



PROJECT DOCUMENT

Project number:	XX/GLO/10/XXX
Project title:	Development of the Guidelines for updating of National Implementation Plans (NIPs) under the Stockholm Convention taking into account the new POPs added to the Convention.
GEFSEC Project ID	4410
Thematic area code	EAE BC 16 – Stockholm Convention
Starting date:	March 2011
Duration:	2 years
Project site:	Global
Government	
Co-ordinating agency:	
Counterpart:	
Executing agency/ cooperating agency:	UNIDO / SSC / UNITAR
Project Inputs:	
- <i>GEF</i>	USD 719,000
- <i>SSC inputs:</i>	USD 212,700 (in kind) USD 693,000 (cash)
- <i>UNIDO inputs</i>	USD 95,000 (in kind)
- <i>UNITAR inputs</i>	USD 22,000 (in kind)
- <i>Support costs (10 %):</i>	USD 71,900
GRAND TOTAL	USD 1,741,700 (excluding support cost)

Brief description.

At its fourth meeting, the Conference of the Parties (COP) agreed to amend the Stockholm Convention to list nine (9) new POPs in Annex A, B, and C of the Convention.

One of the immediate actions that Parties need to take is to review and update their National Implementation Plans (NIPs) in light of inclusion of these nine new POPs in accordance with paragraph 1 (c) of Article 7 of the Convention. The updated NIPs should be transmitted to the COP within two years of the date of the entry into force of the amendments which is August 2012 for the nine new POPs.

“Guidance for developing a National Implementation Plan” has been developed and used to assist countries in the process of developing a NIP for the initial 12 POPs. The COP has also adopted *“Guidance for the review and updating of national implementation plans”* and *“Elaborated process of reviewing and updating national implementation plans”*, which provides steps to be followed when reviewing and updating national implementation plans. Other related guidance include *“Guidance on social and economic assessment in the development and implementation of their national implementation plans”* and *“Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants”*.

The existing guidelines however do not provide sufficient and specific guidance to Parties necessary to fulfil their obligations under the Convention with regards to the nine new POPs.

The main difficulty indicated by Parties is how to obtain information on the new POPs especially concerning three groups of widely used industrial chemicals – commercial mixtures of pentabromodiphenyl ether and octabromodiphenyl ether (BDEs), and perfluorooctane sulfonates (PFOS), due to the complexity of the use and the many sectors of society involved in the use of these chemicals.

The objective of the project is to provide a full set of guidance that will enable Parties to develop, review and update their NIP in a timely manner with the information relating to the new POPs added to the Stockholm Convention. The set of guidance to be developed under the proposed project would become part of the updated and consolidated *“Guidance for developing a National Implementation Plan for the Stockholm Convention”*.

The developed guidance will enable countries to identify chemicals in products/articles, establish inventories, undertake national surveillance of imported products or products in the market whether they contain chemicals listed under the Stockholm Convention in order to ensure implementation of Article 3 and control illegal trafficking, and to handle production and use, recycling and waste disposal of industrial chemicals including BDEs and PFOS. Such guidance will be useful for all countries globally both Parties and non-Parties for environmental sound life-cycle management as well as sound trade of chemicals.

An initial set of guidance (ver.1) will be made available at the COP5 in April 2011. A pilot testing will be performed to validate and evaluate the applicability of the guidance and revise to produce a final version (ver.2) of the guidance in six official languages of the United Nations by March 2012 to warrant that Parties have sufficient and suitable guidance for updating the NIP and transmitting it in a required time frame.

Approved:

Signature:

Date:

Name and title:

**On behalf of
UNIDO**

**On behalf of
SSC:**

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LIST OF ACRONYMS AND ABBREVIATIONS

APR	Annual Project Report
AWP	Annual Work Plan
BAT	Best Available Techniques
BDEs	Bromodiphenylethers
BEP	Best Environmental Practices
COP	Conference of the Parties
DDT	Dichlorodiphenyltrichloroethane
DE	Destruction Efficiency
DRE	Destruction and Removal Efficiency
EPA	Environmental Protection Agency
FAO	Food and Agriculture Organization
FSP	Full-sized Project
FTIR	Fourier transform infrared
GC	Gas Chromatography
GC/MS	Gas Chromatography/Mass Spectrometry
GEF	Global Environment Facility
HCB	Hexachlorobenzene
HCH	Hexachlorocyclohexane
IR	Inception Report
IW	Inception Workshop
LAC	Latino American Countries
M&E	Monitoring and Evaluation
MIS	Management Information System
MoA	Memorandum of Agreement
MS	Mass Spectrometry
NIP	National Implementation Plan
NPC	National Project Coordinator
OECD	Organization for Economic Co-operation and Development
PBB	Polybrominated biphenyls
PC	Project Coordinator
PCBs	Polychlorinated biphenyls
PCDD/PCDF	Polychlorinated dibenzo-p-dioxins and dibenzofurans
PCT	Polychlorinated terphenyls
PCW	Project Completion Workshop
PET	Project Expert Team
PIR	Project Implementation Review
POP	Persistent Organic Pollutant
POPRC	POPs Review Committee
PSC	Project Steering Committee
PFOA	Perfluorooctanoic Acid

LIST OF ACRONYMS AND ABBREVIATIONS

PFOS	Perfluorooctane Sulfonates
PTR	Project Terminal Report
RCC	Regional Coordination Committees
REACH	Registration, Evaluation, Authorisation and Restriction of Chemicals
RoHS	Restriction of Hazardous Substances
SC	Stockholm Convention
SETAC	Society of Environmental Toxicology and Chemistry
SSC	Secretariat of the Stockholm Convention
TOR	Terms of Reference
TPT	Technical Project Team
TSCA	Toxic Substance Control Act
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNS	United Nations System
UP-POPs	Unintentionally produced POPs
WEOG	Western European and Others Group
WHO	World Health Organization

SECTION A. CONTEXT

A.1. Context/History

A.1.1 The Stockholm Convention

1. The Stockholm Convention on Persistent Organic Pollutants (POPs) was adopted in May 2001, upon completion of three years of negotiations conducted in the framework of the United Nations Environment Programme (UNEP). The overall objective of the Stockholm Convention is to protect human health and the environment from POPs. Specific reference is made to a precautionary approach as set out in Principle 15 of the 1992 Rio Declaration on Environment and Development. The principle is made operational in Article 8, which lays down the rules for including additional chemicals in the Annexes of the Convention.

A.1.2 The initial 12 POPs

2. Among the initial 12 POPs listed under the Stockholm Convention, the 9 intentionally produced chemicals listed in Annex A (aldrin, chlordane, dieldrin, endrin, heptachlor, HCB, mirex, toxaphene and PCB) are subject to a ban on production and use except where there are generic exemptions. The production and use of DDT, a pesticide still used in many developing countries for malaria and other disease vector control, is severely restricted, as set out in Annex B. Finally, 3 substances (PCDD/PCDF, HCB and PCB) which may be formed and released unintentionally are listed in Annex C. As of 19 May 2009 there were no Parties registered for the specific exemptions listed in Annex A pertaining to aldrin, chlordane, dieldrin, heptachlor, HCB and mirex, nor for the exemption listed in Annex B pertaining to DDT as an intermediate in the production of dicofol. In accordance with paragraph 9 of Article 4 of the Convention, therefore, no new registrations may be made with respect to those exemptions.
3. A publication entitled “*Guidance for developing a National Implementation Plan*” has been developed and used to provide guidance to countries and assist them in the process of developing a NIP for the initial 12 POPs. Furthermore, “*Guidance for the review and updating of national implementation plans*” and “*Elaborated process of reviewing and updating national implementation plans*” which provide steps to be followed in the course of reviewing and updating national implementation plans have been adopted by the COP. Other existing related guidance include “*Guidance on social and economic assessment in the development and implementation of their national implementation plans*” and “*Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants*”.

A.1.3 The new POPs

4. The POPRC decided at its third and fourth meetings to recommend the 9 chemicals to be considered by the COP for listing in Annexes A, B and/or C of the Convention, in accordance with paragraph 9 in Article 8 of the Convention. At its fourth meeting in May 2009, the COP to amend Annexes A, B, and C of the Convention to list following 9 new POPs:

Chemicals	Annex	Acceptable purpose or specific exemption
Alpha hexachlorocyclohexane ●/■	A	Production: None Use: None
Beta hexachlorocyclohexane ●/■	A	Production: None Use: None
Chlordecone ●	A	Production: None Use: None
Hexabromobiphenyl ▲	A	Production: None Use: None

Hexabromodiphenyl ether and heptabromodiphenyl ether (Commercial OctaBDE) ▲	A	Production: None Use: Articles in accordance with the provisions of Part IV of Annex A
Lindane ●	A	Production: None Use: Human health pharmaceutical for control of head lice and scabies as second line treatment
Tetrabromodiphenyl ether and pentabromodiphenyl ether (Commercial PentaBDE) ▲	A	Production: None Use: Articles in accordance with the provisions of Part IV of Annex A
Pentachlorobenzene ●/▲/■	A & C	Production: None Use: None
Perfluorooctane sulfonic acid (PFOS) its sales and perfluorooctane sulfonyl fluoride (PFOS-F) ▲	B	Production: For the use below Use: Acceptable purposes and specific exemptions in accordance with Part III of Annex B

Pesticide ● / Industrial chemical ▲ / By-product ■

A.1.4 Parties obligations after listing of new POPs

5. When additional POPs are listed in any of the Annexes of the Convention, a Party shall review and update, as appropriate, its implementation plan on a periodic basis and in a manner to be specified by a decision of the COP. In compliance with the Convention, Parties must therefore implement measures to reduce or eliminate production, uses and releases of the new POPs as called for in the Convention (Articles 3, 5, 6), and report these efforts to the Secretariat.
6. Parties are obliged to transmit their national implementation plans for the 9 new POPs by August 2012.

Problem statement

7. The revision of the NIPs will include, among others, the compilation of inventories concerning the new POPs; an action plan for each new POP; sampling and monitoring plans of the relevant media for measuring the concentration of the new POPs and hence human and environmental exposure. In the light of the introduction of the 9 new POPs in the convention, the guidance for reviewing NIPs has to be revised and information concerning use, production, labelling, disposal technologies, BAT and BEP related to the whole lifecycle of these substances should be made available to the Parties.
8. It should be noted that while the majority of initial POPs were pesticides no longer used in most of the world, some of the 9 new POPs have continued to be used thus alternative technologies need to be introduced. For these substances, the approach used in the development of NIPs for the initial 12 POPs cannot be adopted, and a different approach is required.
9. During the chemicals review process, it was also noted that some of the listed chemicals especially industrial chemicals are still produced in some countries and used in many countries and some exist globally in stockpiles and waste that might be eventually recycled and therefore reintroduced for use.
10. Moreover, standard screening analytical methods for some of the new POPs have not been identified yet; hence the inventory of articles containing these substances (i.e. BDEs and PFOS) may face practical difficulties.
11. There is the need to provide information to the Parties on the BAT and BEP related to the production and use of the new POPs for which acceptable purposes have been identified by the

Convention, as in the case of PFOS used in the photographic process or some commercial formulation containing BDEs.

12. Due to the ban of commercial PentaBDE and OctaBDE with specific exemptions for recycling of articles that may contain these chemicals and the use and final disposal of articles manufactured from such recycled materials, BAT and BEP should be adopted in the whole lifecycle of articles, to avoid their release into the environment. Possible challenges concern, among others, the separation of articles containing BDEs from those not containing BDEs during the recycling or waste handling process. BAT and BEP have been identified in the countries that have already restricted or banned the use of these substances. Such information should be shared and possibly adapted to fit the specific situation of developing countries.
13. Both mandatory and voluntary enforcement measures suitable for the specific situation of the Parties, and especially for the situation of several developing countries, have to be identified and tested. There is the need to provide clear guidance concerning the commercial trade names of the substance containing or possibly containing the new POPs, so that customs would have the capability to control the import and export of these substances; voluntary or mandatory labelling schemes must be properly identified and communicated.
14. In the absence of appropriate guidance, the development of NIPs for new POPs as well as the implementation of the relevant obligations under the Convention will be significantly delayed.
15. The Convention recognizes that a special effort may sometimes be needed to phase out certain chemicals for specific uses. The COP noted, with high priority, needs for guidance and technical/financial support for developing countries and countries with economies in transition to fully implement the new obligations.
16. The Secretariat is requested by decision SC-4/9 on National Implementation Plans to identify any additional guidance that might be required to assist Parties in their development and implementation of the Convention. The COP also decided in its decision SC-4/19 to undertake a work programme to provide guidance to Parties on how best to restrict and eliminate the 9 new POPs.

A.2 The GEF intervention

Baseline scenario

17. On 26 August 2010, the amendments to the Stockholm Convention, listing the 9 new POPs, will enter into force. As an amendment to the Convention is a trigger for the process to review and update NIPs, all NIPs submitted by Parties will need to be updated and resubmitted by 26 August 2010, in accordance with Article 7 of the Convention.
18. Since many developing countries lack capacity to implement their obligations under the Convention, COP-4 by decision SC-4/9 on National Implementation Plans, requested the Secretariat to identify any additional guidance that might be required to assist Parties in their development and implementation of the NIPs, to continue working on the development of guidance called for in paragraph 5 of decision SC-1/12 and to report to the COP-5 on progress made.
19. The updating of the NIPs implies preparing new action plans and strategies for the newly listed POPs, and adjusting existing action plans and strategies. The lesson learned by Parties in the preparation of the NIPs will constitute an important starting point for their reviewing of the NIPs.
20. A non exhaustive list of the main area of difficulties faced by Parties, and especially by many developing countries, in the development of NIPs related to the initial 12 POPs is reported below:

- Lack of a clear understanding of the information to be provided; a significant example is the case of PCBs, as for these substances some countries only reported information related to equipment containing pure PCBs, but no information concerning PCB contaminated equipment over the limits (50 and 500 ppm) established requirements by the Convention.
 - Difficulties in the collection of data, where the network of local competent authorities is not in place or is ineffective (in these case only data possessed by central institutions have been made available in the NIPs);
 - Lack of a suitable sampling and analytical capacity, both in terms of availability of laboratory facilities or capability to implement standard sampling and analytical methods for POPs. Since the establishment of the Stockholm Convention on POPs, substantial progress have been made on this aspect by several countries, however in several areas of the world the analytical capability of POPs is still inadequate;
 - Difficulties in identifying or adopting suitable disposal technology for POPs;
 - Needs to develop country-specific BAT and BEP (e.g. some BAT for incinerations are uneconomical or ineffective for small scale plants, but large scale plants may not be suitable considering the market situation in some countries.);
 - Difficulties in prioritizing action plans adopting the double criteria of risk reduction and cost effectiveness; difficulties in providing reliable cost estimation of the action plans when some of the cost figures (e.g. for disposal, sampling and analysis, alternative substance and processes) come from developed countries; and
 - Negotiation issues among the different stakeholders involved in the elimination of POPs.
21. Despite the difficulties listed above, the preparation of NIPs represented for many developing countries a substantial progress toward a better protection of the environment and the human health; thanks also to the international support secured by means of several GEF funded projects, many developing countries started the implementation of the action plans and experienced a substantial improvement in their capability of managing and eliminating POPs.
 22. As of today, 122 out of 170 Parties have submitted their NIPs to the Secretariat (see table below). Out of the 170 Parties, 99 may be considered as developing countries following the operational World Bank classification, possibly requiring technical and economic assistance in the preparation or updating of NIPs.
 23. All of the submitted NIPs will have to be updated with the information concerning the new POPs and resubmitted to the Secretariat by 26 August 2012.
 24. The Parties that have not submitted their NIPs yet need to include the 9 new POPs when developing their NIPs.

	WEOG	CEE	Africa	Asia & Pacific	LAC	Total
Number of Parties	23	21	50	46	30	170
Due NIPs	23	17	47	42	26	155
NIPs transmitted	22	16	38	29	17	122
%	95	94	80	69	65	79

25. Obviously the listing of the 9 new POPs in the Stockholm Convention represents for several developing countries new challenges that cannot be properly addressed without comprehensive guidance and availability of the necessary information.

26. Several international organizations (OECD, WHO, FAO, UNITAR, UNEP, UNIDO, SETAC, etc.) publish technical documents and additional guidance materials that provide knowledge and expertise on issues related to POPs. These and other organizations frequently offer training workshops to assist developing countries and countries with economies in transition. Parties are encouraged to engage and participate actively in bilateral, regional or global cooperation programmes that include capacity building activities for the assessment and management of chemicals, including POPs. However, in the absence of official guidance endorsed by the COP of the Stockholm Convention, the support provided by these organizations may lack coordination, with the risk of providing inconsistent information to the Parties.
27. The main difficulty indicated by Parties is how to obtain information especially concerning three groups of widely used industrial chemicals – BDEs (commercial PentaBDE and OctaBDE) and PFOS, due to the complexity of the use and the many sectors of society involved in the use of these chemicals.
28. Some of the new POPs, especially these industrial chemicals, are still produced in few countries and used in many countries. Some exist globally in stockpiles and wastes which are needed to be dealt in accordance with Article 6 of the Convention. Many Parties therefore expressed needs for guidance to the ways to restrict and eliminate the 9 new POPs including on how to identify chemicals contained in articles/products, how to establish inventories for releases from unintentional production, how to replace use of new POPs with alternative technology, and how to handle articles containing new POPs for recycling and waste disposal in an environmentally sound manner.
29. In the absence of the project, the appropriate review and updating of NIPs with information and action plans concerning new POPs would be at significant risk as follows:
 - Parties would not be able to update and resubmit their NIPs in due time;
 - Several updated NIPs would at the best only contain very generic information on new POPs without clearly identified actions and needs for the country, possibly delaying concrete actions;
 - Methodologies adopted for updating the NIPs would not be based on widely accepted and consolidated criteria;
 - Action plans and the related cost would be unrealistic or severely biased;
 - Action plans prepared under the revised NIPs would not clearly identify technical measures for the restriction / elimination of new POPs to be adopted during the whole lifecycle of substances and articles, so that the listing of new POPs in the Stockholm convention would be eventually less effective;
 - Action plans would not clearly identify mandatory or voluntary control measures so that the enforcement of the ban / restriction of new POPs at the national level would remain eventually uncertain.
 - In the absence of official guidance endorsed by the COP of the Stockholm Convention, the support provided by international organizations assisting developing countries in preparing and updating their NIPs may lack coordination resulting in an inconsistent and limited assistance to the Parties.

Project Scenario

30. Under the current project scenario, a full set of guidance for assisting countries in the preparation and reviewing of their NIPs under the Stockholm Convention will be developed to address the amendments to Annexes A, B and C adopted by the COP4, and will be made available globally in six official languages of the United Nations. Version 1 of the guidance will be presented at the COP5 in April 2011. A pilot testing in a country for validation of the applicability of the guidance will be undertaken before the COP5, followed by testing in two more countries after the COP5. Based on the feedbacks and the result of the pilot testing, the guidance will be revised to produce

the final version (Ver.2) by March 2012 to warrant that Parties have sufficient and suitable guidance for updating their NIPs and transmitting them in a required time frame.

