

Call for proposals on side events

Fourth meeting of the Conference of the Parties to the Minamata Convention on Mercury
(Online Segment)

Opportunities for events

This is an open call for proposals for official side events that will be organized during the 4th meeting of the Conference of Parties of the Minamata Convention on Mercury (COP-4) on 1-5 November 2021.

Side events are an important part of the Minamata Convention Conferences of the Parties. They provide an opportunity to exchange information as well as bringing advances in technology, research, and materials of importance to the attention of Parties and to the global community that the Convention serves.

The call is addressed to Parties and major groups and stakeholders registered for COP-4. The call for proposals will open on Monday, 13 September 2021 and close on Wednesday, 06 October 2021. Please use the application form in Annex A to the present note. It is recommended that proposals closely follow the guidance set out in this note.

The Secretariat strongly recommends event organisers to propose events that:

- Address **topical themes of importance to the Convention**, e.g., impact of COVID-19 on mercury issue/areas and how to overcome these challenges; gender; technical innovations, outreach, and assistance; and policy innovation and development.
- Showcase **impactful actions taken on mercury reduction or elimination**
- **Involve and cooperate** with other like-minded organisations, partners, and stakeholders.
- Use **interactive and animated formats**, to encourage dialogue and exchange, and to maximize the virtual format of the side event.
- Ensure **diversity and inclusiveness** in the selection of speakers and formats:
 - a) The design and structure of the side event should facilitate broad stakeholder participation and should, where relevant include representatives from the civil society, the private sector, and the scientific community.
 - b) The choice of lead speakers / contributors / panelists to the event lists should to the extent possible be geographically, generationally, and gender balanced, and should not exceed a maximum of 5 people.

After the deadline, **the Secretariat will select the successful proposals and allocate time slots for the event**. The Secretariat may propose merging multiple proposals into a single event.

It should be noted that organizers of side events will be fully responsible for the following tasks and responsibilities:

- Organizing and promoting the side event (a final decision on format will be taken at a later stage).
- Inviting panelists and speakers.
- Covering any expenses related to the participation of the panelists and speakers, e.g., communications allowance, etc. (if and as relevant).
- Mainstreaming the event beyond the Minamata Convention website so that it secures as broad an audience as possible.



- Preparing a short final report with a summary of the outcomes of the event for the purpose of being published on the Minamata Convention website; and
- Giving due consideration to any media / social media activities relating to side events, in cooperation with the Secretariat media team.

Please note online side events will be limited to 60 minutes in duration and conducted using the WebEx platform.

Tentative timetable for events (UTC/GMT +2)

The Secretariat shall finalize the events schedule and coordinate the schedule with successful applicants. Please see tentative side event schedule in Annex A below.

Requests for online side events can be made by Parties and registered observers using the present request form and submitted to Mr. Richard Gutierrez (richard.gutierrez@un.org) of the Minamata Secretariat, with copy to mea-minamatasecretariat@un.org, by no later than 06 Oct. 2021.



Title	<i>Full title of the event</i>												
Organization submitting proposal	<i>Name of organization, Organization contact person, full address and contact details</i>												
Partners, if any													
Brief description of the event including objectives, expected result, target audience, format, knowledge products to be shared, expected speakers (Max 400 words)													
Speaker(s)	<i>Name of invited speaker(s) and panelists, if any</i>												
Preferred date (UTC/GMT +2) <i>(NOTE: The Secretariat shall finalize the events schedule and allocate the time to successful proposals.)</i>	<table border="1"> <thead> <tr> <th>Time</th> <th>Tue 2 Nov.</th> <th>Wed 3 Nov.</th> <th>Thu 4 Nov.</th> </tr> </thead> <tbody> <tr> <td>11:15 - 12:15h</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>17:45 – 18:45h</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><i>Please mark preferred date and time (choose only one).</i></p>	Time	Tue 2 Nov.	Wed 3 Nov.	Thu 4 Nov.	11:15 - 12:15h	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17:45 – 18:45h	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Keywords (These keywords are taken from the articles of the Minamata Convention. Tick as many boxes as applicable.)	<input type="checkbox"/> Supply and demand; <input type="checkbox"/> Trade; <input type="checkbox"/> Products; <input type="checkbox"/> Manufacturing processes; <input type="checkbox"/> ASGM; <input type="checkbox"/> Emissions; <input type="checkbox"/> Releases; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste management; <input type="checkbox"/> Contaminated site; <input type="checkbox"/> Finance; <input type="checkbox"/> Health; <input type="checkbox"/> Awareness raising; <input type="checkbox"/> Research and development; <input type="checkbox"/> Monitoring; <input type="checkbox"/> National implementation; <input type="checkbox"/> Others ()												
Contact person	<i>Name, affiliation, phone, e-mail, and address</i>												
Note													

Annex A – Application form for side events

Please return the completed form by **06 October 2021** to:

Mr. Richard Gutierrez (richard.gutierrez@un.org) with copy to mea-minamatasecretariat@un.org, Secretariat of the Minamata Convention