



# ● GEF Portal



● Kevin Helps

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## Development of Minamata Initial Assessment in Cuba





- CEO Approval Request
  - GEF Review
  - CEO Approved

## Enabling Activity (CEO) – GEF - 7



### Part I: Project Information

GEF ID  
**10652**

Project Type  
EA

Type of Trust Fund

GET

**CBIT**

CBIT

**Project Title**

Development of Minamata Initial Assessment in Cuba

**Countries**

Cuba

**Agency(ies)**

UNEP

**Other Executing Partner(s):**

BCCC-SCRC

**Executing Partner Type**

Others

**GEF Focal Area**

Chemicals and Waste

**Taxonomy**

Waste Management, Chemicals and Waste, Focal Areas, Hazardous Waste Management, eWaste, Industrial Waste, Mercury, Industrial Emissions, Emissions, Open Burning, Sustainable Development Goals, Influencing models, Strengthen institutional capacity and decision-making, Transform policy and regulatory environments, Stakeholders, Beneficiaries, Type of Engagement, Participation, Consultation, Information Dissemination, Civil Society, Academia, Community Based Organization, Non-Governmental Organization, Communications, Public Campaigns, Awareness Raising, Strategic Communications, Education, Local Communities, Gender Equality,

Gender results areas, Access to benefits and services, Knowledge Generation and Exchange, Capacity Development, Participation and leadership, Gender Mainstreaming, Women groups, Gender-sensitive indicators, Sex-disaggregated indicators, Capacity, Knowledge and Research, Enabling Activities, Knowledge Generation, Workshop, Learning, Theory of change, Knowledge Exchange, South-South

**Rio Markers**

**Climate Change Mitigation**

Climate Change Mitigation 0

**Climate Change Adaptation**

Climate Change Adaptation 0

Type of Reports	Submission Date	Expected Implementation Start	Expected Completion Date	Expected Report Submission to Convention
Minamata Initial Assessment (MIA)	8/24/2020	10/1/2020	9/30/2022	9/30/2022

**Duration**

24

In Months

**Agency Fee(\$)**

19,950

**A. FOCAL/NON-FOCAL AREA ELEMENTS**

<b>Objectives/Programs</b>	<b>Trust Fund</b>	<b>GEF Amount(\$)</b>	<b>Co-Fin Amount(\$)</b>
CW-EA	GET	210,000	
		<b>Total Project Cost(\$)</b>	<b>210,000</b>
			<b>0</b>



## B. Project description summary

### Project Objective

Facilitate the early implementation of the Minamata Convention through the use of scientific and technical knowledge and tools by national stakeholders in Cuba

Project Component	Expected Outcomes	Expected Outputs	GEF Project Financing(\$)	Confirmed Co-Financing(\$)
1. Global technical support for MIA development	National stakeholders in Cuba have the scientific and technical knowledge and tools for the early implementation of the Minamata Convention	1.1 Technical assistance provided to Cuba to develop the MIA while building sustainable foundations for its future implementation	10,000	
2. Development and validation of the Minamata Initial Assessment	National stakeholders in Cuba have the scientific and technical knowledge and tools for the early implementation of the Minamata Convention	2.1. Basic capacity, tools, documents and institutional arrangements are in place for project implementation  2.2. National overview of mercury management and inventory of mercury emissions and releases developed  2.3 Final MIA report	166,000	

<b>Project Component</b>	<b>Expected Outcomes</b>	<b>Expected Outputs</b>	<b>GEF Project Financing(\$)</b>	<b>Confirmed Co-Financing(\$)</b>
		developed		
3. Monitoring and Evaluation	National stakeholders in Cuba have the scientific and technical knowledge and tools for the early implementation of the Minamata Convention	3.1 Status of project implementation and probity of use of funds accessed on a regular basis and communicated to the GEF	15,000	
		<b>Sub Total (\$)</b>	<b>191,000</b>	<b>0</b>
<b>Project Management Cost (PMC) □</b>				
			19,000	
		<b>Sub Total(\$)</b>	<b>19,000</b>	<b>0</b>
		<b>Total Project Cost(\$)</b>	<b>210,000</b>	<b>0</b>

### C. Source of Co-Financing for the Project by Name and by Type

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Investment Mobilized	Amount(\$)
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Total Co-Financing(\$)

Describe how any "Investment Mobilized" was identified

n/a (Enabling Activity)



## D. GEF Financing Resources Requested by Agency, Country and Programming of Funds

Agency	Trust Fund	Country	Focal Area	Programming of Funds	Amount(\$)	Fee(\$)
UNEP	GET	Cuba	Chemicals and Waste	Mercury	210,000	19,950
<b>Total Gef Resources(\$)</b>					<b>210,000</b>	<b>19,950</b>

## Part II. Enabling Activity Justification

### A. ENABLING ACTIVITY BACKGROUND AND CONTEXT □

Provide brief information about projects implemented since a country became party to the convention and results achieved

The Minamata Convention on Mercury is a global treaty to protect human health and the environment from the adverse effects of mercury. The major highlights of the Convention include a ban on new mercury mines, the phase-out of existing ones, control measures on air emissions, and the international regulation of the informal sector for artisanal and small-scale gold mining.

