



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

Online, 1–5 November 2021 and Bali, Indonesia,
21–25 March 2022

Agenda item 2 (a)*

Organizational matters: adoption of the agenda**Issues and information for the attention of the Conference of
the Parties to the Minamata Convention at its fourth meeting****Note by the secretariat****I. Introduction**

1. The present note provides an overview of the issues and information for the attention of the Conference of the Parties to the Minamata Convention at its fourth meeting. The main purpose of the note, which is to be read in conjunction with the annotated agenda (UNEP/MC/COP.4/1/Add.1/Rev.1) and the list of documents (UNEP/MC/COP.4/INF/1/Rev.1), is to help parties and stakeholders prepare for the meeting. Section II of the note provides background information; section III provides an overview of the first segment of the fourth meeting;¹ section IV provides an overview of the second segment; and section V briefly addresses the implementation of provisions not covered in agenda item 4 of the fourth meeting.

II. Background

2. The fourth meeting was originally planned as a five-day in-person meeting in Bali, Indonesia from 1 to 5 November 2021. Given the ongoing global coronavirus disease (COVID-19) pandemic, consultations began in early 2021 to ascertain the best way forward regarding the format and timing of the meeting. On 30 April 2021, the President of the fourth meeting of the Conference of the Parties and the Executive Secretary of the Convention informed parties that following the consultations, including with national focal points, the Bureau of the fourth meeting of the Conference of the Parties had reached agreement that in the light of the ongoing global COVID-19 pandemic the fourth meeting would convene in two segments: the first segment to be held online from 1 to 5 November 2021, and the second segment to be held in person, tentatively in the first quarter of 2022 in Bali, Indonesia.

3. The timing of the two segments will allow momentum in decision-making to be kept up and avoid potential overlap with other international meetings in the remaining quarters of 2022. The dates of the second segment would take into account, among other things, the timing of the in-person resumed fifth session of the United Nations Environment Assembly, being held from 28 February to

* UNEP/MC/COP.4/1.

¹ Although the present note has been revised following the online segment of the fourth meeting for the purposes of the second segment, the section on the online segment has not been updated. The proceedings of the concluded first segment are set out in the report of the Conference of the Parties on the work of its fourth meeting (UNEP/MC/COP.4/28).

2 March 2022, and its special session on 3 and 4 March 2022 to commemorate the fiftieth anniversary of the establishment of the United Nations Environment Programme (UNEP). The dates of the second segment were subsequently decided on by the Conference of the Parties during the online segment in November 2021, taking into consideration the updated information available at that time on the global COVID-19 pandemic situation. In accordance with decision MC-4/1 on the dates of the resumed fourth meeting of the Conference of the Parties,² the second segment of the fourth meeting will be held from 21 to 25 March 2022.

4. To facilitate the work at the fourth meeting across the two segments, to support parties on time-sensitive matters for 2021, and to enable the continued work of the parties and secretariat into the next biennium, the Bureau agreed on selected time-sensitive items for consideration during the online segment in November 2021, namely the Convention's programme of work and budget for the biennium 2022–2023, the dates of the resumed fourth meeting of the Conference of the Parties, financial resources and mechanism: Global Environment Facility, national reporting, and the effectiveness evaluation. The proceedings of the first segment are set out in the report of the Conference of the Parties on the work of its fourth meeting (UNEP/MC/COP.4/28), which was adopted by the Conference of the Parties on Friday, 5 November 2021.

5. During the second segment, the Conference of the Parties is expected to consider and/or resume consideration of all the remaining items on the agenda of the fourth meeting.

6. The revised annotated agenda of the fourth meeting contains three annexes to support deliberations. Annex I is divided into two parts, with part I covering the matters for consideration during the online segment from 1 to 5 November 2021, and part II covering matters for consideration during the second segment in Bali, Indonesia, from 21 to 25 March 2022. Annex II to that document provides the tentative schedule of work for the online segment, based on the agreement by the Bureau of the fourth meeting of the Conference of Parties, while annex III contains the tentative schedule of work for the second segment.

