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**Conference of the Parties to the
Minamata Convention on Mercury**
First meeting
Geneva, 24–29 September 2017

**Decision adopted by the first Conference of the Parties to the
Minamata Convention on Mercury****MC-1/8: Timing and format of reporting by the parties***The Conference of the Parties*

1. *Decides*, in accordance with article 21 of the Minamata Convention on Mercury, that each party shall report every four years using the full format set out in the annex to the present decision and report every two years with respect to the questions in that format marked by an asterisk by 31 December of the following year;
2. *Also decides*, in accordance with article 21, that each party shall submit its first biennial short report using the available information by 31 December 2019 and its first full report by 31 December 2021 for consideration by the Conference of the Parties at its subsequent meeting;
3. *Adopts* the format for reporting pursuant to article 21 set forth in the annex to the present decision;
4. *Encourages* each party, when submitting its report pursuant to article 21, to provide the secretariat with an electronic version of its report;
5. *Requests* the secretariat to make available to parties the above-mentioned format for reporting;
6. *Also requests* the secretariat to make available an electronic version of the party's previous report so that it may be updated as appropriate;
7. *Further requests* the secretariat to provide information, including the reporting rate, to the Conference of the Parties to assist in its review pursuant to paragraph 5 (c) of article 23.

Annex to decision MC-1/8

Reporting format for the Minamata Convention on Mercury

Reporting on measures to be taken to implement the provisions of the Convention, the effectiveness of such measures and the challenges encountered

INSTRUCTIONS

Pursuant to article 21 of the Minamata Convention on Mercury, each party to the Convention shall report to the Conference of the Parties 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.

Parties are requested to use the attached reporting format to report in accordance with article 21. An electronic version of the format is available for download from the Convention home page: <http://www.mercuryconvention.org>. Hard copies and electronic versions in CD format are also available upon request from the secretariat (see below for contact details). Subsequent to the submission of each party's first report, the secretariat will send out an electronic version of the party's previous report so that it can be updated as appropriate.

Part A of the reporting format calls for general information on the party for which the report is being submitted, such as the name and contact details of the national focal point or the contact officer submitting the report on behalf of the party. It is expected that the national focal point will have been designated by the party in accordance with article 17, paragraph 4, of the Convention. It is important that all relevant information be provided in order to assist the secretariat in identifying the completed report.

Part B of the format calls for information on the measures taken by the reporting party to implement the relevant provisions of the Minamata Convention and on the effectiveness of such measures in meeting the objectives of the Convention. Note that the effectiveness of implementing measures that are described by a party is separate from the evaluation of the effectiveness of the treaty under article 22. Description of the effectiveness of the implementing measures should be provided based on a party's particular situation and capabilities, but should nevertheless be handled as consistently as possible in the party's report. Mandatory information forms the core of the reporting format. As noted, additional information would facilitate the evaluation of the effectiveness of the Convention and additional questions have been added to obtain this information. These additional questions are identified as supplemental information and responses can be provided voluntarily at the party's discretion, but parties are strongly encouraged to complete these aspects where they have relevant information.

Part C provides an opportunity to comment on possible challenges in meeting the objectives of the Convention.

Part D provides an opportunity to comment on the reporting format and possible improvements.

Part E provides an opportunity to provide additional comments on each of the articles in free text if the party chooses to do so. In implementing an electronic format, the opportunity for comment would be available throughout part B of the reporting format, with links from each article.

Additional information to supplement that requested may be attached.

The reporting forms must be submitted to the Conference of the Parties through the Minamata Convention secretariat in any of the six official languages of the United Nations. Further information and assistance may be sought from the secretariat at the following address:

Secretariat for the Minamata Convention

United Nations Environment Programme

Internet home page: www.mercuryconvention.org

Part A

MINAMATA CONVENTION ON MERCURY NATIONAL REPORT PURSUANT TO ARTICLE 21	
1. INFORMATION ON THE PARTY	
Name of party	
Date on which its instrument of ratification, accession, approval or acceptance was deposited	<i>(day/month/year)</i>
Date of entry into force of the Convention for the party	<i>(day/month/year)</i>
2. INFORMATION ON THE NATIONAL FOCAL POINT	
Full name of the institution	
Name and title of contact officer	
Mailing address	
Telephone number	
Fax number	
E-mail	
Web page	
3. INFORMATION ABOUT THE CONTACT OFFICER SUBMITTING THE REPORTING FORMAT IF DIFFERENT FROM THE ABOVE	
Full name of the institution	
Name and title of contact officer	
Mailing address	
Telephone number	
Fax number	
E-mail	
Web page	
4. DATE THE REPORT WAS SUBMITTED	<i>(day/month/year)</i>

Part B

Article 3: Mercury supply sources and trade

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*)
 3) *Total amount mined _____ metric tons per year

2. Does the party have any primary mercury mines that are now in operation that were not in operation at the time of entry into force of the Convention for the party? (Para. 3, para. 11.)

