



**Conference of the Parties to the
Minamata Convention on Mercury
Sixth meeting**

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Item 5 of the provisional agenda**

International cooperation and coordination

**Report of the Executive Director of the United Nations
Environment Programme to the Conference of the Parties to the
Minamata Convention on Mercury at its sixth meeting on the
programmatically, administrative and financial management
support provided to the Convention*****

Note by the secretariat

1. Annex I to the present note sets out a report of the Executive Director of the United Nations Environment Programme to the Conference of the Parties to the Minamata Convention on Mercury at its sixth meeting. The annex outlines activities, and impacts achieved by the United Nations Environment Programme in advancing the elimination of mercury pollution across supply chains.
2. Annex II to the present note sets out the report of the Executive Director of the United Nations Environment Programme (UNEP) to the sixth Conference of the Parties to the Minamata Convention on Mercury (Minamata Convention). Building on the previous report provided to the Conference of the Parties at its fifth meeting (see document [UNEP/MC/COP.5/INF/29](#)) held in Geneva, Switzerland from 30 October 2023 to 03 November 2023, updates are provided on the administrative and financial management support provided by UNEP to the Convention through its Secretariat, covering the period from November 2023 to August 2025.
3. The annexes are presented as received, without formal editing.

* Reissued for technical reasons on 1 November 2025.

** UNEP/MC/COP.6/1/Rev.1

*** The present document has not been formally edited.

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Annex I

Report of the Executive Director of the United Nations Environment Programme to the Conference of the Parties to the Minamata Convention on Mercury at its sixth meeting: Programmatic Support

I. Introduction

1. Over the past 20 years, UNEP has been driving the political momentum and progress in reducing mercury pollution across supply chains through impactful partnerships, science, and synergies. In artisanal and small-scale gold mining, UNEP's support has contributed to reducing mercury use, improving safety, and expanding access to finance and international markets. Similar momentum is evident in other sectors. UNEP-led initiatives have advanced the phase-out of mercury-added products, including cosmetics, medical devices, and dental amalgam. However, challenges remain. Illegal and unregulated artisanal gold mining continues to spread, putting these gains at risk. Progress in other sectors is yet to be quantified. Through UNEP's work with governments and experts, several challenges became apparent. Environmentally sound management of mercury waste and closing primary mercury mining are complex, multi-faceted challenges, while efforts to reduce mercury in industrial sectors need scaling up. Building on progress to date, UNEP remains committed to addressing these gaps through data-driven solutions, stronger regulatory frameworks, and inclusive stakeholder engagement—essential to fully realizing the promise of the Minamata Convention.

2. The present report is submitted by the Executive Director of the United Nations Environment Programme (UNEP) to the sixth Conference of the Parties to the Minamata Convention on Mercury (Minamata Convention). It builds on the previous report provided to Conference of the Parties at its fifth meeting (UNEP/MC/COP.5/INF/29). The report covers the period from November 2023 to August 2025 and highlights UNEP's leadership in advancing sectoral transformation, fostering partnerships, and strengthening science and synergies to eliminate mercury from supply chains, while aligning with complementary global initiatives.

II. Programmatic support provided to the Minamata Convention

3. Continuous consultations and collaboration with the Secretariat of the Minamata Convention ensure programmatic cooperation in line with UNEP's Medium-Term Strategy (2022–2025) and its sub-programmes on Chemicals and Pollution Action, Science-Policy, and Environmental Governance. These efforts underscore UNEP's strategic role and commitment to strengthening global environmental governance. UNEP also amplifies mercury issues within the broader context of the triple planetary crisis, including through orchestrated actions across the pollution agenda under the Global Framework on Chemicals and related processes. Intersessional contributions through the UNEP Global Mercury Partnership¹ and other initiatives further reinforce collective progress.

A. Driving sectors transformation

4. Addressing mercury pollution effectively requires targeted action within key sectors that are significant sources of emissions and releases. By engaging directly with these sectors, UNEP drives practical solutions, promotes safer alternatives, and supports compliance with international commitments under the Minamata Convention. Sectoral work also fosters collaboration across government, industry, communities, and finance institutions, ensuring that mercury reduction efforts are grounded in real-world situations and contribute to sustainable, long-term change.

Extractive sectors

5. In **artisanal and small-scale gold mining**, the work undertaken in 2023 and 2024 has **resulted** in the abatement of over 33 tons of mercury, the formalization of more than 12,000 miners, generating significant financing support, and the production of mercury-free gold valued at approximately USD 100 million. These successes show that mercury-free mining is not only possible but also profitable. It also represents a tangible outcome of collaboration between UNEP, UNIDO, UNDP, Conservation International, and national partners. UNEP, alongside UNIDO, also supports countries in

¹ See for more details: [UNEP/MC/COP.6/INF/33](#) - Report on activities undertaken within the Global Mercury Partnership of the United Nations Environment Programme

implementing [National Action Plans](#) and reviewing progress under Article 7 of the Minamata Convention², by helping establish standardized methodologies and interactive tools to track global progress. Despite these advances, challenges remain, including the rise of illegal and unregulated mining, particularly in biodiversity-rich areas and Indigenous lands. Stronger supply chains with traceability at their core are vital to ensure markets respond to mercury-free cooperatives. It also requires integrated strategies that link mercury reduction with broader efforts on biodiversity conservation and land degradation, ensuring that interventions are both environmentally sustainable and socially inclusive.