7. Documents for the fourth meeting of the Conference of the Parties were prepared for its opening on 1 November 2021, irrespective of whether the agenda item would first be taken up during the first or the second segment. Furthermore, following the first segment the secretariat prepared a number of additional documents, namely, notes by the secretariat on the proposed operational budget for 2023 (UNEP/MC/COP.4/24/Add.1) and the indicative scale of assessments and contributions to the general trust fund for 2023 (UNEP/MC/COP.4/24/Add.2), pertaining to the programme of work and budget, and notes by the secretariat on the consultations on the framework for the evaluation of the effectiveness of the Convention (UNEP/MC/COP.4/24/Add.3) and a further update on the ongoing discussions on the eighth replenishment of the Global Environment Facility (UNEP/MC/COP.4/10/Add.1), pertaining to the effectiveness evaluation. In addition, revisions were made to the annotated agenda (UNEP/MC/COP.4/1/Add.1/Rev.1), the list of documents for the fourth meeting (UNEP/MC/COP.4/INF/1/Rev.1) and the present note to update them in the light of the confirmation of the dates of the second segment of the fourth meeting by the Conference of the Parties. The note by the secretariat on information provided by the parties to the Minamata Convention on Mercury (UNEP/MC/COP.4/INF/2/Rev.1) was also updated to list additional ratifications and other pertinent information.

8. While no agenda item specifically addresses the following items, the secretariat would like to draw the attention of the Conference of the Parties to document UNEP/MC/COP.4/19 on progress in the implementation of the programme of work for the biennium 2020–2021, which provides an overview of the work of the secretariat. Document UNEP/MC/COP.4/INF/2/Rev.1 gives an overview of information provided by the parties to the Minamata Convention. In addition, as is noted in section V of the present document, the Conference of the Parties may wish to be informed of some matters relating to the implementation of provisions not covered in agenda item 4 of the fourth meeting, which may include how the Conference of the Parties will consider the information it will receive by its fifth meeting.

9. The secretariat would like to reassure parties that both segments of the fourth meeting of the Conference of the Parties will be organized in compliance with the rules of procedure of the Minamata Convention and in line with the principles that guide intergovernmental meetings. This includes the provision of interpretation in the six official languages of the United Nations for plenary sessions. For work in smaller groups (e.g., contact groups) English will be the working language, as is the usual practice. Provision has been made for regional consultation meetings to support parties in their

² UNEP/MC/COP.4/28, annex.

preparations for the fourth meeting. Provision will also be made for regional consultation meetings during both the first and second segments.

III. Overview of items on the agenda of the first segment of the fourth meeting (1–5 November 2021)³

A. Opening of the first segment (item 1 of the provisional agenda)

10. The first segment of the fourth meeting (COP.4-1) will be held online from 1 to 5 November 2021. The first plenary session will be held on Monday, 1 November from 1 to 5.30 p.m.,⁴ with a 30-minute break from 3 to 3.30 p.m. The next plenary sessions will be held on Wednesday, 3 November from 1 to 3 p.m. and on Friday, 5 November from 1 to 5.30 p.m., again with 30-minute breaks from 3 to 3.30 p.m.

11. The President of the fourth meeting of the Conference of the Parties, Ms. Rosa Ratnawati (Indonesia), will preside over the meeting in accordance with the rules of procedure.

12. Opening statements will be made by one or more representatives of UNEP, among others.

B. Organizational matters (item 2 of the provisional agenda)

1. Adoption of the agenda of the fourth meeting (item 2 (a) of the provisional agenda)

13. The provisional agenda is set out in UNEP/MC/COP.4/1 and will be before the parties for adoption. The parties may wish to adopt the agenda, including any items that they may agree to include under item 8 (Other matters). The annotated agenda (UNEP/MC/COP.4/1/Add.1/Rev.1) provides more detailed information about each agenda item, including a list of relevant documents.

2. Organization of work (item 2 (b) of the provisional agenda)

14. Under this item, the President will explain that a limited number of agenda items will be considered during the first segment, namely item 6 (Programme of work and budget for the biennium 2022–2023) and three other time-sensitive items. The President will draw attention to the tentative schedule of work for the online segment, as agreed on by the Bureau of the fourth meeting of the Conference of the Parties and communicated to parties on 30 April 2021.

3. Report on the credentials of representatives to the fourth meeting of the Conference of the Parties (item 2 (d) of the provisional agenda)

15. Under this item, the secretariat will outline the agreement reached by the Bureau of the fourth meeting of the Conference of the Parties on the credentials for the fourth meeting, and the online segment in particular.

