

Guidelines for summary reports in accordance with article 7 of the Protocol on Water and Health

Background and objectives

1. In accordance with article 6 of the Protocol on Water and Health, Parties are required to set targets and target dates within two years after ratification. The Meeting of the Parties evaluates progress in implementing the Protocol on the basis of summary reports in accordance with article 7, paragraph 6. The objectives of these triennial summary reports are:
 - (a) To assess progress by means of self-assessment by the Party and assessment by the Meeting of the Parties;
 - (b) To exchange experience and share lessons learned;
 - (c) To illustrate successes resulting from the implementation of the Protocol;
 - (d) To identify challenges in implementing the Protocol, with a view to informing activities under the Protocol's programme of work.
2. The summary reports do not aim to compare the situations in different Parties.
3. In accordance with article 7, paragraph 1 (b), the summary reports contain information on common indicators intended to show how far progress has contributed towards preventing, controlling and reducing water-related disease and to improving the water, sanitation and health situation in the region.
4. The aims of these guidelines are as follows:
 - (a) To assist Parties in meeting their commitments under article 7 of the Protocol;
 - (b) To promote the provision of consistent, transparent, accurate and complete information in order to enable a thorough review and assessment of the implementation of the Protocol by the Parties;
 - (c) To assist the Meeting of the Parties in carrying out its responsibilities to review the progress in implementation of the Protocol pursuant to article 7, paragraph 6.
5. These guidelines are complementary to and should be read together with the *Guidelines on the Setting of Targets, Evaluation of Progress and Reporting*,¹ in particular regarding the setting of targets and the identification of indicators to measure progress.

Structure

6. Parties should structure their summary reports according to the template adopted by the Meeting of the Parties. To ensure completeness, no mandatory element should be excluded. If mandatory elements cannot be reported for any reason, Parties should explain the omission or the reason for partial reporting in the section relating to that element.
7. The summary reports should be useful for the self-assessment of Parties (e.g., they should encourage Parties to think about the process, the circumstances and "what is behind the figures"). Thus, in addition to figures, reports should include explanatory narratives that could be of use for other Parties, for instance addressing information on legal, regulatory, financial, informational, educational and management measures.

¹ United Nations publication, Sales No. E.10.II.E.12. Available from <http://www.unece.org/index.php?id=11644> (accessed on 14 April 2016).

8. Parties are requested to concentrate on, where possible, the following types of information:

- (a) The rationale and justification for establishing specific targets;
- (b) The outcomes and impacts of actions or measures taken to implement the targets set and other provisions of the Protocol;
- (c) Short descriptions of success stories and case studies that could serve as examples of good practice for other Parties;
- (d) Major obstacles encountered in implementation;
- (e) Actions needed to enhance implementation.

9. The summary reports will be composed of an executive summary providing an overall evaluation of the progress achieved in implementing the Protocol and the following seven parts:

- (a) A general part on the process of setting targets and reporting and national circumstances;
- (b) Information on targets and target dates set and assessment of progress achieved towards the targets;
- (c) Information on common indicators;
- (d) Information on water-related disease surveillance and response systems in accordance with article 8 of the Protocol;
- (e) An overall evaluation of progress achieved in implementing articles 9-14 of the Protocol;
- (f) A thematic part linked to priority areas of work under the Protocol;
- (g) Information on the person submitting the report.

10. The summary reports should not exceed 50 pages.

Preparation process

11. Parties are encouraged to consider the participation of all concerned governmental sectors and departments, as well as other relevant stakeholders, in the preparation and use of the summary reports, including non-governmental organizations, civil society, local communities, the private sector and the media.

12. The person or authority responsible for preparing the summary report is encouraged to work closely with the national counterparts responsible for implementation of related international conventions and the *acquis communautaire* of the European Union. Coordinating report preparation will ensure the sharing of data and analysis as well as consistency between reports, thus reducing the overall reporting burden for the country while maintaining consistency with the reporting format. Such coordination could furthermore enhance opportunities for synergies in the national implementation of related international conventions and European Union directives.

Outreach and communication

13. The preparation of summary reports is an opportunity for communicating the work achieved in meeting the Protocol's objectives to the general public and other stakeholders, including the private sector, and involving them in national implementation. To this end, in

addition to involving stakeholders in the preparation of summary reports, it is particularly important for Parties, after submitting their summary reports, to communicate to the general public the positive outcomes identified in the reports and the obstacles and challenges that remain.

14. Various means of communication can be used, including (a) publicly launching the summary reports on World Water Day, World Health Day or World Toilet Day, for example; (b) making the reports accessible to a wider audience through national clearing-house mechanisms, other media or on dedicated Internet sites; and/or (c) developing and disseminating extracts of the national reports.

Language

15. The summary report should be submitted in one of the official languages of the Protocol. To facilitate exchange of experience, Parties are also encouraged to submit, where relevant, a translation of their summary report in English.

Submission

16. Parties are required to submit their summary reports to the joint secretariat, using the adopted template for reporting, 210 days before the next session of the Meeting of the Parties. Submission of the reports ahead of this deadline is encouraged, as this will facilitate the preparation of analyses and syntheses of the reports for the consideration of the Meeting of the Parties.

17. Parties are requested to submit, to the two addresses below, an original signed copy by post and an electronic copy by e-mail. Electronic copies should be available in word-processing software.

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