



Economic and Social Council

Distr.: General
28 March 2011

Original: English

Economic Commission for Europe

Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

First session
Geneva, 20–22 April 2010

Report of the first session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers

Addendum

Declaration and Decisions adopted by the Meeting of the Parties

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Geneva Declaration

Adopted during the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

We, the Ministers and Heads of Delegation from Parties and Signatories, together with representatives of other States, international, regional and non-governmental organizations, parliamentarians and other representatives of civil society from throughout the United Nations Economic Commission for Europe (UNECE) region and beyond, gathered here in Geneva at the first session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers, affirm the following:

I. Promoting implementation of the Protocol and advancing sustainable and environmentally sound development

1. The entry into force of the Protocol on Pollutant Release and Transfer Registers marks a milestone in the advancement of public access to information about sources of environmental pollution in the UNECE region. Its effective implementation is expected to enhance public access to information on global environmental issues which could facilitate public participation in environmental decision-making and to contribute to the prevention and reduction of pollution of the environment, thereby promoting sustainable and environmentally sound development and corporate accountability.

2. We commit ourselves to taking the necessary measures, within our respective capacities and spheres of competence, to achieve and maintain full and effective implementation of the Protocol.

3. We call upon Signatories to ratify, approve or accept the Protocol at the earliest opportunity and to apply the provisions of the Protocol in the interim.

4. We invite all other interested Member States of the United Nations which are not yet party to the Protocol to accede to the Protocol. In the meantime, we encourage them to participate actively in the work under the Protocol so that the standards contained in the Protocol are recognized and applied by as many States as possible and widely reflected in effective rules and regulations at the national level.

5. We believe that stable and predictable funding of the activities under the Protocol is needed. We therefore welcome the establishment of the voluntary scheme of financial arrangements based on shares as a first step to meet this need, and urge Parties and others in a position to do so to contribute financially to the Protocol in accordance with the scheme as soon as possible.

6. We urge Governments to support and promote the efforts of facilities to monitor, calculate or estimate releases and transfers of pollutants through the preparation of guidance materials, information campaigns and training exercises.

7. We are committed to strengthening international cooperation with a view to establishing and/or maintaining national and regional pollutant release and transfer registers in all Parties and Signatories to the Protocol, recognizing the urgency and importance of the

issues addressed by article 16 of the Protocol and the needs of developing countries and countries with economies in transition in particular.

II. Capacity-building partnerships and coordination

8. We encourage business and industry organizations to assist facility owners and operators with reporting obligations under the Protocol within their respective sectors in using pollutant release and transfer registers as tools for encouraging improvements in environmental performance and demonstrating progress in reducing pollution. The UNECE Guidelines on Strengthening Environmental Monitoring and Reporting by Enterprises¹ provide useful guidance in this regard.

9. We welcome the significant contribution of civil society organizations and regional environmental centres to raising awareness of pollutant release and transfer registers and building capacity for implementation at the regional and national levels. Such efforts further enhance the implementation of the Protocol and merit the support of donor institutions.

10. We note with appreciation the Global Environment Facility project, Persistent Organic Pollutants (POPs) Monitoring, Reporting and Information Dissemination using Pollutant Release and Transfers Registers, being implemented by the United Nations Environment Programme and the United Nations Institute for Training and Research, which seeks to assist 13 countries with the development of national pollutant release and transfer registers in support of implementation of the 2001 Stockholm Convention on Persistent Organic Pollutants, as a concrete example of international cooperation and synergy between the Protocol and that Convention.

11. We welcome the adoption of European Community Regulation 166/2006 concerning the establishment of a European pollutant release and transfer register² as a major step toward achieving the objectives of the Protocol in the countries concerned.

12. We welcome also the publication of the UNECE Guidance on Implementation of the Protocol on Pollutant Release and Transfer Registers³ and invite countries to translate this guidance into their national languages.

III. Synergies with relevant multilateral environmental agreements and other international initiatives

13. We recognize that the commitments undertaken at the 2002 World Summit on Sustainable Development to achieve sound management of chemicals by the year 2020 are supported through implementation of the Protocol. We welcome the adoption by the International Conference on Chemicals Management⁴ of the Strategic Approach to International Chemicals Management (SAICM) and its Global Plan of Action, which recognize the role of pollutant release and transfer registers in support of SAICM, and note

¹ Contained in Environmental Monitoring and Reporting by Enterprises: Eastern Europe, Caucasus and Central Asia, United Nations, 2007. New York and Geneva (ECE/CEP/141).

² Regulation (EC) No. 166/2006 of the European Parliament and of the Council of 18 January 2006 concerning the establishment of a European Pollutant and Transfer Register and amending Council Directives 91/689/EEC and 96/61/EC.

³ UNECE Guidance on Implementation of the Protocol on Pollutant Release and Transfer Registers, 2008. New York and Geneva (ECE/MP.PP/7).

⁴ At its first meeting, held in Dubai, United Arab Emirates, from 4 to 6 February 2006.

with appreciation the activities of the SAICM Quick Start Programme in support of the design of national pollutant release and transfer systems in countries which may significantly contribute to implementation of the Protocol.

14. We further recognize that national pollutant release and transfer registers, when appropriately designed, can help countries meet their obligations under other multilateral environmental agreements and international initiatives concerning pollutants and waste while furthering their implementation. We call for cooperation with such international agreements and initiatives, including the 1992 United Nations Framework Convention on Climate Change and its Kyoto Protocol, the 1985 Vienna Convention for the Protection of the Ozone Layer, the 1987 Montreal Protocol on Substances that Deplete the Ozone Layer, the 1979 Convention on Long-Range Transboundary Air Pollution and its eight protocols, the 1989 Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, the 1998 Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, the 2001 Stockholm Convention on Persistent Organic Pollutants (Stockholm Convention) and the global initiative of the United Nations Environment Programme on mercury, and invite Parties to explore possible synergies between these instruments and the Protocol.

15. Recalling the right of a Party to maintain or introduce a more extensive pollutant release and transfer register, as provided through article 3, paragraph 2, of the Protocol on Pollutant Release and Transfer Registers, and taking into account the decision to extend the list of pollutants covered by the Stockholm Convention, we invite consideration of the inclusion in pollutant release and transfer register systems of the pollutants covered by the Stockholm Convention that are not yet covered by the Protocol on Pollutant Release and Transfer Registers.

16. We invite the Parties to the Protocol to explore the possible contribution of greenhouse gas emission data collected in accordance with the Protocol to the reporting of national inventories of greenhouse gas emissions under the United Nations Framework Convention on Climate Change.

17. We recognize the work of the International Pollutant Release and Transfer Registers Coordinating Group, in particular its efforts to coordinate capacity-building activities of the United Nations and regional organizations in developing countries and countries with economies in transition, as a contribution to the implementation of the Protocol.

IV. Cooperation to implement priority activities

18. We pledge to keep the implementation and the development of this Protocol under continuous review in order to ensure its appropriateness and relevance to meeting the objectives of the Protocol. We seek to ensure that the periodic evaluation of further pollutants or activities for inclusion in the Protocol is undertaken, while avoiding duplication of work with relevant processes.

19. We welcome the scoping study of the pollutant-specific and waste-specific approaches undertaken by the Task Force on Pollutant Release and Transfer Registers of the Organization for Economic Cooperation and Development (OECD) in partnership with the Parties to the Protocol. We believe that an exchange of information on the experience gained in reporting transfers using the pollutant-specific and waste-specific approaches would facilitate review of that experience by the Meeting of the Parties at its second session.

20. We recommend that, in order to improve interoperability among national systems, Governments, regional economic integration organizations and international organizations should use geographical information systems and online mapping of pollutant releases and transfers to assist the public with accessing and visualizing pollutant release and transfer register data and that current standards of interoperability be considered in such work.

21. We welcome the further development of PRTR.net, the global portal on pollutant release and transfer registers, launched in 2007 under the auspices of the OECD Task Force on Pollutant Release and Transfer Registers, and invite donors to provide support for this important information resource.

22. We pledge to keep under review technical assistance needs, so that the Working Group of the Parties to the Protocol may consider whether a separate technical assistance mechanism is needed to assist Parties, especially in developing countries and countries with economies in transition.

23. Noting that the Protocol builds upon the basic obligations set out in the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention) to establish progressively a nationwide system of pollution inventories or registers,⁵ we consider that synergies between these instruments should be maintained and promoted, inter alia, through joint awareness-raising activities and exchange of information on implementation between their respective Parties.

V. Conclusion

24. We express our gratitude to the Governments of the Czech Republic and Belgium for leading the Working Group of the Protocol during the preparatory period leading up to the first session of the Meeting of the Parties.

25. We affirm our intention, in principle, to hold the second session of the Meeting of the Parties to the Protocol back to back with the fifth session of the Meeting of the Parties to the Aarhus Convention.

22 April 2010

⁵ Contained in article 5, paragraph 9, of the Convention.

