**Case Submission Form**

**Purpose**

**CourageAgainstTobacco.org** brings together advocates who have challenged the tobacco industry. They may volunteer to form an independent body to assess conflict of interest cases submitted for resolution. Panels of three or five will be convened as needed, with submitters able to request specific individuals or geographic preference.

This form is used to request an independent assessment or review of potential tobacco industry connections that have created division or uncertainty within your organization or coalition. It can also be helpful for situations involving influential individuals or organizations, and in other cases when objective, third-party determination is needed.

**Section 1: Contact Information**

**Submitting Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position/Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Case Description**

**Briefly describe the situation that requires independent assessment:** *(200 words maximum)*

**How has this situation affected your organization or coalition?** *(100 words maximum)*

**What specific question(s) do you need the Independent Body to address?** *(Be precise)*

**Section 3: Entities Involved**

**Name of organization/individual with potential tobacco industry connection:**

**Nature of their involvement in tobacco control:**

**Specific connection(s) to tobacco industry being questioned:**

**Has this entity been informed of this submission?** □ Yes □ No

**Section 4: Prior Resolution Attempts**

**What steps have been taken to resolve this internally?** *(Check all that apply)*

□ Discussion with involved parties □ Review of available documentation □ Consultation with experts □ Organizational vote or decision process □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why was internal resolution not possible?** *(100 words maximum)*

**Section 5: Documentation**

Please include the following documentation with your submission:

□ Evidence of the potential tobacco industry connection □ Relevant organizational policies

□ Minutes or records of discussions about this issue

□ Any official statements from involved parties □ Other relevant documentation

**Section 6: Confidentiality and Disclosure**

The Independent Global Body will:

1. Maintain appropriate confidentiality during the assessment
2. Provide the involved parties opportunity to respond
3. Issue a fact-based report with clear recommendations
4. Make the report available as specified below

**Report distribution preferred:** *(Select one)*

□ Restricted to the parties directly involved □ Available to specified tobacco control partners □ Public release with appropriate redactions

**Section 7: Commitment**

By submitting this request, we agree to:

1. Provide complete and accurate information
2. Respond to requests for additional information within 7 days
3. Give fair consideration to the findings and recommendations
4. Not publicly misrepresent the assessment process or findings

**Authorized signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

1. Complete all sections of this form
2. Attach all relevant documentation
3. Submit to: [**info@ggtc.world**](mailto:info@ggtc.world)
4. You will receive confirmation within 5 business days
5. Initial assessment of eligibility will be completed within 14 days
6. Full assessment typically requires 30-60 days depending on complexity

For questions regarding this submission process, contact: [**info@ggtc.world**](mailto:info@ggtc.world)