

# Preparation for the Conference of Plenipotentiaries and its preparatory meeting

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# Schedule for the week – 7 to 11 October 2013



**MONDAY 7 - TUESDAY  
8 OCTOBER**

Regional meetings

Preparatory meeting for the Conference of plenipotentiaries – Kumamoto

**WEDNESDAY 9  
OCTOBER**

Ceremonial day at Minamata Bay – Minamata

**THURSDAY 10 -  
FRIDAY 11 OCTOBER**

Conference of plenipotentiaries– Kumamoto

# Schedule for the week – 7 to 11 October 2013



	Sun. October 6 Preparation	Mon. October 7 Preparatory Meeting Day 1 (Kumamoto)	Tue. October 8 Preparatory Meeting Day 2 (Kumamoto)	Wed. October 9 Diplomatic Conference Day 1 (Minamata)	Thu. October 10 Diplomatic Conference Day 2 (Kumamoto)	Fri. October 11 Diplomatic Conference Day 3 (Kumamoto)
8:00			Bureau meeting			Bureau meeting
9:00			Regional meetings	Full Day Travel to Minamata (by Bus)	Regional meetings	Regional meetings
10:00	Registration	Registration*	Preparatory meeting	Half Day Travel to Minamata (by Shinkansen)	Diplomatic Conference	Diplomatic Conference
11:00		Regional meetings		Study tour		
12:00						
13:00		Exhibitions	Exhibitions	Tour (incl. lunch) *Remembrance Floral Tributi *Minamata Disease Municipal Museum *Prefectural Environmental Center *Minamata Disease Archives	Exhibitions	Exhibitions
14:00		Side events	Side events		Bureau meeting	Side events
15:00						
16:00		Preparatory meeting	Preparatory meeting	Move to ceremony venue	Diplomatic Conference	Diplomatic Conference
17:00				Ceremonial Opening (at Minamata Cultural Hall)		
18:00			Swiss break			
19:00				Reception (at Minamata Moyai Naoshi Center)	Transfer	
20:00					Reception (at Kumamoto Castle)	
21:00				Travel to Kumamoto (by Bus)		
22:00						

\*Registration counter will be open from 6 October (Sun). It will be open from 8:00 to 18:00 daily, except for 6 October from 10:00 to 20:00 (tbc).

\*\*Other optional tours are planned for 12 October by local organisers.

# Objectives for the Preparatory meeting & the DipCon



## OBJECTIVE FOR THE PREPARATORY MEETING

- Finalize the resolutions to be considered and adopted by the DIPCON



## OBJECTIVES FOR THE DIPCON

- Adopt and sign the Final Act of the Conference which will include its report, the resolutions & the text of the Minamata Convention.
- Adopt and open for signature the Convention.

→ No further negotiation will take place on the Convention, neither on its English nor on its language versions.

# Organization of work at the Preparatory Meeting



## PROVISIONS FOR 3 PLENARY SESSIONS:

7 October: 3 - 6 p.m.

8 October: 10 a.m. - 1 p.m. and 3 - 6 p.m.

Executive Director of UNEP or his representative presides the meeting, until the election of the Chair and the Bureau

## POSSIBLE ORGANIZATION OF WORK:

- Opening statements
- Organizational matters, including adoption of the rules of procedure, election of officers and adoption of the agenda
- Discussion on the preparation of the resolutions → possible use of smaller groups

## IN THE CASE OF PREVIOUSLY ADOPTED CHEMICALS AND WASTE MEAS, THE PREPARATORY MEETING:

- Applied the same rules of procedure as the INC
- Recommended to the DipCon it also applied the same rules
- Usually elected as officers the members of the INC Bureau



# Meeting documents for Preparatory Meeting



## INDICATIVE LIST OF DOCUMENTS FOR THE PREPARATORY MEETING

- UNEP(DTIE)/Hg/CONF/PM/1 - Provisional agenda
- UNEP(DTIE)/Hg/CONF/PM/1/Add.1 - Annotated provisional agenda
- UNEP(DTIE)/Hg/CONF/PM/2 – Scenario note prepared by the secretariat
- UNEP(DTIE)/Hg/CONF/PM/3 - Draft resolutions for the Conference of Plenipotentiaries

### *INFORMATION DOCUMENTS:*

- Rules of procedure for the preparatory meeting
- Possible options available for the hosting of the interim secretariat prepared by the secretariat
- Outcome of the country-led meeting of governments and REIO to further develop terms of reference for a special programme to support institutional strengthening at the national level for implementation of the Minamata Convention.
- Information provided by the Executive Secretary of the Basel, Rotterdam and Stockholm conventions

# Organization of work at the Diplomatic Conference



## PROVISIONS FOR 4 PLENARY SESSIONS:

10 a.m. - 1 p.m. and 3 - 6 p.m.  
on 10 and 11 October

Executive Director of UNEP or his representative presides the Conference, until the election of the Chair and the Bureau

## POSSIBLE ORGANIZATION OF WORK:

- Opening statements
- Organizational matters, including adoption of the rules of procedure, election of officers, adoption of the agenda and appointment of the Credentials Committee
- Report of the Credentials Committee
- Adoption of the Convention, the resolutions and the Final Act
- Signature of the Final Act and the Convention
- Final statements

