**

## Trip Details

## Document Information

**Purpose** Traveler's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which the traveler is a member.

## Itinerary Locations

| From     | To       | Itinerary Location | Purpose | Per Diem Rates |
|----------|----------|--------------------|---------|----------------|
| 02/04/24 | 02/10/24 | PANAMA CITY, PAN   |         | 173.00 / 99.00 |

## Document Custom Fields

## Notification of Foreign Travel

**Is business or premium class used for any leg of this trip?** No

**Funding Source 1** FDA

**Funded Amount 1** 5000.00

**Funding Details 1** Center for Tobacco Products  
("&" character not allowed)

**Funding Source 2** FDA

**Funded Amount 2** 0.00

**Funding Details 2**  
("&" character not allowed)

**Funding Source 3** FDA

**Funded Amount 3** 0.00

**Funding Details 3**  
("&" character not allowed)

**Total Funding** 5000

**Agency** FDA

**Center** CTP

**Additional Organization Description** Center for Tobacco Products  
("&" character not allowed)

**Country** Yes  
**Clearance Cable Prepared?**

**Multilateral Travel Activity?** Yes

**Are Multiple Employees Traveling Together?** Yes

**Multilateral Travel Selection** WHO

**Additional Employee Names List** Megan Hicks  
("&" character not allowed)

**Late Reason** LATE INVITATION

**Late Justification** Postponed from a previous date in November/2023  
("&" character not allowed)

**Job Title** Director  
("&" character not allowed)

**Employee Status** SES

**Passport Type** Official

**Passport # and Expiration Date** (b) (6)  
("&" character not allowed)

**Passport Issuing Country** USA  
("&" character not allowed)

**Country of Birth** USA  
("&" character not allowed)

allowed)

Conference Travel

Month of February 2024

Conference

Conference Name FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties

Document Totals

|                           |          |                   |      |
|---------------------------|----------|-------------------|------|
| Total Expenses            | 2,803.07 | Advance           | 0.00 |
| Reimbursable Expenses     | 2,803.07 | Authorized        |      |
| Non-Reimbursable Expenses | 0.00     | Advance Requested | 0.00 |

Document Totals by Expense Category

| Expense Category  | Cost     | Advance Amount |
|-------------------|----------|----------------|
| BAGGAGE FEES      | 70.00    | 0.00           |
| COM.CARR.         | 638.60   | 0.00           |
| LODGING           | 924.00   | 0.00           |
| M&IE              | 643.50   | 0.00           |
| TAV EXP-C         | 14.50    | 0.00           |
| TAXI/PUBLIC TRANS | 500.00   | 0.00           |
| TMC FEE           | 12.47    | 0.00           |
| Total Expenses    | 2,803.07 | 0.00           |

Reservations Summary

| Reservation Type | Vendor          | T #     | Location    | Cost   |
|------------------|-----------------|---------|-------------|--------|
| COMM-CARR        | Delta           | (b) (6) |             | 638.60 |
| COMM-CARR        | Delta           |         |             | 0.00   |
| LODGE            | Waldorf Astoria |         | Panama City | 924.00 |

## Trip Itinerary

| From  | ATL-Atlanta, GA (USA) (Hartsfield Intl.             | To  | PTY-Panama City, Panama (Tocumen Intl. A |
|---|---|---|--|
| Air   |   |   |  |
| Sunday February 04, 2024                            |   |   |  |
| ATL-Atlanta, GA (USA) (H to PTY-Panama City, Panama |   |   |  |
| <b>Feb 04</b>                                       | Delta 1759  | Duration 4 Hours 2 Minutes Nonstop                  |  |
|   | Panama City, Panama (Tocumen Intl. Apt) 02/04/2024  | Panama City, Panama (Tocumen Intl. Apt) 02/04/2024  |  |
|   | 1:47PM  | 1:47PM  |  |
|   | Confirmation Number                                 |   |  |
|   | Flight Information                                  |   |  |
|   | Distance 1726 miles                                 | Emissions 1124.5 lbs of CO2                         |  |
|   | No Seat Assigned                                    | Cost 638.60 USD                                     |  |
| Hotel   |   |   |  |
| Waldorf Astoria                                     |   |   |  |
| 47th St. & Uruguay St. Panama City 294-8000         |   |   |  |
| <b>Feb 04</b>                                       | Checking in 02/04/2024                              | Checking out 02/10/2024                             |  |
|   |   | Total Rate 924.00 USD                               |  |
| Air   |   |   |  |
| Saturday February 10, 2024                          |   |   |  |
| PTY-Panama City, Panama to ATL-Atlanta, GA (USA) (H |   |   |  |
| <b>Feb 10</b>                                       | Delta 1758  | Duration 4 Hours 27 Minutes Nonstop                 |  |
|   | Atlanta, GA (USA) (Hartsfield Intl. Apt) 02/10/2024 | Atlanta, GA (USA) (Hartsfield Intl. Apt) 02/10/2024 |  |
|   | 7:39PM  | 7:39PM  |  |
|   | Confirmation Number                                 |   |  |
|   | Flight Information                                  |   |  |
|   | Distance 1726 miles                                 | Emissions 1124.5 lbs of CO2                         |  |
|   | No Seat Assigned                                    |   |  |

## Expenses

| Date       | Description   | Category          | Cost   | Pay Method      | Per Diem |
|------------|---|-------------------|--------|-----------------|----------|
| 11/29/2023 | TDY Voucher Fee   | TAV EXP-C         | 14.50  | IBA-TRAVEL CARD |          |
| 11/29/2023 | Travel Fee  | TMC FEE           | 12.47  | IBA-TRAVEL CARD |          |
|            | Comment: OTRS Domestic-Intl w-Air-Rail                          |                   |        |                 |          |
| 02/04/2024 | First Bag Airline Fee   | BAGGAGE FEES      | 35.00  | IBA-TRAVEL CARD |          |
| 02/04/2024 | Airfare   | COM.CARR.         | 638.60 | IBA-TRAVEL CARD |          |
| 02/04/2024 | Lodging   | LODGING           | 154.00 | IBA-TRAVEL CARD | Yes      |
|            | Comment: Conf Num: (b) (6) Cmt: CXL: CXL 1 DAY PRIOR TO ARRIVAL |                   |        |                 |          |
| 02/04/2024 | M&IE  | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/04/2024 | Taxi - Airport/Train Station                                    | TAXI/PUBLIC TRANS | 75.00  | IBA-TRAVEL CARD |          |
|            | Comment: Airport to Hotel                                       |                   |        |                 |          |
| 02/04/2024 | Transportation Network Company                                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
|            | Comment: Hotel to Venue   |                   |        |                 |          |
| 02/04/2024 | Transportation Network Company                                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
|            | Comment: Venue to Hotel   |                   |        |                 |          |
| 02/05/2024 | Lodging   | LODGING           | 154.00 | IBA-TRAVEL CARD | Yes      |
|            | Comment: Conf Num: (b) (6) Cmt: CXL: CXL 1 DAY PRIOR TO ARRIVAL |                   |        |                 |          |
| 02/05/2024 | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/05/2024 | Transportation Network Company                                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
|            | Comment: Hotel to Venue   |                   |        |                 |          |
| 02/05/2024 | Transportation Network Company                                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
|            | Comment: Venue to Hotel   |                   |        |                 |          |
| 02/06/2024 | Lodging   | LODGING           | 154.00 | IBA-TRAVEL CARD | Yes      |
|            | Comment: Conf Num: (b) (6) Cmt: CXL: CXL 1 DAY PRIOR TO ARRIVAL |                   |        |                 |          |

| Date                               | Description   | Category          | Cost   | Pay Method      | Per Diem |
|------------------------------------|---|-------------------|--------|-----------------|----------|
| 02/06/2024                         | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/06/2024                         | Transportation Network Company<br><i>Comment: Hotel to Venue</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/06/2024                         | Transportation Network Company<br><i>Comment: Venue to Hotel</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/07/2024                         | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt: CXL: CXL 1 DAY PRIOR TO ARRIVAL</i> | LODGING           | 154.00 | IBA-TRAVEL CARD | Yes      |
| 02/07/2024                         | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/07/2024                         | Transportation Network Company<br><i>Comment: Hotel to Venue</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/07/2024                         | Transportation Network Company<br><i>Comment: Venue to Hotel</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/08/2024                         | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt: CXL: CXL 1 DAY PRIOR TO ARRIVAL</i> | LODGING           | 154.00 | IBA-TRAVEL CARD | Yes      |
| 02/08/2024                         | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/08/2024                         | Transportation Network Company<br><i>Comment: Hotel to Venue</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/08/2024                         | Transportation Network Company<br><i>Comment: Venue to Hotel</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/09/2024                         | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt: CXL: CXL 1 DAY PRIOR TO ARRIVAL</i> | LODGING           | 154.00 | IBA-TRAVEL CARD | Yes      |
| 02/09/2024                         | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/09/2024                         | Transportation Network Company<br><i>Comment: Hotel to Venue</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/09/2024                         | Transportation Network Company<br><i>Comment: Venue to Hotel</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/10/2024                         | First Bag Airline Fee   | BAGGAGE FEES      | 35.00  | IBA-TRAVEL CARD |          |
| 02/10/2024                         | M&IE  | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/10/2024                         | Taxi - Airport/Train Station<br><i>Comment: Hotel to Aiport</i>                   | TAXI/PUBLIC TRANS | 75.00  | IBA-TRAVEL CARD |          |
| 02/10/2024                         | Transportation Network Company<br><i>Comment: Hotel to Venue</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/10/2024                         | Transportation Network Company<br><i>Comment: Venue to Hotel</i>                  | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| <b>Total Non-Per Diem Expenses</b> |   |                   |        |                 | 1,235.57 |
| <b>Total Per Diem Expenses</b>     |   |                   |        |                 | 1,567.50 |

## Per Diem Allowances

| Date                             | Rate          | Ldg Cost | Ldg Allowed | M&IE Cost | M&IE Allowed | B | L | D | Conf%    |
|----------------------------------|---------------|----------|-------------|-----------|--------------|---|---|---|----------|
| 02/04/2024                       | 173.00/ 99.00 | 154.00   | 154.00      | 74.25     | 74.25        |   |   |   |          |
| 02/05/2024                       | 173.00/ 99.00 | 154.00   | 154.00      | 99.00     | 99.00        |   |   |   |          |
| 02/06/2024                       | 173.00/ 99.00 | 154.00   | 154.00      | 99.00     | 99.00        |   |   |   |          |
| 02/07/2024                       | 173.00/ 99.00 | 154.00   | 154.00      | 99.00     | 99.00        |   |   |   |          |
| <b>Total Per Diem Allowances</b> |               |          |             |           |              |   |   |   | 1,567.50 |

| Date                      | Rate          | Ldg<br>Cost | Ldg<br>Allowed | M&IE<br>Cost | M&IE<br>Allowed | B | L | D | Conf%    |
|---------------------------|---------------|-------------|----------------|--------------|-----------------|---|---|---|----------|
| 02/08/2024                | 173.00/ 99.00 | 154.00      | 154.00         | 99.00        | 99.00           |   |   |   |          |
| 02/09/2024                | 173.00/ 99.00 | 154.00      | 154.00         | 99.00        | 99.00           |   |   |   |          |
| 02/10/2024                | 173.00/ 99.00 | 0.00        | 0.00           | 74.25        | 74.25           |   |   |   |          |
| Total Per Diem Allowances |               |             |                |              |                 |   |   |   | 1,567.50 |

## Other Authorizations

| Other Authorizations   | Remarks |
|--|---------|
| Contract fare used or No contract fare exists for city-pair market |         |

## Advance of Funds

No other authorization for cash advances found.

## Payment Detail Information

| Organization | Label                    | Accounting String | Payment Method  | Amount   |
|--------------|--------------------------|-------------------|-----------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | IBA-TRAVEL CARD | 2,159.57 |
| HHSDCFA      | WHO Framework Convention | (b) (6)           | PERSONAL        | 643.50   |

## Totals by Accounting Label

| Organization | Label                    | Accounting String | Amount   |
|--------------|--------------------------|-------------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | 2,803.07 |

## Totals by Payment Method

| Payment Method  | Amount   |
|-----------------|----------|
| IBA-TRAVEL CARD | 2,159.57 |
| PERSONAL        | 643.50   |

## Account Summary

| Org                   | HHSDCFA                  | Accounting Code | (b) (6) |
|-----------------------|--------------------------|-----------------|---------|
| Acct Label            | WHO Framework Convention |                 |         |
| Expense Category      | Fiscal Year              | Amount          |         |
| BAGGAGE FEES          | 2024                     | 70.00           |         |
| COM.CARR.             | 2024                     | 638.60          |         |
| LODGING               | 2024                     | 924.00          |         |
| M&IE                  | 2024                     | 643.50          |         |
| TAV EXP-C             | 2024                     | 14.50           |         |
| TAXI/PUBLIC TRANS     | 2024                     | 500.00          |         |
| TMC FEE               | 2024                     | 12.47           |         |
| Accounting Code Total |                          | 2,803.07        |         |

## Attachments

| Attachment File Name                                  | Uploaded Timestamp    |
|---|-----------------------|
| OSEM_DOCS_Binder1.pdf                                 | 12/05/2023 2:14:51 AM |
| PASSPORT_INFO_PAGE_BrianKingOfficialPassport.pdf      | 12/05/2023 2:38:42 AM |
| CONFERENCE APPROVAL - Unlimited Edition.pdf           | 12/05/2023 2:38:42 AM |
| KING_PANAMA_Airport Cost Comparison_ City_Pairs.pdf   | 12/05/2023 2:38:42 AM |
| AGENDA_2. FCTC COP10 provisional agenda.pdf           | 12/05/2023 2:38:42 AM |
| ITINERARY_ItineraryZHSM04_29NOV.pdf                   | 12/05/2023 2:38:42 AM |
| FORM 182 KING_WHO_Panama_SF182-Revised March 2020.pdf | 12/05/2023 2:38:42 AM |
| INVITE_FCTC_COP10_MOP3_DIV2_E.pdf                     | 12/05/2023 2:38:42 AM |
| DCOO Approval.pdf                                     | 12/15/2023 4:05:53 AM |

## Receipt Checklist

| Date       | Description                  | Cost   | Receipt Filename | Uploaded Timestamp |
|------------|------------------------------|--------|------------------|--------------------|
| 02/04/2024 | AIR                          | 638.60 |                  |                    |
| 02/04/2024 | Lodging                      | 154.00 |                  |                    |
| 02/04/2024 | Taxi - Airport/Train Station | 75.00  |                  |                    |
| 02/05/2024 | Lodging                      | 154.00 |                  |                    |
| 02/06/2024 | Lodging                      | 154.00 |                  |                    |
| 02/07/2024 | Lodging                      | 154.00 |                  |                    |
| 02/08/2024 | Lodging                      | 154.00 |                  |                    |
| 02/09/2024 | Lodging                      | 154.00 |                  |                    |
| 02/10/2024 | Taxi - Airport/Train Station | 75.00  |                  |                    |

## Audits

|  |  |
|--|--|
| <b>FAIL</b><br>DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/10/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. | <b>Traveler Justification</b><br>The TNC duplication is to/from Hotel and Venue each way from 2/4/2024 through 2/10/2024 |
| <b>FAIL</b><br>DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/04/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. | <b>Traveler Justification</b>  |
| <b>FAIL</b><br>DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/05/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. | <b>Traveler Justification</b>  |
| <b>FAIL</b><br>DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/08/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. | <b>Traveler Justification</b>  |
| <b>FAIL</b><br>DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/09/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. | <b>Traveler Justification</b>  |
| <b>FAIL</b><br>DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/10/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. | <b>Traveler Justification</b>  |

|   |                               |
|---|-------------------------------|
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/07/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/08/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/09/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/06/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/07/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/04/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/05/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |
| <b>FAIL</b>   | <b>Traveler Justification</b> |
| DUPLICATE EXPENSES<br>Transportation Network Company, dated 02/06/2024, for amount 25 is duplicated. Multiple expenses exist for the same date and amount. Please verify for accuracy and if applicable justify any duplicate expenses. |                               |

## Document History - 11/01/2024 Auth: TRIP00TI00

| Status                | Date       | Time       | Signature Name           | Comments   |
|-----------------------|------------|------------|--------------------------|--|
| OFFSETTING OBLIGATION | 02/15/2024 | 6:48AMEST  | User, EAI                | EAI Offsetting Obligation Update   |
| Posack Obligation     | 01/04/2024 | 10:50AMEST | User, EAI                | EAI Document Status Update WS  |
| PENDING               | 01/04/2024 | 7:33AMEST  | SYSUTILITY               | EAI Obligation Submitted   |
| APPROVED              | 01/04/2024 | 7:33AMEST  | JONES, JAMAAL Anwar      |  |
| NFT FINAL APPROVAL    | 01/04/2024 | 5:49AMEST  | Arreluce, Daniel         |  |
| FGN SECURITY APPROVD  | 12/22/2023 | 9:00AMEST  | Martin, John Christopher |  |
| NFT PRE-APPROVAL      | 12/22/2023 | 8:35AMEST  | Arreluce, Daniel         |  |
| ADJUSTED              | 12/19/2023 | 11:18AMEST | Loy, William A           |  |
| ADJUSTED              | 12/18/2023 | 8:31AMEST  | Loy, William A           |  |
| FUNDS AVAILABLE       | 12/18/2023 | 4:30AMCST  | Jones, Jody Donyelle     |  |
| AUTHORIZED            | 12/15/2023 | 4:07AMEST  | HUGGINS, LISA            | On behalf of DCOO Angelique Hebert. Email approval uploaded to document. |
| REVIEWED              | 12/11/2023 | 11:40AMCST | Jones, Jody Donyelle     | adding CAN and Tagging   |
| ADJUSTED              | 12/11/2023 | 11:38AMCST | Jones, Jody Donyelle     | add CAN and Tagging  |
| ADJUSTED              | 12/11/2023 | 5:43AMEST  | HUGGINS, LISA            | Add baggage expense for the return flight.                               |
| REVIEWED              | 12/11/2023 | 5:19AMEST  | HUGGINS, LISA            |  |
| ADJUSTED              | 12/11/2023 | 5:08AMEST  | HUGGINS, LISA            |  |
| SIGNED                | 12/05/2023 | 4:45AMEST  | Loy, William A           |  |
| CREATED               | 11/29/2023 | 2:28AMEST  | William Loy              | Auto-created from reservation -  |

I certify that the electronic signatures listed above are valid and on file

SIGNED

DATE

Document Signatures

Traveler/Preparer Name \_\_\_\_\_ Approver Name \_\_\_\_\_

Traveler/Preparer Signature \_\_\_\_\_ Approver Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



This is not your final statement.

CARD NUMBER

(b) (6)

NAME ON CARD

BRIAN A KING

CURRENT BALANCE

\$ (b)(6)

TRANSACTION TOTAL

\$ (b)(6)

NEXT STATEMENT DATE

03/05/2024

BALANCE AS OF

02/13/2024

\$ (b)(6)

TOTAL DEBITS POSTED AS OF

02/13/2024

\$ (b)(6)

TOTAL CREDITS POSTED AS OF

02/13/2024

\$ 0.00

TOTAL PAYMENTS POSTED AS OF

02/13/2024

\$ 0.00

PAYMENT DUE DATE

03/30/2024

| TRANSACTION DATE | POSTING DATE | TRANSACTION DETAILS | EXCHANGE RATE | AMOUNT  |
|------------------|--------------|---------------------|---------------|---------|
| 02/10/2024       | 02/12/2024   | UBER TRIP           | 1             | 33.84   |
| 02/10/2024       | 02/12/2024   | UBER TRIP           | 1             | 3.00    |
| 02/10/2024       | 02/12/2024   | THE WALDORF ASTORIA | 1             | 1050.22 |



Record Locator: (b) (6)

Booking Date: 11/29/2023

Traveler: KING / BRIAN ALEXANDER

Credit Card Number Ending: (b) (6)

CGE HHS

Invoice Number: (b) (6)

Invoice Date: 1/30/2024

|     |           |                   |         |                |
|-----|-----------|-------------------|---------|----------------|
| Air | 2/4/2024  | Atlanta (ATL)     | 9:45 AM | Delta Airlines |
|     |           | Panama City (PTY) | 1:47 PM | Flight #: 1759 |
| Air | 2/10/2024 | Panama City (PTY) | 3:12 PM | Delta Airlines |
|     |           | Atlanta (ATL)     | 7:42 PM | Flight #: 1758 |



Delta Airlines

Conf: (b) (6)

\$640.80

Charge on Card Number Ending (b) (6) \$640.80



Service Fee

Conf: (b) (6)

\$12.47

Charge on Card Number Ending (b) (6) \$12.47



Waldorf Astoria Hotels and  
Waldorf Astoria Panama City with checkin  
47Th St And Uruguay St Panama City  
Phone #: +5072948000

Conf: (b) (6)  
Room Nights: 6

Daily Rate: \$924.00

Air Charges: \$640.80

Rail Charges: \$0.00

Fee Charges: \$12.47

Total Due: \$653.27

Card Total Charges: \$653.27

Balance: \$0

Brian King

(b) (6)

|              |   |          |
|--------------|---|----------|
| Conf. No.    | : | (b) (6)  |
| A/R Number   | : |          |
| Group Code   | : |          |
| Company Name | : | Fedrooms |

---

Date

Text

Brian King

(b) (6)

Conf. No.

: (b) (6)

A/R Number

:

Group Code

:

Company Name

: Fedrooms

Date

Text

---

Total

## Loy, William

---

**From:** King, Brian  
**Sent:** Sunday, February 11, 2024 4:12 PM  
**To:** Loy, William  
**Subject:** Re: Panama Taxi Fare

That is correct. Thanks!

Brian

---

**From:** Loy, William <William.Loy@fda.hhs.gov>  
**Sent:** Sunday, February 11, 2024 11:27:25 AM  
**To:** King, Brian <Brian.King@fda.hhs.gov>  
**Cc:** Loy, William <William.Loy@fda.hhs.gov>  
**Subject:** Panama Taxi Fare

Brian:

This is to confirm that the cab taken from the airport to the hotel was unable to provide you with a receipt and that you wish to self certify the cost. The reason stated is that cabs in the area only take cash and don't have receipt capabilities. The stated cost was a \$40 flat rate, including the airport fee, with a tip of \$5 for a total of \$45.

Thanks!

**William "Bill" Loy, MATL**  
**Center for Tobacco Products**  
**Office of the Director**  
**U.S. Food and Drug Administration**  
**Tel: 202-796-9217**  
[William.Loy@fda.hhs.gov](mailto:William.Loy@fda.hhs.gov)

**From:** [Brian King](#)  
**To:** [King, Brian](#)  
**Subject:** [EXTERNAL] Fwd: Your Saturday morning trip with Uber  
**Date:** Saturday, February 10, 2024 12:06:00 PM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Brian

Sent from my iPhone

Begin forwarded message:

**From:** Uber Receipts <noreply@uber.com>  
**Date:** February 10, 2024 at 12:05:00 PM EST  
**To:** (b) (6)  
**Subject:** Your Saturday morning trip with Uber



Total \$36.84  
February 10, 2024

Thanks for giving an extra, Brian

Here's your updated Saturday morning ride receipt.



Total \$36.84

Trip fare \$25.76

Subtotal \$25.76

CS - Atlapa Norte a Sur ☐ \$1.40

CS Transit Ciudad Radial - Oeste a Este ☐ \$1.25

|                                      |        |
|--------------------------------------|--------|
| Booking Fee <input type="checkbox"/> | \$1.43 |
| Airport Surcharge                    | \$4.00 |
| Tip                                  | \$3.00 |

Payments

|   |         |
|---|---------|
|  (b) (6) | \$33.84 |
| 2/10/24 11:08 AM  |         |
|  (b) (6) | \$3.00  |
| 2/10/24 12:04 PM  |         |

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with Rigoberto



5.00 ☐ Rating



All your trips are insured by ASSA.

[Learn more](#)

**Black** 21.38 kilometers | 20 min

|   |   |
|---|---|
|  | 10:47 AM<br>47 4221, Panamá, Provincia<br>de Panamá, Panama   |
|  | 11:07 AM<br>Av. Domingo Díaz, Panamá,<br>Provincia de Panamá, |

## Panama



[Report lost item](#)

[Contact support](#)

[My trips](#)



[Forgot password](#)

[Privacy](#)

Uber B.V.  
Burgerweeshuispad 301  
1076 HR Amsterdam

## Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

**FDA  
TRIP REPORT FOR INTERNATIONAL TRAVEL**

**TRAVELER(S):**

**Brian King**

**DESTINATION(S):**

Panama City, Panama

**DATES OF TRAVEL:**

**February 5-9, 2024**

**PURPOSE:**

**Conference of Parties to the WHO Framework Convention on Tobacco Control - February 5 - 9, the Center Director attended, as part of a U.S., HHS non-party delegation, the Tenth Session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control hosted by Panama in Panama City.**

**TEXT OF THE REPORT:**

The FCTC is an international treaty addressing the global tobacco epidemic negotiated under the auspices of the World Health Organization. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. The US Government participates as an Observer to the treaty. The US Delegation typically includes representatives from HHS, FDA, CDC, and NCI. The work accomplished at the COP typically influences the global tobacco communities' broad and domestic efforts, particularly COP work under Articles 9 & 10 covering product regulation. While the US is not a Party to the treaty, the USG fully supports the mission of the treaty. It is important for FDA to maintain knowledge of COP decisions as it informs CTP's engagements with regulatory counterparts and may impact USG development of global public health positions. COP10 provides CTP with an important opportunity to meet with multiple relevant stakeholders in one

location, including members of the Global Tobacco Regulators Forum Steering Committee, maximizing the use of CTP travel resources.

**PREPARED BY: Wm Loy**

**DATE: 2/11/24**

**From:** [Phillips, Tara](#)  
**To:** [Huggins, Lisa](#)  
**Subject:** Fwd: TRAVEL REQUEST - TRAVEL AUTHORIZED - BRIAN KING in PANAMA CITY, PANAMA on February 4-10, 2024  
**Date:** Thursday, December 14, 2023 9:06:19 PM

---

See below approval.

---

**From:** Hebert, Angelique A. <Angelique.Hebert@fda.hhs.gov>  
**Sent:** Thursday, December 14, 2023 2:58:39 PM  
**To:** Phillips, Tara <Tara.Phillips@fda.hhs.gov>  
**Subject:** RE: TRAVEL REQUEST - TRAVEL AUTHORIZED - BRIAN KING in PANAMA CITY, PANAMA on February 4-10, 2024

This is approved we can proceed.

Thanks!  
A

---

**From:** Phillips, Tara <Tara.Phillips@fda.hhs.gov>  
**Sent:** Monday, December 11, 2023 8:47 AM  
**To:** Hebert, Angelique A. <Angelique.Hebert@fda.hhs.gov>  
**Subject:** TRAVEL REQUEST - TRAVEL AUTHORIZED - BRIAN KING in PANAMA CITY, PANAMA on February 4-10, 2024

Good morning and Happy Monday, Angel,

We received the below request for Brian King. This trip was previously approved for November 2023 (see attached), but the organizer postponed the event until February 2024. Please provide the necessary approval.

Traveler: Brian King

Travel Details: Traveler's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which the traveler is a member.

Travel Dates: February 4-10, 2024

Travel Location(s): PANAMA CITY, PANAMA

Travel Cost: \$2803.07

Thank you,  
Tara



**PROTOCOL**  
TO ELIMINATE  
ILLCIT TRADE IN  
TOBACCO PRODUCTS

**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/DIV/2**

**Tenth session**

**Panama City, Panama, 20–25 November 2023**

**MEETING OF THE PARTIES TO THE PROTOCOL  
TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

**FCTC/MOP/3/DIV/2**

**Third session**

**Panama City, Panama, 27–30 November 2023**

**26 April 2023**

---

## **Guide for Participants**

**Tenth session of the Conference of the Parties to the  
WHO Framework Convention on Tobacco Control**

**and**

**Third session of the Meeting of the Parties to the  
Protocol to Eliminate Illicit Trade in  
Tobacco Products**

## Contents

|   |    |
|---|----|
| INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP .....                            | 4  |
| VENUE AND DATES .....   | 4  |
| REGISTRATION PROCESS.....   | 4  |
| CREDENTIALS .....   | 4  |
| VISA REQUIREMENTS .....   | 5  |
| ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER .....                                       | 6  |
| HOTEL RESERVATIONS .....  | 6  |
| LOCAL TRANSPORTATION .....  | 7  |
| INSURANCE .....   | 7  |
| ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT .....                            | 7  |
| BADGES .....  | 8  |
| WORKING HOURS OF THE SESSION .....  | 8  |
| INFORMAL REGIONAL MEETINGS.....   | 9  |
| SIDE EVENTS .....   | 9  |
| MARKETPLACE.....  | 10 |
| DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED .....                                   | 10 |
| DOCUMENTATION .....   | 10 |
| ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY,<br>COMMITTEE A AND B MEETINGS..... | 11 |
| STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE .....                             | 12 |
| INTERPRETATION AND STATEMENTS.....  | 12 |
| SUBMISSIONS BY DELEGATIONS .....  | 12 |

|   |    |
|---|----|
| CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B.....      | 12 |
| RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS ..... | 13 |
| PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP.....        | 13 |
| INFORMAL CONSULTATIONS.....                                   | 13 |
| VACCINATION REQUIREMENTS .....                                | 13 |
| USEFUL CONTACTS.....  | 14 |
| ANNEX 1.....  | 15 |
| ANNEX 2.....  | 16 |
| ANNEX 3.....  | 18 |
| ANNEX 4.....  | 19 |

## INFORMATION KIT FOR DELEGATES TO THE COP AND THE MOP

Information kits for Delegates to the Conference of the Parties to the WHO Framework Convention on Tobacco Control and to the Meeting of the Parties to the Protocol to Eliminate Illicit Trade in Tobacco Products are available for delegates representing Parties, as well as those attending as accredited observers at the Conference of the Parties (COP) and/or to the Meeting of the Parties (MOP). The information kits are intended to help delegates understand how the COP and the MOP operate, as well as their practices and procedures.

**Additionally, the host country website for COP10 and MOP3 at <http://www.cop10-mop3-pma.com/> will provide participants with further details to plan their participation and travel, including on-site facilities and other useful information.**

## VENUE AND DATES

The Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Third session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products will be held at the Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama. A floor plan of the Panama Convention Center is attached as Annex 1.

The first plenary session of COP10 will open at 10:00 on Monday, 20 November 2023, and the meeting is expected to close no later than 18:00 on Saturday, 25 November 2023.

The first plenary session of MOP3 will open at 10:00 on Monday, 27 November 2023, and the meeting is expected to close no later than 18:00 on Thursday, 30 November 2023.

**Smoking and the use of any electronic tobacco or nicotine delivery devices are not permitted in any indoor area, including in the conference area allocated for the meetings and any other spaces.**

## REGISTRATION PROCESS

Online registration is required for COP10 and MOP3. Instructions for online registration are available on the WHO FCTC website:

**COP10 online registrations opens 1 May 2023 and must be completed by 31 October 2023; and**

**MOP3 online registrations opens 1 May 2023 and must be completed by 7 November 2023.**

Queries concerning the system can be communicated by email to [cop10-mop3@who.int](mailto:cop10-mop3@who.int).

## CREDENTIALS

In accordance with Rule 18 of the Rules of Procedure of COP and of the MOP, credentials shall be issued by the Head of State or Government, Minister of Foreign Affairs, Minister of Health or any other competent government authority (in an official diplomatic note or letter prepared on letterhead, and appropriately dated, signed and/or stamped).<sup>1</sup> Alternates and advisers may accompany delegates.

---

<sup>1</sup> For the convenience of delegates, a template for the submission of credentials will be provided in the registration system.

Credentials shall be addressed to the Head of the Convention Secretariat, Dr Adriana Blanco Marquizo, and should include the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, city and gender (unless indicated in the title). Additionally, the credentials should explicitly specify the Head of Delegation, accredited representatives, alternate representatives and advisers in order of precedence.

