



Project Document

Project of the Government of The Republic of South Africa

Project Budget Number: SAF/01/G36/A/1G/99
Project Title: **Best Environmental Practice in the Hosting of the World Summit on Sustainable Development**
Project Short Title: Greening the WSSD
Estimated Start Date: 07-01-2002
Estimated End Date: 31-12-2002
Executing Agent(s): DACEL
Cooperating Agencies: JOWSCO
 IUCN-South Africa
GEF Implementing Agency: UNDP
Project Site: Gauteng Province
Beneficiary Countries: South Africa

Programme Officer: Eddy Russell

<i>Summary of UNDP & Cost Sharing Inputs</i> (as per attached budgets)		
UNDP		
GEF		US\$ 1,000,000
Cost-Sharing:		
Government		
Third Party		
TOTAL		US\$ 1,000,000
TOTAL : GEF		US\$1,000,000

Parallel Financing		
DACEL (in kind)		US\$ 2,047,500
UNDP		US\$ 680,000
Grand Total		US\$ 3,727,500

Classification Information:	PRIMARY TYPE OF INTERVENTION
DCSA SECTOR & SUB-SECTOR:	1 Capacity-building
3 Natural resources	1 Institution Building
ACC SECTOR & SUB-SECTOR:	SECONDARY TYPE OF INTERVENTION
20 Environment	2 Direct Support
18 Environment Policies Planning and Legislation	7 Advisory Services
PRIMARY AREAS OF FOCUS/SUB-FOCUS:	PRIMARY TARGET BENEFICIARIES
3 Promoting Environmental and Natural Resources Sustainability	2 Target Organisations
19 Promotion of Sustainable Natural Resources Management	6 Non Government
SECONDARY AREAS OF FOCUS/SUB-FOCUS:	43 Professional Groups, Associations and Trade Unions
1 Poverty Eradication and Sustainable Livelihoods	SECONDARY TARGET BENEFICIARIES
	1 Target-Groups

Brief Description: South Africa will host the World Summit on Sustainable Development in Johannesburg in September 2002. The Summit will provide an important platform for the international community to reiterate its support for sustainable development, and it is expected that some 50,000 official delegates and members of non-government organisations will attend. The Project will identify and pilot innovative environmental management approaches in order to minimise the negative environmental effects of the event and optimise its environmental benefits. Three complementary activities are advanced: (1) Policy development to encourage best practices; (2) Demonstration of best environmental practices for waste avoidance and management, energy conservation, water conservation, and transportation ; and (3) raising public awareness on environmental best practices, using the mass media and other dissemination vehicles. The Project will be implemented through a Public-Private partnership, involving government agencies, NGO's, private enterprises and other stakeholders, and is expected to leave a durable legacy, including the establishment of national capacities to host and support 'green' conventions in South Africa and elsewhere, translating into new economic opportunities and livelihoods for South Africans, and heightened awareness of global environmental concerns.



Project Document

Project of the Government of The Republic of South Africa

SIGNATURES

<u>On behalf of</u>	<u>Signature</u>	<u>Name/Title</u>	<u>Date</u>
Department of Environmental Affairs and Tourism (DEAT)			
Gauteng Province Department of Agriculture, Conservation, Environment and Land Affairs (DACEL)			
UNDP			

Response to Comments Provided by the GEF Secretariat

Comment	Response
To include a mechanism to enable GEF SEC participation in the selection of projects for showcasing at exhibitions.	The mechanisms for GEF SEC involvement in showcasing activities are outlined in para 29.
Inclusion of standard language acknowledging GEF assistance in funding the project in all publications of the project.	This is addressed in Para 41.
To include an activity to document results and impacts in greening the summit for dissemination.	This has been added to component 3 (see para 13: Lessons Learned). In addition, a with and without analysis will be undertaken in order to chronicle the project's impacts (see para 43)
Confirmation of co-financing	Letters of confirmation from Gauteng-DACEL and UNDP have been forwarded to the CEO - GEF Sec, and are reproduced in Annex D.

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ACRONYMS

CBO	Community Based Organisation
DACEL	Gauteng Province Department of Agriculture, Conservation, Environment and Land Affairs
DEAT	Department of Environmental Affairs and Tourism
DFID	Department for International Development, UK
GEF	Global Environment Facility
GJMC	Greater Johannesburg Metropolitan Council
IUCN-SA	World Conservation Union – South Africa
JOWSCO	Johannesburg World Summit Company
NGO	Nongovernmental Organisation
SANGOCO	South African National Nongovernmental Organization Coalition
SMMEs	Small, Medium and Micro Enterprises
UNDP	United Nations Development Programme
WSSD	World Summit on Sustainable Development

PROJECT IDENTIFIERS

<p>Project name: Best Environmental Practice in the Hosting of the World Summit on Sustainable Development</p>	<p>GEF Implementing Agency: UNDP</p>
<p>Country or countries in which the project is being implemented: South Africa</p>	<p>Country eligibility: Ratification of the CBD on 2 November 1995; ratification of the UNFCCC on 29 August 1997; ratification of the UNCCD on 30 September 1997.</p>
<p>GEF focal area(s): This project cuts across all GEF focal areas, specifically Climate Change, Biodiversity Conservation, International Waters, and the cross cutting area of land degradation</p>	<p>Operational program/Short-term measure: The proposal is a short term measure aimed at achieving environmental best practice in respect of the UN World Summit on Sustainable Development</p>
<p>Project linkage to national priorities, action plans, and programs:</p> <p>South Africa's commitment to sustainable development has been enshrined in its Constitution. The Government of South Africa has initiated several enabling processes that support the implementation of sustainable development activities. South Africa's commitment to sustainable development has been enshrined in the environmental right contained in its Constitution. The environmental right has been given effect to, <i>inter alia</i>, through the development of several policy documents and the promulgation of the National Environmental Management Act, 1998. The South African government has also ratified, or acceded to, several multilateral environmental agreements aimed at pursuing sustainable development, including the CBD, UNFCCC, UNCCD, Stockholm Convention (POPs), RAMSAR, CITES, and several international waters treaties and agreements.</p> <p>The South African government is currently undertaking an environmental law reform process to ensure, amongst other things, that the regulatory framework is supportive of sustainable development objectives, and that provisions of the biodiversity, desertification and climate change conventions are addressed domestically. In addition, the National Department of Environmental Affairs and Tourism (DEAT) is initiating a national review of Agenda 21, developing a national strategy for sustainable development, and with the assistance of GEF/UNDP, developing a National Biodiversity Strategy and Action Plan. Other Government departments are also contributing to the articulation of sustainable development policies, such as the Department of Energy (National Communications to UNFCCC), Department of Agriculture (National Action Plan to Combat Desertification), and the Department of Water Affairs (White Paper on Coastal Zone Management).</p> <p>The Gauteng Province Department of Agriculture, Conservation, Environment and Land Affairs has several projects underway which are of relevance to sustainable development. These include the initiation of an air quality management strategy and a waste minimization strategy. The Department is also managing the Cradle of Humankind which was declared a World Heritage Site. The Dinokeng Initiative, managed by the Provincial Department, is an economic initiative aimed at maximizing the potential for sound environmental management and sustainable utilization of natural resources, by stimulating economic activity and tourism, and building partnerships with the private sector.</p>	

The South African government wishes to undertake this project to ensure that there is a consistency between its articulated commitment to sustainable development and the hosting of the World Summit on Sustainable Development. In particular, the government believes that the incorporation of best environmental practices into the hosting of the event will be both an opportunity to demonstrate South Africa's commitment to sustainable development, as well as an opportunity to show case examples of best environmental practices which can be used in other initiatives and other countries, as well as lead to improvement of the overall enabling environment for sustainable development in South Africa after WSSD. Sustainable development is the core focus of the WSSD and so provides an appropriate opportunity to demonstrate best environmental practices.

GEF national operational focal point and date of country endorsement:

Dr. Crispian Olver, Director General, National Department of Environmental Affairs and Tourism. Country endorsement: September, 18, 2001.

