This briefing on comments to the Draft Reporting Guidance takes place on Wednesday, 12 October 2022 from 13:00 to 14:00 CEST. The Conference of the Parties to the Minamata Convention on Mercury adopted decision MC-4/8: National reporting pursuant to article 21 at its fourth meeting. The decision requests the Secretariat to seek any additional comments from parties and other stakeholders on the Draft Reporting Guidance set out in UNEP/MC/COP.4/17 taking into account the experiences of completing the first full national reports. The comments are due by 15 December 2022. The Secretariat will introduce the comment form and respond to any questions and needs for clarification. The Secretariat will further outline the overall work on the Draft Reporting Guidance for consideration and possible adoption by COP-5. The Secretariat will also provide an update on the reporting performance of the first full national reports, and the preparation of the Secretariat reports thereon to the Implementation and Compliance Committee and to COP-5.
What is covered in this briefing?

<table>
<thead>
<tr>
<th>Focus</th>
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<tbody>
<tr>
<td>COP-4 in <a href="#">Decision MC-4/8</a> on “National Reporting pursuant to article 21 of the Minamata Convention on Mercury”, requested the Secretariat:</td>
</tr>
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</table>

Para 6(b): To seek by 15 December 2022 any additional comments from Parties and other stakeholders on the draft reporting guidance that take into account their experience of completing the first full reports. |

| Background on the draft reporting guidance ([UNEP/MC/COP.4/17](#) – Draft guidance for completing the reporting format of the Minamata Convention) |
| Invitation for any additional comments as per Decision MC-4/8 |
| Update on the first full reports submitted (Reporting period: 16 August 2017 to 31 December 2020, for submittal by 31 December 2021) |
| Heads-up on the upcoming deadline for the second short reports (Reporting period: 1 January 2021 to 31 December 2022, for submittal by 31 December 2023) |

Open Floor for any clarifications or any other information to support Parties and stakeholders in the preparation of their additional comments for submittal by 15 December 2022.
Background on the Draft Reporting Guidance
**Decision MC-3/13** requested the Secretariat to prepare Guidance for completing the national reporting format.

The COP recognized the need for complete and consistent national reporting to provide information for the effectiveness evaluation and for supporting compliance and requested the Secretariat to prepare draft guidance on the full national reporting format to clarify the information being sought.

In the same decision, the COP also encouraged Parties to use the draft reporting guidance on a provisional basis to assist in preparing their full national reports due by 31 December 2021.

### Structure of the Draft Reporting Guidance, see Annex of [UNEP/MC/COP.4/17](#)

<table>
<thead>
<tr>
<th>Section I</th>
<th>Article 21 reporting obligations under the Minamata Convention</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• Decision MC-1/8</td>
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<td>• Reporting periods</td>
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<td>• Online Reporting Tool</td>
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<thead>
<tr>
<th>Section II</th>
<th>Overview of the draft guidance for completing the national reporting format</th>
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<tr>
<td></td>
<td>• <strong>Part A to Part E</strong>: Five Parts of the reporting format for both the short and the full reports</td>
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<td>• <strong>Short reports</strong>: four questions in Part B (with *)</td>
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<td>• <strong>Full reports</strong>: all 43 questions in Part B</td>
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<td></td>
<td>• Mandatory information</td>
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<td>• Limited number of questions labelled “supplemental”</td>
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<td></td>
<td>• Report on the effectiveness of the measures under Article 21</td>
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<td>• Notes on how to complete national reports</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Section III</th>
<th>Completing the reporting format of the Minamata Convention</th>
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<tr>
<td></td>
<td>• Next 36 pages detailed information <strong>Part-by-Part</strong> and for <strong>Part B, question-by-question</strong> on each of the 43 questions of the reporting format.</td>
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<tr>
<td></td>
<td>• For the questions under Part B <strong>notes</strong> are provided per question, and then followed by a <strong>suggested approach</strong>.</td>
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<td></td>
<td>• Same format was transposed to the Online Reporting Format</td>
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</table>
Work requested by the COP on the reporting guidance