31. The consolidated set of guidance provisionally entitled “Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention” will consist of the following eight supporting guiding tools, which will be developed under this project, as well as revised existing guidance, and will be linked with other guidance on new POPs developed outside of this projects (e.g. guidance on alternatives to new POPs):
 - Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs
 - General guidance for customs on use of commercial/trade names
 - Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs
 - Guidance on labelling of products/articles that contain new POPs or use new POPs during manufacture
 - Guidance for BAT and BEP for production and use of PFOS
 - Guidance for BAT and BEP for the recycling and waste disposal of articles containing BDEs
 - Database with readily accessible international information useful for development of NIPs under the Stockholm Convention
32. The existing guidance listed below will be revised taking into account the needs originating from the listing of the 9 new POPs under the Convention:
 - UNEP/POPS/COP.2/INF/7 “Guidance for developing a National Implementation Plan”
 - Annex to decision SC-1/12 “Guidance for the review and updating of national implementation plans”
 - Annex to decision SC-2/7 “Elaborated process of reviewing and updating national implementation plans”
 - UNEP/POPS/COP.3/INF/8 “Guidance on social and economic assessment in the development and implementation of their national implementation plans”
 - UNEP/POPS/COP.4/INF/11 “Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants.
33. In order to reach maximum number of target users of the guidance, an electronic format of the guidance (e.g. interactive CD-ROM) will also be created while a limited edition of hard copies will be printed.
34. The full set of guidance will enable countries to identify chemicals in products/articles, establish inventories, undertake national surveillance of imported products or products in the market whether they contain chemicals listed under the Stockholm Convention in order to ensure implementation of Article 3 and control illegal trafficking, and to handle production and use, recycling and waste disposal of industrial chemicals including PFOS and BDEs. Such guidance will be useful for all countries globally both Parties and non-Parties for environmental sound life-cycle management as well as sound trade of chemicals.

Implementation Principles

35. The project implementation strategy will be based on the following principles:
 - Established and well-defined cooperation and coordination among the implementation agency (UNIDO) the executive agencies (SSC, UNITAR) as well as with the Stockholm Convention Regional Centres.
 - Accountability of the project related work and expenditures of all involved Parties;
 - Transparency through clearly defined monitoring indicators and evaluation methodologies throughout the implementation.

- Integration of sound scientific criteria all around the development of project activities
- Involvement of stakeholders in the critical project steps.
- Endorsement of the final product by the COP of the Stockholm Convention, taking due account to the applicability and practicality of the guidance in the developing world.

A.3 Special Features

36. The proposed project is a global project which aims to benefit all Parties to the Stockholm Convention as well as countries yet to be Parties. The guidance documents that will be developed or updated under this project will be based upon the copious amounts of data and knowledge gained during the activities of POPRC, as well as on the experience gathered by the implementing and executing agencies in the course of the several assistance projects concerning the preparation of NIP or the implementation of specific activity aimed at eliminating POPs in developing countries.
37. At its fourth meeting the COP by its decision SC-4/23 endorsed eight institutions to serve as Stockholm Convention regional and subregional centres for capacity-building and the transfer of technology for a period of 4 years. The project will strongly rely on the collaboration of three selected centres for the testing of the guidance documents in 3 pilot countries. These centres will ensure the integration of scientific knowledge on POPs with the knowledge of the regional and national situation, and will facilitate the involvement of the local stakeholders in the project activities.
38. The project will benefit significantly from the collaboration that the Secretariat of the Stockholm convention established with the European Commission. The European Commission will co-finance SSC activities and projects related to the development and updating of guidance documents on new POPs which will be performed in tight coordination with this project.
39. Other significant inputs will derive from the cooperation established with Norway, aimed at support work on the evaluation of alternatives and other work related to the restriction and elimination of the new POPs. This work will be also performed in tight coordination with this project, and will provide significant input for the identification of alternative substances and processes.

SECTION B. REASONS FOR UNIDO ASSISTANCE

40. UNIDO, as the United Nations specialized agency for industrial development, due to its comparative advantage in the industrial sector, gained direct access to implementing projects in the POPs focal area (GEF/C.19/10 dated 17 April 2002).
41. UNIDO is committed to assist its developing country Member States in accordance with Article 12 of the Stockholm Convention. The GEF has approved Enabling Activities proposals submitted by UNIDO for more than 40 countries, including China and India that have opted to undertake the NIP development through the GEF full project cycle. The following countries already have submitted their NIPs with UNIDO assistance:
 - Africa: Burundi, Central African Republic, Chad, Congo PR, Ethiopia, Gabon, Ghana, Lesotho, Liberia, Malawi, Nigeria, Rwanda, Sao Tome and Principe, Sierra Leone, Tanzania, Togo
 - Africa – Arab Countries: Algeria, Djibouti, Egypt
 - Asia & Pacific: China P. R., Indonesia, Lao PDR, Mongolia, Nepal
 - Europe: Armenia, Azerbaijan, Croatia, Czech Republic, Hungary, Macedonia, Romania
 - Americas: Bolivia, Venezuela
42. In addition, UNIDO is executing or developing a range of demonstration and capacity building projects geared to support the Convention implementation in a wide range of developing countries and countries with economies in transition.
43. UNIDO during its assistance in the development of the NIPs accumulated in-depth knowledge about the complexity and diversity of the POPs, established appropriate linkages at different levels of the Government organizations and private enterprises such as PCB owners, firm specialized in the disposal of hazardous waste, industries with significant experience in the reduction of the release of U-POPs from their production process, and started working out with the assistance of national experts the details of the implementation of the PCB-related obligations of the Stockholm Convention.
44. The experience gained by UNIDO in the projects mentioned above, as well as the network of relationship with Governments, NGOs and private enterprises will represent a fundamental asset for the achievement of project success.
45. UNIDO has made considerable effort to build this assistance programme. This commitment is based on a clear understanding that these activities are compatible with UNIDO's mandate and corporate strategy and will lead towards the Millennium Development Goals.

SECTION C. THE PROJECT

C.1. Objective of the project

46. The general objective of the project is to develop a full set of consolidated guidance including new guidance tools and updated existing guidance and to validate them in order to ensure applicability of the guidance which will assist countries in the preparation and updating their NIPs under the Stockholm Convention, considering the new obligation Parties have to comply with the listing of the 9 new POPs.
47. The guidance material will be revised to incorporate the relevant changes required to address the amendments to Annexes A, B and C of the Stockholm Convention adopted by the COP-4.
48. The NIP contains all actions and measures that a Party will take to implement the provision of the Convention to meet the objectives of the Convention, which is to protect human health and the environment from persistent organic pollutants.
49. The consolidated set of guidance provisionally entitled "Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention" will consist of the following eight supporting guiding tools which will be developed under this project, as well as revised existing guidance, and will be linked with other guidance on new POPs developed outside of this project (e.g. guidance on alternatives to new POPs):
 - Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs
 - General guidance for customs on use of commercial/trade names
 - Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs
 - Guidance on labelling of products/articles that contain new POPs or use new POPs during manufacture
 - Guidance for BAT and BEP for production and use of PFOS
 - Guidance for BAT and BEP for the recycling and waste disposal of articles containing BDEs
 - Database with readily accessible international information useful for development of national NIPs under the Stockholm Convention
50. The existing guidance listed below will be revised taking into account the needs originating from the listing of the 9 new POPs under the Convention:
 - UNEP/POPS/COP.2/INF/7 "Guidance for developing a National Implementation Plan"
 - Annex to decision SC-1/12 "Guidance for the review and updating of national implementation plans"
 - Annex to decision SC-2/7 "Elaborated process of reviewing and updating national implementation plans"
 - UNEP/POPS/COP.3/INF/8 "Guidance on social and economic assessment in the development and implementation of their national implementation plans"
 - UNEP/POPS/COP.4/INF/11 "Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants."
51. The objective of the pilot testing that will be performed as a third component of the project is to validate and evaluate the applicability of the guidance and revise to produce a final version (ver.2) of the guidance by March 2012.
52. The version 1 of the developed guidance will be presented at the COP-5 in April 2011 and revised based on the COP's feedback and complete the six UN language translations. The usefulness of the guidance will be ensured through training activities where trainees shall provide feedback for further improvement of the guidance. The applicability of the guidance in different global regions will be tested through a pilot project in three selected countries. One of the pilot projects will take place before the COP-5 in order to report and advise the practicality of the guidance at the COP-

5. Two other pilot projects will take place after COP-5 and the results will be incorporated into the version 2 of the guidance, which will be finalized in the six UN languages by March 2012. The pilot projects will also serve as case study for the replication strategy. By this timeframe, the Parties to the Stockholm Convention will be able to update their National Implementation Plans and thereby transmit the updated NIPs in a timely manner, by August 2012.
53. An interactive CD-Rom containing a compilation of existing revised and updated NIP guidance in the six UN official languages will be also created. In order to reach all the users of the guidance at the national level, a limited edition of hard copies of the guidance will be printed.

C.2. The UNIDO approach

Project Implementation Arrangement

54. **UNIDO** will be the **GEF Implementing Agency (IA)** for the project. A project focal point will be established within UNIDO to assist with project execution. This focal point will consist of dedicated core staff, supplemented by support staff colleagues on a part-time basis as required, supervised by a senior professional staff engaged in the management and coordination of UNIDO's POPs and chemical management program. UNIDO will make these services available as part of its contribution to the project.
55. Benefitted with extensive network with the industry sector, UNIDO will provide entry points to the key information source in the industry for development of the guidance. UNIDO will also identify, in cooperation with the Secretariat of the Stockholm Convention (SSC), experts to engage in development of the below guidance with the final clearance with the SSC:
- Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs
 - Guidance for BAT and BEP for the production and use of PFOS
 - Guidance for BAT and BEP for the recycling and waste disposal of articles containing BDEs
 - Database with readily accessible international information useful for development of NIPs under the Stockholm Convention
56. **UNITAR** will act as an **executing agency**, subcontracted on specific task assignments by UNIDO. Having experience in developing guidance for the Stockholm Convention as well as undertaking pilot projects in different countries, UNITAR will develop below guidance documents under coordination by the UNIDO and final clearance by SSC:
- General guidance for customs on use of commercial/trade names
 - Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs
 - Guidance on labelling of products/articles that contain new POPs or use new POPs during manufacture"
57. UNITAR will also revise the existing guidance related to the development of NIPs:
- UNEP/POPS/COP.2/INF/7 "Guidance for developing a National Implementation Plan"
 - UNEP/POPS/COP.3/INF/8 "Guidance on social and economic assessment in the development and implementation of their national implementation plans"
 - UNEP/POPS/COP.4/INF/11 "Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants

58. Furthermore, UNITAR will perform the following activities:
- Carryout, under the project Component 3, the validation/field testing of the ver.1 of guidance for developing and updating a National Implementation Plan under the Stockholm Convention. One pilot testing will be carried out before the COP5.
 - Develop approach for capacity strengthening to implement the guidance including training materials and provide trainings to the Stockholm Convention Regional Centres, undertake the pilot testing in three countries identified by the SSC.
 - Review the feedback from the pilot testing and training activities and revise the guidance ver.1 to produce ver.2.
59. **Secretariat of the Stockholm Convention (SSC)** will provide overall technical support as well as policy guidance and steering throughout the entire project activities to facilitate and ensure completion of the project. The SSC will give the final clearance of the outputs and will coordinate translations and publications for presenting at the COP5 by April 2011, revision after the COP5 by July 2011, and for the final version after pilot testing by March 2012.
60. **Stockholm Convention Regional and Subregional Centres** have been endorsed by the COP in its decision SC-4/23 for the purpose of capacity-building and the transfer of technology to assist developing country Parties and Parties with economies in transition to fulfil their obligations under the Convention. The collaboration with the Centres is a key factor for ensuring that the guidance and training activities meet the specific situation and needs of each region.
61. Therefore, the Stockholm Convention Regional and Subregional Centres, coordinated by the SSC, will provide input to the development of the training modules. The Centres will deliver training and capacity building activities where trainees will evaluate the guidance for further improvement. The Centres will work closely with SSC, UNITAR and UNIDO to provide feedback to the guidance.
62. Coordination with other related initiatives and on-going projects:
- The current project, together with other on-going projects such as the one under EC project, will provide on the whole a crucial guidance to Parties to implement new obligations arose from the listing of the 9 new POPs, including updating their National Implementation Plans in accordance with Article 7 of the Convention.
 - Under other on-going projects, awareness raising activities on Review and Updating of National Implementation Plans in light of listing of new chemicals have been carried out in 3 regions, and are still planned in 2 more regions before December 2010. These activities can be considered an entry-level introduction to the current project as they provide basic clarification on new obligations.
 - As a follow-up activity to the awareness trainings, an initial assessment on the status of the production, use, stockpiles, waste disposal and recycling practices concerning the new POPs at the national level as well as identification of possible challenges, management options, and technical and financial assistance opportunities for the sound management of new POPs are planned to take place. This is complementary to the current project since the experience gained can be fed into the new guidance developed under the current project.
 - More guidance materials on new POPs as listed below are being developed under other on-going projects which will be linked with the guidance developed under the current project;
 - Guidance on considerations related to alternatives and substitutes for listed persistent organic pollutants and candidate chemicals: 2009 (UNEP/POPS/POPRC.5/10/Add.1)
 - Guidance on feasible flame-retardant alternatives to commercial pentabromodiphenyl ether: 2009 (UNEP/POPS/COP.4/INF24)

- Guidance on information collection for the 9 new POPs: Draft March 2010
 - Draft guidance document on alternatives to perfluorooctane sulfonic acid (PFOS) and its derivatives: to be prepared by the POPRC6 in October 2010
 - Compilation of the Risk Management Evaluations of the 9 new POPs: 2005-2008 (POPRC1-POPRC4)
 - Reviewing and reporting requirements for the use of lindane for human health pharmaceutical for the control of head lice and scabies as a second line treatment: to be prepared by the COP5 in April 2011
- Furthermore, in accordance with SC-4/19 the COP4 decided to undertake work programme to provide guidance to Parties on how best to restrict and eliminate new POPs. Under this work programme, information on new POPs in articles has been collected globally and a technical document with objectives as listed below has been developed, which will be presented at the COP5 in April 2011. Again, information and knowledge gained through this work programme can be effectively contributed to the development of the guidance documents under the current project through the coordination with the SSC.
 - To assess the possible health and environmental impacts of recycling articles and containing BDEs;
 - To review the long-term environmental desirability of the recycling of articles containing BDEs;
 - To identify the best available technology and best environmental practices for the recycling of articles containing BDEs.

Project Steering Committee (PSC). The PSC consists of representatives of UNIDO, SSC, and UNITAR.

Technical Project Team (TPT). The TPT will be established on a needed basis for undertaking specific tasks. It will include policy experts, POPs management and disposal industry experts, chemists, monitoring & evaluation experts and other technical experts as required. The TPT will assist the PSC through the following activities:

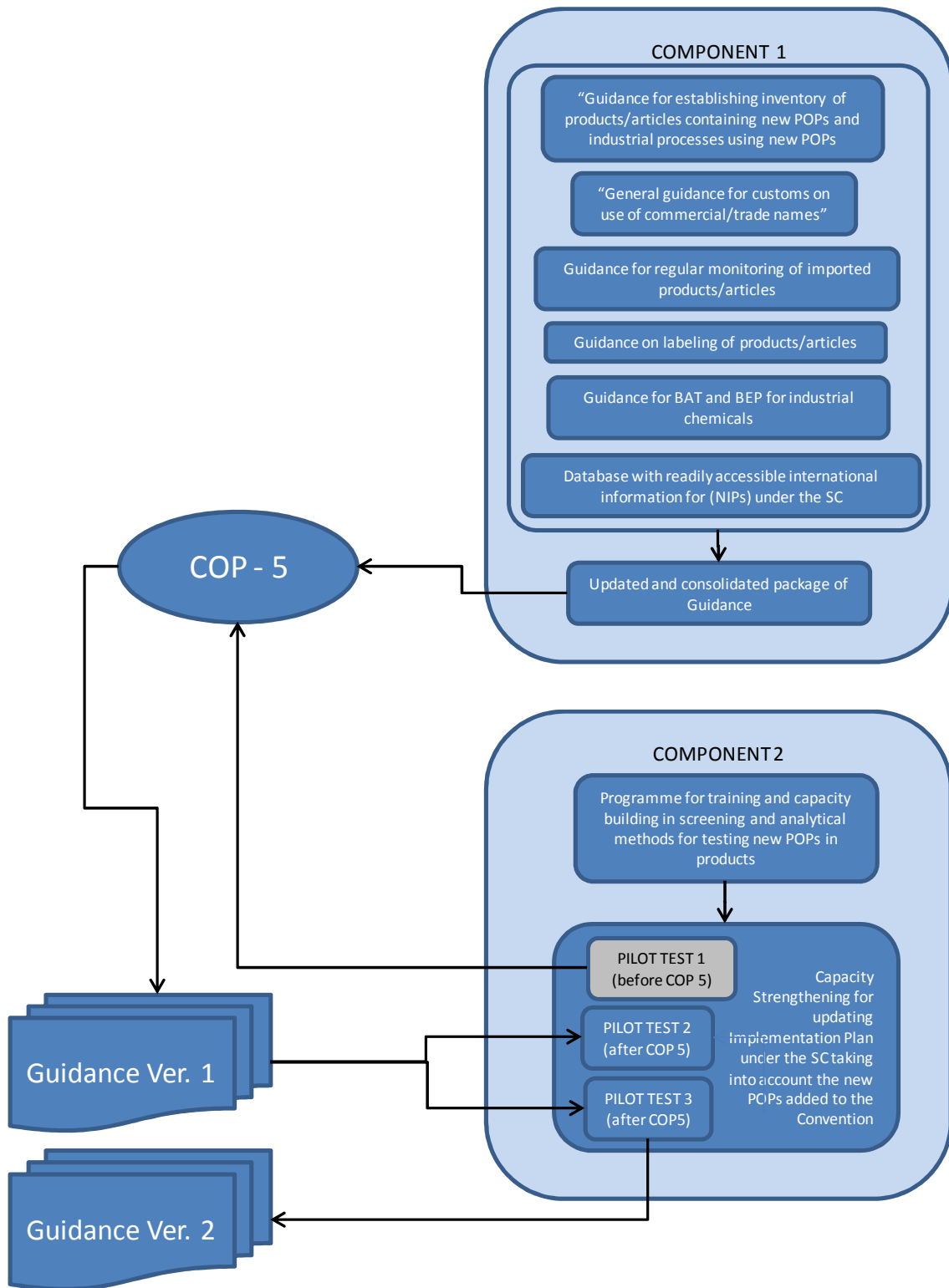
- I. Management and coordination of all project activities;
- II. Provision of technical support for policy framework, institutional strengthening, demonstration activities, technology selection, awareness raising and education, results and experience dissemination, project monitoring and evaluation, and project management;
- III. Periodic project implementation progress appraisal; and
- IV. Support for development of training materials.