PROJECT RATIONALE AND OBJECTIVES

1. The World Summit on Sustainable Development (the Summit) will be hosted in Johannesburg, South Africa in 2002. It is anticipated that approximately 50 000 people will attend the conference. Increasing attention has been paid recently to the manner in which such major international conferences are managed and the potential for such events to contribute positively (or negatively) to sustainable development and environmental management goals. There is a unique opportunity to demonstrate best environmental practise in event management at the Summit, especially in view of the fact that sustainable development is the core focus of the Summit. The South African government is committed to ensuring that the events leading up to the Summit, as well as the organisation and management of the Summit demonstrate environmental best practices, and, to the extent possible, environmental innovation, and so make a substantive contribution to sustainable development.

2. At present there are several activities that are either taking place or are planned in preparation for the Summit which constitute the Baseline for the project. These include:

- establishing institutional structures and partnerships for managing the logistical arrangements;
- arranging the logistical aspects of the Summit, including transport, security, accommodation, conference venues, information technology and entertainment;
- organising various awareness raising and educational activities.

3. The budget for the Summit is estimated to be approximately R535 million (or about US\$ 66.8 million). Funding is being obtained from government, the private sector and donors. In addition, the Gauteng Province has established a large programme for environmental management, with a total budget of R44.6 million (or about USD\$ 5.6 million) for the period of 2001 to 2004. Priority activities for funding include the development of an air quality management strategy for the Province, waste management strategies, processing of

environmental impact assessments, the Dinokeng initiative¹, and various compliance, information management and enforcement programmes. In addition, a major international exhibition to show-case sustainable development innovations is planned. This exhibition will be held in close proximity to the main government conference.

4. South Africa has not hosted a conference of this magnitude in which environmental management has been a strong requisite feature and accordingly does not have the experience required to green the conference. Building on this considerable Baseline, the GEF Alternative will ensure that structures are created and arrangements for the Summit are carried out so as to minimise negative environmental impacts and maximise global and national environmental benefits. The project will enhance the enabling environment in South Africa for sustainable development during and after the Summit. The project will also develop replicable models and best practices for other countries hosting international events, establishing critical precedents that can be used to reduce the cost of greening future conferences.

5. The activities planned under the project are underpinned by the following principles:

- **Environmental Sustainability;** the GEF Alternative is aimed at both greening of the Summit, as well as maximising the potential to contribute to long term sustainability. With regards to the former, the conference proceedings and logistics will be managed in such a way that a range of environmental initiatives are implemented. With regards to the latter, it is anticipated that several activities (policies, demonstration projects) will be undertaken in the lead up to the conference, which will provide evidence of South Africa's practical efforts to implement sustainable development, and leave a durable policy and institutional legacy. The Government of South Africa intends to continue support for these activities after the conference thus ensuring long term environmental sustainability.
- **Job Creation;** the GEF Alternative will ensure that all activities related to the greening of the Summit will maximize job opportunities and therefore contribute to poverty alleviation;
- **Participation of all Sectors;** the GEF Alternative will enshrine the principle of participatory development, by (a) ensuring that all stakeholders are actively consulted and participate in implementation; (b) placing a strong emphasis on public awareness and education; and (c) building effective public-private partnerships to implement policy guidelines, and standards relevant to the hosting of the Summit and beyond.

PROJECT OUTCOMES

6. The project will be undertaken in such a way that three of the major components of sustainable development, which are of particular relevance to South Africa, are emphasised. These include poverty eradication through sustainable development, mitigation of greenhouse gas emissions and adaptation to climate change and biodiversity conservation. The project is intended to address these issues, directly or indirectly, by generating the following outcomes:

- A model will have been created for hosting international conferences and similar events in an environmentally sustainable manner in developing countries and countries in

¹ The Dinokeng initiative is a DACEL led project which aims to promote and develop culture and nature based tourism in northern Gauteng through the creation of game reserves and cultural, as well as effective marketing.

transition.

- Negative environmental impacts of the event will have been minimised, with reductions in water and energy consumption and waste production relative to the situation absent intervention.
- National capacity to host and support ‘green’ conventions in South Africa and elsewhere will have been built, translating into new economic opportunities and livelihoods for South Africans.
- Awareness of environmental best practises will have been increased in sectors participating in planning and executing the Summit and environmental awareness regarding the importance of sustainable development in South Africa will have been imparted.
- Environmental management performance (both during and after the event) will have been substantively improved through the upgrading of selected infrastructure used for the Summit.

PROJECT ACTIVITIES AND COMPONENTS

7. The project consists of three inter-connected components. The following activities are illustrative of the type of actions that will be undertaken under the project. Detailed work planning will be undertaken during the inception phase and throughout implementation, in close association with other ongoing interventions spearheaded in preparation for the Summit. This will allow activities to be prioritised and sequenced to satisfy project objectives.

Component 1: Policy Development on Best Practices (GEF : US\$ 100,000; Other: US\$ 338,000)

8. The South African government has identified a range of possible initiatives which would contribute to the greening of the conference and long term sustainable development in South Africa, which focus on the areas of waste minimisation, energy efficiency, water conservation and cleaner transportation infrastructure. This component will formulate policies which will inform and underpin these initiatives. Activities will include:

- Further definition of demonstration activities that will yield maximum impact;
- Recommendations on the mechanisms required for ensuring successful implementation of the “greening principles” (for example, procurement contracts, enabling legislation and registration of approved merchandise used at the Summit);
- Drafting policy and procurement documents and development of minimum targets/standards;
- Integrate greening principles into the National Agenda 21 and National Sustainable Development Strategy;
- Institution of mechanisms to encourage public-private partnerships to green the Summit; and
- Mechanisms for monitoring project impact, including indicators and verification methods.

9. Assistance has been and will continue to be sought from the experts involved in greening the Sydney Olympics, in order to provide lessons learnt and benefit from innovative thinking that would speed up the development of these policy guidelines and standards.

10. This component will be financed through a combination of GEF, Government and UNDP co-financing. GEF assistance will concentrate on providing technical expertise, and Government co-funding will provide national counterparts and expertise. UNDP will provide funding for the Agenda 21 Review, and prepare the National Sustainable Development Strategy.

Component 2: Implementation and Demonstration of Best Practice Policies and Standards at the Summit (GEF US\$700,000; Other : US\$ 1,529,500)

11. This component will operationalise the policies and strategies identified under Component 1 through demonstration activities in the selected environmental focus areas. Activities will include green procurement and piloting innovative green designs and technologies. The project will seek specifically to promote best practices that are also financially advantageous to local industries, particularly in the hospitality industry. This approach will create the basis for a legacy that extends beyond the actual event. The policy work in Component 1 will be used to determine the scope of work, methodology for auditing, indicators and plan for monitoring and evaluation. This component will also ensure that the Summit is equipped with a hosting and guiding programme to disseminate “green” principles and demonstrate the environmental best practises implemented and show-cased at the Summit. This will involve the training of guides to give ‘greening’ tours at the WSSD, and therefore contribute to job creation. Prospective activities to be spearheaded are summarised below:

Waste Avoidance and Minimisation

- Big contractors being required to use SMMEs (Small, Medium and Micro Entreprises) and/ or unemployed people in the waste collection process;
- Minimise paper use at the Summit;
- Reduction, reuse and recycling requirements:
- Multiple bins to be provided in conference venues to provide for separation at source;
- Composting project for organic waste;
- Conference paper to be printed on recycled paper;
- Initiation of ‘Pikitup’ campaign;
- Involvement of recyclers such as Collect a Can in all mass events;
- Use of temporary buildings and shelters such as kiosks, that may be reused for other purposes.

Water Conservation

- Low flow taps at conference venues and hotels;
- Dual flush toilets at conference venues and hotels;

- Roof top water siphoning for collecting and storing rain water.

Energy Management Plan

- Involvement of Eskom (Electrical Company) in energy saving measures and low energy usage technology for the conference;
- Installation of sensors for lighting in toilets and hotel rooms;
- Installation of solar panel for preheating of water at conference venues;
- Photocells for external lighting;
- No use of electric signs at Summit events;

Transport

- Work with public works companies to ensure that best environmental practices are followed during transport related development for the Summit;
- Installation of catalytic converters on all official conference vehicles as part of contract conditions;
- Tender specification preferences for low emission vehicles and electric powered cars;
- Maximise use of public transport, particularly between the main venue and side events.

SMME and Public Works Jobs

- Tender specification preferences for SMME's and labour intensity (catering contracts, construction, waste management and demonstration projects).

