

## **Information for a Party who may want to host a meeting of the Conference of the Parties to the Minamata Convention on Mercury**

According to rule 3 of the rules of procedure, the meetings of the Conference of the Parties shall 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. The seat of the Secretariat of the Minamata Convention on Mercury is at Geneva, Switzerland.

The first three Conference of the Parties were held in Geneva during a one-week period in a September to November timeframe.

Governments hosting a meeting of the Conference of the Parties outside the seat of the Secretariat, in accordance with General Assembly resolution 40/243,<sup>1</sup> would bear the actual additional direct and indirect costs of holding the meeting outside the seat of the Secretariat. This includes:

- the additional cost of secretariat and conference service staff travel in accordance with the applicable rules and regulations of the United Nations; and
- the provision, at the host-country expense, of the premises, furnishings, equipment, technical support, and local staff in a manner that the Secretariat considers adequate for the effective functioning of the meeting.

Other host Government requirements include:

- ensuring availability of adequate accommodation at reasonable commercial rates and local transportation for meeting participants;
- providing first aid and transport to hospitals when needed;
- police protection, adhering to the relevant conventions pertaining to privileges and immunities;<sup>2</sup> and
- granting necessary entry visas to participants in a timely manner.

For further information, see the United Nations Guidelines on Host Country Agreements falling under General Assembly resolution 40/243.<sup>3</sup>

If a Party would like to make an offer to host the meeting of the Conference of the Parties, it may submit its offer sufficiently in advance to the meeting of the Conference of the Parties prior to the meeting they would offer to host, taking into account that the documents for the Conference of the Parties should be distributed at least 6 weeks before the opening of the meeting. The conference of the Parties could then consider the offer(s) when deciding on the date and venue of its next meeting. Should the Conference of the Parties decide to accept an offer, the decision would be subject to the conclusion of a host country agreement between the host Government and the Secretariat to be completed in principle at least 12 months in advance of the meeting to be hosted otherwise the meeting will revert to taking place in the seat of the Secretariat.

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<sup>1</sup> <https://documents-dds-ny.un.org/doc/RESOLUTION/GEN/NR0/479/50/IMG/NR047950.pdf?OpenElement>

<sup>2</sup> See the Convention on Privileges and Immunities of the United Nations (1946), Convention on Privileges and Immunities of Specialized Agencies (1947) and Agreement on Privileges and Immunities of the International Atomic Energy Agency (1959).

<sup>3</sup> <https://hr.un.org/content/guidelines-preparation-host-government-agreement-falling-under-general-assembly-resolution>

Parties interested in hosting future meetings are advised to consult the Secretariat. The Secretariat will be ready to provide initial estimates of the above-mentioned additional costs as well as more detail on host Government requirements.

Expressions of interest to host a meeting of the Conference of the Parties shall be submitted to the Secretariat at least three months before the meeting of the Conference of the Parties at which the relevant dates and venue will be decided.

The Convention is committed to organizing green events which are designed, organised and implemented in a way that minimises negative environmental impacts and leaves a positive legacy for the host community. For more information see UNEP Green Meeting Guide.<sup>4</sup>

For further information kindly contact the Secretariat at [mea-minamatasecretariat@un.org](mailto:mea-minamatasecretariat@un.org)

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<sup>4</sup> [https://wedocs.unep.org/bitstream/handle/20.500.11822/7834/-Green%20Meeting%20Guide%202009\\_%20Roll%20out%20the%20Green%20Carpet%20for%20your%20Participants-20094067.pdf?sequence=3&isAllowed=y](https://wedocs.unep.org/bitstream/handle/20.500.11822/7834/-Green%20Meeting%20Guide%202009_%20Roll%20out%20the%20Green%20Carpet%20for%20your%20Participants-20094067.pdf?sequence=3&isAllowed=y)