

GUIDELINES FOR SUMMARY REPORTS IN ACCORDANCE WITH ARTICLE 7 OF THE PROTOCOL ON WATER AND HEALTH

General information

1. The present guidelines for summary reports and the relevant reporting format have been developed by the Task Force on Indicators and Reporting and endorsed by the Working Group on Water and Health at its second meeting (2-3 July 2009, Geneva). The Working Group also decided on the organization of the first reporting exercise.
2. All Protocol's Parties are required, to take part in this, first reporting cycle and provide information on their implementation of the Protocol. Signatories and other Members States of the UNECE¹/WHO-Europe² are strongly encouraged to also participate in the exercise.
3. The summary reports should be submitted by Parties and non-Parties by **31 March 2010**. The timely submission will be highly appreciated since it will give sufficient time to examine the reports and prepare an overall implementation report for consideration by the Meeting of the Parties at its second session.
4. National focal points are encouraged to contact the joint UNECE/WHO-Europe secretariat for advice if they are in doubt on how to proceed when filling the attached template.

A. Background and objectives

5. According to article 6 of the Protocol on Water and Health, Parties shall set targets and target dates two years after ratification, at the latest. The Meeting of the Parties shall evaluate progress in implementing the Protocol on the basis of such summary reports (art. 7, para. 6). The objectives of the triennial summary reports are:
 - (a) To assess progress (self-assessment by Party and assessment by the Meeting of the Parties);
 - (b) To exchange experience and share lessons learned;
 - (c) To demonstrate the main challenges/obstacles in implementing the Protocol, thereby informing activities under the Protocol's programme of work.
6. Moreover a specific objective of this first reporting exercise is to test the feasibility of the reporting format and the indicators.
7. The summary reports do not aim to compare the situations in different Parties. However, for the sake of promoting harmonization in the whole UNECE/WHO-Europe region, Parties have agreed to report on a limited number of issues using commonly agreed indicators that are closely related to the areas under article 6, paragraph 2, for which targets should be set. The guidelines' aims are:
 - (a) To assist Parties in meeting their commitments under article 7 of the Protocol;

¹ United Nations Economic Commission for Europe.

² World Health Organization Regional Office for Europe.

(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.

8. These guidelines should be read together with the Guidelines on Setting Targets, Evaluation of Progress and Reporting³, in particular regarding the setting of targets and the identification of indicators to measure progress.

B. Structure

9. Parties should structure their summary reports following the attached template; 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.

10. 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, reports should include descriptive parts that could be of use for other Parties, not just figures, but also, for instance, information on legal/regulatory, financial/economic, informational/educational and management measures.

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

- (a) Rationale and justification for establishing specific targets;
- (b) Outcomes and impacts of actions or measures taken to implement 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.

12. The structure of summary reports should follow the format of the attached template and should consist of five parts:

- (a) A general part on the process of setting targets and reporting and on national circumstances;
- (b) Information on common indicators;

³ Draft guidelines are available at: http://www.unece.org/env/documents/2009/wh-wg/ece_mp_wh_wg_1_2009_4.pdf

- (c) Information on target and target dates set and assessment of progress achieved towards the targets;
 - (d) Overall evaluation of progress achieved in implementing the Protocol;
 - (e) Information on the person submitting the report.
13. The summary reports should not exceed 50 pages.

C. Processes of preparation

14. The Protocol covers a broad spectrum of issues related to health, water, sanitation, and environment and its implementation requires close cooperation between different authorities. Consequently the preparation of summary reports is a cooperative exercise and entails joint responsibility of at least the ministry responsible for public health and the ministry responsible for water resources.
15. Parties are encouraged to consider the participation of all relevant stakeholders in the preparation and use of the summary reports, including non-governmental organizations (NGOs), civil society, local communities, the private sector and the media.
16. In addition, the person/authority responsible for preparing the summary report is encouraged to work closely with the national counterparts responsible for implementation of related international conventions and European Union (EU) regulations. 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 the EU Directives.

D. Outreach and communication

17. The preparation of summary reports is an important 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 having submitted their summary reports, to communicate to the general public the positive outcomes identified in the reports and the obstacles and challenges that remain.
18. Various means of communication can be used, including: (a) a public launch of the summary reports on World Water Day; (b) making the reports accessible to a wider audience through national clearing-house mechanisms or other media; and/or (c) developing and disseminating extracts of the national reports.

E. Language

19. 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.

F. Submission

20. Parties are required to submit their summary reports to the joint secretariat, using the format outlined in these guidelines, by **31 March 2010**. Submission of the reports ahead of this deadline is encouraged, as this would help facilitate the preparation of analyses and syntheses to be made available to the second meeting of the Parties.

21. Parties are requested to submit, to the two addresses below, an original signed copy by post and an electronic copy either on a diskette or CD-ROM or by e-mail. Electronic copies should be available in word processing software, and any graphic elements should be provided in separate files.

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