**Credentials addressed to any officials of the World Health Organization (WHO), including the Director-General, Regional Directors or Heads of WHO country offices, are not considered valid and, therefore, will not be accepted.**

In accordance with decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#), the Convention Secretariat respectfully reminds Parties to observe Article 5.3 of the WHO FCTC and to be mindful of the recommendations 4.9 and 8.3 of the *Guidelines for the implementation of Article 5.3 of the WHO FCTC* when designating their representatives to the meetings of the COP and MOP. Further, the COP and MOP require Parties, when designating their representatives to the meetings of the COP and MOP, to indicate, by any means or format of their preference (for example, in the accreditation document or in a 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. In this regard, in accordance with the above-referenced decision, the Parties shall indicate the following:

*“When designating its representatives to the Tenth session of the Conference of the Parties/Third session of the Meeting of the Parties, [name of the Party] has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the Guidelines for implementation of Article 5.3 of the WHO FCTC.”*

The procedures set forth as per decisions [FCTC/COP8\(12\)](#) and [FCTC/MOP1\(15\)](#) apply to the designation of delegations from States non-Parties.

In the case of a regional economic organization, credentials shall be issued by the competent authority of that organization and shall include the same information as required for delegations from State Parties.

## VISA REQUIREMENTS

In order to enter Panama, participants are requested to ensure that they are in possession of a valid passport recognized by the Government of Panama and to obtain, as appropriate, the necessary visa from the embassy of Panama in the country of departure, or the nearest embassy or consulate of Panama. Participants are advised to apply directly at the nearest embassy or consulate of Panama and not to use the services of any intermediary agent.

A summary of information concerning immigration and visas, including a list of countries whose citizens do not need a visa to enter Panama and those countries whose citizens need a visa (authorized and stamped) to enter Panama, the required documents, and the application form, will be available at the host country website for COP10 and MOP3.

Depending on the verification and completion of documents:

- the approval process may take up to **60 business days** for authorized visas; and
- the approval process may take up to **30 business days** for stamped visas.

**Participants are requested to wait until their visa has been granted before finalizing their travel arrangements.**

Detailed information or specific questions on visa requirements can be obtained from the diplomatic or consular headquarters of Panama or from the official website of the National Migration Service of the Ministry of Public Security of Panama: <https://www.migracion.gob.pa/>.

Participants from countries that have a special visa agreement with Panama may be exempted from the visa requirement and may, therefore, stay in Panama without a visa for a certain period of time, depending on the type of agreement that exists between their country and Panama. More information on visa exemptions can be found on the host country website for COP10 and MOP3. Visa-related enquiries may be addressed to the designated focal point in Panama by email at: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

## **ARRIVAL IN PANAMA CITY AND HOTEL TRANSFER**

### **At the airport**

Tocumen International Airport is 20.9 km from the centre of Panama City and 26 km from the Panama Convention Center.

Panama Pacifico International Airport is 15 km from the centre of Panama City and 10 km from the Panama Convention Center.

### **Dedicated immigration-lane facilities**

Dedicated immigration-lane facilities will be provided by Panama for all delegates arriving at Tocumen International and Panama Pacifico International airports. At the arrival terminal, delegates are encouraged to follow the COP10/MOP3 signage.

### **Transport**

A COP10/MOP3 Reception Desk will be operating at the arrival terminal of Tocumen International Airport (after passport, immigration and customs control) from Friday, 17 November, to Monday, 20 November 2023 (inclusive) and from Friday, 24 November, to Monday, 27 November 2023 (inclusive), to assist participants in transferring to their hotels.

Delegates who will be arriving at Panama Pacifico International Airport are required to inform the designated focal point by email at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com), with their name, flight number, date and time of their arrival in order for transportation to be arranged.

## **HOTEL RESERVATIONS**

In order to facilitate the accommodation of delegates, Panama has pre-booked rooms in several hotels at negotiated rates (see Annex 2). Participants wishing to use these advance reservations will need to complete their reservation request **by 16 September 2023** directly with the selected hotels, following the booking process detailed in Annex 2. The host country website for COP10 and MOP3 provides further information on each hotel, including rates and conditions for changing and cancelling reservations.

Hotel reservation bookings from participants to COP10 and MOP3 will be processed directly by the selected hotels on a **first-come, first-served basis**.

Delegates are responsible for making their own hotel reservations and for checking the conditions for cancellation and modification applied by each establishment. Delegates will also be responsible for paying for their rooms.

## LOCAL TRANSPORTATION

A daily shuttle service between the hotels listed in Annex 2 and the Panama Convention Center will operate from Sunday, 19 November, to Thursday, 30 November 2023. Participants are kindly requested to check the schedule at the reception desk of these hotels. Each shuttle bus will be identified on the front of the bus with the name of the hotel where the transfer will take place. Further information, for example, on public transport, can be found on the transport section of the host country website for COP10 and MOP3.

## INSURANCE

Participants should note that neither the Convention Secretariat nor the host country can be held liable for any claim resulting from death, injury, illness or other disability in connection with participation in the sessions of COP10 and MOP3. Participants are responsible for making their own insurance arrangements, as necessary.

## ARRANGEMENTS FOR PARTIES ELIGIBLE FOR TRAVEL SUPPORT

In accordance with the travel policy adopted by the COP and the MOP, financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) and a per diem for one delegate will be available to facilitate the participation of least-developed countries. Financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) for one delegate will be available for low- and lower-middle-income country Parties; the per diem for one delegate is also provided by the host country. The list of Parties eligible for travel support for COP10 is contained in Annex 3 and the list of Parties eligible for travel support for MOP3 is contained in Annex 4.

**Travel arrangements will only be processed by the Convention Secretariat upon completion of registration.** To facilitate timely travel arrangements, Parties eligible for travel support as listed in Annex 3 (for the COP) and Annex 4 (for the MOP) are requested to register online by 31 July 2023, and to indicate on the credentials which delegate should receive financial support and to provide full contact details, including an email address and a phone number for the supported delegate. Due to the time required for visa approval process (up to 60 days), Parties are encouraged to start their application as early as possible (if a visa is required). **The Convention Secretariat cannot finalize travel arrangements until a visa has been granted.**

Participants to whom per diem payments are made in advance of the session and whose participation is subsequently cancelled will be asked to refund the total amount received to the Convention Secretariat.

**Arrangements made or costs incurred by a Party or a participant following a change in an approved itinerary, which have not been agreed upon beforehand with the Convention Secretariat, will not be reimbursed.**

## BADGES

Participants will be able to collect their badges before the opening of the session at the Registration Desk located on the ground floor of the Panama Convention Center. The Registration Desk will be open as follows:

### For COP10:

- **Sunday, 19 November, from 14:00 until 18:00**  
(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, 20 November, to Friday, 24 November, from 08:00 to 18:00
- Saturday, 25 November, from 08:00 until the closure of the session

### For MOP3:

- **Sunday, 26 November, from 14:00 until 18:00**  
(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the Panama Convention Center.)
- Monday, 27 November, to Wednesday, 29 November, from 08:00 to 18:00
- Thursday, 30 November, from 08:00 until the closure of the session.

**Please note that only those individuals whose registration has been approved will be issued a badge. Access to the Panama Conference Center and to the meeting rooms will be restricted to participants wearing conference badges.**

For security and identification purposes, all participants are requested to wear their badges at all times, whether attending meetings or social functions.

## WORKING HOURS OF THE SESSION

### COP10 working hours

| <b>Monday, 20 November 2023</b>                          |  |
|--|--|
| 10:00–13:00  | Opening ceremony and first plenary meeting     |
| 15:00–18:00  | Plenary meeting                                |
| 19:00  | Social event (at the Panama Convention Center) |
| <b>Tuesday, 21 November, to Friday, 24 November 2023</b> |  |
| 10:00–13:00  | Plenary or committee meetings                  |
| 15:00–18:00  | Plenary or committee meetings                  |
| <b>Saturday, 25 November 2023</b>                        |  |
| 10:00–13:00  | Plenary or committee meetings                  |
| 15:00–18:00  | Plenary meeting and closing                    |

A maximum of three evening sessions will be convened, if necessary, from 19:00 to 22:00.

## MOP3 working hours

| Monday, 27 November 2023                            |  |
|---|--|
| 10:00–13:00   | Opening ceremony and first plenary meeting     |
| 15:00–18:00   | Plenary meeting                                |
| 19:00   | Social event (at the Panama Convention Center) |
| Tuesday, 28 November to Wednesday, 29 November 2023 |  |
| 10:00–13:00   | Plenary or committee meetings                  |
| 15:00–18:00   | Plenary or committee meetings                  |
| Thursday, 30 November 2023                          |  |
| 10:00–13:00   | Plenary or committee meetings                  |
| 15:00–18:00   | Plenary meeting and closing                    |

A maximum of two evening sessions will be convened, if necessary, from 19:00 to 22:00.

## INFORMAL REGIONAL MEETINGS

The Convention Secretariat will make arrangements to allow the regional groups from all six WHO regions to hold informal regional meetings as follows:

### For COP10:

- Monday, 20 November, from 08:00 to 09:30  
(COP10 delegates are requested to register and collect their badges, if possible, on Sunday, 19 November 2023, as indicated above.)
- Tuesday, 21 November, until Saturday, 25 November, from 08:45 to 09:45

### For MOP3:

- Monday, 27 November, from 08:00 to 09:30  
(MOP3 delegates are requested to register and collect their badges, if possible, on Sunday, 26 November 2023, as indicated above.)
- Tuesday, 28 November until Thursday, 30 November, from 08:45 to 09:45.

Information on the meeting rooms allocated to each regional group for the above-mentioned meetings will be listed in the daily Journal available on the WHO FCTC website.

## SIDE EVENTS

Proposals to host a side event during COP10 and MOP3 shall be made by either a Party or an international intergovernmental (IGO) and/or nongovernmental organization (NGO) accredited as an observer to the COP/MOP. Proposals to host a side event during COP10 may also be made by a WHO FCTC Knowledge Hub. The Convention Secretariat, in collaboration with the COP and MOP Bureaus, will select from among the proposals submitted for side events and inform the organizers of the decision. Proposals should be submitted to the Convention Secretariat by **15 July 2023** at the following email address: [cop10-mop3@who.int](mailto:cop10-mop3@who.int), using the appropriate application form. The application form for side events is available at: <https://fctc.who.int/publications/m/item/application-form-side-event-cop10-and-mop3>.

**The organization of any side event is the responsibility of the organizers and payment of any related costs must be settled before the events are finalized.**

## **MARKETPLACE**

The aim of the Marketplace is to provide new forms of engagement and networking opportunities and to reinforce international cooperation. It is a space where issues and needs, as well as possible solutions to address them, can be identified, discussed and shared. Parties can use it to showcase progress made in the implementation of the WHO FCTC and the Protocol, and observers can promote their work and explore possible collaborations with Parties in implementing the treaties.

Organizers can apply for a booth free of charge, which comes with a table, chairs and access to electricity. Any additional requirements, such as extra equipment, specific furniture or supplies, need to be requested in advance. The extra cost is the responsibility of the organizer and must be settled before the space is confirmed.

To express interest in having a booth, please contact the Convention Secretariat at [cop10-mop3@who.int](mailto:cop10-mop3@who.int) by **15 July 2023**. Requests will be treated on a first-come, first-served basis.

## **DELEGATE CONSENT TO BE PHOTOGRAPHED OR FILMED**

Representatives of Parties, including their alternates and advisers, as well as any other participants in the sessions of the COP and the MOP, acknowledge that the Convention Secretariat and parties acting on behalf of the Convention Secretariat may take photographs during and/or record on video all or part of public and open meetings of the COP and the MOP. By attending the COP and the MOP sessions, Party representatives and any other participants will be considered to have consented to being depicted in such photographs and video recordings, and to agree that the Convention Secretariat may, at its sole discretion, reproduce and publicly disseminate any such photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

## **DOCUMENTATION**

In addition to the COP10 and MOP3 software applications, the WHO FCTC website provides easy electronic access to documentation, such as the Rules of Procedure of the COP and of the MOP, and offers options to download documents for the current meetings of the governing bodies. The website also provides access to documents of previous sessions and other relevant documentation. Documentation for the meeting can be accessed at the following links:

**COP10:** <https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties>

**MOP3:** <https://fctc.who.int/protocol/governance/meeting-of-the-parties/third-session-of-the-meeting-of-the-parties>

A secure and restricted online documentation portal will be set up for delegates to access in-session documentation with a username and password communicated to Parties by the Convention Secretariat.

## **Paperless meetings**

Following the example of the World Health Assembly, the Convention Secretariat is transitioning to paperless meetings. Prior to the opening of COP10 and MOP3 sessions, delegations may request one set of documents per delegation to be available for collection at the Document Distribution Desk in the Panama Conference Center. In-session documents, including daily Journals and conference papers, will be accessible electronically.

Requests should be sent to the Convention Secretariat at [printshop@who.int](mailto:printshop@who.int) by 31 October 2023, stating the Party, whether the request is for COP10 or MOP3 documents, and the language in which copies are required.

## **The Journal**

The daily Journal of the COP and MOP contains the most current information on meetings and events scheduled during the sessions. It also includes brief summaries of the discussions and their outcomes. It will be accessible electronically from the WHO FCTC website and the COP10/MOP3 apps. A preliminary Journal will be published before the opening of COP10 and MOP3.

## **List of participants**

The provisional lists of participants (one each for COP10 and for MOP3) will be available on the WHO FCTC website at the opening of the session. The preliminary lists will be issued on the basis of valid credentials received by the Convention Secretariat up to 12:00 (noon) on Sunday, 19 November 2023, for COP10 and 12:00 (noon) on Sunday, 26 November 2023, for MOP3. A revised list for each session will be issued later. In the event of any official change in the details and composition of a delegation, the Convention Secretariat requests that it be amended directly in the registration system.

## **ARRANGEMENTS FOR CONDUCT OF DISCUSSION IN PLENARY, COMMITTEE A AND B MEETINGS**

Rule 32 of the Rules of Procedure of the COP and of the MOP states that sessions of the COP or the MOP shall be held in public, unless the COP decides that they shall be open or restricted.

## **Regional statements**

Delegations are encouraged to opt for group or regional statements, in lieu of individual statements, and to inform the Secretary of the Plenary and Committees A and/or B (see Contact Information for Secretaries, below) of the Party that will deliver the statement for the group or region.

## **Time management**

For the conduct of plenary meetings, interventions by delegates will be monitored by a “traffic light”. Individual statements are limited to three minutes (330 words) and statements on behalf of a WHO region to four minutes (440 words).

## STATEMENTS ON GLOBAL PROGRESS REPORT/GENERAL DEBATE

Delegations wishing to speak in the general debate are invited to notify the Convention Secretariat as soon as possible by email with the subject line “Request for general debate statement” to [cop10-mop3@who.int](mailto:cop10-mop3@who.int). Delegations are encouraged to opt for group or regional statements, in lieu of individual statements.

Parties are invited to note that at their third meeting, in March 2023, the Bureau elected by the Ninth session of the COP and the Bureau elected by the Second session of the MOP adopted the themes for the COP10 and for MOP3 general debates, as follows:

- COP10: *Together, promoting healthier lives*
- MOP3: *More Parties, greater traceability, less illicit trade.*

## INTERPRETATION AND STATEMENTS

Interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Delegates are requested to send a copy of their statement to [interpret@who.int](mailto:interpret@who.int) **at least 30 minutes in advance**. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy in all languages.

When submitting a statement by email, it should specify, both in the subject line of the email and at the top of the attached statement, the name of the country/group, the meeting (for example, Plenary, Committee A or Committee B) and the number of the relevant agenda item. Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation. Statements provided in advance are treated as confidential.

## SUBMISSIONS BY DELEGATIONS

Delegations wishing to submit draft decisions to the Plenary meeting or to one of the committee meetings are invited to send their draft via email to the Convention Secretariat in one of the official languages at least 15 days before the opening of the session. The Convention Secretariat will then place the draft decisions on the secure and restricted online documentation portal.

In accordance with Rule 33 of the Rules of Procedure of the COP and of the MOP, 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, unless the COP or the MOP decides otherwise.

## CONTACT INFORMATION FOR PLENARY, COMMITTEES A AND B

**Plenary contact:** [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

**Committee A contact:** [fctcComA@who.int](mailto:fctcComA@who.int)

**Committee B contact:** [fctcComB@who.int](mailto:fctcComB@who.int)

## **RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS**

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings. Requests will be treated on a first-come, first-served basis.

Requests for a meeting room should be sent to the Convention Secretariat as soon as possible – but no later than 24 hours prior to the meeting – to [cmpmail@who.int](mailto:cmpmail@who.int), stating the date and time of the meeting, duration of the meeting, number of participants, and name of the organizer (Party or observer).

## **PREPARATORY REGIONAL MEETINGS FOR THE COP AND MOP**

Pre-COP and pre-MOP regional meetings will be organized in each of the six WHO regions. These meetings will take place after the release of COP10 and MOP3 documentation, during September and October 2023. Details for each meeting will be communicated by the Convention Secretariat and the WHO regional offices through official channels in due course.

## **INFORMAL CONSULTATIONS**

Parties may wish to organize informal consultations to discuss items included in the provisional agendas of COP10 and MOP3. The Convention Secretariat will provide the necessary support for their organization, virtually or in person. As per past practice, these meetings will be arranged upon request and in English only. Details for each meeting will be communicated to Parties directly.

## **VACCINATION REQUIREMENTS**

There are specific vaccination requirements for entry into Panama. For more information, participants are advised to consult the WHO website on international travel and health at <http://www.who.int/ith/vaccines/en/>.

## **Protective Measures against COVID-19**

Continued handwashing with soap and water, or the use of alcohol or alcohol gel, is recommended.

In view of the large number of delegates and participants from all over the world, it is recommended that face masks be worn while in the enclosed areas of the Panama Convention Center. Hand sanitizers and masks will be provided to participants at the time of delivery of the conference bag.

Should a participant experience COVID-19 related symptoms (including fever, chills, continuous cough, new loss of taste or smell, fatigue, difficulty breathing), they are invited to take a COVID-19 rapid test. In case of a positive result, a delegate should not come to the Panama Convention Centre and notify the organizers at [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com).

To date, there are no special COVID-19-related requirements for entry into Panama; however, it is recommended to be alert to new information that may arise due to changes related to the development of the pandemic.

## **USEFUL CONTACTS**

### **Convention Secretariat in Geneva:**

Email: [cop10-mop3@who.int](mailto:cop10-mop3@who.int)

Email: [fctcgovernance@who.int](mailto:fctcgovernance@who.int)

Website: <https://fctc.who.int/>

### **Contacts in Panama City:**

#### **– Coordination Office of COP10 and MOP3 in Panama**

Ministry of Health  
Avenida Ancon, Gorgas Complex, Building 237  
Fourth Floor  
Tel: (+507) 512-9484 and (+507) 512-9233  
Email address: [cop10mop3@gmail.com](mailto:cop10mop3@gmail.com)  
Host country website for COP10 and MOP3: <http://www.cop10-mop3-pma.com/>

#### **– Panama Convention Center**

Calle General Juan D. Peron, Amador, Panama.  
Tel. (+507) 308-8888  
E-mail address: [info@panamaconventions.com](mailto:info@panamaconventions.com)  
Website: <https://panamaconventions.com/>

### **Emergency and other numbers of interest in Panama:**

- Emergency services: 911
- Health Emergency Centre (CRUEM): (+507) 512-9219 / (+507) 6330-5577.
- Fire: 103
- Police: 104
- Ministry of Health: (+507) 512-9100

## ANNEX 1

### MAP OF THE PANAMA CONVENTION CENTER

Calle General Juan D. Peron, Amador, Panama.

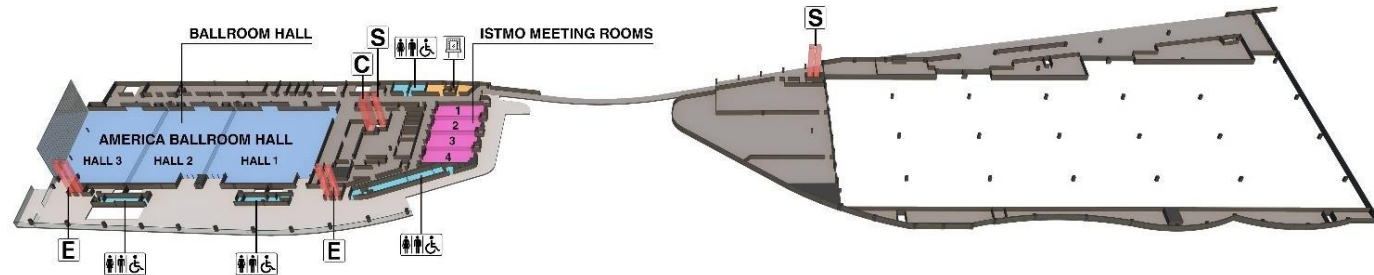
<https://panamaconventions.com/>

Tel. (+507) 308-8888



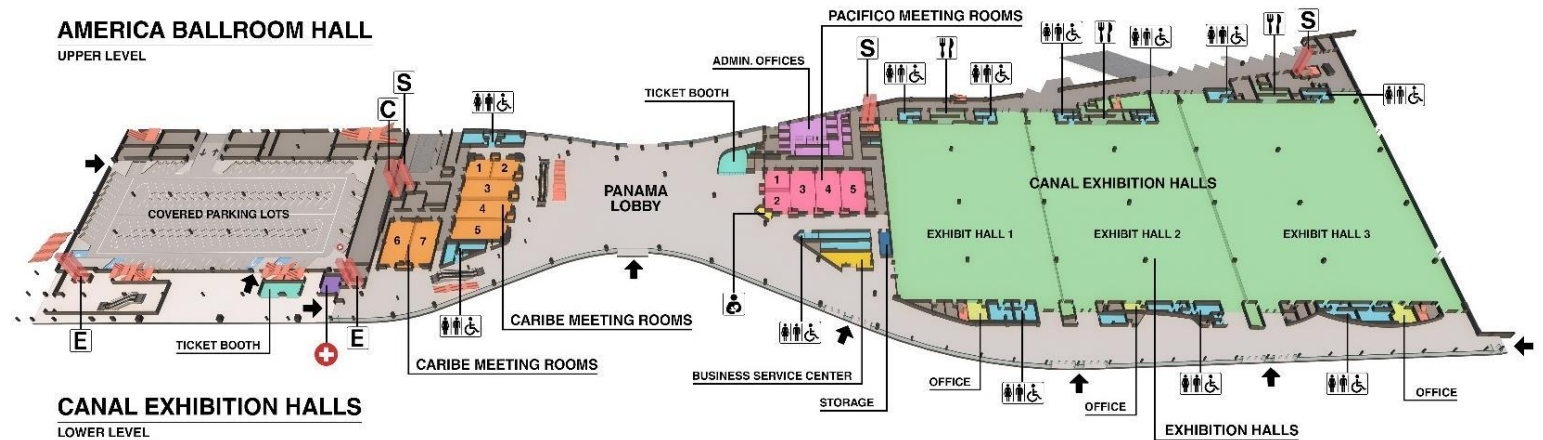
#### LEVEL 02

- AMERICA BALLROOM HALL
- ISTMO MEETING ROOMS (1-4)
- RESTROOMS
- DRESSING ROOMS
- STAIRS
- ELEVATOR
- FREIGHT ELEVATOR
- SERVICE ELEVATOR
- ESCALATOR
- COLUMNS
- PUBLIC CIRCULATION
- SERVICE CORRIDOR



#### LEVEL 01

- CANAL EXHIBITION HALLS
- CARIBE MEETING ROOMS (1-7)
- PACIFICO MEETING ROOMS (1-4)
- ADMIN. OFFICES
- BUSINESS SERVICE CENTER
- TICKET BOOTH
- OFFICE
- STORAGE
- CONCESSIONS
- LACTATION ROOM
- FIRST AID
- RESTROOMS
- STAIRS
- ELEVATOR
- FREIGHT ELEVATOR
- SERVICE ELEVATOR
- ESCALATOR
- HANDICAPPED RAMP
- COLUMNS
- PUBLIC CIRCULATION
- SERVICE CORRIDOR



## ANNEX 2

HOTEL LIST<sup>1</sup>

The rates shown in the list of hotels, indicated in US dollars (US\$), do not include the 10% lodging tax and are per room per night, and include a breakfast buffet. Payment for the room must be made directly by each participant, by credit card for the amount in US\$ or by bank transfer in US\$ or euros. Participants should check the conditions applicable in case of modification or cancellation of reservation, or in case of no-show.

**Participants are reminded that 10% lodging tax will be applied to the hotel room rate.**

| No. | Hotel                            | Type of Room                 | No. of rooms available | Rates (US \$) |               | Distance from the Panama Conference Center | Contact   | To make a reservation  |
|-----|----------------------------------|------------------------------|------------------------|---------------|---------------|--|---|--|
|     |                                  |                              |                        | Single/ night | Double/ night |  |   |  |
| 1   | RIU Plaza Panamá                 | Deluxe Standard              | 250                    | 95            | 95            | 9.3 km                                     | Mileika Bermúdez<br>Sales Manager<br>Tel. (+507) 282-0420, Ext. 869<br>(+507) 6677-5544<br>Email: <a href="mailto:mbermudez@riu.com">mbermudez@riu.com</a><br><br>Website:<br><a href="https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/">https://www.riu.com/en/hotel/panama/panama-city/hotel-riu-plaza-panama/</a>   | Reservations via link<br>Link: <a href="https://www.riu.com/consultar-disponibilidad/?corporate">https://www.riu.com/consultar-disponibilidad/?corporate</a><br>Company code – COP10 (for both events)<br><br><i>Dates must be between 14–30 November 2023, in case of requesting stays outside this date range the system will automatically show the regular prices.</i> |
|     |                                  | Executive                    | 210                    | 125           | 125           |  |   |  |
|     |                                  | Senior Suite                 | 30                     | 145           | 145           |  |   |  |
| 2   | The Executive Hotel              | Standard                     | 100                    | 65            | 75            | 8 km                                       | Hazel McDonald<br>Sales Executive<br>Tel. (+507) 265-8011, Ext 321<br>(+507) 6678-7047<br>Email: <a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br>Website: <a href="https://www.executivehotel-panama.com/">https://www.executivehotel-panama.com/</a>   | Reservations to be made directly to Sales Executive<br><a href="mailto:hmcDonald@elejecutivo.com">hmcDonald@elejecutivo.com</a><br><br><i>Rates valid for a stay between 19 November to 2 December 2023</i>  |
| 3   | Hotel El Panamá By Faranda Grand | Standard                     | TBC                    | 80            | 100           | 8.3 km                                     | Darcy Castillo<br>Commercial Executive<br>Tel. (+507) 215 9446<br>(+507) 6780-4870<br>Email: <a href="mailto:dary.castillo@farandahotels.com">dary.castillo@farandahotels.com</a><br><br>Website: <a href="https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama">https://www.radissonhotelsamericas.com/en-us/hotels/radisson-individuals-el-panama</a> | Reservations via website<br><br>Website: <a href="https://www.radissonhotelsamericas.com">https://www.radissonhotelsamericas.com</a><br>Promotional code: COP-MOP<br><br><i>Rates valid for a stay between 3 days before and 3 days after the event dates (from 19 November to 2 December 2023).</i>   |
|     |                                  | Executive on corporate floor | TBC                    | 95            | 115           |  |   |  |
|     |                                  | Junior Suite                 | TBC                    | 115           | 135           |  |   |  |
|     |                                  | Cabana                       |                        | 85            | 105           |  |   |  |

<sup>1</sup> Please check the host country website for COP10 and MOP3 for updates on the hotel lists.

| No. | Hotel                           | Type of Room     | No. of rooms available | Rates (US \$) |              | Distance from the Panama Conference Center | Contact  | To make a reservation  |
|-----|---------------------------------|------------------|------------------------|---------------|--------------|--|--|--|
|     |                                 |                  |                        | Single/night  | Double/night |  |  |  |
| 4   | Riande Urban Hotel              | Standard Urban   | 100                    | 65            | 65           | 8.2 km                                     | <p>Noemi Ruiz<br/>Account Executive<br/>Tel. (+507) 291-9012 or 9013<br/>Email: <a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a></p> <p>Jorge Silva<br/>Tel. (+507) 291-9012<br/>Email: <a href="mailto:int.websales@riandehoteles.net">int.websales@riandehoteles.net</a></p> <p>Website: <a href="https://www.riandehoteles.com/en/">https://www.riandehoteles.com/en/</a></p> | Reservations to be made directly with the Account Executive<br><a href="mailto:nruiz@riandehoteles.net">nruiz@riandehoteles.net</a>  |
| 5   | Hotel Las Américas Golden Tower | Deluxe           |                        | 105           | 130          | 8.4 km                                     | <p>Flor E. Andrade<br/>Sales &amp; Banquet Manager<br/>Tel: (+507) 370-4600, Ext. 6650<br/>(+507) 6319-7135<br/>Email: <a href="mailto:Flor.Andrade@lasamericasgoldentower.com">Flor.Andrade@lasamericasgoldentower.com</a></p> <p>Website: <a href="https://lasamericasgoldentower.com/en/">https://lasamericasgoldentower.com/en/</a></p>  | Reservations via link<br>Promotional code: COP10<br>Link: <a href="https://bit.ly/COP10-MOP3">https://bit.ly/COP10-MOP3</a>  |
|     |                                 | Deluxe Executive |                        | 135           | 155          |  |  |  |
| 6   | Megapolis                       | Deluxe           | 300/200                | 120           | 130          | 8.4 km                                     | <p>Julieth Vivas<br/>Sales Manager<br/>Tel. (+507) 6781-0617<br/>Email: <a href="mailto:Julieth.vivas@megapolisworld.com">Julieth.vivas@megapolisworld.com</a></p> <p>Website: <a href="https://www.hardrockhotels.com/">https://www.hardrockhotels.com/</a></p>   | Reservations via link<br>Link: <a href="https://secuream.e-gds.com/megapolishotelpanama/">https://secuream.e-gds.com/megapolishotelpanama/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3 |
| 7   | Decapolis                       | Deluxe           | 68/118                 | 80            | 90           | 8.4 km                                     | <p>Julieth Vivas<br/>Sales Manager<br/>Tel. (+507) 6781-0617<br/>Email: <a href="mailto:Julieth.vivas@megapolisworld.com">Julieth.vivas@megapolisworld.com</a></p> <p>Website: <a href="https://radisson-decapolis-panama-city.h-rez.com/index.htm">https://radisson-decapolis-panama-city.h-rez.com/index.htm</a></p>   | Reservations via link<br>Link: <a href="https://secuream.e-gds.com/decapolishotel/">https://secuream.e-gds.com/decapolishotel/</a><br>Promotional code COP10: COP10<br>Promotional code MOP3: MOP3             |

## ANNEX 3

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR COP10<sup>1</sup>**  
**(AS OF 1 MARCH 2023)**

|                                       |                               |
|---------------------------------------|-------------------------------|
| AFGHANISTAN                           | MADAGASCAR                    |
| ALGERIA                               | MALI                          |
| ANGOLA                                | MAURITANIA                    |
| BANGLADESH                            | MICRONESIA (FEREAL STATES OF) |
| BENIN                                 | MONGOLIA                      |
| BHUTAN                                | MOZAMBIQUE                    |
| BOLIVIA (PLURINATION STATE OF)        | MYANMAR                       |
| BURKINA FASO                          | NEPAL                         |
| BURUNDI                               | NICARAGUA                     |
| CABO VERDE                            | NIGER                         |
| CAMBODIA                              | NIGERIA                       |
| CAMEROON                              | PAKISTAN                      |
| CENTRAL AFRICAN REPUBLIC              | PAPUA NEW GUINEA              |
| CHAD                                  | PHILIPPINES                   |
| COMOROS                               | RWANDA                        |
| CONGO                                 | SAMOA                         |
| CÔTE D'IVOIRE                         | SAO TOME AND PRINCIPE         |
| DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA | SENEGAL                       |
| DEMOCRATIC REPUBLIC OF THE CONGO      | SIERRA LEONE                  |
| DJIBOUTI                              | SOLOMON ISLANDS               |
| EGYPT                                 | SRI LANKA                     |
| EL SALVADOR                           | SUDAN                         |
| ESWATINI                              | SYRIAN ARAB REPUBLIC          |
| ETHIOPIA                              | TAJIKISTAN                    |
| GAMBIA                                | TIMOR-LESTE                   |
| GHANA                                 | TOGO                          |
| GUINEA                                | TUNISIA                       |
| GUINEA-BISSAU                         | TUVALU                        |
| HONDURAS                              | UGANDA                        |
| INDIA                                 | UKRAINE                       |
| IRAN (ISLAMIC REPUBLIF OF)            | UNITED REPUBLIC OF TANZANIA   |
| KENYA                                 | UZBEKISTAN                    |
| KIRIBATI                              | VANUATU                       |
| KYRGYZSTAN                            | VIET NAM                      |
| LAO PEOPLE'S DEMOCRATIC REPUBLIC      | YEMEN                         |
| LEBANON                               | ZAMBIA                        |
| LESOTHO                               | ZIMBABWE                      |
| LIBERIA                               |                               |