Procurement

- Apply 'Green purchasing standards' and product lists, including setting standards for packaging, reduction and recycling;
- Apply 'Green hotel' standards list – dual flush toilets, sensors for lighting, recyclable and biodegradable consumables, photocells for external lighting.

Guiding Programme

- Hire and train guides to conduct 'greening' tours at the Summit. Tours will highlight the 'greening' activities carried out for the Summit and achievements of this project.

12. This component will be funded through a combination of GEF, Government and UNDP funding. GEF funding will be used primarily for awareness raising activities. Government funding will be used for human resource costs, management of the programme, and materials. UNDP will provide funding to prepare a National Human Development Report focusing on the challenge of sustainable development in South Africa, aimed at alerting South African Society to sustainable development priorities, and for public awareness works.

Component 3: Public Awareness and Education Program on Best Practices (GEF : US\$ 200,000; Other : US\$ 860,000)

13. The actual activities undertaken in component 3 will be informed by the outputs of the first two components. However, it is anticipated that activities will include :

Public Education and Awareness

- Hosting of school children’s poster competitions, and other awareness raising activities;
- Use of media programmes and publicity to communicate environmental information;
- Promotion of the use of ‘green hotels’;
- Promotion of the use of public transport;
- Stakeholder mobilisation and involvement in demonstration projects.

Show Case Approaches to Sustainable Development and Environmental Management

- Exhibits of pioneering sustainable development and environmental management projects. This will include the show casing of regional and international projects that the GEF has helped to finance, as well as ground breaking South African initiatives.

Lessons Learned

- Documentation and dissemination of the results/impacts of this project in “greening” the Summit, through appropriate publications and materials.

14. This component will be funded through a combination of GEF, Government and UNDP funding. GEF funding will be used primarily for awareness raising activities. Government funding will be used for human resource costs, management of the programme, and materials. UNDP will provide funding to prepare a National Human Development Report focusing on the challenge of sustainable development in South Africa, aimed at alerting South African Society to sustainable development priorities, and for public awareness works.

PROJECT OUTPUT BUDGET

15. The following table shows the expected distribution of funding from all sources for the project. Financial assistance in the amount of US \$1,000,000 million is sought from GEF.

Output	Institution Responsible	2002	
		Work Months	Budget (USD)
Policy Development	GEF	19	100,000.00
	RSA government		170,000.00
	UNDP		168,000.00
Implementation and Demonstration of Policy Standards at the Summit	GEF	32	700,000.00
	RSA government		1,529,550.00
Public Education and Awareness	GEF	17	200,000.00
	RSA government		347,950.00
	UNDP		512,000.00
Subtotals	GEF	68	1,000,000.000
	RSA government		2,047,500.00
	UNDP		680,000.00
Total		68	3,727,500.00

ELIGIBILITY

16. The GEF Operational Strategy states that GEF activities “should be designed to support national policies providing adequate incentives for development paths that are sound from a global environmental perspective and contribute to the effective implementation of GEF operations”, as well as “communications and outreach that promote better public understanding of the global environment, mobilise people and communities to protect the global environment, and help build support for GEF objectives.” The Project is a highly visible form of such support.

17. The project will promote best practices to address the guidance and priorities provided by all Operational Programmes in the multiple focal areas of Climate Change and Biodiversity, and the cross-cutting area of land degradation. Although the primary focus will be on climate changes issues (e.g. energy efficiency, waste management, and water use efficiency as an adaptation to climate change), the project will also promote demonstration projects and show cases that have relevance to sustainable use of biodiversity, management of international waters, and control of land degradation. Showcasing activities will cover on all of these areas.

SUSTAINABILITY ANALYSIS AND RISK ASSESSMENT

18. The Environmental Framework will be designed and implemented in such a way as to maximise long term environmental sustainability. In respect of the organisation of the conference itself, it is anticipated that sustainability will be ensured through the following means:

- An evaluation of the project will be undertaken. Information on achievements and successes will be disseminated and incorporated into future activities. The evaluation will also provide information regarding ‘lessons to be learned’ for incorporation in the management of events in the future.
- Instituting environmental requirements into procurement procedures will have an educational value across all the relevant service providers which will contribute to the improvement of environmental performance in these sectors.
- The demonstration of best environmental practise will contribute to heightened public awareness of the significance of sustainable development.
- Certain of the infrastructure used to support the conference will be upgraded to demonstrate environmental best practise. This will reduce negative environmental impacts.
- The Project will develop replicable models for applying environmental best practise in conference administration, that may be replicated in other developing countries.

19. The Government intends to continue support for these initiatives after the Summit, thus demonstrating South Africa’s practical commitment to sustainable development.

20. Three risks are foreseen related to the successful attainment of the project’s outcomes, namely:

- The ability to complete all components with the project within the short timeframe;
- The receptiveness of the private sector to implement the policies and standards developed in the first component of the project;
- The lack of financial resources available to co-finance the implementation of certain aspects of the project.

21. The management of these risks has been factored into the project design and will be addressed as follows:

- The fast tracking of approval of the project by GEFSEC is expected to result in commencement with implementation by January 7, 2002. This will provide adequate time for implementation of the project within the required timeframe.
- The incorporation of lessons learnt from the greening of the Sydney Olympics will reduce the initial trial and error and start-up period.
- A positive attitude on behalf of the private sector to the implementation of the policy will be facilitated through consultation and incentives, including the competitions, and award programmes. Given that the Summit is a high visibility event, the private sector is also expected to have an incentive to show case innovative technologies.
- The leveraging of additional financial resources from the private sector will be achieved through consultation and exploration of possible options, such as the negotiation of favourable financing, if necessary. (This may include access to favourable financing through a partnership between government and financial institutions such as the Development Bank of South Africa and Industrial Development Corporation.

STAKEHOLDER INVOLVEMENT AND SOCIAL ASSESSMENT

22. Government has established a comprehensive Multistakeholder Advisory Committee to advise government on the preparations for and conduct of the Summit. Members from labour include representatives from the National Union of Mine Workers, the Congress of South African Trade Unions, the Federation of Unions of South Africa, and the Chemical, Energy, Paper, Printing, Wood, and Allied Workers Union. NGO and CBO representatives on the committee are from the Rural Development Service Network, the NGO Forum WSSD, the Advisory Council Information Forum (WSSD), the CBO network, the South African National Nongovernmental Organisation Coalition, the Civil Society Indaba, the WSSD NGO Secretariat, the WSSD Civil Society Secretariat, and South African Civil Society. Discipline specific groups involved in the committee include the National Science and Technology Forum, the Environmental Monitoring Group, the Agricultural Alliance, the Gender Commission, the National Youth Commission, the Committee of Varsity Principals, the South African University Vice-Chancellor's Association, and the South African University Students Representative Council. The committee also includes members from the National Research Foundation and The National Science and technology forum, as well as parliament's Environmental Portfolio Committee. Representatives from the business sector are from the Business Coordination Forum, the South African Chamber of Business, and the International Chamber of Commerce. Finally, government members include representatives from DEAT, DFA, DACEL, GJMC, the City of Johannesburg, and JOWSCO. The members of this committee have provided input into the development of this proposal. The Government of South Africa and Gauteng Province recognises that the design of the proposal necessitates the active involvement of business, labour, NGO's and CBO's.

INCREMENTAL COST ASSESSMENT

23. The Baseline for this project consists of ongoing activities by the Government of South Africa to host the WSSD, as well as ongoing environmental programmes that will ensure that the best practices highlighted at WSSD will have a supporting enabling environment. Furthermore, the baseline consists of actions already taken by the private sector in South Africa, particularly the hospitality sector, to incorporate "greening" standards related to energy and water conservation in the hotels and restaurants. The cost of such actions by the private sector are difficult to estimate at this time. The Baseline therefore consists of a minimum of US\$ 66.8 million budget for the WSSD, in addition to the Gauteng environmental programme for 2001/2002 (US\$ 2.1 million), for a total of US\$ 68.9 million.