First short reports
16 Aug 2017 to 31 Dec 2018
Submit by 31 Dec 2019

First full reports
16 Aug 2017 to 31 Dec 2020
Submit by 31 Dec 2021

MC-1/8 Reporting format and timing

COP-3 Secretariat produced Info Note

MC-3/13 Requested Secretariat to draft reporting guidance

COP-4.1 UNEP/MC/COP.4/17 presented to COP

June: Comments to first version received

COP-4.2 Secretariat requested to continue work on reporting guidance and seek any additional comments

MC-4/8 Requested Secretariat to continue work on reporting guidance and seek any additional comments

Any additional comments by 15 December 2022

Second short reports (2 years)
1 Jan 2021 to 31 Dec 2022

Parties and stakeholders that provided comments in 2021: Brazil, Burundi, Canada, Chad, China, Colombia, Cote d’Ivoire, the Dominican Republic, El Salvador, the European Union and its Member States, Indonesia, Japan, Mauritius, Mexico, Norway, Panama, the United Republic of Tanzania, the United States of America, and the Natural Resources Defense Council (NRDC)
Invitation for any additional comments
Decision MC-4/8 requests to the Secretariat

Decision adopted by the fourth meeting of the Conference of the Parties to the Minamata Convention on Mercury

MC-4/8: National reporting pursuant to article 21 of the Minamata Convention on Mercury

6. Requests the secretariat:

(a) On the basis of parties’ experience of completing the first full reports, which were due by 31 December 2021, to identify any questions regarding the reporting format that may pose challenges to parties in responding, and to propose related clarifications, as appropriate, to the Conference of the Parties at its fifth meeting;

(b) To seek by 15 December 2022 any additional comments from parties and other stakeholders on the draft reporting guidance set out in the note by the secretariat on draft guidance for completing the national reporting format for the Minamata Convention on Mercury that take into account their experience of completing the first reports;

(c) To submit the draft reporting guidance for consideration and possible adoption by the Conference of the Parties at its fifth meeting;

(d) To report to the Conference of the Parties at its fifth meeting on the implementation of the present decision.

6(a) Reporting Format: Secretariat is requested to check for clarity

6(b) Reporting Guidance: Secretariat is requested to seek any additional comments from Parties and stakeholders by 15 December 2022

6(c) Reporting Guidance: Secretariat is requested to submit the draft reporting guidance to COP-5 for consideration and possible adoption
Comment Form, accompanied by version with line indication

Intersessional work webpage

Draft reporting guidance

In Decision MC-4/8, the Conference of the Parties (COP) requests the secretariat to seek any additional comments from parties and other stakeholders on the draft reporting guidance prepared by the secretariat set out in UNEP/MC/COP.4.17, taking into account their experiences for completing the first full national reports (Reporting period: 16 August 2017 to 31 December 2020, for submission by 31 December 2021).

The same decision sets the deadline for comments to reach the secretariat by Thursday, 15 December 2022. To facilitate the commenting process, the secretariat has prepared a version of the draft reporting guidance with line indication and a form for the additional comments. The comments are to be submitted to mea-minamatasecretariat@un.org, with a copy to claudia.tenhave@un.org.

The secretariat has arranged a dedicated Minamata Online Session 3 session on Wednesday, 12 October 2022 from 13:00 to 14:00 Geneva time to introduce the comment form and related documents, and also to respond to any questions and needs for clarifications. Click here to register for the session.

The Comment Form and version with line indication are downloadable on the intersessional work webpage of the Convention's website.
In paragraph 2 of decision MC-4/8, the COP provides clarification on the reporting format related to questions 3.1, 3.5 and 11.2 as set out in the annex of the decision.

In paragraph 3 of the same decision, the COP requested Parties to continue their ongoing efforts to endeavour to identify stocks as set out by COP-1 guidance.

Paragraph 4 calls on Parties to provide the Secretariat with the consent forms or other suitable information to show the relevant requirements of Article 3 have been met.

The clarifications above, and as set out in the Annex to the decision, will be reflected in the updated reporting format for the second short reports (2023), and will also need to be reflected in the next version of the draft reporting guidance. Further, additions from Decision 4/3 will need to be added too.
MC-4/8 reporting format updates

**Question 3.1:** Does the party have any primary mercury mines that were operating within its territory at the date of entry into force of the Convention for the party? (para. 3)

- Yes
- No

If yes, please indicate:

a) The anticipated date of closure of the mine(s): \((month, year)\) OR

b) The date upon which the mine(s) closed: \((month) \ (year)\)

c)*Total amount of mercury mined _______ metric tons per year

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**Question 3.5:** *Has the party received consent, or relied on a general notification of consent, in accordance with article 3, including any required certification from importing non-parties, for all exports of mercury from the party’s territory in the reporting period? (para. 6, para. 7)*

- Yes, exports to parties
- Yes, exports to non-parties
- No
- No, no export

If yes,

(a) and the party has submitted copies of the consent forms to the secretariat, then no further information is needed.

