

Ref: MC/COP4/2021/36

20 May 2021

Subject: Draft Guidance for Completing the National Reporting Format for the Minamata Convention on Mercury to be considered by the Conference of the Parties at its fourth meeting.

Dear Madam/Sir,

The purpose of this letter is to communicate to the Parties to the Minamata Convention on Mercury, the first version draft guidance for completing the national reporting format as prepared by the Secretariat.

The Minamata Convention in its Article 21 on Reporting sets out that each Party shall report to the Convention of the Parties, through the Secretariat, on the measures its has taken to implement the provisions of the Convention, and on the effectiveness of such measures and the possible challenges in meeting the objectives of the Convention.

In [Decision MC-3/13](#) on *Guidance for the completion of the National Reporting Format*, the Conference of the Parties at its third meeting, recognized the need for complete and consistent national reporting, and requested the Secretariat to prepare draft guidance for the full national reporting format to clarify the information being sought. This draft responds to that request.

The Conference of the Parties in its decision requested the Secretariat to seek comments from Parties and other stakeholders on the draft guidance, and to take into account the comments to provide a revised draft of the guidance as appropriate. This notification serves to alert you to this opportunity for comment.

Please find enclosed herewith the first draft guidance and the comment template. Kindly send your comments, using the accompanying comment template by email to MEA-MinamataSecretariat@un.org by **28 June 2021**.

The Conference of the Parties in its decision encouraged Parties to use the draft guidance on a provisional basis to assist with preparing the full national reports due by 31 December 2021. The Conference also requested the Secretariat to submit the draft guidance for consideration and possible adoption by the Conference of the Parties at its fourth meeting.

Should you require additional information or clarification, kindly contact Claudia ten Have, Senior Policy and Coordination Officer at claudia.tenhave@un.org

Yours sincerely,



Monika Stankiewicz
Executive Secretary

To: National Focal Points for the Minamata Convention on Mercury

Cc: Governments through their official channels of communication to the UN Environment Programme Permanent Missions to the UN Environment Programme and to the UN in Geneva