

## 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
DGEF	Division for the Global Environment Facility (of UNEP)
dI-PCB	Dioxin-like PCB
dI-POPs	Dioxin-like POPs
DOE	Department of Environment
DTIE	Division of Technology, Industry and Economics (of UNEP)
EA	Executing Agency
EO	Evaluation Office
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 of POPs
GMP1	UNEP/GEF projects on Global Monitoring Plan of POPs, phase 1 (2009-2012)
GMP2	UNEP/GEF projects on Global Monitoring Plan of POPs, phase 2 (2014-2017)
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
JESC	Japan Environmental Sanitation Center

LDCF	Least Developed Countries Fund
M&E	Monitoring and Evaluation
MEA	Multilateral Environmental Agreements
MELAD	Ministry of Environment, Lands and Agricultural Development
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
NIES	National Institute for Environmental Studies, Japan
NIP	National Implementation Plan
NPFE	National Portfolio Formulation Exercise
NPIF	Nagoya Protocol Implementation Fund
OEPPC	Office of Environmental Planning and Policy Coordination
OERC	Office of Environmental Response and Coordination
OFP	Operational Focal Point
PAS	Passive Air Samplers
PBB	Polybrominated biphenyls
PBDE	Polybrominated diphenyl ethers
PCB	Polychlorinated biphenyls
PCDD	Polychlorinated dibenzo-p-dioxins
PCDF	Polychlorinated dibenzofurans
PFOS	Perfluorooctane Sulfonate
PICTs	Pacific Island Countries and Territories
PIF	Project Identification Form
PIR	Pacific Island Region
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
SGP	Small Grants Programme
SMC	Sound Management of Chemicals
SOP	Standard Operating Procedure
SSFAs	Small-Scale Funding Agreements
STAP	Scientific and Technical Advisory Panel
TA	Technical Assistance
TEQ	Toxic Equivalent
TNA	Technology Needs Assessment
UNDAF	United Nations Development Assistance Framework
UNEA	United Nations Environment Assembly (of UNEP)
UNEP	United Nations Environment Programme
VEA	Vietnam Environment Administration
WEOG	Western European and Others Group
WHO	World Health Organization
WS	Workshop

## APPENDIX 2

### OVERALL PROJECT BUDGET (EXCEL)

Project activities	GEF	Cofinance	Sub-total
<b>Component 1: Securing conditions for successful project implementation.</b>	253,000	265,358	518,358
1.1 Key stakeholders sign legal documents to carry activities.	46,667	88,453	135,119
1.2 Organise inception workshop, with project workplan and budget assigned.	139,667	88,453	228,119
1.3 Update POPs laboratory databank.	66,667	88,453	155,119
<b>Component 2: Capacity building and data generation on analysis of core abiotic matrices.</b>	1,137,300	2,921,407	4,058,707
2.1 Identify sampling sites for air monitoring and make them operational.	412,900	146,223	559,123
2.2 Identify sampling sites for water monitoring and make them operational.	61,500	146,223	207,723
2.3 Make nat'l labs operational for undertaking analysis of abiotic matrices.	188,125	2,334,430	2,522,555
2.4 Analyse nat'l samples for air and water, and report high quality data.	304,775	150,390	455,165
2.5 Summarize results of analysis in two distinctive sectoral reports.	170,000	144,140	314,140
<b>Component 3: Capacity building and data generation on analysis of core biotic matrices.</b>	793,450	6,635,323	7,428,773
3.1 Make countries in the region capable to undertake sampling of human milk for the 6th round of UNEP/WHO survey.	189,000	767,300	956,300
3.2 Make nat'l laboratories operational for undertaking analysis of human milk samples.	255,000	4,351,757	4,606,757
3.3 Implement the 6th round of human milk survey.	329,450	758,967	1,088,417
3.4 Compare results with data from earlier rounds, and report them to the GMP.	20,000	757,300	777,300
<b>Component 4: Assessment of existing analytical capacities and reinforcement of national POPs monitoring.</b>	788,550	1,743,970	2,532,520
4.1 Undertake two rounds of the Interlab Assessment.	338,000	885,110	1,223,110
4.2 Identify and analyse samples of major nat'l interest.	450,550	858,860	1,309,410
<b>Component 5: Securing conditions for sustainable POPs monitoring.</b>	508,700	295,358	804,058
5.1 Develop conclusions, lessons learned and recommendations from GMP2 for future monitoring plan.	82,500	88,453	170,953
5.2 Prepare a state-of-the-art report to picture the present situation of POPs in the region's environment and humans.	203,700	118,453	322,153
5.3 Develop a roadmap for sustainable POPs monitoring.	222,500	88,453	310,953
<b>Project management</b>	385,000	302,483	687,483
	385,000	302,483	687,483
<b>Project monitoring and evaluation</b>	70,000	50,000	120,000
	70,000	50,000	120,000
<b>TOTAL</b>	<b>3,936,000</b>	<b>12,213,900</b>	<b>16,149,900</b>