6. Furthermore, UNEP continues to engage stakeholders in **primary mercury mining³ and the oil and gas sector⁴**, supporting development of alternative livelihoods, sector-wide strategies, and frameworks for knowledge sharing. These ongoing efforts aim to address remaining emissions, guide the decommissioning of contaminated infrastructures and sites, close the supply sources, and strengthen global capacity to achieve comprehensive mercury reduction.

Electronics and appliances sector

7. UNEP, through the Global Mercury Partnership and in collaboration with partners including [CLASP](#), has been contributing to phase out mercury-containing lamps by [fostering dialogue](#) and information exchange. The transition to [mercury-free lighting](#) is driven by market and economic factors—availability of alternatives, rising energy costs, and easy retrofitting. Accelerating the phase-out is essential to maximize energy savings, reduce mercury, and cut CO₂ emissions.

Construction sector

8. Addressing mercury emissions from the construction sector falls under the scope of the UNEP work, in collaboration with UNIDO, UNDP, and FAO, on the ground in Cambodia and Costa Rica⁵. The sector-wide interventions are currently piloted to detoxify the cement and recycle concrete materials along the supply chain.

Energy sector

9. To accelerate mercury reduction in the coal sector, UNEP in collaboration with partners, has carried out sector analysis and drove strategy development. It included improving emissions data, strengthening regulatory frameworks, and identifying reduction measures aligned with the Minamata and Stockholm Conventions and the Paris Agreement. Key output includes an [interactive dashboard](#) that supports governments in advancing mercury, as well CO₂ and POPs emissions reduction potential from coal-fired power plants (CFPPs) and industrial boilers (CFIBs) to support governments in implementing control and reduction strategies for new and existing installations.

Cosmetic sector

10. Addressing mercury in cosmetics is a priority for UNEP, highlighting the need for coordinated action across environmental, health, and human rights agendas. Mercury, often used in skin-lightening products, reinforces toxic beauty standards and colorism. UNEP, in collaboration with the Minamata Convention Secretariat and WHO, and other partners, has been a global advocate for eliminating mercury in cosmetics, launching [social media campaigns](#) through the Global Mercury Partnership and GEF-funded initiatives that link mercury pollution with racial discrimination. These efforts have strengthened policies to ban mercury-containing cosmetics, tackled supply chain challenges—including regulating online sales and manufacturers—and explored behavioral drivers behind skin lighteners use in [pilot countries](#). Building on this momentum, UNEP is preparing to roll out activities in [13 countries in Africa](#) and launch a longer-term global campaign—Detoxifying Cosmetics and Beauty Ideals—by engaging advocates, artists, celebrities, and cosmetic companies to shift public perception, reduce demand for toxic products, and promote diversity and inclusion. UNEP's leadership in eliminating mercury in cosmetics provides a strong foundation for scaling up the action and detoxifying more broadly the cosmetics sector.

² UNEP/MC/COP.6/7/Add.1

³ UNEP is leading the GEF-funded project on Reducing Global Environmental Risks through the Monitoring and Development of Alternative Livelihoods for the Primary Mercury Mining Sector in Mexico.

⁴ Under the UNEP Global Mercury Partnership, UNEP is establishing a working group to define priorities for addressing mercury in the oil and gas sector, including decommissioning contaminated infrastructure and promoting knowledge sharing. The group will launch at the next Partnership Advisory Group meeting.

⁵ UNEP is leading a GEF-funded Integrated Programme (IP) aimed at eliminating hazardous chemicals from global supply chains by promoting sustainable alternatives in resource-intensive sectors like fashion and construction

Health Sector

11. With UNEP's support and in collaboration with WHO, countries are advancing the phase-down of [dental amalgam](#) and phase-out of [mercury-containing medical devices](#). Notable achievements include advancing the public-private partnership in addressing the mercury waste management and improving regulations to enforce the phase-out at the national level. UNEP also contributes to global policy dialogues, including the Global Oral Health Meeting, and co-leads knowledge management within WHO's Global Coalition on Oral Health, helping translate Minamata Convention priorities into concrete health sector action. Building on the previous and ongoing efforts from other agencies, including [UNIDO](#) and [UNDP](#), these initiatives are driving the broader transformation of healthcare systems toward mercury-free operations.

Other industrial sectors

12. UNEP, in collaboration with UNIDO, is pioneering the transformation of industrial processes where mercury is still in use. In Latin America, countries are heading for the transition to mercury-free **chlor-alkali production**. Innovative models for decontamination and environmentally sound end-of-life management of recovered mercury are being piloted with private sector engagement. At the same time, UNEP is working alongside UNIDO with countries such as Brazil and South Africa to address mercury use in **non-ferrous mining and smelting** by strengthening national policies, enabling access to sustainable financing, promoting mercury-free technologies, and fostering gender-inclusive knowledge sharing.

B. Driving impactful partnerships, science, and synergies

Celebrating 20 years of UNEP's leadership in making mercury history

13. Since its inception in 2005, the [UNEP Global Mercury Partnership](#) has convened nearly 300 partner organizations and experts, including governments, intergovernmental organizations, non-governmental organizations, the private sector, and academic institutions, to safeguard human health and the environment from mercury pollution. The Partnership has been instrumental in advancing scientific knowledge, facilitating collaboration, and supporting both the negotiation and implementation of the Minamata Convention on Mercury. As it marks its 20th anniversary, the Partnership remains active and promotes the effective implementation of the Convention, delivering critical trends analysis and country support, raising global awareness, and responding to emerging priorities. These include serving as a recognized platform for knowledge management and stakeholder engagement, as well as addressing novel challenges such as mercury emissions from the oil and gas sector, thereby fostering collective action towards a mercury-free future⁶.

