



MINAMATA  
CONVENTION  
ON MERCURY

# Specific International Programme: Fourth Round of Applications

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Wednesday, 29 May 2024 - Thursday, 6 June 2024

Marianne Bailey, Senior Coordination Officer

Maria Irene Rizzo, Associate Expert

# Webinar introduction and topics of discussion

Timeline of the application process

Identifying and prioritizing your national issues of concern

Elaborating your project using the application guidelines

Finalizing the project application

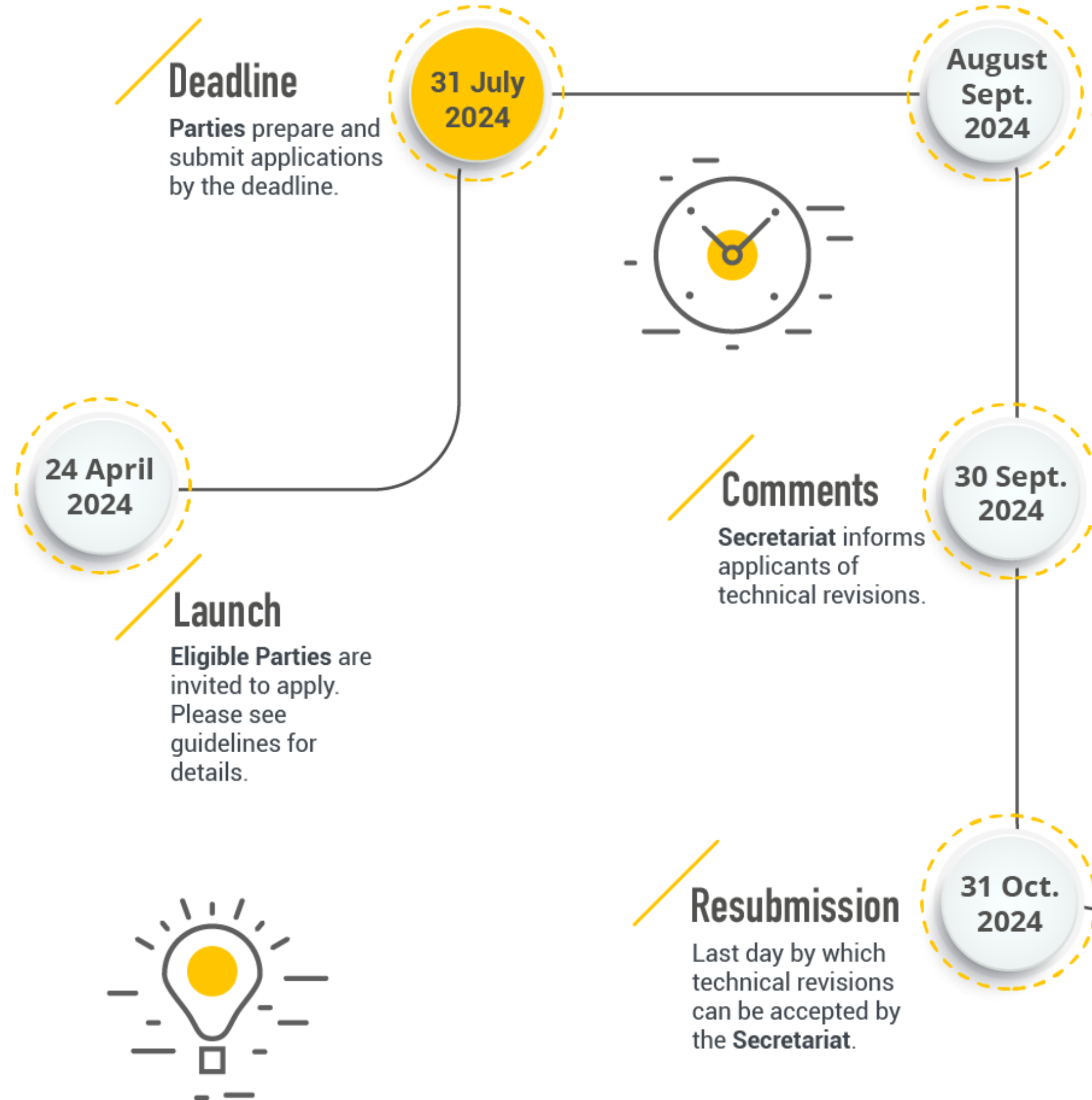
Questions, answers and discussion

# Timeline of the application process



# Timeline of the application process

## Specific International Programme



## Timeline for the 4th Round of Applications

### Screening & Technical review

Secretariat screens and reviews applications for technical soundness



### Notification

Secretariat notifies outcomes of Governing Board to all applicants. Secretariat begins implementation arrangements for approved projects.

### Approval

Governing Board meets to consider and decide on applications to the Fourth Round to approve for funding based on funds available at the time of the meeting.