C.3 RBM code and thematic area code

EAE B-16 Stockholm Convention

C.4 Expected outcomes, outputs and activities

63. The project will be based on three components, including project management, monitoring and evaluation.
64. The general arrangement of the 3 project components are displayed in the graph below. From the Outcomes 1 and 2, as well as 1 of the 3 pilot tests performed in one of the selected countries, will generate the guidance documents to be submitted to COP-5 for revision. The Guidance version 1 will incorporate feedbacks and modification indicated by the COP-5 and will be used for the 2nd and 3rd pilot tests. The feedback and lesson learned from these 2 pilot tests will be used for preparing the Guidance version 2.



65. The description of the activities necessary for achieving each specific outcome and output, together with the responsibility for each activity, is reported below.

Outcome 1: Parties have appropriate guidance for updating their NIPs considering the new POPs added to the Convention

Outputs/activities		Responsible
Output 1.1: "Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs" developed		
Activity 1.1.1:	<p><i>Compile accessible international information on products/articles containing new POPs through the establishment of a database and network with industry sectors</i></p> <p>Several industrial sectors are interested by the listing of the 9 new POPs, of which the most relevant are the flame-retardants, polymers, electric and electronic, coating, WEEE and end of use cars recycling, industrial and household cleaning products, photography, as well as the insecticide and pesticide industry sector.</p> <p>The first step of this activity will then be the listing of the relevant main industries or industrial associations, to be contacted, either in developing or developed countries. Industrial associations and NGOs are important source of information on present and historical uses of new POPs, producers of articles containing new POPs and alternative substances. The information already collected by the POP RC in the course of the risk management evaluation will be the starting point for this activity.</p> <p>Important information on the present use of new POPs may be also owned by the regulatory institutions in charge of registration of chemicals, like the European Chemicals Agency. It is interesting to see that some of the new POPs (tetra-BDE; hexabromobiphenyl; Lindane, α-HCH, β-HCH, and even Chlordane) are listed in the ECHA database of pre-registered substances established REACH, which means the pre-registrants intend to produce or are already producing these substances at a rate of at least 1t/year. Complete registrations dossier containing - among others - the information on the intended use of the substances, the expected production, risk management measures, chemical safety reports must be submitted for each pre-registration. For the substances of very high concern (SVHC), the registration is due by November 2010.</p> <p>The updated information will be organized in form of a searchable database to be published on the web, or in form of a hypertext document directly linked to the source of information.</p>	UNIDO with guidance and final clearance by SSC
Activity 1.1.2:	<p><i>Develop tools for initial identification: A list of known uses including historical use of new POPs, a list of products/articles potentially containing new POPs including recycled articles, and a list of wastes and stockpiles potentially containing new POPs, a sample of effective questionnaire for information collection</i></p> <p>The identification of the main historical and present uses of the new POPs, as well as the establishment of contacts with the main industry sectors, have been already performed by the POP RC in the course of the risk management evaluation.</p> <p>Of the 9 new POPs, 3 (Penta- and Tetra BDE, Hexa and Hepta-BDE, Pentachlorobenzene, PFOS and Hexabromobiphenyl) are industrial chemicals; 5 (Alpha-hexachlorocyclohexane, Beta-hexachlorocyclohexane, Chlordane, Lindane) are pesticide or by-products and 1 (pentachlorobenzene) may be present either as intermediate in some chemical processes or as UP-POP from combustion processes. Starting from the list of known uses and the contact list developed in the previous activity, for each of the 9 new POPs a questionnaire to be distributed by e-mail, by post and during the workshop and training</p>	UNIDO with guidance and final clearance by SSC

Outputs/activities		Responsible
	<p>sessions will be developed. The questionnaires will be as much as possible based on “close” questions or questions to be answered with numbers or ranks, to facilitate the subsequent collection and elaboration of information.</p> <p>The questionnaire will be prepared and distributed in coordination with the Regional POPs centres.</p>	
Activity 1.1.3:	<p><i>Develop a step-by-step guide that enables Party to establish inventory of products/articles containing new POPs and industrial processes using new POPs, integrate deliverables of Activity 2.1.1 and 2.1.2 to produce ver. 1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” in English</i></p> <p>The first proposed step will concern the proper definition of terms. As the inventory will also concern industrial processes, products and articles containing new POPs, the clear definition “products and articles”, as well as the definition of concentration limits to be considered for the inventory purpose, particularly in the case of articles, will be fundamental.</p> <p>On the side of industrial processes, methodological distinctions and clarification will be proposed for open or closed loop processes, and processes using new POPs as raw material, intermediate or by-products. The international standard to be preferentially adopted for the classification of economic or industrial sectors will be recalled.</p> <p>The second step will propose methodologies for the identification of the data owners and of their relationships. The references to existing chemical database or release inventories will be included in this section. Specific methods will be proposed for each lifecycle stage of products and articles (production, distribution, import and export, use and disposal).</p> <p>The third step will provide guidance to parties in the identification and categorization of the relevant downstream user or producer sectors to be considered; despite the significant differences among the 9 new POPs (some of which are still being used in industrial processes or in the production of articles) and the initial POPs (which, except PCBs and UP-POPs are mostly pesticides), the experience gained during the inventory developed for the initial 12 POPs would constitute a reference and a lesson learned to be considered in the individuation of the relevant sectors.</p> <p>Practical methods for estimating the amount of POPs containing products and articles in case of lacking of data, based on statistical inferential methods and on the use of proxy data relating production of articles to the use of substance, will be also included in the guidance.</p> <p>Participation of key stakeholders in the definition of the guide will help ensuring that the assumption adopted are reliable and the needs of the main stakeholder addressed.</p>	UNIDO with guidance and final clearance by SSC
Activity 1.1.4:	<p><i>Revise ver.1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</i></p> <p>The guidance developed in the previous activities will be submitted for comments and presented at the COP5 meeting to be held in April 2011. On the basis of the COP5 feedback, a new version will be prepared and subsequently translated.</p>	Revision: UNIDO with guidance and final clearance by SSC, Translation: SSC
Output 1.2: “General guidance for customs on use of commercial/trade names” developed		
Activity 1.2.1:	<p><i>Review of current status of nomenclature, commercial/trade names used for new POPs</i></p>	UNITAR subcontracted by

Outputs/activities		Responsible
	<p>Following article 3 of the convention, each Party shall prohibit and/or take the legal and administrative measures necessary to eliminate its import and export of the chemicals listed in Annex A.</p> <p>Almost all the new POPs listed have been or may be used for the preparation of commercial mixtures with different trade names, which may or may not reflect the percentage content of the different substances of interest. For this reason, a detailed listing of all the trade names used for substance or mixtures containing new POPs is a key instrument for ensuring the adoption of control measures required by the Convention</p>	UNIDO with final clearance by SSC
Activity 1.2.2:	<p><i>Develop ver. 1 of "General guidance for customs on use of commercial/trade names" in English</i></p> <p>In this activity, the list of trade names of new POPs prepared in the previous activity will be included in a guidance to be distributed by the government to all custom agents, and government and industrial representatives. The POPs of interest will be grouped adopting several criteria (Chemical Abstract Service (CAS) numbers, chemical composition, company, trade name of the product, category of product /article) so that mixture, substance or article containing new POPs can be easily identified.</p> <p>This activity will benefit also of the significant experience already achieved in the implementation of other MEAs involving the role of customs, namely the Rotterdam convention, which has the objective to promote shared responsibility and cooperative efforts among Parties in the international trade of certain hazardous chemicals; and the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal</p>	UNITAR subcontracted by UNIDO with final clearance by SSC
Activity 1.2.3:	<p><i>Revise ver.1 of "General guidance for customs on use of commercial/trade names" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</i></p> <p>The guidance will be submitted for comments and presented at the COP5 meeting to be held in April 2011. On the basis of the COP5 feedback, a new version will be prepared and subsequently translated</p>	<p>Revision: UNIDO with guidance and final clearance by SSC,</p> <p>Translation: SSC</p>
Output 1.3: "Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs" developed		
Activity 1.3.1:	<p><i>Gap analysis in existing regulatory framework/voluntary agreements</i></p> <p>The objective of enabling a regular monitoring of imported products is at the forefront of the commercial relationships among developing and developed countries, and represents one of the main tools for ensuring consumer safety and protect the environment from the release of harmful substances.</p> <p>The existence of imbalances of methods and criteria adopted in different areas of the world has severe consequences for the companies involved in international trade, which suffer the unfair competition deriving from illegal trade or of ecological dumping; and for the consumers, which may be at risk of exposure to hazardous chemicals – particularly to POPs -, and receive inconsistent or incomplete data concerning the substance contained in the product they use.</p> <p>In the EU, a rapid alert system for dangerous consumer products (RAPEX) facilitates the rapid exchange of information between Member States and the Commission on measures taken to prevent or restrict the marketing or use of products posing a serious risk to the health and safety of consumers, including the risk arising from the presence of hazardous chemical in the products. Both measures ordered by national authorities and measures taken voluntarily by producers and distributors are reported by RAPEX.</p>	UNITAR subcontracted by UNIDO with final clearance by SSC

	Outputs/activities	Responsible
	<p>A subsystem of RAPEX, the "RAPEX-CHINA" is an on-line tool for regular and rapid transmission of data between the EU and China AQSIQ (the General Administration of Quality Supervision, Inspection and Quarantine). Thank to this system, in 616 cases (56%) investigations resulted in preventive and restrictive measures adopted either by AQSIQ or taken voluntarily by a Chinese manufacturer/exporter, while in 494 investigated cases (44%) no measures were ordered</p> <p>General regulatory and registration schemes established by the EU and the USA (like the USA TSCA, the recent EU REACH regulation) and specific regulation on the restriction of hazardous chemicals (like the 76/769 directive now integrated in the REACH directive, the ROHS European directive for Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations; the USA Consumer Product Safety Act, etc,) set the standards even for third countries interested in the EU and USA market, so that the restriction imposed by these regulations may have a wider impact.</p> <p>Voluntary schemes established at national or international level does exist in since several years industrial sectors and with different purposes: These schemes, adopted voluntarily by the industries and which implementation is often regulated by the governments (like the EU Eco-Label, the Nordic Swan, the Blue Angel, the U.S EcoLabels system) represent a win/win policy for ensuring at the same time consumer safety and a fair access to the market to companies committed to the protection of health and environment.</p> <p>Having considered the complexity of the framework briefly outlined above, the gap analysis of the regulatory and voluntary framework for controlling and monitoring imported products and articles that may contain new POPs will be performed in the following basic steps:</p> <ol style="list-style-type: none"> 1 Analysis of supranational, regional or international regulatory instruments in term of their capability to ensure or facilitate the enforcement of the banning of import / export of POPs required by Article 3 of the Convention or the monitoring of products or articles possibly containing new POPs, and the level of implementation of these instruments 2 Analysis of voluntary schemes, adopted by industrial sectors and possibly regulated at the government level, to verify how these schemes may ensure or facilitate the enforcement of Article 3 of the Convention or the control / monitoring of article possible containing new POPs 3 Summary of the relationships among the listing of the 9 new POPs, the other MEAS, and the relevant regional agreements already in place. 4 Summary report on existing standards or concentration limits of hazardous substances in products / articles. 5 Analysis of monitoring systems in place and identification of the "Best Practices" 	
Activity 1.3.2:	<i>Decision-tree to guide Parties in conducting a regular monitoring of imported products/articles that may contain new POPs, (see activity 2.3.3)</i>	UNITAR subcontracted by UNIDO with final clearance by SSC
Activity 1.3.3:	<p><i>Develop a tool/manual to undertake regular monitoring of imported products/articles</i></p> <p>On the basis of the analysis and of the identification of the best practices performed in the activity 2.3.1, a decision tree tool will be developed and made available to parties in form of a decision tool/manual for conducting a regular monitoring of imported product and articles.</p>	UNITAR subcontracted by UNIDO with final clearance by SSC

Outputs/activities		Responsible
	<p>The decision tree will be composed by the following sections:</p> <ul style="list-style-type: none"> • Objective of the monitoring: to enforce the provisions of the Stockholm Convention on new POPs, by increase consumers awareness and confidence, protect them from the risk arising from the exposure to POPs, collect products and article related data to support development of legislative proposals and other initiatives. • Indication on the category of articles or products that should be monitored: on the basis of the outputs 2.1 and 2.2, a clear indication of the products/article possibly containing new POPs will be provided. • Competent authorities and stakeholder identification. The monitoring need to be performed by the relevant competent authorities, but the proper exchange of information among authorities and stakeholder should be guaranteed to ensure success of the monitoring. On the basis of the outputs 2.1 and 2.2, a list of stakeholder to be taken into account will be provided. • Establish the proper information system: monitoring should be based on an effective bi-directional information system. The existence of the monitoring system should be widely communicated and made easy accessible to individual or institutions that want to report concern on specific articles or products; at the same time, the information deriving from the evaluation of these reports, and concerning the possible content of POPs in articles should be promptly disclosed to the interested stakeholders. • Establish clear rules and standard for measuring POPs in products and articles. The decision tool should contain clear indication and references concerning screening or analytical standard methods for the determination of POPs in articles. • Increase the awareness and capacity of the competent authorities. Indication on how the awareness and the capacity of competent authorities could be improved will be included. Reference to available internet sources, training centers, contact point will be included 	
Activity 1.3.4:	<p><i>Integrate deliverables of Activity 2.3.1 -2.3.3 to produce ver. 1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English</i></p> <p>The deliverables of Activity 2.3.1-2.3.3 will be integrated to produce the first version of the guidance to be submitted to COP5 for comments and feedback. In the course of the preparation of the Guidance, a thorough verification of the consistence of the information and methodologies reported in the individual sections will be performed.</p>	UNITAR subcontracted by UNIDO with final clearance by SSC
Activity 1.3.5:	<p><i>Revise ver.1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</i></p> <p>The guidance will be submitted for comments and presented at the COP5 meeting to be held in April 2011. On the basis of the COP5 feedback, a new version will be prepared and subsequently translated</p>	Revision: UNIDO with guidance and final clearance by SSC, Translation: SSC
Output 1.4: “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” developed		

	Outputs/activities	Responsible
Activity 1.4.1:	<p><i>Undertake diagnosis of the currently implemented labeling</i></p> <p>Labeling of POPs containing products or articles may be broadly divided in 2 categories:</p> <ol style="list-style-type: none"> 1) Labeling of chemical products (substance or mixtures) 2) Labeling of articles. <p>As far as chemical classification and labeling is considered, one of the first aspects that will be evaluated in the diagnosis of the currently adopted labeling schemes could be the level of adoption of the GHS standard. The Global Harmonized System on Classification and Labeling of Chemicals (GHS), firstly released in 2002, has been implemented by 67 countries, including the European Union, the USA, the Brazil, Russia, and China.</p> <p>Despite not specifically related to the POPs issue, GHS addresses classification of chemicals by types of hazard and proposes harmonized hazard communication elements, including labels and safety data sheets. It aims at ensuring that information on physical hazards and toxicity from chemicals be available in order to enhance the protection of human health and the environment during the handling, transport and use of these chemicals. The GHS also provides a basis for harmonization of rules and regulations on chemicals at national, regional and worldwide level, an important factor also for trade facilitation.</p> <p>Labeling of POPs containing articles is already required by the Stockholm Convention for PCBs. The labeling of PCBs has many purposes, however it is noteworthy to say that it constitutes a different case compared to the case of labeling of articles possibly containing some of the new POPs (like electric or electronic appliances containing BDEs or PFOS). In this case, the existing labeling schemes are usually addressed at ensuring the absence of POPs in the article of interest, representing a market disincentive for the non compliant industries.</p> <p>Several voluntary or mandatory schemes related to the labeling of some new POPs are already in place; for instance, the “RoHS compliant label” certifies that a product is in compliance with the EU RoHS directive which bans the placing on the EU market of new electrical and electronic equipment containing more than agreed levels of lead, cadmium, mercury, hexavalent chromium, polybrominated biphenyl (PBB) and polybrominated diphenyl ether (PBDE) flame retardants.</p> <p>Considering the above, this activity will be based on the following steps:</p> <ol style="list-style-type: none"> 1 Analysis of supranational, regional or international regulatory instruments in term of their capability to ensure or facilitate labeling of products or articles containing new POPs 2 Analysis of voluntary schemes, adopted by industrial sectors and possibly regulated at the government level, to verify if these schemes include the labeling / tracing of articles possibly containing new POPs 3 Identification of the best labeling practices for products and articles possibly containing new POPs. 	UNITAR subcontracted by UNIDO with final clearance by SSC
Activity 1.4.2:	<p><i>Develop ver.1 of “Guidance document on labeling of products/articles that contain new POPs or use new POPs during manufacture” in English</i></p> <p>The guidance document will be based on the outcome of the activity 2.4.1, taking into account the standards already in place at the international level for the classification and labeling of substance and mixtures, and the standards and best practices already in place for the mandatory or voluntary labeling of POPs containing articles or “POPs free” articles.</p>	UNITAR subcontracted by UNIDO with final clearance by SSC

Outputs/activities		Responsible
	<p>The guidance document will tentatively contain:</p> <ol style="list-style-type: none"> 1. Reference to international standards for classification and labeling of hazardous substances 2. Listing and reference to existing labeling schemes 3. Criteria for selecting among the available labeling systems (or for establishing a new labeling system) for "POPs free" or "POPs containing products on the basis of the best practices individuated, and more specifically; 4. Definition of the target: who are the intended readers of the labels? 5. Definition of responsibilities: who will establish the standards for the labels? Who will have the authority to control the labeling system? 6. Definition of the regulatory meaning of the label: what are the allowed uses of the labeled objects? Moreover, what are the criteria establishing if a particular object needs or not to be labeled? 7. How to select the information to be printed on the labels 8. Label standards: durability, readability, completeness 9. Building and maintaining the database of the labeled objects to ensuring traceability when necessary. 10. Enforcement and monitoring criteria to a) verify that the objects that must be labeled have been actually labeled; b) verify conformity between the information reported on the labels and the properties of the labeled object, and c) verify that the labeled objects are used as from regulation requirements. 	
Activity 1.4.3:	<p><i>Revise ver.1 of "Guidance document on labeling of products/articles that contain new POPs or use new POPs during manufacture" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</i></p> <p>The guidance will be submitted for comments and presented at the COP5 meeting to be held in April 2011. On the basis of the COP5 feedback, a new version will be prepared and subsequently translated</p>	<p>Revision: UNITAR with guidance and final clearance by SSC,</p> <p>Translation: SSC</p>
Output 1.5: Guidance for best available technology and best environmental practices for industrial chemicals developed		
Activity 1.5.1:	<p><i>Gather international information on best available technology and best environmental practices for production and use of PFOS</i></p> <p>For the specific issue of PFOS, the following information were required to the parties under decision SC-419:</p> <ul style="list-style-type: none"> • Types and quantities of articles containing PFOS, its salts and PFOSF, including concentrations of those substances in such articles; • Types of processes using PFOS, its salts and PFOSF, including concentrations of those substances used in such processes, the options for the environmental management of such processing operations, recycling operations and releases and potential releases resulting from such processing operations; • Types of articles recycled, the extent of recycling, the types of articles produced from recycling, the options for the environmental management of recycling operations and releases or potential releases resulting from recycling operations; • Cost effectiveness of different management options; 	<p>UNIDO with guidance and final clearance by SSC</p>