If the party has not previously provided such copies, it is recommended that it do so.

Otherwise, please provide other suitable information showing that the relevant requirements of paragraph 6 of article 3 have been met.

Supplemental: Please provide information on the use of the exported mercury.

(b) If exports were based on a general notification in accordance with article 3, paragraph 7, please indicate, if available, the total amount exported and any relevant terms or conditions in the general notification related to use.
Update on first full reports submitted (2021)
Reporting Rate of the First Full National Reports, as of 12 October 2022

<table>
<thead>
<tr>
<th>Performance</th>
<th>Reporting rate</th>
<th>Total parties 2021</th>
<th>Number of parties submitted reports</th>
<th>Complete reports by 31/12/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90%</td>
<td>123</td>
<td>111</td>
<td>87</td>
</tr>
</tbody>
</table>

By 31/12/2021

12 Parties whose reports remain to be submitted:
- Afghanistan
- Antigua and Barbuda
- India
- Kiribati
- Lao People’s Democratic Republic
- Mauritania
- Republic of Korea
- Republic of Moldova
- Seychelles
- State of Palestine
- Syrian Arab Republic
- Tonga

Reports by region:
- AFRICA
- ASIA
- PACIFIC
- GRULAC
- WEOG
- EES

National Focal Points Gender:
- Female: 45.1%
- Male: 54.9%
2019 Short Reports compared with 2021 Full Reports by 31 December

2019 Short Reports – Reporting Rate (31/12/2019)
56%

2021 Full Reports – Reporting Rate (31/12/2021)
71%

2019 Short Reports
64
Number of Parties reported by the deadline 31 December
114
Number of Parties required to report

2021 Full Reports
87
Number of Parties reported by the deadline 31 December
123
Number of Parties required to report
2021 National reports

Pursuant to Article 21 of the Minamata Convention on Mercury, each Party shall report on the measures it has taken to implement the provisions of the Convention, on the effectiveness of such measures and on possible challenges in meeting the objectives of the Convention. The deadline for the first full national reports was 31 December 2021 (covering the reporting period 16 August 2017 to 31 December 2020).

Below are the full national reports submitted by the Parties to the Minamata Convention for the second reporting cycle. New reports received will be posted here after the review of the report has been completed.

Parties are strongly encouraged to use the online reporting tool to prepare and submit their report if they have not yet done so. The tool follows the reporting format agreed by the Conference of Parties in its Decision MC-1/8 and is available in the six official languages of the UN. The National Focal Point of each Party has received the login credentials to prepare and submit the report using the online reporting tool.

If your government’s National Focal Point has not received the credentials, or if your government is unaware whom the credentials have been sent to, please immediately alert MEA-MinamataSecretariat@un.org.

Guidance documents, briefings papers, and online presentations have been prepared to assist Parties and facilitate completing the report.

Note: All remaining outstanding reports need to be submitted by 31 October 2022 for consideration in the Secretariat’s report to the Implementation and Compliance Committee for its fifth meeting, convening in March 2023.
Second Short National Reporting due by 31 December 2023
Plan ahead in order to secure the information required for all parts of the reporting format, and particularly for the questions in part B, as well as the attachments and links that may be needed, in good time to ensure that reports are submitted in full by the deadline.

When reporting annual data, specify the year(s). Where the reporting period is not 1 January to 31 December, specify the period.

When answering open questions, ensure that the responses are succinct while at the same time offering a “meaningful story”.

Check for consistency between the responses to different questions and previous reporting cycles.

