

Workshop Report

Stockholm Convention Integrated Electronic Toolkit: NIP Harmonized Template and Online Submission

24 July 2025

Latin America and the Caribbean



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Latin America and the Caribbean Dive into Digital NIP Reporting Virtual Workshop | 24 July 2025

As part of the Global NIP Update project (GEF 10785), the Green Growth Knowledge Partnership (GGKP), in collaboration with the UNEP Chemicals and Health Branch (Knowledge and Risk Unit), convened a virtual workshop for government officials, national consultants, and representatives of regional centres from Latin America and the Caribbean. The session introduced and explored the Stockholm Convention Integrated Electronic Toolkit—a web-based platform developed to assist Parties in preparing, updating, and submitting their National Implementation Plans (NIPs) in line with their obligations under Article 7 of the Convention. The workshop was led by Mihaela Claudia Paun, Programme Management Officer at UNEP, who conducted a live demonstration of the toolkit. Participants were guided through key functionalities, including login procedures, POPs inventory data entry, action plan development, and the use of structured tabular formats. Ms. Paun also explained how specific fields in the toolkit are designed to align with other Convention obligations, including Article 15 reporting. While use of the toolkit is not mandatory, project countries were encouraged to explore, test, and utilize it to bring structure, consistency, and improved traceability to the NIP reporting process.

The session generated substantial interaction. Participants raised several practical questions, including:

- Access for national consultants;
- Prioritization of actions within the system;
- Challenges related to legacy measures from earlier NIP cycles;
- National endorsement processes;
- Availability of templates in local languages.

Project countries and regional centres in the region and beyond contributed their perspectives—highlighting both the potential of the toolkit to centralize long-term data and the ongoing challenges in translating lengthy narrative documents into structured, electronic formats suitable for national stakeholders' review and validation. National consultants also noted the difficulty of converting previous NIPs into the new system, particularly when working in parallel with national teams.

In response, Ms. Paun acknowledged that the toolkit is currently in a testing phase. While its use is not mandatory, countries are strongly encouraged to populate the platform with available data and share any feedback on potential improvements with the Secretariat of the Stockholm Convention. Although no additional development is planned shortly, user feedback remains essential to inform possible future enhancements. Access to the toolkit is presently limited and not yet widely enabled for multiple users within national NIP teams. However, those without login credentials were encouraged to explore the Word-based templates—now available in English, Spanish, French, and Chinese—to familiarize themselves with the structure. This can also help shape national approaches to data collection and preparation for eventual online submission.

Looking ahead, a similar workshop will be held for Africa, Asia, and Europe, and a dedicated session on Article 15 reporting is scheduled for September 2025.

The LAC session successfully laid the groundwork for wider uptake of the toolkit and reinforced the message that digital transformation in POPs reporting is both feasible and collaborative.