Decision I/1

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Rules of Procedure

The Meeting of the Parties,

Recalling article 17, paragraph 2 (g), of the Protocol on Pollutant Release and Transfer Registers to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters, which stipulates that the Meeting shall at its first session consider and by consensus adopt rules of procedure,

Noting that article 17, paragraph 2 (g), further stipulates that such rules are to be considered and adopted taking into account any rules of procedure adopted under the Convention,

Recalling also that article 17, paragraph 5, of the Protocol provides that any non-governmental organization qualified in the fields to which the Protocol relates shall, subject to certain procedures, be entitled to participate as an observer at sessions of the Meeting of the Parties,

Further noting that it is open to the Bureau of the Meeting of the Parties to invite whomsoever it chooses, including any Signatory or non-governmental organization qualified or having an interest in the fields to which the Protocol relates, to attend its meetings and assist it in its deliberations, and encouraging the Bureau to do so where appropriate,

1. *Adopts* the rules of procedure as set out in the annex to this decision;
2. *Encourages* the Bureau to invite two representatives put forward by non-governmental organizations qualified or having an interest in the fields to which the Protocol relates to provide information at its first meeting on how these organizations can assist the Bureau, where appropriate, in its deliberations. Any such invitation shall extend to one representative of environmental non-governmental organizations and to one representative of non-governmental organizations representing industry;
3. *Requests* the Bureau to consider, in the light of its experience, whether it would benefit from the presence of permanent observers at its meetings;
4. *Further requests* the Bureau to report on the matters set out in paragraphs 2 and 3 above to the Meeting of the Parties at its third session.

Annex

Rules of Procedure of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters

I. Purpose

Rule 1

These rules of procedure shall apply to any session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters convened in accordance with article 17, paragraph 1, of the Protocol.

II. Definitions

Rule 2

For the purpose of these rules:

1. “Convention” means the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters adopted at Aarhus, Denmark, on 25 June 1998.
2. “Protocol” means the Protocol on Pollutant Release and Transfer Registers to the Convention adopted at Kiev on 21 May 2003.
3. “Party” means a State or organization referred to in article 2, paragraph 1, of the Protocol.
4. “Meeting of the Parties” or “Meeting” means the Meeting of the Parties established in accordance with article 17, paragraph 1, of the Protocol.
5. “Regional economic integration organization” means a regional economic integration organization referred to in article 24 of the Protocol.
6. “Chair” means the Chair elected in accordance with rule 18 of these rules of procedure.
7. “Bureau” means the Bureau established in accordance with rule 22 of these rules of procedure.
8. “Subsidiary body” means a body established by the Meeting of the Parties in accordance with rule 23 of these rules of procedure.
9. “Secretariat” means, in accordance with article 21 of the Protocol, the Executive Secretary of the United Nations Economic Commission for Europe (UNECE).
10. “The public” means the public as defined in article 2, paragraph 3, of the Protocol.

III. Place and date of meetings

Rule 3

The sessions of the Meeting of the Parties shall be held at the United Nations Office at Geneva, unless the Parties decide otherwise.

Rule 4

1. Ordinary sessions of the Meeting of the Parties shall be held sequentially with or parallel to ordinary meetings of the Parties to the Convention, unless the Parties decide otherwise, in accordance with article 17, paragraph 1, of the Protocol.
2. At each ordinary session, the Meeting of the Parties shall endeavour to set the prospective date for its next session.
3. Extraordinary sessions of the Meeting of the Parties shall be convened at such times as may be deemed necessary by the Meeting of the Parties, or at the written request of a Party pursuant to article 17, paragraph 1, of the Protocol.
4. In the case of an extraordinary session convened at the written request of a Party pursuant to article 17, paragraph 1, of the Protocol, it shall be convened not more than 90 days after the date on which the request is supported by at least one third of the Parties.

IV. Notification

Rule 5

1. The secretariat shall notify all Parties in the official languages of the Meeting of the date and venue of a session at least six weeks before the session is to take place.
2. The secretariat shall also provide notification in the official languages of the Meeting of any session, including information on the date and venue, at least six weeks before the session is due to take place to:
 - (a) States and regional economic integration organizations that are signatories to the Protocol but have yet to become Parties;
 - (b) Any State or regional economic integration organization which is entitled under article 26, paragraph 2, of the Protocol to accede to it and has requested to be so notified;
 - (c) The United Nations, its specialized agencies and the International Atomic Energy Agency;
 - (d) Relevant intergovernmental organizations, qualified or having an interest in the fields to which the Protocol relates, that have requested to be so notified;
 - (e) Relevant non-governmental organizations, qualified or having an interest in the fields to which the Protocol relates, that have requested to be so notified;
 - (f) Any member of the public who has requested to be so notified.
3. Unless there are specific reasons requiring the use of other communication methods, notification by electronic mail shall be considered sufficient for the purposes of this rule, provided receipt of the electronic mail is acknowledged by the recipient.

V. Observers

Rule 6

1. Representatives of the States and organizations identified in rule 5, paragraph 2 (a), (c) and (d), shall be entitled to participate in the proceedings of any session governed by these rules. Representatives of any State or regional economic integration organization that is entitled under article 26, paragraph 2, of the Protocol to accede to it shall also be entitled to participate in such sessions, regardless of whether it has requested to be notified of such sessions.
2. Representatives of any of the organizations referred to in rule 5, paragraph 2 (e), shall be entitled to participate in the proceedings of any session governed by these rules, unless one third of the Parties present at that session object to the participation of representatives of that organization.
3. Observers entitled to participate in sessions pursuant to this rule do not have the right to vote at such sessions.

VI. Presence of the public

Rule 7

1. The sessions of the Meeting of the Parties shall be open to members of the public, unless the Meeting of the Parties, in exceptional circumstances, decides otherwise specially to protect the confidentiality of information pursuant to the Protocol.
2. Where it is not feasible to accommodate in the meeting room all the members of the public who have requested to attend the session, the proceedings of the session shall be relayed to those members of the public using audio-visual equipment wherever possible.
3. The secretariat and, if the session is held in a location other than the United Nations Office at Geneva, the host Government or organization shall ensure that practical arrangements are made to facilitate the realization of the entitlements of members of the public under this rule.

VII. Agenda and documentation

Rule 8

With the agreement of the Bureau, the secretariat shall prepare the provisional agenda of each session.

Rule 9

1. The provisional agenda of each ordinary session shall include:
 - (a) The items specified in article 17, paragraph 2, of the Protocol, where relevant;
 - (b) The items whose inclusion was decided at a previous session;
 - (c) Any item proposed by the Bureau or the secretariat;
 - (d) Any item proposed by a Party before the provisional agenda is circulated;
 - (e) The date and venue of the next session;
 - (f) Any item proposed by a subsidiary body.

2. When the Meeting of the Parties decides to convene an extraordinary session, it shall also decide upon the provisional agenda for the extraordinary session.

3. The provisional agenda for an extraordinary session convened at the request of a Party pursuant to article 17, paragraph 1, of the Protocol shall consist only of those items proposed for consideration in the request.

4. The first item on the provisional agenda for each session shall be the consideration and adoption of the agenda.

Rule 10

The provisional agenda, together with any supporting documents for the session, shall be distributed by the secretariat to the Parties and to the other States, organizations and bodies referred to in rule 6 at least six weeks before the opening of the session. In this regard, the provisions of rule 5, paragraph 3, shall apply, except that no acknowledgement of receipt shall be necessary.

Rule 11

The secretariat shall, at the request of a Party or the Bureau and with the agreement of the Chair, include in an addendum to the provisional agenda any issue suitable for the agenda, which may arise between the dispatch of the provisional agenda and the opening of the ordinary session. The Meeting shall examine the addendum together with the provisional agenda.

Rule 12

The Meeting, when adopting the agenda, may add, delete, defer or amend items. Only items that the Meeting considers to be urgent and important may be added to the agenda.

Rule 13

1. All official meeting documentation prepared in connection with meetings of the Parties or of subsidiary bodies, and the notification under rule 5, shall be placed on the UNECE website when sent to the Parties and shall be provided to members of the public on request.

2. Documentation shall be provided in electronic form where it exists in that form unless the applicant has specific reasons justifying its provision in a different form in which it is also held.

VIII. Representation and credentials

Rule 14

Each Party participating in the session shall be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as may be required.

Rule 15

An alternate representative or an adviser may act as a representative upon designation by the head of delegation.

Rule 16

The credentials of all representatives shall be submitted to the secretariat at least one hour before the opening of the session. Notification of any subsequent change in the composition of the delegation shall also be submitted to the secretariat.

Rule 17

The officers of any session shall examine the credentials and report on them to the Meeting.

IX Officers

Rule 18

1. At each ordinary session, a Chair and two Vice-Chairs shall be elected from among the representatives of the Parties present at the session. They shall serve as the officers of the Meeting until their successors have been elected.
2. The Chair shall participate in the session in that capacity and shall not at the same time exercise the rights of a representative of a Party. In such a case, the Chair or the Party concerned may designate another representative who shall be entitled to represent the Party in the session and to exercise the Party's right to vote.

Rule 19

1. In addition to exercising the powers conferred upon him or her elsewhere by these rules, the Chair shall:
 - (a) Declare the opening and closing of the session;
 - (b) Preside over the session;
 - (c) Ensure the observance of these rules;
 - (d) Accord the right to speak;
 - (e) Put questions to the vote and announce decisions;
 - (f) Rule on points of order;
 - (g) Subject to these rules, have complete control over the proceedings and maintain order.
2. The Chair may, moreover, propose:
 - (a) The closure of the list of speakers;
 - (b) A limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question;
 - (c) The adjournment or closure of debate;
 - (d) The suspension or adjournment of the session.
3. The Chair, in the exercise of his or her functions, remains under the authority of the Meeting of the Parties.

Rule 20

If the Chair is temporarily absent from a session or any part thereof or is unable to complete his or her term of office or to perform his or her functions, a Vice-Chair shall act as Chair.

