



WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

Electronic Meeting Registration System

Step-by-Step User's Guide

June 2016

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Introduction

The Conference of the Parties (COP) is the governing body of the WHO FCTC and is comprised of all Parties to the Convention. It meets every two years, reviewing implementation of the Convention and takes the decisions necessary to promote its effective implementation, as well as adopting protocols, annexes and amendments to the Convention and guidelines. Observers accredited to the COP may also participate in the work of the Conference and its subsidiary bodies.

The submission of credentials and nominations of representatives is now required through online registration for meetings of the COP and its subsidiary bodies. The process starts with the registration of a focal point who is responsible for enrolling the entire delegation for each meeting.

Before the meeting, an invitation will be sent to Parties, States non-Parties and observers accredited to the COP, containing a link to the online registration system. The focal point should create his/her own account and is then registered in the system. To facilitate communication, the designated registration focal point of a Party or State non-Party should normally be based at the Permanent Mission in Geneva. Parties and States non-Parties which do not have a Permanent Mission in Geneva should designate a registration focal point in the capital.

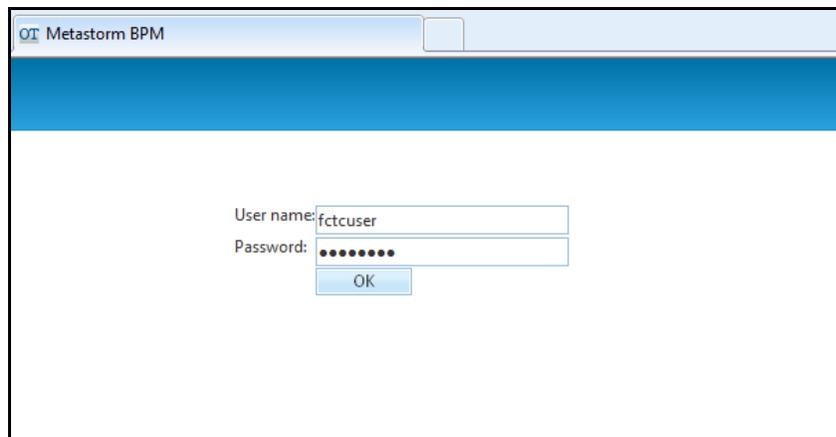
Once a registration focal point has created his/her own account in the online registration system by attaching a note verbale (an official diplomatic note prepared on headed paper, dated, signed, and/or stamped), or an official signed letter from the head of the organization for IGO and NGO observers, as the case may be, he/she will receive, by e-mail, a unique username and password and the link to access the registration system, so that the names and details of the delegation can be entered. To register the delegation, the registration focal point needs to upload a note verbale, or an official signed letter from the head of the organization for IGO and NGO observers, containing the composition of the delegation (i.e. the credentials of the delegation).

The Convention Secretariat will verify the information received from the registration focal point, which will then be used to generate both meeting badges and the list of participants.

STEP 1: TO REGISTER THE FOCAL POINT

Note: It is not possible to register a delegate unless you have already registered a focal point.

1. Access the site: <http://extranet.who.int/bpmext/meetingregistration.aspx> and log in using the username and password provided in the invitation letter sent to your country or organization.



