REVIEW: SECOND SHORT NATIONAL REPORT (ARTICLE 21)

MINAMATA ONLINE 2023
The second short national reports pursuant to Article 21 of the Minamata Convention are due by 31 December 2023. The report covers the reporting period from 1 January 2021 to 31 December 2022. With the deadline for the reports coming up soon, the Secretariat has prepared a review session on completing the second short reports. The session provides information about the main steps to prepare for and submit the second short reports, accessing the Online Reporting Tool and updates made to the Online Reporting Tool to support the Parties. The session will also briefly touch on the reporting format changes that COP-5 approved that will be reflected in the next reporting cycle. There are two sessions (ENG only) offered on 6 December 2023: 09h00-09h45 and 16h00-16h45 CET.

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WEDNESDAY, 6 DECEMBER 2023

9H00-9H45 CET  
Please register for the morning WebEx Session using the link [Bit.ly/M06DEC23A](https://bit.ly/M06DEC23A).

16H00-16H45 CET  
Overview of the Information Session

Support Parties getting prepared to submit the Second Short Reports for the Minamata Convention, due by 31 December 2023

1. Reporting obligations and timeline
2. National reporting performance
3. Accessing the Online Reporting Tool (ORT) to submit the Second Short Reports
4. How to use the Offline Paper Version to prepare for reporting
5. Guidance on how to respond to the four questions of the Short Reports
6. Role of the National Focal Points
7. Where to find what Parties reported thus far

Open Floor for any clarifications or any other information required to support Parties in the preparation of their Second Short Reports.
1. Reporting obligations and timelines
National Reporting pursuant to Article 21

Article 21, para. 1

“Each Party shall report to the Conference of the Parties, through the Secretariat, on the measures it has taken to implement the provisions of this Convention and on the effectiveness of such measures and the possible challenges in meeting the objective of the Convention.”

MC-1/8
Timing and Format:
- Short Reports: 4 questions over 2 years
- Full reports: 43 questions over 4 years

MC-3/13
Guidance for completing the national reporting format

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

MC-4/17
Draft guidance for completing the national reporting format for the Minamata Convention on Mercury

MC-5/2
on mercury supply sources and trade

MC-5/4
on amendments

MC-5/7
on artisanal and small-scale gold mining

MC-5/13
on national reporting
Relevant COP-5 decisions

MC-5/13 on national reporting
- Called on Parties that have not provided complete information on the number of facilities and on the estimated amount of mercury used in processes listed in part II of annex B to do so as soon as possible (Question 11.2)
- Adopted amendments to the reporting format
- Adopted the reporting guidance

Note: the amendments will be reflected in the Online Reporting Tool of the 2nd full report

MC-5/2 on mercury supply sources and trade
Encouraged Parties:
- report on all primary mercury mining activities being carried out in their territories, irrespective of their status as formal, informal or illegal, in their next national reports (Question 3.1);
- that did not receive consent for all exports of mercury from the party's territory to provide more information, if any, in their next national reports, including on measures taken to prevent exports which are not in compliance with the Convention (Question 3.5)

MC-5/4 on amendments
Annex A Part II was amended requiring parties to submit a national action plan or a report based on available information with respect to progress they have made or are making to phase down or phase out dental amalgam every four years as part of national reporting.

MC-5/7 on ASGM
Called upon all Parties that have submitted their NAPs to provide a review of the progress made in meeting obligations under article 7 and include the review in their national reports, as set out in paragraph 3 (c) of article 7
Overview of the Convention's National Reporting Timeline

16 August 2017: Entry into force of the Convention

2017: COP-1
2018: COP-2
2019: COP-3
2020:
2021: ICC-3, COP-4.1, COP-4.2
2022: ICC-4, ICC-5, COP-5
2023: COP-5
2024: COP-6
2025:

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

First full reports
16 Aug 2017 to 31 Dec 2020

Second short reports (2 years)
1 Jan 2021 to 31 Dec 2022
31 Dec 2023

Second full reports (4 years)
1 Jan 2021 to 31 Dec 2024
31 Dec 2025
2. Reporting Performance
2019 Short Reports / 2021 Full Reports by 31 Dec. deadline