---

<sup>1</sup> In accordance with decision [FCTC/COP9\(7\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at COP10. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**

## ANNEX 4

**PARTIES ELIGIBLE FOR TRAVEL SUPPORT FOR MOP3<sup>1</sup>  
(AS OF 01 MARCH 2023)**

BENIN  
BURKINA FASO  
CABO VERDE  
CHAD  
COMOROS  
CÔTE D'IVOIRE  
CONGO  
EGYPT  
ESWATINI  
GAMBIA  
GHANA  
GUINEA  
INDIA  
IRAN (ISLAMIC REPUBLIC OF)  
KENYA  
MADAGASCAR  
MALI  
MONGOLIA  
NICARAGUA  
NIGER  
NIGERIA  
PAKISTAN  
SAMOA  
SENEGAL  
SRI LANKA  
TOGO

= = =

---

<sup>1</sup> In accordance with decision [FCTC/MOP2\(13\)](#), least-developed countries and low- and lower-middle-income countries will receive support for travel and per diem in order to facilitate participation at MOP3. The travel support consists of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate as indicated in the credentials. **Only Parties that have submitted valid credentials to the Convention Secretariat by 15 July 2023 may apply for such financial support.**

|  |             |  |  |   |                  |   |  |
|--|-------------|--|--|---|------------------|---|--|
| <b>Authorization, Agreement, and Certification of Training</b>   |             |  |  | A. Agency code, agency sub-element and submitting office number   |                  | B. Request Status<br><b>No</b>  |  |
| <b>Section A – Trainee Information</b>   |             |  |  |   |                  |   |  |
| 1. Applicant's Name (Last, First, Middle Initial)<br><b>Brian King</b>   |             |  |  | 2. Social Security Number (###-##-####)<br>(Agency Use Only)  |                  | 3. Date of Birth (Enter Date as yyyy-mm-dd)<br>(Agency Use Only)                                |  |
| 4. Home Address (Optional) (Number, Street, City, State, ZIP Code)   |             |  |  | 5. Home Telephone (Optional)<br>(Include Area Code)   |                  | 6. Position Level<br>(See page 4 for additional instructions)<br><b>Executive</b>               |  |
| 7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)<br>FDA/Center for Tobacco Products 10903 New Hampshire Avenue Silver Spring, MD 20993         |             |  |  | 8. Office Telephone<br>(Include Area Code and Extension)<br><b>301-796-9200</b>   |                  | 9. Work Email Address<br><b>brian.king@fda.hhs.gov</b>  |  |
| 10. Position Title<br><b>Director</b>  |             | 11. Does applicant need special accommodation?<br><b>No</b>  |  | If yes, please describe the requirements below  |                  |   |  |
| 12. Type of Appointment<br><b>Career</b>   |             | 13. Education Level<br>(See page 4 for additional instructions)<br><b>21</b>   |  | 14. Pay Plan<br><b>SES</b>  |                  | 15. Series  |  |
|  |             |  |  | 16. Grade   |                  | 17. Step  |  |
| <b>Section B – Training Course Data</b>  |             |  |  |   |                  |   |  |
| 1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)<br>World Health Organization 20, AVENUE APPIA – CH-1211 GENEVA 27 – SWITZERLAND |             |  |  | 1.b Location of Training Site (if different from 1a)<br>Panama Convention Center in Panama City, located at Calle General Juan D. Peron, Amador, Panama                                       |                  |   |  |
| 1c. Vendor Telephone Number<br><b>502-5599-7731</b>  |             | 1d. Vendor Email Address<br><b>ggq6@cdc.gov</b>  |  | 1e. Vendor website<br><a href="https://cdc.who.int/who-fdc/governance/conference-of-the-parties/entire-site">https://cdc.who.int/who-fdc/governance/conference-of-the-parties/entire-site</a> |                  | 1f. Vendor Point-of-Contact (POC)<br><b>Lisette Chang (CDC)</b>                                 |  |
| 2a. Course Title<br><b>MEETING OF THE PARTIES TO THE PROTOCOL TO ELIMINATE IL</b>  |             | 2b. Course Number Code   |  | 3. Training Start Date (Enter Date as yyyy-mm-dd)<br><b>2024-02-04</b>  |                  | 4. Training End Date (Enter Date as yyyy-mm-dd)<br><b>2024-02-10</b>                            |  |
| 5. Training Duty Hours   |             | 6. Training Non-Duty Hours   |  | 7. Training Purpose Type<br>(See page 6 for additional instructions)<br><b>01</b>   |                  | 8. Training Type Code<br>(See page 6 for additional instructions)<br><b>Select one</b>          |  |
| 9. Training Sub Type Code<br>(See page 6 for additional instructions)<br><b>02 - Medical and Health</b>  |             | 10. Training Delivery Type Code<br>(See page 8 for additional instructions)<br><b>4 - Conference/Worksh</b>                    |  | 11. Training Designation Type Code<br><b>05 - N/A</b>   |                  | 12. Training Credit   |  |
|  |             |  |  |   |                  | 13. Training Credit Type Code<br><b>7 - Other</b>   |  |
| 14. Training Accreditation Indicator<br><b>No</b>  |             | 15. Continued Service Agreement Required Indicator (Agency Use Only)<br>(See page 8 for additional instructions)<br><b>N/A</b> |  | 16. Continued Service Agreement Expiration Date<br>(Enter date as yyyy-mm-dd)   |                  | 17. Training Source Type Code (See page 8 for additional instructions)<br><b>3 - Non-govern</b> |  |
|  |             |  |  |   |                  | 18. Individual or Group Training<br><b>Group</b>  |  |
|  |             |  |  |   |                  | 19. Student/ Membership ID  |  |
| 20. Skill Learning Objective<br><b>Center Lead to Annual Conference</b>  |             |  |  | 21. Agency Use Only (For use by agency as needed)   |                  |   |  |
| <b>Section C – Costs and Billing Information</b>   |             |  |  |   |                  |   |  |
| 1. Direct Costs and Appropriation/Fund Chargeable  |             |  |  | 2. Indirect Costs and Appropriation/Fund Chargeable   |                  |   |  |
| Item   | Amount      | Appropriation Fund   |  | Item  | Amount           | Appropriation Fund  |  |
| a. Tuition and Fees  | <b>\$ 0</b> |  |  | a. Travel   | <b>\$ 2000.0</b> |   |  |
| b. Books & Material Costs  | <b>\$ 0</b> |  |  | b. Per Diem   | <b>\$ 1000.</b>  |   |  |
| c. Total   | <b>\$ 0</b> |  |  | c. Total  | <b>\$ 3000.</b>  |   |  |
| 3. Total Training Non-Government Contribution Cost   |             |  |  | 6. Billing Instructions (Furnish invoice to)  |                  |   |  |
| 4. Document/Purchasing Order/Requisition Number  |             |  |  |   |                  |   |  |
| 5. 8-Digit Station Symbol (Example: 12-34-5678)  |             |  |  |   |                  |   |  |

## Section D – Approvals

Complete the appropriate number of approvals your agency requires (e.g. first, second, and/or third level approval) before submission of this form to the Agency Training Office.

1a. Immediate Supervisor/First-line Supervisor (Name and Title)

Jim Sigg (Chief Operating Officer)

1b. Telephone Number (Include Area Code and Extension)

301-796-4700

1c. Email Address

jim.sigg@fda.hhs.gov

1d. Signature

James M. Sigg -S

Digitally signed by James M. Sigg -S  
Date: 2023.09.11 13:59:46 -04'00'

1e. Date (Enter Date as yyyy-mm-dd)

2023-09-11

2a. Second-line Supervisor (Name and Title)

2b. Telephone Number (Include Area Code and Extension)

2c. Email Address

2d. Signature

2e. Date (Enter Date as yyyy-mm-dd)

3a Training Officer (Name and Title)

Kimberly Carter, Training Officer

3b. Telephone Number (Include Area Code and Extension)

301-796-8756

3c. Email Address

kimberly.carter2@fda.hhs.gov

3d. Signature

Kimberly Y. Carter -S

Digitally signed by Kimberly Y. Carter -S  
Date: 2023.09.18 08:21:02 -04'00'

3e. Date (Enter Date as yyyy-mm-dd)

2023-09-18

## Section E – Approvals/Concurrence

To be completed by the nominating Agency Official authorized to approve or disapprove training requests.

1a. Authorizing Official (Name and Title)

Andrea Ormsby, Deputy Director M&L

1b. Telephone Number (Include Area Code and Extension)

301-796-9184

1c. Email Address

andrea.ormsby@fda.hhs.gov

1d. Signature

Andrea Ormsby -S

Digitally signed by Andrea Ormsby -S  
Date: 2023.09.18 10:13:45 -04'00'

1e. Date

## Section F – Certification of Training Completion and Evaluation\*

1a. Authorizing Official (Name and Title)

1b. Telephone Number (Include Area Code and Extension)

1c. Email Address

1d. Signature

1e. Date

Training Facility: Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.

\* Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.202. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

Print Form

Clear Form

## Privacy Act Statement

**Authority** – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** – The primary purpose of the information collected is to document the approval and completion of employee training within an agency. This completed training information must be electronically provided to the Governmentwide system where it will become a part of the permanent employment record and subject to all published routine uses of that system of records. Information collected may also be provided to other agencies and to Congress upon request.

**Effects and Nondisclosure** – Providing the personal information requested, in paper form, is voluntary and at the agency's discretion. However, failure to provide this information electronically to the Governmentwide system may result in errors in processing and documenting the training you have completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** – Solicitation of SSNs by the U.S. Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. However, agencies must also safeguard such Personally Identifiable Information (PII) when providing completed training information to the Governmentwide system. Employee SSNs will be used primarily to give proper recognition for completed training and to accumulate Governmentwide statistical data and information.

# Agency Training Electronic Reporting Instructions

## General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F, Certification of Training Completion and Evaluation section.
2. Electronic Requirements - An agency should only submit data for completed training events for which all mandatory data elements have been recorded.

## Additional Instructions for Section A - Trainee Information:

6. **Position Level** - Select whether the employee's position level is one of the following:
  - 6a. **Non-supervisory** - Anyone who does not have supervisory/team leader responsibilities.
  - 6b. **Supervisory** - First-line supervisors who do not supervise other supervisors; typically, those who are responsible for an employee's performance appraisal or approval of their leave.
  - 6c. **Manager** - Those in management positions who typically supervise one or more supervisors.
  - 6d. **Executive** - Members of the Senior Executive Service (SES) or equivalent.
13. **Education Level** - Use the employee educational level codes listed below.

| Code | Short Description   | Long Description (if applicable)  |
|------|---|---|
| 1    | No formal education or some elementary school--did not complete                 | Elementary school means grades 1 through 8, or equivalent, not completed.   |
| 2    | Elementary school completed--no high school                                     | Grade 8 or equivalent completed.  |
| 3    | Some high school--did not graduate  | High school means grades 9 through 12, or equivalent.   |
| 4    | High school graduate or certificate equivalency                                 | N/A   |
| 5    | Terminal occupational program--did not complete                                 | Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| 6    | Terminal occupational program--certificate of completion, diploma or equivalent | See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.  |
| 7    | Some college--less than one year  | Less than 30 semester hours completed.  |
| 8    | One year of college   | 0-59 semester hours or 45-89 quarter hours completed.   |
| 9    | Two years of college  | 60-89 semester hours or 90-134 quarter hours completed.   |
| 10   | Associate Degree  | 2-year college degree program completed.  |
| 11   | Three years of college  | 90-119 semester hours or 135-179 quarter hours completed.   |
| 12   | Four years of college   | 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.  |
| 13   | Bachelor's Degree   | Requires completion of at least four, but no more than five, years of academic work; includes a Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.   |

| <b>Code</b> | <b>Short Description</b> | <b>Long Description (if applicable)</b>  |
|-------------|--------------------------|--|
| <b>14</b>   | Post-Bachelor's          | Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.  |
| <b>15</b>   | First professional       | Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).  |
| <b>16</b>   | Post-first professional  | Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.  |
| <b>17</b>   | Master's degree          | For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.   |
| <b>18</b>   | Post-Master's            | Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.  |
| <b>19</b>   | Sixth-year degree        | Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology. |
| <b>20</b>   | Post-sixth year          | Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.  |
| <b>21</b>   | Doctorate degree         | Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.   |
| <b>22</b>   | Post-Doctorate           | Work beyond the Doctorate.   |

## Additional Instructions for Section B - Training Course Data:

7. **Training Purpose Type** - Select and insert the purpose for taking this course or program using the appropriate training purpose type code from the list below.

| Code | Short Description                    | Long Description (if applicable)  |
|------|--------------------------------------|---|
| 01   | Program/Mission                      | Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.  |
| 02   | New Work Assignment                  | Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties). |
| 03   | Improve/Maintain Present Performance | Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.   |
| 04   | Future Staffing Needs                | Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).   |
| 05   | Develop Unavailable Skills           | Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology [IT] professionals).   |
| 06   | Retention                            | Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).  |

9. **Training Sub-Type Code** - There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected.

| Training Type Code         | Training Sub Type Code   | Competency      |
|----------------------------|--|-----------------|
| 01 - Training Program Area | 01 - Legal<br>Education or training in the concepts, principles, and theories, or techniques of law.   | Technical       |
|                            | 02 - Medical and Health<br>Education or training in the concepts, principles, and theories, or techniques of medicine or health sciences.  | Technical       |
|                            | 03 - Scientific<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as physical, biological, natural, and social sciences; education; mathematics or statistics. | Technical       |
|                            | 04 - Engineering or Architecture<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.  | Technical       |
|                            | 05 - Human Resources<br>Education or training in the concepts, principles, and theories of such fields as Human Resources Management and/or Strategic Human Capital Management.                                    | Human Resources |
|                            | 06 - Budget/Finance Business Administration<br>Education or training in the concepts, principles, and theories of business administration, accounting and finance.   | Financial       |
|                            | 07 - Planning and Analysis<br>Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.              | Technical       |
|                            | 08 - Information Technology<br>Education and training in the concepts and application of all facets of Information Technology.   | Technical       |

| Training Type Code   | Training Sub Type Code   | Competency           |
|--|--|----------------------|
| 01 - Training Program Area <i>(continued)</i>  | 09 - Project Management<br>Education and training in the concepts, principles, and theories necessary to plan, develop, and modify the management of products, services, or systems with regards to scope, resources, and time.  | Technical            |
|  | 10 - Acquisition<br>Education or training in the concepts, principles, and theories or techniques related to acquiring and procuring goods and services for the government.  | Financial            |
|  | 11 - Logistic Specialty<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.   | Technical            |
|  | 12 - Security<br>Training of a specialized nature in the methods and techniques of investigation in cybersecurity, physical security, personal security, and police science.   | Technical            |
|  | 13 - Administration <i>(Non-supervisory administrative &amp; program/project support)</i><br>Training in skills used for administrative tasks associated with business/office management and program/project support.  | Human Resources      |
|  | 14 - Trade and Craft<br>Training in the knowledge, skills, and abilities needed to perform and accomplish required tasks in trade and craft occupations (i.e. Carpentry, Plumbing, Electrical, etc.).  | Technical            |
|  | 15 - Foreign Affairs<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, intelligence (foreign affairs/intelligence), diplomacy, or strategic studies.   | Technical            |
| 02 - Developmental Training Area<br><br>Description: Formal developmental/training programs. | 20 - Supervisory Program/First-Line Supervisors<br>Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; diversity and inclusion; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors. | Leadership           |
|  | 21 - Management Program<br>Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).  | Leadership           |
|  | 22 - Leadership/Manager/Pre-supervisory Development<br>Formal developmental program that provides mid-level and leadership training and development opportunities for supervisors and non-supervisors; which includes coursework that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal).   | Leadership           |
|  | 23 - SES Candidate Development<br>OPM-approved program to prepare potential SES members.   | Leadership           |
|  | 24 - Executive Development<br>Continuing development for leaders above the GS-15 level.  | Leadership           |
|  | 25 - Mentoring Program<br>Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.  | Employee Development |
|  | 26 - Coaching Program<br>Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.  | Employee Development |

| Training Type Code   | Training Sub Type Code  | Competency                 |
|--|---|----------------------------|
| 03 - Basic Training Area<br><br>Description:<br>Fundamental and/or<br>required training<br>programs. | 30 - Employee Orientation<br>Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.  | Employee Development       |
|  | 31 - Adult Basic Education<br>Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.  | Employee Development       |
|  | 32 - Federally Mandated Training<br>Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).   | <b>Federally Mandatory</b> |
|  | 33 - Work-life<br>Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc.).  | Human Resources            |
|  | 34 - Professional Skills<br>Training on non-technical skills related to employee performance such as communication, conflict resolution, emotional intelligence, organization, time management, etc.  | Fundamental Skills         |
|  | 35 - Agency Required Training<br>Agency-specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.<br><b>Note:</b> Unlike Federally mandated training, this type of training is not mandated by Federal statute for all Federal employees. | Agency Required            |

### 10. Training Delivery Type Code

| Code | Short Description                     | Long Description (if applicable)  |
|------|---------------------------------------|---|
| 1    | Traditional Classroom (no technology) | Individual or multiple person led, face-to-face training.   |
| 2    | On the Job                            | Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.   |
| 3    | Technology Based                      | Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.   |
| 4    | Conference/Workshop                   | An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance. |
| 5    | Blended                               | Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.   |
| 6    | Correspondence                        | Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.  |

**11. Training Designation Type Code** - Select and insert the appropriate training credit designation type code:

| Code | Short Description           |
|------|-----------------------------|
| 01   | Undergraduate Credit        |
| 02   | Graduate Credit             |
| 03   | Continuing Education Credit |
| 04   | Post Graduate Credit        |
| 05   | N/A                         |

**13. Training Credit Type Code** - Select and insert the appropriate training credit designation type code **only** if “training credit” is greater than zero:

| Code | Short Description                 |
|------|-----------------------------------|
| 1    | Semester Hours                    |
| 2    | Quarter Hours                     |
| 3    | Continuing Education Unit         |
| 4    | Professional Development Unit     |
| 5    | Continuing Professional Education |
| 6    | Continuous Learning Points        |
| 7    | Other                             |

**15. Continued Service Agreement Required Indicator - (Agency response.)** An agency may require an employee to enter into a continued service agreement (CSA) with the agency prior to authorization for training. According to 5 CFR 410.309, the head of the agency determines the requirements for CSA's. Typically, when an employee signs a CSA, an employee agrees to remain in the agency's service for a specified period of time after receipt of training. Indicate whether, or not, the employee signed an agreement to remain in the service of the agency for a specified amount of time as a condition of participating in the authorized training. Select Yes (Y), No (N) or non-applicable (N/A).

**17. Training Source Type Code:**

| Code | Short Description                     | Long Description (if applicable)   |
|------|---------------------------------------|--|
| 1    | Government Internal                   | Training provided by a Federal department, agency, or independent establishment for its own employees.   |
| 2    | Government External                   | Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.   |
| 3    | Non-government                        | Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.) |
| 4    | Government: State/Local               | Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.  |
| 5    | Foreign Governments and Organizations | Training provided by non-United States entities which may or may not be outside the United States.   |



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Wednesday, 29NOV 2023 08:45 AM

**Passengers:** BRIAN ALEXANDER KING (TANUM0WJ84)

**Agency Record Locator:** (b) (6)

[>>ViewTrip](#)

[>>TSA PreCheck](#)

[>>FAA Airport Info](#)

[>>Federal Travel Online](#)

Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.

**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 638.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR   | Sunday, 4FEB 2024 |  |  |
|---|-------------------|--|---|
|   |                   |  |   |
| <b>Delta Air Lines</b>  |                   | <b>Flight Number:</b> 1759             | <b>Class:</b> U- Coach/Economy  |
| <b>From:</b> Atlanta GA, USA                                      |                   | <b>Depart:</b> 9:45 AM                 |   |
| <b>To:</b> Panama City, Panama                                    |                   | <b>Arrive:</b> 1:47 PM                 |   |
| <b>Stops:</b> Nonstop   |                   | <b>Duration:</b> 4 hour(s) 2 minute(s) |   |
| <b>Seats:</b> 16D   |                   | <b>Status:</b> CONFIRMED               | <b>Miles:</b> 1730 / 2768 KM  |
| <b>Equipment:</b> Boeing 737-900 Jet                              |                   | <b>MEAL:</b> FOOD TO PURCHASE          |   |
| <b>DEPARTS ATL TERMINAL I</b>                                     |                   |  |   |
| <b>Frequent Flyer Number:</b> (b) (6)                             |                   |  |   |
| <b>Delta Air Lines Confirmation number is</b> (b) (6)             |                   |  |   |
| Check in on-line for <a href="#">Delta</a>                        |                   |  |   |
| Click here to review Baggage guidelines for <a href="#">Delta</a> |                   |  |   |

| HOTEL                                       | Sunday, 4FEB 2024 |                                     |  |
|---|-------------------|-------------------------------------|---|
|   |                   |                                     |   |
| <a href="#">Waldorf Astoria Panama (WA)</a> |                   | <b>Confirmation Number:</b> (b) (6) |   |
| 47Th St. Uruguay Street Panama City PA      |                   | <b>Fax:</b> 507-294-8001            |   |
| <b>Number of Rooms:</b> 1                   |                   | <b>Room GUARANTEED TO VISA</b>      |   |
| <b>Phone:</b> 507-294-8000                  |                   | <b>Reserved For:</b> KING BRIAN     |   |
| <b>Rate:</b> USD 154.00                     |                   |                                     |   |
| <b>Check Out:</b> Saturday, 10FEB 2024      |                   |                                     |   |
| <b>Hotel membership:</b> (b) (6)            |                   |                                     |   |
| <b>Room Type:</b> Negotiated Rate           |                   |                                     |   |

WA62249ARR04FEB CXL:CXL 1 DAY PRIOR TO ARRIVAL  
Guaranteed to: (b) (6)  
Approximate total: 1016.40USD  
Credit card required at check-in

|             |   |   |   |
|-------------|---|---|---|
| <b>AIR</b>  | <b>Saturday, 10FEB 2024</b>   |   |  |
|             | <b>Delta Air Lines</b><br><b>From:</b> Panama City, Panama<br><b>To:</b> Atlanta GA, USA<br>Stops: Nonstop<br>Seats: 14C<br>Equipment: Boeing 737-900 Jet<br>ARRIVES ATL TERMINAL I<br>Frequent Flyer Number: (b) (6)<br><b>Delta Air Lines Confirmation number is</b> (b) (6)<br>Check in on-line for <a href="#">Delta</a><br>Click here to review <a href="#">Baggage guidelines for Delta</a> | <b>Flight Number:</b> 1758<br><b>Depart:</b> 3:12 PM<br><b>Arrive:</b> 7:39 PM<br>Duration: 4 hour(s) 27 minute(s)<br>Status: CONFIRMED<br>MEAL: FOOD TO PURCHASE | Class: U- Coach/Economy<br><br>Miles: 1730 / 2768 KM                                |
| <b>TOUR</b> | <b>Wednesday, 3JUL 2024</b>   |   |  |

THANK YOU FOR USING CONCURGOV

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.  
[Click here for travel health advisories](#)  
[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure  
To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft  
[Click Here](#)



**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/1  
19 May 2023**

**Tenth session  
Panama City, Panama, 20–25 November 2023  
Provisional agenda item 1.1**

---

## **Provisional agenda**

### **Report by the Convention Secretariat**

#### **Purpose of the document**

The provisional agenda of the Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) was prepared by the Convention Secretariat in consultation with the Bureau of the Conference of the Parties (COP), in accordance with Rule 6 of the Rules of Procedure of the COP. The COP shall examine the provisional agenda, in accordance with Rule 10 of the Rules of Procedure of the COP.

#### **Action by the Conference of the Parties**

The COP is invited to examine the provisional agenda and consider adopting the draft decision annexed to the present report.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular, SDG 3 and Target 3.a.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): Rules of the Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control.

## Provisional agenda<sup>1</sup>

### 1. Opening of the session\*

#### 1.1 Adoption of the agenda and organization of work

*Documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated)*

#### 1.2 Credentials of participants

*Document FCTC/COP/10/2*

### 2. Applications for the status of observer to the Conference of the Parties

*Document FCTC/COP/10/3*

### 3. High-level segment\*

### 4. Invited speaker(s), if any\*

### 5. Global progress in implementation of the WHO FCTC, followed by a general debate\*

*Document FCTC/COP/10/4*

### 6. Treaty instruments and technical matters

#### 6.1 Implementation of Articles 9 and 10 of the WHO FCTC (Regulation of contents and disclosure of tobacco products): reports by the Bureau, by the Expert Group and by WHO

*Documents FCTC/COP/10/5, FCTC/COP/10/6 and FCTC/COP/10/7*

#### 6.2 Tobacco advertising, promotion and sponsorship: depiction of tobacco in entertainment media: report by the Working Group

*Document FCTC/COP/10/8*

#### 6.3 Novel and emerging tobacco products: reports by the Convention Secretariat and by WHO

*Documents FCTC/COP/10/9 and FCTC/COP/10/10*

#### 6.4 Forward-looking tobacco control measures (in relation to Article 2.1 of the WHO FCTC) (item proposed by a Party)

*Document FCTC/COP/10/11*

---

<sup>1</sup> At the recommendation of the Bureau of the COP, it is proposed that the agenda items marked with an asterisk be webcast.

- 6.5 Implementation of Article 19 of the WHO FCTC: Liability (item proposed by Parties)

*Document FCTC/COP/10/12*

**7. Reporting, implementation assistance and international cooperation**

- 7.1 Improving the reporting system of the WHO FCTC

*Document FCTC/COP/10/13*

- 7.2 Implementation Review Mechanism

*Document FCTC/COP/10/14*

- 7.3 Contribution of the WHO FCTC to the promotion and fulfilment of human rights (item proposed by a Party)

*Document FCTC/COP/10/15*

**8. Budgetary and institutional matters**

- 8.1 Performance and progress reports

*Document FCTC/COP/10/16*

- (a) Performance report for the 2020–2021 Workplan and Budget
- (b) Interim performance report for the 2022–2023 Workplan and Budget
- (c) Global Strategy to Accelerate Tobacco Control: Advancing sustainable development through the implementation of the WHO FCTC 2019–2025

- 8.2 Proposed Workplan and Budget for the financial period 2024–2025

*Documents FCTC/COP/10/17 and FCTC/COP/10/INF.DOC./1*

- 8.3 WHO FCTC Investment Fund

*Document FCTC/COP/10/18*

- 8.4 Payment of Assessed Contributions and measures to reduce Parties in arrears

*Document FCTC/COP/10/19*

- 8.5 Review of accreditation of nongovernmental organizations with the status of observer to the Conference of the Parties

*Document FCTC/COP/10/20*

- 8.6 Possible amendments to the Rules of Procedure of the Conference of the Parties

*Document FCTC/COP/10/21*

- 8.7 Strengthening synergies between the Conference of the Parties and the World Health Assembly: report by the WHO Director-General on resolutions and decisions of the World Health Assembly

*Document FCTC/COP/10/22*

- 8.8 Appointment of the Head of the Convention Secretariat: report by the Bureau

*Document FCTC/COP/10/23*

**9. Date and place of the Eleventh session of the Conference of the Parties\***

*Document FCTC/COP/10/24*

**10. Election of the President and Vice-Presidents of the Conference of the Parties\***

*Document FCTC/COP/10/25*

**11. Provisional report of the Tenth session of the Conference of the Parties\***

*Document FCTC/COP/10/26*

**12. Closure of the session\***

ANNEX

**DRAFT DECISION:  
ADOPTION OF THE AGENDA**

The Conference of the Parties (COP),

Noting the provisional agenda contained in documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated) prepared by the Convention Secretariat in consultation with the Bureau of the COP, in accordance with Rule 6 of the Rules of Procedure of the COP,

DECIDES to adopt the provisional agenda as proposed.

(XXX plenary meeting, XX November 2023)

= = =

## Memorandum

**DATE:** 11/29/2023

**TO:** Whom it May Concern

**FROM:** Wm Loy

**SUBJECT:** Flight and Ground Transportation Comparisons

**Traveler:** Brian King  
**Destination:** Panama City, Panama  
**Dates:** 4-Feb-24 to 10-Feb-24

|     | City Pairs<br>Flight RT | Taxi RT** | POV RT | Parking | # Days | Parking<br>Total | Entire<br>Trip<br>w/POV<br>Total | Entire<br>Trip<br>w/TAXI<br>Total |
|-----|-------------------------|-----------|--------|---------|--------|------------------|----------------------------------|-----------------------------------|
|     | CA *                    |           |        |         |        |                  |                                  |                                   |
| BWI | \$1,011.20              | \$95.52   | \$0.00 | \$0.00  | 0      | \$0.00           | \$1,011.20                       | \$1,106.72                        |
| DCA | \$684.00                | \$95.98   | \$0.00 | \$0.00  | 0      | \$0.00           | \$684.00                         | \$779.98                          |
| IAD | \$996.60                | \$119.98  | \$0.00 | \$0.00  | 0      | \$0.00           | \$996.60                         | \$1,116.58                        |
| ATL | \$638.60                | \$0.00    | \$0.00 | \$0.00  | 0      | \$0.00           | \$638.60                         | \$638.60                          |

### Justification for selection of flight:

Flight and transportation costs listed are a good faith comparison by the travel preparer to delineate the lowest cost fares available. The flight chosen met the mission requirements for arrival and departure at the time of processing and/or booking. By necessity, they can not represent post-booked modifications of said fares by any carrier/provider.


\* Selection of CA fares was used as provided by CGE at the time of booking

\*\* When in ATL, traveler use public transit to ATL using a prepaid personal METRO Card with no request for reimbursement.

Sorted By: Policy - Most Compliant

Displaying: 143 out of 568 results.

[Previous](#) | [Page: 1 of 15](#) | [Next](#) | [All](#)

 01:17a IAD → 06:26a PTY Nonstop 5h 09m  \$996.60

 United<sup>1</sup>

09:18a PTY → 02:09p IAD

Nonstop

4h 51m

<sup>1</sup> United 7065 / 7156 operated by Copa Airlines

[View Fares](#)

### Selected Fare

 United<sup>1</sup>

11:00a DCA → 07:38p PTY

1 stop IAH

8h 38m

11:55p PTY → 09:23a DCA

1 stop EWR

9h 28m

<sup>1</sup> United 4500 operated by GOJET AIRLINES DBA UNITED EXPRESS

 [Remove](#)   
\$684.20



[View Fares](#)

[Show all details](#) 

 United

08:17a BWI → 07:38p PTY

1 stop IAH

11h 21m

09:30a PTY → 10:17p BWI

1 stop IAH

12h 47m

Govt. Contract / Least Cost Logical Fare

[Show all details](#) 

  
\$1,011.20



- [Close Window](#)
- [Print This Page](#)
- [Expand All](#) | [Collapse All](#)

CR-08968

Search for a Conference below

Existing Conference

Request

CR-08329

Conference Description

Conference

FDA Center

Sub-Office/Division/Branch

Hosting Organization

Conference Website

Purpose of Attending Conference

Conference Registration Deadline

Approval Package Due Date

Send for Medium Cost Approval

Send for High Cost Approval

Federal Registration Fees Verification

CONF - 05896

Center for Tobacco Products (CTP)

OCD

World Health Organization

https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties

The FCTC is an international treaty addressing the global tobacco epidemic negotiated under the auspices of the World Health Organization. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. The US Government participates as an Observer to the treaty. The US Delegation typically includes representatives from HHS, FDA, CDC, and NCI. The work accomplished at the COP typically influences the global tobacco communities' broad and domestic efforts, particularly COP work under Articles 9 & 10 covering product regulation. "MEALS ARE NOT PROVIDED."