The Minamata Convention on Mercury defines, in paragraph 5 of Article 13, a financial mechanism for the provision of adequate, predictable and timely financial resources. The financial mechanism is to support developing country parties such as Cuba and parties with economies in transition in implementing their obligations under the Convention.

Under paragraph 6 of article 13 of the Convention, the financial mechanism is to include two components: the Global Environment Facility (GEF) Trust Fund and a specific international programme to support capacity-building and technical assistance. As per paragraph 10 of article 13, at the first meeting of the Conference of the Parties, the Conference and the entities comprising the financial mechanism agreed upon the arrangements to give effect to the operation of the mechanism. The Conference of the Parties agreed on the eligibility criteria, overall strategies and policies, programme priorities and indicative list of categories of activities that could receive support through its decision UNEP/MC/COP.1/8 – Annex I – Appendix I.

Cuba is a Party to the Minamata Convention since 30 January 2018 and meets the eligibility criteria for access to and utilization of financial resources. This is the first project implemented in Cuba aimed at facilitating the implementation of the Minamata Convention. The project is a country-driven initiative in conformity with the Minamata Initial Assessment overall strategies, policies and guidance approved by the Conference of the Parties in its first session.

The project is in conformity with the GEF VII Chemicals and Waste Focal Area Strategy, which addresses mercury under its Program 4: Support enabling activities under the Minamata Convention, including Minamata Initial Assessments (MIAs) and artisanal and small-scale gold mining National Action Plans (ASGM NAPs).

The project contributes to the achievement of the **expected accomplishment A** under the UN Environment Programme (UNEP) biennial Programme of Work (PoW) 2020-2021. “Policies and legal, institutional and fiscal strategies and mechanisms for sound

chemicals management developed or implemented in countries within the framework of relevant multilateral environmental agreements and the Strategic Approach to International Chemicals Management (SAICM)". Cuba will use the UNEP Mercury Inventory Toolkit to quantify mercury emissions and releases in the country, and will use the inventory results in the development of an action plan for the early implementation of the Minamata Convention.

#### A.1. National baseline information:

The Republic of Cuba is an archipelago comprising the island of Cuba, the isla de la Juventud and several minor archipelagos. The archipelago has a territory of 109,886 km<sup>2</sup> out of which 107,467 km<sup>2</sup> correspond to the principal island. 75% of the territory is composed of grassland; 18% of mountains and the remaining 4% of wetlands. According to the political-administrative division adopted in 1975, the country is divided in 14 provinces and 169 municipalities which are managed by local governments. The national law gives autonomy to local governments to exercise public functions, including activities related to health and environment management.

The latest United Nations Development Assistance Framework document developed for Cuba covers the years 2014-2018. It identifies four areas of cooperation for the United Nation System in Cuba namely: 1. Population dynamics and quality, development and sustainability of social services and cultural; 2. Sustainable economic development; 3. Food and nutrition security; 4. Environmental sustainability and disaster risk management. The MIA development will support these cooperation areas, particularly cooperation area 4, by setting the bases for mercury risk reduction and supporting a national coherent process to strengthen multistakeholder consultations and protect the environment.

In 2017 the government of Cuba developed the document "Basis of a National Plan for Economic and Social Development until 2030". The project contributes to the strategic axis that has the general objective to foster the sound use of national resources, the conservation of ecosystems and improve environmental quality. The project will contribute to reach these general objectives by:

- Ensuring the government of Cuba has the necessary information to include the implementation of the Minamata Convention in the updated institutional and legal frameworks currently under development;
- Providing the government of Cuba with the scientific knowledge to identify country priorities and include the implementation of the Minamata Convention in its development policies, plans and programmes as well as in the territorial and urban legal frameworks;
- Raise awareness and build the capacity of local authorities and communities on sound mercury management.

Sex-disaggregated data from population at risk from mercury exposure in Cuba is largely missing.

#### A.2. Other relevant projects under implementation in Cuba

Cuba is currently participating in the following GEF funded project:

- GEF ID 10387 Implementing Sustainable Low and Non-Chemical Development in SIDS (ISLANDS). The project objective is to support Caribbean SIDS to enter a safe chemical development pathway through strengthening their ability to control the flow of chemicals, products, materials into their territories and to unlock resources for long term management of chemicals and waste including integrated chemicals and waste management. The MIA project will bring information on mercury management in Cuba that may inform the implementation of the project GEF ID 10387. UNEP is the Implementing Agency for this project and will ensure coordination.

### A.3. Mercury sources, emissions and releases

According to the Global mercury Assessment 2018<sup>[1]</sup>, the main sources of mercury emissions and releases in Cuba are described in the table below:

**Table 1: Mercury sources, emissions and releases**

Sector code	Activity Code	Emission estimate, Kg	Low range estimate, Kg	High range estimate, Kg	Waste group
Waste (other waste)	Other waste	349.436	104.831	1048.308	4
Cement Production (raw materials and fuel, excluding coal)	Cement (fuels excl.)	133.984	47.337	735.332	3
Biomass burning	Industry	44.713	10.060	86.073	3

The project will apply the level 2 of the mercury inventory toolkit to develop a more precise assessment of national sources of mercury emissions and releases.