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

- Reporting Rate: 56%
- Number of Parties reported: 64
- Number of Parties required: 114

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

- Reporting Rate: 71%
- Number of Parties reported: 87
- Number of Parties required: 123

Legend:
- Yellow: Number of Parties reported by the deadline 31 December
- Gray: Number of Parties required to report
2019 Short Reports – Reporting Rate (31/12/2022)  
91%  

2021 Full Reports – Reporting Rate (05/07/2023)  
95%  

2019 Short Reports  
Number of Parties reported by 31 December 2022: 104
Number of Parties required to report: 114

2021 Full Reports  
Number of Parties reported by 5 July 2023: 117
Number of Parties required to report: 123

Number of Parties reported by 5 July 2023  
Number of Parties required to report
Reporting Rate of the First Full National Reports, as of 6 December 2023

<table>
<thead>
<tr>
<th>Performance</th>
<th>Reporting rate</th>
<th>Total Parties 2020</th>
<th>Number of Parties Submitted reports</th>
<th>Full reports submitted by 31/12/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>95%</td>
<td>123</td>
<td>117</td>
<td>87</td>
</tr>
</tbody>
</table>

Total full national reports received by month:
- By 31 December 2021

Reports by region:
- AFRICA: 31 submitted, 1 in progress
- ASIA-PACIFIC: 25 submitted, 1 in progress
- GRULAC: 24 submitted
- WEOG: 22 submitted
- EES: 15 submitted

Reporting language:
- Alle
- French
- Spanish
- Arabic
- Chinese
- English
3. Accessing the Online Reporting Tool (ORT)
Online Reporting Tool (ORT) video

Getting ready for the Online Reporting Tool
• **Kick off** – 5 April

• **Login**

• **Work on your report**

• **Complete and submit it**

• **Secretariat review**

• **Final reports**

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Minamata Online event and email notification to all National Focal Points.

With the username and the password the Secretariat has sent you.

Fill in all parts, switch languages, save it. You can log in and out.

Review your responses before submitting the report by 31 Dec 2023.

The Secretariat will review all reports to check for completeness.

Once the report is considered final, it will be uploaded on the website.
Online Reporting Tool (ORT)

欢迎使用《蒙特利尔议定书》网上报告工具

“报告要求措施所需信息的提供和提交。蒙特利尔议定书的实施，有效措施的实施和检查过程中存在的挑战。”

第21条：《蒙特利尔议定书》根据第20条，要求所有缔约方在其国内立法中完成对《蒙特利尔议定书》的实施，对有效措施的实施和检查过程中存在的挑战。因此，报告中要包括以下信息。

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Kick off – 5 April
Minamata Online event and email notification to all National Focal Points.

- Reporting is possible in the 6 UN languages. Please use the language switcher at the top of the screen after opening the report to select your preferred language.
- Progress is automatically saved when you move to a new step of the report or when you press the “Save Draft” button. We encourage you to press “Save Draft” especially when adding attachments, and before moving to the next question.
- You can logout and login to return and keep working on the report.
- Information on Part A will be mostly prepopulated according to the information that we have from Parties and National Focal Points.
- All questions are linked to the corresponding paragraph and an extract from the Draft Reporting Guidance questions for ease of reference.
- You can check your completion status on the right sidebar, and you can start from any article and part.
- There is automatic logic depending on your reply.
- You can check your previous national reports.
- Before submitting the report, please review all your responses at the preview screen stage.
- A technical team is ready to help. Please contact the Secretariat if you experience any challenges whether technical or substantive to complete your national report.
- Click submit by 31 December 2023. You will receive an acknowledgment email from the Secretariat.