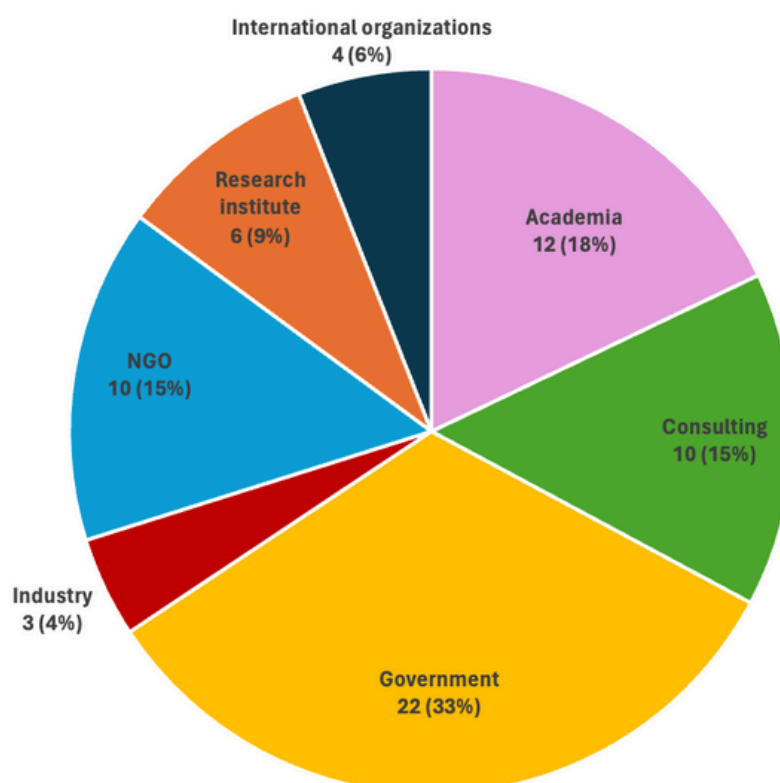
Registration and attendance

Number of registrants: 136 / Total attendance: 67
(Approx. 48% female, 51% male, 1% prefer not to answer)

Participants by country

Country	Attendees	Country	Attendees	Country	Attendees
United States of America	4	Uganda	2	Burundi	1
Bahamas	4	Ghana	2	Botswana	1
Dominica	4	North Macedonia	2	France	1
Tunisia	3	India	1	Burkina Faso	1
Bolivia	3	Mozambique	1	Madagascar	1
Peru	3	Myanmar	1	Côte d'Ivoire	1
Argentina	3	Portugal	1	Republic of Moldova	1
Republic of Korea	2	Senegal	1	Honduras	1
South Africa	2	Switzerland	1	Czechia	1
Brazil	2	Thailand	1	Guinea	1
Mexico	2	China	1	Ukraine	1
Trinidad and Tobago	2	Uruguay	1	Germany	1
Mauritius	2	Antigua and Barbuda	1		
Togo	2	Italy	1		

Participants by sector



Access to the Toolkit and Templates

Access Rights and Interfaces

Access to the Stockholm Convention Integrated Electronic Toolkit emerged as a central point of discussion. The toolkit is designed with two distinct interfaces:

- **Public Interface:** This interface provides open access to submitted National Implementation Plans (NIPs) through the NIP Submission Module. It also includes the full set of guidance documents prepared by the Secretariat under the Guidance Module, summaries of inventory guidance under the POPs Inventory Module – Part A, and the ability to query the underlying database through the Queries Module.
- **Private Interface:** This section is restricted and requires credentials issued by the Secretariat. It enables designated Party representatives—Official Contact Points (OCPs) and National Focal Points (NFPs)—to draft and submit NIPs, as well as to access the disaggregated data format and storage under the POPs Inventory Module – Part B.

Access for National Consultants

Participants inquired whether national NIP consultants could access the toolkit. It was clarified that the system was not initially intended for third-party users. However, consultants may utilize publicly available Word-based templates to familiarize themselves with the NIP structure and required data fields.

Credential Sharing Practices

Another question addressed the use of credentials when consultants are assisting with NIP preparation. It was confirmed that NFP credentials can be conditionally shared with experts to allow them to input data directly in the toolkit, whereas OCP credentials remain reserved for final submission.

The Secretariat further clarified that credentials are generic rather than nominative, with each country receiving one OCP and one NFP account. Nonetheless, users were advised to coordinate carefully, as simultaneous editing under the same NFP account may result in data conflicts. Looking ahead, a centralized authentication mechanism is planned to provide individual consultant accounts, thereby reducing the need to share country credentials.

Multi-Stakeholder Coordination and Translation of NIPs

Participants underlined the importance of harmonizing processes across national institutions and stakeholder groups. The toolkit was recognized as a potential mechanism to enhance coordination, streamline workflows, and improve overall transparency in NIP preparation and review.

The issue of translation was also highlighted as critical for ensuring national-level validation and endorsement. Making NIPs available in local languages was seen as essential to support inclusive review and stakeholder engagement.

While the toolkit doesn't have an integrated translation functionality, it was suggested that:

- Countries supported by the Global Environment Facility (GEF) could allocate translation costs within project budgets.
- Other Parties may consider mobilizing internal resources to produce translated versions and ensure dissemination among relevant stakeholders.

Digitization and Integration

Adapting to the Electronic Format

The transition to the electronic format for NIP submission was noted as a significant adjustment, with several challenges highlighted. The new template differs substantially from formats previously in use, requiring time and adaptation. While the shift was not viewed as straightforward, the workshop presentation was considered helpful in clarifying its structure and practical application. Overall, it was recognized that the electronic approach has the potential to make alignment with the template more manageable over time.