24. The GEF increment of \$1 million is expected to contribute to the reduction of barriers to the adoption of best environmental practices in the hosting of the WSSD. This will focus on such barriers as technical expertise, institutional capacity, incentives for public-private partnerships and environmental service/product market building, enhanced policy framework, and awareness raising. The Co-financing for the project amounting to US\$ 2.72 million from Government and UNDP, will be focused on ensuring compliance with the policies, standards and regulations developed by the projects to ensure best environmental practices, and implementation of best practices, demonstration projects and show cases. The GEF Alternative (Increment + Co-financing + baseline) is valued at a total of US\$ 72,627,500.

PROJECT LINKAGE TO IMPLEMENTING AGENCY PROGRAM(S):

25. UNDP SA is supporting the preparations towards the WSSD in the following ways:

- Review of Agenda 21 and draft of the National Strategy on Sustainable Development: UNDP South Africa Office is supporting the SA Government in the Agenda 21 Review process and in drafting the National Strategy for Sustainable Development (NSSD). This process serves as the technical background for the formulation of South Africa's position for the WSSD. The UNDP Country Office will concentrate upon building a poverty reduction element into the NSSD and facilitating the participation of provinces and civil society in the process. The resources for this support are being provided by Capacity 21.
- National Human Development Report: UNDP South Africa will release the third National Human Development Report on "South Africa: the challenge of sustainable development". The report will be funded through the National HDR Programme.
- Showcasing of national best practices: Working with civil society (NGOs) as well as government departments, UNDP will assist in providing a platform for the showcasing of best practice examples of sustainable development projects and initiatives at WSSD. These best practice examples will be selected with the long-term sustainability of the projects in mind.
- Public Awareness raising: A multi-media campaign to heighten public awareness around issues of sustainable development.

26. Furthermore, UNDP SA is currently managing a significant and wide ranging GEF portfolio. The proposed project will provide an innovative and creative example of the GEF principle of incremental costs. For example, effective energy saving guidelines and techniques developed have the potential to be mainstreamed and replicated in the GEF national climate change portfolio as well as in other conferences sponsored by the UN-System.

IMPLEMENTATION ARRANGEMENTS

27. The Project will be executed by the Gauteng Provincial Department of Agriculture, Conservation, Environment and Land Affairs (DACEL). The Department will be assisted by UNDP under standard "National Execution Arrangements". The department will appoint people on a contract basis to assist in the implementation of the project. These appointments will include a project manager, consultant/s with expertise internationally on greening summits and developing "green" standards and consultants with expertise in awareness raising. It is anticipated that certain activities may be outsourced to service providers, for example, the publication of education material.

28. IUCN-SA has been appointed by DACEL to be the contract management agency for the Greening the WSSD project. It will carry out project and financial management, contract consultants, and provide technical and managerial support to the JOWSCO and DACEL Project Managers.

29. The project will be implemented under the guidance of a Steering Committee, consisting of representatives from DACEL, JOWSCO, DEAT, GJMC, other government agencies, IUCN-SA, UNDP and the GEF Secretariat. The Steering Committee will receive input from and submit reports to the Multi Stakeholder Advisory Committee chaired by DEAT and including representation from business and industry, and the NGO Secretariat. Steering Committee Meetings will be convened at least once monthly and more frequently if needed to provide the necessary level of guidance for project activities. In view of the planned frequency of SC meetings, the GEF Secretariat will participate as and when able to send a representative. The GEF SEC would self-finance its participation on the Steering Committee.

INSTITUTIONS INVOLVED IN IMPLEMENTATION

Department of Agriculture, Conservation, Environment and Land Affairs (DACEL)

30. The Gauteng Province Department of Agriculture, Conservation, Environment and Land Affairs is the government agency charged with implementing conservation programmes, environmental management, and sustainable development activities in Gauteng Province, where the WSSD will be held. It is co-hosting the Summit with the national government and is represented on the Board of Directors of JOWSCO. It is also working closely with the Greater Johannesburg Metropolitan Council on policy and logistical issues for the Summit. DACEL is the executing agency for the Greening the WSSD project and will provide oversight and guidance on the overall project, as well as necessary technical and managerial support.

Johannesburg World Summit Company (JOWSCO)

31. The Johannesburg World Summit Company is a Section 21 not for profit company established in April, 2001 to facilitate logistical arrangements for the WSSD. It was created by the South African Department of Environmental Affairs and Tourism (DEAT) and is wholly government owned. It is funded by the South African government, the South African private sector, and foreign donors. JOWSCO is managed by a Board of Directors consisting of representatives from DEAT, the Department of Foreign Affairs, DACEL, and the Greater Johannesburg Metropolitan Council. It is collaborating with DACEL on the Greening the WSSD project and will provide guidance on project development and implementation through the vehicle of the Steering Committee. It will also provide technical and managerial support to the JOWSCO Project Manager, particularly with respect to Components 1 and 2.

The World Conservation Union – South Africa (IUCN-SA)

32. IUCN South Africa was established in 1998 as a branch of IUCN's Regional Office for Southern Africa. It has 12 staff members and focuses primarily on water management, tourism development, biodiversity, and sustainable agriculture. It is IUCN's focal point for the WSSD and is currently carrying out policy work for the Summit on issues such as water, tourism, and the Global Deal. IUCN-SA is also providing policy advice to DEAT on WSSD issues and in acting as a contract management agency for DEAT and the UK Department for International Development on projects that involve the procurement of services in a wide range of fields, including energy, water, and waste disposal.

33. IUCN-SA is a unique IUCN office that was set up as a management agency in

response to the South African policy environment. Much of its work consists of contract management and policy consultation for government agencies in South Africa. IUCN-SA has a strong track record in both of these areas and has worked closely with DACEL on several occasions. It has recently completed the management of a large tourism development plan in northern Pretoria for DACEL. It has also managed the state of the environment report for Midrand and a World Heritage site environmental management plan for DACEL.

34. A critical component of IUCN-SA’s business model is the development of effective partnerships and networks. It’s large and diverse network of service providers allows it to rapidly procure expertise in areas beyond its scope. Its network includes individuals and groups from universities, the private sector, NGOs, and major consulting firms, including Stewart Scott and P.D. Naidoo. IUCN-SA’s work is also supported by its 23 members, which range from environmental monitoring groups to wildlife NGOs to government departments (see Annex E for a complete list of IUCN-SA’s member institutions).

Department of Environmental Affairs and Tourism (DEAT)

35. The South African Department of Environmental Affairs and Tourism is the national agency responsible for environmental management and sustainable development. It is the lead agency for the WSSD in South Africa and is working closely with the Department of Foreign Affairs (DFA) on policy development and logistical arrangements for the Summit. It is assisted by other national departments through the Inter-ministerial Committee, which consists of Ministers from the Departments of Environmental Affairs and Tourism, Foreign Affairs, Trade and Industry, Agriculture and Land Affairs, Arts, Culture, Science, and Technology, Finance, Health, Housing, Intelligence, Minerals and Energy, Provincial and Local Government, Safety and Security, Transport, and Water Affairs and Forestry. DEAT’s WSSD process is also supported by the Multistakeholder Advisory Committee, which involves non-governmental groups, and the National Substance Committee, which is made up of national, provincial, and local government representatives. As the lead agency for the WSSD, DEAT will be represented on the project Steering Committee and will assist in coordinating activities spearheaded under the project with other key preparatory initiatives.

WORK PLAN

36. The project is expected to be implemented over a 12 month between January 2001 and January 2002 (including preparation and duration of the Summit, and post-Summit evaluation). A summary workplan for the project is presented below. A more detailed plan forms Annex B.

Component/Activity	1	2	3	4	5	6	7	8	9	10	11	12
1. Policy Development												
Situational assessment and target identification												
Recommendations for implementations												
Develop/review procurement policies and standards												
Partnership identification												
Monitoring and Evaluation system												
2. Implementation of best practices												

Component/Activity	1	2	3	4	5	6	7	8	9	10	11	12
Waste avoidance												
Energy efficiency												
Water Conservation												
Efficient Transport												
Green procurement												
Demonstration projects												
Summit hosts and guides												
Monitoring and Evaluation												
3. Public Awareness and education												
School competitions												
Media awareness and marketing												
Exhibits and show cases												
Lessons learnt												
Monitoring and Evaluation												

LEGAL CONTEXT

37. This Project Document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the individual governments and the United Nations Development Programme, signed by the parties on 3 October, 1994.

38. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement refer to the government co-operating agency described in that agreement.