[1] Technical background Report to the Global Mercury Assessment 2018\_ [https://wedocs.unep.org/bitstream/handle/20.500.11822/29831/gma\\_tech.pdf?sequence=1&isAllowed=y](https://wedocs.unep.org/bitstream/handle/20.500.11822/29831/gma_tech.pdf?sequence=1&isAllowed=y)

## B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES □

The proposal should briefly justify and describe the project framework. Identify also key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as

applicable. Describe also how the gender equality and women's empowerment are considered in project design and implementation

**B.1. Project objective:** facilitate the early implementation of the Minamata Convention through the use of scientific and technical knowledge and tools by national stakeholders in Cuba.

The development of the Minamata Initial Assessment has three components described in detail below:

***Component 1: Global technical support for MIA development***

The objective of this component, executed by the Global Mercury Partnership, is to ensure the high quality of the final outputs and the project sustainability. In relation to the high quality of the final outputs, the Global Mercury Partnership has already successfully supported other countries in the development of their Minamata Initial Assessment by ensuring the emission factors in all the translated versions of the toolkit are correct and updated; and the final Minamata Initial Assessments had an independent final quality check with recommendations for improvement. In relation to the project sustainability, the Global Mercury Partnership has initiated the identification and development of a roster of national experts trained on the development of mercury inventories and national stakeholders participating in awareness raising activities disaggregated by sex.

Besides the above-mentioned support, new activities have been added to this component leading to further sustainability and cost efficiency. The Global Mercury Partnership will be engaged in assisting Cuba in the development of outreach materials to facilitate understanding on the main findings of the Minamata Convention in the country and access to information to reduce human and environmental exposure to mercury.

Expected outputs and planned activities:

1.1 Technical assistance provided to Cuba to develop the MIA while building sustainable foundations for its future implementation

*1.1.1. Quality check of the final MIA developed, including the final review of the toolkit calculation;*

*1.1.2. Final report with a statistical analysis of the MIA and the identification of priorities for the implementation of the Minamata Convention;*

*1.1.3. Development of support materials to facilitate outreach and steps to reduce mercury exposure;*

*1.1.4. Continue checking the accurateness of the translated versions of the Mercury toolkit.*

***Component 2: Development and validation of the Minamata Initial Assessment***

The objective of this component executed by BCCC-SCRC Uruguay is to provide technical and administrative assistance to Cuba in the development of the Minamata Initial Assessment. The MIA development will follow the document “Minamata Initial Assessment Report suggested structure and contents”, February 2017 version, developed by UNDP and UNITAR and approved by the IOMC<sup>[1]</sup>.

Expected outputs and planned activities:

2.1. Basic capacity, tools, documents and institutional arrangements are in place for project implementation

The national focal point of the Minamata Convention; a representative of the Global Mercury Partnership and representatives from the Executing and Implementing Agencies will meet through webinars to define the scope and objective of the MIA process in Cuba. This activity will be complemented by a national inception and training workshop in Cuba to finalize and endorse the draft tools and documents developed and build the capacity of key national stakeholders for the MIA development.

*2.1.1. National inception and training workshop*

*Preparatory activities*

The draft administrative tools to be developed or agreed upon are:

- a) Project workplan, budget, procurement plan and quarterly forecast of project expenditures;
- b) Develop the documents needed for the agreement between the Executing Agency and the national partner;
- c) Have a common understanding of the reporting and monitoring processes.

The institutional arrangements to be identified are:

- a) Identify key stakeholders at the national level and assign roles;
- b) Write the Draft Terms of Reference (ToRs) of the National Coordination Mechanism.

The documents to be developed are:

- a) Awareness raising strategy aimed at national stakeholders throughout the project;
- b) Gender strategy for the project;
- d) Draft ToRs for international and national consultants;
- e) Draft agenda and list of participants for the national inception and training workshops;
- f) Knowledge and data management mechanism identified.

*National inception and training workshops*

- a) First National Coordination Mechanism meeting to finalize and endorse the documents developed in the preparatory meetings;

b) Training on the Minamata Convention and the development of the mercury inventory.

## 2.2. National overview of mercury management and inventory of mercury emissions and releases developed

2.2.1. *Identify the national background situation in relation to mercury management. This may include a national assessment on existing sources of information (studies);*

2.2.2. *Write the country profile in the context of mercury issues and overall environmental conditions and priorities in the country;*

2.2.3. *Assess the national infrastructure and capacity for the management and monitoring of mercury, including the existing national regulatory and legal framework[2];*

2.2.4. *Development of a mercury inventory using the UNEP mercury inventory level 2;*

2.2.5. *Identify individual stocks of mercury or mercury compounds over 50 metric tons, as well as sources of mercury supply generating stocks exceeding 10 metric tons per year, that are located with the territory of Cuba. This inventory is done using the “**Draft guidance on identification of individual stocks of mercury or mercury compounds exceeding 50 metric tons, as well as sources of mercury supply generating stocks exceeding 10 metric tons per year [3]**”;*

2.2.6. *Develop and agree upon a strategy for the identification of contaminated sites;*

2.2.7. *Develop a preliminary review of potential populations at risk and potential health risks[4];*

2.2.8. *Assessment of the potential gender dimensions related to the management of mercury[5].*

## 2.3. Final MIA report developed

2.3.1. *Prioritization of measures to be taken in order to implement the Convention as well as required financing for its implementation;*

2.3.2. *Write the final MIA document following the structure of the UNDP Guidance version 2017.*

### **Component 3: Monitoring and Evaluation**

Day-to-day project management and monitoring will be the responsibility of the Executing Agency. The project monitoring will start with the national inception workshop and the development of a detailed workplan, budget and detailed monitoring and evaluation plan with key stakeholders. The Executing Agency will develop and submit to UNEP technical and financial reports every quarter

describing the progress according to the workplan and budget, identifying obstacles occurred during implementation and the remediation actions to be taken.