16. The officers of the meeting will examine the credentials and submit their report thereon at the meeting.

17. Credentials are required for participation in the online segment for the head of delegation, alternate representatives and advisers and should be issued either by the Head of State or Government or by the minister of foreign affairs or, in the case of a regional economic integration organization, by the competent authority of that organization. Taking into consideration the exceptional circumstances of the online segment, electronic copies of credentials are to be submitted to the Executive Secretary no later than 6 p.m. on Tuesday, 2 November 2021. Information regarding any change in the composition of the delegation should be submitted using the same procedure.

³ Although the present note has been revised following the online segment of the fourth meeting for the purposes of the second segment, the present section has not been updated. The proceedings of the concluded first segment are set out in the report of the Conference of the Parties on the work of its fourth meeting (UNEP/MC/COP.4/28).

⁴ All time references are to Central European Time (UTC + 1).

C. Matters for consideration or action by the Conference of the Parties (item 4 of the provisional agenda)

1. Financial resources and mechanism: Global Environment Facility (item 4 (e) (i) of the provisional agenda)

18. Under this item, parties will be informed of the eighth replenishment of the Global Environment Facility trust fund (UNEP/MC/COP.4/10, UNEP/MC/COP.4/INF/8), one component of the Convention's financial mechanism. Parties are invited to take the opportunity to make statements on the replenishment. Statements, as captured in the report of the Conference of the Parties on the work of its fourth meeting, could help inform the replenishment planning discussions running from December 2021 to January 2022, including national processes related to the replenishment.

2. National reporting (item 4 (h) of the provisional agenda)

19. Under this item, the secretariat will present the draft guidance for completing the full reporting format as requested by decision MC-3/13 (UNEP/MC/COP.4/17). The full national reports by parties are due by 21 December 2021, and this draft guidance is to support parties for the reporting cycle and in particular to clarify the information being sought in the national reporting format.

3. Effectiveness evaluation (item 4 (i) of the provisional agenda)

20. Under this item, the secretariat will present a number of documents on intersessional work as requested by decision MC-3/10 (UNEP/MC/COP.4/18, UNEP/MC/COP.4/18/Add.1, UNEP/MC/COP.4/INF/11, UNEP/MC/COP.4/18/Add.2, UNEP/MC/COP.4/INF/12 and UNEP/MC/COP.4/INF/25).

21. Furthermore, as there have been party-led consultations further to intersessional work on the effectiveness evaluation, this provides the opportunity for the Conference of the Parties to be informed of these consultations too. Considerations of the intersessional work and these party-led consultations will be opened during the in-person segment.

D. Programme of work and budget (item 6 of the provisional agenda)

22. As requested by the Conference of the Parties to the Minamata Convention in its decision MC-3/12, the Executive Secretary has prepared and submitted to the fourth meeting a budget for the biennium 2022–2023 (UNEP/MC/COP.4/24), explaining the key principles, assumptions and programmatic strategy on which the budget is based and presenting two budget scenarios, one maintaining the operational budget at the 2020–2021 level in nominal terms and one reflecting the changes to that scenario that are required to meet the projected needs and the related costs, without exceeding a 5 per cent increase over the 2020–2021 level in nominal terms. The budget also includes, among other things, the additional budget for organizing the fourth meeting of the Conference of the Parties in two parts and information on the projected cash balance. The budget activity fact sheets set out further details of the proposed programme of work and budget (UNEP/MC/COP.4/INF/22).

23. Owing to the extraordinary circumstances of the COVID-19 pandemic, the Conference of the Parties is to be held in two segments, which will have an impact on the consideration process for the programme of work and budget.

24. During the online segment, the Conference of the Parties will be invited to consider and approve the complete budget and programme of work for 2022. The approval of the budget will ensure that parties can in principle be notified of the amount of their 2022 contribution in 2021, and thus before the contribution deadline stipulated in the financial rules for the Conference of the Parties to the Minamata Convention on Mercury and any of its subsidiary bodies, as well as financial provisions governing the functioning of the secretariat. Furthermore, it will ensure the continued implementation of the Convention and operation of the secretariat in 2022. During the online segment, the Conference of the Parties may also decide on elements of the budget for 2023.