Outputs/activities		Responsible
	<ul style="list-style-type: none"> • Methods for sampling and analysis of PFOS, its salts and PFOSF in articles; • Identification of remediation methods for contaminated sites as listed in subparagraph 1 (e) of Article 6 of the Convention; • Any other related information; <p>33 parties submitted relevant information on this substance</p> <p>The information already collected will be integrated by means of further consultation with parties, with industrial associations and with the stakeholders.</p>	
Activity 1.5.2:	<p><i>Develop ver.1 of “Guidance for best available technology and best environmental practices for production and use of PFOS” in English</i></p> <p>On the basis of the information received, and of the further consultation with parties and associations performed during Activity 2.5.1., a “Guidance for BAT and BEP for the recycling and waste disposal of articles containing PFOS will be prepared</p>	UNIDO with guidance and final clearance by SSC
Activity 1.5.3:	<p><i>Based on the technical document developed under SC-4/19, develop ver. 1 of “Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs” in English</i></p> <p>For brominated diphenyl ethers found in articles, parties were required under decision SC-4/19 to provide the following information:</p> <ul style="list-style-type: none"> • Types and quantities of articles containing brominated diphenyl ethers, including concentrations of those substances in the articles, including recycled articles; • Types of articles recycled, the extent of recycling, the types of articles produced from recycling, the options for the environmental management of recycling operations and releases or potential releases resulting from recycling operations; • Cost-effectiveness of different management options; • Options for environmentally sound disposal; • Methods for identifying the presence and levels of brominated diphenyl ethers in articles; • Identification of remediation methods for contaminated sites as listed in subparagraph 1 (e) of Article 6 of the Convention; • Any other related information; <p>33 Parties and 4 industrial associations answered to this request.</p> <p>On the basis of the information received, and of further consultation with parties and associations when necessary, a “Guidance for BAT and BEP for the recycling and waste disposal of articles containing BDEs will be prepared.”</p>	UNIDO with guidance and final clearance by SSC
Activity 1.5.4:	<p><i>Revise ver.1 of “Guidance for best available technology and best environmental practices for production and use of PFOS” and “Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</i></p> <p>The guidance will be submitted for comments and presented at the COP5 meeting to be held in April 2011. On the basis of the COP5 feedback, a new version will be prepared and subsequently translated</p>	Revision: UNIDO with guidance and final clearance by SSC, Translation: SSC
Output 1.6: Database with readily accessible international information useful for developing and updating NIPs under the Stockholm Convention in place		

Outputs/activities		Responsible
Activity 1.6.1:	<p><i>Compile a list of available technology for recycling and disposal including contact details of entities that can undertake such operations and indicative cost</i></p> <p>Inventories or listing of available disposal technology are already available for the initial 12 POPs¹. On the basis of this documentation and on the experience already gained by UNIDO in the course of several projects concerning the disposal of POPs and PCBs, an initial assessment of the suitability of the existing disposal technologies for destruction of wastes containing new POPs will be made, with the purpose to verify if these technologies can be used for the destruction of new POPs mainly existing as stockpiles. Information concerning the DE and DRE of each technology, the possible release of UP-POPs, the investment and operating cost, and the throughput capability of each technology will be collected.</p> <p>Some of the new-POPs (for instance BDE) represent a challenge not only from the point of view of their final destruction, but even from the point of view of recycling industry. As an example, recycling and reuse of products containing C PentaBDE would not be allowed, if it results in new use of the isomers of TetraBDE or PentaBDE as constituents of new products, since these activities are banned under Article 6 of the Convention. Recycling and recovery can occur, but only if the new product does not contain the specified isomers of TetraBDE and PentaBDE. As these substances have been already restricted or banned in several countries, the recycling industry has in some country already develop methods for the safe recycling of BDE containing articles. On this side, information from the recycling industry, both as direct consultation or as questionnaire survey, will be gathered and organized.</p>	UNIDO with guidance and final clearance by SSC
Activity 1.6.2:	<p><i>Compile a list of options for control measures to eliminate/restrict production and use of new POPs</i></p> <p>The <u>legal framework</u> of many countries needs to be enhanced to be compliant with new obligations once new POPs are listed in the Convention. The <u>life-cycle management</u> of chemicals is a key to a successful implementation of the Stockholm Convention.</p> <p>Control measures to be listed will cover production use and import-export control schemes linked with notifications and custom capacity, as well as environmentally sound management of wastes and products for recycling. Building legal frameworks could include consideration of adequate labelling and packaging schemes and user information on chemicals, regulations concerning industrial chemicals and enforcement mechanisms, stakeholders' incentives to comply, etc.</p>	UNIDO with guidance and final clearance by SSC
Activity 1.6.3:	<p><i>Compile a list of replacement to new POPs including alternative chemicals and processes</i></p> <p>The activity will focus on the new POPs which are still produced or used, for which the need of alternative substance or processes exists.</p> <p>Information on POPs alternative have been already collected and made available by the POP RC²</p> <p>Additional Information on the possible alternative will be gathered by direct consultation with the manufacturers and with the downstream users, and by means of an extensive literature search. The collection of the additional information will take into account:</p>	

¹ i.e., UNEP: Inventory of Worldwide PCB Destruction Capacity, 1998; UNEP: PCB transformers and capacitors, from Management to Reclassification and Disposal, 2002; Auckland University and the Secretariat for the Basel Convention, Destruction and Decontamination Technologies for PCBs and Other POPs Wastes; UNEP – SBC, Technical Guidelines on Wastes Comprising or Containing PCBs, PCTs, and PBBs

² Guidance on feasible flame-retardant alternatives to commercial pentabromodiphenyl ether 2009 (UNEP/POPS/COP.4/INF24);
The 9 New POPs Risk Management Evaluations 2005-2008 (POPRC1-POPRC4)

Outputs/activities		Responsible
	<ul style="list-style-type: none"> Requirements for the specific use of the substance; Characteristics of the new POP in relation to the specific use Commercial use and production, historical production Present use and trends List of alternative substances, their physico-chemical and toxicological properties Economical consideration. <p>For any existing use of the new POPs, a list of possible alternative substance or process will be provided, together with indication on cost, summary of the available information concerning the human health and environmental impact of the alternative and research needs.</p>	UNIDO with guidance and final clearance by SSC
Activity 1.6.4:	<p><i>Develop a ver.1 of the database and integrate the lists, create cross-links with websites of regional centers, industry sectors, civil societies, implementing agencies, etc</i></p> <p>The database will hosted in the SC website and will contain links for downloading the document developed under this output, and links the websites of institutional and industrial stakeholder, civil societies and competent authorities.</p>	UNIDO with guidance and final clearance by SSC
Output 1.7: Updated and consolidated package of “Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention” taking into account the new POPs added to the Convention prepared		
Activity 1.7.1:	<p><i>Revise the guidance ver.1 (outputs of 2.1-2.5) based on the evaluation and feedback received through the activities under Project Component 3 to develop ver. 2 of the guidance in English.</i></p>	UNITAR subcontracted by UNIDO with guidance and final clearance by SSC Translation: SSC
Activity 1.7.2:	<p><i>Update the existing guides concerning the development review and updating of the National Implementation plan, including the guidance on Social and Economic Assessment and on the calculation of action plan costs, with the information and guidance concerning the 9 new POPs</i></p> <p>The “Guidance for developing a National Implementation Plan” contains general information on developing a NIP, including the process to be set up and activities to be carried out. The inclusion of the new POPs under the convention has repercussion on the process of developing and updating NIPs (e.g. new industrial stakeholders that need to be involved in the process), the activities to be carried out (e.g. development of assessment of new industrial chemicals and pesticides), reference guidance documents (e.g. guidance documents on the new POPs, alternatives to new POPs, etc.) and the development of priorities and action plans. A revision of the document will be carried out to adequately reflect these changes.</p> <p>The “Guidance on social and economic assessment in the development and implementation of their national implementation plans” aims at supporting the conduction of a socio-economic assessment when doing the NIP in order to assist decision makers to determine the social and economic costs and benefits of implementing the Stockholm Convention. Socio-economic analysis is therefore the basis on which priorities will be defined and action plans will be developed under the NIP. Socio-economic assessment also helps to</p>	UNITAR subcontracted by UNIDO with guidance and final clearance by SSC

	Outputs/activities	Responsible
	<p>understand what are the problems that lead to POPs use, the impacts of using POPs, the socio-economic values of producing or using POPs, analyse alternative solutions, the cost and benefit of POPs reduction or phase-out and finally to develop recommendations on meeting the social and economic costs of controlling and banning POPs. A revision of this guidance document is required to present approaches tailored to the new POPs and in particular the industrial chemicals (e.g. examples of economic assessment related to new POPs, consideration of new stakeholders). In addition, the Secretariat was requested by the COP to revise the guidance document based on comments received.</p> <p>Under the NIPs, action plans are important indicators for future priority activities and the preparation of follow-up projects. Accurate costing of action plans will greatly facilitate national implementation as well as an understanding of the true costs of implementing the Convention globally. The "Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants" facilitates the calculation of action plan costs by presenting a number of considerations that a Party may wish to take into account. This guidance document also needs to be revised based on comments received by the Secretariat and needs to include information on the new POPs, in particular in the sections that provide detailed obligations and possible actions for each group of chemicals, decision trees for the various chemicals and obligations related to these. Concrete examples on the new POPs and how to determine resources required for implementing the convention related to new POPs will be included.</p>	
Activity 1.7.3:	<i>Integrate the ver.2 of the guidance and other existing guidance for NIP development, to produce the updated and consolidated "Guidance for developing and updating a National Implementation Plans (NIP)" under the Stockholm in English</i>	UNITAR subcontracted by UNIDO with guidance and final clearance by SSC,
Activity 1.7.4:	<i>Translate updated and consolidated "Guidance for developing and updating a National Implementation Plans (NIP)" into other five UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</i>	SSC
Activity 1.7.5:	<p><i>Publication in hard copies and electronic format available online</i></p> <p>The expected outcome of this activity is an interactive CD-Rom containing a compilation of existing revised and updated NIP guidance in the six UN official languages. In order to reach all the users of the guidance at the national level, a limited edition of hard copies of the guidance will be printed. The development and distribution of the interactive CD-Rom and hardcopies containing a compilation of existing revised and updated NIP guidance in the six UN official languages will provide Parties to the Convention with guidance and strengthen their capacities to comply with the obligations of the Stockholm Convention. By making the revised guidance available, Parties, particularly developing countries and countries with economies in transition, will be better enabled to set up action plans addressing the elimination of production and use of the nine new POPs chemicals thus striving towards the goal of environmentally sound management and final disposal of these substances.</p>	UNIDO / SSC

Outcome 2: Strengthening of capacity and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals

Outputs/activities		Responsible
Output 2.1: Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established		
Activity 2.1.1:	<p><i>Gap analysis of existing capacity in establishing inventory/conducting regular monitoring through Stockholm Convention Regional Centres</i></p> <p>The experience gained by the executing agencies in the inventory of the initial 12 POPs proved that in several cases a lack of coordination and of communication among different authorities and stakeholders involved in the preparation of NIP or in the monitoring (customs, ministries, environmental competent authorities) constituted a serious obstacle to the preparation of a reliable inventory. Indication for overcoming these problems – on the basis of the lesson learned during the inventories of the initial 12- POPs - and for capacity building in this area will be provided.</p>	UNITAR in coordination with SSC

Outputs/activities		Responsible
	<p>The gap analysis performed at supranational and international level during activity 2.3.1 will be repeated at national level in the pilot countries to verify compliance with the article 3 of the Convention and to verify the national capacity for monitoring products and articles containing new POPs (to be performed in coordination with the Regional Pop Centers).</p> <p>The existing capacity in establishing inventory in the pilot countries will be assessed with the assistance of the Regional Centers.</p> <p>The result of the gap analysis will be duly considered in the design of training and pilot activities.</p>	
Activity 2.1.2:	<p><i>Develop training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP</i></p> <p>Based on the guidance material prepared in the course of project component 1 e 2, on the preparatory activity performed under the activity 3.1.1 to 3.1.4, and on the specific knowledge of the national and regional situation owned by the Stockholm Convention regional centers, the training and awareness materials and programmes will be developed.</p> <p>This activity will also require the completion of the following preparatory actions performed by the Regional Centers in collaboration with the executing agencies,</p> <ol style="list-style-type: none"> 1) Ensure coordination with the stakeholders, the owner of relevant data and the competent authorities involved in the process of compilation of the NIP; 2) Ensure coordination with national and international experts; 3) Prepare TORs for national experts when necessary; 4) Perform translation of the presentations and of the relevant documents in the local language when necessary; 5) Organize site visit to industries, disposal centres and customs if advisable. 	UNITAR in coordination with SSC
Activity 2.1.3:	<p><i>Conduct pilot training/awareness activities for developing countries, focusing on customs and other relevant stakeholder, through Stockholm Convention Regional Centres to receive feedback on the updated and consolidated guidance for developing a NIP and the approach for capacity strengthening for implementation and evaluate the applicability</i></p> <p>The workshops conducted in the course of this activity will have the twofold objective to raise awareness on the issue of new POPs and to</p>	UNITAR in coordination with SSC

Outputs/activities		Responsible
	<p>introduce the Guidance documents prepared during the project.</p> <p>All the Guidance documents will be presented and discussed during the workshops, which will also represent an opportunity to exchange best practices among participants and to compare experiences</p> <p>During the roundtable and discussions which will follow the workshops, feedbacks on specific issues and needs possibly not addressed in the Guidance will be collected.</p> <p>The workshops will be organized in several session each one following on a specific issue, to ensure the participation of the key stakeholders and sector experts.</p> <p>Detailed minute of the workshops outcome, videos of the key speeches and presentations will be collected and made available after the conclusion of this activity.</p>	
Output 2.2: Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions consolidated		
Activity 2.2.1:	<p><i>Develop terms of reference for pilot testing of the guidance ver.1 and select three countries to undertake the pilot testing. (one country before COP5 and two countries after COP5)</i></p> <p>A detailed term of reference, in compliance with UNIDO and GEF requirements, containing the project background and aims, the scope of the contracting services, the general time schedule, language requirement, list of deliverables and budget will be prepared.</p>	UNITAR in coordination with SSC
Activity 2.2.2:	<p><i>Elaborate pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries.</i></p> <p>This activity will be based on the following steps, to be performed by the Regional Centres in collaboration with the executive agencies:</p> <ol style="list-style-type: none"> 1) Ensure coordination with the stakeholders, the owner of relevant data and the competent authorities involved in the process of compilation of the NIP 2) Ensure coordination with national and international experts 3) Prepare TORs for national experts when necessary 4) collect the necessary information for updating the NIPs, as from the guidance prepared in the project components 1 and 2; and feedbacks received during activity 3.2.3 5) Organize these information in reports, presentations and data bases to be used either in the workshops or in the compilation of inventories; 6) Organize site visit to industries, disposal centers, customs if advisable 7) Compile preliminary inventories for each new POP following the guidance prepared in the course of the project: 8) Prepare presentations and reports to be discussed during the workshop 9) Perform translation of the presentations and of the relevant documents in the local language when necessary 	UNITAR in coordination with SSC

Outputs/activities		Responsible
Activity 2.2.3:	<p><i>Validate the applicability of the guidance ver.1 and collection of feedback for revision to produce ver.2</i></p> <p>The applicability of the version 1 of the Guidance will be assessed by means of the presentation of the new POPs inventories in a series of dedicated workshops.</p> <p>All the inventory documents will be presented and discussed during the workshops.</p> <p>During the roundtable and discussions which will follow the workshops, shortcomings or difficulties arising during the application of the Guidance to the country situation will be evaluated; methods for strengthening the Guidance applicability will be proposed and discussed.</p> <p>The workshops will be organized in several session each one relating to a specific issue, to ensure the participation of the key stakeholders and sector experts in the relevant session.</p> <p>In the final session, the proposed integration to the Guidance will be presented and discussed.</p> <p>Detailed minute of the workshops outcome, videos of the key speeches and presentations will be collected and made available after the conclusion of this activity.</p>	UNITAR in coordination with SSC

Outcome 3: Establishment of Project management structure including monitoring and evaluation

Outputs/activities		Responsible
Output 3.1: Project Management Structure established		
Activity 3.1.1:	<i>Establish the Project Steering Committee</i>	UNIDO / SSC /
	Project Steering committee will be established comprising of UNIDO, UNITAR, SSC and GEF POPs focal points. A project focal point will be established within UNIDO to assist with project execution. This focal point will consist of dedicated core staff, supplemented by support staff colleagues on a part-time basis as required, supervised by a senior professional staff engaged in the management and coordination of UNIDO's POPs and chemical management program. UNIDO will make these services available as part of its contribution to the project.	UNITAR
Activity 3.1.2:	<i>Recruit technical experts as appropriate</i>	UNIDO / SSC
Activity 3.1.3:	<i>Establish expert working groups as appropriate</i>	UNIDO / SSC
Output 3.2 An M&E mechanism according to GEF M&E procedures designed and implemented		
Activity 3.2.1:	<p><i>Measure impact indicators on an annual basis</i></p> <p>Impact indicators defined on the basis of the objectively verifiable indicators listed in the project result framework will be measured after the first year of the project implementation, and at the end of the project implementation.</p>	UNIDO / SSC
Activity 3.2.2:	<p><i>Prepare Annual Project Reports and Project Implementation Reviews</i></p> <p>A detailed schedule of the project review mechanisms will be developed by project management, in consultation with project partners and incorporated in the Inception Workshop Report.</p> <p><i>Reporting:</i> At the project start, a detailed work plan for year one will be prepared; a detailed project budget for the first full year of implementation; and detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms.</p>	UNIDO / SSC

Activity 3.2.3:	<i>Hold annual Project Steering Committee meetings</i>	UNIDO / SSC
Activity 3.2.4:	<i>Carry out mid-term external evaluation</i>	UNIDO / SSC
Activity 3.2.5:	<p><i>Carry out final external evaluation</i></p> <p>At least two (2) UNIDO field evaluations (mid-term and final) will be carried out to safeguard project adherence to the work plan and the use of funds. These evaluations will determine progress being made towards the achievement of outputs and will identify course correction if needed. The final independent evaluation will also look at impact and sustainability of results</p> <p>All elements of the project will be the subject of the evaluation measures of the Implementing Agency (UNIDO). This will include the Project Performance and Evaluation Review (PPER) and external evaluations. The mid-term project review will focus on the lessons learned from the current project experience including lessons about the project design, implementation and overall management.</p>	UNIDO / SSC
Activity 3.2.6:	<p><i>Complete the Terminal Report</i></p> <p>The final report prior to the end of the project will give strong emphasis to the potential project impacts beyond the initial objectives. Recommendations for follow-up activities will be included in each of these reports.</p>	UNIDO / SSC
Activity 3.2.7:	<p><i>Carry out annual project financial audits</i></p> <p>UNIDO and SSC will be responsible for the production of the Quarterly Project Review including Financial Reports.</p>	UNIDO / SSC
Activity 3.2.8:	<i>Establish a project management information system (MIS), including a project website to disseminate information to various stakeholders</i>	UNIDO / SSC