39. The following types of revisions may be made to this Project Document with the signature of UNDP alone, provided that UNDP is assured that the other signatories of the project Document have no objection to the proposed changes:

- (a) Revisions in, or additions to any of the annexes of the Project Document;
- (b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation; and
- (c) Mandatory quarterly revisions which rephrase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility. More frequent revisions will occur as needed.

PRE-REQUISITES

40. In all documentation, information, signage, and written and oral communication, this project will be referred to by the title "GEF. Best Environmental Practice in the Hosting of the World Summit on Sustainable Development. All project awareness material, signage, and public reports must carry the project title together with the logo of the Global Environment Facility (GEF) and the acknowledgement "This project is partially funded by a grant from the

Global Environment Facility (GEF)." Government policy documents need only carry an acknowledgement of GEF funding.

MONITORING AND EVALUATION PLAN

41. The monitoring and evaluation of the project will be conducted according to standard GEF and UNDP procedures. Furthermore, the following will be undertaken:

- a) The Department will prepare quarterly reports which will include reporting on financial aspects as well as any updates or revisions to the workplan.
- b) The Department will establish a steering committee to oversee the implementation of the project.
- c) A person will be appointed to take overall responsibility for the implementation of the project, including the monitoring and evaluation components.
- d) Data collected will include contracts, tender specifications, brochures on awareness raising and minutes of meetings.
- e) A report recording successes and lessons to be learned will be compiled, using the indicators developed with the first component of the project.

42. An assessment will be done after the conference ends, on the environment benefits accruing from the project. This assessment will undertake a basic with and without analysis for major parameters: energy consumption, paper use and water consumption amongst others, as well as look at cost savings. This will provide valuable information for promoting replication of greening ventures at other major conferences, as a regular business practice.

INPUT BUDGET

Project Number: <i>SAF/01/G36/A/1G/99</i>		Revision Code:		
Project Title: Greening the WSSD		Source of Fund:		
Management Arrangement: National Execution		Status:		
Designated Institution: DACEL				
CMBL	Description	Implementing Agent	2002)	
			work months	budget (USD)
10	PERSONNEL			
11	International consultants		7	70,000.00
16	Mission cost			
16-01	Travel for consultants, IUCN & PMs			14,000.00
16-99	Subtotal			14,000.00
17	National consultants			
17-01	Project Manager (JOWSCO)		12	36,000.00
17-02	Project Manager (DACEL)		12	30,000.00
17-99	Subtotal		24	66,000.00
19	Component total		31	150,000.00
20	CONTRACTS			
21	IUCN (Management Agent)			90,825.00
21-01	Audit			15,000.00
21-02	Legal advice			17,500.00
21-03	Independent evaluation			15,000.00
21-99	Subtotal			138,325.00
22	Policy Development			
22-01	Assessment and target ID Recommendations for implementation			20,000.00
22-02	Develop/review procurement policy			17,500.00
22-03	Investigation of partnerships			10,000.00
22-04	Develop monitoring and evaluation			12,500.00
22-05				10,000.00
22-99	Subtotal			70,000.00
23	Implementation			
23-01	Best practices, awards and exhibitions			30,000.00
23-02	Apply green procurement standards			32,000.00
23-03	Waste minimization			100,000.00
23-04	Water conservation			100,000.00
23-05	Energy conservation			150,000.00
23-06	Sustainable transport			50,000.00
23-07	Guiding programme for Summit			15,000.00
23-07	Implement monitoring and evaluation			7,500.00
23-99	Subtotal			484,500.00
24	Public Awareness			
24-01	Media, awareness, and marketing			75,000.00
24-02	School competition & exhibition			25,000.00
24-04	Project showcasing exhibition			35,000.00
24-05	Lessons learnt report			7,500.00
24-99	Subtotal			142,500.00
29	Component total			835,325.00
40	EQUIPMENT			
45-01	Expendable			2,675.00
45-02	Non-expendable			10,000.00
49	Component total			12,675.00
50	MISCELLANEOUS			
52	Reporting costs			2,000.00
59	Component total			2,000.00
90	TOTAL			
99	GRAND TOTAL			1,000,000.00

ANNEX A: SUMMARY LOGICAL FRAMEWORK

PROJECT OBJECTIVES AND ACTIVITIES	
<p>PROJECT RATIONALE AND OBJECTIVES :</p> <p>The objective of the project is to derive global benefits from ensuring that the organization and management of the WSSD is planned and undertaken in such a way that it demonstrates best environmental practices, and makes a significant contribution to enabling sustainable development and national benefits in South Africa.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> ◆ Best practices developed and demonstrated at WSSD ◆ Enabling environment for long term sustainable development enhanced.
<p>PROJECT OUTCOMES :</p> <p>The outcomes of the project include:</p> <ul style="list-style-type: none"> • Demonstrated best practices for hosting events in an environmentally sustainable manner in developing countries; • Minimized negative environmental impacts, and maximize environmental benefits of the Summit; • Creation of opportunities for employment and economic activity; • Increased awareness of environmental best practice requirements in sectors involved in the planning of the Summit; • Increased environmental awareness regarding the importance of sustainable development in South African society; • Improved environmental performance (both during and after the Summit) through upgrading of selected infrastructure used for the Summit. 	<p>Indicators:</p> <ul style="list-style-type: none"> ◆ Improved waste management, energy efficiency, water conservation and transport at Summit ◆ Number of jobs created through “greening projects” ◆ Increased public awareness and application of green standards
<p>PROJECT ACTIVITIES TO ACHIEVE OUTCOMES</p> <p>(including cost in US\$): Component 1: Policy Development for enhancing best practices (GEF US\$100,000; Other US\$200,000)</p> <ul style="list-style-type: none"> ◆ Assessment of priority areas for policy development ◆ Development of “green” policy and procurement mechanisms ◆ Recommendations on minimum targets and standards for the Summit and country as a whole ◆ Identification of partnership potentials (public -private) ◆ Identification of monitoring and evaluation indicators 	<p>Indicators:</p> <ul style="list-style-type: none"> ◆ Number of standards, guidelines and policy mechanisms on waste management, energy efficiency, water conservation and transport.

PROJECT OBJECTIVES AND ACTIVITIES

Component 2: Implementation and demonstration of best practices policies and standards at the Summit (GEF US\$700,000; other: US\$1,529,250)

- ◆ Waste avoidance and minimization
- ◆ Water conservation at venue and hotels
- ◆ Energy saving measures at venue and hotels
- ◆ Application of transport standards for contracting official vehicles
- ◆ Encourage use of public transport
- ◆ Encourage private sector show-casing of innovative technologies, both national and international
- ◆ Hosting and guiding programme
- ◆ Implement labour intensive standards and ensure job creation
- ◆ Implement green purchasing standards including recycling and reduction of waste

Component 3: Public Education and Awareness on environmental best practices (GEF US\$200,000; other: 348,250)

- ◆ School children’s poster exhibits and competitions
- ◆ Awareness raising at schools, townships and other venues
- ◆ Use of mass media and other means of dissemination of best practices
- ◆ Mobilize stakeholders for demonstration projects
- ◆ Select and exhibit show case projects from South Africa and elsewhere
- ◆ Consolidation of lessons learnt and dissemination to other countries hosting global and regional environmental events.