Rule 21

At the outset of each ordinary session, the Chair elected at the previous ordinary session or, in his or her absence, the Vice-Chair referred to in rule 20 shall preside until the Meeting has elected a new Chair.

Rule 22

1. A bureau shall be established consisting of seven members, as follows:
 - (a) The officers referred to in rule 18;
 - (b) Representatives of other Parties.
2. At each ordinary session of the Meeting of the Parties, following the election of the officers, the remaining members of the Bureau shall be elected by the Parties present at the session.
3. Except for the first session of the Meeting of the Parties, when members shall serve from the beginning of the session, all the members of the Bureau shall serve from the end of the ordinary session at which they are elected until the end of the next ordinary session of the Meeting of the Parties, this being one term of office. The members of the Bureau shall be eligible for re-election but may not serve three consecutive terms. In electing the Bureau members, due account shall be taken of the need to ensure a balanced geographical representation.
4. The Bureau shall be chaired by the Chair of the Meeting of the Parties or, in his or her absence, by a Vice-Chair.
5. If a member of the Bureau resigns or is otherwise unable to complete the assigned term of office or to perform the functions of the office, a representative of the same Party shall be named by the Party concerned to replace the said member for the remainder of that member's mandate.
6. The agenda for and minutes of Bureau meetings, where available, shall be placed on the UNECE website and shall be provided to members of the public up on request, in accordance with the procedure set out in rule 13.

X. Subsidiary bodies*Rule 23*

1. The Meeting of the Parties may establish such subsidiary bodies as it deems necessary, in accordance with article 17, paragraph 2 (e), of the Protocol. It may also dissolve such bodies.
2. These rules of procedure shall apply mutatis mutandis to the proceedings of subsidiary bodies established by the Meeting of the Parties, save as otherwise specified in paragraphs 3 to 7 below or as decided by the Meeting of the Parties.
3. The Meeting of the Parties shall determine the matters to be considered by its subsidiary bodies and shall establish their terms of reference.
4. The Meeting of the Parties may decide that any subsidiary body shall or may meet in the period between ordinary sessions.
5. Unless the Meeting of the Parties decides otherwise, each subsidiary body shall elect its own Chair and Vice-Chair(s).
6. Rules 14 to 17 shall not apply to the proceedings of subsidiary bodies.

7. The provisions of rule 5, paragraph 3, shall apply, except that no acknowledgement of receipt shall be necessary.

XI. Secretariat

Rule 24

The Executive Secretary of UNECE shall act as secretariat for all sessions of the Meeting of the Parties and for all sessions of the subsidiary bodies. He or she may delegate his or her functions to a member of his or her staff.

Rule 25

For all sessions of the Meeting of the Parties and for all sessions of the subsidiary bodies, and in accordance with article 21 of the Protocol, the secretariat shall:

- (a) Prepare, in consultation with the Bureau, the documentation;
- (b) Arrange for the translation, reproduction and distribution of the documents;
- (c) Arrange for interpretation at the session;
- (d) Arrange for the custody and preservation of the documents in the archives of UNECE.

XII. Conduct of business

Rule 26

The Chair may declare a session open and permit debate to proceed. The presence of a majority of the Parties shall be required for any decision to be taken.

Rule 27

1. No one may speak at a session without having previously obtained the permission of the Chair. The representatives of the States, organizations and bodies entitled to participate under rule 6 shall be entitled to seek to address the Meeting under each agenda item and, having made such a request, shall be included on the list of speakers. Without prejudice to rules 28, 29, 30 and 32, the Chair shall in general call upon speakers in the order in which they signify their desire to speak, but may at his or her discretion decide to call upon representatives of Parties before observers. The secretariat shall be in charge of drawing up a list of such speakers. The Chair may call a speaker to order if the latter's remarks are not relevant to the subject under discussion.

2. The Meeting may, on a proposal from the Chair or from any Party, limit the time allowed to each speaker and the number of times each representative may speak on a question. When it has been decided to so limit the time for debate and a speaker exceeds the allotted time, the Chair shall call him or her to order without delay.

3. The Executive Secretary of UNECE, or his or her representative, may at any session make either oral or written statements concerning any question under consideration.

4. The Chair may request representatives of two or more non-governmental organizations having common goals and interests insofar as the subject matter of the Protocol is concerned to form a single delegation for the purposes of the meeting, or to present their views through a single representative, in order to facilitate the proceedings.

Rule 28

An officer of a subsidiary body may be accorded precedence by the Chair of the Meeting of the Parties to explain the conclusions arrived at by that subsidiary body.

Rule 29

During the discussion of any matter, a representative of a Party may at any time raise a point of order, which shall be decided immediately by the Chair in accordance with these rules. A representative of a Party may appeal against the ruling of the Chair. The Chair may then, following consultation if he or she so desires, deem that the appeal should be put to the vote immediately, whereupon the ruling shall stand unless overruled by a majority of the Parties present and voting. When raising a point of order, a representative may not speak on the substance of the matter under discussion.

Rule 30

Any motion calling for a decision on the competence of the Meeting to discuss any matter or to adopt a proposal or an amendment to a proposal submitted to it shall be decided on before the matter itself is discussed or a decision is taken on the proposal or amendment in question.

Rule 31

1. Without prejudice to paragraph 2 of this rule, proposals and amendments to proposals shall normally be presented in writing and handed to the secretariat, which shall circulate copies to the Parties. As a general rule, no proposal shall be discussed or put to the vote at any session unless copies of it have been circulated to delegations not later than 24 hours in advance. The Chair may, however, permit the discussion and consideration of amendments to proposals or of procedural motions even though those amendments or motions have not been circulated or have been circulated only the same day.

2. Proposals for amending the Protocol, including its annexes, shall be submitted to the secretariat at least eight months before the session at which they are proposed for adoption so that the secretariat can communicate them to the Parties in the official languages of the Meeting of the Parties at least six months before the session, in accordance with article 20 of the Protocol.

Rule 32

1. Subject to rule 29, the following motions shall have precedence, in the order indicated below, over all other proposals or motions:

- (a) To suspend the session;
- (b) To adjourn the session;
- (c) To adjourn debate on a question under discussion;
- (d) For closure of the debate on a question under discussion.

2. Permission to speak on a motion falling within paragraph 1 shall be granted only to the proposer and, in addition, to one speaker in favour of and two opposing the motion, after which it shall immediately be put to the vote.

Rule 33

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal or motion has not been amended. A proposal or motion that has been withdrawn may be reintroduced by any other Party.

Rule 34

When a proposal has been adopted or rejected, it may not be reconsidered at the same session, unless the Meeting, by a three-fourths majority of the Parties present and voting, decides in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and to one speaker opposing the motion, after which it shall immediately be put to the vote.

XIII. Decision-making

Rule 35

1. The Meeting of the Parties shall make every effort to reach its decisions by consensus.
2. If all efforts to reach consensus have been exhausted and no agreement reached, decisions on substantive matters shall, as a last resort, be taken by a three-fourths majority vote of the Parties present and voting, except where the Protocol or rule 47 provides otherwise.
3. When decisions of the Meeting of the Parties on procedural matters cannot be reached by consensus, their adoption shall require a simple majority vote of the Parties present and voting at the session.
4. If the question arises whether a matter is of a procedural or of a substantive nature, the Chair shall rule on the question. An appeal against this ruling shall immediately be put to the vote, and the Chair's ruling shall stand unless overruled by a simple majority of the Parties present and voting.
5. For the purpose of these rules, "Parties present and voting" means Parties present and casting an affirmative or negative vote. Parties abstaining from voting shall be considered as not voting.

Rule 36

If two or more proposals relate to the same question, the Meeting shall, unless it decides otherwise, decide on the proposals in the order in which they have been submitted. The Meeting may, after each decision on a proposal, decide whether or not to take a decision on the next proposal.

Rule 37

1. Any representative may request that any part of a proposal or of an amendment to a proposal be decided on separately. If objection is made to the request for division, the Chair shall permit two representatives to speak, one in favour of and the other against the motion, after which a decision shall immediately be taken on it.
2. If the motion referred to in paragraph 1 is adopted, those parts of a proposal or of an amendment to a proposal which have been approved shall then be decided on as a whole. If all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 38

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from or revises that proposal. The Meeting shall decide on an amendment before it decides on the proposal to which it relates, and if the amendment is adopted, the amended proposal shall then be voted on.

Rule 39

If two or more amendments to a proposal are moved, the Meeting shall first decide on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed therefrom, and so on, until all amendments have been decided on.

Rule 40

Voting on a single proposal shall normally be by show of hands. A roll call shall be taken if one is requested by any Party. It shall be taken in the English alphabetical order of the names of the Parties participating in the session, beginning with the Party whose name is drawn by lot by the Chair.

Rule 41

The vote of each Party participating in a vote by roll call shall be recorded in the report of the meeting.

Rule 42

After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of voting. The Chair may permit the Parties to explain their votes, either before or after the voting, and may limit the time allowed for such explanations.

Rule 43

In the absence of consensus, the elections referred to in rules 18, 22 and 23 shall be decided by means of a secret ballot.

XIV. Official languages*Rule 44*

The official languages of the Meeting of the Parties shall be English, French and Russian and, where other States that are members of the United Nations and regional economic integration organizations outside the UNECE subregion accede to the Protocol, any other official language of the United Nations that the Meeting of the Parties decides to be appropriate.

Rule 45

1. Statements made in an official language of the Meeting shall be interpreted into the other official languages.
2. A representative may speak in a language other than an official language of the Meeting if he or she provides for interpretation into one of the official languages.