C.5 Tentative timeline for the activities

66. The project will be developed taking into account the following milestones (will be adjusted depending on GEF approval)
- i. Initial analysis and compilation of information: February 2011-April 2011
 - ii. Drafting of ver.1 for review by the COP-5 (completion in English): by April 2011
 - iii. The first pilot testing in one country before the COP-5 in April 2011
 - iv. Revision of ver.1 and translation (completion in Arabic, Chinese, English, French, Spanish, and Russian): April-July 2011
 - v. Pilot testing, capacity strengthening to implement the guidance, validation and evaluation: July-October 2011
 - vi. Further revision of ver.1 to produce ver.2 and translation (completion in English): November 2011-January 2012, (completion in Arabic, Chinese, English, French, Spanish, and Russian): February-March 2012

Goal: Transmission of the inventories of new POPs for the updated NIPs by August 2012

Tentative Timeline of Activities

Project Outcomes, outputs and activities		Project month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Outcome 1:	Parties have appropriate guidance for updating their NIPs considering the new POPs added to the Convention																								
Output 1.1:	“Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” developed												0												
Activity 1.1.1:	Compile accessible international information on products/articles containing new POPs through the establishment of a database and network with industry sectors																								
Activity 1.1.2:	Develop tools for initial identification: A list of known uses including historical use of new POPs, a list of products/articles potentially containing new POPs including recycled articles, and a list of wastes and stockpiles potentially containing new POPs, a sample of effective questionnaire for information collection																								
Activity 1.1.3:	Develop a step-by-step guide that enables Party to establish inventory of products/articles containing new POPs and industrial processes using new POPs, integrate deliverables of Activity 1.1.1 and 1.1.2 to produce ver. 1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” in English																								
Activity 1.1.4:	Revise ver.1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)																								
Output 1.2:	“General guidance for customs on use of commercial/trade names” developed												0												
Activity 1.2.1:	Review of current status of nomenclature, commercial/trade names used for new POPs																								
Activity 1.2.2:	Develop ver. 1 of “General guidance for customs on use of commercial/trade names” in English																								
Activity 1.2.3:	Revise ver.1 of “General guidance for customs on use of commercial/trade names” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)																								

		Project month																							
Project Outcomes, outputs and activities		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Output 1.3:	<i>“Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs” developed</i>	■	■	■	■	■	■	■	■	■	■	■													
Activity 1.3.1:	Gap analysis in existing regulatory framework/voluntary agreements	■	■																						
Activity 1.3.2:	Decision-tree to guide Parties in conducting a regular monitoring of imported products/articles that may contain new POPs			■	■	■																			
Activity 1.3.3:	Develop a tool/manual to undertake regular monitoring of imported products/articles			■	■	■																			
Activity 1.3.4:	Integrate deliverables of Activity 2.3.1 -2.3.3 to produce ver. 1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English						■	■	■	■															
Activity 1.3.5:	Revise ver.1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)										■	■	■												
Output 1.4:	<i>“Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” developed</i>	■	■	■	■	■	■	■	■	■	■	■													
Activity 1.4.1:	Undertake diagnosis of the currently implemented labeling	■	■	■	■																				
Activity 1.4.2:	Develop ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” in English					■	■	■	■	■															
Activity 1.4.3:	Revise ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)										■	■	■												
Output 1.5:	<i>Guidance for best available technology and best environmental practices for industrial chemicals developed</i>	■	■	■	■	■	■	■	■	■	■	■													
Activity 1.5.1:	Gather international information on best available technology and best environmental practices for production and use of PFOS	■	■	■	■																				
Activity 1.5.2:	Develop ver.1 of “Guidance for best available technology and best environmental practices for production and use of PFOS” in English					■	■	■	■	■															

Project Outcomes, outputs and activities		Project month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Activity 1.5.3:	Based on the technical document developed under SC-4/19, develop ver. 1 of "Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs" in English					■	■	■	■	■															
Activity 1.5.4:	Revise ver.1 of "Guidance for best available technology and best environmental practices for production and use of PFOS" and "Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)										■	■	■												
Output 1.6:	Database with readily accessible international information useful for developing and updating National Implementation Plans (NIPs) under the Stockholm Convention in place	■	■	■	■	■	■	■	■																
Activity 1.6.1:	Compile a list of available technology for recycling and disposal including contact details of entities that can undertake such operations and indicative cost	■	■	■	■																				
Activity 1.6.2:	Compile a list of options for control measures to eliminate/restrict production and use of new POPs	■	■	■	■																				
Activity 1.6.3:	Compile a list of replacement to new POPs including alternative chemicals and processes	■	■	■	■																				
Activity 1.6.4:	Develop a ver.1 of the database and integrate the lists, create cross-links with websites of regional centers, industry sectors, civil societies, implementing agencies, etc.					■	■	■	■	■															
Output 1.7:	Updated and consolidated package of "Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention" taking into account the new POPs added to the Convention																	■	■	■	■	■	■		
Activity 1.7.1:	Revise the guidance ver.1 (outputs of 2.1-2.5) based on the evaluation and feedback received through the activities under Project Component 3 to develop ver. 2 of the guidance in English																	■	■						
Activity 1.7.2:	Update the existing guides concerning the development review and updating of the National Implementation plan, including the guidance on Social and Economic Assessment and on the calculation of action plan costs, with the information and guidance concerning the 9 new POPs																	■	■						

Project Outcomes, outputs and activities		Project month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Activity 1.7.3:	Integrate the ver.2 of the guidance and other existing guidance for NIP development, to produce the updated and consolidated "Guidance for developing and updating a National Implementation Plans (NIP)" under the Stockholm in English																								
Activity 1.7.4:	Translate updated and consolidated "Guidance for developing and updating a National Implementation Plans (NIP)" into other five UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)																								
Activity 1.7.5:	Publication in hard copies and electronic format available online																								
Outcome 2:	Strengthening of capacity and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals																								
Output 2.1:	Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established																								
Activity 2.1.1:	Gap analysis of existing capacity in establishing inventory/conducting regular monitoring through Stockholm Convention Regional Centres																								
Activity 2.1.2:	Develop training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP																								
Activity 2.1.3:	Conduct pilot training/awareness activities for developing countries, focusing on customs and other relevant stakeholder, through Stockholm Convention Regional Centres to receive feedback on the updated and consolidated guidance for developing a NIP and the approach for capacity strengthening for implementation and evaluate the applicability																								
Output 2.2:	Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions consolidated																								
Activity 2.2.1:	Develop terms of reference for pilot testing of the guidance ver.1 and select three countries to undertake the pilot testing (one country before COP5 and two countries after COP5)																								
Activity 2.2.2:	Elaborate pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries																								

Project Outcomes, outputs and activities		Project month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Activity 2.2.3:	Validation of the applicability of the guidance ver.1 and collection of feedback for revision to produce ver.2																								
Outcome 3:	Establishment of project management structure including monitoring and evaluation																								
Output 3.1:	Project management structure established																								
Activity 3.1.1:	Establish the Project Steering Committee																								
Activity 3.1.2:	Recruit technical experts as appropriate																								
Activity 3.1.3:	Establish expert working groups as appropriate																								
Output 3.2:	An M&E mechanism according to GEF M&E procedures designed and implemented																								
Activity 3.2.1:	Measure impact indicators on an annual basis																								
Activity 3.2.2:	Prepare Annual Project Reports and Project Implementation Reviews																								
Activity 3.2.3:	Hold annual Project Steering Committee meetings																								
Activity 3.2.4:	Carry out mid-term external evaluation																								
Activity 3.2.5:	Carry out final external evaluation																								
Activity 3.2.6:	Complete the Terminal Report																								
Activity 3.2.7:	Carry out annual project financial audits																								
Activity 3.2.8:	Establish a project management information system (MIS), including a project website to disseminate information to various stakeholders																								

C.6. Risks, Sustainability and Replicability

57. The key indicators, assumption, risks and mitigation measures are outlined in the table below:

Indicators	Assumption	Risks	Mitigation measures
Development of specific guidance on new POPs developed, existing guidance on NIPs updated with the information related to new POPs, the integrated package developed	<ul style="list-style-type: none"> ➤ Sufficient expertise can be mobilized by the executing agencies thanks to the consolidated network already in place. ➤ Industries and stakeholders will cooperate in providing information concerning articles and industrial processes using new POPs ➤ Information on BAT and BEP and alternative substances related to the whole lifecycle of the new POPs in developed countries already partially available ➤ The guidance will be successfully prepared and translated in the assigned timeframe 	<ul style="list-style-type: none"> ➤ Industries /stakeholders will not cooperate or provide the relevant information ➤ The assigned timeframe would be not sufficient for the activity ➤ Stakeholders' needs not properly addresses ➤ Underestimation of the complexity of some tasks 	<p>Identification of conflicting stakeholder interests through involvement of stakeholders in the project design process.</p> <p>The project will be properly designed to take into account complexities and tight time scheduling</p>
Strengthening of capacity and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals	<ul style="list-style-type: none"> ➤ Sufficient expertise can be mobilized by the executing agencies thanks to the consolidated network already in place. ➤ Regional POP Centres committed to collaborate and capable to perform the assigned tasks ➤ Training material will be prepared in due time and will address the stakeholder needs. ➤ A strong interest in attending training exists due to the outstanding experience of the trainers and the importance of the new POPs issue. ➤ By means of participation of the Regional Centres and thanks to the network and experience already 	<ul style="list-style-type: none"> ➤ The selected Regional Centres would lack of commitment or of human resources ➤ Key experts leave the organization or are no more available for the assignment ➤ Unexpected events / political instability in the selected countries may disrupt the project activities ➤ Stakeholders' needs not properly addressed ➤ Underestimation of the complexity of the inventory tasks 	<p>An accurate selection process of the pilot countries, Regional Centres and experts to be involved will be performed.</p> <p>The implementing agency has broad experience in implementing projects in area presenting political instability;</p> <p>Proper consultation with stakeholders will be ensured all around the project</p> <p>The implementing and executing agencies have outstanding experience in assisting countries in performing POPs inventories</p>

	established by the Agencies in the 3 pilot countries, the pilot inventories will be successfully completed		
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Sustainability

58. All the outputs generate by the project are by nature highly sustainable, as they consist in guidance and methodologies developed in the interest and with the substantial participation of stakeholders: competent authorities, NGOs, industries.
59. The guidance documents will pass through two cycles of revision: one at the COP5 that will provide feedback and comments for the completion of the version 1; and the second, during the pilot testing in the pilot countries, after which the version 2 will be released.
60. The guidance package will constitute a standard methodology for the implementation of the several actions required under the NIP preparation and, as was the case of the previous guidance documents developed under the Stockholm Convention, the guidance will represent a fundamental tool for the development of NIPs and will also include indications for ensuring the sustainability of the action plans to be adopted in compliance with the requirement of the Stockholm Convention.

Replicability

61. Specific actions within the work plan have been budgeted to foster knowledge transfer such as training, workshops, scientific evaluations and publication, information exchange as elaborated in detail in the project description. The major elements of these are summarized below:
 - ***Training:*** The project will involve capacity building by developing and delivering training modules. The training sessions will be provided by international experts but will involve local staff ('train the trainers') that will be able to serve as resource persons for training beyond the project life. Consideration will be given to the integration of POPs modules into the existing training programmes of the environment and research organizations in the region (e.g., at universities, specialized centres, chemicals management organizations, foundations involved in outreach activities of the pilot countries).
 - ***Knowledge transfer through the knowledge management and workshops:*** Reports will be presented in the form of workshop reports, newsletters, inventories and data collection reports. Conclusions of the scientific evaluations of the data and regular monitoring results will be published in scientific journals and will be integrated into public awareness programmes beyond the project. Knowledge transfer will be facilitated through UNIDO and the SSC beyond the pilot countries for the benefit of other countries.

SECTION D. INPUTS

D.1. Stockholm Convention Secretariat inputs

67. The co-financing channelled by the Stockholm Convention Secretariat consists of financial support to the project activities provided through the Stockholm Convention Voluntary Trust Fund (SVTF) and from in-kind component through involvement of SSC staff and the staff of the involved Stockholm Convention Regional Centres (SCRCs).
68. The total amount of co-funding of SSC is US\$ 905,700, of which US\$ 212,700 is provided in-kind and US\$ 693,000 are provided as grant. A detailed breakdown of the co-financing is provided below.

Source of co-financing	Grant USD	In kind USD	Total USD
SVFT through a grant by the European Commission for the updating of NIP guidance; information exchange and awareness raising in all UN Regions; and new POPs outreach and training activities.	511,000	-	511,000
SVFT through a grant by the government of Norway: Activities to support work on the evaluation of alternatives and other work related to the restriction and elimination of the new POPs.	108,000	-	108,000
SVFT through a grant by the government of Norway: Technical assistance to enable implementation of the Stockholm Convention for newly listed POPs in Nigeria	74,000	-	74,000
Stockholm Convention Regional Centres	-	20,000	20,000
SSC staff for 2 years: 60% of P-3 at yearly salary US 164,187; 20% of P-4 at yearly salary 195,121; 10% of P-5 at yearly salary US 225,838; 30% of G-staff at yearly salary US110,600	-	192,700	192,700
Total co-financing	693,000	212,700	905,700

D.2. UNIDO inputs

62. UNIDO will provide an in-kind contribution of US\$ 95,000 for project management and preparation of technical reports.

D.3. UNITAR inputs

63. UNITAR will provide an in-kind contribution of US\$ 22,000 for participation in project management meetings and assistance in the preparation of technical reports.

Summary Incremental Cost Matrix in USD

Project outcomes	Baseline	Increment	Alternative
Parties have appropriate guidance for updating their NIPs considering the new POPs added to the Convention	347,300	445,000	7792,300
Strengthening of capacity and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals	523,400	214,000	737,400
Establishment of project management structure including monitoring and evaluation	152,000	60,000	212,000
Total	1,022,700	719,000	1,741,700

SECTION E. BUDGET

E.1 Project Budget (GEF only) in USD

	GEF Outputs	Budget lines	Description	Year 1		Year 2		Total	
				USD	w/m	USD	w/m	USD	w/m
Output 1.1:	"Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs" developed	11-00	Int'l Consultants	37,500	2.5			37,500	2.5
		15-00	Project travel	7,500				7,500	
		51-00	Other (Translation / publications)	15,000				15,000	
		Sub-total		60,000	2.5			60,000	2.5
Output 1.2:	"General guidance for customs on use of commercial/trade names" developed	11-00	Int'l Consultants	7,500	0.5			7,500	0.5
		15-00	Project travel	1,500				1,500	
		21-00	Subcontracts	16,000				16,000	
		51-00	Other (Translation)	10,000				10,000	
		Sub-total		35,000	0.5			35,000	0.5
Output 1.3:	"Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs" developed	11-00	Int'l Consultants	15,000	1.0			15,000	1.0
		15-00	Project travel	3,000				3,000	
		21-00	Subcontracts	20,000				20,000	
		51-00	Other (Translation)	10,000				10,000	
		Sub-total		48,000	1.0			48,000	1.0
Output 1.4:	"Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture" developed	11-00	Int'l Consultants	7,500	0.5			7,500	0.5
		15-00	Project travel	1,500				1,500	
		21-00	Subcontracts	15,000				15,000	
		51-00	Other (Translation)	10,000				10,000	
		Sub-total		34,000	0.5			34,000	0.5

	GEF Outputs	Budget lines	Description	Year 1		Year 2		Total	
				USD	w/m	USD	w/m	USD	w/m
Output 1.5:	Guidance for best available technology and best environmental practices for industrial chemicals developed	11-00	Int'l Consultants	30,000	2.0			30,000	2.0
		15-00	Project travel	6,000				6,000	
		51-00	Other (Translation)	15,000				15,000	
		Sub-total		51,000	2.0			51,000	2.0
Output 1.6:	Database with readily accessible international information useful for developing and updating National Implementation Plans (NIPs) under the Stockholm Convention in place	11-00	Int'l Consultants	15,000	1.0			15,000	1.0
		15-00	Project travel	3,000				3,000	
		Sub-total		18,000	1.0			18,000	1.0
Output 1.7:	Updated and consolidated package of "Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention" taking into account the new POPs added to the Convention prepared	11-00	Int'l Consultants			7,500	0.5	7,500	0.5
		15-00	Project travel			1,500		1,500	
		21-00	Subcontracts			130,000		130,000	
		51-00	Other (Translation)			60,000		60,000	
		Sub-total				199,000	0.5	199,000	0.5
Total Outcome 1				246,000	7.5	199,000	0.5	445,000	8.0
Output 2.1:	Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established	21-00	Subcontracts	45,000		55,000		100,000	
		Sub-total		45,000		55,000		100,000	
Output 2.2:	Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions consolidated	11-00	Int'l Consultants	30,000	2.0	15,000	1.0	45,000	3.0
		15-00	Project travel	6,000		3,000		9,000	
		21-00	Subcontracts	46,000		14,000		60,000	
		Sub-total		82,000	2.0	32,000	1.0	114,000	3.0
Total Outcome 2				127,000	2.0	87,000	1.0	214,000	3.0

	GEF Outputs	Budget lines	Description	Year 1		Year 2		Total	
				USD	w/m	USD	w/m	USD	w/m
Output 3.1:	Project management structure established	11-00	Int'l Consultants	15,000	1.0			15,000	1.0
		15-00	Project travel	3,000				3,000	
		Sub-total		18,000	1.0			18,000	1.0
Output 3.2:	An M&E mechanism according to GEF M&E procedures designed and implemented	11-00	Int'l Consultants	15,000	1.0	15,000	1.0	30,000	2.0
		15-00	Project travel	3,000		3,000		6,000	
		35-00	Workshops/meetings	3,000		2,000		5,000	
		51-00	Printing / communications			1,000		1,000	
		Sub-total		21,000	1.0	21,000	1.0	42,000	2.0
Total Outcome 3				39,000	2.0	21,000	1.0	60,000	3.0
GRAND PROJECT TOTAL				412,000	11.5	307,000	2.5	719,000	14.0

E.2 Co-financing budget in US (By outputs)

