

## **Decision CC-2/2: Templates for specific submissions by Parties**

### **Part I: Action taken by the Committee**

*The Committee,*

*Approves* the templates to facilitate submissions by Parties pursuant to paragraph 12 of Annex VII to the Convention, set out in the annexes I and II to the present decision;

### **Part II: Recommendations to the Conference of the Parties**

The Compliance Committee agreed to recommend that the Conference of the Parties at its twelfth meeting consider deciding to:

- (a) Encourage Parties to use the templates annexed to decision CC-2/2 when making submissions to the Committee;
- (b) Request the Secretariat to make the templates available on the Convention website.

## Annex I

### Template for Party submission regarding its own compliance (Paragraph 12(a) of Annex VII to the Rotterdam Convention)

---

### Template for Specific Submissions by Parties to the Compliance Committee of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade

---

Pursuant to paragraph 12 of Annex VII to the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, specific submissions may be made to the Compliance Committee in writing, through the Secretariat, by:

- (a) A Party that believes that, despite its best endeavours, it is, or will be, unable to comply with certain obligations under the Convention. Such a submission should include details as to which specific obligations are concerned and an assessment of the reason why the Party may be unable to meet those obligations. Where possible, substantiating information, or advice as to where such substantiating information may be found, may be provided. The submission may include suggestions for solutions which the Party considers may be most appropriate to its particular needs
- (b) A Party that is directly affected or likely to be directly affected by another Party's alleged failure to comply with the obligations of the Convention. A Party intending to make a submission under the present subparagraph should, before so doing, undertake consultations with the Party whose compliance is in question. The submission should include details as to which specific obligations are concerned, and information substantiating the submission, including how the Party is affected or likely to be affected.
- 

The present template has been designed for use by Parties wishing to make a specific submission to the Compliance Committee pursuant to Paragraph 12(a) of Annex VII of the Convention. The Compliance Committee shall consider any submission made to it in accordance with Paragraph 12 of Annex VII with a view to establishing the facts and the root causes of the matter of concern and to assisting in its resolution, taking into account Article 16 of the Convention.

Written submissions should be made in English, preferably by electronic means, and it is advised that submissions do not exceed five pages, excluding annexes.

#### I. Party and contact information

Name of Party:			
Name of contact person:			
Job title:			
Department:			
Institution:			
Postal address:			
Phone:		Fax :	
Email:			

#### II. Matter of concern

##### 1. Specific obligations concerned

List the relevant provisions (articles, paragraphs, subparagraphs) of the Convention setting out the specific obligations with which the Party is or will be unable to comply:

**2. Assessment of reason that the Party concerned is or may be unable to meet the specific obligations**

List details about why the Party assessed it is or may be unable to meet the specific obligations referred to in point 1 above:

**3. Best endeavours**

Describe how the Party has used its best endeavours to comply with the specific obligations under the Convention referred to in point 1 above:

**3.1 Steps taken at the domestic level**

Describe which steps have been taken at the domestic level, if any, to attempt to resolve the issue which is the subject of the specific submission, specifying the steps taken, timeframes, relevant facts and outcomes:

Steps taken at the domestic level	Timeframe	Relevant facts	Outcomes

**3.2 Steps taken at the international level**

Describe which steps have been taken at the international level, if any, other than a specific submission to the Rotterdam Convention Compliance Committee that the Party has used to address the issue. If so, please specify:

Steps taken at the international level	Timeframe	Relevant facts	Outcomes

**3.3 Financial information**

Provide information on financial support or technical assistance that may already have been made available to the Party to address the issue.

**4. Substantiating documentation, where possible**

Provide substantiating information or indicate where such substantiating information may be found:

**5. Suggestions for solutions**

Have any suggestions been identified for solutions which the Party may consider most appropriate to its particular needs?

No                       Yes

If yes, please provide more details:

**Please bear in mind that, pursuant to paragraph 18 of Annex VII, the Committee may decide not to proceed with submissions which it considers to be:**

- *De minimis*;
- Manifestly ill-founded.