ORT – Main features
4. How to use the Offline Paper Version to prepare for reporting
Reporting format for the Minamata Convention on Mercury
Short National Reports

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

* Offline Paper Version*

(* For your convenience, this Offline Paper Version of the reporting format specified to the short national report has been prepared to facilitate collection and collation of information for the report. The Online Reporting Tool (ORT) and this Offline Paper Version are based on and consistent with the Annex to Decision MC-1/8: Timing and format of reporting by the Parties where four questions are marked by an asterisk for Parties to respond in the short national reports. 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. As per paragraph 7 of Decision MC-1/8, Parties are encouraged to use the electronic version of the report when submitting the report to the Secretariat.)
Online Reporting Tool (ORT)

Parties are invited to report through the new online reporting tool. The tool follows the reporting format agreed by the Conference of Parties and is available in the six official languages of the UN.

The National Focal Point of each Party has received the login credentials to submit the report. If your 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.

To assist Parties to collect and collate all information for the second short reports, the Secretariat has produced an Offline Paper Version. It is not intended to replace or be a substitute of the Online Reporting Tool. As per paragraph 7 of Decision MC-1/8, parties are encouraged to use the electronic version of the report when submitting the report to the Secretariat.

Overview of the reporting format

The full reporting format consists of five parts, Part A to Part E, where Part B consists of 43 questions.

- **Part A:** General Information on the Party for which the report is being submitted.
- **Part B:** Information on measures taken by the reporting Party to implement the relevant provisions and on the effectiveness of such measures in meeting the objective of the Convention (contains 43 questions by article).
- **Part C:** Opportunity to comment on possible challenges in meeting the objective of the Convention.
- **Part D:** Opportunity to comment on the reporting format and possible improvements.
- **Part E:** Opportunity to provide additional comments on each of the articles in free text if the Party chooses to do so (Note: In the online reporting system the opportunity to provide additional comments on each of the articles in free text is provided per article throughout the report, as opposed to at the end as a separate section).

For the short reports, Parties are to respond to the questions marked by an asterisk in the format in Part B.

Report Preparation Tips:

- Please consult the Draft Reporting Guidance on how to approach the questions. For ease of reference, the relevant sections of the Draft Reporting Guidance are available as links in the ORT as you progress through the questions. Link to the document: https://mercuryconvention.org/en/documents/draft-guidance-completing-national-reporting-format-minamata-convention-mercury
- 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 in the report and for your responses to the same question from previous reporting periods. If there are changes in your response, please provide the appropriate explanation, as needed, either in the space provided or in Part E of the ORT.
- Note the units in which information on amounts are to be provided (e.g., metric tons).

Notifications, National Plans and Other Submissions:

The Secretariat takes the opportunity of the biennial cycle of national reporting to invite Parties to submit by email at MEA-MinamataSecretary@un.org any pending information required by or in furtherance to a Party’s Convention obligation, such as:

Information on mercury-added products not covered by any known use, including any information on the environmental and human health risks and benefits, that a Party did not manufacture and in the distribution in commerce of such product (Article 4, paragraph 6).

- Information on the number and types of facilities that use mercury or mercury compounds for processes listed in Annex B, and the estimated annual amount of mercury or mercury compounds used in those facilities (Article 5, paragraph 5(c)).
- Notifications on artisanal and small-scale gold mining (Article 7, paragraph 3).
- National Action Plans on artisanal and small-scale gold mining (Article 7, paragraph 3 (c)).
- National plan setting out the measures to be taken to control emissions and its expected targets, goals, and outcomes (Article 8, paragraph 3).
- National plan setting out the measures to be taken to control releases and its expected targets, goals and outcomes (Article 9, paragraph 4).

Technical information to access and use the ORT:

- Please consult the Online Reporting Tool User Guide, which is available on the Convention’s website for detailed information on how to access and use the ORT. Link to the document: https://mercuryconvention.org/en/parties/reporting
- For best usability, we recommend using a laptop or desktop computer to enter your responses.
- You can return any time to the ORT to continue entering responses, and/or edit responses before the final submission of your national report. (This is possible when logging in from another computer too.)
- Progress is automatically saved when you move to a new step of the report or when you press the “Save Draft” button. We encourage you to press “Save Draft” especially when adding attachments, and before moving to the next question.
- We advise you to move step by step through each article in sequence. Before the final submission, you will have the chance to review the whole report.
- Reporting is possible in the 6 UN languages: Arabic, Chinese, English, French, Russian and Spanish. Please use the language switcher at the top of the screen after opening the report to select your preferred language.
- If you need to amend your report after submission, you may send an email to the Secretariat at MEA-MinamataSecretary@un.org and we will assist you in amending your submitted report.
- A technical team is ready to help. Please contact the Secretariat if you experience any challenges whether technical or substantive to complete your national report. You can use the contact form or send an email to MEA-MinamataSecretary@un.org indicating in the subject that your message is related to “National Reporting”.