Project component and activities		In kind in USD			Grant in USD		Total co-financing in USD
		UNIDO	SSC	UNITAR	Norway	EC	
Outcome 1:	Development of specific guidance on new POPs, updating existing guidance with the information related to new POPs, and preparation of an integrated package including guidance developed under Outcome 1		158,300			189,000	347,300
Output 1.1:	"Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs" developed		15,400			23,000	38,400
Activity 1.1.1:	Compile accessible international information on products/articles containing new POPs through the establishment of a database and network with industry sectors		2,800				2,800
Activity 1.1.2:	Develop tools for initial identification: A list of known uses including historical use of new POPs, a list of products/articles potentially containing new POPs including recycled articles, and a list of wastes and stockpiles potentially containing new POPs, a sample of effective questionnaire for information collection		2,800				2,800
Activity 1.1.3:	Develop a step-by-step guide that enables Party to establish inventory of products/articles containing new POPs and industrial processes using new POPs, integrate deliverables of Activity 2.1.1 and 2.1.2 to produce ver. 1 of "Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs" in English		2,800				2,800
Activity 1.1.4:	Revise ver.1 of "Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)		7,000			23,000	30,000
Output 1.2:	"General guidance for customs on use of commercial/trade names" developed		18,200			10,000	28,200
Activity 1.2.1:	Review of current status of nomenclature, commercial/trade names used for new POPs		2,800				2,800
Activity 1.2.2:	Develop ver. 1 of "General guidance for customs on use of commercial/trade names" in English		7,000				7,000
Activity 1.2.3:	Revise ver.1 of "General guidance for customs on use of commercial/trade names" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)		8,400			10,000	18,400
Output 1.3:	"Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs" developed		18,200			19,000	37,200

Project component and activities		In kind in USD			Grant in USD		Total co-financing in USD
		UNIDO	SSC	UNITAR	Norway	EC	
Activity 1.3.1:	Gap analysis in existing regulatory framework/voluntary agreements		2,800				2,800
Activity 1.3.2:	Decision-tree to guide Parties in conducting a regular monitoring of imported products/articles that may contain new POPs		2,800				2,800
Activity 1.3.3:	Develop a tool/manual to undertake regular monitoring of imported products/articles		2,800				2,800
Activity 1.3.4:	Integrate deliverables of Activity 2.3.1 -2.3.3 to produce ver. 1 of "Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs" in English		2,800				2,800
Activity 1.3.5:	Revise ver.1 of "Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)		7,000			19,000	26,000
Output 1.4:	"Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture" developed		25,300			10,000	35,300
Activity 1.4.1:	Undertake diagnosis of the currently implemented labeling		2,800				2,800
Activity 1.4.2:	Develop ver.1 of "Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture" in English		7,000				7,000
Activity 1.4.3:	Revise ver.1 of "Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)		15,500			10,000	25,500
Output 1.5:	Guidance for best available technology and best environmental practices for industrial chemicals developed		15,400			22,000	37,400
Activity 1.5.1:	Gather international information on best available technology and best environmental practices for production and use of PFOS		2,800				2,800
Activity 1.5.2:	Develop ver.1 of "Guidance for best available technology and best environmental practices for production and use of PFOS" in English		2,800				2,800
Activity 1.5.3:	Based on the technical document developed under SC-4/19, develop ver. 1 of "Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs" in English		2,800				2,800

Project component and activities		In kind in USD			Grant in USD		Total co-financing in USD
		UNIDO	SSC	UNITAR	Norway	EC	
Activity 1.5.4:	Revise ver.1 of "Guidance for best available technology and best environmental practices for production and use of PFOS" and "Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs" based on the COP5's feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)		7,000			22,000	29,000
Output 1.6:	Database with readily accessible international information useful for developing and updating National Implementation Plans (NIPs) under the Stockholm Convention in place		11,200			10,000	21,200
Activity 1.6.1:	Compile a list of available technology for recycling and disposal including contact details of entities that can undertake such operations and indicative cost		2,800			2,000	4,800
Activity 1.6.2:	Compile a list of options for control measures to eliminate/restrict production and use of new POPs		2,800			2,000	4,800
Activity 1.6.3:	Compile a list of replacement to new POPs including alternative chemicals and processes		2,800			2,000	4,800
Activity 1.6.4:	Develop a ver.1 of the database and integrate the lists, create cross-links with websites of regional centers, industry sectors, civil societies, implementing agencies, etc.		2,800			4,000	6,800
Output 1.7:	Updated and consolidated package of "Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention" taking into account the new POPs added to the Convention prepared		54,600			95,000	149,600
Activity 1.7.1:	Revise the guidance ver.1 (outputs of 2.1-2.5) based on the evaluation and feedback received through the activities under Project Component 3 to develop ver. 2 of the guidance in English		28,000				28,000
Activity 1.7.2:	Update the existing guides concerning the development review and updating of the National Implementation plan, including the guidance on Social and Economic Assessment and on the calculation of action plan costs, with the information and guidance concerning the 9 new POPs		7,000				7,000
Activity 1.7.3:	Integrate the ver.2 of the guidance and other existing guidance for NIP development, to produce the updated and consolidated "Guidance for developing and updating a National Implementation Plans (NIP)" under the Stockholm in English		14,000				14,000
Activity 1.7.4:	Translate updated and consolidated "Guidance for developing and updating a National Implementation Plans (NIP)" into other five UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)		2,800			95,000	97,800
Activity 1.7.5:	Publication in hard copies and electronic format available online		2,800				2,800

Project component and activities		In kind in USD			Grant in USD		Total co-financing in USD
		UNIDO	SSC	UNITAR	Norway	EC	
Outcome 2:	Strengthening of capacity and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals		19,400		182,000	322,000	523,400
Output 2.1:	Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established		8,600		108,000	140,000	256,600
Activity 2.1.1:	Gap analysis of existing capacity in establishing inventory/conducting regular monitoring through Stockholm Convention Regional Centres		2,800			8,000	10,800
Activity 2.1.2:	Develop training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP		3,000			58,000	61,000
Activity 2.1.3:	Conduct pilot training/awareness activities for developing countries, focusing on customs and other relevant stakeholder, through Stockholm Convention Regional Centres to receive feedback on the updated and consolidated guidance for developing a NIP and the approach for capacity strengthening for implementation and evaluate the applicability		2,800		108,000	74,000	184,800
Output 2.2:	Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions consolidated		10,800		74,000	182,000	266,800
Activity 2.2.1:	Develop terms of reference for pilot testing of the guidance ver.1 and select three countries to undertake the pilot testing (one country before COP5 and two countries after COP5)		2,800			8,000	10,800
Activity 2.2.2:	Elaborate pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries		4,000		74,000	134,000	212,000
Activity 2.2.3:	Validation of the applicability of the guidance ver.1 and collection of feedback for revision to produce ver.2		4,000			40,000	44,000
Outcome 3:	Establishment of project management structure including monitoring and evaluation	95,000	35,000	22,000			152,000
Output 3.1:	Project management structure established	60,000	8,400	6,000			74,400
Activity 3.1.1:	Establish the Project Steering Committee	10,000	2,800	2,000			14,800
Activity 3.1.2:	Recruit technical experts as appropriate	45,000	2,800	2,000			49,800

Project component and activities		In kind in USD			Grant in USD		Total co-financing in USD
		UNIDO	SSC	UNITAR	Norway	EC	
Activity 3.1.3:	Establish expert working groups as appropriate	5,000	2,800	2,000			9,800
Output 3.2:	An M&E mechanism according to GEF M&E procedures designed and implemented	35,000	26,600	16,000			77,600
Activity 3.2.1:	Measure impact indicators on an annual basis	7,500	7,000	2,000			16,500
Activity 3.2.2:	Prepare Annual Project Reports and Project Implementation Reviews	7,500	2,800	2,000			12,300
Activity 3.2.3:	Hold annual Project Steering Committee meetings	15,000	2,800	2,000			19,800
Activity 3.2.4:	Carry out mid-term external evaluation		2,800	2,000			4,800
Activity 3.2.5:	Carry out final external evaluation		2,800	2,000			4,800
Activity 3.2.6:	Complete the Terminal Report		2,800	2,000			4,800
Activity 3.2.7:	Carry out annual project financial audits		2,800	2,000			4,800
Activity 3.2.8:	Establish a project management information system (MIS), including a project website to disseminate information to various stakeholders	5,000	2,800	2,000			9,800
TOTAL CO-FINANCING		95,000	212,700	22,000	182,000	511,000	1,022,700

SECTION F. MONITORING AND EVALUATION, REPORTING

64. UNIDO will monitor and evaluate the implementation of the project in accordance with established UNIDO and GEF procedures. Monitoring and evaluation (M&E) will be based on measurable performance indicators through verifiable points, which are elaborated in the context of each Output.
65. A detailed schedule of the project review mechanisms will be developed by project management, in consultation with project partners and incorporated in the Inception Workshop Report. Such a schedule will include: finalized timeframes for the PSC meetings, UNIDO's reporting requirements (or relevant advisory and/or coordination mechanisms) and project related M&E activities.
66. *Monitoring:* A day-to-day monitoring of implementation progress will be the responsibility of UNIDO based on the project's work plan and its indicators. The indicators with their means of verification will be approved at the inception workshop, which will also be the first meeting of the PSC.
67. UNIDO project manager or designee will be responsible to monitor the implementation progress. UNIDO will perform field monitoring and evaluation missions. During these missions policy-level meetings of the parties directly involved in the implementation of the project will be considered. The first of such meetings will be held within the first three months of project implementation. This will also assist in acquainting all concerned parties with the reporting procedures.
68. *Reporting:* At the project start, a detailed work plan for year one will be prepared; a detailed project budget for the first full year of implementation; and detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms.
69. All elements of the project will be the subject of the evaluation measures of the Implementing Agency (UNIDO). This will include the Project Performance and Evaluation Review (PPER) and external evaluations. The mid-term project review will focus on the lessons learned from the current project experience including lessons about the project design, implementation and overall management. The final report prior to the end of the project will focus on similar issues but will give strong emphasis to the potential project impacts beyond the initial objectives. Recommendations for follow-up activities will be included in each of these reports.
70. UNIDO and SSC will be responsible for the production of the Quarterly Project Review including Financial Reports. This report is a UNIDO/GEF requirement and is the most important reflection of the progress of the project when M&E start performing the deskwork.
71. *Evaluation:* Project evaluation will be based on the Quarterly Project Review/Financial Reports, technical reports of international experts and workshop reports. At least two (2) UNIDO field evaluations (mid-term and final) will be carried out to safeguard project adherence to the work plan and the use of funds. These evaluations will determine progress being made towards the achievement of outputs and will identify course correction if needed. The final independent evaluation will also look at impact and sustainability of results.
72. *Audit:* The project is subject to financial audits as required in accordance with the UNIDO/GEF rules and regulations.

Indicative Monitoring and Evaluation plan

Activity	Responsible	Total USD	
Measure impact indicators on an annual basis	SSC, UNIDO, UNITAR	9,000	Annually
Prepare Annual Project Reports and Project Implementation Reviews	SSC, UNIDO, UNITAR	2,400	Annually
Hold annual Project Steering Committee meetings	SSC, UNIDO, UNITAR	6,000	Annually
Carry out mid-term external evaluation	M&E Consultant, UNIDO	7,300	At mid point of the project implementation
Carry out final external evaluation	M&E Consultant, UNIDO	7,300	Within 6 months after the completion of the project implementation
Complete the Terminal Report	SSC, UNIDO, UNITAR	2,000	Within 6 months after the completion of the project implementation
Carry out annual project financial audits	UNIDO, financial audit firm	1,500	Annually
TOTAL		35,500	

SECTION G. PRIOR OBLIGATIONS AND PREREQUISITES

73. The Project Document will be signed by UNIDO and SSC. GEF assistance will be provided subject to UNIDO being satisfied that obligations and pre-requisites listed below have been fulfilled or are likely to be fulfilled. When fulfilment of one or more of these pre-requisites fails to materialize, UNIDO may, at its discretion, either suspends or terminates its assistance.

G.1 Prior to Project Effectiveness

74. Legally binding co-financing agreements are signed for participation in the project.

G.2 During project implementation

75. Quarterly Progress reports, annual Project Reports and Project Implementation Review reports as well as measure impact indicators should be prepared. The project work plan and consequently the budget will be updated annually.

G.3 Within one year of start of project implementation

76. Annual audited financial reports should be prepared and submitted to GEF.

SECTION H. LEGAL CONTEXT

77. The Project Document shall be the instrument referred to the Standard Basic Agreement. The project objectives shall be in line with objectives of the two agencies.

78. The following types of revisions may be made to this Project Document with the signature of the Project Manager, provided he or she is assured that the other signatories of the Project Document has no objection to the changes as follows:
 - Revision in, or in addition of, any annexes of the Project Document; and
 - Revisions that do not involve significant changes in the immediate subcomponents, objectives, outcomes or activities of the project, but are caused by rearrangement of the inputs already agreed to or by cost increases due to inflation.

Annex 1: Project Result Framework

Interventions	Objectively verifiable indicators	Sources of verifications	Assumptions and risks
Outcome 1: Development of specific guidance on new POPs, updating existing guidance with the information related to new POPs, and preparation of an integrated package			
Output 1.1: “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” developed			
<p><i>Activity 1.1.1:</i> Compile accessible international information on products/articles containing new POPs through the establishment of a database and network with industry sectors</p> <p><i>Activity 1.1.2:</i> Develop tools for initial identification: A list of known uses including historical use of new POPs, a list of products/articles potentially containing new POPs including recycled articles, and a list of wastes and stockpiles potentially containing new POPs, a sample of effective questionnaire for information collection</p> <p><i>Activity 1.1.3:</i> Develop a step-by-step guide that enables Party to establish inventory of products/articles containing new POPs and industrial processes using new POPs, integrate deliverables of Activity 1.1.1 and 1.1.2 to produce ver. 1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” in English</p> <p><i>Activity 1.1.4:</i> Revise ver.1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</p>	<ul style="list-style-type: none"> ➤ Compilation of international information prepared ➤ List of known uses of products/articles containing new POPs ➤ List of wastes and stockpiles potentially containing new POPs ➤ Questionnaire for information collection developed ➤ Ver.1 of Guidance for establishing inventory of products/articles containing new POPs prepared 	<ul style="list-style-type: none"> ➤ Compiled international information on products/articles containing new POPs ➤ Report on known uses of products/articles containing new POPs including historical use of new POPs ➤ Report on products/articles potentially containing new POPs including recycled articles ➤ Report on wastes and stockpiles potentially containing new POPs ➤ Sample of effective questionnaire for information collection ➤ Ver.1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” in English ➤ Revised ver.1 of “Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs” translated in six UN languages 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Sufficient expertise can be mobilized by the executing agencies thanks to the consolidated network already in place. ➤ Industries and stakeholders will cooperate in providing information concerning articles and industrial processes using new POPs ➤ Information on the historical use of new POPs is still available <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Industries /stakeholders will not cooperate or provide the relevant information ➤ Key experts leave the organization or are no more available for the assignment ➤ The assigned timeframe would not be sufficient for the activity ➤ Stakeholders’ needs not properly addressed ➤ Underestimation of the complexity of some tasks
Output 1.2: “General guidance for customs on use of commercial/trade names” developed			
<p><i>Activity 1.2.1:</i> Review of current status of nomenclature, commercial/trade names used for new POPs</p>	<ul style="list-style-type: none"> ➤ Current status of nomenclature, commercial/trade names used for new POPs reviewed 	<ul style="list-style-type: none"> ➤ Document summarizing the current status of nomenclature, commercial/trade names used for new POPs 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Information on the trade name of new POPs as products or substance is readily available

Interventions	Objectively verifiable indicators	Sources of verifications	Assumptions and risks
<p><i>Activity 1.2.2:</i> Develop ver. 1 of “General guidance for customs on use of commercial/trade names” in English</p> <p><i>Activity 1.2.3:</i> Revise ver.1 of “General guidance for customs on use of commercial/trade names” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</p>	<ul style="list-style-type: none"> ➤ Ver. 1 of the Guidance in English prepared ➤ Translation of revised ver.1 of “General guidance for customs on use of commercial/trade names” translated in six UN languages 	<ul style="list-style-type: none"> ➤ Copy of Ver. 1 of “General guidance for customs on use of commercial/trade names” in English ➤ Copy of revised ver.1 of “General guidance for customs on use of commercial/trade names” translated and published in six UN languages 	<p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Trade name of obsolete product difficult to identify ➤ The assigned timeframe would be not sufficient for the activity ➤ Underestimation of the complexity of some tasks
Output 1.3: “Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs” developed			
<p><i>Activity 1.3.1:</i> Gap analysis in existing regulatory framework/voluntary agreements</p> <p><i>Activity 1.3.2:</i> Decision-tree to guide Parties in conducting a regular monitoring of imported products/articles that may contain new POPs</p> <p><i>Activity 1.3.3:</i> Develop a tool/manual to undertake regular monitoring of imported products/articles</p> <p><i>Activity 1.3.4:</i> Integrate deliverables of Activity 1.3.1 -1.3.3 to produce ver. 1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English</p> <p><i>Activity 1.3.5:</i> Revise ver.1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</p>	<ul style="list-style-type: none"> ➤ Gaps on existing regulatory framework / voluntary agreements identified ➤ Decision tree and tool/manual ➤ Ver. 1 of the Guidance in English prepared ➤ Translation of revised ver.1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English” in six UN languages 	<ul style="list-style-type: none"> ➤ A document summarizing gaps in existing regulatory framework/voluntary agreements ➤ Decision-tree to guide Parties in conducting a regular monitoring of imported products/articles that may contain new POPs ➤ A tool/manual to undertake regular monitoring of imported products/articles ➤ Copy of Ver. 1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” prepared in English ➤ Copy of revised ver.1 of “General guidance for customs on use of commercial/trade names” translated and published in six UN languages 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Sufficient expertise can be mobilized by the executing agencies thanks to the consolidated network already in place. ➤ The required information is easily accessible by the agencies due to their outstanding role in the chemical sector <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Key experts leave the organization or are no more available for the assignment ➤ The assigned timeframe would be not sufficient for the activity ➤ Stakeholders’ needs not properly addressed ➤ Underestimation of the complexity of some tasks.
Output 1.4: “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” developed			
<p><i>Activity 1.4.1:</i> Undertake assessment of the currently implemented labeling</p> <p><i>Activity 1.4.2:</i> Develop ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” in English</p>	<ul style="list-style-type: none"> ➤ Current practices on labeling of products / articles that contain new POPs assessed ➤ List of uses of new POPs during manufacturing process ➤ Ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during 	<ul style="list-style-type: none"> ➤ A document summarizing the result of assessment of the currently implemented labeling of products / articles containing new POPs ➤ Report on uses of new POPs in manufacturing process ➤ Copy of Ver.1 of “Guidance on 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Sufficient expertise can be mobilized by the executing agencies thanks to the consolidated network already in place. ➤ The required information is easily accessible by the agencies due to their outstanding role in the chemical sector

