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**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

NOTIFICATION

Dated Shillong, the 21st June, 2019.

No. Health.84/2019/36: In the interest of public service, the Governor of Meghalaya is pleased to constitute Special Committee to Implement Article 5.3 of WHO Framework Convention on Tobacco Control in order to deal with any kind of interference by the Tobacco Industry, whether registered or local manufacturer /seller or any person(s) intended to act representative for the same.

The Committee will have the following members:

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| 1. Additional Chief Secretary /Principal Secretary
/Commissioner & Secretary / Secretary, Health & FW Department. | - Chairman |
| 2. Commissioner of Food Safety. | - Vice Chairman |
| 3. Mission Director, National Health Mission. | - Member |
| 4. Secretary, Home Department | - Member |
| 5. Commissioner of Taxes. | - Member |
| 6. Controller of Legal Metrology | - Member |
| 7. Director, Industry Trade & Commerce . | - Member |
| 8. Director, Information & Public Relation. | - Member |
| 9. Secretary, Law Department | - Member |
| 10. Superintendent of Police | - Member |
| 11. Director of Health Services(MI)/(MCH&FW)/(R) | - Member |
| 12. State Nodal Officer (Tobacco Control), Programme. | - Member Secretary |

The Committee will ensure that proper protocols (copy enclosed) are followed while dealing with the Tobacco Industry and its representative.

Sd/-
(Pravin Bakshi, IAS)
Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department.

Memo.No. Health.84./2019/36A

Dated Shillong, the 21st June, 2019.

Copy to: -

1. P.S to the Hon'ble Minister, Health & Family Welfare Department for kind information of the Minister.
2. P.S to Chief Secretary to the Govt. of Meghalaya for favour of information of the Chief Secretary.
3. Additional Chief Secretary, Health & Family Welfare Department to the Govt. of Meghalaya for favour of information.
4. Mission Director, National Health Mission, Meghalaya, Shillong.
5. Director of Health Services (MI) for favour of information.
6. Director of Health Services (MCH & FW) with reference to your letter No.DHS/MCH&FW/NHM/NTCP/61/2019/2511, dt.8.4.2019 for information and necessary action.
7. All Administrative Department/ Heads of Department for information.
8. All Heads of Departments for information & necessary action.
9. All Deputy Commission for information.
10. Director Printing & Stationery, Meghalaya, Shillong for kind publication in the next issue of the Gazette
11. All Superintendents of Police
12. All District Medical & Health Officers
13. Dr. E.Lyngdoh, Senior Dental Surgeon & State Nodal Officer NTCP, Meghalaya, Shillong for information.

Yours faithfully,

Under Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department.

PROTOCOL

for

Special Committee for Implementation of Article 5.3 of WHO's Framework Convention on Tobacco Control and to stop Tobacco Industry Interference

There is a fundamental and irreconcilable conflict between the tobacco industry's interest and public health policy interest. In its efforts to undermining strong tobacco control policies, the tobacco industry has historically engaged in various tactics globally.

This protocol is developed due to increasing instances where Tobacco Industry representative have approached and met the public servants. Therefore, it is imperative for our State to have explicit guideline in this matter.

General Guidelines

1. Government officials and employees shall limit interactions with the tobacco industry and / or its representatives.
2. Meeting shall be conducted only in the event that it is strictly necessary for the interest of the public.
3. The committee in all its meeting shall look out for the welfare of the public and prioritizing the importance of public health.

Procedure for fixing the meeting

1. If representative(s) of tobacco industry desired to meet any public servant, the matter should be brought to the notice of the special committee in writing, before any further communication with them.
2. Representative(s) of tobacco industry should clearly identify (in writing) the agenda point for the meeting.
3. After reviewing the agenda, the designated officer of the special committee shall decide whether to meet the representative(s) or not and if agrees to meet, will finalize the agenda.
4. Predetermine the meeting participants (from tobacco industry) by asking for their name, and position / designation of those who will attend the meeting.
5. Representative from law department must be present and closely advice the committee's members during the meeting.
6. Before the meeting, it must be clarified that such interaction does not imply partnership, dialogue and collaboration and indicate it in writing to the tobacco industry that they will not mischaracterize the nature of the meeting.
7. The meeting should be conducted at any of the premises of government department and ensure that any photography taken of this meeting is strictly for documentation purposes only and not for public relation activities of the tobacco industry.
8. All non-mediated exchanges (in person, phone or email) between officials, employees and representatives of the agency should be avoided.

Procedure for conducting the meeting

1. Meeting should be brief and only pre-fixed agenda is discussed.
2. Maintain the right to terminate the meeting at any point.
3. Record detailed minutes of the meeting's proceeding and preferably undertake a voice recording of the meeting which assist in preparing the transcript and stored or filed for record purposes.
4. If there are any follow-up questions that needs to be answered after the meeting, following further discussion, it may be noted to respond through correspondence.

Code of Conduct for Public Servants including Officials and Employees

1. All public servants which have a role in setting and implementing public health policies with respect to tobacco control, shall declare to the committee about-
 - a) Any current or previous occupational activity, whether gainful or not, with the tobacco industry.
 - b) Any intention to engage in an occupational activity within the tobacco industry, whether gainful or not, within any period of time after leaving service.
2. No public servant shall accept, receive or demand any contribution from the tobacco industry for himself / herself, their families, relatives, friends, or any other person or organizations of the close linkage. (*Contributions shall include, but not limited to, payments, gifts and services, monetary or in-kind, research funding, financial aid, policy drafts and legal service.)
3. All public servants must avoid the creation of any perception of real or potential partnership or cooperation with the tobacco industry and shall publicly correct any such misperception that may have been created.
4. If any public servant experiences any kind of tobacco industry interference or have met / approached by the representative of tobacco industry without prior knowledge, he / she shall immediately refer the matter to the special committee, seeking necessary instruction.