Fostering impactful stakeholder engagements

14. The Global Environment Facility (GEF), as the financial mechanism of the Minamata Convention, has been pivotal in fostering stakeholder engagement, catalyzing partnerships, and creating enabling environments to reduce and eliminate mercury use. Its support has enabled countries and partners to establish collaborative frameworks that drive sustained global progress, deliver tangible impact on the ground, and enhance the replicability of successful actions. During the reporting period from November 2023 to September 2025, the GEF supported UNEP with seven new projects, totaling over USD 17 million, to further advance work on eliminating mercury in the extractive sector and tackling mercury trade.

15. Leveraging its well-established network of experts and partners, UNEP has successfully facilitated meaningful stakeholder engagement. For example, in June 2024, the UNEP-led programme planetGOLD [convened over 200 global stakeholders](#) to address challenges and share experiences aimed at promoting mercury-free and more responsible artisanal and small-scale gold mining practices. UNEP is also catalyzing stakeholder engagement to address mercury in cosmetics by maintaining regular exchanges through Community of Practice meetings on the subject. This engagement was instrumental in building political momentum that led to [an orchestrated commitment](#) from the **Africa region** to tackle mercury in cosmetics. In **Latin America and the Caribbean**, UNEP's Regional Office continues to promote cooperation and knowledge exchange through the Intergovernmental Network on Chemicals and Waste. The Network's Work Programme prioritizes mercury-related actions, focusing on inventorying mercury-added products and managing mercury waste.

⁶ Learn more about Partnership activities in the reporting period in [UNEP/MC/COP.6/INF/33 Report on activities undertaken within the Global Mercury Partnership of the United Nations Environment Programme](#)

Advancing science and knowledge management

16. UNEP continues to play a central role in advancing the science-policy interface and knowledge management on mercury. The newly established Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution (ISP-CWP) will ensure mercury remains part of the global science-policy agenda. This complements UNEP's leadership in curating and disseminating mercury knowledge through [dedicated knowledge hubs](#) on key topics such as cosmetics, medical devices, dental amalgam, coal combustion, artisanal and small-scale gold mining, and links to biodiversity. Building on its engagement with countries, UNEP also compiles and analyzes national mercury inventories through [MIA](#) and [NAP](#) dashboards. This further facilitates trend analysis and knowledge sharing⁷. At the same time, UNEP is leading efforts to provide essential data on mercury in air⁸ and [humans](#) to inform the effectiveness evaluation of the Minamata Convention.

Enhancing synergies

17. **Waste management:** Addressing mercury-containing waste remains a key priority for UNEP under the Global Mercury Partnership and through UNEP-implemented projects across sectors such as mining, healthcare, and industry. UNEP has actively engaged global stakeholders and experts to strengthen [linkages between the Minamata and Basel Conventions](#), as well as between governments and waste service providers. Recognizing the cross-cutting and multi-sectoral nature of waste management, UNEP continues to foster collaboration with actors in health, industry, trade, and research sectors to drive systemic and sustainable solutions.

18. **Mercury trade:** UNEP is actively supporting on-the-ground efforts to address mercury trade in [Asia](#) and Latin America⁹ through targeted regional initiatives, including on enforcement by building national capacity, enhancing inter-agency coordination, and improving monitoring of mercury trade, including illegal flows. In [Asia-Pacific](#), an illustrative case includes the regional workshop to [strengthen collaboration among environment, health, and customs authorities](#), focusing on mercury pollution, trade enforcement, and the phase-out of mercury-containing cosmetics. These efforts are further supported through multi-sectoral partnerships with key actors such as the World Customs Organization, INTERPOL, and UNODC.

19. **Biodiversity:** UNEP continues to lead global efforts to implement biodiversity, chemicals, and waste conventions in a synergistic manner, helping countries [strengthen coordination](#) between pollution control and biodiversity conservation agendas through capacity-building platforms, workshops, and initiatives such as “MEA Day” at UNEA-6. As Secretariat of the [Bern Process](#) and co-chair of the [InforMEA](#), UNEP fosters collaboration among 16 MEAs towards the Kunming-Montreal Global Biodiversity Framework (KM-GBF), including addressing links between mercury pollution and biodiversity loss, with outcomes [championed](#) at major COPs. Building on these efforts, UNEP is scaling synergies globally and regionally by developing guidance for integrating pollution into the KM-GBF and piloting integrated approaches at the national level to strengthen environmental governance. These synergies are also central to on-the-ground actions. By leveraging cross-sectoral expertise and funding to address mercury pollution alongside land restoration and biodiversity conservation, for example, in the artisanal and small-scale gold mining (ASGM) sector, UNEP aims to multiply environmental benefits and maximize co-benefits for ecosystems, communities, and human health.

20. **Overarching processes:** The Global Framework on Chemicals provides structured Implementation Programmes that integrate mercury-related actions across supply chains directly supporting Minamata Convention objectives. Moreover, UNEP's coordination of the Special Programme on Institutional Strengthening ensures complementarity, avoids duplication, and sustains projects worldwide that advance mercury management and safer alternatives.