Offline Paper Version (cont.)
3.3. 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) **(3.3. Reporting Guidance)**

Note: In paragraph 3 of Decision MC-4/8, the Conference of the Parties at its fourth meeting requests Parties to continue their ongoing efforts to **endeavour to identify individual stocks and sources of mercury in accordance with paragraph 5 of Article 3 of the Convention**.

☐ Yes    ☐ No

*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.

If the Party answered No above, please explain.
Ref.: MC/ES/2023/39  

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

Geneva, 13 March 2023

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.

The letter can be found on the Convention website.
5. Guidance on how to respond to the four questions of the Short Reports
For the short national report, Parties are to respond to all five parts of the reporting format.

- **Part A:** General information on the Party for which the report is being submitted;
- **Part B:** Information on measures taken by the reporting party to implement the relevant provisions and on the effectiveness of such measures in meeting the objective of the Convention –
- **Part C:** Opportunity to comment on possible challenges in meeting the objective of the Convention;
- **Part D:** Opportunity to comment on the reporting format and possible improvements;
- **Part E:** Opportunity to provide additional comments on each of the articles in free text if the party chooses to do so.
2nd Short Reports due by 31 December 2023

Deadline for the 2nd Short Reports: 31 December 2023
Reporting period: 01 January 2021 to 31 December 2022

For the short reports, Parties are to respond to the following questions in Part B for the two years of the reporting period:

- Question 3.1 (c)
- Question 3.3 (a)
- Question 3.5
- Question 11.2

- On Wednesday, 5 April 2023 the Online Reporting Tool (ORT) was opened for the second short national reports.
- On the same day, the National Focal Points will receive personalised log-in credentials to access the ORT to begin their reporting.
The purpose of the **Reporting Guidance** is to clarify the information being sought in the national reporting format.

Not intended as a manual on how to implement the articles and obligations of the Convention to which the questions refer.

The Reporting Guidance follows the structure of the reporting format (MC-1/8): Five sections – Parts A to E.

Please consult specifically **Part B** which is structured question-by-question. Each question is presented as adopted in the reporting format and, with a few exceptions, is followed by notes to provide background information and/or clarification and a suggested approach for responding to the question.
Most questions begin with “yes” and “no” answer boxes and then follow the given logic. In some instances, there are additional answer boxes such as “Don't know”.

For questions where further details (or details in addition to the answer boxes) are requested, Parties are requested to fill in the details as narrated text in the comment boxes, attach or provide links to specific other documents or specific information sources.
To enhance information clarity, if detail that is to be reported is part of larger documents (e.g., studies or reports), the Party is requested to extract the exact information required for reporting purposes and submit that information and not to submit only the study or report.

Notes:

- **Mandatory information** forms the core of the reporting format.
- The reporting format calls for information on 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 objective of the Convention.
- Descriptions of the effectiveness of the implementing measures should be provided based on a Party’s particular situation and capabilities but should nonetheless be as consistent as possible in the Party’s report.
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 for the mine(s) OR
b) the date when the mine(s) closed;
c) * The total amount of mercury mined _______metric tons per year.

If the party does not have primary mercury mines that were operating at the date of entry into force of the Convention for it, the party would reply “no” and move to the next question.

Note: Decision MC-5/2 encouraged Parties to report on all primary mercury mining activities being carried out in their territories, irrespective of their status as formal, informal or illegal, in their next national reports (Question 3.1)
Q3.3 - Article 3(5)(a): Stocks and Sources

3.3. 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

* If “yes”, please

i. 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.