- ◆ Increased job opportunities
- ◆ Number of event guides and “green” volunteers working at Summit
- ◆ Perception and evaluation by Summit delegates

- ◆ Number of competitions, exhibitions and media events
- ◆ Public perception and evaluation through questionnaires
- ◆ Measurable increase in broadcast media coverage of global environmental and sustainable development issues
- ◆ evidence of increased public discussion/ debate on global environmental issues

ANNEX B: DETAILED WORKPLAN

ID	Task Name	Qtr 4, 2001			Qtr 1, 2002			Qtr 2, 2002			Qtr 3, 2002			Qtr 4, 2002			Qtr 1, 2003
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	World Summit on Sustainable Development	02-09															
2	1. IUCN Contract Management																
3	1.1 Preparatory Phase																
4	1.1.1 Project document (ToRs, work plan, budget)																
5	1.1.2 Project Managers																
6	ToRs for Project Managers																
7	Advertise for Project Managers																
8	Shortlist for Project Managers																
9	Interview for Project Manager																
10	Appoint Project Managers																
11	1.1.3 Roster of service providers																
12	Call for service providers and consultants																
13	Review Service Provider and consultant profiles																
14	Create database of service providers																
15	Create database of consultants																
16	1.2 Implementation Phase																
17	1.2.1 Project Management																
18	Inception report with work plan and Budget																
19	Financial management																
20	Establish financial system																
21	Administer salaries and fee disbursement																
22	Purchase equipment and materials																
23	Convene Steering Committee meetings																
32	Convene meetings for PMs, JOWSCO, & DACEL																
41	Convene meetings with consultants & service providers																
42	Convene meetings with Green Procurement Committee																
43	Contract consultants and service providers																
44	Administer roster of consultants and service providers																
45	Recruit international service providers if appropriate																
46	Establish contract formats																
47	Contract consultants and service providers																
48	Report to DACEL bi-monthly																
55	Communicate with relevant agencies																
56	Liase with donors, government, and stakeholders																
57	1.2.2 Project management support to JOWSCO & DACEL PMs																
58	Assist with budgets																
59	Assist with work plans and ToRs																
60	Assist with compilation of reports																
61	Assist with review of report																
62	Assist with media liaison and profiling the project																
63	1.2.3 Technical support																
64	Advise on water conservation/WDM																
65	Advise on public participation																
66	Advise on policy inputs																
67	Support procurement policy review and development																
68																	
69	2. Component 1 and 2																
70	2.1 Assessment report																
71	Develop ToRs																
72	Establish international benchmarks/standards																
73	Assess current situation and policies (include baseline data)																
74	Establish targets for WSSD																
75	Develop recommendations (incl M&E and ToRs for guidelines)																
76	2.2 Guidelines for best practices																
77	Develop ToRs																
78	Commission guidelines and implementation plans (incl costing)																
79	Implement guidelines																
80	2.3 M&E for greening of WSSD																
81	Develop ToRs																
82	Develop M&E																
83	Implement M&E (during and after WSSD)																
84	2.4 Best practices for WSSD																
85	Call for nominations for WSSD best practices																
86	Develop awards system																
87	Establish assessment panel																
88	Assess nominations																
89	Present awards																
90	2.5 Partnerships for procurement																
91	Develop ToRs																
92	Explore partnerships																
93	Formalise partnerships																
94	2.6 Review of JOWSCO Procurement Policy																
95	Develop ToRs																
96	Undertake review and make recommendations																
97	Revise or develop procurement policy/guidelines																
98	Establish Green Procurement Committee																
99	2.7 Guiding program at the Summit																
100	Develop ToRs																
101	Hire guides																
102	Hire and train guides																
103	Guiding at the Summit																
104																	
105	3. Component 3																
106	3.1 Awareness Strategy for all aspects of project																
107	Develop ToRs																
108	Develop awareness strategy																
109	Implement awareness strategy																
110	3.2 Schools competition																
111	Form agreement with national Department of Education																
112	Develop ToRs																
113	Develop action plan																
114	Implement schools competition																
115	Assess school projects																
116	Exhibit projects																
117	3.3 Showcase existing 'green' projects																
118	Develop ToRs																
119	Call for nominations																
120	Assess nominations																
121	Exhibit projects																
122	3.4 Lessons learnt report																
123	Develop ToRs																
124	Commission report																
125	Compile lessons learnt																
126	Develop dissemination/communication strategy																
127	Disseminate lessons learnt																

ANNEX C: TERMS OF REFERENCE

Background

The Department of Agriculture, Conservation and Environment (DACEL) of the Gauteng Provincial Government has received a grant from the GEF to support the implementation of policies, procedures and public awareness initiatives aimed at operationalising best practices in environmental management at the World Summit on Sustainable Development. The GEF funding will be complemented by funds from the South African government, the United Nations Development Programme and other sources. The purpose of the project is to ensure that the WSSD is planned and undertaken in such a manner so as to showcase best environmental practices that also lend towards the attainment of sustainable development objectives in South Africa.

The Project is being implemented through a partnership involving three spheres of government, in collaboration with non-government agencies, the private sector and civil society groups. The lead government agencies are DACEL, the Greater Johannesburg Metropolitan Council (GJMC), and the Department of Environment and Tourism (DEAT), through the Johannesburg World Summit Company (JOWSCO). The Project will ensure that all the key parties involved in convening the WSSD have the requisite financial, technical and other resources to implement best practices in environmental management, particularly in the areas of water conservation, energy consumption, transport, and waste management. The UNDP South Africa Office which will provide oversight and other support, as an Implementing Agency of GEF.

DACEL has approached IUCN-SA to act as the contract management agency on behalf of DACEL and JOWSCO. IUCN-SA's role will be, inter alia, to secure necessary technical support, administer project funds, ensure timely reporting, and assist project managers in the management of consultants and other commissioned inputs.

The expected outcomes of the Project are as follows:

- Demonstrated model for hosting international conventions and similar events in a sustainable manner in a developing country.
- Minimised negative environmental impacts of the actual event.
- Creation of opportunities for employment and economic activity.
- Increased awareness of environmental best practice requirements in sectors involved in the planning and conduct of the Summit.
- Increased environmental awareness regarding the importance of sustainable development in South African society
- Improved environmental performance (both during and after the event) through the upgrading of selected infrastructure used for the Summit, and the dissemination of lessons learnt from the project.

Three key interventions are being advanced to realise the afore-mentioned Outcomes.

Component 1: Policy Development for Enhancing Best Practices

Key activities:

- Conduct a background assessment of greening procedures and environmental best practices and identify best practices targets.
- Develop policy guidelines/recommendations on standards and procedures for the implementation of best practices in waste management, energy efficiency, water conservation and transport.
- Develop policy recommendations for procurement mechanisms.
- Scope best practice initiatives in government, the private sector, NGOs or the general public with an eye to forming partnerships between the public and private sectors and civil society.
- Develop a monitoring and evaluation programme for the WSSD involving technical audits before and after the Summit, as well as qualitative measures of effectiveness.

Component 2: Implementation and Demonstration of Best Practices, Policies and Standards at the Summit.

Key activities:

- Develop and execute Implementation Plans for waste minimisation, water conservation, energy conservation and sustainable transport.
- Implement procurement policy and standards and establish a green procurements committee.
- Develop and implement a 'greening' tours programme for the Summit with trained guides.
- Administer a monitoring and evaluation system to assess the technical effectiveness of the greening initiative, as well WSSD delegates' perceptions of its success.

Component 3: Public Education And Awareness On Environmental Best Practices.

Key activities:

- Establish a schools competition and exhibition.
- Prepare awareness strategy and materials to raise awareness about the WSSD, the greening project, and environmental best practices. This includes preparing media packs to distribute at scheduled events highlighting various sustainable best practice initiatives.
- Showcase innovative technologies or management approaches developed or trialed in South Africa or developed or undertaken through GEF projects worldwide.
- Implement a monitoring and evaluation system in conjunction with Components 1 and 2.
- Compile a brief guideline document on the process and lessons learnt from the greening of the WSSD for future use by the international community or future host.

An important objective is to also ensure that South Africa receives long term benefits from actions sponsored through the project, including the transfer of know-how for greening international conventions and similar events and creation of new livelihoods.

TERMS OF REFERENCE FOR THE STEERING COMMITTEE

A Project Steering Committee will be established to oversee the implementation of the planned activities. The Steering committee will comprise the following members: DACEL, JOWSCO, DEAT, GJMC, UNDP, the GEF Secretariat, contracts management agency (IUCN-SA), project managers and representatives from the NGO secretariat and private sectors. **The Steering Committee will receive input from and submit reports to the Multi Stakeholder Advisory Committee chaired by DEAT and including representation from business and industry, and the NGO Secretariat.**

The Steering Committee, which will be operational for a period of twelve months, will meet at least once a month, or more frequently. The Committee will be chaired by DACEL.

The Steering Committee will have the following responsibilities:

- To assist in conceptualising activities and micro-planning to attain planned outcomes.
- To advise on policy issues, and thematic focus areas for intervention.
- To oversee the development of a network of technical partners and service providers.
- To ensure the effective integration of project specific activities with logistical and other preparations for the Summit.
- To ensure that the greening project has representation at the highest level in government, and that the lessons are widely distilled and applied to future events.
- To assist project managers in identifying case studies for show-casing purposes.
- To assist project managers in identifying potential sponsors for case studies.