FDA-Wide

Conference Name

Conference Type

Agency Approval Status

Role of FDA

Early Registration Deadline

Funding by another Federal Agency

Funding by another Non-Fed Agency

Record Locked

☒

FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties

Scientific

Conference Created

Non-FDA

\$0

\$0

☒

Conference Dates

Conference Start Date 2/5/2024

Conference End Date 2/10/2024

Conference Location

Virtual Conference



In Person



Conference Country Panama

Conference Venue Panama Convention Center

Conference City Panama City

Conference State

Attendee Information

Number of Federal Attendees 2

Number of Non-Federal Attendees 0

Total Attendance 2

Actual Attendee Information

Actual No. of Fed Attendees 0

Actual No. of Fed Travelers 0

Actual No. of Non-Fed Attendees 0

Actual No. of Non-Fed Travelers 0

Actual Total Attendance 0

Transportation Cost Details - Federal Attendees

Total Airfare/Train \$2,376.00

Total Baggage Fees \$120.00

Lodging Cost Details - Federal Attendees

Lodging Rate \$173.00

Number of Nights 7

Number of Federal Travelers 2

Total Lodging Cost \$2,422.00

Total Lodging Tax \$0.00

M&IE Cost Details - Federal Attendees

Location Rate \$80.00

Number of Days 7.50

Total M&IE Cost \$1,200.00

M&IE Cost of Meals Provided

No. of Fed Travelers with Meals Provided

Total M&IE Cost Reduced from Meals \$0.00

Explanation of M&IE Cost Reduction

If meals are a part of the Conference Agenda, identify dates meals are provided

Date(s) of Breakfast Provided

Date(s) of Lunch Provided

Date(s) of Dinner Provided

Other Conference Costs - Federal Attendees

Total Translation Services ⓘ \$0.00

Total Exhibit Fees ⓘ \$0.00

Conference Cost Details ⓘ

Total Print Materials ⓘ \$0.00

Total Misc. Conference Cost ⓘ \$0.00

Local Travel Expense - Federal Attendees

Total Airport/Local Parking ⓘ \$300.00

Total Local Taxi/Transportation ⓘ \$0.00

POV Mileage - Federal Attendees

Total POV Miles ⓘ 0

Reimbursement Rate per Mile ⓘ \$0.000

Total Mileage Cost \$0.00

TDY Travel and Misc. Expenses - Federal Attendees

Total Rental Car Cost ⓘ \$0.00

Total Hotel Parking Cost ⓘ \$0.00

Total TDY Taxi/Travel ⓘ \$0.00

Total TDY Misc. Travel Costs ⓘ \$99.50

TDY Cost Details ⓘ TMC & TAV Fees

Total Registration Fees - Federal Attendees

Registration Fee Waived- Fed Attendees ⓘ ⓘ

Total Registration Fees- Fed Attendees ⓘ \$200.00

Total Costs - Federal Attendees

Total Travel Costs - Fed Attendees \$6,517.50

Total Other Costs - Fed Attendees \$0.00

Transportation Cost Details - Non-Federal Attendees

Total Non-Federal Airfare/Train ⓘ \$0.00

Total Non-Federal Baggage Fees ⓘ \$0.00

Lodging Cost Details - Non-Federal Attendees

Lodging Rate for Non-Federal Travelers ⓘ \$0.00

No. of Nights for Non-Fed Travelers

Number of Non-Federal Travelers 0

Total Non-Federal Lodging Cost \$0.00

Total Non-Federal Lodging Tax ⓘ \$0.00

M&IE Cost Details - Non-Federal Attendees

Location Rate for Non-Federal Travelers ⓘ \$0.00

No. of Days for Non-Fed Travelers ⓘ

|  |        |  |        |
|--|--------|--|--------|
| Total M&IE Cost for Non-Fed Travelers    | \$0.00 | Non-Fed M&IE Cost of Meals Provided      |        |
| No. of Non-Fed Travelers- Meals Provided |        | Total Non-Fed M&IE Cost Reduced for Meal | \$0.00 |
| Explain- Non-Fed M&IE Cost Reduction     |        |  |        |

If meals are a part of the Conference Agenda, identify dates meals are provided

|  |                                    |
|--|------------------------------------|
| Date(s) of Breakfast Provided- Non-Fed | Date(s) of Lunch Provided- Non-Fed |
| Date(s) of Dinner Provided- Non-Fed    |                                    |

Other Conference Costs - Non-Federal Attendees

|                                    |        |                                     |        |
|------------------------------------|--------|-------------------------------------|--------|
| Total Non-Fed Translation Services | \$0.00 | Total Non-Fed Print Materials       | \$0.00 |
| Total Non-Fed Exhibit Fees         | \$0.00 | Total Non-Fed Misc. Conference Cost | \$0.00 |
| Non-Fed Conference Cost Details    |        |                                     |        |

Local Travel Expense - Non-Federal Attendees

|                                     |        |   |        |
|-------------------------------------|--------|---|--------|
| Total Non-Fed Airport/Local Parking | \$0.00 | Total Non-Fed Local Taxi/Transportation | \$0.00 |
|-------------------------------------|--------|---|--------|

POV Mileage - Non-Federal Attendees

|                                |        |                                       |         |
|--------------------------------|--------|---------------------------------------|---------|
| Total Non-Fed POV Miles        | 0      | Reimbursement Rate per Mile - Non-Fed | \$0.000 |
| Total Non-Federal Mileage Cost | \$0.00 |                                       |         |

TDY Travel and Misc. Expenses - Non-Federal Attendees

|                               |        |                                      |        |
|-------------------------------|--------|--------------------------------------|--------|
| Total Non-Fed Rental Car Cost | \$0.00 | Total Non-Fed Hotel Parking Cost     | \$0.00 |
| Total Non-Fed TDY Taxi/Travel | \$0.00 | Total Non-Fed TDY Misc. Travel Costs | \$0.00 |
| TDY Non-Fed Cost Details      |        |                                      |        |

Total Registration Fees - Non-Federal Attendees

|   |        |
|---|--------|
| Registration Fee Waived-NonFed Attendees  |        |
| Total Registration Fee- Non-Fed Attendees | \$0.00 |

Total Costs - Non-Federal Attendees

|  |        |                                       |        |
|--|--------|---------------------------------------|--------|
| Total Travel Costs for Non-Fed Attendees | \$0.00 | Total Other Costs - Non-Fed Attendees | \$0.00 |
|--|--------|---------------------------------------|--------|

Cost Instructions:

|                                 |  |
|---------------------------------|--|
| Calculation Fields Instructions | The total calculation of the Conference cost will be calculated and displayed once the Conference Request record is created. |
|---------------------------------|--|

Cost Information Summary

|                                       |  |  |            |
|---------------------------------------|--|--|------------|
| Total Estimated Cost - Fed Attendees  | \$6,717.50   | Total Estimated Cost - Non-Fed Attendees | \$0.00     |
| Cost Per Federal Attendee             | \$3,358.75   | Cost Per Non-Federal Attendee            | \$0.00     |
| Total Estimated Cost - Attending      | \$6,717.50   | Cost Per Attendee                        | \$3,358.75 |
| Cost Justification ?                  |  | Total Travelers                          | 2          |
| If cost exceeds \$150K, explain why ? |  | Cost Determination Methodology ?         |            |
| Additional Comments ?                 | HHS' Office of Global Affairs has previously requested that FDA/CTP participate in the USG Delegation to help field questions about US tobacco product regulation. |  |            |

Center/Office Executive Officer or Delegate Acknowledgement

|                                |   |
|--------------------------------|---|
| Acknowledgement                | Center/Office Executive Officer or Delegate Approval of this form provides certification that traveler meal allowances will be appropriately reduced, as required by the HHS Travel Policy Manual, for any meals provided by a non-Federal or Federal entity, including as part of the conference registration fees or when payment in-kind (Sponsored Travel) for travel reimbursements or conference registration fee waivers are provided by a non-Federal entity. Any exception will be appropriately documented. |
| Travel Expenses Acknowledged ? | <input checked="" type="checkbox"/>   |

System Information

|                        |  |                  |                                      |
|------------------------|--|------------------|--------------------------------------|
| Created By             | Lisa Washington, 11/30/2023, 12:21 PM        | Last Modified By | Schevon Charles, 11/30/2023, 1:43 PM |
| Record Type            | Update Approved Conference Attending Request |                  |                                      |
| Pending Approval Time  | 11/30/2023, 1:18 PM                          |                  |                                      |
| Approval Time Duration | 0.02   |                  |                                      |

Attendance  
Atnd-20015

|                  |                                   |
|------------------|-----------------------------------|
| Attendee Name    |                                   |
| Total Attendance | 2                                 |
| Record Type      | Conference Attendance by Center   |
| Total Travelers  | 2                                 |
| FDA Center       | Center for Tobacco Products (CTP) |

Approval History  
11/30/2023, 1:43 PM

|             |            |
|-------------|------------|
| Status      | Approved   |
| Assigned To | CLEAR TEAM |

|                 |                 |
|-----------------|-----------------|
| Actual Approver | Schevon Charles |
| Comments        | Approved        |

11/30/2023, 1:27 PM

|                 |                   |
|-----------------|-------------------|
| Status          | Approved          |
| Assigned To     | CTP EO & Delegate |
| Actual Approver | Erin Brandt       |
| Comments        |                   |

11/30/2023, 1:18 PM

|                 |   |
|-----------------|---|
| Status          | Submitted   |
| Assigned To     | Lisa Washington   |
| Actual Approver | Lisa Washington   |
| Comments        | Dates were updated after initial November dates were changed. |

Notes & Attachments

11.20 WHO OCD

|               |                          |
|---------------|--------------------------|
| Type          | File                     |
| Last Modified | Lisa Washington          |
| Description   | <a href="#">Download</a> |

11.20 WHO OCD

|               |                          |
|---------------|--------------------------|
| Type          | File                     |
| Last Modified | Lisa Washington          |
| Description   | <a href="#">Download</a> |

Conference Request History

11/30/2023, 1:43 PM

|        |   |
|--------|---|
| User   | Schevon Charles   |
| Action | Changed Is Active from false to true. Changed Approval Status from Pending Approval to Approved. Changed Status from Pending Approval to Approved. Record unlocked. |

11/30/2023, 1:18 PM

|        |   |
|--------|---|
| User   | Lisa Washington   |
| Action | Changed Approval Status from Draft to Pending Approval. Changed Status from Draft to Pending Approval. Record locked. |

11/30/2023, 12:25 PM

|        |   |
|--------|---|
| User   | Lisa Washington   |
| Action | Changed Conference End Date from 11/25/2023 to 2/10/2024. |

11/30/2023, 12:21 PM

|        |   |
|--------|---|
| User   | Lisa Washington   |
| Action | Changed In Person from false to true. Changed Purpose of Attending Conference. Changed FDA Center to Center for Tobacco Products (CTP). Changed Conference to CONF - 05896. Changed Conference End Date to 11/25/2023. Created. |



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Wednesday, 29NOV 2023 08:45 AM

**Passengers:** BRIAN ALEXANDER KING (TANUM0WJ84)

Agency Record Locator: (b) (6)

[>>ViewTrip](#)  
[>>TSA PreCheck](#)  
[>>FAA Airport Info](#)  
[>>Federal Travel Online](#)

Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.

**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.



Fare Quote: 638.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR   | Sunday, 4FEB 2024 |  |  |
|---|-------------------|--|---|
|   |                   |  |   |
| <b>Delta Air Lines</b>  |                   | <b>Flight Number:</b> 1759             | <b>Class:</b> U- Coach/Economy  |
| <b>From:</b> Atlanta GA, USA                                      |                   | <b>Depart:</b> 9:45 AM                 |   |
| <b>To:</b> Panama City, Panama                                    |                   | <b>Arrive:</b> 1:47 PM                 |   |
| <b>Stops:</b> Nonstop   |                   | <b>Duration:</b> 4 hour(s) 2 minute(s) |   |
| <b>Seats:</b> 16D   |                   | <b>Status:</b> CONFIRMED               | <b>Miles:</b> 1730 / 2768 KM  |
| <b>Equipment:</b> Boeing 737-900 Jet                              |                   | <b>MEAL:</b> FOOD TO PURCHASE          |   |
| <b>DEPARTS ATL TERMINAL I</b>                                     |                   |  |   |
| <b>Frequent Flyer Number:</b> (b) (6)                             |                   |  |   |
| <b>Delta Air Lines Confirmation number is</b> (b) (6)             |                   |  |   |
| Check in on-line for <a href="#">Delta</a>                        |                   |  |   |
| Click here to review Baggage guidelines for <a href="#">Delta</a> |                   |  |   |

| HOTEL                                       | Sunday, 4FEB 2024 |                                     |  |
|---|-------------------|-------------------------------------|---|
|   |                   |                                     |   |
| <a href="#">Waldorf Astoria Panama (WA)</a> |                   | <b>Confirmation Number:</b> (b) (6) |   |
| 47Th St. Uruguay Street Panama City PA      |                   | <b>Fax:</b> 507-294-8001            |   |
| <b>Number of Rooms:</b> 1                   |                   | <b>Room GUARANTEED TO VISA</b>      |   |
| <b>Phone:</b> 507-294-8000                  |                   | <b>Reserved For:</b> KING BRIAN     |   |
| <b>Rate:</b> USD 154.00                     |                   |                                     |   |
| <b>Check Out:</b> Saturday, 10FEB 2024      |                   |                                     |   |
| <b>Hotel membership:</b> (b) (6)            |                   |                                     |   |
| <b>Room Type:</b> Negotiated Rate           |                   |                                     |   |

WA62249ARR04FEB CXL:CXL 1 DAY PRIOR TO ARRIVAL  
Guaranteed to: (b) (6)  
Approximate total: 1016.40USD  
Credit card required at check-in

|             |  |  |   |
|-------------|--|--|---|
| <b>AIR</b>  | <b>Saturday, 10FEB 2024</b>  |  |  |
|             | <b>Delta Air Lines</b><br><b>From:</b> Panama City, Panama<br><b>To:</b> Atlanta GA, USA<br><b>Stops:</b> Nonstop<br><b>Seats:</b> 14C<br><b>Equipment:</b> Boeing 737-900 Jet<br><b>ARRIVES ATL TERMINAL I</b><br><b>Frequent Flyer Number:</b> (b) (6)<br><b>Delta Air Lines Confirmation number is</b> (b) (6)<br>Check in on-line for <a href="#">Delta</a><br>Click here to review <a href="#">Baggage guidelines</a> for <a href="#">Delta</a> | <b>Flight Number:</b> 1758<br><b>Depart:</b> 3:12 PM<br><b>Arrive:</b> 7:39 PM<br><b>Duration:</b> 4 hour(s) 27 minute(s)<br><b>Status:</b> CONFIRMED<br><b>MEAL:</b> FOOD TO PURCHASE | <b>Class:</b> U- Coach/Economy<br><br><b>Miles:</b> 1730 / 2768 KM                  |
| <b>TOUR</b> | <b>Wednesday, 3JUL 2024</b>  |  |  |

THANK YOU FOR USING CONCURGOV

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.  
[Click here for travel health advisories](#)  
[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure  
To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft  
[Click Here](#)

VCH044085 (TANUM0WJ84)



CONCURGOV

**Primary Traveler** Brian King (b) (6)  
**Document Type** Vch  
**Type Code** TDY-TEMP DUTY TRAVEL  
**Organization** HHSDCFA

**Total Cost** 2,409.51  
**Current Status** Paid  
**Next Status**

**Purpose** CONFERENCE NOT TRAINING  
**Travel Dates** 02/04/2024 - 02/10/2024  
**Trip Name** Brian King; Director CTP, HHS/FDA/CTP; 2/04/24; WHO Flavors Global Consultation; Panama City, Panama; Attending; Subj to FY2024 funds; No personal days; No annual leave; CTT eligible; Gov CC, Yes; Reg, N/A  
**Currency** USD

**Per Diem Locations** PANAMA CITY, PAN  
**Document Details** Traveler's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which the traveler is a member.

## Traveler Profile

**Name** King, Brian Alexander  
**TrID** (b) (6)  
**Title** EPIDEMIOLOGIST  
**Security CI**  
**Office Address** ,  
**Office Phone** (301) 796-9243  
**Home Address** (b) (6)

**ID** (b) (6)  
**Organization** HHSDCFA  
**Duty Station** ATLANTA GA  
**Card** No Advance  
**EMAIL** brian.king@fda.hhs.gov  
**Cell Phone**  
**Home Phone** (b) (6)  
**Alternate Phone**

## Trip Details

### Document Information

**Purpose** Traveler's responsibilities are the creation and implementation of tobacco regulatory policy for the FDA. This meeting is an important piece of CTP's international portfolio and offers an opportunity for him to engage with multiple global tobacco control leaders at one place/one time. COP provides an opportunity to meet in formal and informal side meetings with regulators, including those that are a part of the Global Tobacco Regulators Forum (GTRF) Steering Committee, of which the traveler is a member.

### Itinerary Locations

| From     | To       | Itinerary Location | Purpose | Per Diem Rates |
|----------|----------|--------------------|---------|----------------|
| 02/04/24 | 02/10/24 | PANAMA CITY, PAN   |         | 173.00 / 99.00 |

## Document Custom Fields

## Notification of Foreign Travel

|  |   |
|--|---|
| <b>Is business or premium class used for any leg of this trip?</b>         | No  |
| <b>Funding Source 1</b>  | FDA   |
| <b>Funded Amount 1</b>   | 5000.00   |
| <b>Funding Details 1 ("&amp;" character not allowed)</b>                   | Center for Tobacco Products                     |
| <b>Funding Source 2</b>  | FDA   |
| <b>Funded Amount 2</b>   | 0.00  |
| <b>Funding Details 2 ("&amp;" character not allowed)</b>                   |   |
| <b>Funding Source 3</b>  | FDA   |
| <b>Funded Amount 3</b>   | 0.00  |
| <b>Funding Details 3 ("&amp;" character not allowed)</b>                   |   |
| <b>Total Funding</b>   | 5000  |
| <b>Agency</b>  | FDA   |
| <b>Center</b>  | CTP   |
| <b>Additional Organization Description ("&amp;" character not allowed)</b> | Center for Tobacco Products                     |
| <b>Country</b>   | Yes   |
| <b>Clearance Cable Prepared?</b>   |   |
| <b>Multilateral Travel Activity?</b>                                       | Yes   |
| <b>Are Multiple Employees Traveling Together?</b>                          | Yes   |
| <b>Multilateral Travel Selection</b>                                       | WHO   |
| <b>Additional Employee Names List ("&amp;" character not allowed)</b>      | Megan Hicks                                     |
| <b>Late Reason</b>   | LATE INVITATION                                 |
| <b>Late Justification ("&amp;" character not allowed)</b>                  | Postponed from a previous date in November/2023 |
| <b>Job Title ("&amp;" character not allowed)</b>                           | Director  |
| <b>Employee Status</b>   | SES   |
| <b>Passport Type</b>   | Official  |
| <b>Passport # and Expiration Date ("&amp;" character not allowed)</b>      | (b) (6)   |
| <b>Passport Issuing Country ("&amp;" character not allowed)</b>            | USA   |
| <b>Country of Birth ("&amp;" character not allowed)</b>                    | USA   |

allowed)  
 Conference Travel  
**Month of** February 2024  
**Conference**  
**Conference Name** FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties

## Document Totals

|                                  |          |                           |          |
|----------------------------------|----------|---------------------------|----------|
| <b>Total Expenses</b>            | 2,409.51 | <b>Advance</b>            | 0.00     |
| <b>Reimbursable Expenses</b>     | 2,409.51 | <b>Requested</b>          |          |
| <b>Non-Reimbursable Expenses</b> | 0.00     | <b>Net to Traveler</b>    | 643.50   |
|                                  |          | <b>Net to Government</b>  | 0.00     |
|                                  |          | <b>Pay to Charge Card</b> | 1,766.01 |

## Document Totals by Expense Category

| Expense Category  | Cost     | Advance Amount |
|-------------------|----------|----------------|
| COM.CARR.         | 640.80   | 0.00           |
| LODGING           | 1,016.40 | 0.00           |
| M&IE              | 643.50   | 0.00           |
| TAV EXP-C         | 14.50    | 0.00           |
| TAXI/PUBLIC TRANS | 81.84    | 0.00           |
| TMC FEE           | 12.47    | 0.00           |
| Total Expenses    | 2,409.51 | 0.00           |

## Reservations Summary

| Reservation Type | Vendor          | T #     | Location    | Cost   |
|------------------|-----------------|---------|-------------|--------|
| COMM-CARR        | Delta           | (b) (6) |             | 0.00   |
| COMM-CARR        | Delta           |         |             | 640.80 |
| COMM-CARR        | Delta           |         |             | 0.00   |
| LODGE            | Waldorf Astoria |         | Panama City | 924.00 |

## Trip Itinerary

| From  | ATL-Atlanta, GA (USA) (Hartsfield Intl.  | To  | PTY-Panama City, Panama (Tocumen Intl. A |
|---|--|---|--|
| Air   |  |   |  |
| Sunday February 04, 2024                            |  |   |  |
| ATL-Atlanta, GA (USA) (H to PTY-Panama City, Panama |  |   |  |
| <b>Feb 04</b>                                       | Delta 1759<br>Panama City, Panama (Tocumen Intl. Apt) 02/04/2024<br>1:47PM<br>Confirmation Number  | Duration Unknown Nonstop<br>Panama City, Panama (Tocumen Intl. Apt) 02/04/2024<br>1:47PM  |  |
|   | Flight Information<br>Distance 1726 miles<br>No Seat Assigned                                      | Emissions 1124.5 lbs of CO2   |  |
| ATL-Atlanta, GA (USA) (H to PTY-Panama City, Panama |  |   |  |
| <b>Feb 04</b>                                       | Delta 1759<br>Panama City, Panama (Tocumen Intl. Apt) 02/04/2024<br>1:47PM<br>Confirmation Number  | Duration Unknown Nonstop<br>Panama City, Panama (Tocumen Intl. Apt) 02/04/2024<br>1:47PM  |  |
|   | Flight Information<br>Distance 1726 miles<br>No Seat Assigned                                      | Emissions 1124.5 lbs of CO2<br>Cost 640.80 USD  |  |
| Hotel   |  |   |  |
| Waldorf Astoria                                     |  |   |  |
| 47th St. & Uruguay St. Panama City 294-8000         |  |   |  |
| <b>Feb 04</b>                                       | Checking in 02/04/2024   | Checking out 02/10/2024<br>Total Rate 924.00 USD  |  |
| Air   |  |   |  |
| Saturday February 10, 2024                          |  |   |  |
| PTY-Panama City, Panama to ATL-Atlanta, GA (USA) (H |  |   |  |
| <b>Feb 10</b>                                       | Delta 1758<br>Atlanta, GA (USA) (Hartsfield Intl. Apt) 02/10/2024<br>7:42PM<br>Confirmation Number | Duration Unknown Nonstop<br>Atlanta, GA (USA) (Hartsfield Intl. Apt) 02/10/2024<br>7:42PM |  |
|   | Flight Information<br>Distance 1726 miles<br>No Seat Assigned                                      | Emissions 1124.5 lbs of CO2   |  |

## Expenses

| Date       | Description   | Category          | Cost   | Pay Method      | Per Diem |
|------------|---|-------------------|--------|-----------------|----------|
| 01/31/2024 | Travel Fee<br><i>Comment: OTRS Domestic-Intl w-Air-Rail</i>                                     | TMC FEE           | 12.47  | IBA-TRAVEL CARD |          |
| 02/04/2024 | Airfare   | COM.CARR.         | 640.80 | IBA-TRAVEL CARD |          |
| 02/04/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>   | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/04/2024 | M&IE  | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/04/2024 | Taxi - Airport/Train Station<br><i>Comment: Airport to Hotel - self-certified, see attached</i> | TAXI/PUBLIC TRANS | 45.00  | IBA-TRAVEL CARD |          |
| 02/05/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>   | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/05/2024 | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/06/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>   | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/06/2024 | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/07/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>   | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/07/2024 | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |

| Date                               | Description   | Category          | Cost   | Pay Method      | Per Diem |
|------------------------------------|---|-------------------|--------|-----------------|----------|
| 02/08/2024                         | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>                         | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/08/2024                         | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/09/2024                         | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>                         | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/09/2024                         | M&IE  | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/10/2024                         | M&IE  | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/10/2024                         | Transportation Network Company<br><i>Comment: Hotel to Airport - UBER</i> | TAXI/PUBLIC TRANS | 36.84  | IBA-TRAVEL CARD |          |
| 02/12/2024                         | TDY Voucher Fee   | TAV EXP-C         | 14.50  | IBA-TRAVEL CARD |          |
| <b>Total Non-Per Diem Expenses</b> |   |                   |        |                 | 749.61   |
| <b>Total Per Diem Expenses</b>     |   |                   |        |                 | 1,659.90 |

## Per Diem Allowances

| Date                             | Rate          | Ldg Cost | Ldg Allowed | M&IE Cost | M&IE Allowed | B | L | D | Conf%    |
|----------------------------------|---------------|----------|-------------|-----------|--------------|---|---|---|----------|
| 02/04/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 74.25     | 74.25        |   |   |   |          |
| 02/05/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 99.00     | 99.00        |   |   |   |          |
| 02/06/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 99.00     | 99.00        |   |   |   |          |
| 02/07/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 99.00     | 99.00        |   |   |   |          |
| 02/08/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 99.00     | 99.00        |   |   |   |          |
| 02/09/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 99.00     | 99.00        |   |   |   |          |
| 02/10/2024                       | 173.00/ 99.00 | 0.00     | 0.00        | 74.25     | 74.25        |   |   |   |          |
| <b>Total Per Diem Allowances</b> |               |          |             |           |              |   |   |   | 1,659.90 |

## Advance of Funds

No other authorization for cash advances found.

## Payment Detail Information

| Organization | Label                    | Accounting String | Payment Method  | Amount   |
|--------------|--------------------------|-------------------|-----------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | IBA-TRAVEL CARD | 1,766.01 |
| HHSDCFA      | WHO Framework Convention | (b) (6)           | PERSONAL        | 643.50   |

## Totals by Accounting Label

| Organization | Label                    | Accounting String | Amount   |
|--------------|--------------------------|-------------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | 2,409.51 |

## Totals by Payment Method

| Payment Method  | Amount   |
|-----------------|----------|
| IBA-TRAVEL CARD | 1,766.01 |

| Payment Method | Amount |
|----------------|--------|
| PERSONAL       | 643.50 |

Account Summary

Org HHSDCFA  
Acct Label WHO Framework Convention

Accounting Code (b) (6)

| Expense Category      | Fiscal Year | Amount   |
|-----------------------|-------------|----------|
| COM.CARR.             | 2024        | 640.80   |
| LODGING               | 2024        | 1,016.40 |
| M&IE                  | 2024        | 643.50   |
| TAV EXP-C             | 2024        | 14.50    |
| TAXI/PUBLIC TRANS     | 2024        | 81.84    |
| TMC FEE               | 2024        | 12.47    |
| Accounting Code Total |             | 2,409.51 |

Total 2,409.51

Attachments

| Attachment File Name                                  | Uploaded Timestamp    |
|---|-----------------------|
| OSEM_DOCS_Binder1.pdf                                 | 12/05/2023 2:14:51 AM |
| PASSPORT_INFO_PAGE_BrianKingOfficialPassport.pdf      | 12/05/2023 2:38:42 AM |
| CONFERENCE APPROVAL - Unlimited Edition.pdf           | 12/05/2023 2:38:42 AM |
| KING_PANAMA_Airport Cost Comparison_ City_Pairs.pdf   | 12/05/2023 2:38:42 AM |
| AGENDA_2. FCTC COP10 provisional agenda.pdf           | 12/05/2023 2:38:42 AM |
| ITINERARY_ItineraryZHSM04_29NOV.pdf                   | 12/05/2023 2:38:42 AM |
| FORM 182 KING_WHO_Panama_SF182-Revised March 2020.pdf | 12/05/2023 2:38:42 AM |
| INVITE_FCTC_COP10_MOP3_DIV2_E.pdf                     | 12/05/2023 2:38:42 AM |
| DCOO Approval.pdf                                     | 12/15/2023 4:05:53 AM |
| VOUCHER_BINDER.pdf                                    | 02/12/2024 2:52:45 AM |

Receipt Checklist

| Date       | Description | Cost   | Receipt Filename               | Uploaded Timestamp    |
|------------|-------------|--------|--------------------------------|-----------------------|
| 02/04/2024 | Lodging     | 169.40 | Citi Commercial Cards king.pdf | 02/14/2024 8:00:19 AM |
| 02/05/2024 | Lodging     | 169.40 |                                |                       |
| 02/06/2024 | Lodging     | 169.40 |                                |                       |
| 02/07/2024 | Lodging     | 169.40 |                                |                       |
| 02/08/2024 | Lodging     | 169.40 |                                |                       |
| 02/09/2024 | Lodging     | 169.40 |                                |                       |

Audits

|   |  |
|---|--|
| <b>FAIL</b><br>EXPENSE \$ VARIANCE<br>Vch 0 for First Bag Airline Fee IS NOT W/IN THE \$0 VARIANCE of the Auth 70 The threshold for one or more expense categories has been exceeded. Please provide a justification".  | <b>Traveler Justification</b><br>No reimbursement requested  |
| <b>FAIL</b><br>NON-CONTRACT FARE<br>FLIGHT: 1759, DEPARTING: 02/04/24, Fare code is invalid and could not be retrieved: UCA You have selected a Non-Contract Fare. Please add a justification as to why it is mission essential to use a Non-Contract Fare for this flight. | <b>Traveler Justification</b><br>At the time of booking, approval and ticketing, flight was designated as a contract fare. |

Document History - 11/01/2024 Vch: VCH044085

| Status               | Date       | Time       | Signature Name          | Comments   |
|----------------------|------------|------------|-------------------------|--|
| Paid                 | 02/16/2024 | 10:31AMEST | User, EAI               | EAI Document Status Update WS : \$1766.01 paid to IBA-TRAVEL CARD. \$643.5 paid to PERSONAL. |
| PAYMENT SUBMITTED    | 02/15/2024 | 11:18AMEST | User, EAI               | EAI Document Status Update WS  |
| OFFSETTING OBLIGATED | 02/15/2024 | 6:48AMEST  | User, EAI               | EAI Document Status Update WS  |
| PENDING              | 02/15/2024 | 6:48AMEST  | User, EAI               | EAI Voucher Submitted  |
| PENDING              | 02/15/2024 | 4:05AMEST  | SYSUTILITY              | EAI Obligation Submitted   |
| VCH CERTIFIED        | 02/15/2024 | 4:05AMEST  | JONES, JAMAAL Anwar     |  |
| VCH APPROVED         | 02/14/2024 | 2:02PMEST  | PLEMMONS, PAUL GARFIELD |  |
| REVIEWED             | 02/14/2024 | 8:02AMEST  | Ellison, Deanna L       |  |
| SIGNED               | 02/12/2024 | 4:02AMEST  | King, Brian Alexander   |  |
| CREATED              | 02/12/2024 | 2:39AMEST  | Loy, William A          |  |

I certify that the electronic signatures listed above are valid and on file

SIGNED

DATE

Document Signatures

Traveler/Preparer Name

Approver Name

Traveler/Preparer Signature

Approver Signature

Date

Date



- [Close Window](#)
- [Print This Page](#)
- [Expand All](#) | [Collapse All](#)

