

APPENDIX 1

ACRONYMS AND ABBREVIATIONS

AMS	Amsterdam (city, where a regional training workshop was organized)
BCN	Barcelona (city, where a regional training workshop was organized)
BRS	Basel, Rotterdam and Stockholm Conventions
CEE	Central and Eastern European countries
CEO	Chief Executive Officer
COP	Conference of the Parties
CVUA	Chemisches Untersuchungsamt Freiburg
DDT	Dichlorodiphenyltrichloroethane
dI-PCB	Dioxin-like PCB
dI-POPs	Dioxin-like POPs
DTIE	Division of Technology, Industry and Economics (of UNEP)
EA	Executing Agency
EO	Evaluation Office
EQTL	Environmental Toxicology and Quality Control Laboratory in Bamako, Mali
FSP	Full-Sized Project
GC/ECD	Gas Chromatography/Electron Capture Detector
GEF	Global Environment Facility
GEF TF	Global Environment Facility Trust Fund
GIS	Geographic Information Systems
GLP	Good Laboratory Practices
GMP	Global Monitoring Plan
GRULAC	Group of Latin American and Caribbean
HBCD	Hexabromocyclododecane
HCH	Hexachlorocyclohexane
IA	Implementing Agency
IES	Integrated Environmental Strategies
ILAC	International Laboratory Accreditation Cooperation
ISO	International Standards Organization
IUPAC	International Union of Pure and Applied Chemistry
IVM VU	Institute for Environmental Studies, University Amsterdam
LDCF	Least Developed Countries Fund
M&E	Monitoring and Evaluation
MEA	Multilateral Environmental Agreements

MSP	Medium-Sized Project
MTM Centre	Man-Technology-Environment research centre
MTR	Mid-Term Review
MTS	Medium Term Strategy
NAP	National Action Plan
NAPA	National Adaptation Programme of Action
NBSAP	National Biodiversity Strategy and Action Plan
NCSA	National Capacity Self-Assessment
NIP	National Implementation Plan
NPFE	National Portfolio Formulation Exercise
NPIF	Nagoya Protocol Implementation Fund
PAS	Passive Air Samplers
PBDE	Polybrominated diphenyl ethers
PCB	Polychlorinated biphenyls
PCDD	Polychlorinated dibenzo-p-dioxins
PCDF	Polychlorinated dibenzofurans
PFOS	Perfluorooctane Sulfonate
PIF	Project Identification Form
POPs	Persistent Organic Pollutants
PoW	Programme of Work
PRSP	Poverty Reduction Strategy Paper
PSC	Project Steering Committee
PUF	Polyurethane foam
QA/QC	Quality Assurance/Quality Control
QSP	Quick Start Programme
RECETOX	Research Center for Toxic Compounds in the Environment
ROAP	Regional Office for Asia and Pacific
SAICM	Strategic Approach to International Chemicals Management
SC	Stockholm Convention
SCCF	Special Climate Change Fund
SMC	Sound Management of Chemicals
SOP	Standard Operating Procedure
SSFAs	Small-Scale Funding Agreements
TEQ	Toxic Equivalent
TNA	Technology Needs Assessment
UNDAF	United Nations Development Assistance Framework

UNEP United Nations Environment Programme
UoN University of Nairobi, Kenya
WEOG Western European and Others Group
WHO World Health Organization

APPENDIX 2

OVERALL PROJECT BUDGET (EXCEL)