☑ No

► If “no”, please explain

Notes: Decision-4/8 the endeavour to identify individual stocks and sources of mercury continuing obligation
- Decision-5/13 amended the Q3.3 reporting format which will be reflected in the ORT of 2nd Full Report.
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.
Q11.2 - Article 11: Mercury Wastes

11.2.* 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.

Please explain.

NOTES: - Waste consisting of mercury or mercury compounds not other types
- Information on how to define “final disposal” and how they might find national facilities using techniques for final disposal in the Basel Convention technical guidelines, national laws or regulations, national policy and administrative statements, Minamata Initial Assessment, or in an implementation plan developed pursuant to article 20 of the Minamata Convention. (Reporting Guidance)
Plan ahead using the **Offline Paper Version** to coordinate, collect and collate the information required for the national report.

- Identify and double-check **attachments or links** that may be needed, in good time, to ensure that complete reports are submitted 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 responses to previous reports; if there are changes use Part E to explain the change or discrepancy.

- Note the **units** in which information on amounts are to be provided (e.g., metric tons).
6. Role of the National Focal Points
“Each Party shall designate a National Focal Point for the exchange of information under this Convention, including with regard to the consent of importing Parties under Article 3.”

FYI:
- Parties may also indicate an additional Contact Officer in the Online Reporting Tool (ORT) for the purpose of compiling and completing the national report.
- Check to ensure the designated NFP is updated.
- For Parties that have designated more than one National Focal Point, please confirm with the Secretariat who among the designated National Focal Points will be submitting the national report.
Art. 17 (4): National Focal Points

The Convention requires, under its article 17, paragraph 4, that each Party designates a National Focal Point for the exchange of information under it, including with regard to the consent of importing Parties under Article 3. States or regional economic integration organizations that have not yet done so are invited to proceed with such designation as soon as possible using the form and the sample letter attached here.

The official nominations submitted by Parties to the Secretariat are available on the page Notifications.

The list below also includes National Focal Points designated by non-Parties.

Select a country from the drop-down menu:

- Any
- Afghanistan
  - Afghanistan
  - Albania
This form should be completed and returned under cover of the official nomination letter from:

(i) the Government official contact point to the UN Environment Programme,
(ii) the Ministry of Foreign Affairs, or
(iii) the Permanent Mission to the UN in Geneva or to the UN Environment Programme to the attention of:

The Executive Secretary
Secretariat of the Minamata Convention on Mercury
United Nations Environment Programme
Postal address: Avenue de la Paix 8-14, 1211 Geneva 10, Switzerland
E-mail: mea-minamatasecretariat@un.org

Kindly note that self-nominations can not be considered.

To appoint more than one focal point, kindly use one form for each designated individual.

Should you have any questions on the designation of NFP, please contact us at mea-minamatasecretariat@un.org
7. Where to find what Parties reported thus far
National Reporting Webpage

Second short national reports of the Minamata Convention due by 31 December 2023
National reports submitted by the Parties to the Minamata Convention for the second reporting cycle (first full national reports):
Read the submitted reports here

Dashboard compiling the reporting performance and all the quantitative responses with 135 data visualizations:
Access the Dashboard here

First full national reports - Reporting Rate (05/07/2023)
The Secretariat has prepared a **National Reporting Dashboard** for the 2021 full reports.

It compiles the **reporting performance** and all the **quantitative responses** with 135 data visualizations.

This Dashboard aims to provide users with **complementary insights for analyzing the responses to the national reports**. Each page contains the aggregated response from Parties with a pie graph with the overall values in percentages and a stacked bar chart illustrating the data broken down by region.

All the dashboard data comes **automatically and in real-time** from the Parties’ responses in the Online Reporting Tool (ORT) database.

As with all data processing, this is the **first iteration of the Dashboard**, which will continue to **evolve** in terms of technology and depth of information management. Future iterations of the Dashboard may explore cross-references and other ways of visualising data.
Open Floor for Q&A
Important

Remember to submit your Short National Report by 31 December 2023

Reporting on measures to be taken to implement the provisions of the Convention, including on the effectiveness of such measures and the challenges encountered, is an obligation of every Party under Article 21.
Thank you for your attention

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