UNEP will monitor the project progress according to the workplan on a regular basis and provide guidance to the Executing Agency to progress according to the workplan. Yearly during the GEF PIR UNEP will provide information about the status of the project implementation and the disbursements made.

Monthly or weekly calls between the Executing Agency and the Implementing Agency will be agreed upon if the project is not progressing according to the workplan.

The terminal report and final statement of accounts developed by the Executing Agency at the end of the project closes the Executing Agency monitoring activities for this project. The final financial audit will review the use of project funds against budget and assess probity of expenditure and transactions. The final audit is to be developed by an independent audit authority (a recognized firm of public accountants or, for governments, a government auditor). The final audit is to be sent to UNEP up to three months after the technical completion of the project.

Templates for the quarterly progress and financial report, terminal report and final statement of accounts will be provided by UNEP. There is no template for the final financial audit.

#### Expected outputs and planned activities:

##### 3.1 Status of project implementation and probity of use of funds accessed on a regular basis and communicated to the GEF

- 3.1.1. *EA develops and submit technical and financial reports quarterly to UNEP using UNEP's templates;*
- 3.1.2. *UNEP communicates project progress to the GEF yearly during the PIR using GEF's template;*
- 3.1.3. *Develop and submit terminal report and final statement of accounts to UNEP at project end;*
- 3.1.4. *Submit final financial audit to UNEP.*

#### **B2. Preliminary stakeholder assessment**

At the international and level, the project will include:



- a) **UNEP Chemicals and Health Branch:** as a GEF Implementing Agency, UNEP will provide technical oversight and administrative support to the National Coordinating agency and the National Coordinator. UNEP will also provide the global perspective and experience from other countries;
- b) **UNEP Regional Office for Latin America and the Caribbean:** will identify opportunities for regional synergies and areas of cooperation. Some examples may include: coordination of regional information exchange and provision of documents and inventories from other countries in the region, identification of regional experts, etc;
- c) The **Minamata Convention Secretariat** will provide guidance materials and opportunities to exchange information and to understand the Minamata Convention from a regional and global perspective;
- d) The **Global Mercury Partnership** the partnership works closely with stakeholders to assist in the effective implementation of the Minamata Convention. It will support the implementation of the project through knowledge management, quality check and access to the technical tools needed for the mercury assessment.
- e) The **Basel Convention Coordinating Centre and Stockholm Convention Regional Centre for Latin America and the Caribbean Region (BCCC-SCRC Uruguay)** : By decision BC-III/19 the Conference of the Parties of the Basel Convention in 1997, selected Uruguay as a site to establish a Basel Convention Coordinating Centre for Latin America and the Caribbean region. It was established through a framework agreement which was signed between the Government of Uruguay and the Secretariat of the Basel Convention in 2004. The same Centre was nominated to serve as a regional centre under the Stockholm Convention in November 2007 and has been endorsed as the regional centre under the Stockholm Convention for four years by COP4 in 2009. Subsequently, the Conference of the Parties at their 7th and 9th meetings have endorsed it again for the terms of four years each. The Centre has expertise in training and technology transfer since 1994 and has already supported other countries in Latin America and Caribbean in the development of their MIAs.

At the National level the Project will include:

**Table 2: preliminary list of national stakeholders**

Stakeholder	Role in the project/institutional arrangement
<i>Government</i>	
<i>Ministry of Science Technology and Environment</i>	National Coordinating Agency for the implementation of this project in Cuba.
<i>Ministry of Public Health</i>	Member of the National Coordination Mechanism. The Ministry will assist in collecting information on potential public health impacts of poor mercury management in Cuba and facilitate the development of public health campaigns to raise awareness and reduce mercury exposure.
<i>Ministry of Industry</i>	Member of the National Coordination Mechanism. The Ministry will assist in collecting information on mercury management in production processes.

<i>Chemical Engineering and Research Center (CIIQ) National Confinatory</i>	
<i>Ministry of Energy and Mines</i>	Member of the National Coordination Mechanism. The Ministry will assist in the localization of mining areas.
<i>Directorate of Mining Planning, Evaluation and Control Geology and Paleontology (IGP) Resources Office Control of Electricity.</i>	<i>Institute of National Mineral Direction of Planning, Evaluation and Control of Electricity.</i>
<i>Foreign Trade Ministry</i>	Member of the National Coordination Mechanism. The Ministry will assist in the identification of sources of mercury supply.
<i>Labour and Social Security Ministry</i>	Member of the National Coordination Mechanism. The Ministry will inform on chemical storage and work safe control and regulation.
<i>Planning and Economy Ministry Foreign Affairs Ministry Ministry of Interior Arms Force Ministry</i>	Members of the National Coordination Mechanism. These institutions will ensure that concerns and priorities related to their domains of expertise are taken into account. They will also facilitate the access to relevant information.
<i>Civil society organizations</i>	
<i>Will be identified during inception</i>	Member of the National Coordination Mechanism. The Association will assist in the identification of national NGOs working on similar topics that could be interested in participating/contributing to the project.
<i>Academia/Research Institutes</i>	
<i>Instituto Superior de Tecnologías y Ciencias Aplicadas</i>	Students and other experts may be recruited to assist in data collection and to participate in awareness raising and capacity building activities.