⁷ In [West Asia](#), UNEP is supporting countries to implement the Minamata Convention, exemplified by the Sultanate of Oman's launch of its Minamata Initial Assessment in May 2025, a key step toward informed mercury management and regional collaboration.

⁸ UNEP leads the development of a GEF-funded *Global Chemicals Monitoring Programme*, which is currently awaiting full programme approval by the donor. The programme focuses on POPs and mercury monitoring, contributes to the effectiveness evaluation of the Stockholm Convention and provides data to support the effectiveness evaluation mechanism of the Minamata Convention

⁹ UNEP is leading GEF-funded project *Accelerating Minamata Convention Compliance*

III. Conclusions

21. UNEP continues to play a leading role in scaling interventions on mercury across diverse sectors. Leveraging its technical expertise, convening power, and global partnerships, it drives broader sectoral transformations and detoxifies supply chains. It also supports countries and Parties in the timely implementation of the Minamata Convention on Mercury. By coordinating efforts across artisanal and small-scale gold mining, the cosmetics, healthcare, energy, and industrial sectors, UNEP not only reduces mercury use and emissions but also fosters sustainable practices, strengthens governance and partnerships, and promotes co-benefits for biodiversity, health, and communities. While progress is evident, significant work remains to close implementation gaps and ensure lasting impact. More broadly, the wider challenge of the impacts of chemical pollution, beyond mercury, continues across many industry sectors and value chains.

22. The Convention demonstrates that pollution challenges are solvable, providing lessons that can guide coherent actions and support synergies for the implementation of MEAs, the Global Framework on Chemicals, the Kunming-Montreal Global Biodiversity Framework, and related processes. In line with its role in supporting global environmental governance, UNEP looks ahead to 2027 as an opportunity to reflect on a decade since the Convention's entry into force, to highlight progress and challenges, and to encourage continued action with decision-makers and communities worldwide.

Annex II

Report of the Executive Director of the United Nations Environment Programme to the Conference of the Parties to the Minamata Convention on Mercury at its sixth meeting on the administrative and financial management support provided to the Convention

I. Introduction

1. The report is submitted by the Executive Director of the United Nations Environment Programme (UNEP) to the sixth Conference of the Parties to the Minamata Convention on Mercury (Minamata Convention). Building on the previous report provided to the Conference of the Parties at its fifth meeting (see document [UNEP/MC/COP.5/INF/29](#)) held in Geneva, Switzerland from 30 October 2023 to 03 November 2023, updates are provided on the administrative and financial management support provided by UNEP to the Convention through its Secretariat, covering the period from November 2023 to August 2025.

II. Support provided to the convention from Programme Support Resources

2. The core services of UNEP provided in support of the Minamata Convention as covered by programme support resources are in the appendix to this report.

III. Administrative and financial management support provided to the Minamata Convention Secretariat by UNEP

A. Support provided to the convention from Programme Support Resources

3. **Programme Support Costs (PSC):** In accordance with General Assembly resolution 35/217 and UN procedures stipulated in the administrative instruction on Programme Support Accounts (ST/AI/286), PSC is charged on all extrabudgetary resources at a standard rate of 13 per cent. This is to recover the incremental costs incurred while supporting activities financed through such resources. Waiver or reduction of the PSC rate is strongly discouraged by the United Nations (UN) Controller as this could lead to inability to meet administrative costs associated with Programme Implementation. In a memorandum dated 10 June 2022, the Controller noted that decreasing Programme Support Resources could not sustain demands unless the established PSC rate of 13 per cent charged against voluntary contributions is applied consistently to all donors, including Member States. To ensure robust accountability measures, all entities were required to seek exceptional approval on any deviation from the UN Controller. In 2022, based on United Nations Environment Assembly resolution UNEP/EA.2/Res.18 a UNEP-administered Multilateral Environmental Agreement (MEA) Secretariat requested a waiver of PSC for contributions to support travel to meetings by participants from Developing Countries. This request, however, was not approved by the Controller.

4. UNEP is committed to the continuous review of the existing UNEP PSC policy to determine its adequacy in the allocation and apportionment of Programme Support Resources. Further to the productive exchanges between UN Secretariat entities and UNHQ (including inputs from UNEP-administered MEA Secretariats) on the draft 'Guidelines on Management of Programme Support Costs (PSC)' of the UN Secretariat, the Guidelines was issued by the UN Controller on 07 April 2025. The new Guidelines contained several updates which support shifting eligible costs, which may have been previously categorized as indirect costs, to direct costs. UNEP is currently reviewing to incorporate these updates and to issue updated guidance that fits the purpose of UNEP and MEAs in Q4 of 2025. A few key areas include:

(a) updated definition of 'indirect costs' to specify costs that 'cannot be traced unequivocally to one or more voluntary contribution activities, in a reasonable and cost-effective way, but are nevertheless incurred in support of such activities';

(b) additional guidance as to the coverage of 'Direct Costs': Apart from (a) substantive and operational costs and (b) programme services costs, also to include '(c) direct support costs incurred for dedicated and/or shared administration and management services in the areas of such as, but not limited to, human, procurement, financial, physical, communication, and information technology

resource (e.g., service costs) and any other costs that are directly attributed to one or more voluntary contribution activities';

- (c) text which confirms that implementing entities shall not use PSC resources for expenditures which more appropriately should be charged as direct costs to the relevant trust fund; and
- (d) clarity on the allocation and apportionment of PSC resources.