## 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										
		BUDGET ALLOCATION BY PROJECT COMPONENT/ACTIVITY*							ALLOCATION BY CALENDAR YEAR			
Component 1	Component 2	Component 3	Component 4	Component 5	Project management	Monitoring and evaluation	Total	Year 1 12 months	Year 2 12 months	Year 3 12 months	Year 4 12 months	Total
Securing conditions for successful project implementation	Capacity building and data generation on analysis of core abiotic matrices (air and water)	Capacity building and data generation on analysis of core biotic matrices (human milk)	Assessment of existing analytical capacities and reinforcement of national POPs monitoring	Securing conditions for sustainable POPs monitoring								
UNEP BUDGET LINE/OBJECT OF EXPENDITURE	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
<b>10 PROJECT PERSONNEL COMPONENT</b>												
<b>1100 Project Personnel</b>												
1101 Project coordinator (EA)						288,000	288,000	72,000	72,000	72,000	72,000	288,000
1102 Project staff (other than EA includes Steering Committee)												
1199 Sub-Total	0	0	0	0	0	288,000	288,000	72,000	72,000	72,000	72,000	288,000
<b>1200 Consultants w/m</b>												
1201 Assistance to project management (financial)						72,000	72,000		72,000			72,000
1202 Update of UNEP laboratory databank	20,000							20,000				20,000
1299 Sub-Total	20,000	0	0	0	0	72,000	72,000	20,000	72,000	0	0	92,000
<b>1600 Travel on official business (above staff)</b>												
1601 Travel project staff (EA)						25,000	25,000	6,250	6,250	6,250	6,250	25,000
1699 Sub-Total	0	0	0	0	0	25,000	25,000	6,250	6,250	6,250	6,250	25,000
<b>1999 Component Total</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>385,000</b>	<b>405,000</b>	<b>98,250</b>	<b>150,250</b>	<b>78,250</b>	<b>78,250</b>	<b>405,000</b>
<b>20 SUB-CONTRACT COMPONENT</b>												
<b>2100 Sub-contracts (UN organizations)</b>												
2101 Expert advice and technical coordination, assessment reports, lab databank							0	0	0	0	0	0
2199 Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0
<b>2200 Sub-contracts (SSFA, PCA, non-UN)</b>												
2201 Subcontracts for national coordinator and workplan (Nator)	140,000						140,000	35,000	35,000	35,000	35,000	140,000
2202 Subcontracts for natl implementation of sampling air		287,000					287,000	95,667	95,667	95,667		287,000
2203 Subcontracts for regional implementation of sampling water		51,000					51,000	25,500	25,500	25,500		51,000
2204 Subcontracts for natl implementation of sampling human milk			161,000				161,000	53,667	53,667	53,667		161,000
2205 Active sampler analysis of all FCPS		80,400					80,400	26,800	26,800	26,800		80,400
2206 Subcontracts for natl POPs analysis (air, water, milk, natl)		64,250	210,000				274,250	137,125	137,125	137,125		274,250
2207 Expert laboratories for core matrices		247,650	149,450				397,100	99,275	99,275	99,275	99,275	397,100
2208 Expert laboratory, analysis PFOS water												
2209 Implementation of 2 rounds of interlab, Asia region					128,000		128,000	64,000		64,000		128,000
2210 Implementation of mirror samples and analysis (expert labs)					313,200		313,200	78,300	78,300	78,300	78,300	313,200
2211 Implementation of mirror samples and analysis (natl labs)					77,350		77,350	38,675	38,675	38,675		77,350
2299 Sub-Total	140,000	730,300	520,450	518,550	0	0	1,909,300	452,708	590,008	654,008	212,575	1,909,300
<b>2999 Component Total</b>	<b>140,000</b>	<b>730,300</b>	<b>520,450</b>	<b>518,550</b>	<b>0</b>	<b>0</b>	<b>1,909,300</b>	<b>452,708</b>	<b>590,008</b>	<b>654,008</b>	<b>212,575</b>	<b>1,909,300</b>
<b>30 TRAINING COMPONENT</b>												
<b>3200 Group training (field trips, WS, etc.)</b>												
3201 POPs analysis training in/for Asian labs		100,000	100,000				200,000	66,667	66,667	66,667		200,000
3202 Inception WS and final WS for interlab assessment (travel+org)				150,000			150,000	60,000			90,000	150,000
3203 Sectoral interim training and results WS		100,000	50,000				150,000		150,000			150,000
3299 Sub-Total	0	200,000	150,000	150,000	0	0	500,000	126,667	216,667	66,667	90,000	500,000
<b>3300 Meetings/conferences</b>												
3301 Regional project inception workshop	93,000						93,000	93,000				93,000
3302 Regional final results workshop (travel, org, interpret)						165,000	165,000				165,000	165,000
3303 Meetings of Steering Committee												
3399 Sub-Total	93,000	0	0	0	165,000	0	258,000	93,000	0	0	165,000	258,000
<b>3999 Component Total</b>	<b>93,000</b>	<b>200,000</b>	<b>150,000</b>	<b>150,000</b>	<b>165,000</b>	<b>0</b>	<b>758,000</b>	<b>219,667</b>	<b>216,667</b>	<b>66,667</b>	<b>255,000</b>	<b>758,000</b>
<b>40 EQUIPMENT and PREMISES COMPONENT</b>												
<b>4100 Expendable equipment (under 1,500 \$)</b>												
4101 Supplies of samplers, containers for air, water, human milk		21,000	28,000				49,000	49,000				49,000
4102 For Asian labs: spares, consumables, standards		56,000	50,000				106,000	106,000				106,000
4103 Maintenance of active air sampler		35,000					35,000		35,000			35,000
4199 Sub-Total	0	112,000	78,000	0	0	0	190,000	155,000	35,000	0	0	190,000
<b>4200 Non-expendable equipment (above 1,500 \$)</b>												
4201 Lab equipment												
4202 Admin infrastructure/equipment												
4203 Vehicles												
4199 Sub-Total												
<b>4999 Component Total</b>	<b>0</b>	<b>112,000</b>	<b>78,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190,000</b>	<b>155,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>190,000</b>
<b>50 MISCELLANEOUS COMPONENT</b>												
<b>5200 Reporting costs (publications, maps, NL)</b>												
5201 Sectoral, thematic reports		70,000	20,000	120,000			210,000		105,000		105,000	210,000
5202 SOPs, sampling and analysis of core matrices, all POPs		25,000	25,000				50,000	25,000	25,000			50,000
5203 National reports and regional summary report						70,000	70,000				70,000	70,000
5204 Preparation of final regional report						50,000	50,000					50,000
5205 Plan for sustainable monitoring developed						140,000	140,000					140,000
5206 Visualization, translation, interpretation (Web, WS, documents)						83,700	83,700	20,925	20,925	20,925	20,925	83,700
5299 Sub-Total	0	95,000	45,000	120,000	343,700	0	603,700	45,925	150,925	20,925	385,925	603,700
<b>5500 Evaluation</b>												
5501 mid-term review							35,000				35,000	35,000
5502 Final evaluation							35,000					35,000
5599 Sub-Total	0	0	0	0	0	0	70,000	0	0	35,000		70,000
<b>5999 Component Total</b>	<b>0</b>	<b>95,000</b>	<b>45,000</b>	<b>120,000</b>	<b>343,700</b>	<b>0</b>	<b>70,000</b>	<b>45,925</b>	<b>150,925</b>	<b>55,925</b>	<b>420,925</b>	<b>673,700</b>
<b>TOTAL</b>	<b>253,000</b>	<b>1,137,300</b>	<b>793,450</b>	<b>788,550</b>	<b>508,700</b>	<b>385,000</b>	<b>70,000</b>	<b>971,550</b>	<b>1,142,850</b>	<b>854,850</b>	<b>966,750</b>	<b>3,936,000</b>