TERMS OF REFERENCE FOR THE PROJECT MANAGERS

Two Project Managers will be appointed (1) at JOWSCO to support the implementation of components one and two, and (2) at DACEL to support the implementation of component three. (Hereafter to be referred to as project manager JOWSCO and DACEL respectively.) It is envisaged that the project managers will be appointed for a duration of twelve months.

The Project Managers will have a Master's level tertiary training, with over five years of relevant work experience. The candidates should have experience in the field of environment management and public administration, good project management skills, an ability to write well, facilitation skills, and an ability to work under high pressure.

Project Manager JOWSCO

The candidate, who will report to the Manager, JOWSCO, will be responsible for the following:

COMPONENT 1:

- Conduct a background assessment of greening procedures and environmental best practices and identify best practices targets.

- Oversee the development of policy guidelines/recommendations on standards and procedures for the implementation of environmental best practices in the following areas: waste management, energy efficiency, water conservation and transport.
- Develop policy recommendations governing the establishment of procurement mechanisms.
- Develop and oversee execution of a comprehensive Monitoring and Evaluation programme to evaluate project impacts and performance both quantitatively and qualitatively.

COMPONENT 2:

- Oversee the execution of Implementation Plans for waste minimisation, water conservation, energy conservation and sustainable transport.
- Support implementation of the procurement policy, including by convening a green procurements committee, to oversee procurement processes, and developing guidelines for service providers and companies providing infrastructure and services.
- Develop and implement a 'greening' tours programme for the Summit with trained guides.
- Administer a monitoring and evaluation system to assess the technical effectiveness of the greening initiative, as well as the perceptions of WSSD delegates on its success.

GENERIC TASKS

- Liaise with DEAT, DACEL, GJMC, UNDP and other relevant stakeholders regarding the preparations for and conduct of the WSSD.
- Compile relevant reports/briefs for JOWSCO, UNDP, steering committee, and contracts management agency, as required from time to time.
- Develop a detailed costed activity workplan.
- Assist JOWSCO in identifying appropriate consultants, advisors, technical experts and service providers required to implement specific activities.
- Attend relevant stakeholder or management meetings representing JOWSCO.
- Identify tasks and roles for international consultant(s).

Project Manager DACEL

The Project Manager: DACEL will report to the Chief Director/ Head of Department of DACEL, and will be assigned the following tasks.

COMPONENT 3

- Supervise the preparation of awareness materials to raise the profile of the WSSD amongst the public at large, including by organising a competition in schools
- Oversee the preparation of media packs to highlight various sustainable best practice initiatives at scheduled events convened during the course of the Summit.
- Work with DACEL, JOWSCO, IUCN-SA, UNDP and the GEF Secretariat to identify innovative demonstration projects that can be show -cased at the Summit.

- Develop and administer a comprehensive monitoring and evaluation system in conjunction with the JOWSCO Project Manager.
- Compile a brief document distilling the lessons learned from the greening of the WSSD for future use by the international community or future host countries.

GENERIC TASKS

- Liaise with DEAT, DACEL, GJMC, UNDP and other relevant stakeholders regarding the preparations for and conduct of the WSSD.
- Compile relevant reports/briefs for DACEL, UNDP, steering committee, and contracts management agency, as required from time to time.
- Develop a detailed costed activity workplan.
- Assist DACEL in identifying appropriate consultants, advisors, technical experts and service providers required to implement specific activities.
- Attend relevant stakeholder or management meetings representing DACEL, as required.

TERMS OF REFERENCE FOR THE CONTRACT MANAGEMENT AGENCY

IUCN-SA will serve as the designated Contract Management Agency and will act on behalf of DACEL in executing certain technical aspects of the project, as well as in supporting the implementation of work to be co-ordinated by the respective project managers. The contract management agency, which will report to DACEL on a bi-monthly basis or more frequently if necessitated, will have the following responsibilities.

GENERAL COORDINATION AND TECHNICAL SUPPORT

- Ensure overall co-ordination of project activities, working in close association with DACEL JOWSCO, DEAT and UNDP, and other agencies, as may be required.
- Provide relevant technical and policy support to DACEL and JOWSCO as needed.
- Convene monthly steering committee meetings and act as the rapporteur at the meetings.
- Ensure an integrated workplan is prepared and submitted to DACEL, JOWSCO, UNDP and the Steering committee for approval, and prepare budget revisions if necessary.
- Coordinate the preparation and distribution of reports to UNDP and other funding agencies.

PERSONNEL MANAGEMENT

- Assist with the recruitment of the Project Managers and issue and administer their contracts.
- Assist with the development of terms of reference for local and international consultants and establish and maintain a roster of technical and other consultants.
- Coordinate the provision of technical and operational support for project activities through established local networks (NGOs, consulting firms, government agencies and the private sector).

FINANCIAL MANAGEMENT

- Establish and administer an accounting system for the disbursement of salaries, fees for consultants, and payment of other expenses.
- Provide bi-monthly financial reports to DACEL/JOWSCO, UNDP and other parties and ensure that the project's accounts are audited once during implementation.

TERMS OF REFERENCE FOR INTERNATIONAL CONSULTANT(S)

DACEL has expressed an interest in recruiting international consultant(s) who have had experiences in implementing similar initiatives for other large international events. The conscription of such expertise will enable the learning process to be fast tracked. Recruitment will be managed by UNDP through its established networks in consultation with the project managers and the contract management agency. The specific TORs for the international consultant(s) will be finalised once the project managers have been appointed. Preliminary terms of reference for the position are as follows:

1. To provide relevant know-how on best policies, standards, and procedures for the greening initiative, based on previous experiences administering similar interventions.
2. To assist in identifying additional international experts who can assist with implementation.
3. To assist with the compilation of relevant material, policies, and guidelines.
4. To assist monitor the impacts and performance of the project.

The consultants will report to the appropriate Project Managers.

ANNEX D: OVERVIEW OF CO-FINANCED ACTIVITIES

Republic of South Africa Co-financed Activities

Item Description	Cost (USD)*
1. Information Management Unit	312,513.20
2. Specific Environmental Information Requirements	76,511.84
3. Compliance and Enforcement	107,763.20
4. Cleaner Technology Capital Fund	107,763.20
5. Air Pollution Control	242,467.10
6. Conversion of GG Cars	48,493.42
7. Waste Minimisation	404,111.80
8. Water Quality Project (Klip River clean up)	64,657.84
9. Clean Towns and Schools (includes school competition)	404,111.80
10. Public Awareness (sustainable development publicity campaign)	279,106.60
Total	2,047,500.00

* Converted from Rand at a rate of R10.00 to USD1.00.

UNDP Co-financed Activities

Item Description	Cost (USD)
1. Agenda 21 Review and draft NSSD	
• Expert facilitators for Agenda 21 Review chapters (specialist papers)	25,000.00
• Roundtable meetings for Agenda 21 and NSSD	65,000.00
• National Adviser for Agenda 21 Assessment process and NSSD	58,000.00
• Case studies on local gov. and sustainable development	20,000.00
2. National Human Development Report on “The Challenge of Sustainable Development in South Africa.	300,000.00
3. Showcasing of Best Practices	100,000.00
4. Public Awareness Raising	112,000.00
Total	680,000.00

Letter of Commitment from the South African government



**AGRICULTURE, CONSERVATION
AND ENVIRONMENT**

OFFICE OF THE MEC

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Reference: 001/H
Date: 20 November 2001
Enquiries: Ms J Hall

Mr. Mohamed EL Ashry
Chief Executive Officer
GEF Secretariat
1818 H Street, NW
Washington, DC 20433
USA

Fax: 091 202 522 3240/8245

Dear Mr. Mohamed El-Ashry

**SOUTH AFRICAN GOVERNMENT CO-FUNDING FOR GEF
MSP "GREENING OF WSSD"**

I confirm that the South African Government will provide support to World Summit for Sustainable Development (WSSD) in Johannesburg 2002 in support of the GEF Medium Sized Project for "Greening the WSSD". The South African Government support amounts to \$2,047,500.

We trust that these arrangements will be acceptable to GEF and look forward to the partnership with GEF and UNDP and the opportunity to make the WSSD a success.