5. **PSC Income and Use:** The amount of PSC income available in any given year is dependent on the income generated in the previous year. 67 per cent of PSC income collected from the Minamata Convention trust funds is allocated to the Minamata Convention Secretariat, while 33 per cent is retained by UNEP to fund the provision of advisory services, policy formulation, and core services in human resources, finance, procurement, legal and other administrative services provided by UNEP and its main Service Providers, such as the United Nations Office at Nairobi (UNON) and the United Nations Office at Geneva (UNOG).

B. Specific administrative and financial management support provided to the Secretariat of the Minamata Convention

6. **Policy, Guidelines and Procedures:** On 29 June 2024, the UNEP Executive Director issued a new Partnership Policy effective from 29 September 2024. The new Partnership Policy applies to all Partner Categories and Partnership Modalities, and at all stages of the Partnership management process at UNEP. The Policy sets the principles and guides the processes. The new Partnership Policy was developed in close consultation with UNEP-administered MEA Secretariats, including the Minamata Convention Secretariat, actively participating in the UNEP Partnerships Focus Group with substantive feedback provided on the Partnership Procedures, tools and templates. UNEP Procurement and Partnerships Unit in the Corporate Services Division provided preliminary training to Administrative Officers in UNEP-administered MEA Secretariats in September 2024 and continues to provide tailored training as needed. Implementation of the new Policy began with a one-year transition period, which is ongoing and has included surveys to seek feedback on its roll-out and optimization, with an aim to further streamline for operational priorities and agility.

7. **Oversight:** Established in 2021, the UNEP Operations and Risk Management Unit in the Corporate Services Division provides coordination services between UNEP, UNEP-administered MEA Secretariats and various audit, evaluation, and oversight bodies such as the UN Board of Auditors (BOA), Office of Internal Oversight Services (OIOS), and Joint Inspection Unit (JIU) to increase efficiency during ongoing audits and ensure timely implementation of audit recommendations. Most recently, the BOA conducted an audit of UNEP, Asia Pacific Office, New York Office, and the Secretariat of the Minamata Convention in October–November 2024. Regarding the Minamata Convention, audit queries focused on issues related to budget management, strategy and project management, and financial and procurement management. However, no audit observations directly addressed to the Minamata Convention Secretariat resulted from this audit and no further action is anticipated.

8. **Enterprise Risk Management (ERM):** UNEP has started work on implementation of the UN Secretariat ERM policy and framework, its monitoring and development. As part of this effort, the Minamata Convention Secretariat began its ERM journey in 2022, when its designated risk focal point—following training from UNEP’s Operations and Risk Management Unit—developed the Secretariat’s first draft Risk Register. Building on this foundation, UNEP continues to advance ERM integration across all Global UNEP-administered MEA Secretariats, including the Minamata Convention. A follow-up workshop is anticipated for 2025–2026 to further refine and elaborate on the Convention’s Risk Register and mitigation strategies.

9. **Staff Development and Learning:** The Minamata Convention Secretariat, in collaboration with UNEP, has actively participated in a wide range of learning and development initiatives aimed at enhancing staff skills, promoting inclusivity, and aligning with organizational goals. Between November 2023 and October 2025, Secretariat staff took part in 21 learning programmes, including sessions on unconscious bias in recruitment and performance management, leadership development (such as the Executive Management Programme, Leadership for Women in the UN, and Emerging Talent initiatives), and cultivating diverse and inclusive teams, including the inclusion of persons with disabilities.

10. Staff also engaged in the “Open Dialogue on Leadership Topics” series, UNON Language and Learning Programmes, career coaching tailored for General Service staff and Young Talent Programme participants, and completed courses through the UNEP Corporate Academy, UNEP

Induction Programme, Senior Managers Induction, LinkedIn Learning, and the UN System Staff College (UNSSC) BlueLine.

11. In addition, staff receive the monthly UNON Global Learning Calendar, providing access to further development opportunities such as career webinars, the Mentoring Network, the Career Satisfaction Framework, and updated career support resources offered by the UN Secretariat and UNEP. This comprehensive approach reflects UNEP's commitment to fostering accountability, transparency, and effective talent management within the Secretariat.

12. **Human Resources:** The HR management services provided by UNEP to the Minamata Convention through its Secretariat play a crucial role in ensuring the adequacy, effectiveness, and compliance of human resources functions, systems, policies, and procedures to deliver the organizational mandates and effectively manage HR risks. These services include:

(a) position management, covering the entire span of human resources staffing activities, ensuring consistency in the application of the UN Staff Rules and Regulations and related human resources procedures;

(b) recruitment, whereby UNEP oversees the engagement of staff and non-staff personnel, ensuring that recruitment processes are carried out effectively, objectively, and in accordance with the organization's policies and procedures;

(c) provision of training, identifying training needs, developing training programs, and monitoring compliance with mandatory training (as described above); and

(d) performance management, ensuring that performance management processes are implemented effectively and in a timely manner.