## CR-08469

### Search for a Conference below

Existing Conference Request CR-08329

### Conference Description

|                                  |  |                                   |   |
|----------------------------------|--|-----------------------------------|---|
| Conference                       | CONF - 05896   | FDA-Wide                          | <input checked="" type="checkbox"/>   |
| FDA Center                       | Center for Tobacco Products (CTP)  | Conference Name                   | FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties |
| Sub-Office/Division/Branch       | OCD  | Conference Type                   | Scientific  |
| Hosting Organization             | World Health Organization  | Agency Approval Status            | Conference Created  |
| Conference Website               | <a href="https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties">https://fctc.who.int/who-fctc/governance/conference-of-the-parties/tenth-session-of-the-conference-of-the-parties</a>  | Role of FDA                       | Non-FDA   |
| Purpose of Attending Conference  | AMENDING TO ADD OCD EMPLOYEE The FCTC is an international treaty addressing the global tobacco epidemic negotiated under the auspices of the World Health Organization. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. The US Government participates as an Observer to the treaty. The US Delegation typically includes representatives from HHS, FDA, CDC, and NCI. The work accomplished at the COP typically influences the global tobacco communities' broad and domestic efforts, particularly COP work under Articles 9 & 10 covering product regulation. "MEALS ARE NOT PROVIDED." | Early Registration Deadline       |   |
| Conference Registration Deadline |  | Funding by another Federal Agency | \$0   |
| Approval Package Due Date        |  | Funding by another Non-Fed Agency | \$0   |
| Send for Medium Cost Approval    | <input type="checkbox"/>   | Record Locked                     | <input checked="" type="checkbox"/>   |
| Send for High Cost Approval      | <input type="checkbox"/>   | Local Travelers                   | <input type="checkbox"/>  |

Federal Registration Fees  
Verification

## Number of Local Travelers

## Conference Dates

Conference Start Date 11/20/2023

Conference End Date 11/25/2023

## Conference Location

Virtual Conference



In Person



Conference Country Panama

Conference Venue Panama Convention Center

Conference City Panama City

Conference State

## Attendee Information

Number of Federal Attendees 2

Number of Non-Federal  
Attendees 0

Total Attendance 2

## Actual Attendee Information

Actual No. of Fed Attendees 0

Actual No. of Fed Travelers 0

Actual No. of Non-Fed  
Attendees 0Actual No. of Non-Fed  
Travelers 0

Actual Total Attendance 0

## Transportation Cost Details - Federal Attendees

Total Airfare/Train \$2,376.00

Total Baggage Fees \$120.00

## Lodging Cost Details - Federal Attendees

Lodging Rate \$173.00

Number of Nights 7

Number of Federal Travelers 2

Total Lodging Cost \$2,422.00

Total Lodging Tax \$0.00

## M&amp;IE Cost Details - Federal Attendees

Location Rate \$80.00

Number of Days 7.50

Total M&amp;IE Cost \$1,200.00

M&amp;IE Cost of Meals Provided

No. of Fed Travelers with  
Meals Provided

Total M&IE Cost Reduced from  
Meals

\$0.00

Explanation of M&IE Cost  
Reduction

### If meals are a part of the Conference Agenda, identify dates meals are provided

Date(s) of Breakfast Provided

Date(s) of Lunch Provided

Date(s) of Dinner Provided

### Other Conference Costs - Federal Attendees

Total Translation Services \$0.00

Total Print Materials \$0.00

Total Exhibit Fees \$0.00

Total Misc. Conference Cost \$0.00

Conference Cost Details

### Local Travel Expense - Federal Attendees

Total Airport/Local Parking \$350.00

Total Local Taxi/Transportation \$0.00

### POV Mileage - Federal Attendees

Total POV Miles 0

Reimbursement Rate per Mile \$0.000

Total Mileage Cost \$0.00

### TDY Travel and Misc. Expenses - Federal Attendees

Total Rental Car Cost \$0.00

Total Hotel Parking Cost \$0.00

Total TDY Taxi/Travel \$0.00

Total TDY Misc. Travel Costs \$99.50

TDY Cost Details TMC & TAV Fees

### Total Registration Fees - Federal Attendees

Registration Fee Waived- Fed  
Attendees



Total Registration Fees- Fed  
Attendees \$200.00

### Total Costs - Federal Attendees

Total Travel Costs - Fed  
Attendees \$6,567.50

Total Other Costs - Fed  
Attendees \$0.00

**Transportation Cost Details - Non-Federal Attendees**

|  |               |                                       |               |
|--|---------------|---------------------------------------|---------------|
| <b>Total Non-Federal Airfare/Train</b> | <b>\$0.00</b> | <b>Total Non-Federal Baggage Fees</b> | <b>\$0.00</b> |
|--|---------------|---------------------------------------|---------------|

**Lodging Cost Details - Non-Federal Attendees**

|   |               |  |               |
|---|---------------|--|---------------|
| <b>Lodging Rate for Non-Federal Travelers</b> | <b>\$0.00</b> | <b>No. of Nights for Non-Fed Travelers</b> |               |
| <b>Number of Non-Federal Travelers</b>        | <b>0</b>      | <b>Total Non-Federal Lodging Cost</b>      | <b>\$0.00</b> |
| <b>Total Non-Federal Lodging Tax</b>          | <b>\$0.00</b> |  |               |

**M&IE Cost Details - Non-Federal Attendees**

|  |               |   |               |
|--|---------------|---|---------------|
| <b>Location Rate for Non-Federal Travelers</b>   | <b>\$0.00</b> | <b>No. of Days for Non-Fed Travelers</b>            |               |
| <b>Total M&amp;IE Cost for Non-Fed Travelers</b> | <b>\$0.00</b> | <b>Non-Fed M&amp;IE Cost of Meals Provided</b>      |               |
| <b>No. of Non-Fed Travelers- Meals Provided</b>  |               | <b>Total Non-Fed M&amp;IE Cost Reduced for Meal</b> | <b>\$0.00</b> |
| <b>Explain- Non-Fed M&amp;IE Cost Reduction</b>  |               |   |               |

**If meals are a part of the Conference Agenda, identify dates meals are provided**

|   |   |
|---|---|
| <b>Date(s) of Breakfast Provided- Non-Fed</b> | <b>Date(s) of Lunch Provided- Non-Fed</b> |
| <b>Date(s) of Dinner Provided- Non-Fed</b>    |   |

**Other Conference Costs - Non-Federal Attendees**

|   |               |  |               |
|---|---------------|--|---------------|
| <b>Total Non-Fed Translation Services</b> | <b>\$0.00</b> | <b>Total Non-Fed Print Materials</b>       | <b>\$0.00</b> |
| <b>Total Non-Fed Exhibit Fees</b>         | <b>\$0.00</b> | <b>Total Non-Fed Misc. Conference Cost</b> | <b>\$0.00</b> |
| <b>Non-Fed Conference Cost Details</b>    |               |  |               |

**Local Travel Expense - Non-Federal Attendees**

|  |               |  |               |
|--|---------------|--|---------------|
| <b>Total Non-Fed Airport/Local Parking</b> | <b>\$0.00</b> | <b>Total Non-Fed Local Taxi/Transportation</b> | <b>\$0.00</b> |
|--|---------------|--|---------------|

**POV Mileage - Non-Federal Attendees**

|                                |        |                                       |         |
|--------------------------------|--------|---------------------------------------|---------|
| Total Non-Fed POV Miles        | 0      | Reimbursement Rate per Mile - Non-Fed | \$0.000 |
| Total Non-Federal Mileage Cost | \$0.00 |                                       |         |

**TDY Travel and Misc. Expenses - Non-Federal Attendees**

|                               |        |                                      |        |
|-------------------------------|--------|--------------------------------------|--------|
| Total Non-Fed Rental Car Cost | \$0.00 | Total Non-Fed Hotel Parking Cost     | \$0.00 |
| Total Non-Fed TDY Taxi/Travel | \$0.00 | Total Non-Fed TDY Misc. Travel Costs | \$0.00 |

**TDY Non-Fed Cost Details****Total Registration Fees - Non-Federal Attendees**

|  |                          |
|--|--------------------------|
| Registration Fee Waived-NonFed Attendees | <input type="checkbox"/> |
| Total Registration Fee-Non-Fed Attendees | \$0.00                   |

**Total Costs - Non-Federal Attendees**

|  |        |                                       |        |
|--|--------|---------------------------------------|--------|
| Total Travel Costs for Non-Fed Attendees | \$0.00 | Total Other Costs - Non-Fed Attendees | \$0.00 |
|--|--------|---------------------------------------|--------|

**Cost Instructions:**

Calculation Fields Instructions    The total calculation of the Conference cost will be calculated and displayed once the Conference Request record is created.

**Cost Information Summary**

|                                      |  |  |            |
|--------------------------------------|--|--|------------|
| Total Estimated Cost - Fed Attendees | \$6,767.50   | Total Estimated Cost - Non-Fed Attendees | \$0.00     |
| Cost Per Federal Attendee            | \$3,383.75   | Cost Per Non-Federal Attendee            | \$0.00     |
| Total Estimated Cost - Attending     | \$6,767.50   | Cost Per Attendee                        | \$3,383.75 |
| Cost Justification                   |  | Total Travelers                          | 2          |
| If cost exceeds \$150K, explain why  |  | Cost Determination Methodology           |            |
| Additional Comments                  | HHS' Office of Global Affairs has previously requested that FDA/CTP participate in |  |            |

the USG Delegation to help field questions about US tobacco product regulation.

### Center/Office Executive Officer or Delegate Acknowledgement

**Acknowledgement** Center/Office Executive Officer or Delegate Approval of this form provides certification that traveler meal allowances will be appropriately reduced, as required by the HHS Travel Policy Manual, for any meals provided by a non-Federal or Federal entity, including as part of the conference registration fees or when payment in-kind (Sponsored Travel) for travel reimbursements or conference registration fee waivers are provided by a non-Federal entity. Any exception will be appropriately documented.

**Travel Expenses  
Acknowledged**



### System Information

**Created By** Margaret Ison, 9/18/2023, 10:23 AM

**Last Modified By** Lisa Washington, 12/15/2023, 8:20 AM

**Record Type** Update Approved Conference Attending Request

**Pending Approval Time** 9/18/2023, 10:46 AM

**Approval Time Duration** 0.26

### Attendance

#### AtnD-17859

|                  |                                   |
|------------------|-----------------------------------|
| Attendee Name    |                                   |
| Total Attendance | 1                                 |
| Record Type      | Conference Attendance by Center   |
| Total Travelers  | 1                                 |
| FDA Center       | Center for Tobacco Products (CTP) |

#### AtnD-17860

|                  |                                   |
|------------------|-----------------------------------|
| Attendee Name    |                                   |
| Total Attendance | 1                                 |
| Record Type      | Conference Attendance by Center   |
| Total Travelers  | 1                                 |
| FDA Center       | Center for Tobacco Products (CTP) |

#### AtnD-20361

|                  |                                   |
|------------------|-----------------------------------|
| Attendee Name    |                                   |
| Total Attendance | 0                                 |
| Record Type      | Actual Attendees                  |
| Total Travelers  | 0                                 |
| FDA Center       | Center for Tobacco Products (CTP) |

**Expenses****Exp-13006**Certification Status **Initial Creation**

Travel Authorization Number (TANUM)

**Approval History****9/18/2023, 4:55 PM**Status **Approved**Assigned To **CLEAR TEAM**Actual Approver **Eric Crutchfield**

Comments

**9/18/2023, 10:48 AM**Status **Approved**Assigned To **CTP EO & Delegate**Actual Approver **Erin Brandt**

Comments

**9/18/2023, 10:46 AM**Status **Submitted**Assigned To **Margaret Ison**Actual Approver **Margaret Ison**

Comments

**Notes & Attachments****11.20 WHO OCD**Type **File**Last Modified **Margaret Ison**

Description

[Download](#)**Conference Request History****9/18/2023, 4:55 PM**User **Eric Crutchfield**Action **Changed Is Active from false to true. Changed Approval Status from Pending Approval to Approved. Changed Status from Pending Approval to Approved. Record unlocked.****9/18/2023, 10:46 AM**User **Margaret Ison**Action **Changed Approval Status from Draft to Pending Approval. Changed Status from Draft to Pending Approval. Record locked.**

**9/18/2023, 10:28 AM**

---

|        |   |
|--------|---|
| User   | <b>Margaret Ison</b>                            |
| Action | <b>Changed Purpose of Attending Conference.</b> |

**9/18/2023, 10:23 AM**

---

|        |  |
|--------|--|
| User   | <b>Margaret Ison</b>   |
| Action | <b>Changed In Person from false to true. Changed Purpose of Attending Conference. Changed FDA Center to Center for Tobacco Products (CTP). Changed Conference to CONF - 05896. Changed Conference End Date to 11/25/2023. Created.</b> |

---

Copyright © 2000-2024 salesforce.com, inc. All rights reserved.

|   |        |  |  |  |        |   |  |
|---|--------|--|--|--|--------|---|--|
| <b>Authorization, Agreement,<br/>and Certification of Training</b>                            |        |  |  | A. Agency code, agency sub-<br>element and submitting office<br>number   |        | B. Request Status   |  |
| <b>Section A – Trainee Information</b>  |        |  |  |  |        |   |  |
| 1. Applicant's Name (Last, First, Middle Initial)   |        |  |  | 2. Social Security Number (###-##-####)<br>(Agency Use Only)   |        | 3. Date of Birth (Enter Date as yyyy-mm-dd)<br>(Agency Use Only)  |  |
| 4. Home Address (Optional) (Number, Street, City, State, ZIP Code)                            |        |  |  | 5. Home Telephone (Optional)<br>(Include Area Code)  |        | 6. Position Level<br>(See page 4 for additional instructions)   |  |
| 7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)                        |        |  |  | 8. Office Telephone<br>(Include Area Code and Extension)   |        | 9. Work Email Address   |  |
| 10. Position Title  |        | 11. Does applicant need special<br>accommodation?  |  | If yes, please describe the requirements below   |        |   |  |
| 12. Type of Appointment   |        | 13. Education Level<br>(See page 4 for additional instructions)<br><b>17</b>   |  | 14. Pay Plan   |        | 15. Series  |  |
|   |        |  |  | 16. Grade  |        | 17. Step  |  |
| <b>Section B – Training Course Data</b>   |        |  |  |  |        |   |  |
| 1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)          |        |  |  | 1.b Location of Training Site (if different from 1a)<br>Panama Convention Center, Amador, Calle General Juan D. Peron, Panama City, Panama |        |   |  |
| 1c. Vendor Telephone Number   |        | 1d. Vendor Email Address   |  | 1e. Vendor website   |        | 1f. Vendor Point-of-Contact (POC)   |  |
| 2a. Course Title  |        | 2b. Course Number Code   |  | 3. Training Start Date (Enter Date as yyyy-mm-dd)  |        | 4. Training End Date (Enter Date as yyyy-mm-dd)   |  |
| 5. Training Duty Hours  |        | 6. Training Non-Duty Hours   |  | 7. Training Purpose Type<br>(See page 6 for additional instructions)<br><b>01-Program/Mission</b>  |        | 8. Training Type Code<br>(See page 6 for additional instructions)<br><b>01-Training Program Area</b>                                    |  |
| 9. Training Sub Type Code<br>(See page 6 for additional instructions)<br><b>03-Scientific</b> |        | 10. Training Delivery Type Code<br>(See page 8 for additional instructions)<br><b>04-Conference/Workshop</b>                     |  | 11. Training Designation Type Code<br><b>05-N/A</b>  |        | 12. Training Credit   |  |
|   |        |  |  |  |        | 13. Training Credit Type Code<br><b>04-N/A</b>  |  |
| 14. Training Accreditation Indicator<br><b>No</b>   |        | 15. Continued Service Agreement<br>Required Indicator (Agency Use Only)<br>(See page 8 for additional instructions)<br><b>No</b> |  | 16. Continued Service<br>Agreement Expiration Date<br>(Enter date as yyyy-mm-dd)   |        | 17. Training Source Type<br>Code (See page 8 for<br>additional instructions)<br><small>05-Foreign Governments and Organizations</small> |  |
|   |        |  |  |  |        | 18. Individual or<br>Group Training   |  |
|   |        |  |  |  |        | 19. Student/<br>Membership ID   |  |
| 20. Skill Learning Objective  |        |  |  | 21. Agency Use Only (For use by agency as needed)  |        |   |  |
| <b>Section C – Costs and Billing Information</b>  |        |  |  |  |        |   |  |
| 1. Direct Costs and Appropriation/Fund Chargeable   |        |  |  | 2. Indirect Costs and Appropriation/Fund Chargeable  |        |   |  |
| Item  | Amount | Appropriation Fund   |  | Item   | Amount | Appropriation Fund  |  |
| a. Tuition and Fees   | \$     |  |  | a. Travel  | \$     |   |  |
| b. Books & Material Costs   | \$     |  |  | b. Per Diem  | \$     |   |  |
| c. Total  | \$     |  |  | c. Total   | \$     |   |  |
| 3. Total Training Non-Government Contribution Cost  |        |  |  | 6. Billing Instructions (Furnish invoice to)   |        |   |  |
| 4. Document/Purchasing Order/Requisition Number   |        |  |  |  |        |   |  |
| 5. 8-Digit Station Symbol (Example: 12-34-5678)   |        |  |  |  |        |   |  |

## Section D – Approvals

Complete the appropriate number of approvals your agency requires (e.g. first, second, and/or third level approval) before submission of this form to the Agency Training Office.

1a. Immediate Supervisor/First-line Supervisor (*Name and Title*)

1b. Telephone Number (*Include Area Code and Extension*)

1c. Email Address

1d. Signature

Eshael Johnson

Digitally signed by Eshael Johnson  
Date: 2023.09.11 09:20:07 pm

1e. Date (*Enter Date as yyyy-mm-dd*)

2a. Second-line Supervisor (*Name and Title*)

2b. Telephone Number (*Include Area Code and Extension*)

2c. Email Address

2d. Signature

2e. Date (*Enter Date as yyyy-mm-dd*)

3a Training Officer (*Name and Title*)

3b. Telephone Number (*Include Area Code and Extension*)

3c. Email Address

3d. Signature

Kimberly Carter

Digitally signed by Kimberly Carter  
Date: 2023.09.18 02:28:56 pm

3e. Date (*Enter Date as yyyy-mm-dd*)

## Section E – Approvals/Concurrence

To be completed by the nominating Agency Official authorized to approve or disapprove training requests.

1a. Authorizing Official (*Name and Title*)

1b. Telephone Number (*Include Area Code and Extension*)

1c. Email Address

1d. Signature

Andrea Ormsby

Digitally signed by Andrea Ormsby  
Date: 2023.09.18 02:46:05 pm

1e. Date

## Section F – Certification of Training Completion and Evaluation\*

1a. Authorizing Official (*Name and Title*)

1b. Telephone Number (*Include Area Code and Extension*)

1c. Email Address

1d. Signature

1e. Date

Training Facility: Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.

\* Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.202. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

Print Form

Clear Form

## Privacy Act Statement

**Authority** – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** – The primary purpose of the information collected is to document the approval and completion of employee training within an agency. This completed training information must be electronically provided to the Governmentwide system where it will become a part of the permanent employment record and subject to all published routine uses of that system of records. Information collected may also be provided to other agencies and to Congress upon request.

**Effects and Nondisclosure** – Providing the personal information requested, in paper form, is voluntary and at the agency's discretion. However, failure to provide this information electronically to the Governmentwide system may result in errors in processing and documenting the training you have completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** – Solicitation of SSNs by the U.S. Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. However, agencies must also safeguard such Personally Identifiable Information (PII) when providing completed training information to the Governmentwide system. Employee SSNs will be used primarily to give proper recognition for completed training and to accumulate Governmentwide statistical data and information.

# Agency Training Electronic Reporting Instructions

## General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F, Certification of Training Completion and Evaluation section.
2. Electronic Requirements - An agency should only submit data for completed training events for which all mandatory data elements have been recorded.

## Additional Instructions for Section A - Trainee Information:

6. **Position Level** - Select whether the employee's position level is one of the following:
  - 6a. **Non-supervisory** - Anyone who does not have supervisory/team leader responsibilities.
  - 6b. **Supervisory** - First-line supervisors who do not supervise other supervisors; typically, those who are responsible for an employee's performance appraisal or approval of their leave.
  - 6c. **Manager** - Those in management positions who typically supervise one or more supervisors.
  - 6d. **Executive** - Members of the Senior Executive Service (SES) or equivalent.
13. **Education Level** - Use the employee educational level codes listed below.

| Code | Short Description   | Long Description (if applicable)  |
|------|---|---|
| 1    | No formal education or some elementary school--did not complete                 | Elementary school means grades 1 through 8, or equivalent, not completed.   |
| 2    | Elementary school completed--no high school                                     | Grade 8 or equivalent completed.  |
| 3    | Some high school--did not graduate  | High school means grades 9 through 12, or equivalent.   |
| 4    | High school graduate or certificate equivalency                                 | N/A   |
| 5    | Terminal occupational program--did not complete                                 | Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| 6    | Terminal occupational program--certificate of completion, diploma or equivalent | See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.  |
| 7    | Some college--less than one year  | Less than 30 semester hours completed.  |
| 8    | One year of college   | 0-59 semester hours or 45-89 quarter hours completed.   |
| 9    | Two years of college  | 60-89 semester hours or 90-134 quarter hours completed.   |
| 10   | Associate Degree  | 2-year college degree program completed.  |
| 11   | Three years of college  | 90-119 semester hours or 135-179 quarter hours completed.   |
| 12   | Four years of college   | 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.  |
| 13   | Bachelor's Degree   | Requires completion of at least four, but no more than five, years of academic work; includes a Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.   |

| <b>Code</b> | <b>Short Description</b> | <b>Long Description (if applicable)</b>  |
|-------------|--------------------------|--|
| <b>14</b>   | Post-Bachelor's          | Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.  |
| <b>15</b>   | First professional       | Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).  |
| <b>16</b>   | Post-first professional  | Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.  |
| <b>17</b>   | Master's degree          | For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.   |
| <b>18</b>   | Post-Master's            | Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.  |
| <b>19</b>   | Sixth-year degree        | Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology. |
| <b>20</b>   | Post-sixth year          | Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.  |
| <b>21</b>   | Doctorate degree         | Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.   |
| <b>22</b>   | Post-Doctorate           | Work beyond the Doctorate.   |

## Additional Instructions for Section B - Training Course Data:

7. **Training Purpose Type** - Select and insert the purpose for taking this course or program using the appropriate training purpose type code from the list below.

| Code | Short Description                    | Long Description (if applicable)  |
|------|--------------------------------------|---|
| 01   | Program/Mission                      | Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.  |
| 02   | New Work Assignment                  | Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties). |
| 03   | Improve/Maintain Present Performance | Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.   |
| 04   | Future Staffing Needs                | Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).   |
| 05   | Develop Unavailable Skills           | Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology [IT] professionals).   |
| 06   | Retention                            | Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).  |

9. **Training Sub-Type Code** - There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected.

| Training Type Code         | Training Sub Type Code   | Competency      |
|----------------------------|--|-----------------|
| 01 - Training Program Area | 01 - Legal<br>Education or training in the concepts, principles, and theories, or techniques of law.   | Technical       |
|                            | 02 - Medical and Health<br>Education or training in the concepts, principles, and theories, or techniques of medicine or health sciences.  | Technical       |
|                            | 03 - Scientific<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as physical, biological, natural, and social sciences; education; mathematics or statistics. | Technical       |
|                            | 04 - Engineering or Architecture<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.  | Technical       |
|                            | 05 - Human Resources<br>Education or training in the concepts, principles, and theories of such fields as Human Resources Management and/or Strategic Human Capital Management.                                    | Human Resources |
|                            | 06 - Budget/Finance Business Administration<br>Education or training in the concepts, principles, and theories of business administration, accounting and finance.   | Financial       |
|                            | 07 - Planning and Analysis<br>Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.              | Technical       |
|                            | 08 - Information Technology<br>Education and training in the concepts and application of all facets of Information Technology.   | Technical       |

| Training Type Code   | Training Sub Type Code   | Competency           |
|--|--|----------------------|
| 01 - Training Program Area ( <i>continued</i> )  | 09 - Project Management<br>Education and training in the concepts, principles, and theories necessary to plan, develop, and modify the management of products, services, or systems with regards to scope, resources, and time.  | Technical            |
|  | 10 - Acquisition<br>Education or training in the concepts, principles, and theories or techniques related to acquiring and procuring goods and services for the government.  | Financial            |
|  | 11 - Logistic Specialty<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.   | Technical            |
|  | 12 - Security<br>Training of a specialized nature in the methods and techniques of investigation in cybersecurity, physical security, personal security, and police science.   | Technical            |
|  | 13 - Administration ( <i>Non-supervisory administrative &amp; program/project support</i> )<br>Training in skills used for administrative tasks associated with business/office management and program/project support.  | Human Resources      |
|  | 14 - Trade and Craft<br>Training in the knowledge, skills, and abilities needed to perform and accomplish required tasks in trade and craft occupations (i.e. Carpentry, Plumbing, Electrical, etc.).  | Technical            |
|  | 15 - Foreign Affairs<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, intelligence (foreign affairs/intelligence), diplomacy, or strategic studies.   | Technical            |
| 02 - Developmental Training Area<br><br>Description: Formal developmental/training programs. | 20 - Supervisory Program/First-Line Supervisors<br>Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; diversity and inclusion; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors. | Leadership           |
|  | 21 - Management Program<br>Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).  | Leadership           |
|  | 22 - Leadership/Manager/Pre-supervisory Development<br>Formal developmental program that provides mid-level and leadership training and development opportunities for supervisors and non-supervisors; which includes coursework that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal).   | Leadership           |
|  | 23 - SES Candidate Development<br>OPM-approved program to prepare potential SES members.   | Leadership           |
|  | 24 - Executive Development<br>Continuing development for leaders above the GS-15 level.  | Leadership           |
|  | 25 - Mentoring Program<br>Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.  | Employee Development |
|  | 26 - Coaching Program<br>Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.  | Employee Development |

| Training Type Code   | Training Sub Type Code  | Competency                 |
|--|---|----------------------------|
| 03 - Basic Training Area<br><br>Description:<br>Fundamental and/or<br>required training<br>programs. | 30 - Employee Orientation<br>Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.  | Employee Development       |
|  | 31 - Adult Basic Education<br>Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.  | Employee Development       |
|  | 32 - Federally Mandated Training<br>Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).   | <b>Federally Mandatory</b> |
|  | 33 - Work-life<br>Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc.).  | Human Resources            |
|  | 34 - Professional Skills<br>Training on non-technical skills related to employee performance such as communication, conflict resolution, emotional intelligence, organization, time management, etc.  | Fundamental Skills         |
|  | 35 - Agency Required Training<br>Agency-specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.<br><b>Note:</b> Unlike Federally mandated training, this type of training is not mandated by Federal statute for all Federal employees. | Agency Required            |

### 10. Training Delivery Type Code

| Code | Short Description                     | Long Description (if applicable)  |
|------|---------------------------------------|---|
| 1    | Traditional Classroom (no technology) | Individual or multiple person led, face-to-face training.   |
| 2    | On the Job                            | Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.   |
| 3    | Technology Based                      | Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.   |
| 4    | Conference/Workshop                   | An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance. |
| 5    | Blended                               | Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.   |
| 6    | Correspondence                        | Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.  |

**11. Training Designation Type Code** - Select and insert the appropriate training credit designation type code:

| Code | Short Description           |
|------|-----------------------------|
| 01   | Undergraduate Credit        |
| 02   | Graduate Credit             |
| 03   | Continuing Education Credit |
| 04   | Post Graduate Credit        |
| 05   | N/A                         |

**13. Training Credit Type Code** - Select and insert the appropriate training credit designation type code **only** if “training credit” is greater than zero:

| Code | Short Description                 |
|------|-----------------------------------|
| 1    | Semester Hours                    |
| 2    | Quarter Hours                     |
| 3    | Continuing Education Unit         |
| 4    | Professional Development Unit     |
| 5    | Continuing Professional Education |
| 6    | Continuous Learning Points        |
| 7    | Other                             |

**15. Continued Service Agreement Required Indicator - (Agency response.)** An agency may require an employee to enter into a continued service agreement (CSA) with the agency prior to authorization for training. According to 5 CFR 410.309, the head of the agency determines the requirements for CSA's. Typically, when an employee signs a CSA, an employee agrees to remain in the agency's service for a specified period of time after receipt of training. Indicate whether, or not, the employee signed an agreement to remain in the service of the agency for a specified amount of time as a condition of participating in the authorized training. Select Yes (Y), No (N) or non-applicable (N/A).

**17. Training Source Type Code:**

| Code | Short Description                     | Long Description (if applicable)   |
|------|---------------------------------------|--|
| 1    | Government Internal                   | Training provided by a Federal department, agency, or independent establishment for its own employees.   |
| 2    | Government External                   | Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.   |
| 3    | Non-government                        | Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.) |
| 4    | Government: State/Local               | Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.  |
| 5    | Foreign Governments and Organizations | Training provided by non-United States entities which may or may not be outside the United States.   |

## CTP Travel Request Form

**TRAVELER'S NAME:**

Megan Hicks

**Meeting/Conference Name:**

WHO Framework Convention on Tobacco Control Conf of the Parties (COP10)

Meeting/Conference Address:

Panama Con. Ctr, Amador, Calle General Juan D. Peron, Panama City, Panama

Travel Dates:

|       |        |         |         |
|-------|--------|---------|---------|
| Dept: | 2/4/24 | Return: | 2/11/24 |
|-------|--------|---------|---------|

Type of Travel:

Foreign: ☒ Domestic: ☐

Travel Leave (If Applicable):

**Dates:**

**Trip Purpose/Rationale:**

The Framework Convention on Tobacco Control (FCTC) is an international treaty addressing the global tobacco epidemic negotiated under the auspices of WHO. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. Rescheduled from November 2023.

**TRANSPORTATION:**

Dept. Airport/Station:

IAD Return Airport/Station: IAD

TDY Airport/Station:

PTY

## OUTBOUND

Preferred Dep. Time between:

and

Airline &amp; Flight #:

|                |          |         |
|----------------|----------|---------|
| United/UA 7126 | Departs: | 8:20 AM |
|----------------|----------|---------|

**INBOUND/RETURN**

Preferred Dep. Time between:

and

Airline &amp; Flight #

|                |          |         |
|----------------|----------|---------|
| United/UA 7172 | Departs: | 6:42 PM |
|----------------|----------|---------|

**HOTEL**

**First Choice:**

Tel. #

**Second Choice:**

Tel. #

Check-In Date:

2/4/24

Check-Out Date:

2/11/2024

**Special Accomodations:**

**EXPENSES**

|                       |  |         |       |        |
|-----------------------|--|---------|-------|--------|
| Roundtrip POV Mileage |  | miles @ | 0.655 | \$0.00 |
| Tolls                 |  |         |       |        |
| Parking               |  |         |       |        |

**Taxi/Shuttle/Public Trans:**

|                              |         |                              |         |
|------------------------------|---------|------------------------------|---------|
| Residence/Office to Airport: | \$75.00 | Airport to Residence/Office: | \$75.00 |
| Airport to Hotel/Meeting:    | \$50.00 | Hotel/Meeting to Airport:    | \$50.00 |
| 1st Bag Airlines Fees:       | \$70.00 |                              |         |

**MISC. EXPENSES**

|                   |          |                              |
|-------------------|----------|------------------------------|
| Misc. Expenses #1 | \$200.00 | Detail: Local transportation |
| Misc. Expenses #2 |          | Detail:                      |
| Misc. Expenses #3 |          | Detail:                      |

|                                  |          |
|----------------------------------|----------|
| <b>TOTAL ESTIMATED EXPENSES:</b> | \$520.00 |
|----------------------------------|----------|

**PER DIEM (Lodging):**

|   |                     |            |
|---|---------------------|------------|
| Allowed Lodging Per Diem:   | \$173.00            |            |
| <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> |                     |            |
| Room  | 7 nights @ \$154.00 | \$1,078.00 |
| Taxes   | 7 nights @ \$15.40  | \$107.80   |

**PER DIEM / M&IE:**

|   |                   |
|---|-------------------|
| Allowed M&IE:   | \$99.00           |
| <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> |                   |
| 1st Day Per Diem:   | \$74.25           |
| Middle Days Per Diem:   | # days 6 \$594.00 |
| Last Day Per Diem:  | \$74.25           |
|   | \$742.50          |

**TRANSPORTATION:**

|   |          |
|---|----------|
| Contract Carrier Rate (YCA <u>Round</u> Trip)   | \$872.00 |
| <a href="https://cpsearch.fas.gsa.gov/cpsearch/search.do">https://cpsearch.fas.gsa.gov/cpsearch/search.do</a> |          |

|                                      |            |
|--------------------------------------|------------|
| <b>TOTAL ESTIMATED TRAVEL COSTS:</b> | \$3,320.30 |
|--------------------------------------|------------|

**REQUEST FOR AUTHORIZATION:** We realize emergencies may necessitate some changes to your original plans. You need to notify our office as soon as possible so that we can prepare the necessary amendments and process your voucher in a timely manner.