Project activities	GEF	Cofinance	Sub-total
Component 1: Securing conditions for successful project implementation.	387,500	671,667	1,059,167
1.1 Key stakeholders sign legal documents to carry activities.	93,333	225,972	319,306
1.2 Organise inception workshop, with project workplan and budget assigned.	190,833	225,972	416,806
1.3 Update POPs laboratory databank.	103,333	219,722	323,056
Component 2: Capacity building and data generation on analysis of core abiotic matrices.	1,398,500	2,809,083	4,207,583
2.1 Identify sampling sites for air monitoring and make them operational.	429,000	324,917	753,917
2.2 Identify sampling sites for water monitoring and make them operational.	69,000	324,917	393,917
2.3 Make nat'l labs operational for undertaking analysis of abiotic matrices.	272,300	1,522,750	1,795,050
2.4 Analyse nat'l samples for air and water, and report high quality data.	523,200	318,250	841,450
2.5 Summarize results of analysis in two distinctive sectoral reports.	105,000	318,250	423,250
Component 3: Capacity building and data generation on analysis of core biotic matrices.	914,000	3,543,867	4,457,867
3.1 Make countries in the region capable to undertake sampling of human milk for the 6th round of UNEP/WHO survey.	336,000	522,404	858,404
3.2 Make nat'l laboratories operational for undertaking analysis of human milk samples.	236,000	1,999,988	2,235,988
3.3 Implement the 6th round of human milk survey.	312,000	515,738	827,738
3.4 Compare results with data from earlier rounds, and report them to the GMP.	30,000	505,738	535,738
Component 4: Assessment of existing analytical capacities and reinforcement of national POPs monitoring.	645,000	2,178,500	2,823,500
4.1 Undertake two rounds of the Interlab Assessment.	255,000	552,125	807,125
4.2 Identify and analyse samples of major nat'l interest.	390,000	1,626,375	2,016,375
Component 5: Securing conditions for sustainable POPs monitoring.	393,000	701,667	1,094,667
5.1 Develop conclusions, lessons learned and recommendations from GMP2 for future monitoring plan.	63,500	225,972	289,472
5.2 Prepare a state-of-the-art report to picture the present situation of POPs in the region's environment and humans.	266,000	255,972	521,972
5.3 Develop a roadmap for sustainable POPs monitoring.	63,500	219,722	283,222
Project management	400,000	235,417	635,417
	400,000	235,417	635,417
Project monitoring and evaluation	70,000	50,000	120,000
	70,000	50,000	120,000
TOTAL	4,208,000	10,190,200	14,398,200

Appendices to project GMP2 for Africa [GEF Agency Project ID 957]

APPENDIX 3: GEF BUDGET BY PROJECT COMPONENT AND UNEP BUDGET LINES (EXCEL)