13. UNEP further provides guidance and support in implementing best practices in human resources management, fostering a culture of accountability, transparency and operational excellence. This has been crucial in strengthening the Secretariat's capabilities to attract, retain, and manage talent effectively in alignment with its mission and goals. In the period between November 2023 to October 2025, UNEP assisted the Minamata Convention Secretariat in processing a total of 26 requests, 3 of these were related to position management (including creation, reclassification and extension of position validity), 20 requests related to recruitment (including job advertisements and selections for different staff and non-staff categories) and 3 requests related to personnel administration. These include processing of lateral assignments, transfers, resignations, separations, special post allowance, exceptional extensions of Consultants and Individual Contractors (CICs), and temporary appointments. UNEP has overseen over 23 CIC contracts issued for the Minamata Convention Secretariat within the same period. By embedding strategic human resources management practices, UNEP has not only addressed the Secretariat's immediate staffing needs but also contributed to building a resilient and adaptive workforce prepared to meet future challenges under the framework of the Minamata Convention.

14. In addition, UNEP provides the Minamata Convention Secretariat with a human resources dashboard and a monthly staffing report containing updated workforce data and metrics. These new data management tools, launched in December 2022, enhance management information and facilitate decision making, enable monitoring of new trends, challenges and opportunities, tracking challenges in a transparent way, and strengthening corporate oversight and accountability systems. They do so by providing insight into staffing resources disaggregated in critical areas such as staffing overview, duty station overview, age analysis and retirement, vacancy and recruitment overview, mandatory training, and performance compliance.

15. UNEP also has a Service Level Agreement (SLA) with UNON for the provision of administrative support functions, including direct assistance to the Minamata Convention Secretariat personnel. Such assistance includes human resources related issues such as staff administration (including administration of benefits and entitlements, time management, client support desk) and recruitment (including job building, review by Central Review Bodies, offer management and onboarding). Minamata Convention Secretariat personnel also receive assistance under the UNEP SLA with UNOG including health-care services and personal computing support (e.g. configuring software, troubleshooting hardware and network issues, and providing guidance on using various applications).

16. **Budget and Finance:** Consultations between UNEP Corporate Services Division and the Minamata Convention Secretariat have reviewed the inflow of contributions, generation/allocation of PSC, as well as expenditure trends, and suggested prudential measures where necessary, to meet programmatic and staff-related expenses.

17. Minamata Convention Secretariat staff are also given access to the UNEP Finance Module which includes 17 online learning modules aimed at developing practical skills and knowledge to enhance transparency, accountability, and strategic financial planning. The UNEP Programme and Budget Unit and Finance Management Section in the Corporate Services Division continues to support the Minamata Convention Secretariat in Financial Management roles, including the review of donor reports and grants closure, invoicing, and response to queries from Parties.

18. **Settlement of contributions:** The United Nations Secretariat adopted the International Public Sector Accounting Standards (IPSAS) in 2014. Umoja implements strict IPSAS-based liquidity management, which requires that cash be available for the settlement of payments. Parties are therefore encouraged to settle their assessed contributions in full early in the year, and pay their pending contributions for the prior years, to guarantee continuity of operations under the Minamata Convention. Those Parties that are in arrears are requested to engage with the Minamata Convention Secretariat on settlement modalities as described in the Minamata Convention financial rules.

19. **Legal:** The UNEP Legal Unit in the Corporate Services Division provides corporate legal advice and solutions, reviews standard and non-standard legal instruments, drafts legal instruments as appropriate; represents the Organization/Administration before the Management Advice and Evaluation Section (MAES) and the United Nations Dispute Tribunal (UNDT) and provides advice on issues pertaining to liability/indemnity, privileges and immunities, interpretation and application of constitutive, legislative and other instruments governing UNEP's work with partners, amongst other things. The Unit continues to deliver reliable and consistent advice on the use of legal instruments, non-standard contribution agreements with donors, host country agreements with Governments for meetings, and contractual modalities for engaging with Implementing Partners as requested by the Minamata Convention Secretariat. The Legal Unit also assists the Minamata Convention Secretariat with (a) cases which pertain to the law and practice of international administrative law before the MAES; (b) preliminary assessments of confidential referrals from the OIOS; (c) matters which concerned the interpretation and application of UNEP's internal policies (i.e. Delegation of Authority Policy and Framework); and (d) relevant legal advice on global frameworks.

20. In June 2024, CSD Legal Unit had an information session with Minamata Convention Secretariat on various legal issues and provided guidance on development of standard operating procedures regarding legal clearance processes.

21. **Procurement:** The UNEP Procurement and Partnership Unit in the Corporate Services Division facilitates the effective provision of goods and services to meet the organization's needs. All low value acquisitions are managed by the Minamata Convention Secretariat directly, for operational flexibility, in line with the UN Secretariat procurement procedures. All other acquisitions raised by Minamata Convention Secretariat requisitioners come to the Unit for review and internal execution or routing to service providers. In the period November 2023 to October 2025, UN Secretariat procurement teams processed 20 purchase orders (POs) for the Minamata Convention Secretariat. Of these approximately 65% were processed by the UNEP Procurement and Partnership Unit, and the rest through engagement with two service providers, UNON and UNOG, as needed. Procurement and Partnerships Unit also provides briefings to the Minamata Convention Secretariat on procurement transactional processing and has also provided onsite training in November 2024 in Geneva, Switzerland. The Procurement and Partnerships Unit and the Minamata Convention Secretariat continue to engage on a regular basis.