Rule 46

Official documents of the sessions shall be drawn up in one of the official languages and translated into the other official languages.

XV. Amendments to the rules of procedure

Rule 47

Amendments to these rules of procedure shall be adopted by consensus of the Meeting of the Parties.

XVI. Overriding authority of the Protocol

Rule 48

In the event of a conflict between any provision of these rules and any provision of the Protocol, the provision of the Protocol shall prevail.

XVII. Synergies

Rule 49

1. In order to enhance synergies, coordination and cooperation between the Meetings of the Parties to the Convention and to the Protocol and their respective Bureaux, the Meeting of the Parties to the Protocol may request the Bureau to communicate as appropriate with the Bureau of the Convention and report back to the Meeting, including with recommendations as appropriate.

2. The Meeting of the Parties to the Protocol may request the Bureau and the secretariat to communicate as appropriate with bodies under other relevant multilateral environmental agreements and international processes.

Decision I/2

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Review of Compliance

The Meeting of the Parties,

Recalling article 22 of the Protocol on Pollutant Release and Transfer Registers to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention),

Determined to promote and improve compliance with the Protocol,

Recognizing the necessity for rigorous reporting by the Parties on their compliance with the Protocol,

1. *Establishes* the Compliance Committee for the review of compliance by the Parties with their obligations under the Protocol;
2. *Decides* that the structure and functions of the Compliance Committee and the procedures for the review of compliance shall be those set out in the annex to this decision;
3. *Encourages* Parties to bring issues concerning their own compliance before the Compliance Committee;
4. *Decides also* to assess regularly the experience with the implementation of the compliance procedure contained in the annex to this decision.

Annex

Structure and functions of the Compliance Committee and procedures for the review of compliance

I. Structure of the Compliance Committee

1. The Compliance Committee shall consist of nine members, who shall serve in their personal capacity.
2. The Committee shall be composed of nationals of Parties or Signatories to the Protocol, who shall be persons of high moral character and recognized competence in the fields to which the Protocol relates, including persons having technical or legal experience.
3. The Committee may not include more than one national of the same State. Its composition should reflect the need for adequate geographical distribution of membership and diversity of experience.
4. Candidates meeting the requirements of paragraph 2 shall be nominated for election pursuant to paragraph 6 by Parties, taking due account of any proposal for candidates made by Signatories or by non-governmental organizations qualified or having an interest in the fields to which the Protocol relates.
5. Unless the Meeting of the Parties, in a particular instance, decides otherwise, the procedure for the nomination of candidates for the Committee shall be the following:
 - (a) Nominations shall be sent to the secretariat in at least one of the official languages of the Protocol not later than 12 weeks before the opening of the session of the Meeting of the Parties during which the election is to take place;
 - (b) Each nomination shall be accompanied by a curriculum vitae of the candidate not exceeding 600 words and may include supporting material;
 - (c) The secretariat shall distribute the nominations and the curricula vitae, together with any supporting material, in accordance with rule 10 of the rules of procedure.
6. Committee members shall be elected by the Meeting of the Parties on the basis of nominations made in accordance with paragraphs 4 and 5. The Meeting of the Parties shall give due consideration to all nominations.
7. Election of the members of the Committee shall be by consensus or, failing consensus, by secret ballot.
8. The Meeting of the Parties shall, at its first ordinary session, elect four members to the Committee to serve until the end of the next ordinary session and five members to serve a full term of office. At each ordinary session thereafter, the Meeting of the Parties shall elect for a full term of office four or five members as appropriate in order to achieve the full complement of the Committee. Outgoing members may be re-elected once for a further full term of office, unless in a given case the Meeting of the Parties decides otherwise. A full term of office begins at the end of an ordinary session of the Meeting of the Parties and runs until the second ordinary session of the Meeting of the Parties thereafter. The Committee shall elect its own Chair and Vice-Chair.
9. If a member of the Committee can no longer perform his or her duties as a member of the Committee for any reason, the Bureau of the Meeting of the Parties shall appoint

another member fulfilling the criteria in this section to serve the remainder of the term, subject to the approval of the Committee.

10. All members serving on the Committee shall, before taking up their duties, make a solemn declaration in a meeting of the Committee stating that they will perform their functions impartially and conscientiously.

II. Meetings

11. The Committee shall meet, unless it decides otherwise, at least once a year. The secretariat shall arrange for and service the meetings of the Committee.

12. Without prejudice to paragraph 11, the Committee may, in appropriate circumstances, undertake some of its activities through electronic communications.

III. Functions of the Committee

13. The Committee shall:

(a) Consider any submission, referral or communication made in accordance with paragraphs 15 to 24 below;

(b) At the request of the Meeting of the Parties, and without prejudice to paragraph 39, prepare a report on compliance with or implementation of provisions of the Protocol;

(c) Monitor, assess and facilitate the implementation of and compliance with the reporting requirements under article 17, paragraph 2, of the Protocol;

(d) Take measures, as appropriate, pursuant to paragraph 40;

(e) Carry out any other functions that may be assigned to it by the Meeting of the Parties.

14. The Committee may:

(a) If and as appropriate, make recommendations pursuant to paragraph 40;

(b) Examine any other compliance issues not referred to in paragraph 13.

IV. Submission by Parties

15. A submission may be brought before the Committee by one or more Parties that have reservations about another Party's compliance with its obligations under the Protocol. Such a submission shall be addressed in writing to the secretariat and supported by corroborating information. The secretariat shall, within two weeks of receiving a submission, send a copy of it to the Party whose compliance is at issue and, for the purposes of information, to the Committee. Any reply and supporting information shall be submitted to the secretariat and to the Parties involved within three months or such longer period as the circumstances of a particular case may require, but in no case later than within six months. The secretariat shall transmit the reply and supporting information to the Committee, which shall consider the matter as soon as practicable, unless the submission is manifestly ill-founded or de minimis.

16. A submission may be brought before the Committee by a Party that concludes that, despite its best endeavours, it is or will be unable to comply fully with its obligations under the Protocol. Such a submission shall be addressed in writing to the secretariat and should

explain, in particular, the specific circumstances that the Party considers to be the cause of its non-compliance or potential non-compliance. The secretariat shall transmit the submission to the Committee, which shall consider the matter as soon as practicable.

V. Referrals by the secretariat

17. Where the secretariat, in particular upon considering reports submitted in accordance with the Protocol's reporting requirements, becomes aware of possible non-compliance by a Party with its obligations under the Protocol, it may request the Party concerned to furnish necessary information about the matter. If there is no response or the matter is not resolved within three months of the request, or such longer period as the circumstances of the matter may require, but in no case later than within six months, the secretariat shall bring the matter to the attention of the Committee, which shall consider the matter as soon as practicable.

VI. Communications from the public

18. On the expiry of 12 months from either the date of adoption of this decision or the date of the entry into force of the Protocol with respect to a Party, whichever is later, communications may be brought before the Committee by members of the public concerning that Party's compliance with the Protocol, unless that Party has notified the Depositary in writing by the end of the applicable period that it is unable to accept for a period of four years the consideration of such communications by the Committee. The Depositary shall, without delay, notify all Parties of any such notification received. During the four-year period mentioned above, the Party may revoke its notification, thereby accepting that, from that date, communications may be brought before the Committee by one or more members of the public concerning that Party's compliance with the Protocol.

19. The communications referred to in paragraph 18 shall be addressed to the Committee through the secretariat in writing and may be in electronic form. The communications shall be supported by corroborating information.

20. The Committee shall consider any such communication unless it determines that the communication is:

- (a) Anonymous;
- (b) An abuse of the right to make such communications;
- (c) Manifestly unreasonable;
- (d) Incompatible with the provisions of this decision or with the Protocol;
- (e) Manifestly ill-founded;
- (f) De minimis.

21. The Committee should at all relevant stages take into account any available domestic remedy unless the application of the remedy would take an unreasonably long time or clearly does not provide an effective and sufficient means of redress.

22. Subject to the provisions of paragraph 20, the Committee shall as soon as possible bring any communications submitted to it under paragraph 18 to the attention of the Party whose compliance is at issue.

23. The Party concerned shall, as soon as possible but not later than five months after any communication is brought to its attention by the Committee, submit to the Committee

written explanations or statements clarifying the matter and describing any response that it may have made.

24. The Committee shall, as soon as practicable, further consider communications submitted to it pursuant to this section.

VII. Gathering and consideration of information

25. To assist the performance of its functions, the Committee may:

- (a) Request further information on matters under its consideration;
- (b) Undertake, with the consent of any Party concerned, information-gathering in the territory of that Party;
- (c) Gather any information it deems appropriate;
- (d) Hold hearings;
- (e) Seek the services of experts and advisers as appropriate.

26. The Committee shall take into account all relevant information made available to it and may consider any other information it deems appropriate.

VIII. Confidentiality

27. Save as otherwise provided for in this section, no information held by the Committee shall be kept confidential.

28. The Committee and any person involved in its work shall ensure the confidentiality of any information that has been provided in confidence on the grounds that its disclosure would adversely affect the following:

- (a) The confidentiality of the proceedings of public authorities, where such confidentiality is provided for under national law;
- (b) International relations, national defence or public security;
- (c) The course of justice, the ability of a person to receive a fair trial or the ability of a public authority to conduct an inquiry of a criminal or disciplinary nature;
- (d) The confidentiality of commercial and industrial information, where such confidentiality is protected by law in order to protect a legitimate economic interest. Within this framework, information on emissions, which is relevant for the protection of the environment, shall be disclosed;
- (e) Intellectual property rights;
- (f) The confidentiality of personal data and/or files relating to a natural person where that person has not consented to the disclosure of the information to the public, where such confidentiality is provided for in national law;
- (g) The interests of a third party which has supplied the information requested without that party being under or capable of being put under a legal obligation to do so, and where that party does not consent to the release of the material;
- (h) The environment to which the information relates, such as the breeding sites of rare species;

or the information concerns material in the course of completion or internal communications of public authorities where such an exemption is provided for in national law or customary practice.