January 2025

February 2025

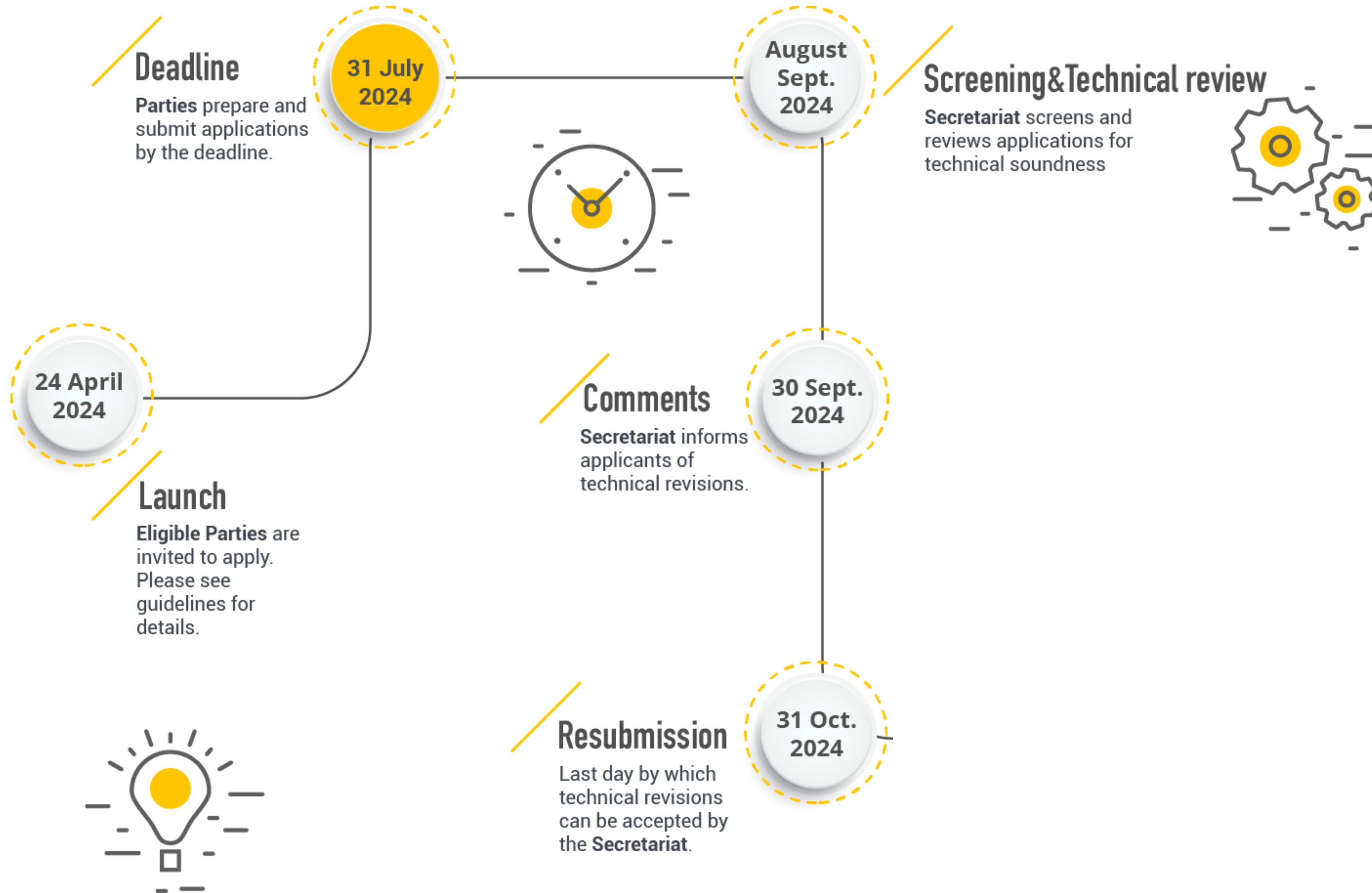


### Appraisals

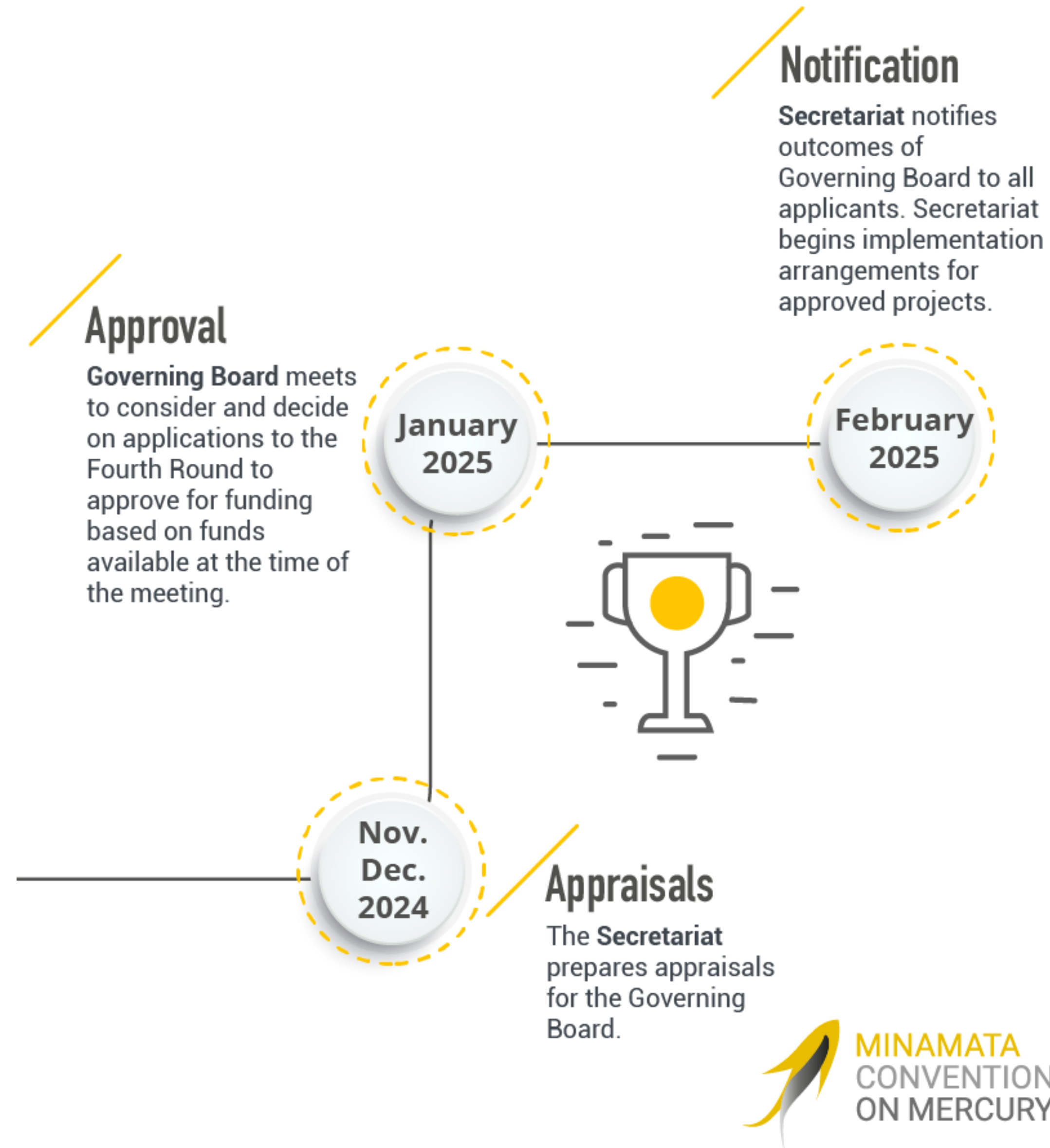
The Secretariat prepares appraisals for the Governing Board.