Source of funding (noting whether cash or in-kind):		GEF Trust Fund Cash							ALLOCATION BY CALENDAR YEAR					
		BUDGET ALLOCATION BY PROJECT COMPONENT/ACTIVITY*							Year 1	Year 2	Year 3	Year 4	Total	
UNEP BUDGET LINE/OBJECT OF EXPENDITURE		Component 1 Securing conditions for successful project implementation	Component 2 Capacity building and data generation on analysis of core abiotic matrices (air and water)	Component 3 Capacity building and data generation on analysis of core biotic matrices (human milk)	Component 4 Assessment of existing analytical capacities and reinforcement of national POPs monitoring	Component 5 Securing conditions for sustainable POPs monitoring	Project management	Monitoring and evaluation	Total	12 months	12 months	12 months	12 months	Total
		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
10	PROJECT PERSONNEL COMPONENT													
	1100 Project Personnel													
	1101 Project coordinator (EA)							264,000		66,000	66,000	66,000	66,000	264,000
	1102 Project staff (other than EA, includes Steering Committee)													
	1199 Sub-Total	0	0	0	0	0	0	264,000	0	66,000	66,000	66,000	66,000	264,000
	1200 Consultants w/m													
	1201 Project assistant							96,000		96,000		96,000		96,000
	1202 Updating of UNEP's POPs Lab databank	10,000						10,000		5,000			5,000	10,000
	1299 Sub-Total	10,000	0	0	0	0	0	96,000	0	101,000	0	5,000	106,000	
	1600 Travel on official business (above staff)													
	1601 Travel project staff (EA)							30,000		7,500	7,500	7,500	7,500	30,000
	1699 Sub-Total	0	0	0	0	0	0	30,000	0	7,500	7,500	7,500	7,500	30,000
	1999 Component Total	10,000	0	0	0	0	0	390,000	0	400,000	73,500	174,500	73,500	400,000
20	SUB-CONTRACT COMPONENT													
	2100 Sub-contracts (UN organizations)													
	2101													
	2199 Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0
	2200 Sub-contracts (SSFA, PCA, non-UN)													
	2201 National implementation	280,000						280,000		70,000	70,000	70,000	70,000	280,000
	2202 Subcontracts for nat'l implementation of sampling air		378,000					378,000		126,000	126,000	126,000	126,000	378,000
	2203 Subcontracts for regional implementation of sampling water		48,000					48,000		12,000	12,000	12,000	12,000	48,000
	2204 Subcontracts for nat'l implementation of sampling human milk			252,000				252,000		84,000	84,000	84,000	84,000	252,000
	2205 Subcontracts for national POPs analysis (air, water, milk, nat'l)		184,600	132,000				316,600		158,300	158,300	158,300	158,300	316,600
	2206 Expert laboratories for core matrices		363,900	186,000				549,900		137,475	137,475	137,475	137,475	549,900
	2207 Expert laboratory, analysis PFOS water		42,000					42,000		21,000	21,000	21,000	21,000	42,000
	2208 Implementation of 2 rounds of interlab, Afran region					120,000		120,000		60,000	60,000	60,000	60,000	120,000
	2209 Implementation of mirror samples and analysis (expert labs)					274,700		274,700		68,675	68,675	68,675	68,675	274,700
	2210 Implementation of mirror samples and analysis (nat'l labs)					70,300		70,300		35,150	35,150	35,150	35,150	70,300
	2299 Sub-Total	280,000	1,016,500	570,000	465,000	0	0	2,331,500	558,150	712,600	772,600	288,150	2,331,500	
	2999 Component Total	280,000	1,016,500	570,000	465,000	0	0	2,331,500	558,150	712,600	772,600	288,150	2,331,500	
30	TRAINING COMPONENT													
	3200 Group training (field trips, WS, etc.)													
	3201 POPs analysis training in/for African labs		150,000	120,000				270,000		90,000	90,000	90,000	90,000	270,000
	3202 Inception WS and final WS for interlab assessment (travel+org)					90,000		90,000		36,000			54,000	90,000
	3203 Sectoral interim training and results WS		50,000	35,000				85,000		85,000			85,000	85,000
	3299 Sub-Total	0	200,000	155,000	90,000	0	0	445,000	126,000	175,000	90,000	54,000	445,000	
	3300 Meetings/conferences													
	3301 Regional project inception workshop	97,500						97,500		97,500			97,500	97,500
	3302 Regional final results workshop (travel, org, interpret)					127,000		127,000		127,000			127,000	127,000
	3303 Meetings of Steering Committee						10,000	10,000		2,500	2,500	2,500	2,500	10,000
	3399 Sub-Total	97,500	0	0	0	127,000	10,000	234,500	100,000	2,500	2,500	129,500	234,500	
	3999 Component Total	97,500	200,000	155,000	90,000	127,000	10,000	679,500	226,000	177,500	92,500	183,500	679,500	
40	EQUIPMENT and PREMISES COMPONENT													
	4100 Expendable equipment (under 1,500 \$)													
	4101 Supplies of samplers, containers for air, water, human milk		42,000	84,000				126,000		126,000			126,000	126,000
	4102 For African labs: spares, consumables, standards		30,000	50,000				80,000		80,000			80,000	80,000
	4103 Set-up of site for active sampling of air in two countries		30,000					30,000		30,000			30,000	30,000
	4199 Sub-Total	0	102,000	134,000	0	0	0	236,000	206,000	30,000	0	0	236,000	
	4200 Non-expendable equipment (above 1,500 \$)													
	4201 Lab equipment							0		0			0	0
	4202 Admin equipment							0		0			0	0
	4203 Vehicles							0		0			0	0
	4199 Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0
	4999 Component Total	0	102,000	134,000	0	0	0	236,000	206,000	30,000	0	0	236,000	
50	MISCELLANEOUS COMPONENT													
	5200 Reporting costs (publications, maps, NI)													
	5201 Sectoral, thematic reports		55,000	30,000		90,000		175,000		87,500			87,500	175,000
	5202 SOPs, sampling and analysis of core matrices, all POPs		25,000	25,000				50,000		25,000	25,000		50,000	50,000
	5203 National reports and regional summary report						170,000	170,000					170,000	170,000
	5204 Preparation of final regional report						56,000	56,000					56,000	56,000
	5205 Visualization, translation, interpretation (Web, WS, documents)						40,000	40,000		10,000	10,000	10,000	10,000	40,000
	5299 Sub-Total	0	80,000	55,000	90,000	266,000	0	491,000	35,000	122,500	10,000	323,500	491,000	
	5500 Evaluation													
	5501 Mid-term evaluation							35,000		35,000			35,000	35,000
	5502 Final evaluation							35,000		35,000			35,000	35,000
	5599 Sub-Total	0	0	0	0	0	0	70,000	0	70,000	0	35,000	35,000	70,000
	5999 Component Total	0	80,000	55,000	90,000	266,000	0	70,000	35,000	122,500	45,000	358,500	561,000	
	TOTAL	387,500	1,398,500	914,000	645,000	393,000	400,000	4,208,000	1,098,650	1,217,100	983,600	908,650	4,208,000	