29. Taking into account the desirability of transparency, particularly as regards information related to releases of pollutants into the environment, where the Committee has concerns about whether any information provided to it in confidence by a Party should be kept confidential, it shall consult the Party concerned with a view to achieving, so far as is possible, a restrictive application of paragraph 28.

30. The Committee and any person involved in its work shall ensure the confidentiality of information that has been provided to it in confidence by a Party when making a submission in respect of its own compliance in accordance with paragraph 16 above.

31. Information submitted to the Committee, including all information relating to the identity of the member of the public submitting the information or of a third person, shall be kept confidential if submitted by a person requesting confidentiality because of a concern that any member or members of the public may be penalized, persecuted or harassed.

32. Committee reports shall not contain any information that the Committee must keep confidential under paragraphs 28 to 31 above. Information that the Committee must keep confidential under paragraph 31 shall not be made available to any Party. All other information that the Committee receives in confidence and that is related to any recommendations by the Committee to the Meeting of the Parties shall be made available to any Party upon its request; that Party shall ensure the confidentiality of the information that it has received in confidence.

IX. Openness of meetings

33. The meetings of the Committee shall be open except where otherwise provided for in this section.

34. The Committee shall hold closed meetings:

(a) When this is necessary to ensure the confidentiality of information in cases referred to in section VIII;

(b) Where the Committee is involved in preparing and adopting findings, measures or recommendations.

35. The Committee may hold closed meetings in any other case where it deems it appropriate to do so, taking into account the desirability of transparency of proceedings.

X. Entitlement to participate

36. A Party in respect of which a submission, referral or communication is made and any Party making a submission, as well as a member of the public making a communication, shall be entitled to participate in the discussions of the Committee with respect to that submission, referral or communication.

37. The Party or Parties and the member of the public referred to in paragraph 36 shall not take part in the preparation and adoption of any findings, measures or recommendations of the Committee.

38. The Committee shall send a copy of its draft findings and any draft measures or draft recommendations to the Party or Parties concerned and the member of the public who

submitted the communication, if applicable, and shall take into account any comments made by them in the finalization of those findings, measures and recommendations.

XI. Committee report to the Meeting of the Parties

39. The Committee shall report on its activities at each ordinary session of the Meeting of the Parties and make such recommendations as it considers appropriate. Each report shall be finalized by the Committee not later than 12 weeks in advance of the session of the Meeting of the Parties at which it is to be considered. Every effort shall be made to adopt the report and any recommendations by consensus. Where this is not possible, the report shall reflect the views of all the Committee members. Committee reports shall be made available to the public.

XII. Measures to promote compliance and address cases of non-compliance

40. With regard to promoting compliance and addressing cases of non-compliance, the Committee may decide upon one or more of the following measures:

(a) To provide advice and facilitate assistance to the Party concerned regarding its compliance with the Protocol, which may include assistance in seeking support from specialized agencies and other competent bodies, as appropriate;

(b) To request or assist, as appropriate, the Party concerned to develop an action plan to achieve compliance with the Protocol within a time frame to be agreed upon by the Committee and the Party concerned;

(c) To request the Party concerned to submit progress reports to the Committee on the efforts that it is making to comply with its obligations under the Protocol;

(d) To request the Party concerned to appear before the Meeting of the Parties and make a presentation concerning the matter raised;

(e) To make recommendations to the Party concerned on specific measures to address the matter raised.

41. Upon consideration of the report and any recommendations of the Committee, the Meeting of the Parties to the Protocol may, depending on the particular question before it and taking into account the cause, type, degree, duration and frequency of the non-compliance, decide upon one or more of the following measures:

(a) Take measures referred to in paragraph 40;

(b) Recommend to Parties to provide financial and technical assistance, training and other capacity-building measures and facilitate technology transfer;

(c) Facilitate financial assistance and provide technical assistance, training and other capacity-building measures, subject to financial approval, including, when appropriate, seeking support from specialized agencies and other competent bodies;

(d) Issue declarations of non-compliance;

(e) Issue cautions;

(f) Give special publicity to cases of non-compliance;

(g) Suspend, in accordance with the applicable rules of international law concerning the suspension of the operation of a treaty, the special rights and privileges accorded to the Party concerned under the Protocol;

(h) Take other such non-confrontational, non-judicial and consultative measures as may be appropriate.

XIII. Relationship between settlement of disputes and the compliance procedure

42. The present compliance procedure shall be without prejudice to article 23 of the Protocol on the settlement of disputes.

XIV. Enhancement of synergies

43. In order to enhance synergies between this compliance procedure and compliance procedures under other agreements, and in particular under the Aarhus Convention, the Meeting of the Parties may request the Committee to communicate as appropriate with the relevant bodies of those agreements and report back to it, including with recommendations as appropriate. The Committee may also submit a report to the Meeting of the Parties on relevant developments that have taken place between the sessions of the Meeting of the Parties.

Decision I/3

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Financial Arrangements

The Meeting of the Parties,

Recalling article 17, paragraph 2 (h), of the Protocol on Pollutant Release and Transfer Registers, which states, inter alia, that the Meeting of the Parties shall consider establishing financial arrangements by consensus,

Recalling also article 21 of the Protocol, which stipulates that the Executive Secretary of the United Nations Economic Commission for Europe (UNECE) shall carry out secretariat functions,

Recalling further its decision I/6 on the procedures for the preparation, adoption and monitoring of work programmes and on the work programme for 2011–2014,

Recognizing that effective implementation of the Protocol depends, inter alia, on the availability of sufficient financial and human resources,

Believing that the need for stable and predictable sources of funding and a fair sharing of the burden should be the guiding principles of any financial arrangements established under the Protocol,

Determined to ensure that the necessary resources are available for implementing the core elements of the work programme,

Believing that a voluntary scheme of contributions by Parties and other States, based upon a system of differentiated shares, can provide an effective and workable solution,

Believing also that some organizations and non-State entities such as charitable foundations may be interested in contributing financially to the activities under the work programme and should be encouraged to do so,

Convinced that in the longer term the levels of contributions should be based upon an appropriate scale of assessments, and that consideration should be given to establishing stable and predictable financial arrangements,

1. *Establishes* an interim voluntary scheme of contributions to be sustained by contributions from Parties, Signatories and other States having opted to participate in the scheme;

2. *Decides* that the contribution of the European Union to activities under the work programme not covered by the United Nations regular budget shall be 2.5 per cent of the total needed for core activities;⁶

⁶ The format of the contribution by the European Union does not prejudice the current voluntary scheme of contributions by States Parties, Signatories and others having opted to participate in the scheme.

3. *Recognizes* that activities under the work programme for 2011–2014 not covered by the United Nations regular budget should be covered by voluntary contributions based on a differentiated system of shares, as follows:

- (a) Type A of US\$ 20,000;
- (b) Type B of US\$ 500;

whereby Parties, Signatories and other States having opted to participate in the scheme would be able to contribute one or more shares, or parts thereof, from either of the two types, including in combination;

4. *Invites* Parties, Signatories and other States in a position to do so to contribute, in cash or in kind, an amount corresponding to one or more shares or parts thereof, especially to core activities identified in the work programme. Each such Party, Signatory and other State should notify the secretariat as soon as possible after the beginning of each year of the amount that it will contribute for that year. No contribution should be less than US\$ 200;

5. *Further invites* interested organizations to contribute under the scheme towards activities under the work programme of the Protocol;

6. *Requests* that all such contributions in cash be made to the United Nations Economic Commission for Europe Local Technical Cooperation Trust Fund (Project: Protocol on Pollutant Release and Transfer Registers);

7. *Also requests* that those contributions to be used for activities taking place in a given calendar year be made as early as possible, and in any case no later than the end of that year;

8. *Endorses* the guiding principles for financial assistance to support the participation of experts and representatives from countries with economies in transition in meetings and workshops organized within the framework of the Protocol and other relevant activities established and periodically updated by the Committee on Environmental Policy, while recognizing that the provision of any financial support is subject to the availability of funds;

9. *Requests* the secretariat, in accordance with the financial rules of the United Nations, to monitor the expenditure of the funds and to prepare a report for the next ordinary session of the Meeting of the Parties, as well as annual reports for the Working Group of the Parties to the Protocol in the interim years, to ensure that the level of contributions matches the level of funding needed for the implementation of the work programme, and to include information on how much Parties and other participating States contributed to the budget of the Protocol in cash and in kind, and on how the contributions were spent;

10. *Also requests* the Working Group to:

(a) Consider, in the light of these annual reports, whether changes should be made to the content or time frame of the work programme in the event that the level of actual and/or pledged contributions does not match the level of funding needed;

(b) Consider the feasibility of and modalities for introducing a system of financial arrangements based upon an appropriate scale of assessments;

(c) Consider whether the present mechanism is sufficient to ensure stable and predictable financial contributions;

(d) Explore the implications of allowing in-kind contributions, such as might be contributed for projects undertaken within the context of the framework programme on capacity-building, to be counted within a State's overall contribution;

11. *Decides* to review the question of financial arrangements at its second ordinary session, on the basis of the work of and any proposals from the Working Group of the Parties to the Protocol, taking into account the evolution of financial arrangements under the Convention and the need to avoid unnecessary duplication.

