

# CONCEPT NOTE

## Minamata Regional Capacity Building Workshop & ISLANDS Pacific Coordination Meeting

13–15 October 2026 | Nadi, Fiji

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### 1. Background

The Minamata Initial Assessment (MIA) projects, funded by Global Environment Facility (GEF), and implemented by United Nations Environment Programme (UNEP), assist Pacific Island Countries (PICs) in their efforts to accede to and effectively implement the Minamata Convention on Mercury. The projects support participating countries in developing national mercury profiles and implementing measures identified in their MIAs.

In parallel, the GEF-funded ISLANDS Pacific Child Project, implemented by UNEP and executed by the Secretariat of the Pacific Regional Environment Programme (SPREP), supports 14 PICs in advancing the sound management of hazardous chemicals and waste, including Persistent Organic Pollutants (POPs), mercury, e-waste, plastics and other priority waste streams. The project promotes regional cooperation, policy and legislative development, institutional strengthening, and capacity building to support the implementation of relevant Multilateral Environmental Agreements (MEAs), including the Minamata Convention.

Building on the progress achieved under both the MIA projects and the ISLANDS Pacific Child Project, the SPREP Waste Management and Pollution Control Programme, in coordination with UNEP and the Secretariat of the Minamata Convention, is convening this regional workshop as a critical step in building national capacity to manage mercury and its adverse effects on human health and the environment.

The workshop follows the successful 4th Project Steering Committee (PSC) Meeting held in March 2026 and the Ad Hoc PSC Meeting held online in July 2026, where participating countries reviewed progress made under the project, endorsed the revised workplan and budget for the next implementation phase, and reaffirmed their support for continued regional coordination efforts.

This event will bring together representatives from all **14 Pacific Island Countries** and will combine three interconnected components:

- Minamata Convention regional capacity building (Day 1 and Day 2 Morning);
- Inception workshop for ISLANDS Pacific Output 1.3 on the Model Legislation to Control Mercury-Containing Products for Use by Pacific SIDS (Day 2 Afternoon); and
- ISLANDS Pacific project coordination meeting (Day 3).

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### 2. Workshop Objective

1. To build the capacity of Pacific Island Countries in implementing the Minamata Convention on Mercury, with a focus on national reporting, mercury waste management, and preparations for the 7th Meeting of the Conference of the Parties (COP-7).

2. To formally launch the ISLANDS Pacific Output 1.3 Model Mercury Legislation and discuss its adaptation to national legal frameworks.
3. To coordinate ISLANDS Pacific project activities, review progress, and plan for the completion of remaining activities.

### 3. Expected Outcomes

By the end of the workshop, participants will have:

1. Enhanced understanding of national reporting obligations under the Minamata Convention and practical tools for compiling national data;
2. Improved knowledge of mercury waste management provisions (Article 11) and related guidelines;
3. Awareness of key issues expected at Minamata COP-7 and an opportunity to discuss Pacific regional priorities and concerns ahead of future COP discussions;
4. Guidance on developing National Action Plans and integrating Monitoring, Evaluation, and Learning (MEL) systems;
5. Familiarity with the ISLANDS Model Mercury Legislation and its adaptation to national legal frameworks;
6. Updated understanding of the GEF ISLANDS Pacific project progress, budget, and work plan status; and
7. A clear path for completing remaining activities and utilising remaining funds.

### 4. Participants

| Category                                                                                             | Number                      |
|------------------------------------------------------------------------------------------------------|-----------------------------|
| GEF ISLANDS Focal Points (14 Pacific Island Countries)                                               | 14                          |
| MIA Focal Points (Cook Islands, FSM, Kiribati, Niue, Palau, PNG, RMI, Samoa, Tonga, Tuvalu, Vanuatu) | 6* Parties<br>3 Non-parties |
| SPREP Staff                                                                                          | 6                           |
| UNEP/Minamata Convention Secretariat                                                                 | 3                           |
| <b>Total</b>                                                                                         | <b>32 Participants</b>      |

*\*PNG and Tonga excluded counted as MIA Focal Points are already counted as ISLANDS Focal Point.*

**Note:** Funding support will be provided through both the MIA projects and the ISLANDS Pacific project, given the relevance of both the ISLANDS and Minamata Convention components, and the unique opportunity to bring all Pacific Island Countries together.

**Note:** Where the GEF ISLANDS Focal Point and MIA Focal Point are the same person, only one representative per country is to be nominated.

## 5. Provisional Agenda

The workshop will be held over three days (13–15 October 2026) in Nadi, Fiji. A welcome reception will be hosted on the evening of Day 1 (Tuesday, 13 October).