22. **Support to Multilateral Environmental Agreements:** In 2018 the UNEP Executive Director decided to provide stronger administrative support to the secretariats of UNEP-administered MEA through the establishment of a dedicated unit (MEAs Unit) within the Corporate Services Division and under the supervision of the Division Director. Following the retirement of the initial Principal Advisor and Head of Unit, a new officer was appointed as of 1 June 2023. The purpose of the Unit has been revised as follows:

The Unit aims to facilitate effective and timely advice on administrative services which support the achievement of the objectives of UNEP-administered MEAs within the parameters of UN Secretariat regulations and rules, and by sharing knowledge and best practices across MEA Secretariats. The Unit works closely with administrative staff in UNEP-administered MEA Secretariats to implement decisions made by parties and upon request by governing bodies, performs bench-marking exercises and/or assessment studies.

23. Support provided by the MEAs Unit includes interpretation of policy, guidelines and procedures related to human resources; budget and finance administration; corporate legal advice; procurement; audit coordination and risk management; information and communications technology; and backstopping of administrative staff, and treasury functions for multilateral funds. In the reporting

period, the Unit has developed Standard Operating Procedures aimed at bringing precision to administrative processes, coordinated the process between UNON and UNEP Corporate Services Division to issue UNON Guidelines for Depositing Low Value Contributions through UNDP Country Offices, and initiated a UNEP-wide process to ensure consultation of UNEP-administered MEA Secretariats in the development of UNEP corporate policies of programmatic and administrative relevance.

24. To increase and improve knowledge and sharing of best practices on administrative-related matters, the Unit has organised quarterly meetings with the Chief Administrative/Fund Management Officers of UNEP-administered MEA Secretariats and circulates weekly tips of relevance to them. In addition, in May 2025, the Unit facilitated a four-day training for Administrative/Fund Management Officers of UNEP-administered MEA Secretariats on various administrative topics, including Human Resources, Budget and Finance, and Legal, provided by subject matter experts from the UNEP Corporate Services Division. By the end of the training, participants became better equipped to effectively support the administrative functions of MEA Secretariats, fostering better collaboration and knowledge sharing. Staff from the Minamata Convention Secretariat were actively involved.

25. The UNEP Executive Director reaffirms the commitment and engagement in the ongoing UN reform processes and wishes to assure parties that through the engagement and oversight of the Division of Corporate Services, the Minamata Convention Secretariat has an appropriate and effective avenue for having their perspectives and needs included in policy decisions as well as benefitting from efficiency gains introduced in a manner which allows the Secretariat to maintain its focus on the programme of work including deliverables outlined by the meeting of parties.

Appendix

UNEP's core services in support of the Minamata Convention

Table 1 below provides the list of core administrative and support services provided by UNEP in support of the Minamata Convention. Core administrative and support services are those services provided by UNEP against the 33% share of the programme support costs income attributable to all Minamata Convention trust funds. The list of core services is not exhaustive and may include additional core services, as mutually agreed from time to time between UNEP and the Convention. The table below is without prejudice to the delegation of authority from the Executive Director of UNEP to the Executive Secretary of Minamata Convention.

Table 1: **List of core administrative and support services**

Service Category	Description
Policy, guidelines, and procedures	All policies concerning administrative arrangements are governed by the United Nations General Assembly resolutions and those of United Nations Environment Programme's governing body. United Nations Financial Regulations and Rules supplemented by Multilateral Environmental Agreements' and entities' financial procedures or rules ensure effective and efficient use of resources in accordance with the purposes for which funds are provided, within authorized limits and available income. The United Nations Financial Regulations and Rules also regulate the organization's procurement activities. United Nations Staff Regulations and Rules set the framework within which United Nations Environment Programme's personnel, including different categories of staff members, consultants, and independent contractors, are recruited, and administered. United Nations Secretariat policies supplement and provide details on the implementation of the resolutions and regulations. They are embodied in United Nations administrative issuances i.e. Secretary-General's Bulletins, Administrative Instructions and Information Circulars which may be further interpreted and translated into guidelines and procedures for day to day operations.
Human Resources	Recruitment and performance management.
<i>Talent Acquisition and Management</i>	Developing staffing plans and implementing related recruitment activities namely classification, vacancy announcement, assessments, evaluation, review, and selection.
<i>Staff Administration</i>	Advise on staff, on-boarding administering contracts, processing entitlements and benefits, review, and update of dependency status, leave records, lateral move, separation from service etc. Advise on Administering end-of-service and post-retirement benefits including pension fund deductions and After Service Health Insurance scheme.
<i>Staff development and training</i>	Mandatory online ethics and integrity training, competency based interviewing skills, management development programme etc. Identify capacity building needs and provide opportunities for continuous learning with a view to build a multi-skilled workforce promoting career development for staff. These include in-house developed training modules on Results Based Management and Gender Mainstreaming, among others.
<i>Performance Management</i>	Implementing and monitoring compliance with performance management policies, process, and tools (INSPIRA) to reward/recognize/retain staff and address underperformance. Supporting rebuttal process guidance and conducting training on writing workplans and performance assessments. Managing the Financial Disclosure programme.
Budget and Finance	Review, management, oversight and reporting of budgets and financial resources of the governing bodies and donors.
<i>Budgeting / Fund Management</i>	Review, support on presenting and justifying budgets to the governing bodies. Process budgetary authorizations and financial transactions. Advise staff, management, and governing bodies on the use of financial resources. Create, maintain, and close Trust Funds.
<i>General Accounting / Financial Statements</i>	Authority to sign the consolidated financial statements rests with the Executive Director. Extracts from the consolidated statements are signed by UNON. Maintenance of accounts and preparation of Financial Statements including the Programme Support account. Advise on processing accounting entries/adjustments including donor refunds; year-end accruals; statutory reporting and support to the annual external audit.