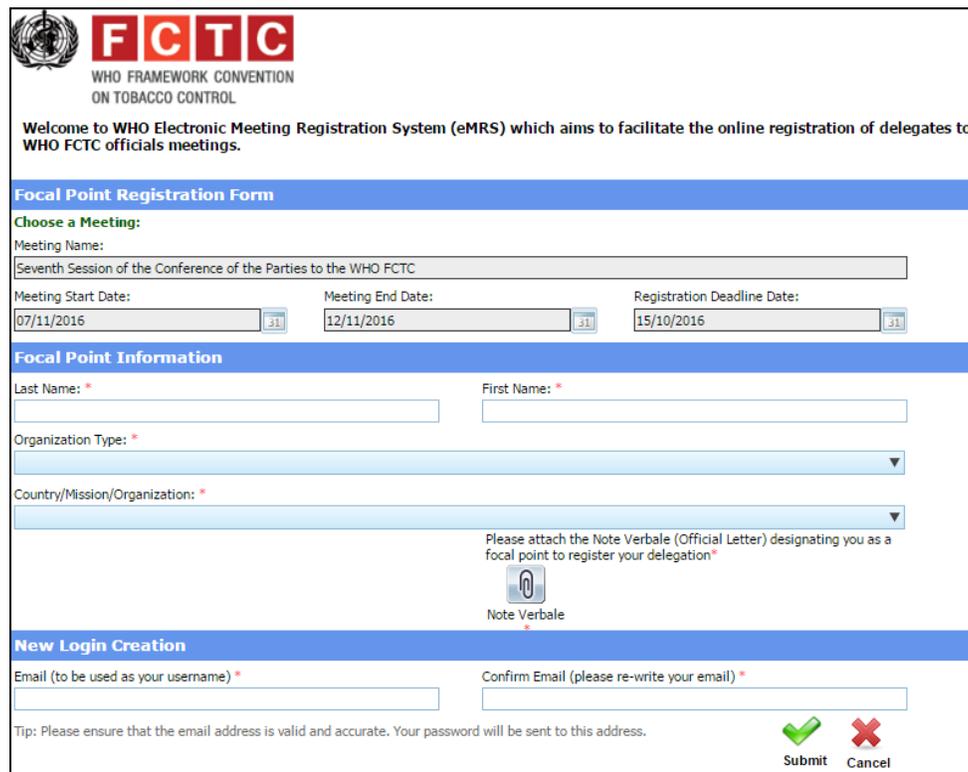
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User name: fctcuser

Password: ●●●●●●

OK

2. Once you have logged into the system, the **Focal Point Registration Form** will be displayed, showing the meeting for which you logged in.



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Welcome to WHO Electronic Meeting Registration System (eMRS) which aims to facilitate the online registration of delegates to WHO FCTC officials meetings.

Focal Point Registration Form

Choose a Meeting:

Meeting Name:
Seventh Session of the Conference of the Parties to the WHO FCTC

Meeting Start Date: 07/11/2016 Meeting End Date: 12/11/2016 Registration Deadline Date: 15/10/2016

Focal Point Information

Last Name: * First Name: *

Organization Type: *

Country/Mission/Organization: *

Please attach the Note Verbale (Official Letter) designating you as a focal point to register your delegation*

 Note Verbale *

New Login Creation

Email (to be used as your username) * Confirm Email (please re-write your email) *

Tip: Please ensure that the email address is valid and accurate. Your password will be sent to this address.