**Megan Hicks -S**Digitally signed by Megan Hicks -S  
Date: 2023.12.01 11:13:56 -05'00'

Requestor's Signature

Date

**David Oliveira -S**Digitally signed by David Oliveira -S  
Date: 2023.12.01 11:15:35 -05'00'

Supervisor Concurrence

Date

**From:** [Megan Hicks](#)  
**To:** [Hicks, Megan V](#)  
**Subject:** [EXTERNAL] Fwd: Booking Confirmation Megan V Hicks -- Panama City, Feb 4  
**Date:** Friday, December 1, 2023 10:28:39 AM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

----- Forwarded message -----

From: <[PNR-Notification@getthere.com](mailto:PNR-Notification@getthere.com)>  
Date: Fri, Dec 1, 2023 at 10:24 AM  
Subject: Booking Confirmation Megan V Hicks -- Panama City, Feb 4  
To: (b) (6)

## Booking Confirmation

Thank you for making your travel reservations through our site. Your reservation information appears below. Please keep this information in a safe place so that you may refer to your itinerary and record locator for your trip.

---

### CONFIRMATION NUMBERS

SABRE Record Locator #: (b) (6)  
Hotel Confirmation #1: (b) (6) (Waldorf Astoria Hotels and Resorts)

---

### NAME(S) OF PEOPLE TRAVELING

Name: Megan V Hicks

---

### HOTEL

|  |   |
|--|---|
| Name:                                  | WALDORF ASTORIA PANAMA                              |
| Location:                              | Panama City,  |
| Address:                               | 47th St. and Uruguay St., Panama City, 99999 Panama |
| Check-in:                              | Sunday, Feb 4 15:00                                 |
| Check-out:                             | Sunday, Feb 11 12:00                                |
| Hotel Confirmation #:                  | (b) (6)   |
| Number of Rooms:                       | 1   |
| Phone:                                 | 507-294-8000  |
| Fax:                                   | 507-294-8001  |
| Average Rate before taxes and fees:    | 154.00 USD (per night/room)                         |
| Average Rate including taxes and fees: | 169.40 USD (per night/room)                         |
|  | FedRooms Rate Includes: *24hr                       |

Special Note:

Cancel\*\*Internet\*\*Breakfast\*

Thank you for choosing a company designated Green Hotel.

---

## AGENCY INFORMATION

Agency: FedRooms (Attention: FedRooms Help Desk)

---

## DELIVERY INFORMATION

Name: Megan Hicks

Address:

(b) (6)

(b) (6)

Phone:

(b) (6)

Email:

---

## TRAVEL ARRANGEMENTS

Travel Arranged By: Megan Hicks

Travel Arranged For: Megan Hicks

---

HAVE A GREAT TRIP



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Monday, 04DEC 2023 07:57 AM

**Passengers:** MEGAN VICTORIA HICKS (TANUM0WK9F)

**Agency Record Locator:** (b) (6)

[>>ViewTrip](#)

[>>TSA PreCheck](#)

[>>FAA Airport Info](#)

[>>Federal Travel Online](#)


Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.


**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 996.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR  | Sunday, 4FEB 2024 |  |  |
|--|-------------------|--|---|
| <b>United Airlines</b>   |                   |  |   |
| Operated By: COPA AIRLINES   |                   | <b>Flight Number:</b> 7126             | <b>Class:</b> Y- Coach/Economy  |
| <b>From:</b> Washington Dulles DC, USA                             |                   | <b>Depart:</b> 8:20 AM                 |   |
| <b>To:</b> Panama City, Panama                                     |                   | <b>Arrive:</b> 1:28 PM                 |   |
| Stops: Nonstop   |                   | <b>Duration:</b> 5 hour(s) 8 minute(s) |   |
| Seats:   |                   | <b>Status:</b> CONFIRMED               | <b>Miles:</b> 2070 / 3312 KM  |
| Equipment: Boeing 737-800 Jet                                      |                   |  |   |
| Frequent Flyer Number: (b) (6)                                     |                   |  |   |
| <b>United Airlines Confirmation number is</b> (b) (6)              |                   |  |   |
| Check in on-line for <a href="#">United</a>                        |                   |  |   |
| Click here to review Baggage guidelines for <a href="#">United</a> |                   |  |   |

| HOTEL   | Sunday, 4FEB 2024 |                                     |  |
|---|-------------------|-------------------------------------|---|
| <a href="#">Waldorf Astoria Panama (HILTON)</a> |                   |                                     |   |
| 47Th St. And Uruguay ST Panama City None 99999  |                   |                                     |   |
| <b>Number of Rooms:</b> 1                       |                   | <b>Confirmation Number:</b> (b) (6) |   |
| <b>Phone:</b> 507-294-8000                      |                   |                                     |   |
| <b>Check Out:</b> Sunday, 11FEB 2024            |                   |                                     |   |
| Room Type: Single with bath                     |                   |                                     |   |
| RATE USD 169.40                                 |                   |                                     |   |

USER SUPPLIED HOTEL

Credit card required at check-in

|            |                           |  |   |
|------------|---------------------------|--|---|
| <b>AIR</b> | <b>Sunday, 11FEB 2024</b> |  |  |
|------------|---------------------------|--|---|

**United Airlines**

Operated By: COPA AIRLINES

**From:** Panama City, Panama

**To:** Washington Dulles DC, USA

**Stops:** Nonstop

**Seats:**

Equipment: 7M9/AIR

Frequent Flyer Number:

(b) (6)

**United Airlines Confirmation number is**

(b) (6)

Check in on-line for [United](#)

Click here to review Baggage guidelines for [United](#)

**Flight Number:** 7172

**Class:** Y- Coach/Economy

**Depart:** 6:42 PM

**Arrive:** 11:33 PM

**Duration:** 4 hour(s) 51 minute(s)

**Status:** CONFIRMED

**Miles:** 2070 / 3312 KM

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.

[Click here for travel health advisories](#)

[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure

To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft

[Click Here](#)



**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/1  
19 May 2023**

**Tenth session  
Panama City, Panama, 20–25 November 2023  
Provisional agenda item 1.1**

---

## **Provisional agenda**

### **Report by the Convention Secretariat**

#### **Purpose of the document**

The provisional agenda of the Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) was prepared by the Convention Secretariat in consultation with the Bureau of the Conference of the Parties (COP), in accordance with Rule 6 of the Rules of Procedure of the COP. The COP shall examine the provisional agenda, in accordance with Rule 10 of the Rules of Procedure of the COP.

#### **Action by the Conference of the Parties**

The COP is invited to examine the provisional agenda and consider adopting the draft decision annexed to the present report.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular, SDG 3 and Target 3.a.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): Rules of the Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control.

## Provisional agenda<sup>1</sup>

### 1. Opening of the session\*

#### 1.1 Adoption of the agenda and organization of work

*Documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated)*

#### 1.2 Credentials of participants

*Document FCTC/COP/10/2*

### 2. Applications for the status of observer to the Conference of the Parties

*Document FCTC/COP/10/3*

### 3. High-level segment\*

### 4. Invited speaker(s), if any\*

### 5. Global progress in implementation of the WHO FCTC, followed by a general debate\*

*Document FCTC/COP/10/4*

### 6. Treaty instruments and technical matters

#### 6.1 Implementation of Articles 9 and 10 of the WHO FCTC (Regulation of contents and disclosure of tobacco products): reports by the Bureau, by the Expert Group and by WHO

*Documents FCTC/COP/10/5, FCTC/COP/10/6 and FCTC/COP/10/7*

#### 6.2 Tobacco advertising, promotion and sponsorship: depiction of tobacco in entertainment media: report by the Working Group

*Document FCTC/COP/10/8*

#### 6.3 Novel and emerging tobacco products: reports by the Convention Secretariat and by WHO

*Documents FCTC/COP/10/9 and FCTC/COP/10/10*

#### 6.4 Forward-looking tobacco control measures (in relation to Article 2.1 of the WHO FCTC) (item proposed by a Party)

*Document FCTC/COP/10/11*

---

<sup>1</sup> At the recommendation of the Bureau of the COP, it is proposed that the agenda items marked with an asterisk be webcast.

- 6.5 Implementation of Article 19 of the WHO FCTC: Liability (item proposed by Parties)

*Document FCTC/COP/10/12*

**7. Reporting, implementation assistance and international cooperation**

- 7.1 Improving the reporting system of the WHO FCTC

*Document FCTC/COP/10/13*

- 7.2 Implementation Review Mechanism

*Document FCTC/COP/10/14*

- 7.3 Contribution of the WHO FCTC to the promotion and fulfilment of human rights (item proposed by a Party)

*Document FCTC/COP/10/15*

**8. Budgetary and institutional matters**

- 8.1 Performance and progress reports

*Document FCTC/COP/10/16*

- (a) Performance report for the 2020–2021 Workplan and Budget
- (b) Interim performance report for the 2022–2023 Workplan and Budget
- (c) Global Strategy to Accelerate Tobacco Control: Advancing sustainable development through the implementation of the WHO FCTC 2019–2025

- 8.2 Proposed Workplan and Budget for the financial period 2024–2025

*Documents FCTC/COP/10/17 and FCTC/COP/10/INF.DOC./1*

- 8.3 WHO FCTC Investment Fund

*Document FCTC/COP/10/18*

- 8.4 Payment of Assessed Contributions and measures to reduce Parties in arrears

*Document FCTC/COP/10/19*

- 8.5 Review of accreditation of nongovernmental organizations with the status of observer to the Conference of the Parties

*Document FCTC/COP/10/20*

- 8.6 Possible amendments to the Rules of Procedure of the Conference of the Parties

*Document FCTC/COP/10/21*

- 8.7 Strengthening synergies between the Conference of the Parties and the World Health Assembly: report by the WHO Director-General on resolutions and decisions of the World Health Assembly

*Document FCTC/COP/10/22*

- 8.8 Appointment of the Head of the Convention Secretariat: report by the Bureau

*Document FCTC/COP/10/23*

**9. Date and place of the Eleventh session of the Conference of the Parties\***

*Document FCTC/COP/10/24*

**10. Election of the President and Vice-Presidents of the Conference of the Parties\***

*Document FCTC/COP/10/25*

**11. Provisional report of the Tenth session of the Conference of the Parties\***

*Document FCTC/COP/10/26*

**12. Closure of the session\***

ANNEX

**DRAFT DECISION:  
ADOPTION OF THE AGENDA**

The Conference of the Parties (COP),

Noting the provisional agenda contained in documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated) prepared by the Convention Secretariat in consultation with the Bureau of the COP, in accordance with Rule 6 of the Rules of Procedure of the COP,

DECIDES to adopt the provisional agenda as proposed.

(XXX plenary meeting, XX November 2023)

= = =



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Monday, 04DEC 2023 07:57 AM

**Passengers:** MEGAN VICTORIA HICKS (TANUM0WK9F)

**Agency Record Locator:** (b) (6)

[>>ViewTrip](#)  
[>>TSA PreCheck](#)  
[>>FAA Airport Info](#)  
[>>Federal Travel Online](#)


Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.


**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 996.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR   | Sunday, 4FEB 2024 |  |  |
|---|-------------------|--|---|
| <b>United Airlines</b><br>Operated By: COPA AIRLINES<br><b>From:</b> Washington Dulles DC, USA<br><b>To:</b> Panama City, Panama<br>Stops: Nonstop<br>Seats:<br>Equipment: Boeing 737-800 Jet<br>Frequent Flyer Number: (b) (6)<br><b>United Airlines Confirmation number is</b> (b) (6)<br>Check in on-line for <a href="#">United</a><br>Click here to review Baggage guidelines for <a href="#">United</a> |                   |  |   |
|   |                   | <b>Flight Number:</b> 7126<br><b>Depart:</b> 8:20 AM<br><b>Arrive:</b> 1:28 PM<br>Duration: 5 hour(s) 8 minute(s)<br>Status: CONFIRMED | <b>Class:</b> Y- Coach/Economy<br><br><br><br><br><b>Miles:</b> 2070 / 3312 KM        |

| HOTEL  | Sunday, 4FEB 2024 |                                     |  |
|--|-------------------|-------------------------------------|---|
| <a href="#">Waldorf Astoria Panama (HILTON)</a><br>47Th St. And Uruguay ST Panama City None 99999<br><b>Number of Rooms:</b> 1<br><b>Phone:</b> 507-294-8000<br><b>Check Out:</b> Sunday, 11FEB 2024<br>Room Type: Single with bath<br><br>RATE USD 169.40 |                   |                                     |   |
|  |                   | <b>Confirmation Number:</b> (b) (6) |   |

USER SUPPLIED HOTEL

Credit card required at check-in

|            |                           |  |   |
|------------|---------------------------|--|---|
| <b>AIR</b> | <b>Sunday, 11FEB 2024</b> |  |  |
|------------|---------------------------|--|---|

**United Airlines**

Operated By: COPA AIRLINES

**From:** Panama City, Panama

**To:** Washington Dulles DC, USA

**Stops:** Nonstop

**Seats:**

Equipment: 7M9/AIR

Frequent Flyer Number: (b) (6)

**United Airlines Confirmation number is** (b) (6)

Check in on-line for [United](#)

Click here to review Baggage guidelines for [United](#)

**Flight Number:** 7172

**Class:** Y- Coach/Economy

**Depart:** 6:42 PM

**Arrive:** 11:33 PM

**Duration:** 4 hour(s) 51 minute(s)

**Status:** CONFIRMED

**Miles:** 2070 / 3312 KM

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.

[Click here for travel health advisories](#)

[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure

To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft

[Click Here](#)

## TRIP00TIX5 (TANUM0WK9F)



CONCURGOV

**Primary Traveler** Megan Hicks (b) (6)  
**Document Type** Auth  
**Type Code** TDY-TEMP DUTY TRAVEL  
**Organization** HHSDCFA

**Purpose** CONFERENCE NOT TRAINING  
**Ticket By** 02/02/2024  
**Travel Dates** 02/04/2024 - 02/11/2024  
**Trip Name** Megan Hicks; Policy Analyst;  
HHS/FDA/CTP; 02/04/23; WHO  
Flavors Global Consultation; Panama  
City, Panama; Air; Attending not  
speaking; Subj to availability of FY2024  
funds; No personal days; No annual  
leave; CTT eligible; Gov CC, Yes; Reg,  
NO  
**Currency** USD

**Estimated Cost** 3,671.79  
**Current Status** OFFSETTING OBLIGATION  
**Next Status**

**Per Diem Locations** PANAMA CITY, PAN  
**Document Details** The Framework Convention on  
Tobacco Control (FCTC) is an  
international treaty addressing the  
global tobacco epidemic negotiated  
under the auspices of WHO. Regular  
sessions of the Conference of the  
Parties (COP) are held every two years  
according to the Rules of Procedure of  
the COP. Rescheduled from November  
2023.

## Traveler Profile

**Name** Hicks, Megan Victoria  
**TrID** (b) (6)  
**Title**  
**Security CI**  
**Office Address**  
**Office Phone** 301-796-9154  
**Home Address** (b) (6)

**ID** (b) (6)  
**Organization** HHSDCFA  
**Duty Station**  
**Card** No Advance  
**EMAIL** Megan.Hicks@fda.hhs.gov  
**Cell Phone** (b) (6)  
**Home Phone** (b) (6)  
**Alternate Phone**

## Trip Details

## Document Information

**Purpose** The Framework Convention on Tobacco  
Control (FCTC) is an international treaty  
addressing the global tobacco epidemic  
negotiated under the auspices of WHO.  
Regular sessions of the Conference of the  
Parties (COP) are held every two years  
according to the Rules of Procedure of the  
COP. Rescheduled from November 2023.

## Itinerary Locations

| From     | To       | Itinerary Location | Purpose | Per Diem Rates |
|----------|----------|--------------------|---------|----------------|
| 02/04/24 | 02/11/24 | PANAMA CITY, PAN   |         | 173.00 / 99.00 |

## Document Custom Fields

## Notification of Foreign Travel

**Is business or premium class used for any leg of this trip?** No

**Funding Source 1** FDA

**Funded Amount 1** 5000.00

**Funding Details 1**  
("&" character not allowed)

**Funding Source 2** FDA

**Funded Amount 2** 0.00

**Funding Details 2**  
("&" character not allowed)

**Funding Source 3** FDA

**Funded Amount 3** 0.00

**Funding Details 3**  
("&" character not allowed)

**Total Funding** 5000

**Agency** FDA

**Center**

**Additional Organization Description** ("&" character not allowed)  
Center for Tobacco Products

**Country** Yes  
**Clearance Cable Prepared?**

**Multilateral Travel Activity?** Yes

**Are Multiple Employees Traveling Together?** Yes

**Multilateral Travel Selection** WHO

**Additional Employee Names List** ("&" character not allowed)  
Brian King

**Late Reason** LATE INVITATION

**Late Justification** ("&" character not allowed)  
Conference postponed from its original 11/23 Date

**Job Title** ("&" character not allowed)  
Policy Analyst

**Employee Status** GS

**Passport Type** Official

**Passport # and Expiration Date** ("&" character not allowed)  
(b) (6)

**Passport Issuing Country** ("&" character not allowed)  
USA

**Country of Birth** ("&" character not allowed)  
USA

allowed)  
 Conference Travel  
**Month of** November 2023  
**Conference**  
**Conference Name** FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties

## Document Totals

|                                  |          |                          |      |
|----------------------------------|----------|--------------------------|------|
| <b>Total Expenses</b>            | 3,671.79 | <b>Advance</b>           | 0.00 |
| <b>Reimbursable Expenses</b>     | 3,671.79 | <b>Authorized</b>        |      |
| <b>Non-Reimbursable Expenses</b> | 0.00     | <b>Advance Requested</b> | 0.00 |

## Document Totals by Expense Category

| Expense Category  | Cost     | Advance Amount |
|-------------------|----------|----------------|
| BAGGAGE FEES      | 70.00    | 0.00           |
| COM.CARR.         | 996.60   | 0.00           |
| LODGING           | 1,185.80 | 0.00           |
| M&IE              | 742.50   | 0.00           |
| TAV EXP-C         | 14.50    | 0.00           |
| TAXI/PUBLIC TRANS | 649.92   | 0.00           |
| TMC FEE           | 12.47    | 0.00           |
| Total Expenses    | 3,671.79 | 0.00           |

## Reservations Summary

| Reservation Type | Vendor | #       | Location    | Cost     |
|------------------|--------|---------|-------------|----------|
| COMM-CARR        | United | (b) (6) |             | 996.60   |
| COMM-CARR        | United | (b) (6) |             | 0.00     |
| LODGE            | Hilton | (b) (6) | Panama City | 1,185.80 |

## Trip Itinerary

|   |  |  |   |
|---|--|--|---|
| <b>From</b>   | <b>IAD-Washington, DC (USA) (Dulles Apt)</b>         | <b>To</b>  | <b>PTY-Panama City, Panama (Tocumen Intl. A</b> |
| <b>Air</b>  |  |  |   |
| Sunday February 04, 2024                                    |  |  |   |
| IAD-Washington, DC (USA) to PTY-Panama City, Panama         |  |  |   |
| <b>Feb 04</b>   | United 7126  | Duration 5 Hours 8 Minutes Nonstop                   |   |
|   | Panama City, Panama (Tocumen Intl. Apt) 02/04/2024   | Panama City, Panama (Tocumen Intl. Apt) 02/04/2024   |   |
|   | 1:28PM   | 1:28PM   |   |
|   | Confirmation Number                                  |  |   |
|   | Flight Information                                   |  |   |
|   | Distance 2066 miles                                  | Emissions 1346.0 lbs of CO2                          |   |
|   | No Seat Assigned                                     | Cost 996.60 USD                                      |   |
| <b>Hotel</b>  |  |  |   |
| Hilton  |  |  |   |
| 47th St. and Uruguay St Panama City 99999 FONE 507-294-8000 |  |  |   |
| <b>Feb 04</b>   | Checking in 02/04/2024                               | Checking out 02/11/2024                              |   |
|   |  | Total Rate 1,185.80 USD                              |   |
| <b>Air</b>  |  |  |   |
| Sunday February 11, 2024                                    |  |  |   |
| PTY-Panama City, Panama to IAD-Washington, DC (USA)         |  |  |   |
| <b>Feb 11</b>   | United 7172  | Duration 4 Hours 51 Minutes Nonstop                  |   |
|   | Washington, DC (USA) (Dulles Apt) 02/11/2024 11:33PM | Washington, DC (USA) (Dulles Apt) 02/11/2024 11:33PM |   |
|   | Confirmation Number                                  |  |   |
|   | Flight Information                                   |  |   |
|   | Distance 2066 miles                                  | Emissions 1346.0 lbs of CO2                          |   |
|   | No Seat Assigned                                     |  |   |

## Expenses

| Date       | Description                            | Category          | Cost   | Pay Method      | Per Diem |
|------------|--|-------------------|--------|-----------------|----------|
| 12/04/2023 | TDY Voucher Fee                        | TAV EXP-C         | 14.50  | IBA-TRAVEL CARD |          |
| 12/04/2023 | Travel Fee                             | TMC FEE           | 12.47  | IBA-TRAVEL CARD |          |
|            | Comment: OTRS Domestic-Intl w-Air-Rail |                   |        |                 |          |
| 02/04/2024 | First Bag Airline Fee                  | BAGGAGE FEES      | 35.00  | IBA-TRAVEL CARD |          |
| 02/04/2024 | Airfare                                | COM.CARR.         | 996.60 | IBA-TRAVEL CARD |          |
| 02/04/2024 | Lodging                                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
|            | Comment: Conf Num: (b) (6) Cmt:        |                   |        |                 |          |
| 02/04/2024 | M&IE                                   | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/04/2024 | Taxi - Airport/Train Station           | TAXI/PUBLIC TRANS | 75.00  | IBA-TRAVEL CARD |          |
| 02/04/2024 | Taxi - Airport/Train Station           | TAXI/PUBLIC TRANS | 50.00  | IBA-TRAVEL CARD |          |
|            | Comment: Airport to Hotel              |                   |        |                 |          |
| 02/04/2024 | Transportation Network Company         | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
|            | Comment: Hotel to Venue                |                   |        |                 |          |
| 02/04/2024 | Transportation Network Company         | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
|            | Comment: Venue to Hotel                |                   |        |                 |          |
| 02/05/2024 | Lodging                                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
|            | Comment: Conf Num: (b) (6) Cmt:        |                   |        |                 |          |
| 02/05/2024 | M&IE                                   | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/05/2024 | Transportation Network Company         | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
|            | Comment: Hotel to Venue                |                   |        |                 |          |
| 02/05/2024 | Transportation Network Company         | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
|            | Comment: Venue to Hotel                |                   |        |                 |          |
| 02/06/2024 | Lodging                                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
|            | Comment: Conf Num: (b) (6) Cmt:        |                   |        |                 |          |

| Date                        | Description  | Category          | Cost   | Pay Method      | Per Diem |
|-----------------------------|--|-------------------|--------|-----------------|----------|
| 02/06/2024                  | M&IE   | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/06/2024                  | Transportation Network Company<br><i>Comment: Hotel to Venue</i> | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/06/2024                  | Transportation Network Company<br><i>Comment: Venue to Hotel</i> | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
| 02/07/2024                  | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/07/2024                  | M&IE   | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/07/2024                  | Transportation Network Company<br><i>Comment: Hotel to Venue</i> | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/07/2024                  | Transportation Network Company<br><i>Comment: Venue to Hotel</i> | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
| 02/08/2024                  | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/08/2024                  | M&IE   | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/08/2024                  | Transportation Network Company<br><i>Comment: Hotel to Venue</i> | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/08/2024                  | Transportation Network Company<br><i>Comment: Venue to Hotel</i> | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
| 02/09/2024                  | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/09/2024                  | M&IE   | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/09/2024                  | Transportation Network Company<br><i>Comment: Hotel to Venue</i> | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/09/2024                  | Transportation Network Company<br><i>Comment: Venue to Hotel</i> | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
| 02/10/2024                  | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>                | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/10/2024                  | M&IE   | M&IE              | 99.00  | PERSONAL        | Yes      |
| 02/10/2024                  | Transportation Network Company<br><i>Comment: Hotel to Venue</i> | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/10/2024                  | Transportation Network Company<br><i>Comment: Venue to Hotel</i> | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
| 02/11/2024                  | First Bag Airline Fee  | BAGGAGE FEES      | 35.00  | IBA-TRAVEL CARD |          |
| 02/11/2024                  | M&IE   | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/11/2024                  | Taxi - Airport/Train Station<br><i>Comment: Hotel to Airport</i> | TAXI/PUBLIC TRANS | 50.00  | IBA-TRAVEL CARD |          |
| 02/11/2024                  | Taxi - Airport/Train Station<br><i>Comment: Airport to Home</i>  | TAXI/PUBLIC TRANS | 75.00  | IBA-TRAVEL CARD |          |
| 02/11/2024                  | Transportation Network Company<br><i>Comment: Hotel to Venue</i> | TAXI/PUBLIC TRANS | 25.00  | IBA-TRAVEL CARD |          |
| 02/11/2024                  | Transportation Network Company<br><i>Comment: Venue to Hotel</i> | TAXI/PUBLIC TRANS | 24.99  | IBA-TRAVEL CARD |          |
| Total Non-Per Diem Expenses |  |                   |        |                 | 1,743.49 |

Total Per Diem Expenses 1,928.30

## Per Diem Allowances

| Date                      | Rate          | Ldg<br>Cost | Ldg<br>Allowed | M&IE<br>Cost | M&IE<br>Allowed | B | L | D | Conf%    |
|---------------------------|---------------|-------------|----------------|--------------|-----------------|---|---|---|----------|
| 02/04/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 74.25        | 74.25           |   |   |   |          |
| 02/05/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 99.00        | 99.00           |   |   |   |          |
| 02/06/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 99.00        | 99.00           |   |   |   |          |
| 02/07/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 99.00        | 99.00           |   |   |   |          |
| 02/08/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 99.00        | 99.00           |   |   |   |          |
| 02/09/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 99.00        | 99.00           |   |   |   |          |
| 02/10/2024                | 173.00/ 99.00 | 169.40      | 169.40         | 99.00        | 99.00           |   |   |   |          |
| 02/11/2024                | 173.00/ 99.00 | 0.00        | 0.00           | 74.25        | 74.25           |   |   |   |          |
| Total Per Diem Allowances |               |             |                |              |                 |   |   |   | 1,928.30 |

## Other Authorizations

| Other Authorizations   | Remarks |
|--|---------|
| Contract fare used or No contract fare exists for city-pair market |         |

## Advance of Funds

No other authorization for cash advances found.

## Payment Detail Information

| Organization | Label                    | Accounting String | Payment Method  | Amount   |
|--------------|--------------------------|-------------------|-----------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | IBA-TRAVEL CARD | 2,929.29 |
| HHSDCFA      | WHO Framework Convention |                   | PERSONAL        | 742.50   |

## Totals by Accounting Label

| Organization | Label                    | Accounting String | Amount   |
|--------------|--------------------------|-------------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | 3,671.79 |

## Totals by Payment Method

| Payment Method  | Amount   |
|-----------------|----------|
| IBA-TRAVEL CARD | 2,929.29 |
| PERSONAL        | 742.50   |

## Account Summary

Org HHSDCFA  
Acct Label WHO Framework Convention

Accounting Code

(b) (6)

| Expense Category      | Fiscal Year | Amount   |
|-----------------------|-------------|----------|
| BAGGAGE FEES          | 2024        | 70.00    |
| COM.CARR.             | 2024        | 996.60   |
| LODGING               | 2024        | 1,185.80 |
| M&IE                  | 2024        | 742.50   |
| TAV EXP-C             | 2024        | 14.50    |
| TAXI/PUBLIC TRANS     | 2024        | 649.92   |
| TMC FEE               | 2024        | 12.47    |
| Accounting Code Total |             | 3,671.79 |

Total3,671.79

Attachments

| Attachment File Name  | Uploaded Timestamp    |
|---|-----------------------|
| OSEM_DOCS_Binder1.pdf   | 12/05/2023 2:26:09 AM |
| AGENDA_2. FCTC COP10 provisional agenda.pdf   | 12/05/2023 2:41:02 AM |
| ITINERARY_ineraryMLJR6J_04DEC.pdf   | 12/05/2023 2:41:03 AM |
| CONFERENCE APPROVAL FDA CR-08830 ~ Salesforce - Unlimited Edition.pdf                 | 12/05/2023 2:41:03 AM |
| HOTEL_[HICKS_COP10 2024] Booking Confirmation Megan V Hicks -- Panama City, Feb 4.pdf | 12/05/2023 2:41:03 AM |
| TA_REQUEST_Hicks_COP10 2024 TA_signed.pdf   | 12/05/2023 2:41:03 AM |
| FDA24 World Health ESF182.pdf   | 12/18/2023 9:00:37 AM |

Receipt Checklist

| Date       | Description                  | Cost   | Receipt Filename | Uploaded Timestamp |
|------------|------------------------------|--------|------------------|--------------------|
| 02/04/2024 | AIR                          | 996.60 |                  |                    |
| 02/04/2024 | Lodging                      | 169.40 |                  |                    |
| 02/04/2024 | Taxi - Airport/Train Station | 75.00  |                  |                    |
| 02/05/2024 | Lodging                      | 169.40 |                  |                    |
| 02/06/2024 | Lodging                      | 169.40 |                  |                    |
| 02/07/2024 | Lodging                      | 169.40 |                  |                    |
| 02/08/2024 | Lodging                      | 169.40 |                  |                    |
| 02/09/2024 | Lodging                      | 169.40 |                  |                    |
| 02/10/2024 | Lodging                      | 169.40 |                  |                    |
| 02/11/2024 | Taxi - Airport/Train Station | 75.00  |                  |                    |

Audits

No Failed Audits Exist.