## APPENDIX 4: CO-FINANCE BY SOURCE AND UNEP BUDGET LINES (RECEIVED 15 PLEDGED)

Source of funding (noting whether cash or in-kind):		Co-finance by donor											ALLOCATION BY CALENDAR YEAR						
		Cambodia	PR Lao	Mongolia	Philippines	Thailand	Vietnam/ VEA	Japan (MOEJ)	UNEP Chemcats	BRS Secretariat	CVUA Freiburg	MTM Oerebro	Recetox	Total	Year 1 12 months	Year 2 12 months	Year 3 12 months	Year 4 12 months	Total
UNEP BUDGET LINE/OBJECT OF EXPENDITURE		US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
<b>10</b>	<b>PROJECT PERSONNEL COMPONENT</b>																		
<b>1100</b>	<b>Project Personnel</b>																		
1101	Project coordinator (EA)							150,000					150,000	37,500	37,500	37,500	37,500		150,000
1102	Project staff (other than EA, includes Steering Committee)	28,800	75,000	100,000	220,000	200,000	36,000	240,000		270,000	2,346,000	500,000	160,000	4,175,800	1,043,950	1,043,950	1,043,950	1,043,950	4,175,800
1199	Sub-Total	28,800	75,000	100,000	220,000	200,000	36,000	240,000		270,000	2,346,000	500,000	160,000	4,325,800	1,081,450	1,081,450	1,081,450	1,081,450	4,325,800
<b>1200</b>	<b>Consultants w/m</b>																		
1201	Project assistant																		
1202	Updating of UNEP's POPs Lab databank													0	0	0	0	0	0
1299	Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>1600</b>	<b>Travel on official business (above staff)</b>																		
1601	Travel project staff (EA)													0	0	0	0	0	0
1699	Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1999	Component Total	28,800	75,000	100,000	220,000	200,000	36,000	240,000		270,000	2,346,000	500,000	160,000	4,325,800	1,081,450	1,081,450	1,081,450	1,081,450	4,325,800
<b>20</b>	<b>SUB-CONTRACT COMPONENT</b>																		
<b>2100</b>	<b>Sub-contracts (UN organizations)</b>																		
2101														0	0	0	0	0	0
2199	Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>2200</b>	<b>Sub-contracts (SSFA, PCA, non-UN)</b>																		
2201	National implementation	79,000	75,000	100,000	93,000	75,000	50,000	10,000						482,000	120,500	120,500	120,500	120,500	482,000
2202	Subcontracts for natl implementation of sampling air													0	0	0	0	0	0
2203	Subcontracts for regional implementation of sampling water													0	0	0	0	0	0
2204	Subcontracts for natl implementation of sampling human milk													0	0	0	0	0	0
2205	Active sampler analysis of all POPs													0	0	0	0	0	0
2206	Subcontracts for natl POPs analysis (air, water, milk, natf)	10,000			40,000									50,000		25,000	25,000		50,000
2207	Expert laboratories for core matrices													0	0	0	0	0	0
2208	Expert laboratory analysis PFOS water													0	0	0	0	0	0
2209	Implementation of 2 rounds of interlab, Asian region													0	0	0	0	0	0
2210	Implementation of mirror samples and analysis (expert labs)													35,000	35,000	8,750	8,750	8,750	35,000
2211	Implementation of mirror samples and analysis (natf labs)													0	0	0	0	0	0
2299	Sub-Total	89,000	75,000	100,000	133,000	75,000	50,000	10,000	0	0	0	0	35,000	567,000	129,250	154,250	154,250	129,250	567,000
2999	Component Total	89,000	75,000	100,000	133,000	75,000	50,000	10,000	0	0	0	0	35,000	567,000	129,250	154,250	154,250	129,250	567,000
<b>30</b>	<b>TRAINING COMPONENT</b>																		
<b>3200</b>	<b>Group training (field trips, WS, etc.)</b>																		
3201	POPs analysis training for Asian labs						100,000	200,000						300,000	100,000	100,000	100,000		300,000