APPENDIX 5

PUBLIC AWARENESS, COMMUNICATIONS AND MAINSTREAMING

Achieving intra-governmental cooperation (synergies) and public awareness will be a major outcome of the project and is expected to trigger actions and activities nationally. Indeed, the overall purpose of the project is to assist countries in generating high quality scientific data for monitoring the presence of POPs in its population and environment. Such scientific data allows to assess the amplitude of the risks imposed by POPs in the region, and thus offer the basis for awareness raising, decision-making and actions within governments and the general public, both at national and regional levels.

Therefore, the project puts a strong emphasis in adopting a multi-stakeholder approach, first in identifying relevant and strategic stakeholders, and then in establishing good communication and solid networks between them (see project component 1). The project aims at developing communication strategies for effective dissemination of findings among the public, as well as to mainstream POPs management in the national political agendas. The primary beneficiaries of the project are the national governments, their ministries, agencies and related research institutions.

Results of the different reports (*e.g.*, national, sectoral, etc.) contribute to the regional monitoring plan and (finally) to the global monitoring plan. Some of these results will also be published in the scientific literature. Moreover, the numeric data will be made publicly available through the GMP database hosted by the Stockholm Convention regional center in the Czech Republic, Recetox Institute at Masaryk University in Brno.

Component 4 of this project, which involves an intercalibration assessment, will also contribute to raise awareness of national laboratories concerning international standards for POPs analysis and will generate confidence into data coming from developing country laboratories and thus increase trust and visibility. Such qualified laboratories will be able to submit high quality data to the GMP in the future.

Furthermore, the participating countries and stakeholders will meet at the end of the project for a final workshop, where they will develop statements and conclusions on lessons learned, as well as recommendations for future monitoring plan. These conclusions and recommendations will then be incorporated into a roadmap for sustainable POPs monitoring in the region, which will consist of an agreed and integrative document negotiated and discussed by all stakeholders. The roadmap will include actions on how to disseminate within the region the project's data, main findings and conclusions. This approach allows to develop communication strategies based on the findings and lessons learned of the project, and fosters stakeholders' ownership and cultural appropriateness.

Communication and dissemination of the project and its results needs careful consideration, planning and professionalism, to offer the right perspective and messages, and to achieve intended results. Therefore, the communication strategy and the communicators have to be entrusted by the national government. It is anticipated that the main communication mechanisms will be through public institutions (according to their mandates) and academia.

