

Training workshop on developing mercury inventories

Date: 12 July – 15 July 2016

Venue: Barcelona, Spain

Time	Monday	Tuesday	Wednesday	Thursday
9.00-13.00 (with 20 min. tea/fruit/snack break)	<p>9.00: Welcome and introduction to the workshop (UNITAR, UNIDO and COWI)</p> <p>9.20: Self-presentation of participants (name, affiliation and experience with mercury and chemicals work)</p> <p>Introduction to the UNEP mercury Inventory Toolkit (COWI; see subjects below)</p>	<p>Training/exercises (COWI): More about the Toolkit elements: How to operate the Toolkit spreadsheets for Inventory Levels 1 and 2 (IL1 and IL2), reporting and templates, key Internet data sources</p>	<p>Training/exercises, continued (COWI): How to work in the Toolkit with examples of major mercury release source categories (IL1 and IL2)</p>	<p>Work with actual country inventories</p>
13.0-14.00	Lunch	Lunch	Lunch	Lunch
14.00-17.00 (with 20 min. tea/fruit/snack break)	<p>Introduction to the Toolkit, exercises, continued (COWI):</p> <ul style="list-style-type: none"> * Minamata Convention framework, * Background principles of the Toolkit, * Mercury release source types, * Introduction to the Toolkit elements, 	<p>Training/exercises, continued (COWI)</p> <p>Presentation of new demo version of IL1 with</p>	<p>Work with actual country inventories</p>	<p>Repetition of selected topics and procedures (selected by participants)</p> <p>Evaluation of the workshop</p>

	* Data collection procedures and advice	mercury controls featured		Conclusion of workshop
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Note: Reading the Toolkit documents before the workshop will benefit you much in the training (recommended for the mercury inventory team).

The Toolkit (in English and former Reference Report version in French) is available at

<http://www.unep.org/chemicalsandwaste/Metals/MercuryPublications/GuidanceTrainingMaterialToolkits/MercuryToolkit/tabid/4566/language/en-US/Default.aspx>

Similarly, the project inventory team may benefit from the UNEP/UNITAR Toolkit e-learning modules available at <http://mercurylearn.unitar.org/> (first time you need to register).

IMPORTANT:

- > Participants should bring laptop computers with MS Excel (2010 or newer is required) and MS Word installed (for exercises and actual country inventory work).
- > Basic knowledge of working in MS Excel spreadsheets is needed for all participants (compulsory for inventory team members).
- > Please bring (on paper or as links) any easily available reports and data that may benefit your initial work with your country inventory (see Toolkit Guideline for Inventory Level 1 for guidance on data types).