### **B.3. Gender equality and women empowerment**

In practice, gender mainstreaming means identifying gaps in gender equality through the use of sex disaggregated data, developing strategies to close those gaps, putting resources and expertise into implementing strategies for gender equality, monitoring and implementation and holding individuals and institutions accountable for results. Gender mainstreaming is not an end in itself; is a process whose ultimate goal is to **achieve gender equality**[6] (Sustainable Development Goal 5).

The project will collect sex-disaggregated data when assessing specific mercury exposure scenarios in Cuba. The three components of the “Guidance for Identifying Populations at Risk from Mercury Exposure<sup>[7]</sup>” developed by the World Health organization, namely the risk assessment, risk management and risk communication will be applied.

The project will also be sensitive to the government's efforts in reaching gender equality in Cuba and will actively promote women's empowerment. At the project inception, a culturally sensitive strategy with SMART indicators aimed at gender mainstreaming throughout the project implementation will be developed in consultation with key national stakeholders. The purpose is to ensure national ownership over this process.

Below some of the elements that could be considered in this strategy:

- (i) What could prevent woman's participation in project meetings and trainings? How will the project facilitate the equitable access of men and women to information and training?
- (iii) What could prevent women's participation in the project's national coordination mechanism? How will the project be encouraging the equitable participation of men and women?
- (iv) How to ensure equity between man and women in the recruitment of consultants?
- (v) Is there potential for cooperation with other initiatives in Cuba aimed at gender equality?
- (vi) Is the monitoring mechanism gender responsive?

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[1] Available at <http://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Chemicals%20and%20Waste%20Management/undp-ee-wastemgt-Minamata-Initial-Assessment-Report-Guidance-Feb2017.pdf>

[2] Checklist of legal authorities to implement Minamata Convention on Mercury (NRDC) [http://docs.nrdc.org/international/files/int\\_15101301a.pdf](http://docs.nrdc.org/international/files/int_15101301a.pdf)

[3] Available at [http://www.mercuryconvention.org/Portals/11/documents/meetings/inc7/English/7\\_4\\_e\\_stock.pdf](http://www.mercuryconvention.org/Portals/11/documents/meetings/inc7/English/7_4_e_stock.pdf)

[4] Available at <http://www.who.int/foodsafety/publications/risk-mercury-exposure/en/>

[5] Available at <http://www.undp.org/content/dam/aplaws/publication/en/publications/environment-energy/www-ee-library/chemicals-management/chemicals-management-the-why-and-how-of-mainstreaming-gender/Chemicals%20Management%20and%20Gender%20Mainstreaming.pdf>

[6] <http://www.undp.org/content/dam/aplaws/publication/en/publications/environment-energy/www-ee-library/chemicals-management/chemicals-management-the-why-and-how-of-mainstreaming-gender/Chemicals%20Management%20and%20Gender%20Mainstreaming.pdf>