Interventions	Objectively verifiable indicators	Sources of verifications	Assumptions and risks
<p><i>Activity 1.4.3:</i> Revise ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</p>	<p>manufacture” in English prepared</p> <ul style="list-style-type: none"> ➤ Translation of revised ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” in six UN languages 	<p>labeling of products/articles that contain new POPs or use new POPs during manufacture” in English</p> <ul style="list-style-type: none"> ➤ Copy of revised ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” translated and published in six UN languages 	<p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Key experts leave the organization or are no more available for the assignment ➤ The assigned timeframe would be not sufficient for the activity ➤ Stakeholders’ needs not properly addressed ➤ Underestimation of the complexity of some tasks.
Output 1.5: Guidance for best available technology and best environmental practices for industrial chemicals developed			
<p><i>Activity 1.5.1:</i> Gather international information on best available technology and best environmental practices for production and use of PFOS</p> <p><i>Activity 1.5.2:</i> Develop ver.1 of “Guidance for best available technology and best environmental practices for production and use of PFOS” in English</p> <p><i>Activity 1.5.3:</i> Based on the technical document developed under SC-4/19, develop ver. 1 of “Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs” in English</p> <p><i>Activity 1.5.4:</i> Revise ver.1 of “Guidance for best available technology and best environmental practices for production and use of PFOS” and “Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs” based on the COP5’s feedback and translate into five other UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</p>	<ul style="list-style-type: none"> ➤ Information on BAT/BEP for production and use of PFOS compiled ➤ Ver. 1 of “Guidance on BAT/BEP for production and use of PFOS” developed ➤ Ver. 1 of “Guidance for BAT / BEP of recycling and waste disposal of articles containing BDEs” developed ➤ Translation of revised ver.1 of the two Guidance documents in six UN languages 	<ul style="list-style-type: none"> ➤ Report on BAT/BEP for production and use of PFOS ➤ Guidance document for BAT/BEP for production and use of PFOS ➤ Guidance document for BAT/BEP for recycling and waste disposal of articles containing BDEs ➤ Copy of revised ver.1 of “Guidance for BAT/BEP for production and use of PFOS” and “Guidance for BAT/BEP for the recycling and waste disposal of articles containing BDEs” translated and published in six UN languages 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Information on BAT and BEP and alternative substances related to the whole lifecycle of the new POPs in developed countries already partially available ➤ The guidance will be successfully prepared and translated in the assigned timeframe ➤ The expertise gained in other POPs related activities will ensure the proper identification of the stakeholders’ needs <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Industries unwilling to disclose technical information ➤ Stakeholders’ needs not properly addressed ➤ Underestimation of the complexity of some tasks.
Output 1.6: Database with readily accessible international information useful for developing and updating National Implementation Plans (NIPs) under the Stockholm Convention in place			
<p><i>Activity 1.6.1:</i> Compile a list of available technology for recycling and disposal including contact details of entities that can undertake such operations and indicative cost</p> <p><i>Activity 1.6.2:</i> Compile a list of options for control</p>	<ul style="list-style-type: none"> ➤ List of available technology and vendors for recycling and disposal ➤ List of options for control measures to eliminate / restrict production and use of new POPs ➤ List of replacement to new POPs 	<ul style="list-style-type: none"> ➤ Report on available technology for recycling and disposal including contact details of entities that can undertake such operations and indicative cost ➤ Report on options for control 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ The agencies can rely on their outstanding experience in the field of recycling / disposal of hazardous substances ➤ The network established by the agencies

Interventions	Objectively verifiable indicators	Sources of verifications	Assumptions and risks
<p>measures to eliminate/restrict production and use of new POPs</p> <p><i>Activity 1.6.3:</i> Compile a list of replacement to new POPs including alternative chemicals and processes</p> <p><i>Activity 1.6.4:</i> Develop a ver.1 of the database and integrate the lists, create cross-links with websites of regional centers, industry sectors, civil societies, implementing agencies, etc.</p>	<p>including alternative chemicals and processes prepared in due time</p> <ul style="list-style-type: none"> ➤ Ver.1 of a database and websites with cross-links prepared 	<p>measures to eliminate/restrict production and use of new POPs</p> <ul style="list-style-type: none"> ➤ Report on replacement to new POPs including alternative chemicals and processes ➤ Copy of Ver.1 of a database and websites with cross-links 	<p>with industrial and scientific community will facilitate the collection of technical information</p> <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Industry / Scientific community unwilling to share technical information ➤ Stakeholders' needs not properly addressed ➤ Underestimation of the complexity of the inventory tasks
<p>Output 1.7: Updated and consolidated package of “Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention” taking into account the new POPs added to the Convention prepared</p>			
<p><i>Activity 1.7.1:</i> Revise the guidance ver.1 (outputs of 2.1-2.5) based on the evaluation and feedback received through the activities under Project Component 3 to develop ver. 2 of the guidance in English.</p> <p><i>Activity 1.7.2:</i> Update the existing guides concerning the development review and updating of the National Implementation plan, including the guidance on Social and Economic Assessment and on the calculation of action plan costs, with the information and guidance concerning the 9 new POPs</p> <p><i>Activity 1.7.3:</i> Integrate the ver.2 of the guidance and other existing guidance for NIP development, to produce the updated and consolidated “Guidance for developing and updating a National Implementation Plans (NIP)” under the Stockholm in Arabic, Chinese, French, Spanish, and Russian</p> <p><i>Activity 1.7.4:</i> Translate updated and consolidated “Guidance for developing and updating a National Implementation Plans (NIP)” into other five UN languages (completion in Arabic, Chinese, English, French, Spanish, and Russian)</p> <p><i>Activity 1.7.5:</i> Publication in hard copies and electronic format available online</p>	<ul style="list-style-type: none"> ➤ Ver.2 of the guidance in English: listed in A) under this table prepared ➤ Publications in hard copies and electronic format available online ➤ Translation of updated and consolidated “Guidance for developing and updating a National Implementation Plans (NIP)” under the Stockholm in Arabic, Chinese, French, Spanish, and Russian 	<ul style="list-style-type: none"> ➤ Copy of Ver.2 of the guidance in English: listed in A) under this table ➤ Copy of publications in hard copies and electronic format ➤ Copy of updated and consolidated “Guidance for developing and updating a National Implementation Plans (NIP)” under the Stockholm translated in Arabic, Chinese, French, Spanish, and Russian 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Extensive revision of the guidance would not be necessary due to the preparatory work done in the previous activities ➤ The guidance will be successfully prepared and translated in the assigned timeframe ➤ The expertise gained in other POPs related activities will ensure the proper identification of the stakeholders' needs ➤ The revision of the existing guidance will be performed with high quality and in due time as are the same agencies in charge of the drafting of the original version that will update them. <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ Reduced time frame could lead to an inaccurate revision of the guidance ➤ Underestimation of the complexity of some tasks

Interventions	Objectively verifiable indicators	Sources of verifications	Assumptions and risks
Outcome 2: Strengthening of capacity and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals			
Output 2.1: Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established			
<p><i>Activity 2.1.1:</i> Gap analysis of existing capacity in establishing inventory/conducting regular monitoring through Stockholm Convention Regional Centres</p> <p><i>Activity 2.1.2:</i> Develop training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP</p> <p><i>Activity 2.1.3:</i> Conduct pilot training/awareness activities for developing countries, focusing on customs and other relevant stakeholder, through Stockholm Convention Regional Centres to receive feedback on the updated and consolidated guidance for developing a NIP and the approach for capacity strengthening for implementation and evaluate the applicability</p>	<ul style="list-style-type: none"> ➤ Gaps on existing capacity in establishing inventory/conducting regular monitoring through Stockholm Convention Regional Centres identified ➤ Training package including instructional book, training programme, presentation slides prepared ➤ Number of participants; number of relevant institutions represented in the training courses 	<ul style="list-style-type: none"> ➤ A document summarizing the gaps of existing capacity in establishing inventory/conducting regular monitoring through Stockholm Convention Regional Centers ➤ A training package including instructional book, training programme, presentation slides ➤ Training reports, minute and feedbacks 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Regional POP Centres committed to collaborate and capable to perform the assigned tasks ➤ The participation of Regional Centres will facilitate stakeholder involvement <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ The selected Regional Centres would lack of commitment or of human resources ➤ Key experts who attended the “train the trainers” workshop leave the organization or are no more available for the assignment ➤ Unexpected events / political instability in the selected countries may disrupt the project activities
Output 2.2: Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions consolidated			
<p><i>Activity 2.2.1:</i> Develop terms of reference for pilot testing of the guidance ver.1 and select three countries to undertake the pilot testing (one country before COP5 and two countries after COP5)</p> <p><i>Activity 2.2.2:</i> Elaborate pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries</p> <p><i>Activity 2.2.3:</i> Validation of the applicability of the guidance ver.1 and collection of feedback for revision to produce ver.2</p>	<ul style="list-style-type: none"> ➤ Selection criteria for pilot testing of the ver. 1 of the guidance document established ➤ Terms of reference for pilot testing of the guidance ver.1 prepared ➤ MOU with 3 countries selected for pilot testing initiated ➤ Consolidated list of pilot inventory of products / articles containing new POPs and processes using new POPs in three pilot countries prepared ➤ Validation of the updated and consolidated guidance for developing and updating a NIP and the approach for capacity 	<ul style="list-style-type: none"> ➤ Final Terms of reference for pilot testing of the guidance ver.1 ➤ Signed MOU with 3 countries selected for the pilot testing ➤ Report on pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries ➤ Validation and feedback on the updated and consolidated guidance for developing and updating a NIP and the approach for capacity strengthening for implementation 	<p><u>Assumptions</u></p> <ul style="list-style-type: none"> ➤ Regional Centres will facilitate and speed up the gathering of data needed for the inventory ➤ By means of participation of the Regional Centres and thanks to the network and experience already established by the Agencies in the 3 pilot countries, the pilot inventories will be successfully completed <p><u>Risks</u></p> <ul style="list-style-type: none"> ➤ The selected Regional Centres would lack of commitment or of human resources ➤ Key experts leave the organization or are no more available for the assignment ➤ Unexpected events / political instability in the

Interventions	Objectively verifiable indicators	Sources of verifications	Assumptions and risks
	strengthening for implementation ➤ Feedback on the above guidance received		selected countries may disrupt the project activities ➤ Feedback provided not relevant or accurate
Outcome 3: Establishment of project management structure including monitoring and evaluation			
Output 3.1: Project management structure established			
<i>Activity 3.1.1:</i> Establish the Project Steering Committee <i>Activity 3.1.2:</i> Recruit technical experts as appropriate <i>Activity 3.1.3:</i> Establish expert working groups as appropriate	➤ PSC established including list of members ➤ TORs and contracts of technical experts and working groups prepared	➤ Copy of documentation related to the formal establishment of the PSC and working group ➤ Copy of TORs and contracts for technical expert	<u>Assumptions</u> ➤ Experienced managers will be nominated in the PSC ➤ Technical expert of proven experience in evaluation activity will be recruited <u>Risks</u> ➤ Key experts or managers not available for the task ➤ Key expert or managers leave the organizations before completing the activities
Output 3.2: An M&E mechanism according to GEF M&E procedures designed and implemented			
<i>Activity 3.2.1:</i> Measure impact indicators on an annual basis <i>Activity 3.2.2:</i> Prepare Annual Project Reports and Project Implementation Reviews <i>Activity 3.2.3:</i> Hold annual Project Steering Committee meetings <i>Activity 3.2.4:</i> Carry out mid-term external evaluation <i>Activity 3.2.5:</i> Carry out final external evaluation <i>Activity 3.2.6:</i> Complete the Terminal Report <i>Activity 3.2.7:</i> Carry out annual project financial audits <i>Activity 3.2.8:</i> Establish a project management information system (MIS), including a project website to disseminate information to various stakeholders	➤ Updated impact indicators ➤ Annual reports and PIRs completed ➤ Annual PSC meetings held ➤ Audit reports result prepared in due time ➤ Mid-term evaluation completed ➤ Final evaluation held ➤ Project terminal report completed ➤ Financial audit completed ➤ Dedicated MIS established and information disseminated	➤ Monitoring reports ➤ Progress Reports ➤ Copy of Audit Reports ➤ Copies of Annual reports and PIRs ➤ PSC meeting proceedings ➤ Copy of mid-term evaluation report ➤ Copy of final external evaluation report ➤ Copy of project terminal report	<u>Assumptions</u> ➤ Based on the feedback of the M&E measurements, adaptive management measures to be taken all through the project implementation process. ➤ Project team should ensure that sufficient time and resources are available for better implementation of the M&E policy. <u>Risks</u> ➤ M&E mechanisms will not be fully followed, which jeopardises project implementation.

A) List of deliverables for activity 1.7.1

- Ver.2 of the following guides in English:
 1. Guidance for establishing inventory of products/articles containing new POPs and industrial processes using new POPs
 2. General guidance for customs on use of commercial/trade names
 3. Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs
 4. Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture
 5. Guidance for best available technology and best environmental practices for the production and use of PFOS
 6. Guidance for best available technology and best environmental practices for the recycling and waste disposal of articles containing BDEs
 7. Database with readily accessible international information useful for development of national implementation plans (NIPs) under the Stockholm Convention
- Revision of the existing guidance for NIP development and updating:
 1. UNEP/POPS/COP.2/INF/7 "Guidance for developing a National Implementation Plan"
 2. UNEP/POPS/COP.3/INF/8 "Guidance on social and economic assessment in the development and implementation of their national implementation plans"
 3. UNEP/POPS/COP.4/INF/11 "Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants"

ANNEX 2: TERM OF REFERENCE FOR SUBCONTRACT AND JOB DESCRIPTION FOR EXPERTS

TERMS OF REFERENCE

for Subcontract on

Technical assistance in the preparation of Guidance documents, training of technical and administrative personnel, technical assistance and supervision in the compilation of national inventories of new POPs in three selected Countries

THE PROJECT

This Terms of Reference (ToR) is established to further those activities to be undertaken in by the contractor for the project *“Development of the Guidelines for updating of national implementation plans (NIPs) under the Stockholm Convention taking into account the new POPs added to the Convention.”*

This project is implemented by the United Nations Industrial Development Organization (UNIDO) as the GEF Executing Agency with Expanded Opportunities, and executed by UNIDO and the Secretariat for the Stockholm Convention.

GENERAL BACKGROUND INFORMATION

At its fourth meeting, the Conference of the Parties (COP) agreed to amend the Stockholm Convention to list nine new POPs in Annex A, B, and C of the Convention.

One of the immediate actions that Parties need to take is to review and update their National Implementation Plans in light of inclusion of these nine new POPs in accordance with paragraph 1 (c) of Article 7 of the Convention. The updated NIPs should be transmitted to the COP within two years of the date of the entry into force of the amendments which is August 2012 for the nine new POPs.

Guidance for developing a National Implementation Plan has been developed and used to provide guidance to countries and assist them in the process of developing a NIP for the initial 12 POPs. The COP has also adopted “Guidance for the review and updating of national implementation plans” and “Elaborated process of reviewing and updating national implementation plans” which provide steps to be followed when reviewing and updating national implementation plans. Other related guidance include “Guidance on social and economic assessment in the development and implementation of their national implementation plans”, “Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants” .

The existing guidelines however do not provide sufficient and specific guidance to Parties necessary to fulfill their obligations under the Convention with regards to the nine new POPs.

AIM OF THE PROJECT

Specific objectives:

The objective of the project is to provide a full set of guidance that will enable Parties to develop and update their National Implementation Plans with the information relating to the new POPs added to the Stockholm Convention. A set of guidance for Parties will then be prepared to develop, review and update their National Implementation Plans.

The guidance will enable countries to identify chemicals in products/articles, establish inventories, undertake national surveillance of imported products or products in the market whether they contain

chemicals listed under the Stockholm Convention in order to ensure implementation of Article 3 and control illegal trafficking, and to handle production and use, recycling and waste disposal of industrial chemicals including PFOS and BDEs. Such guidance will be useful for all countries globally both Parties and non-Parties for environmental sound life-cycle management as well as sound trade of chemicals.

A pilot testing will be performed to validate and evaluate the applicability of the guidance and revise to produce a final version (ver.2) of the guidance by March 2012 to warrant that Parties have sufficient and suitable guidance for updating the NIP and transmitting it in a required time frame.

This set of guidance would become part of a set of the updated “Guidance for developing a National Implementation Plan for the Stockholm Convention” taking into account the new POPs added to the Convention

Two expected outcomes:

- 1) Parties have appropriate guidance for updating their NIPs considering the new POPs added to the Convention
- 2) Strengthened capacity of Parties to the Stockholm Convention on the identification, analysis and disposal of new POPs through the development of updated and validated guidance on new POPs

APPROACH & METHODOLOGY

This TOR sets out the responsibilities of the subcontractor for UNIDO project entitled “*Development of the Guidelines for updating of national implementation plans (NIPs) under the Stockholm Convention taking into account the new POPs added to the Convention.*” to undertake project activities set out in the following sections according to the work plan established in the project document.