Decision I/4

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Establishment of the Working Group of the Parties to the Protocol

The Meeting of the Parties,

Recalling article 17, paragraph 2 (e), of the Protocol on Pollutant Release and Transfer Registers, which states that the Meeting of the Parties shall establish such subsidiary bodies as it deems necessary,

Recalling also decision I/6 on the procedures for the preparation, adoption and monitoring of work programmes and on the work programme for 2011–2014,

Recognizing the need for an effective structure to oversee activities under the auspices of the Protocol between sessions of the Meeting of the Parties,

Recognizing also the need to ensure, when not already done so by another body, the exchange of information on technical issues dealing with practical implementation of the Protocol,

Convinced that the Bureau needs assistance and advice when preparing the sessions of the Meeting of the Parties to the Protocol,

Believing that a subsidiary body is the best way to ensure the full participation of stakeholders in the preparation of the sessions of the Meeting of the Parties,

1. *Establishes* an open-ended ad hoc subsidiary body, to be called the Working Group of the Parties to the Protocol;
2. *Requests* the Working Group:
 - (a) To oversee the implementation of the work programme for the Protocol;
 - (b) To prepare the sessions of the Meeting of the Parties;
 - (c) While avoiding duplication with existing technical assistance activities, to exchange information on technical issues dealing with practical implementation of the Protocol, such as:
 - (i) Identification of pollutant release and transfer registers reporting facilities;
 - (ii) Use of electronic tools;
 - (iii) Determination of methods for measuring, calculating or estimating releases and transfers;
 - (iv) Identification of releases from diffuse sources;
 - (v) Quality assessment of pollutant release and transfer registers data;
 - (vi) Collection and assessment of data by authorities;

(vii) Exploration of methodologies by which the information can be presented to the public;

(d) To exchange examples of good practices on public participation in the development of pollutant release and transfer registers;

(e) To assess the guidance document on implementation of the Protocol and, if necessary, to update it;

(f) To make proposals and recommendations to the Meeting of the Parties as it considers necessary for the achievement of the purposes of the Protocol;

3. *Also requests* the Working Group to meet no less than once during the intersessional period, while recognizing that more frequent meetings may be necessary in order for the Working Group to be able to fulfil its tasks, and to organize its work, within the means available, in the way that it deems most effective;

4. *Further requests* the officers and Bureau of the Meeting to serve as the officers and the Bureau of the Working Group.

Decision I/5

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Reporting on implementation of the Protocol

The Meeting of the Parties,

Recalling article 17, paragraph 2, of the Protocol on Pollutant Release and Transfer Registers, which states, inter alia, that the Meeting of the Parties to the Protocol shall keep under continuous review the implementation and development of the Protocol on the basis of regular reporting by the Parties and, with this purpose in mind, will establish guidelines facilitating reporting by the Parties, taking into account the experience gained under the Convention,

Recognizing that regular reporting by Parties provides important contextual information which facilitates the assessment of compliance under the Protocol and thereby contributes to the work of the Compliance Committee,

Believing that public involvement in the process of reporting is likely to improve the quality and accuracy of reports and to strengthen the credibility of the reporting process,

Taking into account the objective of a simple, concise and not excessively burdensome reporting mechanism,

Noting that this decision concerns reporting by Parties on how they have implemented the requirements of the Protocol and is distinct from the reporting required under article 7 of the Protocol,

Emphasizing the importance of timely submission of reports,

1. *Requests* each Party to submit to the secretariat, in advance of the second ordinary session of the Meeting of the Parties or in advance of the first ordinary session of the Meeting of the Parties that takes place following the entry into force of the Protocol for that Party, whichever is the later, a report on:

(a) The necessary legislative, regulatory or other measures that it has taken to implement the provisions of the Protocol;

(b) The practical implementation of these measures at the national or, in the case of regional economic integration organizations, the regional level;

using the format set out in the annex to this decision;

2. *Also requests* each Party in advance of each subsequent ordinary session of the Meeting of the Parties to review the report and to prepare and submit to the secretariat new information and, where available, a consolidated national implementation report;

3. *Further requests* each Party to prepare its reports on implementation of the Protocol through a transparent and consultative process involving the public in a timely manner, taking account of specific circumstances pertaining to regional economic integration organizations;

4. *Requests* that such reports be submitted to the secretariat, preferably in electronic form, in one of the official languages of the Protocol, as well as in the language(s) of the Party, so as to arrive no later than five months before the session of the Meeting of the Parties for which they are submitted;

5. *Also requests* the secretariat to prepare a synthesis report for each ordinary session of the Meeting of the Parties summarizing the national implementation reports submitted by the Parties and identifying significant trends, challenges and solutions, and to circulate it to the Parties and other stakeholders in due time for the Working Group of the Parties to the Protocol to review it and, if appropriate, comment on it immediately prior to its consideration by the Meeting of the Parties to the Protocol;

6. *Invites* Signatories and other States not party to the Protocol, pending their ratification or accession, to submit reports on measures taken to apply the Protocol, in accordance with the aforementioned procedures;

7. *Also invites* international, regional and non-governmental organizations engaged in programmes or activities providing support to Parties and/or other States in the implementation of the Protocol to provide the secretariat with reports on their programmes or activities and lessons learned, as well as on implementation of the Protocol itself;

8. *Requests* the secretariat to:

(a) Circulate the synthesis report and the reports referred to in paragraphs 1 and 2 in the official languages of the Protocol, as well as any reports submitted in accordance with paragraphs 6 and 7, to the Meeting of the Parties;

(b) Post these reports on the United Nations Economic Commission for Europe website in the languages in which they are available.

Annex

Format for the Protocol on Pollutant Release and Transfer Registers Implementation Report

CERTIFICATION SHEET

The following report is submitted on behalf of

_____ **[name of the Party or the Signatory] in accordance with decision I/5**

Name of officer responsible for submitting the national report:	
Signature:	
Date:	

IMPLEMENTATION REPORT

Please provide the following details on the origin of this report.

<i>Party/Signatory</i>	
<i>NATIONAL FOCAL POINT</i>	
Full name of the institution:	
Name and title of officer:	
Postal address:	
Telephone:	
Fax:	
E-mail:	

<i>Contact officer for national report (if different):</i>	
Full name of the institution:	
Name and title of officer:	
Postal address:	
Telephone:	
Fax:	
E-mail:	

<i>Designated competent authority responsible for managing the national or regional register (if different):</i>	
Full name of the institution:	
Name and title of officer:	
Postal address:	
Telephone:	
Fax:	
E-mail:	

Provide a brief description of the process by which this report has been prepared, including information on which types of public authorities were consulted or contributed to its preparation, how the public was consulted and how the outcome of the public consultation was taken into account and on the material which was used as a basis for preparing the report.

Answer:

Articles 3, 4 and 5

List legislative, regulatory and other measures that implement the general provisions in articles 3 (general provisions), 4 (core elements of a pollutant release and transfer register system (PRTR)) and 5 (design and structure).

In particular, describe:

(a) With respect to **article 3, paragraph 1**, measures taken to ensure the implementation of the provisions of the Protocol, including enforcement measures;

(b) With respect to **article 3, paragraph 2**, measures taken to introduce a more extensive or more publicly accessible PRTR than required by the Protocol;

(c) With respect to **article 3, paragraph 3**, measures taken to require that employees of a facility and members of the public who report a violation by a facility of national laws implementing this Protocol to public authorities are not penalized, persecuted or harassed for their actions in reporting the violation;

(d) With respect to **article 3, paragraph 5**, whether the PRTR system has been integrated into other reporting mechanisms and, if such integration has been undertaken, into which systems. Did such integration lead to elimination of duplicative reporting? Were any special challenges encountered or overcome in undertaking the integration, and how?

(e) With respect to **article 5, paragraph 1**, how releases and transfers can be searched and identified according to the parameters listed in subparagraphs (a) to (f);

(f) With respect to **article 5, paragraph 4**, provide the Universal Resource Locator (url) or Internet address where the register can be continuously and immediately accessed, or other electronic means with equivalent effect;

(g) With respect to **article 5, paragraphs 5 and 6**, provide information on links from the Party's register to relevant existing, publicly accessible databases on subject matters related to environmental protection, if any, and a link to PRTRs of other Parties.

Answer:

Article 7

List legislative, regulatory and other measures that implement article 7 (reporting requirements).

Describe or identify as appropriate:

(a) With respect to **paragraph 1**, whether the reporting requirements of paragraph 1 (a) are required by the national system, or whether those of paragraph 1 (b) are required by the national system;

(b) With respect to **paragraphs 1, 2 and 5**, whether it is the owner of each individual facility that is required to fulfil the reporting requirements or whether it is the operator;

(c) With respect to **paragraph 1 and annex I**, any difference between the list of activities for which reporting is required under the Protocol, or their associated thresholds, and the list of activities and associated thresholds for which reporting is required under the national PRTR system;

(d) With respect to **paragraph 1 and annex II**, any difference between the list of pollutants for which reporting is required under the Protocol, or their associated thresholds, and the list of pollutants and associated thresholds for which reporting is required under the national PRTR system;

(e) With respect to **paragraph 3 and annex II**, whether for any particular pollutant or pollutants listed in annex II of the Protocol, the Party applies a type of threshold other than the one referred to in the responses to paragraph (a) above and, if so, why;

(f) With respect to **paragraph 4**, the competent authority designated to collect the information on releases of pollutants from diffuse sources specified in paragraphs 7 and 8;

(g) With respect to **paragraphs 5 and 6**, any differences between the scope of information to be provided by owners or operators under the Protocol and the information required under the national PRTR system, and whether the national system is based on pollutant-specific (paragraph 5 (d) (i)) or waste-specific (paragraph 5 (d) (ii)) reporting of transfers;

(h) With respect to **paragraphs 4 and 7**, where diffuse sources have been included in the register, which diffuse sources have been included and how these can be searched and identified by users, in an adequate spatial disaggregation; or where they have not been included, provide information on measures to initiate reporting on diffuse sources;

(i) With respect to **paragraph 8**, the types of methodology used to derive the information on diffuse sources.

