

Ref.: MC/ES/2023/39

Geneva, 13 March 2023

**Subject:** Submission of the second short national report by 31 December 2023 and designation of National Focal Points

Dear Parties to the Minamata Convention on Mercury,

I am pleased to let you know of the arrangements the Secretariat has put in place to support Parties in their preparation and completion of the second short national reports, which covers the period **from 1 January 2021 until 31 December 2022, and are to be submitted by 31 December 2023.**

I would also like to use this opportunity to warmly welcome the Parties' admirable reporting rate of 92% for the first full national report. This is an impressive milestone for our young Convention. I look forward to the strong reporting momentum carried over to the second short national reports.

### **Second Short National Reports**

The Secretariat has prepared the Online Reporting Tool (ORT) to be opened for the second short national report's submission. The ORT is available in the six UN languages. **An email with personalized credentials will be sent to each National Focal Point on 5 April 2023.** These credentials will allow the National Focal Point to enter the ORT to begin on the reporting process.

For your convenience, an offline paper version of the reporting format specified to the short national report is attached to this letter. This offline paper version has been prepared to facilitate collection and collation of information for the report. Please bear in mind that the offline paper version is only a preparatory tool to assist Parties and is not to replace or be a substitute for reporting through the ORT.

To further support your efforts, a dedicated Minamata Online session on completing the short national reports has been scheduled on Wednesday, 5 April 2023. Furthermore, an online course on national reporting will be made available in April 2023 as well.

More information is available on the Convention webpage on national reporting:

<https://mercuryconvention.org/en/parties/reporting>

### **Designation of National Focal Points**

To recall, paragraph 4 of Article 17 of the Convention requires each Party to designate a National Focal Point for the exchange of information under the Convention. I would like to take this opportunity to invite Parties to ensure that the information on the designated National Focal Point is up to date. Kindly see the [Convention webpage](#) for the current list of National Focal Points on record. National Focal Points are responsible for submitting Parties' national reports under Article 21.

If you need to update information or designate a new National Focal Point, please **use the form and the sample letter [here](#)** and send them to the Secretariat at [MEA-MinamataSecretariat@un.org](mailto:MEA-MinamataSecretariat@un.org) **before Monday, 27 March 2023.** For Parties that have designated more than one National Focal Point, please confirm with the Secretariat by the same deadline who among the designated National Focal Points will be submitting their national report so that the personalized credentials can be sent to that person.

The Secretariat looks forward to supporting you to successfully complete your second short national reports.



Please do not hesitate to contact Richard Gutierrez, Programme Management Officer at [richard.gutierrez@un.org](mailto:richard.gutierrez@un.org), with copy to [MEA-MinamataSecretariat@un.org](mailto:MEA-MinamataSecretariat@un.org) on any matter related to the submission of national reports. Please contact the Secretariat at [MEA-MinamataSecretariat@un.org](mailto:MEA-MinamataSecretariat@un.org) on any matters related to the designation of National Focal Points.

Yours sincerely,

*Monika Stankiewicz*

Monika Stankiewicz  
Executive Secretary

To: National Focal Points of the Minamata Convention on Mercury

Cc: Representatives of the Permanent Missions to the United Nations Office at Geneva  
Permanent Representative to the United Nations Environment Programme