Ref: MC/COP5/2023/58

Geneva, 29 April 2023

Subject: Invitation to the fifth meeting of the Conference of Parties of the Minamata Convention on Mercury

Excellency,

I have the honour to invite your Government to the fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5) to be held from 30 October to 3 November 2023, at the Geneva International Conference Centre (CICG), 17 rue de Varembé, Geneva, Switzerland. Preparatory meetings, including Bureau and regional meetings, will be held on Sunday, 29 October 2023.

The working languages of the meeting of the Conference of the Parties will be Arabic, Chinese, English, French, Russian and Spanish.

The provisional agenda for the meeting is enclosed in Annex I to this letter.

Information related to registration, nomination letters and credentials, visa and travel of sponsored participants and other practical information is included in Annex II. Working documents, a tentative schedule of the meeting and further logistical information relevant to the meeting will be posted on the COP-5 webpage as they become available.

In advance of the fifth meeting of the Conference of the Parties, regional preparatory meetings will be held for the African, Asia-Pacific, Eastern European States and Latin American and the Caribbean regions. The dates, venues and other information related to the regional preparatory meetings will be communicated in due time and posted on the COP-5 webpage.

In the nomination process of delegates to the meeting, Parties are strongly encouraged to ensure balanced gender representation within their delegations.

I look forward to the participation of your Government in this important meeting as part of your continuous commitment to making mercury history.

Please accept, Excellency, the assurances of my highest consideration.

Monika Stankiewicz
Executive Secretary

To: National Focal Points for the Minamata Convention on Mercury
Bureau of the fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury

Attm: Annex I – Provisional agenda of COP-5
Annex II – Logistical and other information concerning COP-5
Annex I – Provisional agenda of COP-5

1. Opening of the meeting.

2. Organizational matters:
   (a) Adoption of the agenda;
   (b) Organization of work;
   (c) Election of officers for the intersessional period and the sixth meeting of the Conference of the Parties;
   (d) Report on the credentials of representatives to the fifth meeting of the Conference of the Parties.


4. Matters for consideration or action by the Conference of the Parties:
   (a) Mercury supply sources and trade;
   (b) Mercury-added products and manufacturing processes in which mercury or mercury compounds are used: Amendment to Annexes A and B, and consideration of feasibility of mercury-free alternatives for manufacturing processes listed in Annex B;
   (c) Artisanal and small-scale gold mining;
   (d) Emissions of mercury;
   (e) Releases of mercury;
   (f) Mercury waste: consideration of the relevant thresholds;
   (g) Financial resources and mechanism:
      (i) Global Environment Facility;
      (ii) Specific International Programme to Support Capacity-Building and Technical Assistance;
      (iii) Review of the financial mechanism;
   (h) Capacity building, technical assistance and technology transfer;
   (i) Implementation and Compliance Committee;
   (j) National reporting;
   (k) Effectiveness evaluation;
   (l) Financial rules;
   (m) Gender;
   (n) Knowledge management;
   (o) Mercury and the Kunming-Montreal Global Biodiversity Framework.

5. International cooperation and coordination.

6. Programme of work and budget.

7. Venue and dates of the sixth meeting of the Conference of the Parties.

8. Other matters.

9. Adoption of the report of the meeting.

10. Closure of the meeting.
Annex II – Logistical and other important information concerning the fifth meeting of the Conference of the Parties to the Minamata Convention

1. Becoming a Party at the time of the fifth meeting of the Conference of the Parties

The Minamata Convention entered into force on 16 August 2017, the 90th day after the date of deposit of the 50th instrument of ratification, acceptance, approval or accession. For each State or regional economic integration organization that ratifies, accepts or approves the Convention or accedes thereto after the deposit of this 50th instrument, the Convention will enter into force on the 90th day after the date of deposit by such State or regional economic integration organization of its instrument of ratification, acceptance, approval or accession. Hence, in order to be Parties to the Minamata Convention at the time of the fifth meeting of the Conference of the Parties, countries and regional economic integration organizations that have not yet done so should deposit their instrument of ratification, acceptance, approval or accession with the United Nations Secretary-General, who is the depository of the Convention, no later than 1 August 2023. The updated list of Parties can be found on the Convention website.

2. Registration and travel assistance

The names, titles and contact information of your designated representatives to attend the fifth meeting of the Conference of the Parties (including postal addresses, telephone numbers and email addresses) should be communicated to the Secretariat using Kronos online registration platform that will be available from 3 July 2023. The link to access the registration platform with the instructions will be sent to National Focal Points for the Minamata Convention on Mercury and/or Permanent Missions to the United Nations Environment Programme and to the United Nations in Geneva.

Furthermore, Parties are requested to send to the Secretariat at MEA-MinamataMeetings@un.org the official nomination letter from the Ministry of Foreign Affairs or a note verbale from the Permanent Mission of the Party to the United Nations Office at Geneva with the names and contact details of the designated representatives. The deadline for registration in the online platform and for sending the official nomination letter for all parties except those requesting travel support is 29 September 2023.

