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**United Nations  
Environment  
Programme**

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

Geneva, 19–23 November 2018

Item 5 (k) of the provisional agenda\*

**Matters for consideration or action by the  
Conference of the Parties: secretariat**

**Review of the organizational arrangements for the secretariat**

**Note by the secretariat**

**Addendum**

1. In June 2018, the President of the Conference of the Parties to the Minamata Convention on Mercury requested the members of the Bureau to consult in their regions on a proposal made by a group of countries from one of the United Nations regional groups represented in the Bureau. The aim of the proposal was to focus discussion at the second meeting of the Conference of the Parties on the details of the arrangements for the secretariat and, if possible, to avoid reopening discussion on the three main points discussed and agreed upon by the Conference of the Parties at its first meeting, namely a stand-alone secretariat, the location of the secretariat in Geneva, and the annual host country contribution of 1 million Swiss francs.
2. At its meeting held in Geneva on 13 and 14 September 2018, the Bureau discussed the matter further and agreed to the proposal.
3. Following that agreement, the Bureau requested the secretariat to make available the present note, as prepared by the President on behalf of the Bureau, with input from the secretariat as requested, including a draft decision proposed by the Bureau.

**Organizational arrangements for the secretariat of the Minamata Convention**

4. The annex to the present note sets out the draft decision proposed by the Bureau, which reflects the agreement reached by the Conference of the Parties at its first meeting on the three main elements described in paragraph 1 of the present note. The Bureau would like to emphasize that the focus of the discussions at the second meeting of the Conference of the Parties should be on the details of the arrangements for the secretariat and on cooperation with the secretariat of the Basel Convention on the Control of the Transboundary Movements of Hazardous Wastes and their Disposal, the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic Pollutants. The Bureau also agreed that the President would work with the secretariat of the Minamata Convention and the secretariat of the Basel, Rotterdam and Stockholm conventions in developing an information document setting out, as requested by the Bureau, (a) the various services provided by the Minamata Convention secretariat, (b) how different services could be purchased from, or shared with, the secretariat of the Basel, Rotterdam and Stockholm conventions, should the Conference of the Parties

\* UNEP/MC/COP.2/1.

so decide, and (c) how such purchases or shared services would affect the budget of the Minamata Convention.

**Suggested action by the Conference of the Parties**

5. The Conference of the Parties may wish to adopt a decision along the lines of the draft decision set out in the annex to the present note, as proposed by the Bureau, and to establish a contact group to consider the details of the arrangements for the secretariat and cooperation with the secretariat of the Basel, Rotterdam and Stockholm conventions.

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## Annex

### MC-2/[XX]: Secretariat

*The Conference of the Parties,*

*Recalling* its decision MC-1/11 on the secretariat,

*Noting* that the Executive Director of the United Nations Environment Programme is performing the secretariat functions, as requested in decision MC-1/11,

*Decides* to accept the offer of the Government of Switzerland to host the secretariat in Geneva, and welcomes the annual host country contribution of the Government of Switzerland of 1 million Swiss francs, apportioned as established in the Financial Rules for the Conference of the Parties to the Minamata Convention on Mercury, its subsidiary bodies and the secretariat of the Convention;

*Requests* the Executive Director of the United Nations Environment Programme to continue performing the secretariat functions for the Convention through a secretariat of the Minamata Convention located in Geneva.

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