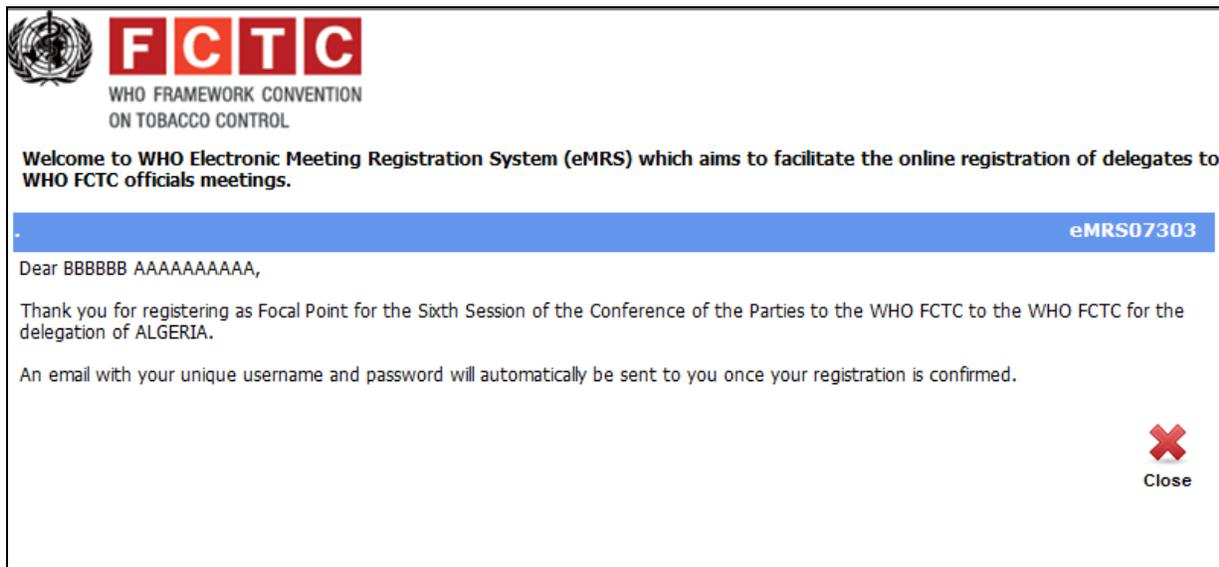
Submit Cancel

3. Complete the **Focal Point Information** section.
4. Attach a note verbale or an official signed letter from the head of the organization for IGO and NGO observers, confirming your designation as registration focal point to enrol the delegation.

Note: Please ensure that the e-mail address is both valid and accurate, as your unique username and password will be sent to this address.

5. Click on **Submit**  to register and confirm the focal point.

Note: The focal point will both see in e-MRS and read in his/her mailbox a message confirming receipt of the request to create an account.



Once his/her request is approved by the Convention Secretariat, he/she will receive an e-mail with a **new link along with a unique username and password** to enable registration of the delegation (see STEP 2).

STEP 2: TO REGISTER DELEGATES

1. Access the registration system using the link provided in the e-mail sent to the registration focal point (see sample below).

<p>Dear Dr,</p> <p>We are pleased to confirm your unique username: john@xxx.com and password: abcd123</p> <p>Online registration of your list of delegates representing(country)..... at the Seventh Session of the Conference of the Parties to the WHO FCTC can be done by clicking here.</p> <p>Please make sure that you close your internet browser before clicking on the link.</p> <p>Kind Regards, Electronic Meeting Registration System</p> <p>For assistance, please write to copregistration@who.int.</p> <p>***DO NOT REPLY TO THIS E-MAIL. THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A REPLY***</p>

2. Log in using the unique username and password provided in the e-mail.



User name:	<input type="text" value="john@xxx.com"/>
Password:	<input type="password" value="....."/>
	<input type="button" value="OK"/>

The registration focal point can now register delegates.

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Delegates Registration Form show meeting info

Meeting Name:
Seventh Session of the Conference of the Parties to the WHO FCTC

Meeting Start Date: Meeting End Date: Registration Deadline Date:

Organization Type:
PARTIES

Country/Mission/Organization: Region:

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
----------	------	-------	-------	------------	-----------

Choose an action to perform

Add Delegate Edit Delegate Delete Delegate Upload Credential

Note:
1. Add and manage the delegate by choosing the action to 'Add Delegate', 'Edit Delegate' or 'Delete Delegate' above.
2. Upload the credential for the delegate using the action 'Upload Credential'.
3. Once done, click the icon 'Submit' to submit all the delegates.

 **Close**

3. Select **Add Delegate** to enter each new delegate.

- Complete the **Add Delegate** section, and type a Priority number for the delegate. This will determine the order in which delegates will appear in the official List of Participants.

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Welcome to WHO Electronic Meeting Registration System (eMRS) which aims to facilitate the online registration of delegates to WHO FCTC officials meetings.

Delegates Registration Form
show meeting info

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

Add Delegate

Priority: Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Title: or Custom Title:

Family Name: *(Not in Capital)* First Name: Delegate Email:

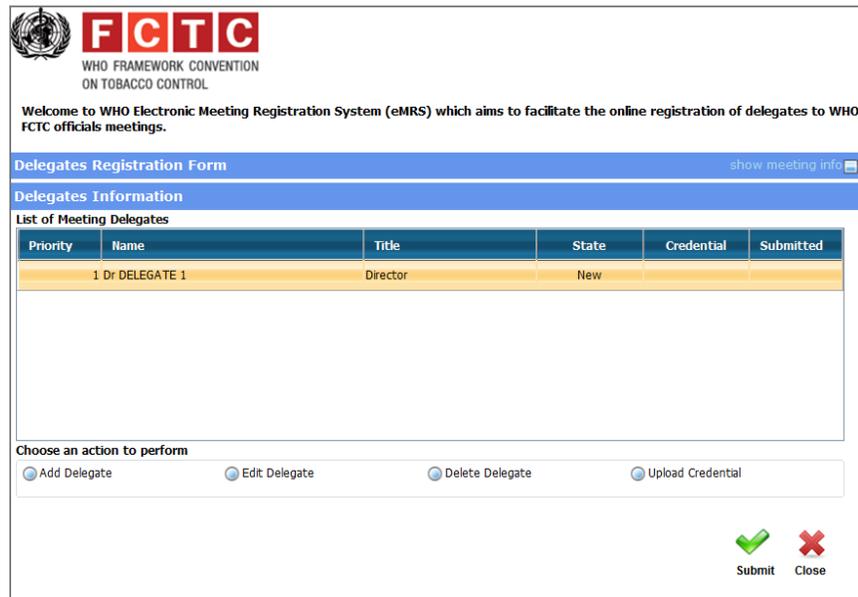
Occupational Title: Status:

City: Gender:

Note:

- Add and manage the delegate by choosing the action to 'Add Delegate', 'Edit Delegate' or 'Delete Delegate' above.
- Upload the credential for the delegate using the action 'Upload Credential'.
- Once done, click the icon 'Submit' to submit all the delegates.

5. Click on Confirm Add Delegate at the bottom right-hand corner of the screen. The delegate's details will then appear under **List of Meeting Delegates**.



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Welcome to WHO Electronic Meeting Registration System (eMRS) which aims to facilitate the online registration of delegates to WHO FCTC officials meetings.

Delegates Registration Form [show meeting info](#)

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
1	Dr DELEGATE 1	Director	New		

Choose an action to perform

Add Delegate Edit Delegate Delete Delegate Upload Credential

Submit Close

Repeat actions 3 to 5 above for as many delegates as needed.

The focal point can now MODIFY (STEP 3), DELETE (STEP 4) or SUBMIT the delegation (STEP 5).

STEP 3: TO MODIFY A DELEGATE'S INFORMATION BEFORE SUBMISSION

1. Select **Edit Delegate** to modify details of an existing delegate.

The screenshot displays the WHO Framework Convention on Tobacco Control (FCTC) Electronic Meeting Registration System (eMRS) interface. At the top, the FCTC logo and name are visible, along with a welcome message. Below this is a navigation bar with 'Delegates Registration Form' and a 'show meeting info' link. The main content area is titled 'Delegates Information' and contains a table listing delegates. The table has columns for Priority, Name, Title, State, Credential, and Submitted. Two delegates are listed: '1 Dr DELEGATE 1' (Director, New) and '2 Dr DELEGATE 2' (Expert, New). Below the table, there are radio buttons for 'Add Delegate', 'Edit Delegate', 'Delete Delegate', and 'Upload Credential'. The 'Edit Delegate' option is selected. A note states: 'Note: Please select from the list of delegate above to Edit Delegate'. The 'Edit Delegate' form includes fields for Priority (2), Title (Dr), Occupational Title (Expert), City (xxx), Credential Surname (DELEGATE), Credential First Name (Initial) (2), Status (Delegate), Gender (Male), and Credential Email (xxx@xx.int). A 'Confirm Edit Delegate' button is located at the bottom right. At the very bottom, there are 'Submit' and 'Close' buttons with green checkmark and red X icons respectively.

Priority	Name	Title	State	Credential	Submitted
1	Dr DELEGATE 1	Director	New		
2	Dr DELEGATE 2	Expert	New		

Choose an action to perform

Add Delegate Edit Delegate Delete Delegate Upload Credential

Edit Delegate Note: Please select from the list of delegate above to Edit Delegate

Priority: Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Title: or Custom Title

Credential Surname: Credential First Name (Initial): Credential Email:

Occupational Title: Status:

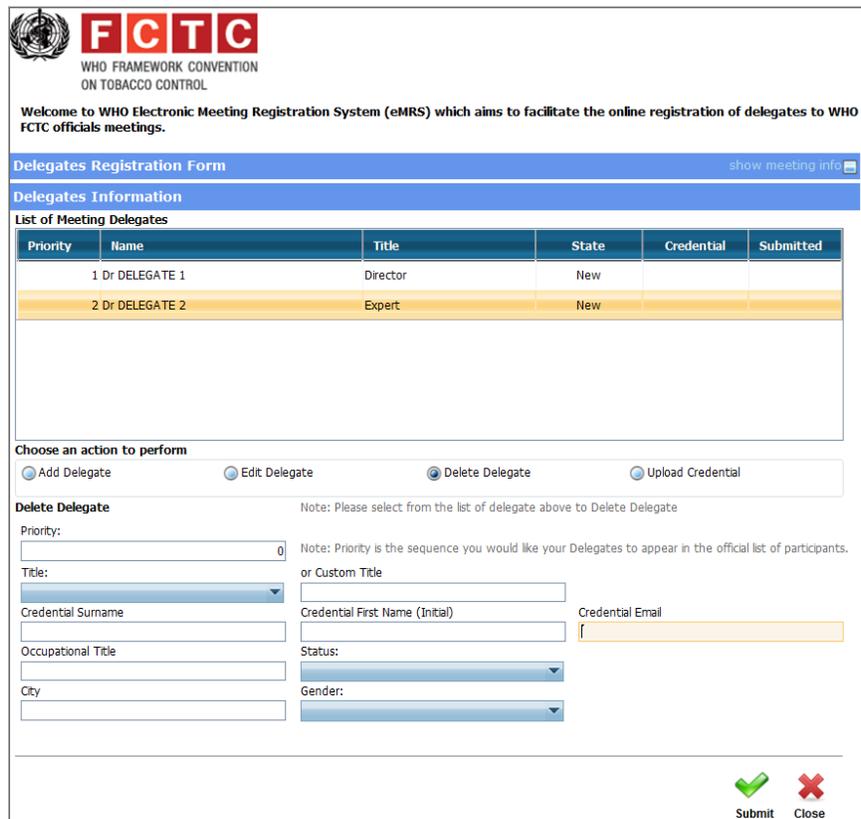
City: Gender:

2. Select the delegate whose information you wish to modify.
3. After modification is complete, click on **Confirm Edit Delegate** at the bottom right-hand corner of the screen to confirm the modifications made.
4. Select **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close**  without uploading credentials will save your information in the system for further processing.

STEP 4: TO DELETE A DELEGATE BEFORE SUBMISSION

1. Select **Delete delegate**.



The screenshot displays the WHO Framework Convention on Tobacco Control (FCTC) eMRS interface. At the top, the FCTC logo and text are visible. Below this, a welcome message states: "Welcome to WHO Electronic Meeting Registration System (eMRS) which aims to facilitate the online registration of delegates to WHO FCTC officials meetings." The main section is titled "Delegates Registration Form" and includes a "show meeting info" link. Under "Delegates Information", there is a "List of Meeting Delegates" table with the following data:

Priority	Name	Title	State	Credential	Submitted
1	Dr DELEGATE 1	Director	New		
2	Dr DELEGATE 2	Expert	New		

Below the table, there are four radio buttons for "Choose an action to perform": "Add Delegate", "Edit Delegate", "Delete Delegate" (which is selected), and "Upload Credential". The "Delete Delegate" section includes a note: "Note: Please select from the list of delegate above to Delete Delegate". The form fields for "Delete Delegate" are:

- Priority: (Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.)
- Title: or Custom Title
- Credential Surname Credential First Name (Initial) Credential Email
- Occupational Title Status:
- City Gender:

At the bottom right, there are two buttons: "Submit" (with a green checkmark icon) and "Close" (with a red X icon).

2. Select from **List of Meeting Delegates** the individual you wish to delete.



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Delegates Registration Form [show meeting info](#)

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
1	Dr DELEGATE 1	Director	New		
2	Dr DELEGATE 2	Expert	New		

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

Delete Delegate Note: Please select from the list of delegate above to Delete Delegate

Priority: Note: Priority is the sequence you would like your Delegates to appear in the official list of participants.

