

**GUIDELINES
FOR COMPLETING THE STOCKTAKING SURVEY:
REDUCING MARINE PLASTIC LITTER AND MICROPLASTICS**

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What is the survey about?

- The survey data will help us compile a **stock take of all the existing actions and activities** to reduce marine plastic litter and microplastics.
- The stocktaking exercise is intended to ascertain the level of progress made by stakeholder groups in taking action towards long-term elimination of discharges into the oceans and the reduction of marine plastic litter and microplastics, starting from 2018 (UNEP/AHEG/2019/3/2).
- The survey invites you to tell us about ONE existing action. To tell us about more actions just complete the survey again.

Why should your organisation complete this stocktake survey?

We would like you to complete this survey because:

- **Macro and Microplastics** in the environment are a main area of concern to the general public, policy makers and scientists.
- The United Nations is aware of some truly excellent, innovative programmes to tackle the problem but **we would like to know more about these and other initiatives**.
- We want to **collate a stocktake of activities**
- This will provide a **snapshot** of the current situation
- In so doing, we **can learn** from you and from nation states about challenges and solutions.
- We want to learn from and **show case best practice**.
- We want you to complete the survey to tell us about existing ACTIONS/ACTIVITIES taken by your organisation (since Jan 2018) to reduce marine plastic litter and microplastics.
- Your help will contribute to two outcomes, a report and a searchable online dashboard:
 - ✓ **REPORT:** The stocktaking report will use the survey data to present actions/activities at the level of countries, regions and types of actions.
 - ✓ **DASHBOARD:** Data on each activity and action will eventually be publicly available, accessible and searchable through the UNEP website, after the finalisation of the work.

Who is the right person to complete the survey?

The survey is focussed on reporting on one existing action/activity to reduce marine plastic litter and micro plastics.

Therefore the best person to complete the survey is someone who knows about that action or can report that action on behalf of the organisation. You can be involved in the action or not, you might only know of the action, but be in a position to collate all the details of the action.

An organisation or individual can complete the survey on more than one occasion.

What to prepare before starting the survey?

- Your contact details
- Details of the action/activities you want to tell us about and how many – up to 10 actions
 - Name of Action(s)
 - Details of the type of action(s).
(If you are telling us about monitoring activities – we would like to know the name of monitoring protocols used)
- The type of organisation responsible for the action/activity?
- Where the action(s) took or are taking place, in terms of:
 - Regions and countries?
 - Pathway to sea e.g. coastal zones, freshwater rivers?
 - The life cycle/plastic supply chain?

We also would like to know:

- The impact or harm that the action relates to (e.g. human health, biodiversity etc.)
- The type of contaminant targeted (e.g. microplastic: microbeads or macroplastic: plastic bottles etc.)
- The target sector targeted by the action (e.g. packaging, medical sector etc.)
- How the action is funded (Amounts and Currency, In Kind, Funding Sources)
- The duration of the activity/action.
- About stakeholders and partners involved in your action(s)/activity(es).
- About the evaluation of the action(s)

Links to Documents: Please also prepare and provide links to information on the action – URLs to reports, images, media articles. You can also email these to us after the survey.

What do we mean by an ACTION/ACTIVITY to reduce marine litter and microplastics?

An ACTION refers to *'activities and action by governments, regional and global instruments, international organizations, the private sector, non-governmental organizations and other relevant contributors to reduce marine plastic litter and microplastics with the aim of the long-term elimination of discharge into the oceans'*.

An action/activity might be, for example, changing a rule/legislation that affects the use of plastics, a project to encourage people to change their choice or use of plastic products; it might be a monitoring assessment.

We would like to define 'actions and activities' broadly. If you are confused about whether your action fits the survey aims, the **guidance from us is to complete the survey anyway and we can assess it for you**. Our aim is to have a comprehensive stocktake, so completing the survey is likely to help us achieve this aim. You can also contact us for help at: marinelitterstocktake@plymouth.ac.uk

Who is requesting your help?

This survey is being undertaken by the United Nations Environment Programme (UNEP), in response to resolution UNEP/EA.4/Res.6 paragraph 7, which requests, through subparagraph 7(a) to: *"Take stock of existing activities and action by governments, regional and global instruments, international organizations, the private sector, non-governmental organizations and other relevant contributors to reduce marine plastic litter and microplastics with the aim of the long-term elimination of discharge into the oceans"*. The survey is administered by the University of Plymouth in collaboration with UNEP.