Speakers acknowledged the difficulties inherent in adopting new systems, especially given the practical constraints faced by many national teams, including limited staff resources and instances where a single individual is responsible for the chemicals and waste agenda. Despite these challenges, the electronic toolkit was emphasized as an important step toward improved workflow and connectivity, offering more direct access to updates on inventories, NIP formats, and related processes.

Digitizing Historical Data and Concerns Over Length

A key issue raised concerned the digitization of previously submitted NIPs. Questions were raised regarding the feasibility of entering extensive historical data into the new system. Concerns were also expressed about the overall length of the current template, which extends to hundreds of pages and numerous tables. It was noted that high-level decision makers may not be in a position to review such extensive material. In contrast, some submissions in the past had been prepared in a much more concise format, containing only action plans or prioritized topics, but lacking the full technical detail.

Speakers recognized the connection between the need for brevity and the importance of detailed reporting. While short action-oriented summaries may facilitate high-level review, comprehensive data remains essential to support implementation and to justify mobilizing financial resources from both national budgets and external donors. The development of an additional summarized version was discussed as a possible way to balance these needs, for instance by producing a condensed format for national-level circulation derived from the full technical submission.

Following the meeting, the Secretariat confirmed that no functionality currently exists, nor is planned, within the toolkit to automatically generate a condensed summary from the full NIP. Developing such a feature would likely require artificial intelligence or similar tools. At present, the "Executive Summary" field is designed to serve as a concise stand-alone section that may be circulated nationally, though it cannot replace a dedicated summarized version of the NIP.

Linking with Article 15 Reporting

The discussion also addressed the potential integration between the NIP toolkit and the Article 15 reporting system. While the toolkit now facilitates more structured and quantitative data collection, questions were raised about whether it is, or will be, interoperable with Article 15 reporting. The Secretariat clarified that although such linkages were initially envisaged, they have not yet been implemented due to time and resource limitations. Integration remains a long-term objective, which may be developed once additional resources are secured and in coordination with the Secretariat of the Stockholm Convention.

Prioritization of Activities in the NIP Template of the Toolkit

The session also explored how Parties might prioritize actions when drafting national action plans in the toolkit. It was suggested that users could apply practical approaches such as noting priority levels in the remarks column or indicating urgency through the use of timeframes—for instance, distinguishing between activities planned for near-term deadlines and those scheduled for later implementation.

Resources

- **The concept note and video recording in English are available on the Global NIP Update platform: Stockholm Convention Integrated Electronic Toolkit: NIP Harmonized Template and Online Submission**



- **How to access the SC integrated electronic toolkit?**
 - Stockholm Convention Integrated Electronic Toolkit
- **How to use the SC integrated electronic toolkit?**
 - Guide for the Use of the Stockholm Convention Integrated Electronic Toolkit
- **Where can I find NIP templates following the structure of the SC integrated electronic toolkit?**
 - NIP template in English language (MS Word).
 - NIP template in French language (MS Word).
 - NIP template in Spanish language (MS Word).
 - NIP template in Chinese language (MS Word).
- **How does POPs' Inventory Module look like following the structure of the SC integrated electronic toolkit?**
 - POPs Inventory Module (PDF).

Whom to Contact

As Parties begin using the Stockholm Convention Integrated Electronic Toolkit—whether to explore its functionalities or to develop, review, or update their National Implementation Plans (NIPs)—it is important that they know whom to contact for assistance.

The Toolkit is available through two interfaces:

- Public Interface: Openly accessible for general users.
- Private Interface: Secure platform that allows Parties to edit and transmit their NIPs.

Access requires individual login credentials. Credentials have been issued individually via email to the contact points of each Party.

If you have lost your credentials or need to request access:

✉ Contact:

Ms. Carla Valle-Klann

BRS Secretariat

✉ carla.valle@un.org

For technical support related to the Toolkit platform (e.g., access issues, navigation, system errors):

✉ Contact:

Ms. Claire Morel

BRS Secretariat

✉ claire.morel@un.org

If you have any questions or comments regarding this workshop, please contact the GGKP team.

✉ Contact:

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