

**Guidelines for summary reports
in accordance with article 7 of the Protocol on Water and
Health
adopted by the Meeting of the Parties at its second session
(Bucharest, 23-25 November 2010)
Second reporting exercise**

A. Background and objectives

1. 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;

2. The summary reports do not aim to compare the situations in different Parties. However, for the sake of promoting harmonization in the whole region covered by the United Nations Economic Commission for Europe (UNECE) and the World Health Organization Regional Office for Europe (WHO-Europe), 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 aims of the 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.

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

B. Structure

4. 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.

5. 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.

6. 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.
7. The summary reports will be composed of five parts:
- (a) A general part on the process of setting targets and reporting and on national circumstances;
 - (b) Information on common indicators;
 - (c) Information on targets 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.
8. The summary reports should not exceed 50 pages.

C. Preparation process

9. 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.

10. 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 EU directives.

D. Outreach and communication

11. 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.

12. Various means of communication can be used, including (a) publicly launching 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

13. 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

14. Parties are required to submit their summary reports to the joint secretariat, using the adopted template for reporting, by **29 April 2013**. Submission of the reports ahead of this deadline is encouraged, as this will facilitate the preparation of analyses and syntheses to be made available for the third session of the Meeting of the Parties.

15. Parties are requested to submit, to the two addresses below, an original signed copy by post and an electronic copy either on a 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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