# Training workshop on developing mercury inventories

**Date:** 12 July – 15 July 2016  
**Venue:** Barcelona, Spain

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| 9.00-13.00 (with 20 min. tea/fruit/snack break) | 9.00: Welcome and introduction to the workshop (UNITAR, UNIDO and COWI)  
9.20: Self-presentation of participants (name, affiliation and experience with mercury and chemicals work)  
Introduction to the UNEP mercury Inventory Toolkit (COWI; see subjects below) | 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 | Training/exercises, continued (COWI): How to work in the Toolkit with examples of major mercury release source categories (IL1 and IL2) | Work with actual country inventories |
| 13.00-14.00       | Lunch                                                                  | Lunch                                                                  | Lunch                                                                    | Lunch                                                                    |
| 14.00-17.00 (with 20 min. tea/fruit/snack break) | Introduction to the Toolkit, exercises, continued (COWI):  
* Minamata Convention framework,  
* Background principles of the Toolkit,  
* Mercury release source types,  
* Introduction to the Toolkit elements, | Training/exercises, continued (COWI)  
Presentation of new demo version of IL1 with | Work with actual country inventories | Repetition of selected topics and procedures (selected by participants)  
Evaluation of the workshop |
* Data collection procedures and advice

mercury controls featured

Conclusion of workshop


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 of 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).