The scopes of the contractual services are as follows: (outcomes, outputs and activities correspond with those described in the Project Document)

Output 1.2: “General guidance for customs on use of commercial/trade names” developed		
Activity 1.2.1:	<i>Review of current status of nomenclature, commercial/trade names used for new POPs</i>	UNITAR, in cooperation with SSC, will elaborate the list of trade names of new POPs in chemical products (substance as such and mixtures) and the guidance to be distributed by the government to all custom agents, and government and industrial representatives. In performing this activity the experience already achieved in the implementation of other MEAs involving the role of customs, namely the Rotterdam convention; and the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal should be duly take into account.
Activity 1.2.2:	<i>Develop ver. 1 of “General guidance for customs on use of commercial/trade names” in English</i>	
Output 1.3: “Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs” developed		
Activity 1.3.1:	<i>Gap analysis in existing regulatory framework/voluntary agreements</i> UNITAR, in collaboration with SSC and on the basis of the documents and information provided by SSC or available in literature, will perform the following tasks: <ul style="list-style-type: none"> • Analysis of supranational, regional or international regulatory instruments in term of their capability to ensure or facilitate the enforcement of the banning of import / export of POPs required by Article 3 of the Convention or the monitoring of products or articles possibly containing new POPs, and the level of implementation of these instruments • Analysis of voluntary schemes, adopted by industrial sectors and possibly 	

	<p>regulated at the government level, to verify how these schemes may ensure or facilitate the enforcement of Article 3 of the Convention or the control / monitoring of article possible containing new POPs</p> <ul style="list-style-type: none"> • Summary of the relationships among the listing of the 9 new POPs, the other MEAS, and the relevant regional agreements already in place. • Summary report on existing standards or concentration limits of hazardous substances in products / articles. <p>Analysis of monitoring systems in place and identification of the “Best Practices</p>
Activity 1.3.2:	<p><i>Decision-tree to guide Parties in conducting a regular monitoring of imported products / articles that may contain new POPs, (see activity 1.3.3)</i></p> <p>On the basis of the analysis and of the identification of the best practices performed in the activity 1.3.1, , UNITAR will provide technical assistance in the development of a decision tree and in the preparation of a decision tool/manual for conducting a regular monitoring of imported product and articles.</p> <p>The decision tree will be tentatively composed by the following sections:</p> <ul style="list-style-type: none"> • Objective of the monitoring; • Identification of the category of articles or products that should be monitored: on the basis of the outputs 2.1 and 2.2, a clear identification of the products/article possibly containing new POPs will be provided. • Competent authorities and stakeholder identification. • Establish the proper bi-directional information and communication system: • Establish clear rules and standard for measuring POPs in products and articles • Increase the awareness and capacity of the competent authorities.
Activity 1.3.3:	<p>Develop a tool/manual to undertake regular monitoring of imported products/articles</p>
Activity 1.3.4:	<p><i>Integrate deliverables of Activity 1.3.1 -1.3.3 to produce ver. 1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English</i></p> <p>UNITAR will provide assistance to the SSC in the preparation and editing of the first version of the guidance to be submitted to COP5 for comments and feedback. In the course of the preparation of the Guidance, UNITAR will verify of the consistence of the information and methodologies reported in the individual sections will be performed</p>
<p>Output 1.4: “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” developed</p>	
Activity 1.4.2:	<p><i>Develop ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” in English</i></p> <p>On the basis of the analysis and report provide by UNIDO and SSC as result of the activity 1.4.1, UNITAR will prepare the first draft of the guidance that will tentatively contain:</p> <ol style="list-style-type: none"> 1. Reference to international standards for classification and labeling of hazardous substances 2. Listing and reference to existing labeling schemes 3. Criteria for selecting among the available labeling systems (or for establishing a new labeling system) for “POPs free” or “POPs containing products on the basis of the best practices individuated, and more specifically; 4. Definition of the target: who are the intended readers of the labels? 5. Definition of responsibilities: who will establish the standards for the labels? Who will have the authority to control the labeling system? 6. Definition of the regulatory meaning of the label: what are the allowed uses of the labeled objects? Moreover, what are the criteria establishing if a particular object needs or not to be labeled? 7. How to select the information to be printed on the labels 8. Label standards: durability, readability, completeness 9. Building and maintaining the database of the labeled objects to ensuring

	<p>traceability when necessary.</p> <p>10. Enforcement and monitoring criteria to a) verify that the objects that must be labeled have been actually labeled; b) verify conformity between the information reported on the labels and the properties of the labeled object, and c) verify that the labeled objects are used as from regulation requirements.</p>
<p>Output 1.7: Updated and consolidated package of “Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention” taking into account the new POPs added to the Convention prepared</p>	
<p>Activity 1.7.2:</p>	<p><i>Update the existing guides concerning the development review and updating of the National Implementation plan, including the guidance on Social and Economic Assessment and on the calculation of action plan costs, with the information and guidance concerning the 9 new POPs</i></p> <p>UNITAR will update the following already existing guidance documents, with the necessary methodology and information related to the 9 new POPs listed under the Stockholm convention:</p> <p>The “Guidance for developing a National Implementation Plan”</p> <p>The “Guidance on social and economic assessment in the development and implementation of their national implementation plans”</p> <p>The “Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants”</p>
<p>Output 2.1: Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established</p>	
<p>Activity 2.1.2:</p>	<p><i>Develop training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP</i></p> <p>Based on the guidance material prepared in the course of project component 1 e 2, on the preparatory activity performed under the activity 2.1.1 to 2.1.4, and on the specific knowledge of the national and regional situation owned by the Stockholm Convention regional centers, UNITAR will assist in the preparation of the training and awareness materials and programmes. More specifically UNITAR will:</p> <ul style="list-style-type: none"> • Ensure coordination with national and international experts • Prepare training material • Coordinate relevant experts in the preparation of training material
<p>Activity 2.1.3:</p>	<p><i>Conduct pilot training/awareness activities for developing countries, focusing on customs and other relevant stakeholder, through Stockholm Convention Regional Centres to receive feedback on the updated and consolidated guidance for developing a NIP and the approach for capacity strengthening for implementation and evaluate the applicability</i></p> <p>Under this activity, UNITAR will:</p> <ol style="list-style-type: none"> 1) Hold training and speeches concerning the Guidance documents, with special reference to the Guidance documents prepared under activities 2.2.1, 2.2.2., 2.3.1, 2.3.2, 2.3.3, 2.4.2, 2.7.2, 2) Participate in the roundtable of the workshop and prepare the workshop minute; 3) Collect videos of the key speeches and presentations
<p>Output 2.2: Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions</p>	
<p>Activity 2.2.2:</p>	<p><i>Elaborate pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries.</i></p>

	<p>UNITAR will coordinate assist and provide technical assistance and quality supervision all around the activity performed by the regional centers in collaboration with UNIDO and SSC, in elaborating pilot inventories based on the methodology indicated by the Guidance documents.</p> <p>In particular, UNITAR will provide technical assistance and quality supervision on the following issues</p> <ul style="list-style-type: none"> • Preparation of TORs for national experts when necessary • Collection of the necessary information for updating the NIPs, as from the guidance prepared in the project components 1 and 2; and feedbacks received during activity 3.2.3 • Organization of the above information in reports, presentations and data bases to be used either in the workshops or in the compilation of inventories; • Compilation of the preliminary inventories for each new POP following the guidance prepared in the course of the project
Output 3.1: Project Management and M&E	
Activity 3.1.1:	<p><i>Establish the Project Steering Committee</i></p> <p>UNITAR will participate in all the activities and meeting of the Project Steering Committee</p>

GENERAL TIME SCHEDULE

The project implementation will start in March 2011 and will end in February 2013 subject to the approval of the GEF. Tentative time schedule for the assignment is reported below:

Project component, output and activities		Project months																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22	
Outcome 1:	Development of specific guidance on new POPs, updating existing guidance with the information related to new POPs, and preparation of an integrated package																						
Output 1.2:	“General guidance for customs on use of commercial/trade names” developed																						
Activity 1.2.1:	Review of current status of nomenclature, commercial/trade names used for new POPs																						
Activity 1.2.2:	Develop ver. 1 of “General guidance for customs on use of commercial/trade names” in English																						
Output 1.3:	“Guidance for strengthening regulatory framework to enable regular monitoring of imported products/articles that may contain new POPs” developed																						
Activity 1.3.1:	Gap analysis in existing regulatory framework/voluntary agreements																						
Activity 1.3.2:	Decision-tree to guide Parties in conducting a regular monitoring of imported products/articles that may contain new POPs																						
Activity 1.3.3:	Develop a tool/manual to undertake regular monitoring of imported products/articles																						
Activity 1.3.4:	Integrate deliverables of Activity 2.3.1 - 2.3.3 to produce ver. 1 of “Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English																						

Project component, output and activities		Project months																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22	
Output 1.4:	“Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” developed																						
Activity 1.4.1:	Undertake diagnosis of the currently implemented labeling																						
Activity 1.4.2:	Develop ver.1 of “Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” in English																						
Output 1.7:	Updated and consolidated package of “Guidance for developing and updating a National Implementation Plan (NIP) under the Stockholm Convention” taking into account the new POPs added to the Convention																						
Activity 1.7.2:	Update the existing guides concerning the development review and updating of the National Implementation plan, including the guidance on Social and Economic Assessment and on the calculation of action plan costs, with the information and guidance concerning the 9 new POPs																						
Outcome 2:	Capacity building and validation on the guidance for developing and updating a National Implementation Plan under the Stockholm Convention focusing on new POPs chemicals																						
Output 2.1:	Approach for capacity strengthening to implement the updated and consolidated guidance for developing a National Implementation Plan under the Stockholm Convention taking into account the new POPs added to the Convention established																						

Project component, output and activities		Project months																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22	
Activity 2.1.2:	Develop training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP																						
Activity 2.1.3:	Conduct pilot training/awareness activities for developing countries, focusing on customs and other relevant stakeholder, through Stockholm Convention Regional Centres to receive feedback on the updated and consolidated guidance for developing a NIP and the approach for capacity strengthening for implementation and evaluate the applicability																						
Output 2.2:	Feedback and lessons learned from pilot testing of the guidance ver.1 in three countries from different regions																						
Activity 2.2.2:	Elaborate pilot inventory of products/articles containing new POPs and processes using new POPs in three pilot countries (one country before COP5 and two countries after COP5)																						

The contract will start upon signature of UNIDO and the Contractor.

The total costs of the contract will be paid in a series of payments against set milestones. These milestones will be represented by

- (a) signature of the contract;
- (b) the receipt and acceptance by UNIDO of
 1. Relevant Reports due for that period, as defined in Table 1 hereinafter; and
 2. Annual Audited Report.

A total of three (3) payments will be made by UNIDO. The amounts to be transferred at each payment have been assessed according to the phasing of project activities as set out in the table below:

Description	Time schedule
Initial payment: Upon signature of contract	April 2011
2 nd payment: Upon receipt and acceptance by UNIDO of a PROGRESS REPORT which shall include: <ul style="list-style-type: none"> • General guidance for customs on use of commercial/trade names” in English • Report on Gap Analysis in existing regulatory framework and voluntary agreements • Draft manual to undertake a regular monitoring on imported product / articles • Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English • Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture” in Hingis • Training material and minutes of the “Train the trainers” workshop • Training and awareness materials/programmes in cooperation with Stockholm Convention Regional Centres to implement the updated guidance for developing a NIP 	December 2011
3 rd payment: - Upon receipt and acceptance by UNIDO of a FINAL REPORT which shall consist of: <ul style="list-style-type: none"> • Updated version of the the “Guidance for developing a National Implementation Plan” • Updated version of the the “Guidance on social and economic assessment in the development and implementation of their national implementation plans” • Updated version of the the “Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants” • All the training material developed and presented in the 3 pilot countries for the raising awareness programmes • All the training material developed and presented in the 3 pilot countries, for the preparation of pilot inventories of new POPs • Report on the activity performed in the pilot countries concerning the pilot inventories of new POPs 	December 2012

PERSONNEL IN THE FIELD

It is expected that 1 principal experts and 3 technical experts will perform the task listed above, for an estimate overall duration of 14 man months. The assignment would require the participation of teams

of 2 experts in 3 missions in developing countries to be selected, of which 1 mission is expected on May 2011, and the 2nd and 3rd mission by January – February 2012
The required qualification for the principal and technical experts is reported in the job description below.

LANGUAGE REQUIREMENT

The working language of this Contract will be in English.

Copy rights

All intellectual property and proprietary rights, including rights to maps, drawings, photographs, documents and any other materials produced during this consultancy will become the sole property of the Government/ Implementing Agency and UNIDO, which will have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorise all translations and quotations from them. The consultants may not publish or use any of this material without the prior permission of Government as represented by the Implementing Agency.

TERMS OF REFERENCE FOR CONSULTANTS

Post Title: **Principal expert** for the development of Guidance on POPs

Duration: 5 w/m over a period of 20 months

Date required: April 2011-July 2012

Duty station: Geneva (Switzerland) with three planned missions to developing countries to be selected.

Duties:

The objective of the project is to provide a full set of guidance that will enable Parties to develop and update their National Implementation Plans with the information relating to the new POPs added to the Stockholm Convention. A set of guidance for Parties will then be prepared to develop, review and update their National Implementation Plans.

UNITAR has been assigned to provide technical assistance in the preparation of some Guidance documents, training of technical and administrative personnel, technical assistance and supervision in the compilation of national inventories of new POPs in three selected Countries.

The Guidance documents will be prepared in tight coordination with UNIDO, SSC and the Stockholm Convention Regional Centres, which will provide the UNITAR expert with all the relevant material already drafted.

Under the supervision of the unit chief, in close cooperation with other international and national experts and the project team, the principal expert will be expected to:

Main duties	Expected duration	Location	Expected results
Ensure the coordination of the activities performed by UNITAR with the UNIDO, the Stockholm Convention Secretariat, and the Stockholm Convention Regional Centres, and coordinate the work of the other UNITAR experts	0.2 w/m	Geneva, home based	Coordination established
Provide technical knowledge and advice in the preparation of all the guidance documents on new POPs prepared or updated by UNITAR	1.5 w/m		Technical documents delivered in coordination with the other experts
Design the training material on the guidance prepared or updated by UNITAR to be presented in a "training the trainer" workshop to be held in Geneva at the SSC premises, and supervise the preparation of this material.	0.6 w/m	Geneva, home based	Training material designed
Coordinate, on the UNITAR side, and participate in the preparatory activity of a "training the trainer" workshop on new POPs to be held in Geneva at the SSC premises ensure the coordination with UNIDO, the Stockholm Convention Secretariat, and the Stockholm Convention Regional Centres	0.2 w/m	Geneva, home based	Coordination timeframe and responsibility defined, training material prepared

Main duties	Expected duration	Location	Expected results
Participate in three missions in developing country (to be defined) with the aim to: <ol style="list-style-type: none"> 1. Ensure coordination with national and international experts; 2. Prepare training material 3. Coordinate relevant experts in the preparation of training material 4. Hold training and speeches concerning the Guidance documents, with special reference to the Guidance documents prepared or updated by UNITAR 5. Participate in the roundtable of the workshop and prepare the workshop minute; 	1.5 w/m	3 Missions in developing countries. Geneva	Missions performed, coordination ensured, training delivered, workshop minute prepared
Attend the meeting of the Project Steering Committee	0.5 w/m	Geneva	

Qualifications: Chemical engineer, Biochemist, Chemist, Toxicologist or Environmental Scientist with relevant experience and background in research and development or management of POPs and related issues. Familiarity with the Stockholm Convention

Language: English

Post Title: **Technical expert 1** for the development of Guidance on POPs

Duration: 3.3 w/m over a period of 20 months

Date required: April 2011-July 2012

Duty station: Geneva (Switzerland) **with** three planned missions to developing countries to be selected.

Duties:

The objective of the project is to provide a full set of guidance that will enable Parties to develop and update their National Implementation Plans with the information relating to the new POPs added to the Stockholm Convention. A set of guidance for Parties will then be prepared to develop, review and update their National Implementation Plans.

UNITAR has been assigned to provide technical assistance in the preparation of some Guidance documents, training of technical and administrative personnel, technical assistance and supervision in the compilation of national inventories of new POPs in three selected Countries.

The Guidance documents will be prepared in tight coordination with UNIDO, SSC and the Stockholm Convention Regional Centres, which will provide the UNITAR expert with all the relevant material already drafted.

Under the supervision of the unit chief, in close cooperation with other international and national experts and the project team, the principal expert will be expected to:

Main duties	Expected duration	Location	Expected results
Draft the following guidelines on new POPs in collaboration with UNIDO and SSC <ul style="list-style-type: none"> • General guidance for customs on use of commercial/trade names • Guidance on labeling of products/articles that contain new POPs or use new POPs during manufacture 	2 w/m		Technical documents drafted
Prepare the training material on the above guidance to be presented in a “training the trainer” workshop to be held in Geneva at the SSC premises	0.3 w/m	Geneva, home based	Training material drafted
Participate in 2 missions in developing country (to be defined) with the aim to: <ul style="list-style-type: none"> • Prepare training material in collaboration with national and international experts, • Participate in the compilation of pilot inventories on new POPs with local experts and the Stockholm Convention Regional Centres • Hold training and speeches concerning the Guidance documents, with special reference to the Guidance documents prepared or updated by UNITAR • Participate in the roundtable of the workshop and collect and organize the training material, including video and presentations. 	1 w/m	2 Missions in developing countries, Geneva	Missions performed, reports on inventories drafted, training delivered, training material collected and organized, final mission report prepared

Post Title: **Technical expert 2** for the development of Guidance on POPs

Duration: 3.3 w/m over a period of 20 months

Date required: April 2011-July 2012

Duty station: Geneva (Switzerland) **with** three planned missions to developing countries to be selected.

Duties:

The objective of the project is to provide a full set of guidance that will enable Parties to develop and update their National Implementation Plans with the information relating to the new POPs added to the Stockholm Convention. A set of guidance for Parties will then be prepared to develop, review and update their National Implementation Plans.

UNITAR has been assigned to provide technical assistance in the preparation of some Guidance documents, training of technical and administrative personnel, technical assistance and supervision in the compilation of national inventories of new POPs in three selected Countries

Under the supervision of the unit chief, in close cooperation with other international and national experts and the project team, the principal expert will be expected to:

Main duties	Expected duration	Location	Expected results
Draft the following guidelines on new POPs in collaboration with UNIDO and SSC <ul style="list-style-type: none"> • Report on Gap Analysis in existing regulatory framework and voluntary agreements • Draft manual to undertake a regular monitoring on imported product / articles • Guidance for strengthening regulatory framework/voluntary agreements for regular monitoring of imported products/articles that may contain new POPs” in English 	2 w/m		Technical documents drafted
Prepare the training material on the above guidance to be presented in a “training the trainer” workshop to be held in Geneva at the SSC premises	0.3 w/m	Geneva, home based	Training material drafted
Participate in 2 missions developing country (to be defined) with the aim to: <ul style="list-style-type: none"> • Prepare training material in collaboration with national and international experts, • Participate in the compilation of pilot inventories on new POPs with local experts and the Stockholm Convention Regional Centres • Hold training and speeches concerning the Guidance documents, with special reference to the Guidance documents prepared or updated by UNITAR • Participate in the roundtable of the workshop and collect and organize the training material, including video and presentations. 	1 w/m	2 Missions in developing countries Geneva	Missions performed, reports on inventories drafted, training delivered, training material collected and organized, final mission report prepared

Post Title: **Technical expert 3** for the development of Guidance on POPs

Duration: 3.3 w/m over a period of 20 months

Date required: April 2011-July 2012

Duty station: Geneva (Switzerland) **with** three planned missions to developing countries to be selected.

Duties:

The objective of the project is to provide a full set of guidance that will enable Parties to develop and update their National Implementation Plans with the information relating to the new POPs added to the Stockholm Convention. A set of guidance for Parties will then be prepared to develop, review and update their National Implementation Plans.

UNITAR has been assigned to provide technical assistance in the preparation of some Guidance documents, training of technical and administrative personnel, technical assistance and supervision in the compilation of national inventories of new POPs in three selected Countries

Under the supervision of the unit chief, in close cooperation with other international and national experts and the project team, the principal expert will be expected to:

Main duties	Expected duration	Location	Expected results
<p>Update the following already existing guidelines on new POPs in collaboration with UNIDO and SSC</p> <ul style="list-style-type: none"> • Guidance for developing a National Implementation Plan” • Guidance on social and economic assessment in the development and implementation of their national implementation plans • Additional guidance on the calculation of action plan costs, including incremental costs and action plans for specific persistent organic pollutants” 	2 w/m		Technical documents drafted
<p>Participate in the preparatory activity of a “training the trainer” workshop on new POPs to be held in Geneva at the SSC premises under the coordination of UNIDO, the Stockholm Convention Secretariat, and the Stockholm Convention Regional Centres</p>	0.2 w/m	Geneva, home based	Training material and speeches drafted
<p>Participate in 2 missions in developing country (to be defined) with the aim to:</p> <ul style="list-style-type: none"> • Prepare training material in collaboration with national and international experts, • Participate in the compilation of pilot inventories on new POPs with local experts and the Stockholm Convention Regional Centres • Hold training and speeches concerning the Guidance documents, with special reference to the Guidance documents prepared or updated by UNITAR • Participate in the roundtable of the workshop and collect and organize the training material, including video and presentations. 	1 w/m	2 Missions in developing countries. Geneva	Missions performed, reports on inventories drafted, training delivered, training material collected and organized, final mission report prepared