Nov. Dec. 2024

# Timeline of the application process



# Timeline of the application process



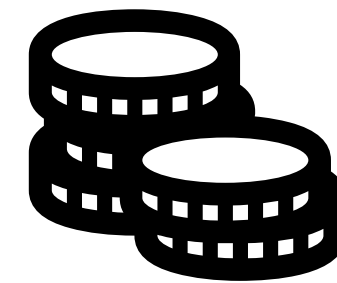
# Identifying and prioritizing your national issues of concern



# Identifying and prioritizing your national issues of concern

## Understanding the fundamentals of the Specific International Programme

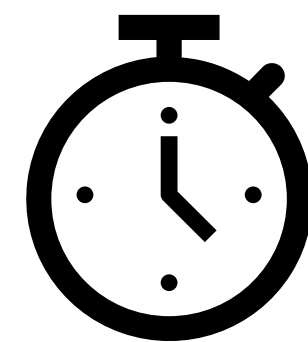
❖ How much funding is available?



❖ Who can apply?



❖ Duration of the project

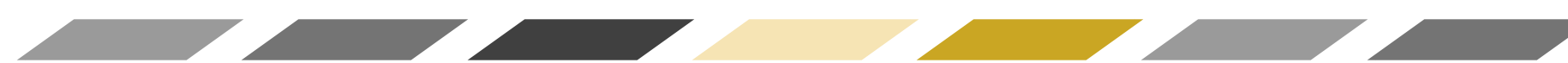


❖ Criteria of project appraisal

Eligibility screening



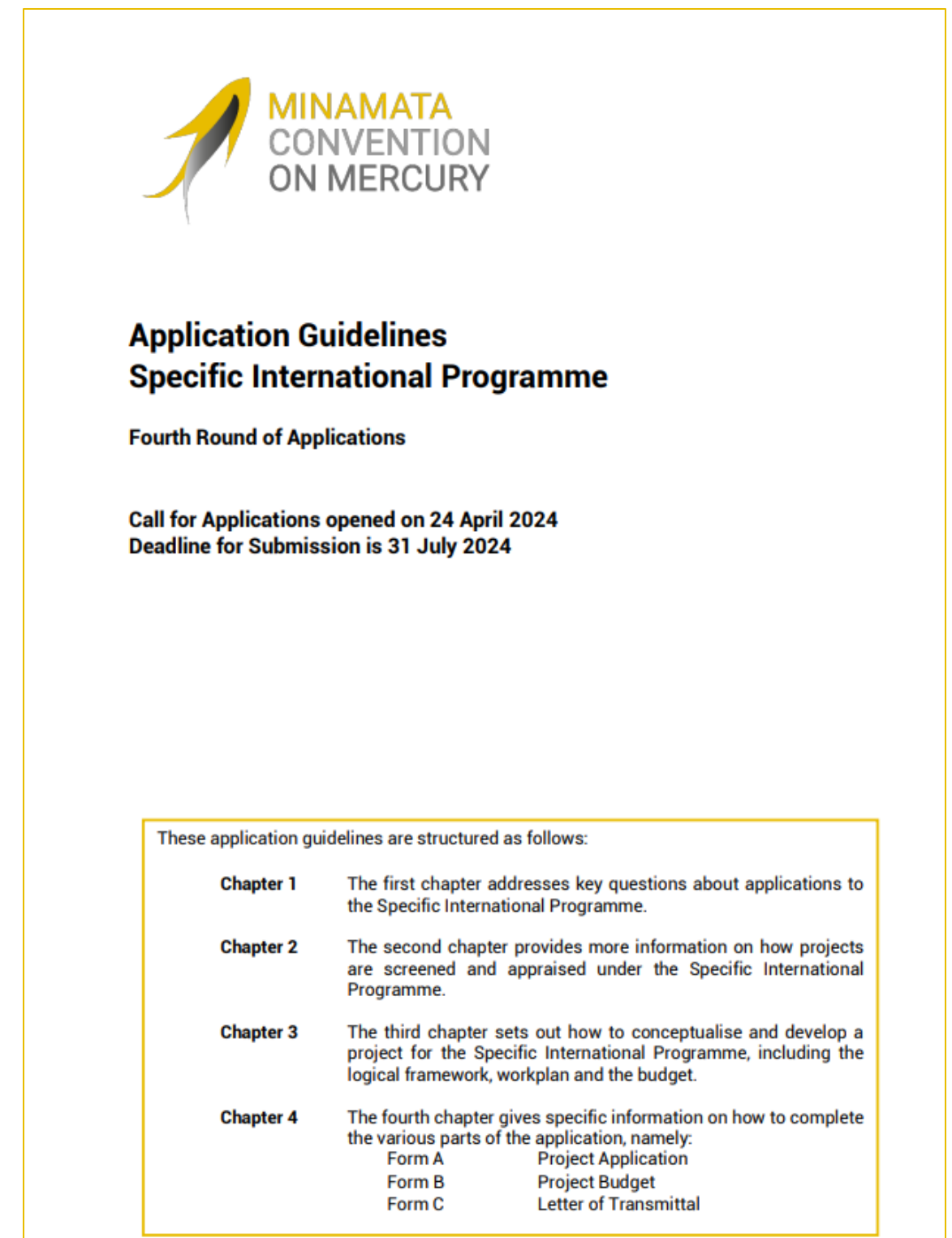
Coherence Appraisal



Prioritization appraisal



[Application Guidelines](#)  
in English, French and Spanish



**Application Guidelines**  
**Specific International Programme**  
Fourth Round of Applications

Call for Applications opened on 24 April 2024  
Deadline for Submission is 31 July 2024

These application guidelines are structured as follows:

<b>Chapter 1</b>	The first chapter addresses key questions about applications to the Specific International Programme.
<b>Chapter 2</b>	The second chapter provides more information on how projects are screened and appraised under the Specific International Programme.
<b>Chapter 3</b>	The third chapter sets out how to conceptualise and develop a project for the Specific International Programme, including the logical framework, workplan and the budget.
<b>Chapter 4</b>	The fourth chapter gives specific information on how to complete the various parts of the application, namely: Form A Project Application Form B Project Budget Form C Letter of Transmittal