[7] <https://www.who.int/foodsafety/publications/chem/mercuryexposure.pdf?ua=1>

## **C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION** □

Discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A

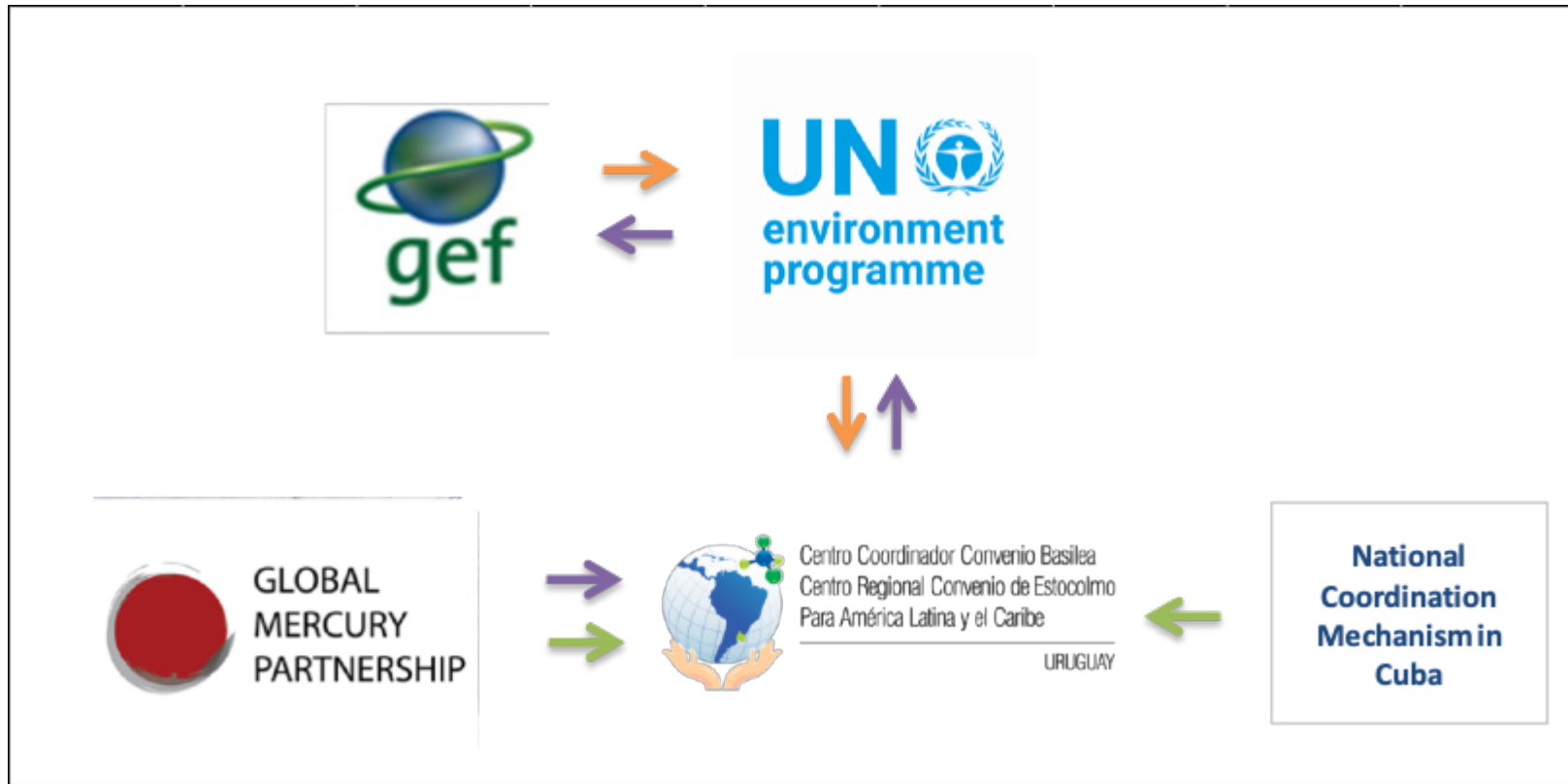
For project activities, please consult section B





**Implementing Agency (IA):** This project will be implemented by UNEP. As Implementing Agency, UNEP will be responsible for the overall project supervision, overseeing the project progress through the monitoring and evaluation of project activities and progress reports, including on technical issues. In close collaboration with its Regional Office for Latin America and Caribbean, UNEP will provide administrative support to the Executing Agency.

UNEP will support the execution of this project, as part of the Mercury Partnership Programme, and will provide assistance to signatories to the Minamata Convention or countries taking meaningful steps to ratify the Convention such as organizing regional/global awareness raising/training workshops, reviewing technical products, sending technical experts to key meetings, etc. Furthermore, through its Programme of work, UNEP will identify suitable Divisions and Branches that can provide additional support to Cuba and complement project activities.

**Executing Agency (EA):** BCCC-SCRC Uruguay will execute and be responsible for the project and its activities on a day-to-day basis. It will establish the necessary managerial and technical teams to execute the project. It will search for and hire any consultants necessary for technical activities and supervise their work. It will acquire equipment and monitor the project. The EA will organize an independent audit in order to guarantee the proper use of GEF funds. Financial transactions and audit will be carried out in accordance with national regulations.

**A National Coordination Mechanisms (NCM)** will meet regularly during project implementation. The NCM will include key national stakeholders and will evaluate the progress of the project and take the necessary measures to guarantee the fulfillment of its goals and objectives. The NCM will take decisions on the project in line with the project objectives and these decisions will be implemented by the Executing Agency.



Legend	
	Funds
	Reports
	Communication
	Guidance

Graph 1: Implementation arrangements

## D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT □

The project will use the current capacity for chemicals management present in BCCC-SCRC Uruguay and Cuba, such as the existing infrastructure and coordination mechanisms.

The project will also consider any previous efforts to collect information on national mercury sources, emissions and releases and studies on mercury impacts (please refer to activity 2.2.1.).

BCCC-SCRC Uruguay has already supported other countries in Latin America and Caribbean on the development of their MIAs such as Bolivia, Chile, Dominican Republic and Paraguay (GEF ID 5879). The experience obtained through these projects will contribute to the cost-effective use of project funds and economies of scale. The Executing agency is familiar with the guidance and tools that have already been developed and used by other countries on the development of their Minamata Initial Assessments and will be able to guide and support Cuba on the use of these materials.

The project will coordinate closely with the Chemicals Division at UNEP and with the different mercury programmes and projects in place.

## E. DESCRIBE, DESCRIBE THE BUDGETED M & E PLAN □

More detailed information about project monitoring and evaluation can be consulted in the project component 3 monitoring and evaluation.

