



United Nations Industrial Development Organisation

Regional ESEA Project on Demonstration of BAT and BEP in Open Burning Activities in Response to the Stockholm Convention on POPs

**4th Project Steering Committee Meeting and
Hanoi, Vietnam 14 March - 16 March 2019**

AIDE MEMOIRE

1. Background information:

The project ***“Demonstration of BAT and BEP in Open Burning Activities in Response to the Stockholm Convention on POPs”*** is now on its 3rd year of implementation. The participating countries are in different stages in their implementation of the different components of the project. All activities are geared toward achieving the main objective of the project that is to create resource-efficient waste management systems to reduce U-POPs emissions through the introduction BAT/BEP in open burning sources and achieve a reduction of approx. 90% of current PCDD/PCDF releases at the pilot demonstration activities in the participating countries.

The PCDD/PCDFs inventories of these countries revealed that open burning activities is accountable for a total of about 1118 g TEQ/year PCDD/PCDF releases into the environment, one of the leading sources of UP-POPs. According to the UNEP toolkit for the identification and quantification of dioxin and furan releases this sector includes a) various biomass burning activities such as agricultural residue burning, sugarcane burning, forest fires etc., and b) waste burning and accidental fires including dump site fires and backyard trash burning. Release reduction from these, generally diffuse sources, requires coherent legislative and institutional capacity from the government side and significant investments and technical capacity from the private/public sector.

The project components include (i) Legislation Improvement; (ii) Institutional Strengthening; (iii) Demonstration Activities on pilot sites and (iv) Education and Awareness Raising. Various sectors are now being involved in project activities and such as the ministries, municipalities, local authorities, research and academic institutions, and universities and environmental NGO as part of the executing partners. The private sector is also being tapped to participate in the project. Pilot demonstration activities will address selected dumpsites, landfills and villages. These enterprises are the key stakeholders in implementing BAT/BEP, and making a shift from burning of waste to recycling or re-use.

2. Objective

The objective of the **4th PSC Meeting** is to present project accomplishments and updates for each component as well as the presentation of the work-plan for 2019, including the initial results of the Midterm Review conducted in November 2018. Project national directors or coordinators and the national project managers shall attend the meeting. Other partners shall also be invited to showcase their involvement and accomplishments as well as their plans for 2019 and beyond.

3. AGENDA and PROGRAMME

Day 1: March 14, 2019 – Thursday (PSC)

Time	Activity	Responsible
Morning Session		
9:00 – 9:30	Registration & Coffee	All participants
9:30 – 10:00	Opening Session Welcome Remarks Introduction of Participants Opening Remarks and Objective of the Meeting Group Photo	Government of Vietnam Representative UNIDO Project Manager
Cont. Morning Session (PSC)		
10:00 – 10:15	Opening of Session	Chair – Vietnam
10:15 -10:45	Minutes and Agreements during the 3 rd PSC Meeting held in Vienna	Project Coordinator
10:45 – 12:15	Country Reports and Workplan for 2019	National Project Managers
12:15 – 14:00	<i>Lunch</i>	
Afternoon Session		
14:00 – 17:00	Country Reports and Workplan for 2019	National Project Managers
17:30	Reception	

Day 2: March 15, 2019- Friday		
Time	Activity	Expected Outcome
9:30 – 10:00	Registration/Coffee	
10:00 -12:00	Presentation of Initial Results of the Midterm Review	Suman Lederer /UNIDO Project Manager
12:00 – 13:30	Lunch	
1:30 – 17:00	Strategic Planning to address issues and concerns discussed as way forward	UNIDO Project Manager and Participating countries

Day 3: March 16, 2019 Saturday		
Time	Activity	Expected Outcome
9:00 – 17:00	Site visit	

The final detailed agenda of the meeting will be provided at the opening session.

4. Dates and Venue

The meeting will take place on 14 March to 16 March 2019 in Hanoi Vietnam.

5. Participants

Invited participants for the PSC Meeting are:

- National Project Coordinator or Directors and National Project Managers of the participating countries – Cambodia, Lao PDR, Mongolia, Philippines and Vietnam
- UNIDO Experts/Consultants may also be invited to present relevant results of project activities

6. Language requirements

The official working language of the meeting and lecture is English. All documentation and background materials will also be available in English.

7. Management arrangements for the meeting

Financial and administrative arrangements for the officially nominated candidates will be made according to the rules and regulations of UNIDO.

UNIDO will provide the financial support for the following:

- Travel costs round trip economy class home country/ Hanoi Vietnam /home country by the most direct route.
- A daily subsistence allowance (DSA) at current United Nations rate for the period of actual attendance at the meetings and to be paid upon arrival in Hanoi. The DSA covers board and lodging, and other incidentals related to the travel.
- Rent for meeting space/facilities, printing materials, photocopying and other miscellaneous expenditures.
- Visa assistance and Visa issuance (note verbale to Embassies only but will not pay for the cost of the Visa).

Neither UNIDO nor the host country will assume responsibility for any other costs, including but not limited to:

- a) Cost incurred by the participants with respect to travel insurance, accidental insurance, medical bills and hospitalization fees in connection with their attendance to the workshop;
- b) Compensation in the event of death, disability or illness of the participants in connection with their attendance to the workshop;
- c) Incidental costs incurred in connection with travel abroad, e.g. passport, visas, vaccinations, stop-over, travel to and from the airport;
- d) Loss or damage of personal property of the participants while attending the workshop;
- e) Purchase of personal belongings and compensations in the event of damage caused by climatic or other conditions; and
- f) Other unforeseen expenditures.

All participants are required to have their personal travel insurance. UNIDO will not be liable to any compensation arising in the event of death, disability or illness in connection with their attendance to the meeting.

8. Visa/ Passport

Before leaving their home country, the participants should complete all formalities regarding entry and transit visas, which they may require for the journey to Hanoi.

9. Travel Arrangements

Flights will be arranged in accordance with the meeting schedule, arriving not later than **13 March 2019 and departing on 17 March 2019**. Please note that E-tickets will be issued from UNIDO HQ and sent to participants.

Please note that UNIDO cannot assume financial responsibilities for earlier arrivals/later departures for personal reasons. UNIDO will not pay additional costs such as DSA due to failure to make such reservations and notify UNIDO of them.

Important: UNIDO will issue tickets based on the meeting schedule. Any deviation from the travel dates indicated need to be personally arranged by the participants with the CWT, UNIDO Travel Agent issuing the tickets.

10. Hotel Reservations

All participants are expected to arrange accommodations in the meeting venue for security and logistical purposes. Vietnam PMU will be requested to arrange a single accommodation for all participants, unless otherwise specified. Please communicate request for room arrangements at least two weeks before the meeting.

Please settle your bill before departure. UNIDO will not provide additional costs over or above the official DSA rate of the UN.

11. Enquiries and correspondence:

All enquiries and correspondence prior to the meeting should be addressed to:

UNIDO HQ	Vietnam PMU
<p>Ms. Carmela CENTENO, Industrial Development Officer, Stockholm Convention Unit. Environmental Management Branch, Wagramerstrasse 5, A-1400 Vienna, AUSTRIA Tel: +431-26026-3385 E-mail: C.centeno@unido.org</p> <p>Ms. Leah Kristine Avinante (L.Avinante@unido.org) UNIDO Headquarters Vienna International Centre Wagramerstrasse 5 P.O. Box 300 A-1400 Vienna, AUSTRIA</p>	<p>Ms. Linh Hoang Thi Dieu National Project Manager Vietnam, ESEA Open Burning Project Email: dieulinh.nthu@gmail.com</p>