# Understanding the provisions of the Minamata Convention and identifying national issues of concern



## Control Measures

Reduce the use and presence of mercury in the economy, industry and society

Keep mercury underground

Art. 3.5 (a): Stocks

Art. 3.5 (b): Excess mercury from decommissioned chlor-alkali facilities

Art. 3.3: No new primary mines

Art. 3.6 – 3.10: Trade of mercury

Art. 3.4: Existing mines - 15 years

Art. 4: Mercury-added Products

Art. 5: Manufacturing Processes

Art. 7: ASGM

Art. 10: Interim Storage

Art. 11: Mercury wastes

Art. 12: Contaminated sites

Reduce mercury to the environment

Art. 7:  
ASGM

Art. 8:  
Emissions

Art. 9:  
Releases



## Enabling / Supportive Context

Art. 13: Financial Mechanism

Art. 14: Capacity-building, technical assistance and technical transfer

Art. 15: Implementation and Compliance Committee

Art. 16: Health aspects

Art. 17: Information Exchange

Art. 18: Public information, awareness and education

Art. 19: Research, development and monitoring

Art. 20: Implementation plans

Art. 21: Reporting

Art. 22: Effectiveness evaluation

Art. 23: Conference of the Parties

Art. 24: Secretariat

Arts. 25-35: Various procedural articles

# Three Funds to support chemicals and waste management

## Global Environment Facility (GEF)

Assessments, inventories, national action plans, implementation projects...



*Financial mechanism*

## Specific International Programme

Capacity building and technical assistance



## Special Programme

Institutional strengthening



*Related fund*

**Financial mechanism to implement the Minamata Convention on Mercury**

# Is it a Specific International Programme project?



Specific International Programme	Global Environment Facility	Special Programme
FOCUS = Support for implementation of Minamata Convention per Party needs	FOCUS = Global Environmental Benefits (GEBs) in terms of core indicators	FOCUS = Institutional Strengthening across Chemicals and Waste MEAs, SAICM, and the Global Framework on Chemicals
Provides support to implement Convention's obligations	Provides funding to achieve GEBs	Provides support to promote mainstreaming and institutional strengthening
Developing country Parties and Parties with economies in transition can apply	Eligible Parties (for Enabling Activities, eligible signatories and Parties) can apply	Developing countries and countries with economies in transition that are Parties and non-Parties to the Minamata Convention can apply
Applicant contribution not required	Application requires co-finance, can leverage investment capital	Applicant contribution required
Convention-specific projects	Convention-specific or multi-focal projects	Projects must strengthen capacities across more than one MEA/GFC
Direct access for Parties – no Implementing Agencies	Implementation through Implementing Agencies	Direct access for countries – no Implementing Agencies
Operates under guidance of the COP. Overseen by its Governing Board	Operates under 4-year Programming Directions and under guidance from the governing bodies of instruments	Operates under UNEA decisions and resolutions. Overseen by its Executive Board

[Eighth round of applications](#) opened on 24 April until 23 August 2024

# Developing a problem statement for the project and using the Theory of Change

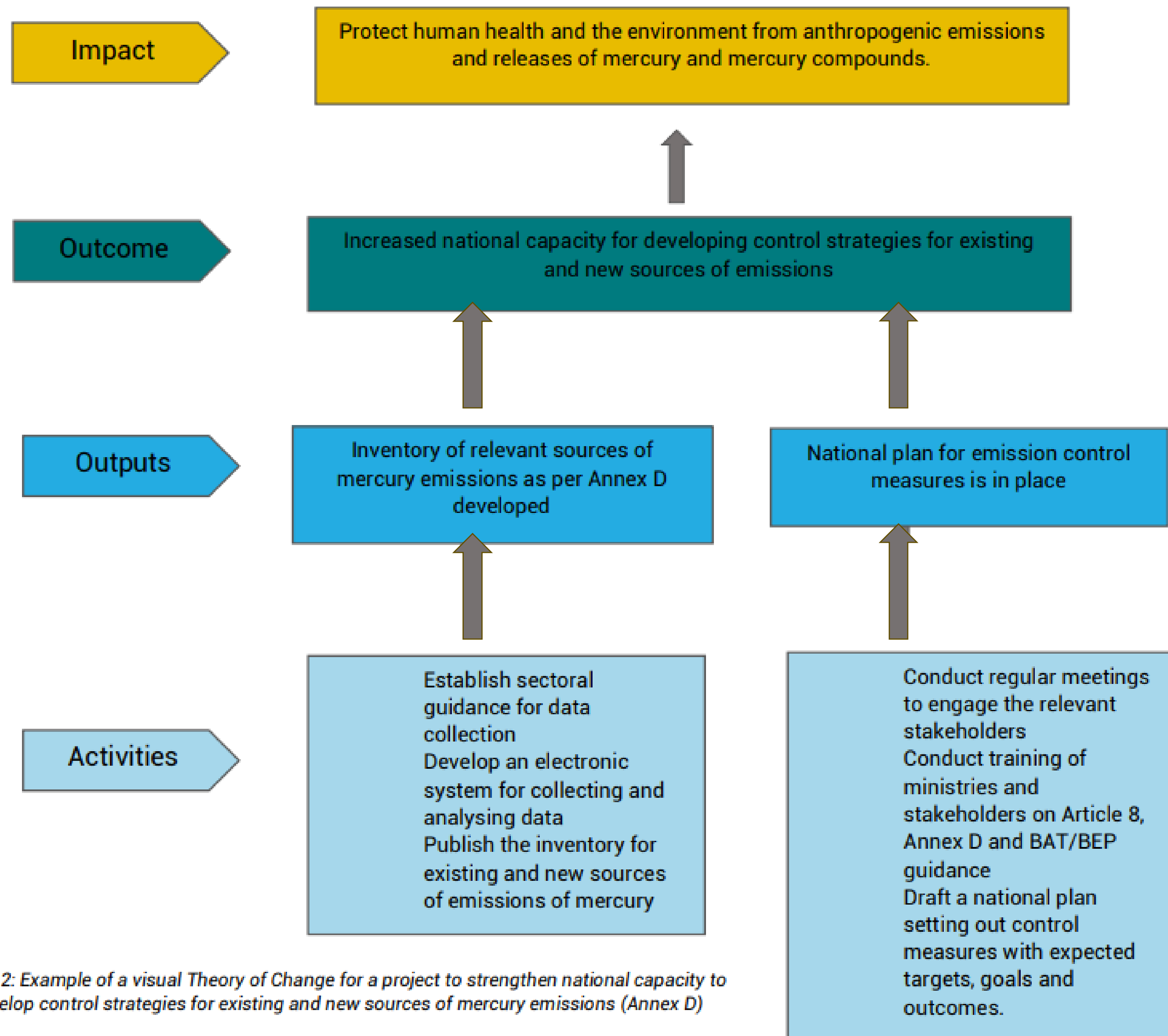


Figure 2: Example of a visual Theory of Change for a project to strengthen national capacity to develop control strategies for existing and new sources of mercury emissions (Annex D)

