

Call for proposals for pre-COP online side events

Fourth meeting of the Conference of the Parties to the Minamata Convention on Mercury
(In-Person Segment)

NOTE: *In light of the COVID-19 situation, the Minamata Convention secretariat **strongly encourages interested parties and observers to take advantage of the opportunity of the pre-COP4 online side events.** Only a very limited number of side events may be held during the in-person segment of COP-4 subject to further consideration of COVID-19 measures applicable on site.*

Opportunities for side events

Applications are now open for pre-COP online side events, to be organized during the week of 7-11 March 2022, in preparation for the in-person segment of the 4th meeting of the Conference of Parties of the Minamata Convention on Mercury (COP-4) from 21-25 March 2022.

The call is addressed to parties and major groups and stakeholders registered for COP-4. **The call for proposals will close on Friday, 11 February 2022.** Applications for side events should be made by submitting the application form below to the secretariat within the application period.

The secretariat expects to receive a number of proposals and efforts will be made to accommodate requests that meet the eligibility criteria.

The secretariat strongly recommends event organisers to propose events that:

- Showcase **impactful actions taken on mercury reduction or elimination.**
- Address **topical themes of importance to the Convention**, e.g., gender; vulnerable populations; technical innovations, outreach, and assistance; and policy innovation and development.
- **Involve and cooperate** with parties, other like-minded organisations, partners, and stakeholders. **Co-organizing the event with parties to the Convention is preferred.**
- Use **interactive and animated formats**, to encourage dialogue and exchange, and to maximize the virtual format of the side event.
- Ensure **diversity and inclusiveness** in the selection of speakers and formats:
 - a) The design and structure of the side event should facilitate broad stakeholder participation and should, where relevant include representatives from the civil society, the private sector, and the scientific community.
 - b) The choice of lead speakers / contributors / panelists to the event lists should to the extent possible be geographically, generationally, and gender balanced, and should not exceed a maximum of 5 people.

After the deadline, **the secretariat will select the successful proposals and allocate time slots for the event.** The secretariat reserves the right to merge multiple proposals into a single event.



It should be noted that while the secretariat provides the overall WebEX platform for the week of meetings, organizers of side events will be fully responsible for the following tasks and responsibilities:

- Organizing and promoting the side event.
- Inviting panelists and speakers.
- Covering any expenses related to the participation of the panelists and speakers, e.g., communications allowance, etc. (if and as relevant).
- Mainstreaming the event beyond the Minamata Convention website so that it secures as broad an audience as possible.
- Preparing a short final report with a summary of the outcomes of the event for the purpose of being published on the Minamata Convention website; and
- Giving due consideration to any media / social media activities relating to side events, in cooperation with the secretariat media team.

The events will be limited to 60 minutes in duration and conducted using the WebEx platform.

The secretariat shall finalize the events schedule and coordinate the schedule with successful applicants. Please see tentative side event schedule in Annex A below.

Requests for side events can be made by parties and registered observers using the application form below, and must be **submitted to mea-minamatasecretariat@un.org with copy to, Richard Gutierrez (richard.gutierrez@un.org) by no later than 11 February 2022.**



Annex A: Application Form

Title	<i>Full title of the event</i>																														
Organization submitting proposal	<i>Name of organization, organization contact person (maximum of two contact persons), full address and contact details</i>																														
Partners, if any																															
Brief description of the event including objectives, expected result, target audience, format, knowledge products to be shared, expected speakers (Max 400 words)																															
Speaker(s)	<i>Name of invited speaker(s) and panelists, if any</i>																														
Preferred date and time (UTC/GMT +1) (NOTE: The secretariat reserves the right to finalize the events schedule and allocate the time to successful proposals.)	<table border="1"><thead><tr><th>Time</th><th>Mon. 7 March</th><th>Tue. 8 March</th><th>Wed. 9 March</th><th>Thurs. 10 March</th><th>Fri. 11 March</th></tr></thead><tbody><tr><td>13h00 – 14h00</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>14h00 – 15h00</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>15h00 – 16h00</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>16h00 – 17h00</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p><i>Please mark preferred date and time (choose only one).</i></p>	Time	Mon. 7 March	Tue. 8 March	Wed. 9 March	Thurs. 10 March	Fri. 11 March	13h00 – 14h00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14h00 – 15h00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15h00 – 16h00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16h00 – 17h00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Keywords (These keywords are taken from the articles of the Minamata Convention. Tick as many boxes as applicable.)	<input type="checkbox"/> Supply and demand; <input type="checkbox"/> Trade; <input type="checkbox"/> Products; <input type="checkbox"/> Manufacturing processes; <input type="checkbox"/> ASGM; <input type="checkbox"/> Emissions; <input type="checkbox"/> Releases; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste management; <input type="checkbox"/> Contaminated site; <input type="checkbox"/> Finance; <input type="checkbox"/> Health; <input type="checkbox"/> Awareness raising; <input type="checkbox"/> Research and development; <input type="checkbox"/> Monitoring; <input type="checkbox"/> National implementation; <input type="checkbox"/> Others ()																														
Contact person	<i>Name, affiliation, phone, e-mail, and address</i>																														
Note																															