Answer:

Article 8

For each reporting cycle since the last national implementation report (or date of entry into force of the Protocol), please indicate:

- (a) The reporting year (the calendar year to which the reported information relates);
- (b) The deadline(s) by which the owners or operators of facilities were required to report to the competent authority;
- (c) The date by which the information was required to be publicly accessible on the register, having regard to the requirements of **article 8** (reporting cycle);
- (d) Whether the various deadlines for reporting by facilities and for having the information publicly accessible on the register were met in practice; and if they were delayed, the reasons for this;
- (e) Whether methods of electronic reporting were used to facilitate the incorporation of the information required in the national register, and if such methods were used, the proportion of electronic reporting by facilities and any software applications used to support such reporting.

Answer:

Article 9

Describe the legislative, regulatory and other measures ensuring the collection of data and the keeping of records, and establishing the types of methodologies used in gathering the information on releases and transfers, in accordance with article 9 (data collection and record-keeping).

Answer:

Article 10

Describe the rules, procedures and mechanisms ensuring the quality of the data contained in the national PRTR and what these revealed about the quality of data reported, having regard to the requirements of article 10 (quality assessment).

Answer:

Article 11

Describe the way(s) in which public access to the information contained in the register is facilitated, having regard to the requirements of article 11 (public access to information).

Answer:

Article 12

Where any information on the register is kept confidential, give an indication of the types of information that may be withheld and the frequency with which it is withheld, having regard to the requirements of article 12 (confidentiality). Please provide comments on practical experience and challenges encountered with respect to dealing with confidentiality claims, in particular with respect to the requirements set out in paragraph 2.

Answer:

Article 13

Describe the opportunities for public participation in the development of the national PRTR system, in accordance with article 13 (public participation in the development of national pollutant release and transfer registers), and any relevant experience with public participation in the development of the system.

Answer:

Article 14

Describe the review procedure established by law to which all individuals have access if they consider that their request for information has been ignored, wrongfully refused or otherwise not dealt with in accordance with the provisions of article 14 (access to justice), and any use made of it.

Answer:

Article 15

Describe how the Party has promoted public awareness of its PRTR and provide detail, in accordance with article 15 (capacity-building), on:

- (a) Efforts to provide adequate capacity-building for and guidance to public authorities and bodies to assist them in carrying out their duties under the Protocol;
- (b) Assistance and guidance to the public in accessing the national register and in understanding the use of the information contained in it.

Answer:

Article 16

Describe how the Party has cooperated and assisted other Parties and encouraged cooperation among relevant international organizations, as appropriate, in particular:

- (a) In international actions in support of the objectives of this Protocol, in accordance with **paragraph 1 (a)**;
- (b) On the basis of mutual agreements between the Parties concerned, in implementing national systems in pursuance of this Protocol, in accordance with **paragraph 1 (b)**;

(c) In sharing information under this Protocol on releases and transfers within border areas, in accordance with **paragraph 1 (c)**;

(d) In sharing information under this Protocol concerning transfers among Parties, in accordance with **paragraph 1 (d)**;

(e) Through the provision of technical assistance to Parties that are developing countries and Parties with economies in transition in matters relating to this Protocol, in accordance with **paragraph 2 (c)**.

Answer:

Provide any further comments relevant to the Party's implementation, or in the case of Signatories, preparation for implementation, of the Protocol. Parties and Signatories are invited to identify any challenges or obstacles encountered in setting up, gathering data for and filling in the register.

Answer:

Decision I/6

Adopted by the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention on Access to Information, Public Participation in Decision-making Procedures and Access to Justice in Environmental Matters at its first session held on 22 April 2010

Procedures for the Preparation, Adoption and Monitoring of Work Programmes and on the Work Programme for 2011–2014

The Meeting of the Parties,

Recalling article 17, paragraph 2, of the Protocol on Pollutant Release and Transfer Registers, which requires Parties to keep under continuous review the implementation and development of the Protocol, and with this purpose in mind, *inter alia*, to establish a programme of work,

1. *Decides* that a work programme of activities under the auspices of the Protocol should be prepared for adoption at each ordinary session of the Meeting of the Parties to provide a framework guiding the undertaking of such activities during the intersessional period following that meeting;

2. *Also decides* that for each activity in the work programme, the following details should be indicated:

- (a) Objective(s) and expected output;
- (b) Lead country, body or organization;
- (c) Method of work;
- (d) Time frame;

(e) Estimated costs and expected sources of funding, if other than the United Nations regular budget, indicating the core requirements;

3. *Resolves* that core requirements shall have priority in the allocation of the budgetary resources made available under the voluntary scheme of contributions established through decision I/3 on financial arrangements, Parties, Signatories and other States being encouraged to contribute to activities not covered by these resources as the need arises;

4. *Requests* the secretariat to provide a more detailed assessment of the activities in the work programme for the period 2011–2014, including a breakdown of the cost estimates of each activity, and to report to the Working Group of the Parties to the Protocol. This should include examining whether or not a separate technical assistance mechanism should be established;

5. *Also requests* the Bureau and the Working Group to keep under review the activities of the work programme for the period 2011–2014, and to report and make appropriate recommendations to the Meeting of the Parties at its second ordinary session;

6. *Adopts* the work programme under the auspices of the Protocol up until the second ordinary session of the Meeting of the Parties as contained in annex I to this decision;

7. *Calls upon* the Parties and invites Signatories, other States and relevant intergovernmental, regional and non-governmental organizations to contribute actively to the activities contained in the work programme;

8. *Decides* to review the procedures for the preparation, adoption and monitoring of work programmes at its second session in connection with the review of the financial arrangements and on the basis of any proposals from the Bureau or Working Group;

9. *Requests* the Working Group to consider the need for a long-term strategic plan for the Protocol and, if deemed necessary, to take steps to prepare such a plan for possible adoption by the Meeting of the Parties, and to explore potential synergies between such a long-term strategic plan and the strategic plan for the Convention

Annex I

Work programme for 2011–2014

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Item	Estimated costs in thousands of United States dollars per year (average)	
						Core requirements	Overall requirements
A. Compliance mechanism	Monitor and facilitate compliance with the Protocol	Compliance Committee	Compliance Committee to meet to review submissions, communications, etc., prepare decisions and reports and undertake fact-finding missions; secretariat to publicize the mechanism, develop a database of cases and service the Committee	Ongoing	Staff time, Committee meetings (travel + DSA), expert missions, other costs	101	142
B. Technical assistance	Assist countries in the effective implementation of the Protocol Evaluate the need for a separate technical assistance mechanism	Secretariat in close cooperation with partner organizations (the United Nations Environment Programme, the United Nations Institute for Training and Research, the Organization for Security and Cooperation in Europe, the Regional Environmental Center for Central and Eastern Europe, GRID-Arendal), in the framework programme for PRTR capacity-building	Specific projects in countries needing assistance; training workshops, guidance materials and technical assistance, mostly separately funded; minimum of one subregional workshop per year; questionnaire, analysis of results	Ongoing	Staff time, meetings (travel + DSA for eligible participants), consultancy	125	205

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Estimated costs in thousands of United States dollars per year (average)		
					Item	Core requirements	Overall requirements
C. Information exchange on a technical level	Monitor and facilitate the implementation of the Protocol	Working Group of the Parties to the Protocol	Meetings of the Working Group of the Parties to the Protocol; ad hoc meetings; use of electronic tools	Ongoing	Staff time, meetings (travel + DSA for eligible participants), consultancy	69	103
D. Reporting mechanism	Monitor and facilitate the implementation of the Protocol; facilitate reporting, review of compliance and experience	Working Group of the Parties to the Protocol	Meetings of the Working Group of the Parties to the Protocol; optimization of synergies with the Task Force on Electronic Information Tools to the Convention; exchange on a technical level of information on the application of electronic information tools; use of the online implementation database in the Aarhus Clearinghouse for Environmental Democracy, the Virtual PRTR Classroom, the PRTR capacity-building activities matrix and e-reporting	Ongoing	Staff time, consultancy	34	53

