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**United Nations
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Programme**

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**Conference of Plenipotentiaries
on the Minamata Convention on Mercury**
Kumamoto, Japan, 10 and 11 October 2013

Annotations to the provisional agenda

Item 1

Opening of the conference

1. The Conference of Plenipotentiaries on the Minamata Convention on Mercury, to be held at Hotel Nikko Kumamoto in Kumamoto, Japan, will be opened at 9.30 a.m. on Thursday, 10 October 2013.
2. The Executive Director of the United Nations Environment Programme (UNEP) or, in his absence, his representative, will preside in his capacity as Secretary-General of the conference, until the Conference has elected a President.
3. Opening and welcoming statements will be delivered by the following:
 - (a) The Executive Director of UNEP;
 - (b) A representative of the host Government;
 - (c) A representative of Kumamoto.

Item 2

Organizational matters

(a) Adoption of the rules of procedure

4. The Conference may wish to decide to apply the rules of procedure of the Intergovernmental Negotiating Committee to prepare a global legally binding instrument on mercury, *mutatis mutandis*, to its proceedings. Those rules are included in a document for the preparatory meeting to the Conference ([UNEP\(DTIE\)/Hg/CONF/INF/1](#)). The Conference may also wish to consider any recommendations of the preparatory meeting as submitted to the Conference regarding this matter.
5. With regard to matters related to the credentials of representatives, which are not covered by the rules of procedure of the Intergovernmental Negotiating Committee, but rather by those of the General Assembly (A/520/Rev.17), it should be noted that credentials and full powers of representatives must be issued either by the Head of State or Government or by the Minister for Foreign Affairs if the State is not represented by the Head of State or Government or the Minister for Foreign Affairs in person or, in the case of the European Union, by the President of the European Commission. Delegates are requested to submit to the secretariat the originals of their credentials and full powers as soon as possible and in any case no later than noon on Thursday, 10 October 2013. The credentials committee will not be able to consider any credentials or full powers received after that time. Representatives may participate in the Conference pending a decision of the Conference on their credentials.

(b) Election of officers

6. Subject to the rules of procedure, the Conference will elect a Bureau to serve for the duration of the Conference, consisting of the following officers:

- (a) President;
- (b) Nine Vice-Presidents, one of whom shall act as Rapporteur.

7. Upon his/her election, the President shall preside in accordance with the rules of procedure.

(c) Adoption of the agenda

8. The Conference may wish to adopt its agenda on the basis of the provisional agenda as contained in document UNEP(DTIE)/Hg/CONF/1.

(d) Appointment of the credentials committee

9. The Bureau of the Conference may be requested to function as a credentials committee and, with the assistance of the secretariat, to examine credentials and full powers as appropriate, and report to the Conference thereon.

(e) Organization of work

10. The Conference may wish to work in its entirety without establishing any subsidiary body, other than the credentials committee.

11. Should it be necessary to establish drafting groups or contact groups on specific matters, the President may propose the establishment of such groups to the Conference and subsequently appoint members to form them.

12. The Conference may wish to decide that it should meet from 9.30 a.m. to 1.00 p.m. and from 3 p.m. to 6 p.m. on 10 October, and from 10.00 a.m. to 1.00 p.m. and from 3 p.m. to 6 p.m. on 11 October 2013, subject to adjustment as appropriate.

Item 3

Report of the credentials committee

13. The credentials committee, with the assistance of the secretariat, will examine the credentials and, as appropriate, full powers of Government representatives at the Conference, and report to the Conference thereon.

Item 4

Adoption of the Minamata Convention on Mercury

14. The Conference has before it the text of the Minamata Convention on Mercury, as agreed by the Intergovernmental Negotiating Committee at its fifth session and contained in document UNEP(DTIE)/Hg/CONF/3.

15. The President will invite the Chair of the Intergovernmental Negotiating Committee to present the text of the Convention, as agreed by the Intergovernmental Negotiating Committee at its fifth session, to the Conference.

16. On the basis of the text, as agreed by the Intergovernmental Negotiating Committee at its fifth session, the Conference may wish to adopt the Convention. It is expected that the Conference will adopt the Convention on Thursday, 10 October 2013.

Item 5

Adoption of resolutions

17. The Conference has before it draft resolutions submitted to it by the preparatory meeting for the Conference that are included in annex I to the report of that meeting, UNEP(DTIE)/Hg/CONF/PM/4. These draft resolutions were agreed by the preparatory meeting for the Conference.

18. The President will invite the Chair of the preparatory meeting to present the draft resolutions to the Conference. On that basis, the Conference may wish to adopt the resolutions, including a resolution on a tribute to the host Government.

19. The Conference may also wish to take note of recommendations, if any, submitted by the preparatory meeting to the Conference and include them in the report of the Conference, amended as appropriate.

Item 6**Adoption of the final act of the conference**

20. The Conference will have before it its draft final act. The final act sets out a brief report on the meeting, including attendees, and has, as attachments, the resolutions and the text of the Minamata Convention on Mercury. Following consideration, the Conference may wish to adopt the final act. It is expected that the Conference will adopt the final act on Thursday, 10 October 2013.

Item 7**Signature of the final act and the convention**

21. The final act and the Minamata Convention on Mercury, having been adopted by the Conference, will be opened for signature shortly thereafter. Government delegates will be invited to come forward, in alphabetical order, to sign the relevant documents, depending on whether they have credentials to sign the final act, full powers to sign the Minamata Convention on Mercury or both. It is anticipated that the signing ceremony will be concluded on Thursday, 10 October 2013.

22. Immediately following the ceremony for signing those instruments, statements may be made by representatives wishing to do so. For that purpose, a list of speakers will be opened at the secretariat (with the Head, Chemicals Branch, Division of Technology, Industry and Economics, UNEP) from 1 September 2013. In drawing up the list of speakers, precedence will be given to Heads of State, Heads of Government, ministers for foreign affairs, cabinet ministers, and others, in that order. The Conference may wish to set a time limit for each statement at the start of the session on the basis of the number of speakers on the list maintained by the secretariat. It is proposed that the time limit for speeches be 3 minutes. Speakers will be notified in advance should there be a need to change the time limit if there are more speakers than time allows. Speakers are encouraged to submit a written copy of their speaking notes in advance to the secretariat. Such notes will be made available on the intranet during the meeting, and will be compiled at the end of the meeting.

Item 8**Closure of the conference**

23. After the customary exchange of courtesies, the President may declare the closure of the Conference of Plenipotentiaries on the Minamata Convention on Mercury. It is expected that the Conference will be closed by 6 p.m. on Friday, 11 October 2013.