Financial assistance may be available to support the participation of one participant per eligible developing country Party and Party with economy in transition. The sponsored participant must be clearly specified in the official nomination letter. In the nomination process of delegates to the meeting, Parties are strongly encouraged to ensure balanced gender representation within their delegations.

Important: the deadline for registration in the online platform and for sending the official nomination letter for sponsored delegates is 1 September 2023. Please note that early registration is encouraged.

Please note that the completion of the registration process is subject to the submission of all required information and subsequent confirmation by the Secretariat. Delegates are invited not to make travel arrangements before receiving the registration confirmation from the Secretariat. Once the registration is validated in Kronos, each member of the delegation will receive a confirmation email with further logistical information and details.

Sponsored participants will receive additional instructions on their travel arrangements. Air travel will be arranged according to the United Nations regulations, via the most economical and direct means possible in all cases. Please note that changes to air tickets after they have been issued will not be permitted.
3. **Visas**

All participants are responsible for obtaining their visa for entering Switzerland, as well as any necessary transit visa(s), as appropriate. Visa support letters can be provided by the Secretariat upon request.

4. **Credentials for Parties to the Minamata Convention**

In order to take part in decision-making at the meeting, Parties must be accredited. Credentials for the head of delegation, alternate representatives and advisers are issued either by the Head of State or Government or by the Minister for Foreign Affairs. In the case of a regional economic integration organization, credentials should be issued by the competent authority of that organization. Information regarding any change in the composition of the delegation should be submitted using the same procedure.

Samples of credentials are available in Arabic, Chinese, English, French, Russian and Spanish on the Minamata Convention website’s [COP-5 webpage](https://www.minamata-convention.org/).

Original credentials must be submitted to the Secretariat no later than twenty-four hours after the opening of the meeting (therefore by 10 am on Tuesday, 31 October 2023). Parties are invited to submit their original credentials in advance of the meeting, preferably by 1 October 2023, in order to facilitate the clearance process, to:

*The Executive Secretary*

*Secretariat of the Minamata Convention on Mercury*

*United Nations Environment Programme*

*Avenue de la Paix 8-14, 1211*

*Geneva 10, Switzerland*

If not submitted in advance of the meeting, Parties can hand over original credentials of their representatives at the registration desk upon arrival at the meeting venue on the first day of the meeting.

Advance electronic copies of credentials can be sent to MEA-MinamataMeetings@un.org.

5. **Further information**

   a. **COVID-19**

   It is the responsibility of each participant to familiarize themself with travel restrictions related to coronavirus disease (COVID-19) pandemic in the country of origin, including for transit and re-entry. The following websites provide information on entry requirements to Switzerland:

   - [https://travelcheck.admin.ch/home](https://travelcheck.admin.ch/home) (Travelcheck)

   Appropriate precautionary and hygiene measures will be put in place at the meeting venue, in accordance with the requirements of the United Nations and the Government of Switzerland. The COVID-19 situation will be kept under review in the lead-up and during the meeting. The Secretariat strongly recommends that all participants in the meeting of the Conference of the Parties be fully vaccinated against COVID-19. Please follow [COP-5 webpage](https://www.minamata-convention.org/) for any updates regarding COVID-19.

   b. **Greening the COP**

   The Secretariat is committed to enhancing and promoting the environmental sustainability of its activities, including in the preparation and conduct of its meetings. The fifth meeting of the Conference
of the Parties will be conducted in line with the Secretariat’s environmental sustainability efforts. A number of measures will be put in place to reduce the environmental footprint of COP-5. The Secretariat will work with the International Conference Centre in Geneva on measures to reduce the environmental impact of its services.

The environmental impact of COP-5 depends on the efforts of all participants, and your support in this important endeavour is highly appreciated. Information on the sustainability measures that will be adopted by the Secretariat and suggested actions for participants to support greening COP-5 will be posted on COP-5 webpage.

c.  **Code of Conduct to Prevent Harassment at Events organized under the Minamata Convention**

As notified by the Executive Secretary on 11 January 2023, the United Nations issued the Code of Conduct to prevent harassment, including sexual harassment, at UN System events, which include meetings, conferences, side events, workshops and other events organized under the Minamata Convention on Mercury. The Secretariat of the Minamata Convention is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. Delegates are invited to familiarize themselves with the [document](#).

d.  **Streaming of plenary sessions**

The meeting will be held in person at the International Conference Center in Geneva. The plenary sessions of the meeting will be live streamed in English and the streaming will made available through the COP-5 webpage and YouTube Channel.

For further information on the meeting, please do not hesitate to contact the Secretariat, by e-mail at [MEA-MinamataMeetings@un.org](mailto:MEA-MinamataMeetings@un.org), or consult our website at: [mercuryconvention.org](http://mercuryconvention.org).