

Reference: Biennial reporting/2019

4 November 2019

**Subject: Reporting by Parties pursuant to Article 21 of the Minamata Convention on Mercury – reporting tool for first biennial short reports due by 31 December 2019**

Dear Parties,

As a follow up to my earlier [letter](#) on the subject dated 12 April 2019, I am happy to inform you that the Secretariat of the Minamata Convention will share with all Parties a reporting tool, available in all the six official languages of the United Nations, to assist them in fulfilling their reporting duties under Article 21 of the Convention. The reporting tool was presented during the regional preparatory meetings for the third meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP3), which took place during the month of October 2019 in Africa, Asia Pacific, Central and Eastern Europe and Central Asia, and Latin America and the Caribbean.

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 and, on the effectiveness of such measures and on possible challenges in meeting the objectives of the Convention. Each Party shall include in its reporting the information as called for in Articles 3, 5, 7, 8 and 9 of the Convention.

In accordance with COP1 decision MC-1/8, each Party shall report every four years, using the full format set out in the annex to the decision (full report), and report every two years with respect to the questions of that format that are marked with an asterisk (biennial report). The deadline for the first biennial report is 31 December 2019. COP1 decision MC-1/8 as well as the full reporting format are available in all the six official languages of the United Nations and can be found from page 32 to page 43 of the [report](#) of the Conference of the Parties to the Minamata Convention on Mercury on the work of its first meeting.

Pursuant to Article 17 of the Convention, each Party shall designate a national focal point for the exchange of information under the Convention. I would therefore like to encourage those Parties who have not yet nominated a national focal point to do so by sending their nominations to [mea-minamatasecretariat@un.org](mailto:mea-minamatasecretariat@un.org) by Wednesday 13 November 2019. Credentials to access the reporting tool will be shared with all national focal points or alternative contacts. A list of nominated national focal points is available [here](#).

To: National Focal Points for the Minamata Convention on Mercury  
Permanent Missions to the UN Environment Programme  
Permanent Missions to the UN in Geneva  
Parties who participated in COP2  
Parties who participated in the regional preparatory meetings

Secretariat of the Minamata Convention on Mercury  
International Environment House 1  
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Postal address: Avenue de la Paix 8-14, 1211 Geneva 10, Switzerland  
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For further information, please consult our website at <http://bit.ly/minamata-reporting> and do not hesitate to contact the Secretariat of the Minamata Convention at [mea-minamatasecretariat@un.org](mailto:mea-minamatasecretariat@un.org)

Looking forward to seeing you soon at COP3 in Geneva.

Best wishes,

A handwritten signature in blue ink, appearing to read "Rossana Silva Repetto".

Rossana Silva Repetto  
Executive Secretary