Title:

Occupational Title:
 Status:

City:
 Gender:



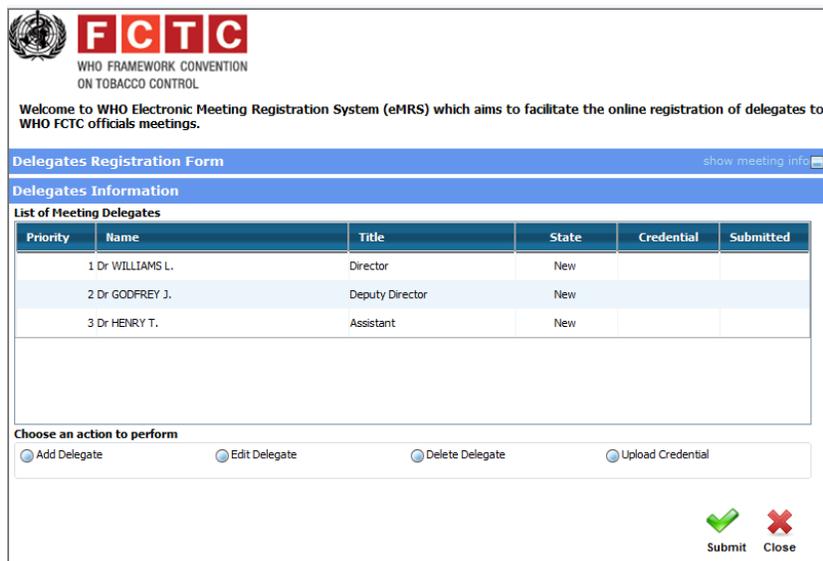
3. Click on **Confirm Delete delegate** button at the bottom right-hand corner of the screen
4. Select **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close**  without uploading a credential will save your information in the system for further processing.

STEP 5: TO SUBMIT ALL DELEGATES OR SELECTED DELEGATES

To submit (confirm) the delegates, the registration focal point needs to upload credentials.

1. Select Upload Credential.



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Delegates Registration Form [show meeting info](#)

Delegates Information

List of Meeting Delegates

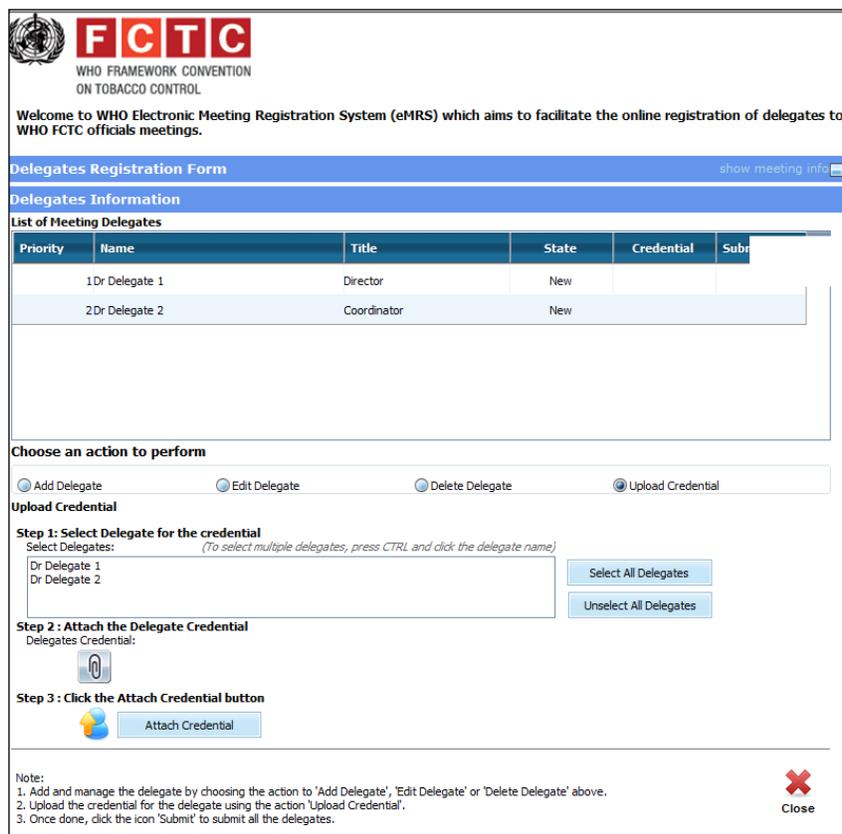
Priority	Name	Title	State	Credential	Submitted
1	Dr WILLIAMS L.	Director	New		
2	Dr GODFREY J.	Deputy Director	New		
3	Dr HENRY T.	Assistant	New		