Service Category	Description
<i>Payments / Expenditure</i>	Advise on the processing of payments to Implementing Partners, consultants, vendors, and meeting participants as well as advise on monitoring advances and recording expenditures from financial reports received from Implementing Partners.
<i>Payroll</i>	Advise on processing payment of salaries, entitlements, related advances, and maintenance of payroll accounts.
<i>Contributions / Cash Management</i>	Authority to accept contributions from the Parties rests with the United Nations Environment Programme Executive Director. Advise on issuance of invoices to Parties, recording and monitoring contribution receivables, processing contributions upon receipt of payments; reconciling applied deposit accounts.
<i>Treasury/Banking/ Investment</i>	Advise on the receipt and disbursement of funds, House Bank management, bank reconciliations, maintenance of banking details for staff, vendors, implementing partners and consultants. Investment of United Nations Environment Programme funds in the right products is managed by UNHQ Treasury.
<i>Oversight</i>	Coordinate internal audit, investigation, inspection, and external audit.
Legal	Legal advice, opinions, and representation in the Internal Justice System.
<i>Advisory and Representation</i>	Provision of corporate legal advice and institutional support. Representing the organisation before the Management Evaluation Unit with regards to requests filed by staff members. Representing the organisation at the United Nations Dispute Tribunal (UNDT) and provision of support to the Office of Legal Affairs with regards to appeals filed at the United Nations Appeals Tribunal. Negotiating settlements of claims; provision of legal support and advice in mediation, reconciliation, and arbitration. Legal and institutional support in disciplinary procedures; provision of legal advice in cases of alleged misconduct and relevant investigations. Reviewing and clearing Host Country Agreements and legal instruments in accordance with the Delegation of Authority Policy and Framework for the Management and Administration of Multilateral Environmental Agreements. Provision of legal advice on human resources issues e.g., interpretation of the Staff Regulations and Rules, advise on outside activities, separation from employment, settlements. Coordinating audits, inspections and evaluations undertaken by the Office of Internal Oversight Services. Providing advice on engaging with implementing partners, provision of templates for this purpose.
Support Services	Services to support operations including office space, premises, host country arrangements and protocols.
<i>Contracts and Procurement</i>	Supervising procurement related functions and providing advice on procurement proposals of significant financial or operational impact; reviewing the proposed strategy/approach to best serve office's interests. Providing oversight over the service providers. Representation at the High-Level Committee on Management Procurement Network on development of policies and procedures of interest to the office. Liaising with the contracts committee for the preparation and presentation of cases for approval and addressing to follow-up queries. Provision of general contract administration services including amendment, extension, or closure.
<i>Inventory / Asset Management</i>	Provision of services to manage inventory of equipment items and assets including bar coding, maintain records and track movement of items; conduct physical inventories; process the disposal of obsolete and unserviceable items.
<i>Travel, Shipping and Visa</i>	Providing advice on developments in Secretariat travel policies and procedures. This includes advice on shipping services, handled through external vendors under contracts encompassing all aspects of incoming and outgoing official shipments of organizational goods and property as well as staff members' personal effects during recruitment, transfer and separation.
<i>Facilities Management</i>	Advising on the provision of comfortable and efficient working environment for the staff.
<i>Mail Pouch</i>	Advising on different mail services i.e. postal, international express courier and diplomatic pouch, including but not limited to cost, transit days, document preparation, etc.

Service Category	Description
<i>Archives / Document Management</i>	Advising on and overseeing the implementation of policies for the management of archives in accordance with established archival standards and practices. Advise on Maintaining and managing archives.
<i>Enterprise Resource Programme (ERP) – Umoja</i>	Advising on all aspects of workflow analysis, business process reengineering and organizational transformation. Managing core transformational activities connected to the Umoja implementation and system life cycle. Providing training and guidance on Umoja functionality, access, and modality for the execution of administrative processes.
<i>Enterprise Risk Management (ERM) and Internal Controls</i>	Implementation of the United Nations Secretariat ERM policy and framework, its monitoring and development. Advise on developments and activities related to the life cycle of ERM. Liaison directly with the UN Secretariat's Department of Management for all issues relating to ERM and IC implementation and update of the ERM treatment plan.
<i>Information and Communications Technology</i>	Computing, telecommunications, office automation, infrastructure support including electronic mail as well as consulting, advisory and help desk services.
<i>ICT Infrastructure and services</i>	Advising on the Provision of secure infrastructure services such as internet connectivity and Wi-Fi access; local area network and systems directory services; office computer, standard software productivity tools and security software; email, file storage and sharing, print, IP telephony; computer and video conference services. Provision of cloud and on-premises hosting services for websites, software applications, and databases. Access to corporate internet/intranet and mail systems.
<i>Software development and maintenance</i>	Providing advice from tactical, operational, and strategic aspects with consideration to the specific needs of the office. Making recommendations on cost effective options e.g. outsourcing or in-house IT services. Provision of customised / off the shelf software applications to support the specific needs of office.
<i>Help desk services</i>	Provision of local and global services to staff in resolving various IT related issues for the UN enterprise applications.