E. Dates of the resumed fourth meeting of the Conference of the Parties (item 7 of the provisional agenda)

25. Under this item, the Conference of the Parties will consider a draft decision on the dates of the resumed fourth meeting that is to convene in person in Bali, Indonesia, and is tentatively scheduled for the first quarter of 2022 (UNEP/MC/COP.4/25).

F. Adoption of the report of the first segment of the fourth meeting (item 9 of the provisional agenda)

26. Under this item, the Conference of the Parties will be invited to adopt the draft report of the first segment of the fourth meeting.

G. Closure of the meeting (item 10 of the provisional agenda)

27. The fourth meeting is expected to be adjourned by 5.30 p.m. on Friday, 5 November 2021.

IV. Overview of items on the agenda of the second segment of the fourth meeting (Bali, Indonesia, 21–25 March 2022)

A. Opening of the second segment (item 1 of the agenda)

28. The fourth meeting is set to resume in person at the second segment (COP.4/2), to be held in Bali, Indonesia, from 21 to 25 March 2022.

29. The meeting will be opened at 10 a.m. on Monday, 21 March 2022.

30. The President of the fourth meeting of the Conference of the Parties, Ms. Rosa Ratnawati (Indonesia), will preside over the meeting in accordance with the rules of procedure.

31. Opening statements will be made by one or more representatives of UNEP, among others.

B. Organizational matters (item 2 of the agenda)

1. Adoption of the agenda of the fourth meeting (item 2 (a) of the agenda)

32. The provisional agenda, as set out in document UNEP/MC/COP.4/1, was adopted by the Conference of the Parties during the online segment. During the second segment, the Conference of the Parties is expected to confirm that no further matters will be added to the adopted agenda, including under item 8 (Other matters).

2. Organization of work (item 2 (b) of the agenda)

33. Under this item, the President will reflect on the work of the Conference of the Parties during the online segment of the fourth meeting and will outline the organization of work for the second segment. During the second segment, the Conference of the Parties will consider and/or resume consideration of all remaining agenda items.

3. Election of officers (item 2 (c) of the agenda)

34. Before the conclusion of the fourth meeting, the Conference of the Parties is expected to elect or confirm a number of officers (UNEP/MC/COP.4/1/Add.2).

35. The Conference is expected to elect a President and nine Vice-Presidents to serve as its Bureau. In accordance with both paragraph 3 of rule 22 of the rules of procedure and past practice, for the purposes of regional rotation the president of the Bureau for the fifth meeting of the Conference of the Parties is expected to be elected from among the Eastern European States.

36. The Conference of the Parties is expected to elect for two terms nine new members of the Implementation and Compliance Committee to replace those members whose period of office is about to expire.

37. Furthermore, the Conference is also expected to confirm ten members of the Governing Board of the Specific International Programme to Support Capacity-Building and Technical Assistance based on the nominations received from the regions.

38. In the run-up to the resumed meeting, parties are encouraged to engage in consultations in their regional groups and to submit their nominations for the officers of the meeting and members of the Governing Board to the secretariat prior to the meeting, and no later than the penultimate day of the in-person segment of the Conference of the Parties if possible, to enable their election.

4. Report on the credentials of representatives to the fourth meeting of the Conference of the Parties (item 2 (d) of the agenda)

39. Under this item, the secretariat will outline the agreement reached by the Bureau of the fourth meeting of the Conference of the Parties on the credentials for the fourth meeting, and the second segment in particular.

40. The officers of the meeting will examine the credentials and submit their report thereon at the meeting.

41. Credentials are required for participation in the second segment for the head of delegation, alternate representatives and advisers and should be issued either by the Head of State or Government or by the minister of foreign affairs or, in the case of a regional economic integration organization, by the competent authority of that organization. Credentials are to be submitted to the Executive Secretary no later than 24 hours after the opening of the in-person segment. Information regarding any change in the composition of a delegation should be submitted using the same procedure.