## IN THE CASE OF PREVIOUSLY ADOPTED CHEMICALS AND WASTE MEAS, THE DIPCON:

- Applied the same rules of procedure as the INC
- Traditionally elected one high-level representative from each of the five UN regions and entrusted the role of Chair to the host Government

# Meeting documents for Diplomatic Conference



## INDICATIVE LIST OF DOCUMENTS FOR THE DIPCON

- UNEP(DTIE)/Hg/CONF/1 - Provisional agenda
- UNEP(DTIE)/Hg/CONF/1/Add.1 - Annotated provisional agenda
- UNEP(DTIE)/Hg/CONF/2 – Scenario note prepared by the secretariat
- UNEP(DTIE)/Hg/CONF/3 - Text of the Minamata Convention on Mercury
- Resolutions for possible adoption by the Conference of Plenipotentiaries (*available after the preparatory meeting*)

### INFORMATION DOCUMENTS:

- Rules of procedure for the Conference of Plenipotentiaries Statements delivered on 10 and 11 October following the signing of the Minamata Convention on Mercury (*available after the DipCon*)
- Outcome of the meeting of governments and REIO to further develop terms of reference for a special programme to support institutional strengthening at the national level for implementation of the Minamata Convention.



# Rules for participation

- Participation in the Preparatory meeting open to Government representatives designated in an official letter sent through the official contact point.
- IGOs and accredited NGOs welcome as observers in both the Preparatory meeting & the DipCon.

## NOTE:

- To participate in the DipCon and sign the Final Act, Government representatives must be accredited in a credential issued by the Head of State or Government or the Minister for Foreign Affairs.
- To sign the Convention at the DipCon, the Government representative must have full powers for signature.

# Full powers for signing the Convention text



The Head of State, Head of Government or Minister for Foreign Affairs may sign the Convention on behalf of the State without an instrument of full powers. Any other representative must have full powers for signature.

While there is no specific form for it, the instrument of full powers must :

- (a) Be signed by the Head of State, Head of Government or Minister for Foreign Affairs and must unambiguously empower a specified person to sign the Minamata Convention on Mercury. Full powers may also be issued by a person exceptionally exercising the power of one of the above-mentioned three authorities of State ad interim. This should be stated clearly on the instrument.
- (b) Indicate the title of the treaty, i.e. the Minamata Convention on Mercury, and express authorization to sign the Convention.
- (c) State the full name and title of the representative authorized to sign the Convention. They are individual and cannot be transferred to another person. Due to the individual character of the full powers, it is prudent to name at least two representatives, in case one is hindered by some unforeseen circumstance from performing the designated act.
- (d) Indicate date and place of signature of the instrument of full powers.
- (e) Official seal: This is optional and it cannot replace the signature of one of the three authorities of State, i.e. the Head of State, Head of Government or Minister for Foreign Affairs.

EXAMPLE OF AN INSTRUMENT OF FULL POWERS IS ATTACHED TO THE DIPCON INVITATION LETTER

# Regional preparations



**Regional meetings tentatively scheduled  
on 7 October, from 9 a.m. to 1 p.m. and throughout the week as necessary**

## **POSSIBLE ISSUES FOR DISCUSSION :**

- Rules of procedure for the Preparatory meeting & DipCon
- Election of the Bureau for the Preparatory meeting & DipCon
- Resolutions for the DipCon
- Any recommendation regions may wish to submit to the DipCon

# On-site registration



**SUNDAY 6 OCTOBER 10  
A.M. UNTIL 8 P.M.**

**MONDAY TO FRIDAY  
7-11 OCTOBER 2013  
8 A.M. UNTIL 6 P.M.**

- Participants recommended to register and receive their badges on 6 October
- Picture ID + confirmation letter issued by the UNEP secretariat necessary to register
- No on-site registration in Kumamoto: Participants in the visit of Minamata on 9 October must be registered in Kumamoto before departure time

# Logistics

## New UN travel rules

Tickets must be issued no later than 16 days prior to travel.

Travel arrangements for funded participants are underway

Official nominations must be received by 6 September

## Visa

Participants are responsible for obtaining the necessary visa (Japan and transit)

## Hotels

**Early booking** is strongly encouraged

**Additional information is available on the information for participants webpage:**

[www.unep.org/hazardoussubstances/MinamataConvention/ParticipantsInfo/tabid/106378/Default.aspx](http://www.unep.org/hazardoussubstances/MinamataConvention/ParticipantsInfo/tabid/106378/Default.aspx)

# Exhibition & Side events

A vertical strip of seven small images on the left side of the slide. From top to bottom: a small plant growing on a tiled roof; a wind farm in a field; a close-up of a modern building's facade; a woman walking through a supermarket aisle; a circular inset showing a person in a white lab coat; a group of people sitting around a conference table; and a close-up of a tiled floor.

**Exhibition space from 7 to 11 October at Hotel Nikko Kumamoto**

**Side events during lunch breaks on 7, 8, 10 and 11 October, and subject to availability of space in the morning of 11 October.**

- **Focus on implementation and pre-ratification**
- **Expected at ministerial-level during the Conference of Plenipotentiaries**

**Requests for side-events or exhibitions should be submitted to the secretariat at [mercury.chemicals@unep.org](mailto:mercury.chemicals@unep.org) before 10 September 2013.**



For more information please visit us at:  
[www.unep.org/hazardoussubstances](http://www.unep.org/hazardoussubstances)