*Please attach sufficient evidence substantiating the submission. The supporting materials should consist of any documentation substantiating the information provided above and should not contain any confidential information.*

*Attach only documentation essential to the submission, including relevant national legislation, highlighting the most relevant provisions; relevant decisions/results of other review procedures, highlighting the most relevant sections; relevant correspondence with public authorities of the Party concerned or other documentation that substantiates this submission, highlighting the most relevant sections.*

*Provide all supporting documentation in the original language, together with an English translation thereof.*

**Signature**

This submission should be signed by an entity duly authorized to communicate such information to the Secretariat

---

Signature

---

Date

Sending the specific submission

Please transmit the submission to the Committee through the Secretariat using the following information:

Secretariat of the Rotterdam Convention- UNEP  
Office address: 11-13, Chemin des Anémones - 1219  
Châtelaine, Switzerland  
Postal address: Avenue de la Paix 8-14, 1211 Genève  
10, Switzerland  
Tel.: +41 (0)22 917 8271  
Email: brs@un.org

Secretariat of the Rotterdam Convention - FAO  
Viale delle Terme di Caracalla, 00153 Rome, Italy  
Tel.: +39 06 5703 3765  
Fax: +39 06 5703 3224  
Email: pic@fao.org

## Annex II

### Template for submission by a Party directly affected or likely to be directly affected by another Party's alleged failure to comply with obligations of the Convention (Paragraph 12(b) of the Rotterdam Convention)

## Template for Specific Submissions by Parties to the Compliance Committee of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade

Pursuant to paragraph 12 of Annex VII to the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, specific submissions may be made to the Compliance Committee in writing, through the Secretariat, by:

- (a) A Party that believes that, despite its best endeavours, it is, or will be, unable to comply with certain obligations under the Convention. Such a submission should include details as to which specific obligations are concerned and an assessment of the reason why the Party may be unable to meet those obligations. Where possible, substantiating information, or advice as to where such substantiating information may be found, may be provided. The submission may include suggestions for solutions which the Party considers may be most appropriate to its particular needs;
- (b) A Party that is directly affected or likely to be directly affected by another Party's alleged failure to comply with the obligations of the Convention. A Party intending to make a submission under the present subparagraph should, before so doing, undertake consultations with the Party whose compliance is in question. The submission should include details as to which specific obligations are concerned, and information substantiating the submission, including how the Party is affected or likely to be affected.

The present template has been designed for use by Parties wishing to make a specific submission to the Compliance Committee pursuant to Paragraph 12(b) of Annex VII of the Convention. The Compliance Committee shall consider any submission made to it in accordance with Paragraph 12 of Annex VII with a view to establishing the facts and the root causes of the matter of concern and to assisting in its resolution, taking into account Article 16 of the Convention.

Written submissions shall be made in English, preferably by electronic means, and it is advised that submissions do not exceed ten pages.

### I. Submitting Party and contact information

Name of Party:			
Name of contact person:			
Job title:			
Department:			
Institution:			
Postal address:			
Phone:		Fax :	
Email:			

## II. Party whose alleged failure to comply is affecting the Party making the specific submission

Name of other Party(-ies) concerned:

### 1. Specific obligations of the Convention with which non-compliance is alleged

List the relevant obligations (articles, paragraphs, subparagraphs) of the Convention relating to alleged non-compliance

Detail the facts and circumstances of the alleged non-compliance.

### 2. Substantiating information

The Party making the submission is:

Directly affected  Likely to be directly affected   
by the Party's alleged failure to comply with obligations

Provide information that the Party making the submission considers relevant to substantiate that it is directly affected or likely to be directly affected by the alleged failure to comply with the obligations:

### 3. Consultations

Provide information about consultations undertaken with the Party whose compliance is in question, including timelines and dates of any consultations, persons involved, and relevant outcomes of such consultations:

**Please bear in mind that, pursuant to paragraph 18 of Annex VII, the Committee may decide not to proceed with submissions which it considers to be:**

- De minimis;
- Manifestly ill-founded.

*Please attach sufficient evidence substantiating the submission. The supporting materials should consist of any documentation substantiating the information provided above and should not contain any confidential information.*

*Attach only documentation essential to the case, including relevant national legislation, highlighting the most relevant provisions; relevant decisions/results of other review procedures, highlighting the most relevant sections; relevant correspondence with public authorities of the Party concerned or other documentation that substantiates the allegations of non-compliance, highlighting the most relevant sections.*

*Provide all supporting documentation in the original language, together with an English translation thereof.*

### Signature

This submission should be signed by an entity duly authorized to communicate such information to the Secretariat

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sending the specific submission

Please transmit the submission to the Committee through the Secretariat using the following information:

Secretariat of the Rotterdam Convention- UNEP

Office address: 11-13, Chemin des Anémones - 1219  
Châtelaine, Switzerland  
Postal address: Avenue de la Paix 8-14, 1211 Genève  
10, Switzerland  
Tel.: +41 (0)22 917 8271  
Email: [brs@un.org](mailto:brs@un.org)

Secretariat of the Rotterdam Convention - FAO  
Viale delle Terme di Caracalla, 00153 Rome, Italy  
Tel.: +39 06 5703 3765  
Fax: +39 06 5703 3224  
Email: [pic@fao.org](mailto:pic@fao.org)