### Day 1 – Tuesday, 13 October 2026

*Focus: Minamata Convention Capacity Building (Full Day)*

| Time          | Activity                                                                                                                                                                                            | Facilitator                                  |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 8:30 – 9:00   | <b>Registration</b>                                                                                                                                                                                 |                                              |
| 9:00 – 10:30  | <b>Session 1: Opening &amp; Overview</b><br>Welcome & Opening Remarks; Introduction to the Minamata Convention; MIA in the Pacific: Progress, Achievements & Lessons Learned                        | SPREP<br><br>Minamata Convention Secretariat |
| 10:30 – 11:00 | Morning Tea                                                                                                                                                                                         |                                              |
| 11:00 – 13:00 | <b>Session 2: Capacity Building – National Reporting</b><br>Reporting Obligations under the Minamata Convention; Data Management & Information Systems; Practical tools for compiling national data | Minamata Convention Secretariat              |
| 13:00 – 14:00 | Lunch Break                                                                                                                                                                                         |                                              |
| 14:00 – 15:30 | <b>Session 3: Capacity Building – Mercury Waste Management</b><br>Article 11 & Guidelines; Regional Mercury Waste Data; Environmentally sound storage and disposal                                  | Minamata Convention Secretariat              |
| 15:30 – 16:00 | Afternoon Tea                                                                                                                                                                                       |                                              |
| 16:00 – 17:00 | <b>Session 4: UNEP Global Mercury Partnership (Virtual)</b><br>Overview & Engagement Opportunities                                                                                                  | UNEP                                         |
| 17:00         | <b>End of Day 1</b>                                                                                                                                                                                 |                                              |
| 19:00         | <b>Welcome Reception (hosted for all participants)</b>                                                                                                                                              |                                              |

### Day 2 – Wednesday, 14 October 2026

*Focus: Minamata Convention Capacity Building (Morning) & Model Legislation Inception (Afternoon)*

| Time         | Activity                                                                                                                                                                                         | Facilitator                     |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 9:00 – 10:30 | <b>Session 5: Capacity Building – Strategic Planning</b><br>Guidance on developing National Action Plans; Workshop on MEL Integration; Linkages between national plans and regional coordination | Minamata Convention Secretariat |

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|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 10:30 – 11:00 | Morning Tea                                                                                                                                                                                                                     |                                 |
| 11:00 – 13:00 | <b>Session 6: Pacific Preparations for Minamata COP-7 (TBC)</b><br>Dedicated discussion for Pacific countries to identify and articulate regional priorities, challenges, and expectations for COP-7                            | Minamata Convention Secretariat |
| 13:00 – 14:00 | Lunch Break                                                                                                                                                                                                                     |                                 |
| 14:00 – 15:30 | <b>Session 7: Inception – ISLANDS Model Mercury Legislation (Output 1.3)</b> – Key Components, Rationale & Objectives; Presentation of the Model Legislation; Group Work on National Legal Requirements and adaptation pathways | ISLANDS PMU                     |
| 15:30 – 16:00 | Afternoon Tea                                                                                                                                                                                                                   |                                 |
| 16:00 – 17:00 | <b>Session 8: Model Legislation – Next Steps</b><br>Discussion on adaptation pathways; Feedback mechanisms; Integration with national legal frameworks; Q&A                                                                     | ISLANDS PMU                     |
| 17:00         | <b>End of Day 2</b>                                                                                                                                                                                                             |                                 |

### Day 3 – Thursday, 15 October 2026

*Focus: ISLANDS Pacific Coordination, Country Reflections, Sustainability & Forward Planning (Full Day)*

| Time          | Activity                                                                                                                                                                                                                                                | Facilitator |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 9:00 – 10:00  | <b>Session 9: ISLANDS Pacific Coordination Meeting</b><br>Project Updates; Coordination & Partnerships; Remaining Budgets & Savings                                                                                                                     | ISLANDS PMU |
| 10:00 – 10:30 | <b>Session 9A: Country Reflections &amp; Lessons Learned</b> – In-depth country perspectives on capacity building, practical challenges, and utilisation of tools and capabilities; Success stories and lessons from national implementation            | ISLANDS PMU |
| 10:30 – 11:00 | Morning Tea                                                                                                                                                                                                                                             |             |
| 11:00 – 12:00 | <b>Session 9B: Sustainability &amp; Institutional Capacity</b> – Discussion on long-term sustainability of project outputs; Identifying gaps in institutional and operational capacity; Recommendations for post-project support and national ownership | ISLANDS PMU |
| 12:00 – 13:00 | <b>Session 10: Forward Planning</b> – Final National Activities & Clear Path for Completion; Utilising Remaining Funds; Feedback on Project Implementation                                                                                              | ISLANDS PMU |
| 13:00 – 14:00 | Lunch                                                                                                                                                                                                                                                   |             |

|                      |                                                                                                                                       |       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>14:00 – 15:30</b> | <b>Session 11: Closing &amp; Way Forward</b> – Summary of Key Outcomes & Actions; Closing Remarks (SPREP, UNEP, Minamata Secretariat) | SPREP |
| <b>15:30 – 16:00</b> | Afternoon Tea & Farewell                                                                                                              |       |
| <b>16:00</b>         | <b>End of Day 3 &amp; Departures</b>                                                                                                  |       |

## 6. Deliverables

1. Workshop report summarising key outcomes, decisions, and action points;
2. Refined national action plans and MEL frameworks for participating countries;
3. Feedback on the ISLANDS Model Mercury Legislation for further refinement;
4. Inception plan for the ISLANDS Pacific Output 1.3 Model Legislation;
5. Summary of Pacific regional priorities for COP-7;
6. Updated regional coordination plan for the MIA project closure activities; and
7. **Country Reflections Paper** – a synthesis of country perspective on capacity building, institutional challenges, and sustainability recommendations, co-authored with participating countries.

## 7. Key Dates

| Activity                          | Date               |
|-----------------------------------|--------------------|
| <b>Invitation to Focal Points</b> | 11 August 2026     |
| <b>Nomination deadline</b>        | 21 August 2026     |
| <b>Workshop</b>                   | 13–15 October 2026 |

## 8. Contact

All confirmations and enquiries to be submitted to:

### Waste Management and Pollution Control Programme

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