It is worth noting that the participating countries already identified the development of such information exchange, monitoring and reporting system as national priorities in their National Implementation Plans (NIPs). The NIPs were developed through a multi-stakeholder processes, where representatives from key ministries participated and endorsed the final document. Hence, political commitment for communication and mainstreaming appears to be strong.

APPENDIX 6

ENVIRONMENTAL AND SOCIAL SAFEGUARDS

Under WHO, a protocol has been developed for sampling and sample preparation methodology for exposure studies of Persistent Organic Pollutants (Malisch and Moy, 2006; WHO, 2007), and is based on the three previous rounds of WHO coordinated studies (1987-1988, 1992-1993 and 2000-2001). This protocol will form the basis for the human milk component of the GMP. Local ethical considerations will be taken into account in the application of the protocol. It should be noted that for all WHO projects, all sampling for human material needs formal clearance by an ethics committee.

Under the *environmental safeguards*, the project will follow internationally agreed standards in sampling and analysis of biotic and abiotic matrices for POPs. The principles of good laboratory practices (GLP) as defined by the Organisation for Economic Co-operation and Development (OECD; <http://www.oecd.org/env/ehs/testing/goodlaboratorypracticeglp.htm>). GLP is a quality system concerned with the organisational processing process and conditions under which non-clinical health and environmental safety studies are planned, performed, monitored, recorded, archived and reported. The primary objective of the OECD Principles of Good Laboratory Practice (GLP) is to ensure the generation of high quality and reliable test data related to the safety of industrial chemical substances and preparations in the framework of harmonising testing procedures for the Mutual Acceptance of Data (MAD).

Good Laboratory Practice (GLP) embodies a set of principles that provides a framework within which laboratory studies are planned, performed, monitored, recorded, reported and archived. These studies are undertaken to generate data by which the hazards and risks to users, consumers and third parties, including the environment, can be assessed for pharmaceuticals (only preclinical studies), agrochemicals, cosmetics, food additives, feed additives and contaminants, novel foods, biocides, detergents *etc.* . GLP helps assure regulatory authorities that the data submitted are a true reflection of the results obtained during the study and can therefore be relied upon when making risk/safety assessments.

During the implementation of this project, special attention will be given to the management of wastes from the laboratories since they may contain harmful substances (such as POPs) or solvents and adsorbents.

Appendices to project GMP2 for Africa [GEF Agency Project ID 957]

APPENDIX 7: WORKPLAN AND TIMETABLE

Project Outputs	Project year 1				Project year 2				Project year 3				Project year 4				Post project period
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Component 1: Securing conditions for successful project implementation.																	
1.1 Key stakeholders sign legal documents to carry activities.		*		*													
1.2 Organise inception workshop, with project workplan and budget assigned.			*														
1.3 Update POPs laboratory databank.		*		*												*	
Component 2: Capacity building and data generation on analysis of core abiotic matrices.																	
2.1 Identify sampling sites for air monitoring and make them operational.				*			*						*				
2.2 Identify sampling sites for water monitoring and make them operational.				*			*						*				
2.3 Make nat'l labs operational for undertaking analysis of abiotic matrices.				*		*		*									
2.4 Analyse nat'l samples for air and water, and report high quality data.																	
2.5 Summarize results of analysis in two distinctive sectoral reports.																*	
Component 3: Capacity building and data generation on analysis of core biotic matrices.																	
3.1 Make countries in the region capable to undertake sampling of human milk for the 6th round of UNEP/WHO survey.				*													
3.2 Make nat'l laboratories operational for undertaking analysis of human milk samples.				*						*							
3.3 Implement the 6th round of human milk survey.		*								*							
3.4 Compare results with data from earlier rounds, and report them to the GMP.																	
Component 4: Assessment of existing analytical capacities and reinforcement of national POPs monitoring.																	
4.1 Undertake two rounds of the Interlab Assessment.							*								*		
4.2 Identify and analyse samples of major nat'l interest.													*				
Component 5: Securing conditions for sustainable POPs monitoring.																	
5.1 Develop conclusions, lessons learned and recommendations from GMP2 for future monitoring plan.														*		*	
5.2 Prepare a state-of-the-art report to picture the present situation of POPs in the region's environment and humans.																*	
5.3 Develop a roadmap for sustainable POPs monitoring.												*				*	
Project monitoring and evaluation																	
6.1 Half-yearly progress reports delivered.																	
6.2 Project Implementation Review (PIRs) performed.																	
6.3 Minutes of Project Steering Committee (PSC) meetings submitted.																	
6.4 Mid-term review performed.																	
6.5 Independent terminal evaluation report undertaken (up to 1 year after finalization of the project)																	
6.6 Independent financial audit report carried out.																	