- Yes
 No

If **yes**, please explain.

3. Has the party endeavoured to identify individual stocks of mercury or mercury compounds exceeding 50 metric tons and sources of mercury supply generating stocks exceeding 10 metric tons per year that are located within its territory? (Para. 5.)

- Yes
 No

a) *If the party answered Yes to Question 3 above:

- i. Please attach the results of your endeavour or indicate where it is available on the internet, unless unchanged from a previous reporting round.
 ii. Supplemental: Please provide any related information, for example on the use or disposal of mercury from such stocks and sources.

b) If the party answered No above, please explain.

4. Does the party have excess mercury available from the decommissioning of chlor-alkali facilities? (Para. 5. (b).)

- Yes
 No

If **yes**, please explain the measures taken to ensure that the excess mercury was disposed of in accordance with the guidelines for environmentally sound management referred to in paragraph 3 (a) of article 11 using operations that did not lead to recovery, recycling, reclamation, direct re-use or alternative uses. (Para. 5 (b), para. 11.)

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

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.

6. Has the party allowed the import of mercury from a non-party?

- No
 Yes

If **yes**, 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 8 of article 3 have been met.

Supplemental: Please provide information on the quantities and countries of origin.

The importing party has relied on paragraph 7 of article 3.

If yes, or if the party relied on paragraph 7 of article 3, did the non-party provide certification that the mercury is not from sources identified under paragraph 3 or paragraph 5 (b) of article 3? (Para. 8.)

- Yes
 No

The party has submitted its general notification of consent, applied paragraph 9 of article 3, and provided information on the quantities and countries of origin.

If **no**, please explain.

Article 4: Mercury-added products

1. Has the party taken any appropriate measures to not allow the manufacture, import or export of mercury-added products listed in Part I of Annex A of the Convention after the phase-out date specified for those products? (Para.1.)

(If the party is implementing paragraph 2, please skip to question 2.)

- Yes
 No

If **yes**, please provide information on the measures.

If **no**, has the party registered for an exemption pursuant to article 6?

- Yes
 No

If **yes**, for which products (please list)? (Para. 1, para. 2 (d).)

2. If **yes** (implementing paragraph 2 of article 4): (Para. 2.)

Has the party reported to the Conference of the Parties at the first opportunity a description of the measures or strategies implemented, including a quantification of the reductions achieved? (Para. 2 (a).)

- Yes
 No

Has the party implemented measures or strategies to reduce the use of mercury in any products listed in Part I of Annex A for which a de minimis value has not yet been obtained? (Para. 2 (b).)

- Yes
 No

If **yes**, please provide information on the measures.

Has the party considered additional measures to achieve further reductions?
(Para. 2 (c).)

- Yes
 No

If **yes**, please provide information on the measures.

3. Has the party taken two or more measures for the mercury-added products listed in Part II of Annex A in accordance with the provisions set out therein? (Para. 3.)

- Yes
 No

If **yes**, please provide information on the measures.

4. Has the party taken measures to prevent the incorporation into assembled products of mercury-added products whose manufacture, import and export are not allowed under article 4? (Para. 5.)

- Yes
 No

If **yes**, please provide information on the measures.

5. Has the party discouraged the manufacture and the distribution in commerce of mercury-added products not covered by any known use in accordance with article 4, paragraph 6? (Para. 6.)

- Yes
 No

If **yes**, please provide information on the measures taken.

If **no**, has there been an assessment of the risks and benefits of the product that demonstrates environmental or health benefits? Has the party provided to the secretariat, as appropriate, information on any such product?

- Yes
 No

If **yes**, please name the product: _____

Article 5: Manufacturing processes in which mercury or mercury compounds are used

1. Are there facilities within the territory of the party that use mercury or mercury compounds for the processes listed in Annex B of the Minamata Convention in accordance with paragraph 5 of article 5 of the Convention? (Para. 5.)

- Yes
 No
 Do not know (*please explain*)

If **yes**, please provide information on measures taken to address emissions and releases of mercury or mercury compounds from such facilities.

If available, please provide information on the number and type of facilities and the estimated annual amount of mercury or mercury compounds used in those facilities.

Please provide information on how much mercury (in metric tons) is used in the processes listed in the two first entries of Part II of Annex B in the last year of the reporting period.

2. Are measures in place to not allow the use of mercury or mercury compounds in manufacturing processes listed in Part I of Annex B after the phase-out date specified in that Annex for the individual process? (Para. 2.)

Chlor-alkali production:

- Yes
 No

Not applicable (*do not have these facilities*)

If **yes**, please provide information on these measures.