Document History - 11/01/2024 Auth: TRIP00TIX5

| Status                | Date       | Time       | Signature Name | Comments                         |
|-----------------------|------------|------------|----------------|----------------------------------|
| OFFSETTING OBLIGATION | 02/26/2024 | 1:48PMEST  | User, EAI      | EAI Offsetting Obligation Update |
| Posack Obligation     | 12/18/2023 | 12:19PMEST | User, EAI      | EAI Document Status Update WS    |
| PENDING               | 12/18/2023 | 9:44AMEST  | SYSUTILITY     | EAI Obligation Submitted         |

| Status               | Date       | Time       | Signature Name           | Comments  |
|----------------------|------------|------------|--------------------------|---|
| APPROVED             | 12/18/2023 | 9:44AMCST  | Ormsby, Andrea Cassandra |   |
| ADJUSTED             | 12/18/2023 | 8:59AMEST  | Loy, William A           |   |
| CERTIFIED            | 12/18/2023 | 4:33AMCST  | Jones, Jody Donyelle     |   |
| REVIEWED             | 12/15/2023 | 10:13AMEST | ISON, MARGARET ANN       |   |
| NFT FINAL APPROVAL   | 12/14/2023 | 12:39PMEST | JOHNSON, Garrett W       |   |
| FGN SECURITY APPROVD | 12/05/2023 | 6:50AMEST  | Martin, John Christopher |   |
| NFT PRE-APPROVAL     | 12/05/2023 | 6:45AMEST  | JOHNSON, Garrett W       |   |
| REVIEWED             | 12/05/2023 | 5:21AMCST  | Jones, Jody Donyelle     | Authorization has been reviewed and funding verified. |
| ADJUSTED             | 12/05/2023 | 5:17AMCST  | Jones, Jody Donyelle     | add tagging and CAN                                   |
| SIGNED               | 12/05/2023 | 4:47AMEST  | Loy, William A           |   |
| CREATED              | 12/04/2023 | 3:18AMEST  | William Loy              | Auto-created from reservation -                       |

I certify that the electronic signatures listed above are valid and on file

SIGNED

DATE

Document Signatures

Traveler/Preparer  
Name

Approver Name

Traveler/Preparer  
Signature

Approver  
Signature

Date

Date

## CTP Travel Voucher Form

|                                   |   |   |            |
|-----------------------------------|---|---|------------|
| <b>TRAVELER'S NAME:</b>           | Megan Hicks   |   |            |
| Meeting/Conference Name:          | WHO Framework Convention on Tobacco Control Conf of the Parties (COP10)   |   |            |
| Travel Dates:                     | Dept: 2/4/24  | Return: 2/11/24                           |            |
| Travel Leave (If Applicable):     | Dates:  |   |            |
| <b>EXPENSES</b>                   |   |   |            |
| Roundtrip POV Mileage             |   | miles @ 0.655                             | \$0.00     |
| Tolls                             |   |   |            |
| Parking                           |   |   |            |
| <b>Taxi/Shuttle/Public Trans:</b> |   |   |            |
| Residence/Office to Airport:      | \$63.26   | Airport to Residence/Office:              | \$82.74    |
| Airport to Hotel/Meeting:         | \$7.09  | Hotel/Meeting to Airport:                 | \$32.37    |
| 1st Bag Airlines Fee:             | \$0.00  |   |            |
| <b>MISC. EXPENSES</b>             |   |   |            |
| Misc. Expenses #1                 | \$14.63   | Detail: 2/9 transport from conf. to hotel |            |
| Misc. Expenses #2                 |   | Detail:                                   |            |
| Misc. Expenses #3                 |   | Detail:                                   |            |
| <b>TOTAL ACTUAL EXPENSES:</b>     |   |   | \$200.09   |
| <b>PER DIEM (Lodging):</b>        | Actual Lodging: \$1,185.80  |   |            |
|                                   | <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> |   |            |
| Room                              | 7 nights @  | \$154.00                                  | \$1,078.00 |
| Taxes                             | 7 nights @  | \$15.40                                   | \$107.80   |
| <b>PER DIEM / M&amp;IE:</b>       | M&IE: 99  |   |            |
|                                   | <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> |   |            |
| 1st Day Per Diem:                 |   | \$74.25                                   |            |
| Middle Days Per Diem:             | # days 6  | \$594.00                                  |            |
| Last Day Per Diem:                |   | \$74.25                                   |            |
|                                   |   |   | \$742.50   |
| Were any meals provided?          | Yes   |   |            |
| If yes, which ones?               | Breakfast, Feb. 5-9; Lunch, Feb. 5-10   |   |            |
| Provide Date & which meals.       |   |   |            |
| <b>TRANSPORTATION:</b>            | Contract Carrier Rate (YCA Round Trip)  |   | 872        |
|                                   | <a href="https://cpsearch.fas.gsa.gov/cpsearch/search.do">https://cpsearch.fas.gsa.gov/cpsearch/search.do</a>         |   |            |
| <b>TOTAL TRAVEL COSTS:</b>        |   |   | \$3,000.39 |

**REQUEST FOR REIMBURSEMENT:** We realize emergencies may necessitate some changes to your original plans. You need to notify our office as soon as possible so that we can prepare the necessary amendments and process your voucher in a timely manner.

**Requestor's Signature**

**Date**

**Voucher must be submitted signed within 5 calendar days of return.**



Record Locator: (b) (6)

Booking Date: 12/4/2023

Traveler: HICKS / MEGAN VICTORIA

Credit Card Number Ending: (b) (6)

CGE HHS

Invoice Number: (b) (6)

Invoice Date: 1/29/2024

|     |           |                   |          |                 |
|-----|-----------|-------------------|----------|-----------------|
| Air | 2/4/2024  | Washington (IAD)  | 8:20 AM  | United Airlines |
|     |           | Panama City (PTY) | 1:28 PM  | Flight #: 7126  |
| Air | 2/11/2024 | Panama City (PTY) | 6:42 PM  | United Airlines |
|     |           | Washington (IAD)  | 11:33 PM | Flight #: 7172  |



United Airlines

Conf: (b) (6)

\$998.80

Charge on Card Number Ending: (b) (6)

\$998.80



Service Fee

Conf: (b) (6)

\$12.47

Charge on Card Number Ending: (b) (6)

\$12.47



Waldorf Astoria Hotels and  
Waldorf Astoria Panama City with checkin  
47Th St And Uruguay St Panama City  
Phone #: +5072948000

Conf: (b) (6)  
Room Nights: 7

Daily Rate: \$1,185.80

Air Charges: \$998.80

Rail Charges: \$0.00

Fee Charges: \$12.47

Total Due: \$1,011.27

Card Total Charges: \$1,011.27

Balance: \$0



WALDORF ASTORIA  
PANAMA

### Account Detail

Megan V. Hicks

(b)(6)

Conf. No. : (b)(6)  
A/R Number :  
Group Code :  
Company Name : Fedrooms

Page : 1 / 2  
Room No. : 1108  
Arrival : 04-02-24  
Departure : 11-02-24  
Adults/Children : 1 / 0  
Room Rate :  
Membership No. : (b)(6)  
Cashier No. :  
Folio No. :  
Tax Date : 11-02-24  
Invoice No. :

| Date     | Text                     | Charges<br>USD | Credits<br>USD |
|----------|--------------------------|----------------|----------------|
| 04-02-24 | Package                  | 154.00         |                |
| 04-02-24 | Room Tax 10%             | 15.40          |                |
| 05-02-24 | Brio Tips                | 3.00           |                |
|          | Room# 1108 : (b)(6)      |                |                |
| 05-02-24 | Package                  | 154.00         |                |
| 05-02-24 | Room Tax 10%             | 15.40          |                |
| 06-02-24 | Brio Tips                | 4.00           |                |
|          | Room# 1108 : (b)(6)      |                |                |
| 06-02-24 | Package                  | 154.00         |                |
| 06-02-24 | Room Tax 10%             | 15.40          |                |
| 07-02-24 | Brio Tips                | 5.00           |                |
|          | Room# 1108 : (b)(6)      |                |                |
| 07-02-24 | Package                  | 154.00         |                |
| 07-02-24 | Room Tax 10%             | 15.40          |                |
| 08-02-24 | Brio Tips                | 4.00           |                |
|          | Room# 1108 : (b)(6)      |                |                |
| 08-02-24 | Package                  | 154.00         |                |
| 08-02-24 | Room Tax 10%             | 15.40          |                |
| 09-02-24 | Brio Tips                | 4.00           |                |
|          | Room# 1108 : (b)(6)      |                |                |
| 09-02-24 | Package                  | 154.00         |                |
| 09-02-24 | Room Tax 10%             | 15.40          |                |
| 10-02-24 | Room Service Food Dinner | 13.00          |                |
|          | Room# 1108 : (b)(6)      |                |                |
| 10-02-24 | ITBMS 7%                 | 0.91           |                |
| 10-02-24 | Room Service Beverage    | 3.00           |                |

### Account Detail

Megan V Hicks

(b)(6)

Conf. No. : (b)(6)  
A/R Number : (b)(6)  
Group Code :  
Company Name : Fedrooms

Page : 2 / 2  
Room No. : 1108  
Arrival : 04-02-24  
Departure : 11-02-24  
Adults/Children : 1 / 0  
Room Rate : (b)(6)  
Membership No. :  
Cashier No. :  
Folio No. :  
Tax Date : 11-02-24  
Invoice No. :

| Date     | Text                     | Charges  | Credits |
|----------|--------------------------|----------|---------|
|          |                          | USD      | USD     |
|          | Room# 1108 (b)(6)        |          |         |
| 10-02-24 | ITBMS 7%                 | 0.21     |         |
| 10-02-24 | Room Service Tray Charge | 5.00     |         |
|          | Room# 1108 (b)(6)        |          |         |
| 10-02-24 | ITBMS 7%                 | 0.35     |         |
| 10-02-24 | Package                  | 154.00   |         |
| 10-02-24 | Room Tax 10%             | 15.40    |         |
| Total    |                          | 1,228.27 | 0.00    |

|                    |          |     |
|--------------------|----------|-----|
| Balance            | 1,228.27 | USD |
| Total incl. vat    | 1,228.27 | USD |
| Net Amount         | 1,119.00 | USD |
| Non Taxable Amount | 20       | USD |
| Room Tax 10%       | 100.10   | USD |
| Package Tax 10%    | 9.17     | USD |
| Exempt 0%          |          |     |

Guest Signature

(b)(6)

**FDA**  
**TRIP REPORT FOR INTERNATIONAL TRAVEL**

**TRAVELER(S):**

Brian King and Megan Hicks

**DESTINATION(S):**

Panama City, Panama

**DATES OF TRAVEL:**

February 4-10, 2024

**PURPOSE:**

To attend the Tenth Session of the Conference of the Parties (COP10) to the World Health Organization Framework Convention on Tobacco Control (WHO FCTC) as part of the US delegation. The WHO FCTC is an international treaty focused on tobacco control. The United States is an observer to the COP and, in addition to FDA CTP, the delegation included representatives from HHS, CDC, and NIH. Regular sessions of the COP are held every two years for the purpose of reviewing implementation of WHO FCTC measures and for the 183 parties to the WHO FCTC to make decisions to further

---

**(b)(5) Deliberative Process Privilege**



## 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 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 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 issues 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.

# Thanks for tipping, Megan

Here's your updated Sunday morning ride receipt.

|       |         |
|-------|---------|
| Total | \$63.26 |
|-------|---------|

|           |         |
|-----------|---------|
| Trip fare | \$36.50 |
|-----------|---------|

|                             |         |
|-----------------------------|---------|
| Subtotal                    | \$36.50 |
| Reservation Fee             | \$10.00 |
| Booking Fee                 | \$3.26  |
| IAD Airport Surcharge       | \$5.00  |
| Montgomery County Surcharge | \$0.25  |
| Tip                         | \$8.25  |

## Payments

|                           |         |
|---------------------------|---------|
| (b) (6)<br>2/4/24 5:31 AM | \$55.01 |
| (b) (6)<br>2/4/24 5:40 AM | \$8.25  |

Receipt ID # (b) (6)

Trip ID (b) (6)

[Visit the trip page](#) for more information, including invoices (where available)

You rode with KWADWO  
Issued on behalf of KWADWO

UberX 29.61 miles | 32 min

|         |   |
|---------|---|
| 4:58 AM | (b) (6)                                 |
| 5:31 AM | 1 Saarinen Cir, Chantilly, VA 20166, US |

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for giving an extra, Megan

Here's your updated Sunday afternoon ride receipt.

|             |        |
|-------------|--------|
| Total       | \$7.09 |
| <hr/>       |        |
| Trip fare   | \$3.84 |
| <hr/>       |        |
| Subtotal    | \$3.84 |
| Booking Fee | \$0.25 |
| Tip         | \$3.00 |
| <hr/>       |        |



Payments

|   |        |
|---|--------|
|  (b) (6) | \$4.09 |
| 2/4/24 3:09 PM  |        |
|  (b) (6) | \$3.00 |
| 2/4/24 3:10 PM  |        |

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ANEL

UberXL 1.21 kilometers | 4 min

-  3:04 PM | Calle 1002 1002, Panamá, Provincia de Panamá, Panama
-  3:09 PM | 47th St, Panamá, Provincia de Panamá, Panama

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for giving an extra, Megan

Here's your updated Friday afternoon ride receipt.

Total \$14.63

Trip fare \$13.40

Subtotal \$13.40

Discounts and Adjustments -\$2.48

Booking Fee \$0.71

Tip \$3.00

Payments

 (b) (6) \$11.63  
2/9/24 2:25 PM

 (b) (6) \$3.00  
2/9/24 2:35 PM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with MARLLEISY

UberXL 11.18 kilometers | 1 h 3 min

 1:21 PM | Trans. E 50, Panamá, Provincia de Panamá, Panama

 2:25 PM | 47th St, Panamá, Provincia de Panamá, Panama

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for giving an extra, Megan

Here's your updated Sunday afternoon ride receipt.

Total \$32.37

Trip fare \$19.68

Subtotal \$19.68  
Booking Fee \$1.04  
Airport Surcharge \$4.00  
CS - Atlapa Norte a Sur \$1.40  
CS Transit Ciudad Radial - Oeste a Este \$1.25  
Tip \$5.00

Payments

 (b) (6) \$27.37  
2/11/24 3:28 PM  
 (b) (6) \$5.00  
2/11/24 3:28 PM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Moises

UberXL 20.59 kilometers | 22 min

3:05 PM | 47th St, Panamá, Provincia de Panamá, Panama  
3:28 PM | Panama City, Panamá Province, Panama

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Megan

Here's your updated Monday morning ride receipt.

Total \$82.74

Trip fare \$62.69

Subtotal \$62.69

Booking Fee \$4.26

IAD Airport Surcharge \$5.00

Tip \$10.79

Payments

 (b) (6) \$82.74  
2/12/24 1:04 AM

(b) (6)

(where available)

You rode with Atiqullah  
Issued on behalf of Atiqullah

UberX 29.31 miles | 33 min

 12:13 AM | Washington Dulles International Airport (IAD), Chantilly, VA 20166, US  
 12:46 AM | (b) (6)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

|   |        |   |  |  |        |   |  |
|---|--------|---|--|--|--------|---|--|
| <b>Authorization, Agreement, and Certification of Training</b>                                |        |   |  | A. Agency code, agency sub-element and submitting office number  |        | B. Request Status   |  |
| <b>Section A – Trainee Information</b>  |        |   |  |  |        |   |  |
| 1. Applicant's Name (Last, First, Middle Initial)   |        |   |  | 2. Social Security Number (###-##-####)<br>(Agency Use Only)   |        | 3. Date of Birth (Enter Date as yyyy-mm-dd)<br>(Agency Use Only)  |  |
| 4. Home Address (Optional) (Number, Street, City, State, ZIP Code)                            |        |   |  | 5. Home Telephone (Optional)<br>(Include Area Code)  |        | 6. Position Level<br>(See page 4 for additional instructions)   |  |
| 7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)                        |        |   |  | 8. Office Telephone<br>(Include Area Code and Extension)   |        | 9. Work Email Address   |  |
| 10. Position Title  |        | 11. Does applicant need special accommodation?  |  | If yes, please describe the requirements below   |        |   |  |
| 12. Type of Appointment   |        | 13. Education Level<br>(See page 4 for additional instructions)<br><b>17</b>  |  | 14. Pay Plan   |        | 15. Series  |  |
|   |        |   |  | 16. Grade  |        | 17. Step  |  |
| <b>Section B – Training Course Data</b>   |        |   |  |  |        |   |  |
| 1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)          |        |   |  | 1.b Location of Training Site (if different from 1a)<br>Panama Convention Center, Amador, Calle General Juan D. Peron, Panama City, Panama |        |   |  |
| 1c. Vendor Telephone Number   |        | 1d. Vendor Email Address  |  | 1e. Vendor website   |        | 1f. Vendor Point-of-Contact (POC)   |  |
| 2a. Course Title  |        | 2b. Course Number Code  |  | 3. Training Start Date (Enter Date as yyyy-mm-dd)  |        | 4. Training End Date (Enter Date as yyyy-mm-dd)   |  |
| 5. Training Duty Hours  |        | 6. Training Non-Duty Hours  |  | 7. Training Purpose Type<br>(See page 6 for additional instructions)<br><b>01-Program/Mission</b>  |        | 8. Training Type Code<br>(See page 6 for additional instructions)<br><b>01-Training Program Area</b>                              |  |
| 9. Training Sub Type Code<br>(See page 6 for additional instructions)<br><b>03-Scientific</b> |        | 10. Training Delivery Type Code<br>(See page 8 for additional instructions)<br><b>04-Conference/Workshop</b>                  |  | 11. Training Designation Type Code<br><b>05-N/A</b>  |        | 12. Training Credit   |  |
|   |        |   |  |  |        | 13. Training Credit Type Code<br><b>04-N/A</b>  |  |
| 14. Training Accreditation Indicator<br><b>No</b>   |        | 15. Continued Service Agreement Required Indicator (Agency Use Only)<br>(See page 8 for additional instructions)<br><b>No</b> |  | 16. Continued Service Agreement Expiration Date<br>(Enter date as yyyy-mm-dd)  |        | 17. Training Source Type Code (See page 8 for additional instructions)<br><small>05-Foreign Governments and Organizations</small> |  |
|   |        |   |  |  |        | 18. Individual or Group Training  |  |
|   |        |   |  |  |        | 19. Student/ Membership ID  |  |
| 20. Skill Learning Objective  |        |   |  | 21. Agency Use Only (For use by agency as needed)  |        |   |  |
| <b>Section C – Costs and Billing Information</b>  |        |   |  |  |        |   |  |
| 1. Direct Costs and Appropriation/Fund Chargeable   |        |   |  | 2. Indirect Costs and Appropriation/Fund Chargeable  |        |   |  |
| Item  | Amount | Appropriation Fund  |  | Item   | Amount | Appropriation Fund  |  |
| a. Tuition and Fees   | \$     |   |  | a. Travel  | \$     |   |  |
| b. Books & Material Costs   | \$     |   |  | b. Per Diem  | \$     |   |  |
| c. Total  | \$     |   |  | c. Total   | \$     |   |  |
| 3. Total Training Non-Government Contribution Cost  |        |   |  | 6. Billing Instructions (Furnish invoice to)   |        |   |  |
| 4. Document/Purchasing Order/Requisition Number   |        |   |  |  |        |   |  |
| 5. 8-Digit Station Symbol (Example: 12-34-5678)   |        |   |  |  |        |   |  |

## Section D – Approvals

Complete the appropriate number of approvals your agency requires (e.g. first, second, and/or third level approval) before submission of this form to the Agency Training Office.

1a. Immediate Supervisor/First-line Supervisor (*Name and Title*)

1b. Telephone Number (*Include Area Code and Extension*)

1c. Email Address

1d. Signature

Eshael Johnson

Digitally signed by Eshael Johnson  
Date: 2023.09.11 09:20:07 pm

1e. Date (*Enter Date as yyyy-mm-dd*)

2a. Second-line Supervisor (*Name and Title*)

2b. Telephone Number (*Include Area Code and Extension*)

2c. Email Address

2d. Signature

2e. Date (*Enter Date as yyyy-mm-dd*)

3a Training Officer (*Name and Title*)

3b. Telephone Number (*Include Area Code and Extension*)

3c. Email Address

3d. Signature

Kimberly Carter

Digitally signed by Kimberly Carter  
Date: 2023.09.18 02:28:56 pm

3e. Date (*Enter Date as yyyy-mm-dd*)

## Section E – Approvals/Concurrence

To be completed by the nominating Agency Official authorized to approve or disapprove training requests.

1a. Authorizing Official (*Name and Title*)

1b. Telephone Number (*Include Area Code and Extension*)

1c. Email Address

1d. Signature

Andrea Ormsby

Digitally signed by Andrea Ormsby  
Date: 2023.09.18 02:46:05 pm

1e. Date

## Section F – Certification of Training Completion and Evaluation\*

1a. Authorizing Official (*Name and Title*)

1b. Telephone Number (*Include Area Code and Extension*)

1c. Email Address

1d. Signature

1e. Date

Training Facility: Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.

\* Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.202. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

Print Form

Clear Form

## Privacy Act Statement

**Authority** – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** – The primary purpose of the information collected is to document the approval and completion of employee training within an agency. This completed training information must be electronically provided to the Governmentwide system where it will become a part of the permanent employment record and subject to all published routine uses of that system of records. Information collected may also be provided to other agencies and to Congress upon request.

**Effects and Nondisclosure** – Providing the personal information requested, in paper form, is voluntary and at the agency's discretion. However, failure to provide this information electronically to the Governmentwide system may result in errors in processing and documenting the training you have completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** – Solicitation of SSNs by the U.S. Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. However, agencies must also safeguard such Personally Identifiable Information (PII) when providing completed training information to the Governmentwide system. Employee SSNs will be used primarily to give proper recognition for completed training and to accumulate Governmentwide statistical data and information.

# Agency Training Electronic Reporting Instructions

## General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F, Certification of Training Completion and Evaluation section.
2. Electronic Requirements - An agency should only submit data for completed training events for which all mandatory data elements have been recorded.

## Additional Instructions for Section A - Trainee Information:

6. **Position Level** - Select whether the employee's position level is one of the following:
  - 6a. **Non-supervisory** - Anyone who does not have supervisory/team leader responsibilities.
  - 6b. **Supervisory** - First-line supervisors who do not supervise other supervisors; typically, those who are responsible for an employee's performance appraisal or approval of their leave.
  - 6c. **Manager** - Those in management positions who typically supervise one or more supervisors.
  - 6d. **Executive** - Members of the Senior Executive Service (SES) or equivalent.
13. **Education Level** - Use the employee educational level codes listed below.

| Code | Short Description   | Long Description (if applicable)  |
|------|---|---|
| 1    | No formal education or some elementary school--did not complete                 | Elementary school means grades 1 through 8, or equivalent, not completed.   |
| 2    | Elementary school completed--no high school                                     | Grade 8 or equivalent completed.  |
| 3    | Some high school--did not graduate  | High school means grades 9 through 12, or equivalent.   |
| 4    | High school graduate or certificate equivalency                                 | N/A   |
| 5    | Terminal occupational program--did not complete                                 | Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| 6    | Terminal occupational program--certificate of completion, diploma or equivalent | See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.  |
| 7    | Some college--less than one year  | Less than 30 semester hours completed.  |
| 8    | One year of college   | 0-59 semester hours or 45-89 quarter hours completed.   |
| 9    | Two years of college  | 60-89 semester hours or 90-134 quarter hours completed.   |
| 10   | Associate Degree  | 2-year college degree program completed.  |
| 11   | Three years of college  | 90-119 semester hours or 135-179 quarter hours completed.   |
| 12   | Four years of college   | 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.  |
| 13   | Bachelor's Degree   | Requires completion of at least four, but no more than five, years of academic work; includes a Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.   |

| <b>Code</b> | <b>Short Description</b> | <b>Long Description (if applicable)</b>  |
|-------------|--------------------------|--|
| <b>14</b>   | Post-Bachelor's          | Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.  |
| <b>15</b>   | First professional       | Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).  |
| <b>16</b>   | Post-first professional  | Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.  |
| <b>17</b>   | Master's degree          | For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.   |
| <b>18</b>   | Post-Master's            | Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.  |
| <b>19</b>   | Sixth-year degree        | Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology. |
| <b>20</b>   | Post-sixth year          | Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.  |
| <b>21</b>   | Doctorate degree         | Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.   |
| <b>22</b>   | Post-Doctorate           | Work beyond the Doctorate.   |

## Additional Instructions for Section B - Training Course Data:

7. **Training Purpose Type** - Select and insert the purpose for taking this course or program using the appropriate training purpose type code from the list below.

| Code | Short Description                    | Long Description (if applicable)  |
|------|--------------------------------------|---|
| 01   | Program/Mission                      | Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.  |
| 02   | New Work Assignment                  | Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties). |
| 03   | Improve/Maintain Present Performance | Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.   |
| 04   | Future Staffing Needs                | Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).   |
| 05   | Develop Unavailable Skills           | Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology [IT] professionals).   |
| 06   | Retention                            | Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).  |

9. **Training Sub-Type Code** - There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected.

| Training Type Code         | Training Sub Type Code   | Competency      |
|----------------------------|--|-----------------|
| 01 - Training Program Area | 01 - Legal<br>Education or training in the concepts, principles, and theories, or techniques of law.   | Technical       |
|                            | 02 - Medical and Health<br>Education or training in the concepts, principles, and theories, or techniques of medicine or health sciences.  | Technical       |
|                            | 03 - Scientific<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as physical, biological, natural, and social sciences; education; mathematics or statistics. | Technical       |
|                            | 04 - Engineering or Architecture<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.  | Technical       |
|                            | 05 - Human Resources<br>Education or training in the concepts, principles, and theories of such fields as Human Resources Management and/or Strategic Human Capital Management.                                    | Human Resources |
|                            | 06 - Budget/Finance Business Administration<br>Education or training in the concepts, principles, and theories of business administration, accounting and finance.   | Financial       |
|                            | 07 - Planning and Analysis<br>Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.              | Technical       |
|                            | 08 - Information Technology<br>Education and training in the concepts and application of all facets of Information Technology.   | Technical       |

| Training Type Code   | Training Sub Type Code   | Competency           |
|--|--|----------------------|
| 01 - Training Program Area ( <i>continued</i> )  | 09 - Project Management<br>Education and training in the concepts, principles, and theories necessary to plan, develop, and modify the management of products, services, or systems with regards to scope, resources, and time.  | Technical            |
|  | 10 - Acquisition<br>Education or training in the concepts, principles, and theories or techniques related to acquiring and procuring goods and services for the government.  | Financial            |
|  | 11 - Logistic Specialty<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.   | Technical            |
|  | 12 - Security<br>Training of a specialized nature in the methods and techniques of investigation in cybersecurity, physical security, personal security, and police science.   | Technical            |
|  | 13 - Administration ( <i>Non-supervisory administrative &amp; program/project support</i> )<br>Training in skills used for administrative tasks associated with business/office management and program/project support.  | Human Resources      |
|  | 14 - Trade and Craft<br>Training in the knowledge, skills, and abilities needed to perform and accomplish required tasks in trade and craft occupations (i.e. Carpentry, Plumbing, Electrical, etc.).  | Technical            |
|  | 15 - Foreign Affairs<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, intelligence (foreign affairs/intelligence), diplomacy, or strategic studies.   | Technical            |
| 02 - Developmental Training Area<br><br>Description: Formal developmental/training programs. | 20 - Supervisory Program/First-Line Supervisors<br>Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; diversity and inclusion; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors. | Leadership           |
|  | 21 - Management Program<br>Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).  | Leadership           |
|  | 22 - Leadership/Manager/Pre-supervisory Development<br>Formal developmental program that provides mid-level and leadership training and development opportunities for supervisors and non-supervisors; which includes coursework that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal).   | Leadership           |
|  | 23 - SES Candidate Development<br>OPM-approved program to prepare potential SES members.   | Leadership           |
|  | 24 - Executive Development<br>Continuing development for leaders above the GS-15 level.  | Leadership           |
|  | 25 - Mentoring Program<br>Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.  | Employee Development |
|  | 26 - Coaching Program<br>Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.  | Employee Development |

| Training Type Code   | Training Sub Type Code  | Competency                 |
|--|---|----------------------------|
| 03 - Basic Training Area<br><br>Description:<br>Fundamental and/or<br>required training<br>programs. | 30 - Employee Orientation<br>Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.  | Employee Development       |
|  | 31 - Adult Basic Education<br>Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.  | Employee Development       |
|  | 32 - Federally Mandated Training<br>Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).   | <b>Federally Mandatory</b> |
|  | 33 - Work-life<br>Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc.).  | Human Resources            |
|  | 34 - Professional Skills<br>Training on non-technical skills related to employee performance such as communication, conflict resolution, emotional intelligence, organization, time management, etc.  | Fundamental Skills         |
|  | 35 - Agency Required Training<br>Agency-specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.<br><b>Note:</b> Unlike Federally mandated training, this type of training is not mandated by Federal statute for all Federal employees. | Agency Required            |

### 10. Training Delivery Type Code

| Code | Short Description                     | Long Description (if applicable)  |
|------|---------------------------------------|---|
| 1    | Traditional Classroom (no technology) | Individual or multiple person led, face-to-face training.   |
| 2    | On the Job                            | Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.   |
| 3    | Technology Based                      | Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.   |
| 4    | Conference/Workshop                   | An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance. |
| 5    | Blended                               | Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.   |
| 6    | Correspondence                        | Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.  |

**11. Training Designation Type Code** - Select and insert the appropriate training credit designation type code:

| Code | Short Description           |
|------|-----------------------------|
| 01   | Undergraduate Credit        |
| 02   | Graduate Credit             |
| 03   | Continuing Education Credit |
| 04   | Post Graduate Credit        |
| 05   | N/A                         |

**13. Training Credit Type Code** - Select and insert the appropriate training credit designation type code **only** if “training credit” is greater than zero:

| Code | Short Description                 |
|------|-----------------------------------|
| 1    | Semester Hours                    |
| 2    | Quarter Hours                     |
| 3    | Continuing Education Unit         |
| 4    | Professional Development Unit     |
| 5    | Continuing Professional Education |
| 6    | Continuous Learning Points        |
| 7    | Other                             |

**15. Continued Service Agreement Required Indicator - (Agency response.)** An agency may require an employee to enter into a continued service agreement (CSA) with the agency prior to authorization for training. According to 5 CFR 410.309, the head of the agency determines the requirements for CSA's. Typically, when an employee signs a CSA, an employee agrees to remain in the agency's service for a specified period of time after receipt of training. Indicate whether, or not, the employee signed an agreement to remain in the service of the agency for a specified amount of time as a condition of participating in the authorized training. Select Yes (Y), No (N) or non-applicable (N/A).

**17. Training Source Type Code:**

| Code | Short Description                     | Long Description (if applicable)   |
|------|---------------------------------------|--|
| 1    | Government Internal                   | Training provided by a Federal department, agency, or independent establishment for its own employees.   |
| 2    | Government External                   | Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.   |
| 3    | Non-government                        | Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.) |
| 4    | Government: State/Local               | Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.  |
| 5    | Foreign Governments and Organizations | Training provided by non-United States entities which may or may not be outside the United States.   |

## CTP Travel Request Form

**TRAVELER'S NAME:**

Megan Hicks

**Meeting/Conference Name:**

WHO Framework Convention on Tobacco Control Conf of the Parties (COP10)

**Meeting/Conference Address:**

Panama Con. Ctr, Amador, Calle General Juan D. Peron, Panama City, Panama

**Travel Dates:**

Dept: 2/4/24 Return: 2/11/24

**Type of Travel:**

Foreign: X Domestic:

**Travel Leave (If Applicable):**

Dates:

**Trip Purpose/Rationale:**

The Framework Convention on Tobacco Control (FCTC) is an international treaty addressing the global tobacco epidemic negotiated under the auspices of WHO. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. Rescheduled from November 2023.

**TRANSPORTATION:****Dept. Airport/Station:**

IAD

**Return Airport/Station:**

IAD

**TDY Airport/Station:**

PTY

**OUTBOUND****Preferred Dep. Time between:**

and

**Airline & Flight #:**

United/UA 7126

**Departs:**

8:20 AM

**INBOUND/RETURN****Preferred Dep. Time between:**

and

**Airline & Flight #**

United/UA 7172

**Departs:**

6:42 PM

**HOTEL****First Choice:****Tel. #****Second Choice:****Tel. #****Check-In Date:**

2/4/24

**Check-Out Date:**

2/11/2024

**Special Accommodations:**

**EXPENSES**

|                       |  |         |       |        |
|-----------------------|--|---------|-------|--------|
| Roundtrip POV Mileage |  | miles @ | 0.655 | \$0.00 |
| Tolls                 |  |         |       |        |
| Parking               |  |         |       |        |

**Taxi/Shuttle/Public Trans:**

|                              |         |                              |         |
|------------------------------|---------|------------------------------|---------|
| Residence/Office to Airport: | \$75.00 | Airport to Residence/Office: | \$75.00 |
| Airport to Hotel/Meeting:    | \$50.00 | Hotel/Meeting to Airport:    | \$50.00 |
| 1st Bag Airlines Fees:       | \$70.00 |                              |         |

**MISC. EXPENSES**

|                   |          |                              |
|-------------------|----------|------------------------------|
| Misc. Expenses #1 | \$200.00 | Detail: Local transportation |
| Misc. Expenses #2 |          | Detail:                      |
| Misc. Expenses #3 |          | Detail:                      |

|                                  |          |
|----------------------------------|----------|
| <b>TOTAL ESTIMATED EXPENSES:</b> | \$520.00 |
|----------------------------------|----------|

**PER DIEM (Lodging):**

|   |                     |            |
|---|---------------------|------------|
| Allowed Lodging Per Diem:   | \$173.00            |            |
| <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> |                     |            |
| Room  | 7 nights @ \$154.00 | \$1,078.00 |
| Taxes   | 7 nights @ \$15.40  | \$107.80   |

**PER DIEM / M&IE:**

|   |                   |
|---|-------------------|
| Allowed M&IE:   | \$99.00           |
| <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> |                   |
| 1st Day Per Diem:   | \$74.25           |
| Middle Days Per Diem:   | # days 6 \$594.00 |
| Last Day Per Diem:  | \$74.25           |
|   | \$742.50          |

**TRANSPORTATION:**

|   |          |
|---|----------|
| Contract Carrier Rate (YCA <u>Round Trip</u> )  | \$872.00 |
| <a href="https://cpsearch.fas.gsa.gov/cpsearch/search.do">https://cpsearch.fas.gsa.gov/cpsearch/search.do</a> |          |

|                                      |            |
|--------------------------------------|------------|
| <b>TOTAL ESTIMATED TRAVEL COSTS:</b> | \$3,320.30 |
|--------------------------------------|------------|

**REQUEST FOR AUTHORIZATION:** We realize emergencies may necessitate some changes to your original plans. You need to notify our office as soon as possible so that we can prepare the necessary amendments and process your voucher in a timely manner.