C. Rules of procedure (item 3 of the agenda)

42. At its first meeting, the Conference of the Parties adopted its rules of procedure, with the exception of the second sentence of paragraph 1 of rule 45 and paragraph 3 of rule 45, which remained in brackets. At its second and third meetings, the Conference of the Parties agreed to defer consideration of the bracketed text in rule 45 to the following meetings. The Conference of the Parties may wish to consider and adopt the outstanding paragraphs as set out in the annex to document UNEP/MC/COP.4/3.

D. Matters for consideration or action by the Conference of the Parties (item 4 of the agenda)

1. Mercury-added products and manufacturing processes in which mercury or mercury compounds are used (items 4 (a) (i) to (iii) of the agenda)

(a) Review of annexes A and B (item 4 (a) (i) of the agenda)

43. The secretariat will report on the intersessional work requested by the Conference of the Parties in its decision MC-3/1, including a report on the work by the ad hoc group of experts on mercury-added products, processes that use mercury or mercury compounds and their alternatives, and information on measures taken by parties pursuant to paragraph 2 of article 4 of the Convention (UNEP/MC/COP.4/4, UNEP/MC/COP.4/INF/3).

(b) Information on dental amalgam (item 4 (a) (ii) of the agenda)

44. The secretariat will present the information submitted by parties and others on the measures they have taken to phase down the use of dental amalgam and on non-mercury alternatives to dental amalgam, pursuant to decision MC-3/2 of the Conference of the Parties (UNEP/MC/COP.4/5, UNEP/MC/COP.4/INF/4, and UNEP/MC/COP.4/INF/26).

(c) Customs codes (item 4 (a) (iii) of the agenda)

45. The secretariat will present a draft guidance document to provide support to parties wishing to use customs codes for monitoring and controlling the import and export of mercury-added products pursuant to article 4 of the Convention, developed as requested by the Conference of the Parties in its decision MC-3/3 (UNEP/MC/COP.4/27, UNEP/MC/COP.4/INF/5).

(d) Proposals for amendments to annexes A and B (item 4 (a) (iv) of the agenda)

46. Under this item, the secretariat will present a note from the secretariat setting out the provisions for amendment, the proposals for amendment received, and the process to be followed once an amendment to the Convention has been adopted for consideration by the Conference of the Parties (UNEP/MC/COP.4/26). The three proposals received are (a) a proposal by the European Union to amend part I of annex A, part II of annex A and part I of annex B to the Minamata Convention on Mercury (UNEP/MC/COP.4/26/Add.1), (b) a proposal by the Africa region to amend parts I and II of annex A to the Minamata Convention on Mercury (UNEP/MC/COP.4/26/Add.2), and (c) a proposal by Canada and Switzerland to amend part I and annex A to the Minamata Convention on Mercury (UNEP/MC/COP.4/26/Add.3).

2. Artisanal and small-scale gold mining (item 4 (b) of the agenda)

47. The Conference of the Parties may wish to consider a draft update to the guidance document for the preparation of a national action plan to reduce and, where feasible, eliminate mercury use in artisanal and small-scale gold mining (UNEP/MC/COP.4/6, UNEP/MC/COP.4/INF/6).

48. Pursuant to article 7.3 of the Minamata Convention, a party that at any time determines that artisanal and small-scale gold mining and processing in its territory is more than insignificant shall notify the secretariat. In such cases, the party shall also develop and implement a national action plan in accordance with annex C to the Convention; submit its national action plan to the Secretariat no later than three years after entry into force of the Convention for it or three years after the notification to the secretariat, whichever is later; and thereafter, provide a review every three years of the progress made in meeting its obligations under article 7 and include such reviews in its reports submitted pursuant to article 21. UNEP/MC/COP.4/INF/2/Rev.1 provides detailed information about the notifications received by the secretariat, which are on the Convention website, as are the national action plans received.

3. Releases of mercury (item 4 (c) of the agenda)

49. The Conference of the Parties may wish to take note of the report of the group of technical experts developed pursuant to decision MC-3/4 regarding the guidance on inventory of releases and on best available techniques and best environmental practices to control releases of mercury (UNEP/MC/COP.4/7), and consider relevant action.

4. Mercury waste: consideration of the relevant thresholds (item 4 (d) of the agenda)

50. The Conference of the Parties may wish to take note of the work done by the group of technical experts and the secretariat pursuant to decision MC-3/5 regarding the mercury waste thresholds, and to consider relevant action (UNEP/MC/COP.4/8, UNEP/MC/COP.4/INF/27). UNEP/MC/COP.4/INF/24 draws participants' attention to the technical guidelines on the environmentally sound management of wastes consisting of, containing or contaminated with mercury or mercury compounds developed in the framework of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal.