* milestones

APPENDIX 8

KEY DELIVERABLES AND BENCHMARKS

See Appendix 7

APPENDIX 9

SUMMARY OF REPORTING REQUIREMENTS AND RESPONSIBILITIES

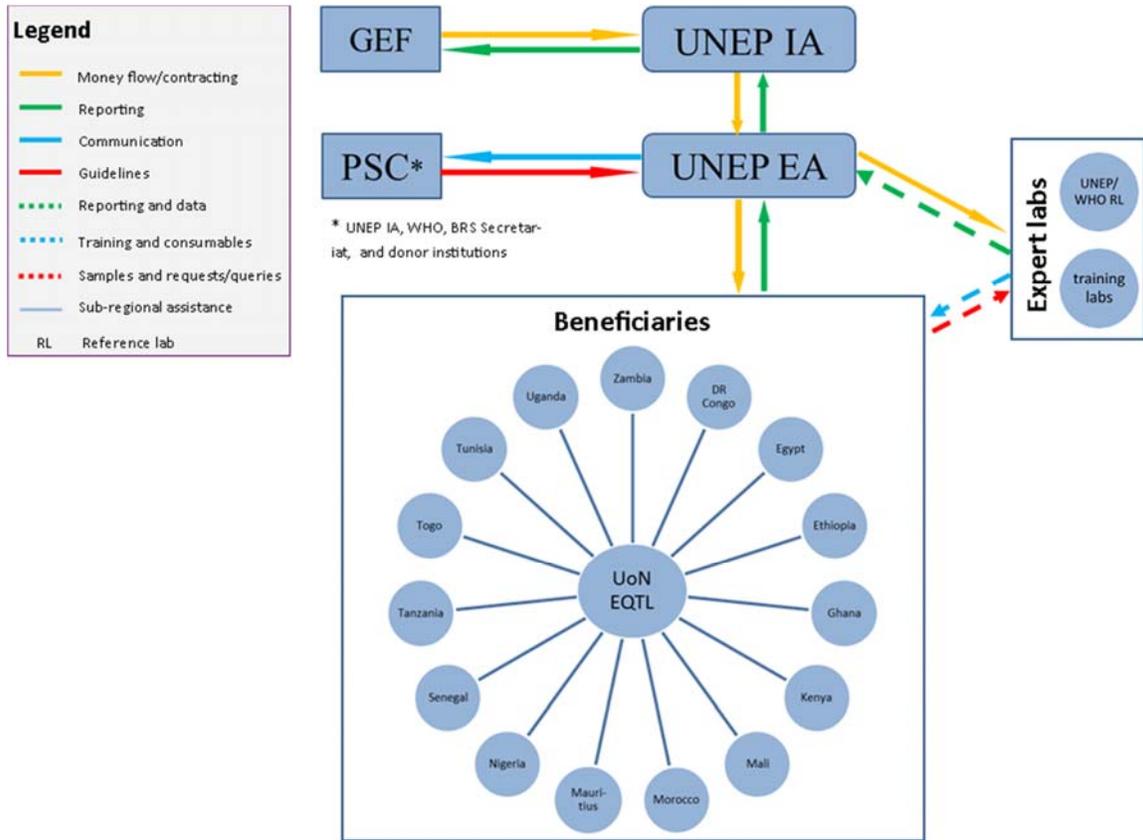
M&E activity	Purpose	Responsible Party	Budget GEF (US\$)	Time-frame
Half-yearly progress reports		UNEP EA	0	
PIRs		UNEP EA with UNEP TM	0	Months 26, 38, 50
Final report	Reviews effectiveness against implementation plan, highlights technical outputs, identifies lessons learned and likely design approaches for future projects, assesses likelihood of achieving design outcomes	UNEP	0	At end of project implementation
Project review and steering by PSC	Assesses progress, effectiveness of operations and technical outputs; Recommends adaptation where necessary and confirms implementation plan.	PSC	0	Months 2, 24,36 and 48
Mid-term evaluation	Reviews project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required	UNEP (Task Manager or Evaluation Office)	35,000	Month 24
End-term financial audit at national level	Reviews use of project funds against budget and assesses probity of expenditure and transactions at national level.	UNEP	0	Month 44
Independent Terminal evaluation	Reviews effectiveness, efficiency and timeliness of project implementation, coordination mechanisms and outputs Identifies lessons learned and likely remedial actions for future projects Highlights technical achievements and assesses against prevailing benchmarks	UNEP TM in coordination with UNEP Evaluation Office (EO)	35,000	At end of project implementation
Independent Financial Audit	Reviews use of project funds against budget and assesses probity of expenditure and transactions	N/A for internally executed projects	0	
Total indicative M&E cost			70,000	