**Megan Hicks -S**Digitally signed by Megan Hicks -S  
Date: 2023.12.01 11:13:56 -05'00'

Requestor's Signature

Date

**David Oliveira -S**Digitally signed by David Oliveira -S  
Date: 2023.12.01 11:15:35 -05'00'

Supervisor Concurrence

Date

**From:** [Megan Hicks](#)  
**To:** [Hicks, Megan V](#)  
**Subject:** [EXTERNAL] Fwd: Booking Confirmation Megan V Hicks -- Panama City, Feb 4  
**Date:** Friday, December 1, 2023 10:28:39 AM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

----- Forwarded message -----

From: <[PNR-Notification@getthere.com](mailto:PNR-Notification@getthere.com)>  
Date: Fri, Dec 1, 2023 at 10:24 AM  
Subject: Booking Confirmation Megan V Hicks -- Panama City, Feb 4  
To: (b) (6)

## Booking Confirmation

Thank you for making your travel reservations through our site. Your reservation information appears below. Please keep this information in a safe place so that you may refer to your itinerary and record locator for your trip.

---

### CONFIRMATION NUMBERS

SABRE Record Locator #: (b) (6)  
Hotel Confirmation #1: (b) (6) (Waldorf Astoria Hotels and Resorts)

---

### NAME(S) OF PEOPLE TRAVELING

Name: Megan V Hicks

---

### HOTEL

|  |   |
|--|---|
| Name:                                  | WALDORF ASTORIA PANAMA                              |
| Location:                              | Panama City,  |
| Address:                               | 47th St. and Uruguay St., Panama City, 99999 Panama |
| Check-in:                              | Sunday, Feb 4 15:00                                 |
| Check-out:                             | Sunday, Feb 11 12:00                                |
| Hotel Confirmation #:                  | (b) (6)   |
| Number of Rooms:                       | 1   |
| Phone:                                 | 507-294-8000  |
| Fax:                                   | 507-294-8001  |
| Average Rate before taxes and fees:    | 154.00 USD (per night/room)                         |
| Average Rate including taxes and fees: | 169.40 USD (per night/room)                         |
|  | FedRooms Rate Includes: *24hr                       |

Special Note:

Cancel\*\*Internet\*\*Breakfast\*

Thank you for choosing a company designated Green Hotel.

---

## AGENCY INFORMATION

Agency: FedRooms (Attention: FedRooms Help Desk)

---

## DELIVERY INFORMATION

Name:

Address:

Phone:

Email:



---

## TRAVEL ARRANGEMENTS

Travel Ar

Travel Arranged For: Megan Hicks

---

HAVE A GREAT TRIP



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Monday, 04DEC 2023 07:57 AM

**Passengers:** MEGAN VICTORIA HICKS (TANUM0WK9F)

**Agency Record Locator:** (b) (6)

[>>ViewTrip](#)

[>>TSA PreCheck](#)

[>>FAA Airport Info](#)

[>>Federal Travel Online](#)


Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.


**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 996.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR  | Sunday, 4FEB 2024 |  |  |
|--|-------------------|--|---|
| <b>United Airlines</b>   |                   |  |   |
| Operated By: COPA AIRLINES   |                   | <b>Flight Number:</b> 7126             | <b>Class:</b> Y- Coach/Economy  |
| <b>From:</b> Washington Dulles DC, USA                             |                   | <b>Depart:</b> 8:20 AM                 |   |
| <b>To:</b> Panama City, Panama                                     |                   | <b>Arrive:</b> 1:28 PM                 |   |
| Stops: Nonstop   |                   | <b>Duration:</b> 5 hour(s) 8 minute(s) |   |
| Seats:   |                   | <b>Status:</b> CONFIRMED               | <b>Miles:</b> 2070 / 3312 KM  |
| Equipment: Boeing 737-800 Jet                                      |                   |  |   |
| Frequent Flyer Number: (b) (6)                                     |                   |  |   |
| <b>United Airlines Confirmation number is</b> (b) (6)              |                   |  |   |
| Check in on-line for <a href="#">United</a>                        |                   |  |   |
| Click here to review Baggage guidelines for <a href="#">United</a> |                   |  |   |

| HOTEL   | Sunday, 4FEB 2024 |                                     |  |
|---|-------------------|-------------------------------------|---|
| <a href="#">Waldorf Astoria Panama (HILTON)</a> |                   |                                     |   |
| 47Th St. And Uruguay ST Panama City None 99999  |                   |                                     |   |
| <b>Number of Rooms:</b> 1                       |                   | <b>Confirmation Number:</b> (b) (6) |   |
| <b>Phone:</b> 507-294-8000                      |                   |                                     |   |
| <b>Check Out:</b> Sunday, 11FEB 2024            |                   |                                     |   |
| Room Type: Single with bath                     |                   |                                     |   |
| RATE USD 169.40                                 |                   |                                     |   |

USER SUPPLIED HOTEL

Credit card required at check-in

|            |                           |  |   |
|------------|---------------------------|--|---|
| <b>AIR</b> | <b>Sunday, 11FEB 2024</b> |  |  |
|------------|---------------------------|--|---|

**United Airlines**

Operated By: COPA AIRLINES

**From:** Panama City, Panama

**To:** Washington Dulles DC, USA

**Stops:** Nonstop

**Seats:**

Equipment: 7M9/AIR

Frequent Flyer Number: (b) (6)

**United Airlines Confirmation number is** (b) (6)

Check in on-line for [United](#)

Click here to review Baggage guidelines for [United](#)

**Flight Number:** 7172

**Class:** Y- Coach/Economy

**Depart:** 6:42 PM

**Arrive:** 11:33 PM

**Duration:** 4 hour(s) 51 minute(s)

**Status:** CONFIRMED

**Miles:** 2070 / 3312 KM

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.

[Click here for travel health advisories](#)

[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure

To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft

[Click Here](#)



**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION ON TOBACCO CONTROL**

**FCTC/COP/10/1  
19 May 2023**

**Tenth session  
Panama City, Panama, 20–25 November 2023  
Provisional agenda item 1.1**

---

## **Provisional agenda**

### **Report by the Convention Secretariat**

#### **Purpose of the document**

The provisional agenda of the Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control (WHO FCTC) was prepared by the Convention Secretariat in consultation with the Bureau of the Conference of the Parties (COP), in accordance with Rule 6 of the Rules of Procedure of the COP. The COP shall examine the provisional agenda, in accordance with Rule 10 of the Rules of Procedure of the COP.

#### **Action by the Conference of the Parties**

The COP is invited to examine the provisional agenda and consider adopting the draft decision annexed to the present report.

Contribution to the Sustainable Development Goals (SDGs): All SDGs; in particular, SDG 3 and Target 3.a.

Link to Workplan and Budget item: None.

Additional financial implications if not included in the Workplan and Budget: None.

Related document(s): Rules of the Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control.

## Provisional agenda<sup>1</sup>

### 1. Opening of the session\*

#### 1.1 Adoption of the agenda and organization of work

*Documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated)*

#### 1.2 Credentials of participants

*Document FCTC/COP/10/2*

### 2. Applications for the status of observer to the Conference of the Parties

*Document FCTC/COP/10/3*

### 3. High-level segment\*

### 4. Invited speaker(s), if any\*

### 5. Global progress in implementation of the WHO FCTC, followed by a general debate\*

*Document FCTC/COP/10/4*

### 6. Treaty instruments and technical matters

#### 6.1 Implementation of Articles 9 and 10 of the WHO FCTC (Regulation of contents and disclosure of tobacco products): reports by the Bureau, by the Expert Group and by WHO

*Documents FCTC/COP/10/5, FCTC/COP/10/6 and FCTC/COP/10/7*

#### 6.2 Tobacco advertising, promotion and sponsorship: depiction of tobacco in entertainment media: report by the Working Group

*Document FCTC/COP/10/8*

#### 6.3 Novel and emerging tobacco products: reports by the Convention Secretariat and by WHO

*Documents FCTC/COP/10/9 and FCTC/COP/10/10*

#### 6.4 Forward-looking tobacco control measures (in relation to Article 2.1 of the WHO FCTC) (item proposed by a Party)

*Document FCTC/COP/10/11*

---

<sup>1</sup> At the recommendation of the Bureau of the COP, it is proposed that the agenda items marked with an asterisk be webcast.

- 6.5 Implementation of Article 19 of the WHO FCTC: Liability (item proposed by Parties)

*Document FCTC/COP/10/12*

**7. Reporting, implementation assistance and international cooperation**

- 7.1 Improving the reporting system of the WHO FCTC

*Document FCTC/COP/10/13*

- 7.2 Implementation Review Mechanism

*Document FCTC/COP/10/14*

- 7.3 Contribution of the WHO FCTC to the promotion and fulfilment of human rights (item proposed by a Party)

*Document FCTC/COP/10/15*

**8. Budgetary and institutional matters**

- 8.1 Performance and progress reports

*Document FCTC/COP/10/16*

- (a) Performance report for the 2020–2021 Workplan and Budget
- (b) Interim performance report for the 2022–2023 Workplan and Budget
- (c) Global Strategy to Accelerate Tobacco Control: Advancing sustainable development through the implementation of the WHO FCTC 2019–2025

- 8.2 Proposed Workplan and Budget for the financial period 2024–2025

*Documents FCTC/COP/10/17 and FCTC/COP/10/INF.DOC./1*

- 8.3 WHO FCTC Investment Fund

*Document FCTC/COP/10/18*

- 8.4 Payment of Assessed Contributions and measures to reduce Parties in arrears

*Document FCTC/COP/10/19*

- 8.5 Review of accreditation of nongovernmental organizations with the status of observer to the Conference of the Parties

*Document FCTC/COP/10/20*

- 8.6 Possible amendments to the Rules of Procedure of the Conference of the Parties

*Document FCTC/COP/10/21*

- 8.7 Strengthening synergies between the Conference of the Parties and the World Health Assembly: report by the WHO Director-General on resolutions and decisions of the World Health Assembly

*Document FCTC/COP/10/22*

- 8.8 Appointment of the Head of the Convention Secretariat: report by the Bureau

*Document FCTC/COP/10/23*

**9. Date and place of the Eleventh session of the Conference of the Parties\***

*Document FCTC/COP/10/24*

**10. Election of the President and Vice-Presidents of the Conference of the Parties\***

*Document FCTC/COP/10/25*

**11. Provisional report of the Tenth session of the Conference of the Parties\***

*Document FCTC/COP/10/26*

**12. Closure of the session\***

ANNEX

**DRAFT DECISION:  
ADOPTION OF THE AGENDA**

The Conference of the Parties (COP),

Noting the provisional agenda contained in documents FCTC/COP/10/1 and FCTC/COP/10/1(annotated) prepared by the Convention Secretariat in consultation with the Bureau of the COP, in accordance with Rule 6 of the Rules of Procedure of the COP,

DECIDES to adopt the provisional agenda as proposed.

(XXX plenary meeting, XX November 2023)

= = =



OmegaTravel.com  
Federal Services  
Hotel/Car/Air/Rail  
855.326.5411 7A-10P EST  
A-2E6H-HHS  
FROM OUTSIDE U.S. 703-359-8869 COLLECT

Monday, 04DEC 2023 07:57 AM

**Passengers:** MEGAN VICTORIA HICKS (TANUM0WK9F)

**Agency Record Locator:** (b) (6)

[>>ViewTrip](#)  
[>>TSA PreCheck](#)  
[>>FAA Airport Info](#)  
[>>Federal Travel Online](#)


Please do not reply to this email. This is an unattended email box  
Omega World Travel must be notified within 24 hours regarding corrections. Thank you.


**We ask that you confirm the following before your trip departure:**

- \*\*Confirm flight/rail departure and arrival times directly with carrier.
- \*\*Confirm hotel reservations with the property a day before your arrival.
- \*\*Confirm car rental hours of operations.

Fare Quote: 996.60 USD

Fares are not guaranteed until ticketed. The quoted fare does not include any applicable service fees.

| AIR   | Sunday, 4FEB 2024 |  |  |
|---|-------------------|--|---|
| <b>United Airlines</b><br>Operated By: COPA AIRLINES<br><b>From:</b> Washington Dulles DC, USA<br><b>To:</b> Panama City, Panama<br>Stops: Nonstop<br>Seats:<br>Equipment: Boeing 737-800 Jet<br>Frequent Flyer Number: (b) (6)<br><b>United Airlines Confirmation number is</b> (b) (6)<br>Check in on-line for <a href="#">United</a><br>Click here to review Baggage guidelines for <a href="#">United</a> |                   |  |   |
|   |                   | <b>Flight Number:</b> 7126<br><b>Depart:</b> 8:20 AM<br><b>Arrive:</b> 1:28 PM<br>Duration: 5 hour(s) 8 minute(s)<br>Status: CONFIRMED | <b>Class:</b> Y- Coach/Economy<br><br><br><br><br><b>Miles:</b> 2070 / 3312 KM        |

| HOTEL  | Sunday, 4FEB 2024 |                                     |  |
|--|-------------------|-------------------------------------|---|
| <a href="#">Waldorf Astoria Panama (HILTON)</a><br>47Th St. And Uruguay ST Panama City None 99999<br><b>Number of Rooms:</b> 1<br><b>Phone:</b> 507-294-8000<br><b>Check Out:</b> Sunday, 11FEB 2024<br>Room Type: Single with bath<br><br>RATE USD 169.40 |                   |                                     |   |
|  |                   | <b>Confirmation Number:</b> (b) (6) |   |

USER SUPPLIED HOTEL

Credit card required at check-in

|            |                           |  |   |
|------------|---------------------------|--|---|
| <b>AIR</b> | <b>Sunday, 11FEB 2024</b> |  |  |
|------------|---------------------------|--|---|

**United Airlines**

Operated By: COPA AIRLINES

**From:** Panama City, Panama

**To:** Washington Dulles DC, USA

**Stops:** Nonstop

**Seats:**

Equipment: 7M9/AIR

Frequent Flyer Number: (b) (6)

**United Airlines Confirmation number is** (b) (6)

Check in on-line for [United](#)

Click here to review Baggage guidelines for [United](#)

**Flight Number:** 7172

**Class:** Y- Coach/Economy

**Depart:** 6:42 PM

**Arrive:** 11:33 PM

**Duration:** 4 hour(s) 51 minute(s)

**Status:** CONFIRMED

**Miles:** 2070 / 3312 KM

CHECK-IN TIME ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
CHECK CARRIER WEB SITE FOR CHANGE/CANCEL AND BAGGAGE POLICIES

Changes to airline reservations may result in an increase in fare and/or carrier penalties.

[Click here for travel health advisories](#)

[Click here for travel alerts and warnings](#)

Proper documentation is required for entry into arrival country. Airport fees may be collected upon arrival or departure

To View US Department of Transportation website listing the countries requiring or permitting application of insecticides on aircraft

[Click Here](#)

VCH044793 (TANUM0WK9F)



CONCURGOV

**Primary Traveler** Megan Hicks (b) (6)  
**Document Type** Vch  
**Type Code** TDY-TEMP DUTY TRAVEL  
**Organization** HHSDCFA

**Purpose** CONFERENCE NOT TRAINING  
**Travel Dates** 02/04/2024 - 02/11/2024  
**Trip Name** Megan Hicks; Policy Analyst; HHS/FDA/CTP; 02/04/23; WHO Flavors Global Consultation; Panama City, Panama; Air; Attending not speaking; Subj to availability of FY2024 funds; No personal days; No annual leave; CTT eligible; Gov CC, Yes; Reg, NO  
**Currency** USD

**Total Cost** 2,924.61  
**Current Status** Paid  
**Next Status**

**Per Diem Locations** PANAMA CITY, PAN  
**Document Details** The Framework Convention on Tobacco Control (FCTC) is an international treaty addressing the global tobacco epidemic negotiated under the auspices of WHO. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. Rescheduled from November 2023.

## Traveler Profile

**Name** Hicks, Megan Victoria  
**TrID** (b) (6)  
**Title**  
**Security CI**  
**Office Address**  
**Office Phone** 301-796-9154  
**Home Address** (b) (6)

**ID** (b) (6)  
**Organization** HHSDCFA  
**Duty Station**  
**Card** No Advance  
**EMAIL** Megan.Hicks@fda.hhs.gov  
**Cell Phone**  
**Home Phone** (b) (6)  
**Alternate Phone**

## Trip Details

## Document Information

**Purpose** The Framework Convention on Tobacco Control (FCTC) is an international treaty addressing the global tobacco epidemic negotiated under the auspices of WHO. Regular sessions of the Conference of the Parties (COP) are held every two years according to the Rules of Procedure of the COP. Rescheduled from November 2023.

## Itinerary Locations

| From     | To       | Itinerary Location | Purpose | Per Diem Rates |
|----------|----------|--------------------|---------|----------------|
| 02/04/24 | 02/11/24 | PANAMA CITY, PAN   |         | 173.00 / 99.00 |

## Document Custom Fields

|   |   |
|---|---|
| Notification of Foreign Travel                                  |   |
| Is business or premium class used for any leg of this trip?     | No  |
| Funding Source 1  | FDA   |
| Funded Amount 1   | 5000.00   |
| Funding Details 1<br>("&" character not allowed)                |   |
| Funding Source 2  | FDA   |
| Funded Amount 2   | 0.00  |
| Funding Details 2<br>("&" character not allowed)                |   |
| Funding Source 3  | FDA   |
| Funded Amount 3   | 0.00  |
| Funding Details 3<br>("&" character not allowed)                |   |
| Total Funding   | 5000  |
| Agency Center   | FDA   |
| Additional Organization Description ("&" character not allowed) | Center for Tobacco Products                       |
| Country   | Yes   |
| Clearance Cable Prepared?                                       |   |
| Multilateral Travel Activity?                                   | Yes   |
| Are Multiple Employees Traveling Together?                      | Yes   |
| Multilateral Travel Selection                                   | WHO   |
| Additional Employee Names List ("&" character not allowed)      | Brian King  |
| Late Reason   | LATE INVITATION                                   |
| Late Justification ("&" character not allowed)                  | Conference postponed from its original 11/23 Date |
| Job Title ("&" character not allowed)                           | Policy Analyst                                    |
| Employee Status   | GS  |
| Passport Type   | Official  |
| Passport # and Expiration Date ("&" character not allowed)      | (b) (6)   |
| Passport Issuing Country ("&" character not allowed)            | USA   |
| Country of Birth ("&" character not allowed)                    | USA   |

allowed)  
 Conference Travel  
**Month of Conference** November 2023  
**Conference Name** FDA24 World Health Organization Framework Convention on Tobacco Control Conf of the Parties

## Document Totals

|                                  |          |                           |          |
|----------------------------------|----------|---------------------------|----------|
| <b>Total Expenses</b>            | 2,924.61 | <b>Advance Requested</b>  | 0.00     |
| <b>Reimbursable Expenses</b>     | 2,924.61 | <b>Net to Traveler</b>    | 517.50   |
| <b>Non-Reimbursable Expenses</b> | 0.00     | <b>Net to Government</b>  | 0.00     |
|                                  |          | <b>Pay to Charge Card</b> | 2,407.11 |

## Document Totals by Expense Category

| Expense Category  | Cost     | Advance Amount |
|-------------------|----------|----------------|
| COM.CARR.         | 998.80   | 0.00           |
| LODGING           | 1,185.80 | 0.00           |
| M&IE              | 517.50   | 0.00           |
| TAV EXP-C         | 14.50    | 0.00           |
| TAXI/PUBLIC TRANS | 195.54   | 0.00           |
| TMC FEE           | 12.47    | 0.00           |
| Total Expenses    | 2,924.61 | 0.00           |

## Reservations Summary

| Reservation Type | Vendor | #       | Location    | Cost     |
|------------------|--------|---------|-------------|----------|
| COMM-CARR        | United | (b) (6) |             | 998.80   |
| COMM-CARR        | United | (b) (6) |             | 0.00     |
| LODGE            | Hilton | (b) (6) | Panama City | 1,185.80 |

## Trip Itinerary

**From** IAD-Washington, DC (USA) (Dulles Apt) **To** PTY-Panama City, Panama (Tocumen Intl. A)

**Air**  
 Sunday February 04, 2024  
 IAD-Washington, DC (USA) to PTY-Panama City, Panama  
**Feb 04** United 7126 Duration 5 Hours 8 Minutes Nonstop  
 Panama City, Panama (Tocumen Intl. Apt) 02/04/2024 1:28PM  
 Confirmation Number Emissions 1346.0 lbs of CO2  
 Cost 998.80 USD

**Hotel**  
 Hilton  
 47th St. and Uruguay St Panama City 99999 FONE 507-294-8000  
**Feb 04** Checking in 02/04/2024 Checking out 02/11/2024  
 Total Rate 1,185.80 USD

**Air**  
 Sunday February 11, 2024  
 PTY-Panama City, Panama to IAD-Washington, DC (USA)  
**Feb 11** United 7172 Duration 4 Hours 51 Minutes Nonstop  
 Washington, DC (USA) (Dulles Apt) 02/11/2024 11:33PM  
 Confirmation Number Emissions 1346.0 lbs of CO2

**Flight Information**  
 Distance 2066 miles  
 No Seat Assigned

## Expenses

| Date       | Description  | Category          | Cost   | Pay Method      | Per Diem |
|------------|--|-------------------|--------|-----------------|----------|
| 01/30/2024 | Travel Fee<br><i>Comment: OTRS Domestic-Intl w-Air-Rail</i>                              | TMC FEE           | 12.47  | IBA-TRAVEL CARD |          |
| 02/04/2024 | Airfare  | COM.CARR.         | 998.80 | IBA-TRAVEL CARD |          |
| 02/04/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/04/2024 | M&IE   | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/04/2024 | Transportation Network Company<br><i>Comment: Shuttle to Hotel - Tip adjusted to 15%</i> | TAXI/PUBLIC TRANS | 4.70   | IBA-TRAVEL CARD |          |
| 02/04/2024 | Transportation Network Company<br><i>Comment: Home to Airport</i>                        | TAXI/PUBLIC TRANS | 63.25  | IBA-TRAVEL CARD |          |
| 02/05/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/05/2024 | M&IE   | M&IE              | 59.00  | PERSONAL        | Yes      |
| 02/06/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/06/2024 | M&IE   | M&IE              | 59.00  | PERSONAL        | Yes      |
| 02/07/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/07/2024 | M&IE   | M&IE              | 59.00  | PERSONAL        | Yes      |
| 02/08/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/08/2024 | M&IE   | M&IE              | 59.00  | PERSONAL        | Yes      |
| 02/09/2024 | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |

| Date                               | Description  | Category          | Cost   | Pay Method      | Per Diem |
|------------------------------------|--|-------------------|--------|-----------------|----------|
| 02/09/2024                         | M&IE   | M&IE              | 59.00  | PERSONAL        | Yes      |
| 02/09/2024                         | Transportation Network Company<br><i>Comment: Venue to Hotel - Tip adjusted to 15%</i>   | TAXI/PUBLIC TRANS | 13.37  | IBA-TRAVEL CARD |          |
| 02/10/2024                         | Lodging<br><i>Comment: Conf Num: (b) (6) Cmt:</i>  | LODGING           | 169.40 | IBA-TRAVEL CARD | Yes      |
| 02/10/2024                         | M&IE   | M&IE              | 74.00  | PERSONAL        | Yes      |
| 02/11/2024                         | M&IE   | M&IE              | 74.25  | PERSONAL        | Yes      |
| 02/11/2024                         | Transportation Network Company<br><i>Comment: Hotel to Airport - Tip adjusted to 15%</i> | TAXI/PUBLIC TRANS | 31.48  | IBA-TRAVEL CARD |          |
| 02/11/2024                         | Transportation Network Company<br><i>Comment: Airport to Home</i>                        | TAXI/PUBLIC TRANS | 82.74  | IBA-TRAVEL CARD |          |
| 02/13/2024                         | TDY Voucher Fee  | TAV EXP-C         | 14.50  | IBA-TRAVEL CARD |          |
| <b>Total Non-Per Diem Expenses</b> |  |                   |        |                 | 1,221.31 |
| <b>Total Per Diem Expenses</b>     |  |                   |        |                 | 1,703.30 |

## Per Diem Allowances

| Date                             | Rate          | Ldg Cost | Ldg Allowed | M&IE Cost | M&IE Allowed | B | L | D | Conf%    |
|----------------------------------|---------------|----------|-------------|-----------|--------------|---|---|---|----------|
| 02/04/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 74.25     | 74.25        |   |   |   |          |
| 02/05/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 59.00     | 59.00        | X | X |   |          |
| 02/06/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 59.00     | 59.00        | X | X |   |          |
| 02/07/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 59.00     | 59.00        | X | X |   |          |
| 02/08/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 59.00     | 59.00        | X | X |   |          |
| 02/09/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 59.00     | 59.00        | X | X |   |          |
| 02/10/2024                       | 173.00/ 99.00 | 169.40   | 169.40      | 74.00     | 74.00        |   | X |   |          |
| 02/11/2024                       | 173.00/ 99.00 | 0.00     | 0.00        | 74.25     | 74.25        |   |   |   |          |
| <b>Total Per Diem Allowances</b> |               |          |             |           |              |   |   |   | 1,703.30 |

## Advance of Funds

No other authorization for cash advances found.

## Payment Detail Information

| Organization | Label                    | Accounting String | Payment Method  | Amount   |
|--------------|--------------------------|-------------------|-----------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | IBA-TRAVEL CARD | 2,407.11 |
| HHSDCFA      | WHO Framework Convention | (b) (6)           | PERSONAL        | 517.50   |

## Totals by Accounting Label

| Organization | Label                    | Accounting String | Amount   |
|--------------|--------------------------|-------------------|----------|
| HHSDCFA      | WHO Framework Convention | (b) (6)           | 2,924.61 |

Totals by Payment Method

| Payment Method  | Amount   |
|-----------------|----------|
| IBA-TRAVEL CARD | 2,407.11 |
| PERSONAL        | 517.50   |

Account Summary

Org HHSDCFA  
Acct Label WHO Framework Convention

Accounting Code

(b) (6)

| Expense Category      | Fiscal Year | Amount   |
|-----------------------|-------------|----------|
| COM.CARR.             | 2024        | 998.80   |
| LODGING               | 2024        | 1,185.80 |
| M&IE                  | 2024        | 517.50   |
| TAV EXP-C             | 2024        | 14.50    |
| TAXI/PUBLIC TRANS     | 2024        | 195.54   |
| TMC FEE               | 2024        | 12.47    |
| Accounting Code Total |             | 2,924.61 |

Total 2,924.61

Attachments

| Attachment File Name  | Uploaded Timestamp    |
|---|-----------------------|
| OSEM_DOCS_Binder1.pdf   | 12/05/2023 2:26:09 AM |
| AGENDA_2. FCTC COP10 provisional agenda.pdf   | 12/05/2023 2:41:02 AM |
| ITINERARY_ineraryMLJR6J_04DEC.pdf   | 12/05/2023 2:41:03 AM |
| CONFERENCE APPROVAL FDA CR-08830 ~ Salesforce - Unlimited Edition.pdf                 | 12/05/2023 2:41:03 AM |
| HOTEL_[HICKS_COP10 2024] Booking Confirmation Megan V Hicks -- Panama City, Feb 4.pdf | 12/05/2023 2:41:03 AM |
| TA_REQUEST_Hicks_COP10 2024 TA_signed.pdf   | 12/05/2023 2:41:03 AM |
| FDA24 World Health ESF182.pdf   | 12/18/2023 9:00:37 AM |
| TAXI_BUNDLE.pdf   | 02/13/2024 8:19:50 AM |
| VOUCHER Binder.pdf  | 02/13/2024 8:22:09 AM |

Receipt Checklist

| Date       | Description                    | Cost   | Receipt Filename | Uploaded Timestamp |
|------------|--------------------------------|--------|------------------|--------------------|
| 02/04/2024 | Lodging                        | 169.40 |                  |                    |
| 02/05/2024 | Lodging                        | 169.40 |                  |                    |
| 02/06/2024 | Lodging                        | 169.40 |                  |                    |
| 02/07/2024 | Lodging                        | 169.40 |                  |                    |
| 02/08/2024 | Lodging                        | 169.40 |                  |                    |
| 02/09/2024 | Lodging                        | 169.40 |                  |                    |
| 02/10/2024 | Lodging                        | 169.40 |                  |                    |
| 02/11/2024 | Transportation Network Company | 82.74  |                  |                    |

Audits

|  |   |
|--|---|
| <b>FAIL</b><br>EXPENSE \$ VARIANCE<br>Vch 0 for First Bag Airline Fee IS NOT W/IN THE \$0 VARIANCE of the Auth 70 The threshold for one or more expense categories has been exceeded. Please provide a justification". | <b>Traveler Justification</b><br>Reimbursement not requested. |
| <b>FAIL</b><br>EXPENSE \$ VARIANCE<br>Vch 517.5 for M&IE IS NOT W/IN THE \$0 VARIANCE of the Auth 742.5 The threshold for one or more expense categories has been exceeded. Please provide a justification".           | <b>Traveler Justification</b>                                 |

Document History - 11/01/2024 Vch: VCH044793

| Status               | Date       | Time       | Signature Name              | Comments   |
|----------------------|------------|------------|-----------------------------|--|
| Paid                 | 02/28/2024 | 10:27AMEST | User, EAI                   | EAI Document Status Update WS : \$2407.11 paid to IBA-TRAVEL CARD. \$517.5 paid to PERSONAL. |
| PAYMENT SUBMITTED    | 02/27/2024 | 4:18AMEST  | User, EAI                   | EAI Document Status Update WS  |
| PENDING              | 02/26/2024 | 1:48PMEST  | User, EAI                   | EAI Voucher Submitted  |
| OFFSETTING OBLIGATED | 02/26/2024 | 1:48PMEST  | User, EAI                   | EAI Document Status Update WS  |
| PENDING              | 02/26/2024 | 11:10AMEST | SYSUTILITY                  | EAI Obligation Submitted   |
| VCH CERTIFIED        | 02/26/2024 | 11:10AMCST | Jones, Jody Donyelle        |  |
| VCH APPROVED         | 02/26/2024 | 11:07AMCST | Ormsby, Andrea<br>Cassandra |  |
| REVIEWED             | 02/13/2024 | 9:35AMEST  | ISON, MARGARET ANN          |  |
| REVIEWED             | 02/13/2024 | 8:44AMCST  | Jones, Jody Donyelle        | Voucher has been reviewed and funding verified.  |
| SIGNED               | 02/13/2024 | 8:37AMEST  | Hicks, Megan Victoria       |  |
| CREATED              | 02/13/2024 | 7:54AMEST  | Loy, William A              |  |

I certify that the electronic signatures listed above are valid and on file

SIGNED

DATE

Document Signatures

Traveler/Preparer  
Name

Approver Name

Traveler/Preparer  
Signature

Approver  
Signature

Date

Date