Format of the survey

1. One of the first questions asks you to choose the ONE category which BEST describes THE TYPE OF ACTION. You will be given 4 categories to choose from. It might be helpful to have decided which one best describes your action, before you start the survey. Here are the categories:

- LEGISLATION, STANDARDS, RULES: e.g. agreeing new or changing rules or standards that others should comply with, new regulation, agreements, policies, economic instruments etc. including voluntary commitments.
 - WORKING WITH PEOPLE: Encouraging or enabling others (e.g., education, training, communication, awareness raising, behaviour change programmes)
 - TECHNOLOGY and PROCESSES: New technical developments/innovation (e.g., research and development, new product design, new materials, processes etc.) changes in practice, operations, environmental management and planning.
 - MONITORING and ANALYSIS: Collecting evidence around plastic discharge to the ocean/waterways? (e.g. monitoring, analysis)
2. To make it simple to complete the survey, once you choose the TYPE OF ACTION the questions you are presented with are related to that category. You will not have to see questions which are not relevant to your action.
 3. Most of the survey asks you to click boxes or buttons. We have tried to make it as easy for you to complete as possible.
 4. However, we are aware that there are a diverse range of innovative actions being taken globally. If you feel that you want to tell us more about your project, or that the questions don't quite cover your project, there are plenty of open ended questions throughout the survey, where you can provide us with details of your action.

Useful to know when in the survey:

- You can go forward and backward through the survey if you need to review your answers.
- You can stop part way and return to it later (use the 'finish later' button).
- **Please remember at the end of the survey - to click on the Finish button.** We will not be able to see your data until you click on the Finish button.



Who to contact?

You can contact the research team at

marinelitterstocktake@plymouth.ac.uk

THANKYOU FOR YOUR HELP WITH THIS STOCKTAKE

Frequently Asked Questions (FAQ's)

Q: Who can I contact about the survey?

A: You can contact us for advice or support at the following email address:

marinelitterstocktake@plymouth.ac.uk

Q: Where do I access the survey?

A: <https://plymouth.onlinesurveys.ac.uk/stocktake-reduce-marine-plastic-litter>

Q: What do we mean by an ACTION/ACTIVITY to reduce marine litter and microplastics?

A: We would like to define 'actions and activities' broadly. If you are confused about whether your action fits the survey aims, the guidance from us is to complete the survey anyway and we can assess it for you. Our aim is to have a comprehensive stocktake, so completing the survey is likely to help us achieve this aim. See the section on [What do we mean by an ACTION/ACTIVITY to reduce marine litter and microplastics?](#)

Q: Can I complete the survey more than once?

A: Yes, you can complete the survey on more than one occasion. We suggest that you complete it to tell us about up to 10 actions ongoing to reduce marine plastic litter and microplastic.

Q: Do I need to have worked on the action/activity in order to complete the survey?

A: No, you just need to be in a position to 'on behalf of the organisation' report on the details of the action. See the section: '[What to prepare before starting the survey?](#)' in this guideline, for a list of the details that you will need to prepare.

Q: Why do you need my email address and contact details?

A: We need these in case we need to contact you about the action/activity. It is unlikely that we will need to contact you, but a contact allows us to clarify/validate and check any information. We will only hold on to this information until the end of the stocktake is complete.

Q: Why do I have to enter my consent, name, role, organisation a second time if I repeat the survey?

A: We need this information for two reasons. Firstly for reasons of data protection and research ethics we have to ask the consent of everyone who completes the survey. The standard format which does not know whether you are a first time visitor to the survey or not, means that this needs to be completed. If you do complete the survey more than once, it is useful for us to be able to match your first set of data on action 1 with your later sets of data on more actions. Having your name, role and organisation means that we can connect your datasets if we need to. Please bear with us, we kindly ask that you don't mind just completing those few fields of data repeatedly.

Q: What does 'action and activities since 2018' mean?

A: The stocktaking exercise is intended to ascertain the level of progress made by stakeholder groups in taking action towards long-term elimination of discharges into the oceans and the reduction of marine plastic litter and microplastics, starting from 2018 and existing now.