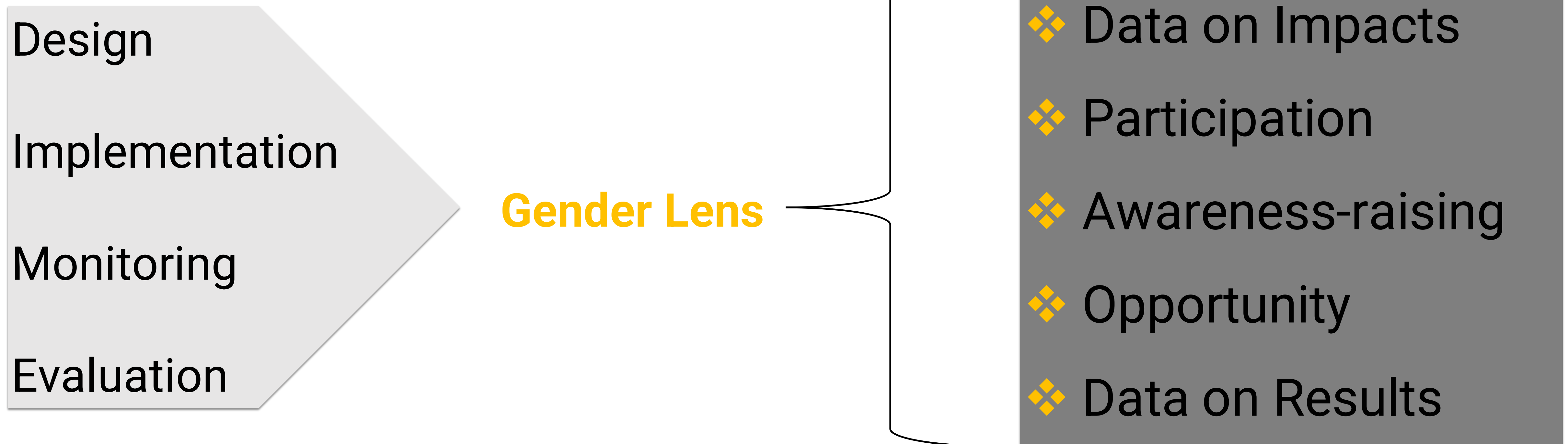


UN environment programme

GLOBAL MERCURY PARTNERSHIP

Technical information, resources and tools available on its [website](#), and the expert partners are often willing to provide direct advice

# Addressing gender aspects of your project



- ❖ Applications should demonstrate how project outcomes contribute to SDGs and do not generate adverse environmental or social effects.
- ❖ The Secretariat will review and monitor to ensure against adverse impacts vis-à-vis:
  - Biodiversity, ecosystems and sustainable natural resource management
  - Climate change and disaster risks
  - Pollution prevention and resource efficiency
  - Community health, safety and security
  - Cultural heritage
  - Displacement and involuntary resettlement
  - Indigenous Peoples
  - Labour and working conditions

# Elaborating your project using the application guidelines



# Elaborating your project using the application guidelines

## ❖ Overview of the [Application Forms](#)

- Form A: Project Application
- Form B: Project Activity-Based Budget
- Form C: Letter of Transmittal

1 Specific International Programme - Specific Trust Fund: Application Form B - Project Budget

2

3 Country \_\_\_\_\_

4 Project Title \_\_\_\_\_

5

6 Table 4: Specific Trust Fund

Activity No.	Description of activities	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_135)			Travel (FT30_160)			Grand Total
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
Output 1:														
1.1														0
1.2														0
1.3														0
1.4														0
1.5														0
1.6														0
Sub-total for Output 1		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Output 2:														
2.1														0
2.3														0
2.4														0
Sub-total for Output 2		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Output 3:														
3.1														0



MINAMATA CONVENTION ON MERCURY

FORM A – PROJECT APPLICATION  
Specific International Programme of the Minamata Convention on Mercury  
Fourth Round of Applications: 2024-2025

Read the Application Guidelines carefully before filling in the Application Form. Please complete all the sections of this Form and do not delete any part.

1. PROJECT SUMMARY

1.1. Applicant Government and Applicant Government Institution

Applicant Government Institution

Mr. Applicant Government Official

Ms. Applicant Government Official

Functional Title

Section / Department

Address

Telephone

E-mail

1.2. Project Title

1.3. Budget

1.4. Duration

1.5. Country Status

Date of Ratification or Accession:

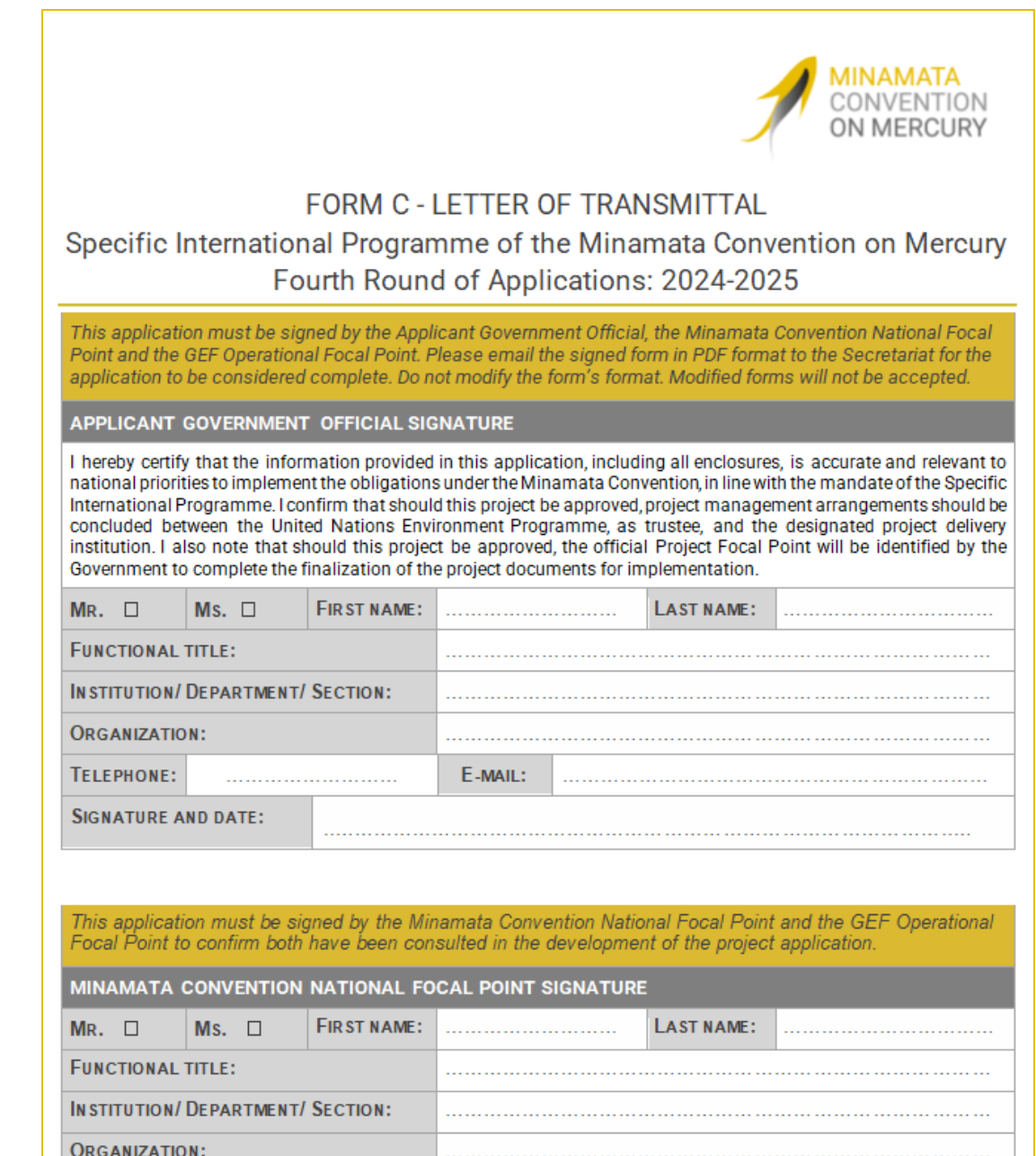
Developing Country

Least Developed Country (LDC)

Small Island Developing State (SIDS)

Country with Economy in Transition (CEIT)

1.6. Relevant Convention Articles



MINAMATA CONVENTION ON MERCURY

FORM C - LETTER OF TRANSMITTAL  
Specific International Programme of the Minamata Convention on Mercury  
Fourth Round of Applications: 2024-2025

This application must be signed by the Applicant Government Official, the Minamata Convention National Focal Point and the GEF Operational Focal Point. Please email the signed form in PDF format to the Secretariat for the application to be considered complete. Do not modify the form's format. Modified forms will not be accepted.

APPLICANT GOVERNMENT OFFICIAL SIGNATURE

I hereby certify that the information provided in this application, including all enclosures, is accurate and relevant to national priorities to implement the obligations under the Minamata Convention, in line with the mandate of the Specific International Programme. I confirm that should this project be approved, project management arrangements should be concluded between the United Nations Environment Programme, as trustee, and the designated project delivery institution. I also note that should this project be approved, the official Project Focal Point will be identified by the Government to complete the finalization of the project documents for implementation.

MR.  MS.  FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

FUNCTIONAL TITLE: \_\_\_\_\_

INSTITUTION/ DEPARTMENT/ SECTION: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE AND DATE: \_\_\_\_\_

This application must be signed by the Minamata Convention National Focal Point and the GEF Operational Focal Point to confirm both have been consulted in the development of the project application.

MINAMATA CONVENTION NATIONAL FOCAL POINT SIGNATURE

MR.  MS.  FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

FUNCTIONAL TITLE: \_\_\_\_\_

INSTITUTION/ DEPARTMENT/ SECTION: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