Acetaldehyde production in which mercury or mercury compounds are used as a catalyst:

Yes

No

Not applicable (*do not have these facilities*)

If **yes**, please provide information on these measures.

If **no** to either of the questions above, has the party registered for an exemption pursuant to article 6?

Yes

No

If **yes**, for which process(es)? (*please list*)

3. Are measures in place to restrict the use of mercury or mercury compounds in the processes listed in Part II of Annex B in accordance with the provisions set out therein? (Para. 3.)

Vinyl chloride monomer production:

Yes

No

Not applicable (*do not have these facilities*)

If **yes**, please provide information on these measures.

Sodium or potassium methylate or ethylate:

Yes

No

Not applicable (*do not have these facilities*)

If **yes**, please provide information on these measures.

Production of polyurethane using mercury-containing catalysts:

Yes

No

Not applicable (*do not have these facilities*)

If **yes**, please provide information on these measures.

4. Is there any use of mercury or mercury compounds in a facility using the manufacturing processes listed in Annex B that did not exist prior to the date of entry into force of the Convention for the party? (Para. 6.)

Yes

No

If **yes**, please explain the circumstances.

5. Is there any facility that has been developed using any other manufacturing process in which mercury or mercury compounds are intentionally used that did not exist prior to the date of entry into force of the Convention? (Para. 7.)

Yes

No

If **yes**, please provide information on how the party tried to discourage this development or that the party has demonstrated the environmental and health benefits to the Conference of the Parties and that there are no technically and economically feasible mercury-free alternatives available providing such benefits.

Article 7: Artisanal and small-scale gold mining

1. Have steps been taken to reduce, and where feasible eliminate, the use of mercury and mercury compounds in, and the emissions and releases to the environment of mercury from, artisanal and small-scale gold mining and processing subject to article 7 within your territory? (Para. 2.)

- Yes
- No
- There is no artisanal and small-scale gold mining and processing subject to article 7 in which mercury amalgamation is used in the territory.

If **yes**, please provide information on the steps.

2. Has the party determined and notified the secretariat that artisanal and small-scale gold mining and processing within its territory is more than insignificant?

- Yes
- No

If **no**, please proceed to article 8 on emissions

3. Has the party developed and implemented a national action plan and submitted it to the secretariat? (Para. 3 (a), para. 3 (b).)

- Yes
- No
- In progress

4. Attach your most recent review that must be completed under paragraph 3 (c) of article 7, unless it is not yet due.

5. Supplemental: Has the party cooperated with other countries or relevant intergovernmental organizations or other entities to achieve the objective of this article? (Para. 4.)

- Yes
- No

If yes, please provide information.

Article 8: Emissions

1. Identify any Annex D source categories for which there are new sources of emissions of mercury or mercury compounds as defined in paragraph 2 (c) of article 8.

For each of those source categories describe the measures in place, including the effectiveness of such measures, to implement the requirements of paragraph 4 of article 8.

Has the party required the use of best available techniques or best environmental practices (BAT/BEP) to control and where feasible reduce emissions for new sources no later than 5 years after the date of entry into force of the Convention for the party? (Para. 4.)

- Yes
- No (*please explain*)

2. Identify any Annex D source categories for which there are existing sources of emissions of mercury or mercury compounds as defined in paragraph 2 (e) of article 8.

For each of those source categories, select and provide details on the measures implemented under paragraph 5 of article 8 and explain the progress that these applied measures have achieved in reducing emissions over time in your territory:

- A quantified goal for controlling and, where feasible, reducing emissions from relevant sources;
- Emission limit values for controlling and, where feasible, reducing emissions from relevant sources;
- Use of BAT/BEP to control emissions from relevant sources;

- Multi-pollutant control strategy that would deliver co-benefits for control of mercury emissions;
- Alternative measures to reduce emissions from relevant sources.

Have the measures for existing sources under paragraph 5 of article 8 been implemented no later than 10 years after the date of entry into force of the Convention for the party?

- Yes
- No (please explain)

3. Has the party prepared an inventory of emissions from relevant sources within 5 years of entry into force of the Convention for it? (Para. 7.)

- Yes
- No
- Have not been a party for 5 years

If **yes**, when was the inventory last updated?

Please indicate where this inventory is available.

If no such inventory exists, please explain.

4. Has the party chosen to establish criteria to identify relevant sources covered within a source category? (Para. 2 (b).)

- Yes
- No

If **yes**, please explain how the criteria for any category include at least 75 percent of the emissions from that category and explain how the party took into account guidance adopted by the Conference of the Parties.

5. Has the party chosen to prepare a national plan setting out the measures to be taken to control emissions from relevant sources and its expected targets, goals and outcomes? (Para. 3.)