Note the units in which information on amounts are to be provided (e.g., metric tons).
<table>
<thead>
<tr>
<th>Art. 3: Mercury supply sources and trade</th>
<th>Art. 3: Mercury supply sources and trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Q3.1.c</td>
<td>*Q3.3</td>
</tr>
<tr>
<td>Does the Party have any <strong>primary mines</strong> that were operating within its territory at the date of entry into force of the Convention for the Party?</td>
<td>Has the Party endeavoured to identify <strong>individual stocks</strong> of mercury or mercury compounds <strong>exceeding 50 metric tons</strong> and <strong>sources of mercury supply</strong> generating stocks <strong>exceeding 10 metric tons</strong> per year that are located within its territory?</td>
</tr>
<tr>
<td>If yes, indicate the total amount of mercury mined in metric tons per year.</td>
<td>If yes, please attach results, and any other related information.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Art. 3: Mercury supply sources and trade</th>
<th>Art. 11: Mercury wastes</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Q3.5</td>
<td>*Q11</td>
</tr>
<tr>
<td>Has the Party received <strong>consent</strong>, or relied on a <strong>general notification</strong> of consent, in accordance with Art. 3, including any required certification from importing non-parties, for all <strong>exports of mercury</strong> from the Party’s territory in the reporting period.</td>
<td>Are there <strong>facilities for final disposal of waste</strong> consisting of mercury or mercury compounds in the Party’s territory?</td>
</tr>
<tr>
<td>If yes, please provide copies of consent forms if not yet done. Please provide information on the use of the exported mercury.</td>
<td>If yes, and if available, <strong>how much waste</strong> consisting of mercury or mercury compounds has been subject to final disposal under the reporting period. Please specify <strong>method of the final disposal</strong> operations.</td>
</tr>
<tr>
<td>And, if exports were based on general notifications please indicate the total amount exported, and any relevant terms or conditions related to its use.</td>
<td></td>
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</tbody>
</table>
Draft National Reporting Guidance, and COP-adopted Guidance and Forms

Relevant forms and guidance documents for completing the reports

Q3.3

Guidance on the identification of individual stocks of mercury or mercury compounds exceeding 50 metric tons and sources of mercury supply generating stocks exceeding 10 metric tons per year

DOWNLOAD Working Document | 84.34 KB | Article 3, COP1 MC-1/2

MC-1/3 - Guidance in relation to mercury supply sources and trade in relation to certification

DOWNLOAD Decision | 22.11.2017 | 253.38 KB

Q3.5

Guidance on completing the forms required under article 3 related to trade in mercury

DOWNLOAD Forms and guidance document | 125.12 KB | Article 3, COP1 MC-1/2

Forms related to Article 3 on Mercury trade

DOWNLOAD Forms and guidance document | 22.11.2017 | 29.15 KB | Article 3, COP1 MC-1/2
### Tentative Calendar

**Season 3 - 2022**

**Phase 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 5 October</td>
<td>9H-10H00 / 17H-18H00</td>
<td>Technical guidelines on mercury waste management</td>
</tr>
<tr>
<td>Tuesday 11 October</td>
<td>9H-10H00 / 15H-16H00</td>
<td>Briefing on the amended Annex A of the Convention</td>
</tr>
<tr>
<td>Wednesday 12 October</td>
<td>13H00-14H00</td>
<td>Invitation for Comments to the Draft Reporting Guidance</td>
</tr>
<tr>
<td>October</td>
<td>TIME: TBC</td>
<td>Consultation with civil society on gender action plan (closed)</td>
</tr>
<tr>
<td>Wednesday 2 November</td>
<td>13H00-14H30</td>
<td>How science can drive policy towards mercury free ASGM</td>
</tr>
<tr>
<td>November</td>
<td>TIME: TBC</td>
<td>Consultation with Parties on gender action plan (closed)</td>
</tr>
<tr>
<td>Wednesday 16 November</td>
<td>13H00-14H00</td>
<td>Invitation for Comments to the Indicators for the Effectiveness Evaluation</td>
</tr>
<tr>
<td>Wednesday 7 December</td>
<td>14H00-15H30</td>
<td>Health risk communication</td>
</tr>
</tbody>
</table>

Thank you for your attention

Secretariat of the Minamata Convention on Mercury
United Nations Environment Programme
11-13, Chemin des Anémones - 1219 Châtelaine, Switzerland

WEB: www.mercuryconvention.org
MAIL: MEA-MinamataSecretariat@un.org
TWITTER: @minamataMEA
#MakeMercuryHistory