5. Financial resources and mechanism (item 4 (e) of the agenda)**(a) Global Environment Facility (item 4 (e) (i) of the agenda)**

51. Under this item, the secretariat will present an update on matters related to the Global Environment Facility, which includes information on programming on mercury, responsiveness to guidance, monitoring and evaluation, and cooperation between the secretariat of the Global Environment Facility and the secretariat of the Minamata Convention (UNEP/MC/COP.4/9). The executive summary of the report of the Council of the Global Environment Facility to the Conference of the Parties to the Minamata Convention at its fourth meeting is provided in an addendum to the update (UNEP/MC/COP.4/9/Add.1), and the full report of the Council is available as an information document (UNEP/MC/COP.4/INF/7). The secretariat will also present updated information on the eighth replenishment of resources for the Global Environment Facility trust fund (UNEP/MC/COP.4/10/Add.1). The Conference of the Parties may wish to take note of the information set forth in those documents.

(b) Specific International Programme (item 4 (e) (ii) of the agenda)

52. Under this item, the secretariat will present the overall report on the Specific International Programme to Support Capacity-Building and Technical Assistance (UNEP/MC/COP.4/11). The report includes information on support provided by the secretariat to the Programme, membership and work of the Governing Board, the third round of applications to the programme, the status of the Specific Trust Fund, and the status of implementation of projects funded in the first round and second round of applications. The report by the Governing Board, including decisions taken on the third round of applications to the programme, will also be presented (UNEP/MC/COP.4/11/Add.1). The Conference of the Parties may wish to take note of the information provided.

53. The report by the Executive Director of UNEP on strengthening the Specific International Programme (UNEP/MC/COP.4/13) will also be presented under this item. The Conference of the Parties may wish to consider the Executive Director's recommendations to strengthen the Specific International Programme.

(c) **Review of the financial mechanism (item 4 (e) (iii) of the agenda)**

54. Under this item, the secretariat will present a note on the second review of the financial mechanism (UNEP/MC/COP.4/12), including draft terms of reference requested by the Conference of the Parties at its third meeting in decision MC-3/7. The note provides overall considerations with respect to the second review, and considerations with respect to the timing of the second review. The Conference of the Parties is invited to consider a draft decision including draft terms of reference for the second review.

6. Capacity-building, technical assistance and technology transfer (item 4 (f) of the agenda)

55. Under this item, the secretariat will present a note on the capacity-building and technical assistance programme of the Minamata Convention, including a summary of submissions received (UNEP/MC/COP.4/14), which are reproduced in full in the related information document (UNEP/MC/COP.4/INF/23). The note also provides information on capacity-building and technical assistance activities of the secretariat. The Conference of the Parties may wish to take note of the information provided in those documents and consider the action proposed in document UNEP/MC/COP.4/14.

7. Implementation and Compliance Committee (item 4 (g) of the agenda)

56. Under this item, the Vice-Chair and Rapporteur of the Committee will present the report of the third meeting of the Implementation and Compliance Committee, held online on 7 and 8 June 2021. The focus of the Committee's work was the review of the first short national reports received pursuant to article 21 of the Convention. The Conference of the Parties may wish to consider the recommendations of the Committee contained in the report prepared by the secretariat on the matter (UNEP/MC/COP.4/15/Rev.1).

8. National reporting (item 4 (h) of the agenda)

57. Under this item, the secretariat will present a note on the first short national reports submitted by parties to the secretariat pursuant to article 21 of the Convention and decision MC-1/8 (UNEP/MC/COP.4/16). The short national reports cover four questions (as marked by * in the full format report) including parts C, D, and E as provided in the annex to decision MC-1/8. The short national report was due on 31 December 2019. The note discusses the reporting performance, information contained in the short national reports and the overall comments by the secretariat on the responses in the first short national reports.