- Yes
- No

If **yes**, has the party submitted its national plan to the Conference of the Parties under this article no later than 4 years after the date of entry into force of the Convention for the party?

- Yes
- No (*please explain*)

Article 9: Releases

1. Are there, within the party's territory, relevant sources of releases as defined in paragraph 2 (b) of article 9? (Para. 4.)

- Yes
- No
- Do not know (*please explain*)

If **yes**, please indicate the measures taken to address releases from relevant sources and the effectiveness of those measures. (Para. 5.)

2. Has the party established an inventory of releases from relevant sources within 5 years of entry into force of the convention for it? (Para. 6.)

- Yes
- Relevant sources do not exist in the territory
- Have not been a party for 5 years
- No (*please explain*)

If **yes**, when was the inventory last updated?

Please indicate where the information is available.

Article 10: Environmentally sound interim storage of mercury, other than waste mercury

1. Has the party taken measures to ensure that the interim storage of non-waste mercury and mercury compounds intended for a use allowed to a party under the Convention is undertaken in an environmentally sound manner? (Para. 2.)

- Yes
- No
- Do not know (*please explain*)

If **yes**, please indicate the measures taken to ensure that such interim storage is undertaken in an environmentally sound manner and the effectiveness of those measures.

Article 11: Mercury wastes

1. Have measures outlined in article 11, paragraph 3, been implemented for the party's mercury waste? (Para. 3.)

- Yes
- No

If **yes**, please describe the measures implemented pursuant to paragraph 3, and please also describe the effectiveness of those measures.

2. *Are there facilities for final disposal of waste consisting of mercury or mercury compounds in the party's territory?

- Yes
- No
- Do not know (*please explain*)

If **yes**, if the information is available, how much waste consisting of mercury or mercury compounds has been subjected to final disposal under the reporting period? Please specify the method of the final disposal operation/operations.

Article 12: Contaminated sites

1. Has the party endeavoured to develop strategies for identifying and assessing sites contaminated by mercury or mercury compounds in its territory? (Para. 1.)

- Yes
- No

Please elaborate

Article 13: Financial resources and mechanism

1. Has the party undertaken to provide, within its capabilities, resources in respect of those national activities that are intended to implement the Convention in accordance with its national policies, priorities, plans and programmes? (Para. 1.)

- Yes (*please specify*)
- No (*please specify why not*)

Please provide comments, if any.

2. Supplemental: Has the party, within its capabilities, contributed to the mechanism referred to in paragraph 5 of article 13? (Para. 12.)

(*Please tick one box only*)

- Yes (*please specify*)
- No (*please specify why not*)

Please provide comments, if any.

3. Supplemental: Has the party provided financial resources to assist developing-country parties and/or parties with economies in transition in the implementation of the Convention through other bilateral, regional and multilateral sources or channels? (Para. 3.)

(Please tick one box only)

- Yes *(please specify)*
 No *(please specify why not)*

Please provide comments, if any.

Article 14: Capacity-building, technical assistance and technology transfer

1. Has the party cooperated to provide capacity-building or technical assistance, pursuant to article 14, to another party to the Convention? (Para. 1.)

- Yes *(Please specify)*
 No *(Please specify)*

2. Supplemental: Has the party received capacity-building or technical assistance pursuant to article 14? (Para. 1.)

- Yes *(please specify)*
 No *(Please specify)*

Please provide comments, if any.

3. Has the party promoted and facilitated the development, transfer and diffusion of and access to, up-to-date environmentally sound alternative technologies? (Para. 3.)

(Please tick one box only)

- Yes *(please specify)*
 No *(please specify why not)*
 Other *(please provide information)*

Article 16: Health aspects

1. Have measures been taken to provide information to the public on exposure to mercury in accordance with paragraph 1 of article 16?

- Yes
 No

Supplemental: If **yes**, describe the measures that have been taken.

2. Have any other measures been taken to protect human health in accordance with article 16? (Para. 1.)

- Yes
 No

Supplemental: If **yes**, describe the measures that have been taken.

Article 17: Information exchange

1. Has the party facilitated the exchange of information referred to in article 17, paragraph 1? (Para. 1.)

- Yes
 No

Please provide more information, if any.

Article 18: Public information, awareness and education

1. Have measures been taken to promote and facilitate the provision to the public of the kinds of information listed in article 18, paragraph 1? (Para. 1.)

- Yes

No

If yes, please indicate the measures that have been taken and the effectiveness of those measures?

Article 19: Research, development and monitoring

1. Has the party undertaken any research, development and monitoring in accordance with paragraph 1 of article 19? (Para. 1.)

Yes

No

If yes, please describe these actions.

Part C: Comments regarding possible challenges in meeting the objectives of the Convention

(Art. 21, para. 1)

Supplemental: Part D: Comments regarding the reporting format and possible improvements, if any
