

Reference: Minamata Convention/Hosting COP-4

3 May 2019

Subject: Offers to host the fourth meeting of the Conference of the Parties due by 12 July 2019

Dear Madam, dear Sir,

At its second meeting, held in Geneva in November 2018, the Conference of the Parties to the Minamata Convention, in its decision MC-2/5, invited Parties to submit offers to host the fourth meeting of the Conference of the Parties (COP-4) by the third meeting, which will take place in Geneva from 25 to 29 November 2019 (please see the annex to the present communication).

Pertaining to this decision, should a Party wish to make an offer to host the fourth meeting of the Conference of the Parties, it may submit its offer to the secretariat by 12 July 2019, so as to enable the Secretariat to undertake the relevant arrangements, including the processing of the relevant document for the third meeting of the Conference of the Parties (COP-3). This offer is also open to countries that will become Parties to the Convention by COP-3.

COP-3 will consider offers when deciding on the date and venue of the 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 United Nations Environment Programme (UNEP), in its capacity as the entity performing Secretariat functions.


The Secretariat would like to draw your attention to General Assembly resolution 40/243, in accordance to which, Governments hosting meetings of the Conference of the Parties outside the seats of the Secretariat, would bear the actual additional costs of holding the meeting. This includes the additional cost of Secretariat and conference service staff travel in accordance with the applicable UN rules and regulations.

The host Government would also be responsible for providing, at its own expense, the premises, furnishings, equipment, and local staff to support the effective functioning of the meeting. Other host Government requirements include; ensuring availability of adequate accommodation at reasonable commercial rates, availability of local transportation for meeting participants, providing first aid and transport to hospitals if needed, police protection, adhering to the relevant conventions pertaining to privileges and immunities, and granting necessary entry visas to participants in a timely manner. For further information see the United Nations Guidelines on Host Country Agreements at <https://hr.un.org/content/guidelines-preparation-host-government-agreement-falling-under-general-assembly-resolution>.

Parties interested in hosting the fourth meeting are advised to consult with the Secretariat of the Minamata Convention by e-mail at: MEA-MinamataSecretariat@un.org . We would be pleased to provide estimates of additional costs and further details on the local arrangement requirements mentioned above.

I thank you for your kind consideration.

Best wishes,



Rossana Silva Repetto  
Executive Secretary

To: National Focal Points for the Minamata Convention on Mercury, Permanent Missions to the United Nations Environment Programme and the Permanent Missions to the United Nations in Geneva  
Cc: Bureau of the third Conference of the Parties to the Minamata Convention on Mercury

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## Annex

### **MC-2/5: Venue and date of the third and subsequent meetings of the Conference of the Parties**

#### *The Conference of the Parties*

1. *Decides* that, in the absence of another offer, the third ordinary meeting of the Conference of the Parties will be held in Geneva from 25 to 29 November 2019;
2. *Invites* parties to submit offers to host the fourth ordinary meeting of the Conference of the Parties by the third ordinary meeting, and to proceed in a similar manner for subsequent ordinary meetings;
3. *Requests* the Executive Secretary to submit, in advance of each ordinary meeting, an assessment of the offers received pursuant to paragraph 2 of the present decision, for consideration by the Conference of the Parties