<i>Activity</i>	<i>Objective and expected outcome</i>	<i>Lead country, body or organization</i>	<i>Method of work</i>	<i>Approximate time frame</i>	<i>Estimated costs in thousands of United States dollars per year (average)</i>		
					<i>Item</i>	<i>Core requirements</i>	<i>Overall requirements</i>
E. Awareness-raising and promotion of the Protocol and its interlinkages with other treaties and processes	Further the knowledge of the Protocol throughout the UNECE region and beyond, increase the number of Parties to the Protocol; further the application of the Protocol in the context of other multilateral environmental agreements and related processes (SAICM/ICCM)	Secretariat	Participate in key regional and international events and processes; provide support to workshops organized by others; prepare leaflets, publications, news bulletins and other materials; update website; write and review articles on the Protocol	Ongoing	Staff time, participation in relevant events where funding is not provided for by the organizers (travel and DSA), consultancy	34	53
F. Coordination and oversight of inter-sessional activities	Coordination and oversight of the activities under the Protocol, i.e., through the implementation of this work programme	Working Group of the Parties to the Protocol and the Bureau of the Meeting of the Parties	Meetings of the Working Group of the Parties to the Protocol; meetings of the Bureau as necessary; consultations among Bureau members using e-mail	Ongoing	Staff time	79	93

Activity	Objective and expected outcome	Lead country, body or organization	Method of work	Approximate time frame	Estimated costs in thousands of United States dollars per year (average)		
					Item	Core requirements	Overall requirements
G. Technical assessment of provisions of the Protocol	Drafting of recommendations on technical issues to the Meeting of the Parties, based on the assessment report(s)	Secretariat; Working Group of the Parties to the Protocol	Meetings of the Working Group of the Parties to the Protocol, electronic consultation; drafting of assessment report(s) on experience gained in the development of national PRTRs according to article 6 (2) of the Protocol	Ongoing	Staff time, consultancy	22	42
H. Horizontal support areas	Overall support that covers multiple substantive areas of the work programme	Secretariat	Secretarial support, staff training, equipment	Ongoing	Staff time	27	53
Subtotal						490	746
Programme support costs (13%)						64	97
Total						554	843

Abbreviations: DSA, daily subsistence allowance; ICCM, International Conference on Chemicals Management; PRTR, pollutant release and transfer register; SAICM, Strategic Approach to International Chemicals Management

Annex II

Estimated costs of the activities proposed in the Work Programme for 2011–2014 to be covered from sources other than the United Nations regular budget

		<i>Estimated cost in United States dollars per year</i>									
<i>Activity</i>	<i>Description</i>	<i>2011</i>		<i>2012</i>		<i>2013</i>		<i>2014</i>		<i>2011–2014 average per year</i>	
		<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>
A. Compliance mechanism											
Staff time	Professional support: 0.20 P4 (core), 0.20 P4 + 0.05 P3 (overall)	46 000	55 500	46 920	56 610	47 858	57 742	48 816	58 897	47 398	57 187
Travel, DSA (experts/participants)	Committee members, other participants (2 meetings of Compliance Committee per year)	40 000	60 000	40 000	60 000	40 000	60 000	40 000	60 000	40 000	60 000
Travel, DSA (staff)	Expert missions	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subcontracts	Consultancy (off-site translation,, expert advice)	5 000	10 000	10 000	10 000	10 000	20 000	10 000	20 000	8 750	15 000
Subtotal		96 000	135 500	101 920	136 610	102 858	147 742	103 816	148 897	101 148	142 187
B. Technical assistance											
Staff time	Professional support: 0.30 P-4 (core), 0.30 P-4 + 0.20 P-3 (overall)	69 000	107 000	70 380	109 140	71 788	111 323	73 223	113 549	71 098	110 253
Travel, DSA (experts/participants)	Eligible participants (annual meeting of International PRTR Coordinating Group, workshops)	4 000	5 000	4 000	5 000	4 000	5 000	4 000	5 000	4 000	5 000
Travel, DSA (staff)	Workshops, seminars, trainings for participation at relevant events where no other funding is available	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subcontracts		45 000	80 000	45 000	80 000	45 000	80 000	45 000	80 000	45 000	80 000
Subtotal		123 000	202 000	124 380	204 140	125 788	206 323	127 223	208 549	125 098	205 253

		<i>Estimated cost in United States dollars per year</i>									
<i>Activity</i>	<i>Description</i>	<i>2011</i>		<i>2012</i>		<i>2013</i>		<i>2014</i>		<i>2011–2014 average per year</i>	
		<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>
C. Information exchange on a technical level											
Staff time	Professional support: 0.15 P-4 (core), 0.15 P-4 + 0.05 P-3 (overall)	34 500	44 000	35 190	44 880	35 894	45 778	36 612	46 693	35 549	45 338
Travel, DSA (experts/participants)	Eligible participants (expert meetings)	0	0	8 000	12 000	8 000	12 000	8 000	12 000	6 000	9 000
Travel, DSA (staff)	Travel, DSA for participation at relevant events where no other funding is available	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subcontracts	Consultancy (studies, publications, materials)	20 000	35 000	25 000	35 000	25 000	50 000	20 000	35 000	22 500	38 750
Subtotal		59 500	89 000	73 190	101 880	73 894	117 778	69 612	103 693	69 049	103 088
D. Reporting mechanism											
Staff time	Professional support: 0.10 P-4 (core), 0.10 P-4 + 0.05 P-3 (overall)	23 000	32 500	23 460	33 150	23 929	33 813	24 408	34 489	23 699	33 488
Subcontracts	Consultancy (studies, database development)	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000
Subtotal		33 000	52 500	33 460	53 150	33 929	53 813	34 408	54 489	33 699	53 488
E. Awareness-raising and promotion of the Protocol and its interlinkages with other treaties and processes											
Staff time	Professional support: 0.10 P-4 (core), 0.10 P-4 + 0.05 P-3 (overall)	23 000	32 500	23 460	33 150	23 929	33 813	24 408	34 489	23 699	33 488
Travel, DSA (experts/participants)	Eligible participants	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Travel, DSA (staff)	Travel, DSA	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000
Subtotal		33 000	52 500	33 460	53 150	33 929	53 813	34 408	54 489	33 699	53 488
F. Coordination and oversight of intersessional activities											
Staff time	Professional support: 0.10 P-4 (core), 0.10 P-4 + 0.05 P-3 (overall)	23 000	32 500	23 460	33 150	23 929	33 813	24 408	34 489	23 699	33 488
Travel, DSA (staff)	Travel, DSA	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000	5 000	10 000

		<i>Estimated cost in United States dollars per year</i>									
<i>Activity</i>	<i>Description</i>	<i>2011</i>		<i>2012</i>		<i>2013</i>		<i>2014</i>		<i>2011–2014 average per year</i>	
		<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>	<i>Core</i>	<i>Overall</i>
Travel, DSA (experts/participants)	Eligible participants (sessions of the meeting of the Parties, Working Group)	40 000	40 000	40 000	40 000	40 000	40 000	80 000	80 000	50 000	50 000
Subtotal		68 000	82 500	68 460	83 150	68 929	83 813	109 408	124 489	78 699	93 488
G. Technical assessment of provisions of the Protocol											
Staff time	Professional support: 0.05 P-4 (core),										
Subcontracts	0.05 P-4 + 0.05 P-3 (overall)	11 500	21 000	11 730	21 420	11 965	21 848	12 204	22 285	11 850	21 638
	Consultancy (collection and examination of case studies)	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000	10 000	20 000
Subtotal		21 500	41 000	21 730	41 420	21 965	41 848	22 204	42 285	21 850	41 638
H. Horizontal support areas											
Staff time	Secretariat support (G-5): 0.25 (core), 0.50 (overall)	25 925	51 850	26 444	52 887	26 972	53 945	27 512	55 024	26 713	53 426
Subtotal		25 925	51 850	26 444	52 887	26 972	53 945	27 512	55 024	26 713	53 426
Total		459 925	706 850	483 044	726 387	488 264	759 075	528 590	791 916	489 956	746 057
Programme support costs (13%)		59 790	91 891	62 796	94 430	63 474	98 680	68 717	102 949	63 694	96 987
Grand total		519 715	798 741	545 839	820 817	551 739	857 754	597 306	894 865	553 650	843 044

Notes:

- (a) Some figures may change in accordance with United Nations administrative regulations.
- (b) The estimated costs shown here are limited to those intended to be covered by voluntary contributions made under the Protocol's scheme of financial arrangements, either through its trust fund or in kind. They do not include costs that are expected to be covered by the United Nations regular budget or other sources. Core figures are based on the supposition of one Professional (P) staff financed through the Convention's trust fund. Overall figures are based on the supposition of one-and-a-half Professional staff financed through the Convention's trust fund. It will be the policy of the secretariat to use resources in such a way as to maintain a steady level of staffing and to increase the numbers of extrabudgetary staff only if it considers that the higher staffing level can be sustained for a significant period.
- (c) Some elements of the Protocol's programme of work and their associated costs are duplicative of elements of the 2009–2011 work programme of the Convention (decision III/9, activities III, IV and V). The Parties to the Convention may wish to consider the implications for expenditure on activities concerning Pollutant Release and Transfer Registers in the 2009–2011 and 2012–2014 work programmes of the Convention arising from the adoption of the work programme of the Protocol.

- (d) Professional staff costs are estimated by multiplying expected staff time in each activity area by the projected collective annual salary costs for the core and overall scenarios. These collective salary costs are estimated at \$229,100 and \$325,100 per year under the core and overall scenario respectively (exclusive of 13 per cent programme support costs). These estimates are based on projections on salary levels of one P-4 staff member at 100 per cent for the core scenario and one P-4 staff member at 100 per cent and one P-3 staff at 50 per cent for the overall scenario.
- (e) In line with past practice, it is anticipated that some publications will be funded from the United Nations regular budget.
- (f) The generic annual salary level of \$103,700 for administrative support staff is used as the basis for core and overall scenarios.
- (g) Staff time for all activities includes a yearly inflation rate of 2 per cent on salaries.