*Table 3: Monitoring and Evaluation*

M&E activity	Purpose	Responsible Party	Budget (US\$)* <sub>1</sub>	Time-frame
National Inception and training workshop	Awareness raising, detailed work planning and development of key tools and documents	Project coordinator (EA)	\$7,500	Within two months of project start
Inception workshop report	Provides implementation plan for progress monitoring	Project coordinator (EA)	\$0	Within two weeks following national inception workshop

Project Supervision and Monitoring	Technical and Administrative support provided on a regular basis ensuring that the project is being carried out according to the agreed work plan and budget	UNEP	\$7,500	Regularly
Technical reports	Progress Describes progress against annual work plan for the reporting period and provides activities planned for the next period	Project coordinator (EA)	\$0	Quarterly by 30 April covering January to March; by 31 July covering April to June; by 31 October covering July to September; by 31 January covering October to December
Financial Reports	Progress Documents project expenditure according to established project budget and allocations	Project coordinator (EA)	\$0	Quarterly by 30 April covering January to March; by 31 July covering April to June; by 31 October covering July to September; by 31 January covering October to December.
Terminal report	Reviews effectiveness against implementation plan; Highlights technical outputs; Identifies lessons learned and likely design approaches for future projects, assess the likelihood of achieving design outcomes.	Project coordinator (EA)	\$0	Within one month of the project technical completion
Independent Financial Audit	Reviews use of project funds against budget and assesses probity of expenditure and transactions	Independent auditor recruited by the EA	\$0	Within 3 months of the project technical completion
Total indicative M&E cost*1			\$15,000	

**F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE) □**

Cuba is the largest and most populous Caribbean Island. Although conducting an inventory may not necessarily require travel, there are specific project sites that require thorough investigation. Prior work on mercury in the country is limited with very little information available. Moreover, there is currently limited local expertise. In order to build local capacity and to gather sufficient information to perform the Level 2 of the inventory, an extra \$10,000 is sought from the GEF.



# Part III: Approval/Endorsement By GEF Operational Focal Point(S) And Gef Agency(ies)

## A. Record of Endorsement of GEF Operational Focal Point (s) on Behalf of the Government(s):

Focal Point Name	Focal Point Title	Ministry	Signed Date	
Mr. Ulises Fernandez Gomez	Director	Ministry of Sciences, Technology and Environment	5/14/2020	<input type="checkbox"/>

## **B. Convention Participation**

<b>Convention</b>	<b>Date of Ratification/Accession</b>	<b>National Focal Point</b>
Minamata Convention	1/30/2018	Mr. Ulises Fernández Gómez

### **ANNEX A: Project Budget Table**

**Please attach a project budget table.**

		BUDGET ALLOCATION BY PROJECT COMPONENT/ACTIVITY							
		Component 1	Component 2			Component 3		Project Management	Total
		Global technical support for MIA development	Development and validation of the Minamata Initial Assessment			Monitoring and Evaluation			
		Output 1.1	Output 2.1	Output 2.2	Output 2.3	Output 3.1	Output 3.2		
		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
	<b>UNEP BUDGET UNIFORMITY OF EXPENDITURE</b>								
<b>10</b>	<b>UNEP PERSONNEL COMPONENT</b>								
	<b>1100 Project Personnel</b>								
	1141 1101 Project coordinator					5,000.00		14,000.00	19,000.00
	1141 1102 Project assistant								0.00
	<b>1100 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>19,000.00</b>
	<b>1200 Consultants, advice</b>								
	1141 1201 National Project Coordinator								0.00
	1141 1202 Legal Consultant								0.00
	1141 1203 Inventory data consultant								0.00
	International consultants			30,000.00					30,000.00
	<b>1200 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>
	<b>1300 Administrative Support</b>								
	1141 1301 Project financial officer								0.00
	1400 Travel and official business (above staff)			20,000.00					20,000.00
	1600 Travel and O/A								0.00
	<b>1300 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
	<b>1999 Component Total</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>34,000.00</b>	<b>89,000.00</b>
<b>20</b>	<b>SUB CONTRACT COMPONENT</b>								
	2100 Sub-contracts (UN Organizations)								0.00
	2241 2101 Sub-contract Global Mercury Partnership	10,000.00							10,000.00
	<b>2100 Sub-Total</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
	<b>2300 Sub-contracts (SIPs, PCAs, non-UN)</b>								
	2301 Sub-contract national activities in Cuba		40,000.00	16,000.00	10,000.00	5,000.00			111,000.00
	2302 Sub-Total	0.00	40,000.00	16,000.00	10,000.00	5,000.00	0.00	0.00	111,000.00
	<b>2300 Component Total</b>	<b>10,000.00</b>	<b>40,000.00</b>	<b>16,000.00</b>	<b>10,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>121,000.00</b>
<b>30</b>	<b>TRAINING COMPONENT</b>								
	3100 Group training (field trips, Wk, etc.)								0.00
	3302 and 33 3200 National Training and Inception Workshop								0.00
	<b>3100 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>3300 Meetings/Conferences</b>								
	3301 National coordination meetings								0.00
	3302 and 33 3302 National Risk Results Workshops								0.00
	<b>3300 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>3999 Component Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>40</b>	<b>EQUIPMENT and PREMISES COMPONENT</b>								
	<b>4100 Expendable equipment (under 1,500 \$)</b>								
	4241 4101 Operational costs					5,000.00			5,000.00
	4302 Office premises								0.00
	<b>4100 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
	<b>4200 Non-expendable equipment</b>								
	4241 4201 Computer, projector, etc.								0.00
	4241 4202 Software								0.00
	<b>4200 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>4999 Component Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>50</b>	<b>MISCELLANEOUS COMPONENT</b>								
	<b>5100 Reporting costs (publications, maps, etc.)</b>								
	5141 5101 Summary reports, visualization and diffusion of results				10,000.00				10,000.00
	5141 5102 Preparation of final report								0.00
	<b>5100 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
	<b>5200 Travel (communications, postage)</b>								
	5141 5201 Communications (postage, bank transfers, etc.)								0.00
	<b>5200 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>5500 Evaluation</b>								
	5541 5501 Independent Terminal Evaluation							5,000.00	5,000.00
	5141 5502 Independent Financial Audit							5,000.00	5,000.00
	<b>5500 Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
	<b>5999 Component Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
<b>TOTAL</b>		<b>10,000.00</b>	<b>40,000.00</b>	<b>106,000.00</b>	<b>20,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>34,000.00</b>	<b>214,000.00</b>