58. The Conference of the Parties is invited to note the overview provided by the secretariat of the short national reports submitted for the first reporting period, and to consider (a) clarifying the issues set out in paragraphs 34 and 41 of the note, (b) identifying ways of improving the provision of consent forms and supporting information requested under question 3.5, and (c) adopting a decision prepared by the secretariat along the lines set out in annex I to the note.

59. Furthermore, the secretariat will also present the revised draft guidance for completing the national reporting format that it was requested to draft to clarify the information being sought (UNEP/MC/COP.4/17), for consideration by the Conference of the Parties for adoption.

9. Effectiveness evaluation (item 4 (i) of the agenda)

60. Under this item, the secretariat will present a number of documents, including on work requested by decision MC-3/10, in support of the deliberations by the Conference of the Parties to give full effect to article 22 of the Convention (UNEP/MC/COP.4/18, UNEP/MC/COP.4/18/Add.1, UNEP/MC/COP.4/INF/11, UNEP/MC/COP.4/18/Add.2, UNEP/MC/COP.4/INF/12, and UNEP/MC/COP.4/INF/25).

61. Furthermore, given that the Conference of the Parties during the first segment agreed to the holding of intersessional consultations on the framework for evaluating the effectiveness of the Convention in preparation for the resumed meeting, the secretariat prepared a further document on consultations on the framework for the evaluation of the effectiveness of the Convention (UNEP/MC/COP.4/18/Add.3) for consideration by the Conference of the Parties during the second segment of its fourth meeting.

62. During the second segment, the Conference of the Parties may wish to consider and discuss the intersessional work, including the intersessional consultations on the framework for the evaluation of the effectiveness of the Convention, with a view to enabling it to reach a conclusion at that segment

regarding how to proceed with the effectiveness evaluation of the Convention in the light of the deadline set out in the text of the Convention.

10. Secretariat (item 4 (j) of the agenda)

63. In decision MC-3/11 on enhanced cooperation between the secretariat of the Minamata Convention and the secretariat of the Basel Convention, the Rotterdam on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic Pollutants, the Conference of the Parties requested the Executive Director of the United Nations Executive Programme, in the performance of secretariat functions for the Minamata Convention and mindful of the legal autonomy of the respective secretariats, to support the secretariat in its efforts to enhance cooperation with the secretariat of the Basel, Rotterdam and Stockholm conventions, including through the regular use of the task force on programmatic cooperation comprising the two secretariats and the Chemicals and Health Branch of UNEP as a stable framework of cooperation and sharing of relevant secretariat services.

64. The Conference of the Parties may wish to consider the report on the implementation of decision MC-3/11 on enhanced cooperation with the secretariat of the Basel, Rotterdam and Stockholm conventions (UNEP/MC/COP.4/20).

11. Financial rules (item 4 (k) of the agenda)

65. At its first meeting, in its decision MC-1/10, the Conference of the Parties adopted financial rules for itself and any subsidiary bodies it might establish, as well as financial provisions governing the functioning of the secretariat. Bracketed text remained in paragraph 3 (e) of rule 5 of the financial rules and in paragraphs 2 and 5 of the annex to the financial rules. At its second and third meetings, the Conference of the Parties agreed to defer the matter to its following meetings.

66. The Conference of the Parties may wish to consider the bracketed text (UNEP/MC/COP.4/21, annex), with a view to adopting final text.

12. Gender (item 4 (l) of the agenda)

67. The Conference of the Parties may wish to consider a document providing an update on the progress made by the secretariat in mainstreaming gender within the activities carried out under the Convention as well as a draft decision on the matter (UNEP/MC/COP.4/22).

E. International cooperation and coordination (item 5 of the agenda)

68. Several provisions of the Convention call for cooperation with relevant intergovernmental organizations. In particular, article 16 specifies that the Conference of the Parties, in considering health-related issues or activities, should consult and collaborate with the World Health Organization, the International Labour Organization and other relevant intergovernmental organizations, as appropriate, and should promote cooperation and exchange of information with those organizations, as appropriate.