Choose an action to perform

Add Delegate Edit Delegate Delete Delegate Upload Credential

The screen below will display



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Delegates Registration Form [show meeting info](#)

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
1	Dr Delegate 1	Director	New		
2	Dr Delegate 2	Coordinator	New		

Choose an action to perform

Add Delegate Edit Delegate Delete Delegate Upload Credential

Upload Credential

Step 1: Select Delegate for the credential
Select Delegates: *(To select multiple delegates, press CTRL and click the delegate name)*

Dr Delegate 1
Dr Delegate 2

Step 2: Attach the Delegate Credential
Delegates Credential:



Step 3: Click the Attach Credential button



Note:

1. Add and manage the delegate by choosing the action to 'Add Delegate', 'Edit Delegate' or 'Delete Delegate' above.
2. Upload the credential for the delegate using the action 'Upload Credential'.
3. Once done, click the icon 'Submit' to submit all the delegates.

 **Close**

2. Click on **Select ALL Delegates** to submit ALL delegates. To submit only selected delegates, select delegates individually in the left-hand list.
3. Click on the **Delegates Credential** icon  to attach the official document of nomination (note verbale or letter).
4. Click on **Attach Credential**. The word “View” will appear in the **List of Meeting Delegates** in the Credential column.



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Delegates Registration Form
show meeting info

Meeting Name:

Meeting Start Date: Meeting End Date: Registration Deadline Date:

Organization Type:

Country/Mission/Organization: Region:

Delegates Information

List of Meeting Delegates

Priority	Name	Title	State	Credential	Submitted
1	Dr Delegate 1	Director	New	View	
2	Dr Delegate 2	Coordinator	New	View	

Choose an action to perform

Add Delegate
 Edit Delegate
 Delete Delegate
 Upload Credential

Note:

1. Add and manage the delegate by choosing the action to 'Add Delegate', 'Edit Delegate' or 'Delete Delegate' above.
2. Upload the credential for the delegate using the action 'Upload Credential'.
3. Once done, click the icon 'Submit' to submit all the delegates.

✔
✘

Submit
Close

5. Click **Submit**  to confirm the submission and the credentials.

Note: The focal point will receive a notification, both in e-MRS and via e-mail after submitting the credentials.

STEP 6: TO MODIFY THE DELEGATION AFTER SUBMISSION

Access the registration system using the link provided in the e-mail sent to the focal point after submission of the delegation.

Dear,

Please be informed that the following delegate(s) representing at the Seventh Session of the Conference of the Parties to the WHO FCTC has(ve) been included in the list of participants.

Dr Delegate 1

Dr Delegate 2

If you have not done so already, kindly provide original credentials to the Convention Secretariat as soon as possible and no later than the opening of the session.

If you want to make any modification/amendments to the submitted delegates, please click [here](#) (please login using your unique username and password).

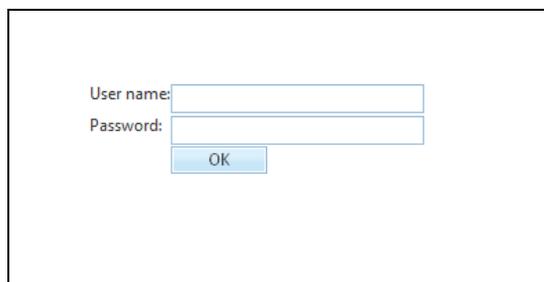
For assistance, please write to copregistration@who.int

Kind Regards,

Electronic Meeting Registration System

*****DO NOT REPLY TO THIS E-MAIL. THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A REPLY*****

1. Log in using the same registration focal point's unique username and password.



The image shows a login form with two input fields: 'User name:' and 'Password:'. Below the 'Password:' field is a blue button labeled 'OK'.

2. The registration focal point can now select one of the following:
 - a. **Add delegate** (STEP 2, actions 3 to 5)
 - b. **Modify delegate** (STEP 3, actions 1 to 4)
 - c. **Delete delegate** (STEP 4, actions 1 to 4)

Note: The registration focal point will receive a notification by e-mail after submitting modifications.