



Communications Log

The purpose of this document is to record correspondence and interaction between **[LOCAL AUTHORITY]** and the Tobacco Industry or parties that represent the Tobacco Industry.

Article 5.3 of is a provision in the World Health Organization’s Framework Convention on Tobacco Control, an international treaty which extends to local government. It states 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 of the tobacco industry”.

This table records all such interaction between relevant parties to evidence openness and transparency in meeting the local authority’s obligations of the treaty.

[For further advice and information please contact Public Health Department: Email:]

Date	Officer	Department	Initial Contact (Made by who and to whom)	Purpose of Contact (give details)	Action Undertaken (give details and who was involved)	Any Further Action Required? (If yes, give details)	Is further action/ interaction necessary? (If yes, explain why)	Attach copy information/ correspondence shared between parties (If information is confidential please state why)

DATE