3202	Inception WS and final WS for interlab assessment (travel+org)													0	0	0	0	0	0
3203	Sectoral interim training and results WS													0	0	0	0	0	0
3299	Sub-Total	0	0	0	0	0	100,000	200,000	0	0	0	0	0	300,000	100,000	100,000	100,000	0	300,000
<b>3300</b>	<b>Meetings/conferences</b>																		
3301	Regional project inception workshop													0	0	0	0	0	0
3302	Regional final results workshop (travel, org, interpret)													0	0	0	0	0	0
3303	Meetings of Steering Committee								10,000					10,000	2,500	2,500	2,500	2,500	10,000
3399	Sub-Total	0	0	0	0	0	0	0	10,000	0	0	0	0	10,000	2,500	2,500	2,500	2,500	10,000
3999	Component Total	0	0	0	0	0	100,000	200,000	10,000	0	0	0	0	310,000	102,500	102,500	102,500	2,500	310,000
<b>40</b>	<b>EQUIPMENT and PREMISES COMPONENT</b>																		
<b>4100</b>	<b>Expendable equipment (under 1,500 \$)</b>																		
4101	Supplies of samplers, containers for air, water, human milk									25,000				25,000	25,000				25,000
4102	For Asian labs: spares, consumables, standards													0	0	0	0	0	0
4103	Maintenance of active air sampler													0	0	0	0	0	0
4199	Sub-Total	0	0	0	0	0	0	0	0	25,000	0	0	0	25,000	25,000	0	0	0	25,000
<b>4200</b>	<b>Non-expendable equipment (above 1,500 \$)</b>																		
4201	Lab equipment, knowledge, and infrastructure	533,100	300,000	300,000	582,000	300,000	1,550,000	80,000			1,380,000	700,000	740,000	6,465,100	6,465,100				6,465,100
4202	Admin infrastructure/equipment	32,000	100,000	100,000	50,000	75,000	84,000							421,000	105,250	105,250	105,250	105,250	421,000
4203	Vehicles													0	0	0	0	0	0
4299	Sub-Total	565,100	400,000	400,000	632,000	375,000	1,614,000	80,000	0	0	1,380,000	700,000	740,000	6,886,100	6,570,350	105,250	105,250	105,250	6,886,100
4999	Component Total	565,100	400,000	400,000	632,000	375,000	1,614,000	80,000	0	25,000	1,380,000	700,000	740,000	6,911,100	6,595,350	105,250	105,250	105,250	6,911,100
<b>50</b>	<b>MISCELLANEOUS COMPONENT</b>																		
<b>5200</b>	<b>Reporting costs (publications, maps, NL)</b>																		
5201	Sectoral, thematic reports													15,000	15,000		7,500		15,000
5202	SOPs, sampling and analysis of core matrices, all POPs													15,000	15,000	7,500	7,500		15,000
5203	National reports and regional summary report													15,000	15,000			15,000	15,000
5204	Preparation of final regional report													10,000	10,000			10,000	10,000
5205	Plan for sustainable monitoring developed													0	0	0	0	0	0
5206	Visualization, translation, interpretation (Web, WS, documents)													5,000	5,000	1,250	1,250	1,250	5,000
5299	Sub-Total	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	8,750	16,250	1,250	33,750	60,000
<b>5500</b>	<b>Evaluation</b>																		
5501	Evaluations/reviews/audits								40,000					40,000					40,000
5599	Sub-Total	0	0	0	0	0	0	0	40,000	0	0	0	0	40,000	0	0	0	0	40,000
5999	Component Total	0	0	0	0	0	0	0	40,000	0	0	0	60,000	100,000	8,750	56,250	1,250	33,750	100,000
<b>TOTAL</b>		<b>682,900</b>	<b>550,000</b>	<b>600,000</b>	<b>985,000</b>	<b>650,000</b>	<b>1,800,000</b>	<b>530,000</b>	<b>200,000</b>	<b>295,000</b>	<b>3,726,000</b>	<b>1,200,000</b>	<b>995,000</b>	<b>12,213,900</b>	<b>7,917,300</b>	<b>1,499,700</b>	<b>1,444,700</b>	<b>1,352,200</b>	<b>12,213,900</b>
	control sum from left	682,900	550,000	600,000	985,000	650,000	1,800,000	530,000	200,000	295,000	3,726,000	1,200,000	995,000	12,213,900	7,917,300	1,499,700	1,444,700	1,352,200	12,213,900

