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.

**INSTRUCTIONS**

Pursuant to Article 21 of the Minamata Convention on Mercury, each Party to the Convention shall report to the Conference of the Parties, through the Secretariat, on the measures it has taken to implement the provisions of the Convention, on the effectiveness of such measures and on possible challenges in meeting the objective of the Convention.

In Decision MC-1/8, the Conference of the Parties agreed on the timing and format of national reporting by the Parties. The full format contains 43 questions to be answered by all Parties every four years, while the short report contains four questions (indicated by an asterisk in the full format) to be answered every two years.

The Parties to the Convention are to submit their second short national report for the reporting period from 1 January 2021 until 31 December 2022, that are due by 31 December 2023.

**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.

**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 MEAMinamataSecretariat@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 discourage the manufacture and 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).
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).

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 detail 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-MinamataSecretariat@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-MinamataSecretariat@un.org indicating in the subject that your message is related to “National Reporting”.
Part A: General Information on the Party

1. Information on the Party

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2. Information on the National Focal Point

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3. Information about the contact officer submitting the reporting format if different from the above

- [ ] Information is submitted by the National Focal Point.
- [ ] Information is submitted by another contact officer.

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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

Art. 3: Mercury supply sources and trade

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) (3.1. Reporting Guidance)

☐ Yes ☐ No

If yes, please indicate:

a) The anticipated date of closure of the mine(s): (month, year) OR
b) The date upon which the mine(s) closed: (month, year)

c) *Total amount of mercury mined _______ metric tons per year

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.
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) **(3.5. Reporting Guidance)**

*Note: In paragraph 4 of Decision MC-4/8, the Conference of the Parties at its fourth meeting calls on Parties that have received consent to export mercury to Parties and/or non-Parties to provide to the Secretariat either copies of the consent forms used or other suitable information in their reports submitted pursuant to Article 21 of the Convention to show that the relevant requirements of Article 3 of the Convention have been met.*

- [ ] 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.
Art. 11: Mercury wastes

11.2. *Are there facilities for final disposal of waste consisting of mercury or mercury compounds in the Party’s territory? (11.2. Reporting Guidance)

Note: In paragraph 3 of the Annex to Decision MC-4/8, the Conference of the Parties at its fourth meeting provides clarification of the reporting format. Parties may look for 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, in national laws or regulations, in national policy and administrative statements, in their Minamata initial assessment, or in an implementation plan developed pursuant to article 20 of the Convention. The Basel Convention technical guidelines, for example, describe physico-chemical treatment, using stabilization and solidification processes, to meet the acceptance criteria of disposal facilities. In relation to final disposal operations, the technical guidelines describe the methods for disposal in specially engineered landfills and disposal in permanent storage (underground facilities) together with the measures to be taken to prevent releases and methylation of stabilized compounds, prevent fire and conduct long-term monitoring.

☐ 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.
Part C: Comments regarding possible challenges in meeting the objective of the Convention (Art. 21, para.1)

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

Part E: Additional comments on each of the articles in free text if the Party chooses to do so