With best regards,

Yours sincerely

A handwritten signature in cursive script, appearing to read "M Metcalfe".

Ms Mary Metcalfe
MEC: Agriculture, Conservation, Environment and Land Affairs
Date: 22/11/01

Letter of Commitment from UNDP

United Nations Development Programme
Sustainable human development



15 November 2001

Dear Mr. Mohamed El Ashry,

Subject: UNDP CO-FUNDING FOR GEF MSP "GREENING OF WSSD"

I confirm that the UNDP will provide support to for the World Summit for Sustainable Development (WSSD) in Johannesburg 2002 in support of the GEF Medium Sized Project for "Greening the WSSD". The UNDP support amounts to \$ 650,000 and a further 'in kind' contribution of \$ 30,000.

We trust that these arrangements will be acceptable to GEF and look forward to the partnership and the opportunity to make a positive contribution to the success of the WSSD.

With warm regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Ohiorhenuan', written over a light blue horizontal line.

John Ohiorhenuan
Resident Representative

Mr. Mohamed El Ashry
Chief Executive Officer
GEF Secretariat
1818 H Street, NW
Washington, DC 20433
USA

Fax: 091 202 522 3240/3245

351 Metro Park Bldg*P.O.Box 6541*Pretoria, 0001 South Africa*Tel: 012-338-3300 *Fax: 012-320-4353/4*Email:

ANNEX E: LIST OF IUCN-SA'S MEMBERS

1. **Africa Resources Trust**
Kule Chitepo
2. **African Seabird Group**
John Cooper
3. **Botanical Society of SA**
Dr Bruce McKenzie
4. **Cape Nature Conservation & Museums, SA**
Aletta Jordaan
5. **Delta Environmental Centre**
Di Beeton
6. **Department of Environment & Geographical Science, UCT**
Richard Fuggle
7. **Department of Environmental Affairs & Tourism**
Steve Tiba
8. **Endangered Wildlife Trust**
John Ledger
9. **Fitzpatrick Institute, UCT**
Morne du Plessis
10. **Free State Department of Environmental Affairs & Tourism**
Daan Muller
11. **Game Rangers Association of Africa**
Charles Forrest
12. **Gauteng Department of Agriculture, Conservation & Environment**
Trish Hanekom, Joanne Yawitch
13. **Group Environmental Monitoring**
Quinton Espey
14. **Institute of Natural Resources**
Jenny Mander
15. **Kwa Zulu Natal Nature Conservation Services**
George Hughes
16. **National Botanical Institute**
Christopher Willis, BJ Huntley
17. **Okovango Wildlife Society**
Willie van Rooyen
18. **Rhino & Elephant Foundation**
Drew McKenzie
19. **SA Association for Marine Biological Research**
AJ de Frietas
20. **SANP**
Mavus Msimang, Dr. Peter Norvelle
21. **Traffic**
Ashish Bodasing, Dave Newton
22. **Wildlife & Environmental Society**
Malcolm Powell
23. **WWF-SA**
Rob Little

ANNEX F: ENVIRONMENTAL GUIDELINES FOR THE SYDNEY OLYMPICS

GENERAL ENVIRONMENTAL CRITERIA

1. Olympic host cities should commit themselves to:
 - energy conservation and the use of renewable energy sources
 - water conservation
 - waste avoidance and minimisation
 - protecting human health with appropriate standards of air, water, and soil quality
 - protecting significant natural and cultural environments
 - thorough assessment of opportunities to use or adapt existing facilities, together with consideration of the long term financial viability of all new facilities
 - building and infrastructure design that considers environmental issues
 - building material selection being subject to consideration of environmental Implications: for example timber should be from sustainably managed sources
 - environmental and social impact assessment, with community participation in the planning process
 - location of games facilities close to public transport systems
 - provision of satellite car-parking sites to facilitate use of public transport
 - provision of cycle ways and pedestrian walkways at Olympic sites
 - passive solar building design wherever appropriate
 - selection of appropriate development densities
 - election of materials for thermal performance
 - use of insulation and natural ventilation
 - the widest possible use of renewable sources of energy
 - high efficiency lighting systems with maximised use of natural light
 - use of energy efficient appliances
 - use of recycled and recyclable building materials
 - encouragement of sound sustainable water resource management through public and industry education programs
 - water conservation and recycling practices
 - protecting the useability of recycled water by minimising the use of pesticides in landscape maintenance
 - recycling of treated storm water and sewage effluent
 - landscape design that decreases water requirements in parks, gardens and other recreational areas with emphasis on selection of plants appropriate to climate
 - use of water conservation devices such as dual flush toilet systems, root-fed water tanks, water-saving shower roses, and appropriate irrigation devices

- selection of low -water use appliances including dishwashers & washing machines
- introduction of pricing policies that reflect the real cost of supplying water
- integrated management programs based on the principles of waste avoidance and minimisation
- maximum effort to achieve recycling of paper, glass, metals, plastics and organic matter
- building design at Olympic sites to maximise indoor air circulation, without compromising energy saving features
- improved fitout and management procedures at Olympic sites to minimise toxic fume emission and out-gassing from paints, carpets, glues and pest control practices
- comprehensive contamination testing of former industrial sites being redeveloped for the Olympic games, with remediation and risk reduction programs as appropriate
- elimination of leaded fuels
- use of CFC and HCFC-free refrigerants and processes
- minimising and ideally avoiding the use of chlorine based product (organochlorines) such as PCBs, PVCs and chlorine bleached paper

CRITERIA FOR RESPONSIBLE EVENT MANAGEMENT

2 Olympic host cities should commit themselves to:

Merchandising

- appropriate environmental standards for manufacture, use and disposal of all official merchandise
- avoiding unnecessary waste generated by products with a short useful life or unnecessary packaging
- not using materials from threatened environments or species
- maximum use of recyclable and recycled materials
- promotional clothing being made from natural fibres wherever possible

Catering

- minimal packaging of foodstuffs subject to appropriate health standards being maintained
- use of recyclable or reusable packaging

Waste Management

- minimising waste and maximising recycling
- education of athletes, officials, media and spectators on correct waste disposal

Transport

- the successful implementation of transport strategies to ensure efficient movement of the Olympic family and spectators
- selection of specific Olympic transport systems which minimise energy use and reduce pollution

- Noise Control
- noise abatement techniques which minimise disturbance for nearby residents

ADDITIONAL INITIATIVES

3 Additional environmental initiatives for the Olympic Games in Sydney include

- companies tendering for construction contracts will be required to submit details demonstrating how they will satisfy the requirements of the Environmental Guidelines
- selection of components that go into new projects will be subject to life-cycle costing and consideration of environmental implications during manufacture, use and disposal
- best practice waste reduction and avoidance, with performance criteria to apply to services, materials and appliances
- the co-operation of sponsors and service providers in developing responsible corporate purchasing and waste management policies
- best practice recycling of waste including use of colour-coded waste recycling stations, use of compost from organic waste in landscaping, use of recycled paper, and public education on waste minimisation
- the selection wherever practicable of materials and processes that are non-toxic in use such as natural fibre insulation, and non-toxic paints, glues, varnishes, polishes, solvents and cleaning products
- use of building techniques and interior design that minimise the need for chemical pest control and maximise opportunities for integrated pest management
- the water quality of the mangrove, estuarine and saltmarsh environments near Sydney Olympic Park being protected during construction by erosion and run-off controls
- similar provisions being adopted as appropriate at other sites
- every company tendering for a merchandise contract will be required to provide environmental information in its submission in relation to manufacture, use and disposal
- the design and packaging of products will embody an educational message about the environment wherever possible
- non-disposable cutlery and crockery will be used at food outlets where ever possible
- recyclable packaging will be suitably identified to facilitate separation from other recyclables and assist ease of collection
- recycling bins for waste will be supplied at all Games venues, supported by education programs on proper disposal methods
- information will be carried electronically where possible to reduce unnecessary use of paper, supplemented by effective paper recycling procedures
- special procedures will be adopted for the disposal or recycling of chemicals film and other photographic materials
- public transport will be the only means by which spectators will be able to directly access events at major Olympic sites
- satellite car-parking venues will be established so people can transfer to trains, buses and ferries for access to Olympic sites