69. The Conference of the Parties may wish to consider the document providing information on activities undertaken by the secretariat to cooperate and coordinate with other entities, as appropriate, particularly in the chemicals and waste cluster (UNEP/MC/COP.4/23). Additional information on cooperative activities undertaken by the secretariat is set out in the joint report on cooperation and coordination between the secretariat of the Minamata Convention and the secretariat of the Basel, Rotterdam and Stockholm conventions (UNEP/MC/COP.4/INF/17); the joint study by the secretariats entitled "Interlinkages between the chemicals and waste multilateral environmental agreements and biodiversity" (UNEP/MC/COP.4/INF/13); the joint study by the secretariats entitled "Chemicals, wastes and climate change: interlinkages and potential for coordinated action" (UNEP/MC/COP.4/INF/14); and the report on the implementation of decision MC-3/11 on enhanced cooperation between the secretariat of the Minamata Convention and the secretariat of the Basel, Rotterdam and Stockholm conventions (UNEP/MC/COP.4/20). Reports by other relevant international organizations and initiatives are set out in documents UNEP/MC/COP.4/INF/15, UNEP/MC/COP.4/INF/16, UNEP/MC/COP.4/INF/18, UNEP/MC/COP.4/INF/19 and UNEP/MC/COP.4/INF/20.

F. Programme of work and budget (item 6 of the agenda)

70. Following the consideration of the programme of work and budget (UNEP/MC/COP.4/24) and related information documents (UNEP/MC/COP.4/INF/22 and UNEP/MC/COP.4/INF/21) during the online segment, the Conference of the Parties adopted decision MC-4/2 on the programme of work and budget for 2022⁵. Subsequently, the secretariat prepared additional documents on the programme of work and budget, namely, notes by the secretariat on the proposed operational budget for 2023 (UNEP/MC/COP.4/24/Add.1) and the indicative scale of assessments and contributions to the general trust fund for 2023 (UNEP/MC/COP.4/24/Add.2), for the consideration of the Conference of the Parties during the second segment.

71. It is foreseen that the second segment of the meeting of the Conference of the Parties will consider and adopt the completed budget for 2023, taking into account resources required for intersessional work as may be approved by the Conference of the Parties at that time. Once the second segment of the Conference of the Parties has decided on the completed 2023 budget, the full budget for the biennium 2022–2023 will be considered as approved.

G. Dates and venue of the fifth meeting of the Conference of the Parties (item 7 of the agenda)

72. In accordance with rule 3 of the rules of procedure, the meetings of the Conference of the Parties are to take place at the seat of the secretariat unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the parties. Rule 4 of the rules of procedure provides that, unless it decides otherwise, the Conference of the Parties is to hold its first three ordinary meetings on an annual basis and thereafter meet every two years.

73. At its second meeting, the Conference of the Parties adopted decision MC-2/5 on the venue and date of its third and subsequent meetings, in which it invited parties to submit offers to host its fourth ordinary meeting and to proceed in a similar manner for subsequent ordinary meetings. In the same decision the Executive Secretary was requested to submit, in advance of each ordinary meeting, an assessment of the offers received pursuant to the decision for consideration by the Conference of the Parties.

74. The Conference of the Parties may wish to consider the offers received, if any, and decide on the venue and dates of its fifth meeting.

H. Other matters (item 8 of the agenda)

75. Any additional issues agreed for inclusion on the agenda under item 2 (a) (Adoption of the agenda) will be taken up under agenda item 8 (Other matters).

I. Adoption of the report of the fourth meeting (item 9 of the agenda)

76. Under this item, the Conference of the Parties is expected to adopt the draft report of the fourth meeting.

J. Closure of the meeting (item 10 of the agenda)

77. The meeting is expected to be closed by 6 p.m. on Friday.

V. Information on the implementation of provisions not covered in agenda item 4 of the fourth meeting

78. The Conference of the Parties may wish to consider being informed of some matters on the implementation of provisions not covered in item 4, which may include how the Conference of the Parties will consider the information it will receive by its fifth meeting. Such information may include the following:

(a) Information showing that the requirements of article 3 of the Convention have been met, which shall be included in the reporting under article 21 pursuant to paragraph 11 of article 3;

⁵ UNEP/MC/COP.4/28, annex.

(b) National plans on emissions to be submitted by parties within four years of the date of entry into force of the Convention;

(c) Measures on new sources of emissions and inventories of emissions, which shall be undertaken no later than five years after the date of entry into force of the Convention pursuant to paragraphs 4 and 7 of article 8 and to be included in the reporting under article 21 pursuant to paragraph 11 of article 8.