## ❖ Developing the project logical framework, workplan and budget



# Elaborating your project using the application guidelines: Logical Framework

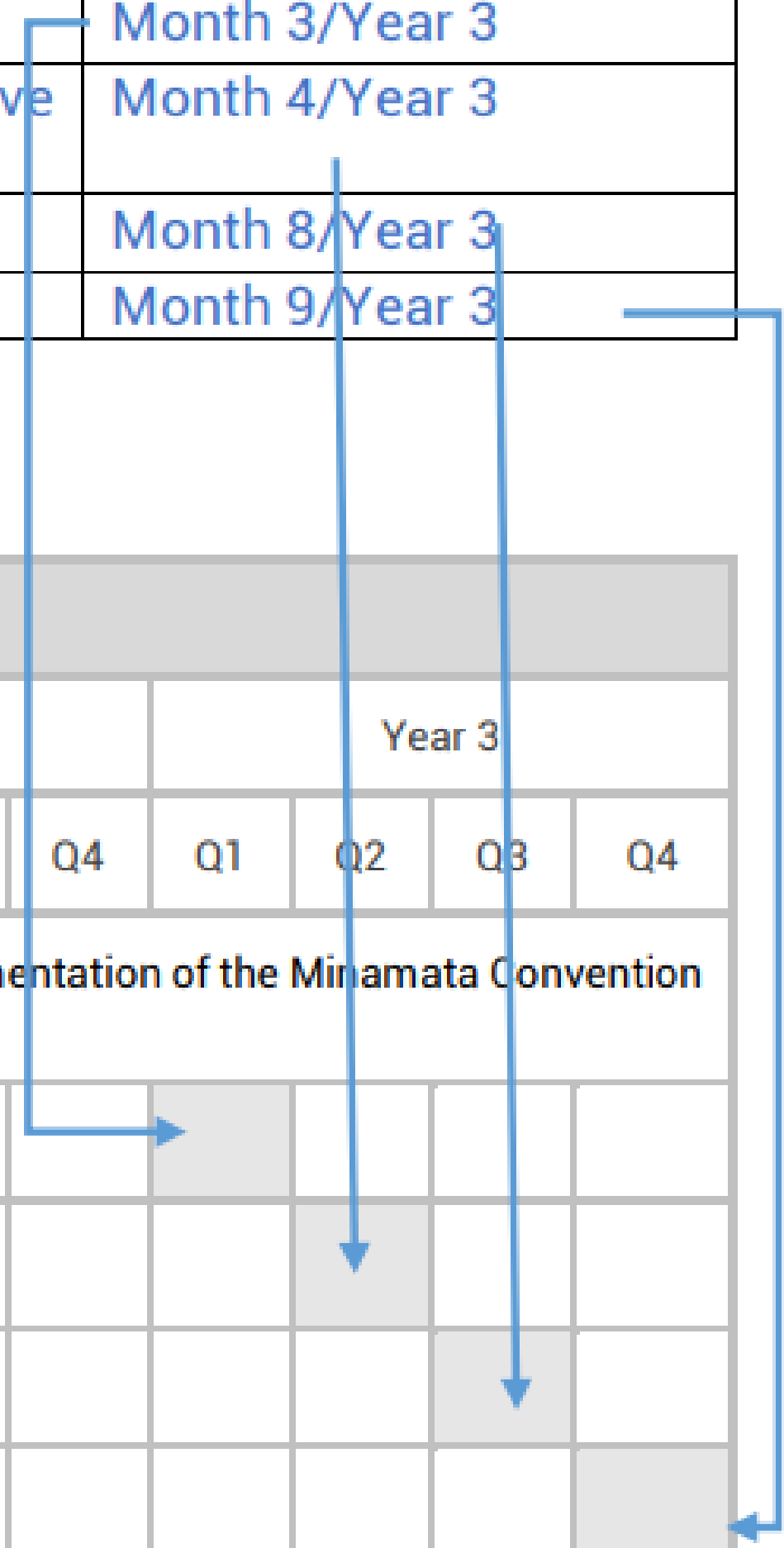
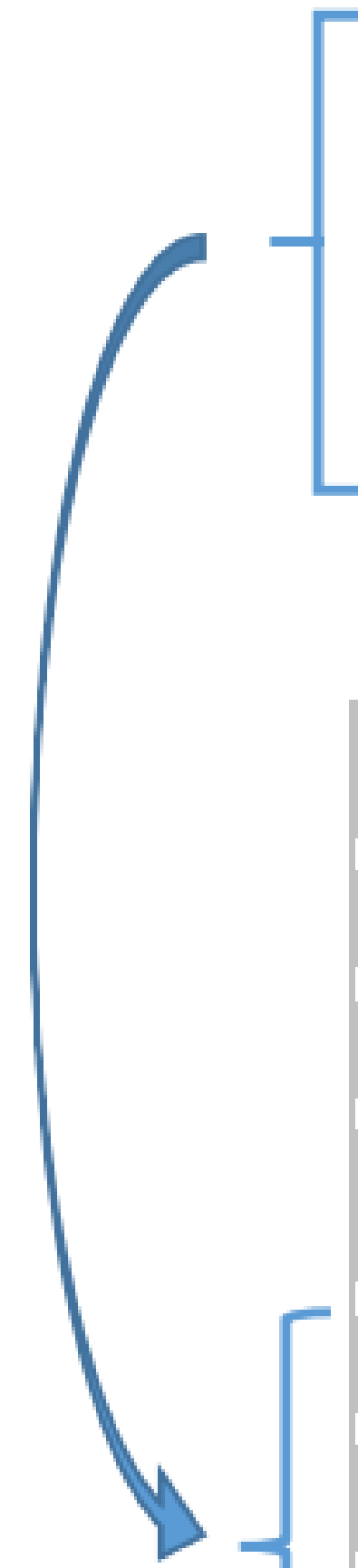
Output 1	Indicators	Means of verification
<p><b>Example:</b> <i>National Mercury information system to collect data on mercury supply, use, storage, emissions, releases and trade developed</i></p>	<p>You should include at least one indicator for each activity listed.</p> <p><b>Examples:</b>                      Number of stakeholders participating in the technical working group (Baseline: 0, Target: 15)                      Number of meetings of the technical working group organized (Baseline: 0, Target: 6)                      Number of national/international systems studied (Baseline: 0, Target: 10)                      Number of key elements of the system identified (Baseline: 0, Goal: 8)                      Pilot test conducted (Baseline: 0, Goal: 1)                      Number of stakeholders trained in the use of the platform (Baseline: 0, Goal: 30)</p>	<p>List at least one means of verification for each indicator provided.</p> <p><b>Examples:</b>                      Terms of Reference for the technical working group                      Meeting report of the technical working group                      Comparative assessment report                      Report on the conceptual design of the system                      Report on the pilot test                      Training workshop reports</p>
Activities	Milestones	<p>←</p> <p>Insert the expected timeframe that this activity will be accomplished in this column, measured in months following project start</p>
1.1 Technical working group with relevant stakeholders formed	Month 6/Year 1	
1.2 A comparative study of national and internationally existing chemical registration and control systems is conducted	Month 9/Year 1	
1.3 Conceptual design for the development of a mercury information system is approved by the Technical Working group	Month 1/Year 2	
1.4 A pilot test of the mercury information system is conducted	Month 6/Year 2	
1.5 Relevant stakeholders are trained in the use of the platform	Month 12/Year 2	

# Elaborating your project using the application guidelines: Workplan

Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region'	Indicators	Means of verification
Activities		Milestones
4.1. Develop the concept note of the regional workshop		Month 3/Year 3
4.2. Identify the relevant national/regional stakeholders and receive feedback on potential regional issues		Month 4/Year 3
4.3 Organize the regional workshop		Month 8/Year 3
4.4 Draft the workshop report and publish it online		Month 9/Year 3

**Table 2: Project workplan**

Timeframe (by quarter – every 3 months)													
		Year 1				Year 2				Year 3			
	Description	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region'												
	Activity 4.1.												
	Activity 4.2.												
	Activity 4.3.												
	Activity 4.4.												



# Elaborating your project using the application guidelines: Project Budget

Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region'	Indicators	Means of verification
<b>Activities</b>		<b>Milestones</b>
4.1. Develop the concept note of the regional workshop		Month 3/Year 3
4.2. Identify the relevant national/regional stakeholders and receive feedback on potential regional issues		Month 4/Year 3
4.3 Organize the regional workshop		Month 8/Year 3
4.4 Draft the workshop report and publish it online		Month 9/Year 3

**Table 2: Project workplan**

Description	Timeframe (by quarter – every 3 months)											
	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region'												
Activity 4.1.												
Activity 4.2.												
Activity 4.3.												
Activity 4.4.												