		BUDGET ALLOCATION BY PROJECT COMPONENT/ACTIVITY								
		Component 1	Component 2			Component 3		Project Management	Total	
		Global technical support for MIA development	Development and validation of the Minamata Initial Assessment			Monitoring and Evaluation				
		Output 1.1	Output 2.1	Output 2.2	Output 2.3	Output 3.1	Output 3.2			
		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	
<b>UNEP BUDGET UNIFORMITY OF EXPENDITURE</b>										
<b>10</b>	<b>UNMOJA</b>	<b>PROJECT PERSONNEL COMPONENT</b>								
	<b>CODES</b>	<b>1100</b>	<b>Project Personnel</b>							
	1141	1101	Project coordinator		5,000.00		14,000.00		19,000.00	
	1141	1102	Project assistant							
	1199	Sub-Total		0.00	0.00	0.00	5,000.00	0.00	14,000.00	
	1200	<b>Consultants, split</b>								
	1141	1201	National Project Coordinator							
	1141	1202	Legal Consultant							
	1141	1203	Inventory data consultant							
			International consultants							
	1799	Sub-Total		0.00	0.00	30,000.00	0.00	0.00	30,000.00	
	1300	<b>Administrative Support</b>								
	1141	1301	Project financial officer							
	1400	Travel and official business (above staff)								
	1601	Travel and O/A							20,000.00	
	1699	Sub-Total		0.00	0.00	20,000.00	0.00	0.00	20,000.00	
	1999	Component Total		0.00	0.00	50,000.00	0.00	5,000.00	55,000.00	
<b>20</b>	<b>SUB CONTRACT COMPONENT</b>									
	2100	Sub-contracts (UN Organizations)								
	2241	2101	Sub-contract Global Mercury Partnership							
	2199	Sub-Total		10,000.00	0.00	0.00	0.00	0.00	10,000.00	
	2300	Sub-contracts (SIPs, PCAs, non-UN)								
	2302	Sub-contract national activities in Cuba							40,000.00	
	2303	Sub-contract national activities in Cuba							16,000.00	
	2304	Sub-contract national activities in Cuba							10,000.00	
	2305	Sub-contract national activities in Cuba							1,000.00	
	2399	Sub-Total		0.00	40,000.00	16,000.00	10,000.00	1,000.00	67,000.00	
	2999	Component Total		10,000.00	40,000.00	16,000.00	10,000.00	1,000.00	77,000.00	
<b>30</b>	<b>TRAINING COMPONENT</b>									
	3100	Group training (field trips, Wk, etc.)								
	3302 and 33	3101	National Training and Inception Workshop							
	3199	Sub-Total		0.00	0.00	0.00	0.00	0.00	0.00	
	3300	Meetings/conferences								
	3301	National coordination meetings							0.00	
	3302 and 33	3302	National Risk Results Workshops							0.00
	3399	Sub-Total		0.00	0.00	0.00	0.00	0.00	0.00	
	3999	Component Total		0.00	0.00	0.00	0.00	0.00	0.00	
<b>40</b>	<b>EQUIPMENT and PREMISES COMPONENT</b>									
	4100	Expendable equipment (under 1,500 \$)								
	4241	4101	Operational costs							5,000.00
	4302	Office premises							0.00	
	4299	Sub-Total		0.00	0.00	0.00	5,000.00	0.00	5,000.00	
	4300	Non-expendable equipment								
	4241	4301	Computer, projector, etc.							0.00
	4241	4302	Software							0.00
	4299	Sub-Total		0.00	0.00	0.00	0.00	0.00	0.00	
	4999	Component Total		0.00	0.00	0.00	5,000.00	0.00	5,000.00	
<b>50</b>	<b>MISCELLANEOUS COMPONENT</b>									
	5100	Reporting costs (publications, maps, etc.)								
	5141	5101	Summary reports, visualization and diffusion of results							10,000.00
	5141	5102	Preparation of final report							0.00
	5199	Sub-Total		0.00	0.00	0.00	10,000.00	0.00	10,000.00	
	5300	Travel (communications, postage)								
	5141	5301	Communications (postage, bank transfers, etc.)							0.00
	5199	Sub-Total		0.00	0.00	0.00	0.00	0.00	0.00	
	5500	Evaluation								
	5541	5501	Independent Terminal Evaluation							0.00
	5141	5502	Independent Financial Audit							5,000.00
	5199	Sub-Total		0.00	0.00	0.00	0.00	5,000.00	5,000.00	
	5999	Component Total		0.00	0.00	0.00	10,000.00	5,000.00	15,000.00	
	TOTAL	Sub-Total		10,000.00	40,000.00	16,000.00	20,000.00	15,000.00	91,000.00	

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