APPENDIX 10
STANDARD TERMINAL EVALUATION

Following rules and procedures, to be provided by UNEP's EO.

APPENDIX 11

DECISION MAKING FLOWCHART AND ORGANIGRAM



APPENDIX 12
TERMS OF REFERENCE

To be developed after the inception workshop.

APPENDIX 13
CO-FINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS

APPENDIX 14
ENDORSEMENT LETTERS OF GEF NATIONAL FOCAL POINTS

APPENDIX 15

DRAFT PROCUREMENT PLAN

		GEF funding (total USD)
UNEP BUDGET LINE/OBJECT OF EXPENDITURE		
2200	Sub-contracts (SSFA, PCA, non-UN)	
2201	National coordination and baseline	280,000
2202	Subcontracts for nat'l implementation of sampling air	378,000
2203	Subcontracts for regional implementation of sampling water	48,000
2204	Subcontracts for nat'l implementation of sampling human milk	252,000
2205	Subcontracts for national POPs analysis (air, water, milk, nat'l)	316,600
2206	Expert laboratories for core matrices	549,900
2207	Expert laboratory, analysis PFOS water	42,000
2208	Implementation of 2 rounds of interlab, Pacific Islands region	120,000
2209	Implementation of mirror samples and analysis (expert labs)	274,700
2210	Implementation of mirror samples and analysis (nat'l labs)	70,300
2299	Sub-Total	2,331,500
2999	Component Total	2,331,500
40	EQUIPMENT and PREMISES COMPONENT	
4100	Expendable equipment (under 1,500 \$)	
4101	Supplies of samplers, containers for air, water, human milk	126,000
4102	For Pacific Islands labs: spares, consumables, standards	80,000
4103	Set-up of site for active sampling of air in one country	30,000
4199	Sub-Total	236,000
4999	Component Total	236,000
50	MISCELLANEOUS COMPONENT	
5200	Reporting costs (publications, maps, NL)	
5201	Sectoral, thematic reports	175,000
5202	SOPs, sampling and analysis of core matrices, all POPs	50,000
5203	National reports and regional summary report	170,000
5204	Preparation of final regional report	56,000
5205	Visualization, translation, interpretation (Web, WS, documents)	40,000
5299	Sub-Total	491,000
5500	Evaluation	
5501	Mid-term review	35,000
5502	Terminal evaluation	35,000
5599	Sub-Total	70,000
5999	Component Total	561,000
TOTAL		3,128,500

APPENDIX 16
TRACKING TOOLS

APPENDIX 17

SUPERVISION PLAN

To be developed at the inception workshop