Form B: Budget													
	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_135)			Travel (FT30_160)			Grand Total
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
<b>Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region</b>													
Activity 4.1 Concept note of the regional workshop developed						2,000							2,000
Activity 4.2 Relevant national/regional stakeholders identified and feedback on potential regional issues received						1,000							1,000
Activity 4.3 Regional workshop organized												15,000	15,000
Activity 4.4 Workshop report drafted and published online						2,000							2,000
<b>Sub-total for Output 4</b>	0.00	0.00	0.00	0.00	0.00	5,000	0.00	0.00	0.00	0.00	0.00	0	<b>20,000</b>

2.5 Budget and funding summary		
(Add/remove outputs, as needed)	Request from the Minamata Specific International Programme Trust Fund – in USD	Applicant Country Contribution, if relevant (cash and/or in kind) – in USD
Output 1	\$	\$
Output 2	\$	\$
Output 3	\$	\$
Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region	<b>\$20,000</b>	\$
Output 5:	\$	\$
Sub-total	\$	\$
Total project budget	= \$	

# Elaborating your project using the application guidelines: Project Budget

Form B: Budget													
	Staff and Other Personnel Costs (FT30_010)			Contractual Services (FT30_120)			Equipment (FT30_135)			Travel (FT30_160)			Grand Total
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
<b>Output 4 Regional workshop conducted on sharing experience in ratification and implementation of the Minamata Convention in the region</b>													
<b>Activity 4.1</b> Concept note of the regional workshop developed						2,000							2,000
<b>Activity 4.2</b> Relevant national/regional stakeholders identified and <u>feedback</u> on potential regional issues received						1,000							1,000
<b>Activity 4.3</b> Regional workshop organized												15,000	15,000
<b>Activity 4.4</b> Workshop report drafted and published online						2,000							2,000
<b>Sub-total for Output 4</b>	0.00	0.00	0.00	0.00	0.00	5,000	0.00	0.00	0.00	0.00	0	15,000	20,000

# Understanding the budget categories: What can and cannot be funded through the project



## What CAN be funded by the SIP

Commitment Class	Commitment Class Name	Explanation
FT30_Class_010	Staff and Other Personnel Costs	(i) Includes all costs and entitlements of personnel including staff, consultants, administrative staff, interns. (ii) Meeting facilitators, interpreters, evaluation consultants all to be budgeted under this Class.
FT30_Class_120	Contractual Services	(i) Works and services of a commercial nature contracted following procurement procedures. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer. (ii) Where meetings/workshops require venue to be hired e.g. hotel, then relevant costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here.
FT30_Class_135	Equipment	(i) Procurement of non-consumables and specialized and technical equipment costs e.g. IT equipment.
FT30_Class_160	Travel	(i) Meeting costs including staff/consultant/meeting participant travel (per diem/tickets as applicable). (ii) Road/train/fuel and vehicle/boat rental costs for staff, consultants and other project personnel.



## What CANNOT be funded by the SIP

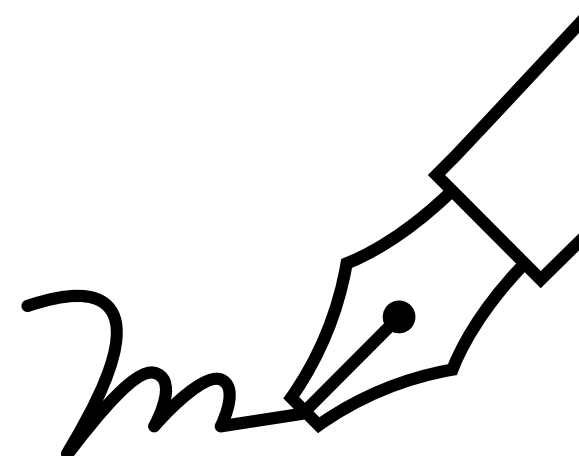
- ❖ Recurrent or running **institutional costs**, including the rental of office space, office supplies, office equipment and furniture, vehicles, fuel, electricity, consumables, and bank fees.
- ❖ **Costs not directly related** to strengthening national capacity to implement the obligations of the Minamata Convention.
- ❖ **Wages or honoraria** of civil servants.
- ❖ **Hospitality costs**, for example, in connection with receptions given to participants in workshops, conferences and seminars.
- ❖ Costs for individual items which are **disproportional to the budget**. If such costs are part of the project, they must be mentioned in the budgets and provided by other funding sources.


# Form C – Letter of Transmittal



The application must be signed by:

- ❖ Applicant Government Official;
- ❖ Minamata Convention National Focal Point;
- and
- ❖ GEF Operational Focal Point



  
FORM C - LETTER OF TRANSMITTAL  
Specific International Programme of the Minamata Convention on Mercury  
Fourth Round of Applications: 2024-2025

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MR. <input type="checkbox"/>	MS. <input type="checkbox"/>	FIRST NAME:	.....	LAST NAME:	.....
FUNCTIONAL TITLE:		.....			
INSTITUTION/ DEPARTMENT/ SECTION:		.....			
ORGANIZATION:		.....			
TELEPHONE:	.....	E-MAIL:	.....		
SIGNATURE AND DATE:		.....			

*This application must be signed by the Minamata Convention National Focal Point and the GEF Operational Focal Point to confirm both have been consulted in the development of the project application.*

**MINAMATA CONVENTION NATIONAL FOCAL POINT SIGNATURE**

MR. <input type="checkbox"/>	MS. <input type="checkbox"/>	FIRST NAME:	.....	LAST NAME:	.....
FUNCTIONAL TITLE:		.....			
INSTITUTION/ DEPARTMENT/ SECTION:		.....			
ORGANIZATION:		.....			

# Finalizing the project application



# Finalizing the project application

## COMPLETENESS CHECKLIST

<b>Form A - Project Application</b> including:	<input type="checkbox"/> Yes
Table 1: Logical Framework	<input type="checkbox"/> Yes
Table 2: Project Workplan	<input type="checkbox"/> Yes
Contact Details	<input type="checkbox"/> Yes
Related Projects	<input type="checkbox"/> Yes
<b>Form B - Project Budget</b>	<input type="checkbox"/> Yes
<b>Form C - Letter of Transmittal</b>	<input type="checkbox"/> Yes
Any other annexes (depending on application)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A



# Questions, answers and discussion





MINAMATA  
CONVENTION  
ON MERCURY

# Thank you for your attention

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Secretariat of the Minamata Convention on Mercury  
United Nations Environment Programme  
11-13, Chemin des Anémones - 1219 Châtelaine, Switzerland

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WEB: [www.mercuryconvention.org](http://www.mercuryconvention.org)  
MAIL: [MEA-MinamataSecretariat@un.org](mailto:MEA-MinamataSecretariat@un.org)  
TWITTER: [@minamataMEA](https://twitter.com/minamataMEA)  
[#MakeMercuryHistory](https://twitter.com/minamataMEA)