## 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.



## 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	
<b>Component 1: Securing conditions for successful project implementation.</b>																	
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.		*		*												*	
<b>Component 2: Capacity building and data generation on analysis of core abiotic matrices.</b>																	
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.																*	
<b>Component 3: Capacity building and data generation on analysis of core biotic matrices.</b>																	
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.																	
<b>Component 4: Assessment of existing analytical capacities and reinforcement of national POPs monitoring.</b>																	
4.1 Undertake two rounds of the Interlab Assessment.						*									*		
4.2 Identify and analyse samples of major nat'l interest.													*				
<b>Component 5: Securing conditions for sustainable POPs monitoring.</b>																	
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.											*					*	
<b>Project monitoring and evaluation</b>																	
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)																	

\* milestones

**APPENDIX 8**  
**KEY DELIVERABLES AND BENCHMARKS**

See Appendix 7

## APPENDIX 9

### SUMMARY OF REPORTING REQUIREMENTS AND RESPONSIBILITIES

Reporting requirements	Due date	Responsibility of
Procurement plan (goods and services)	2 weeks before project inception meeting	UNEP Chemicals EA with assistance of IAS/USP
Inception Report	Within two weeks of the inception meeting	UNEP Chemicals EA
Progress report (technical and financial)	Half-yearly on or before 31 January	UNEP Chemicals EA
Project implementation review (PIR) report	Yearly on or before 31 August	UNEP Chemicals EA together with UNEP TM
Minutes of steering committee meetings	Yearly (or as relevant)	UNEP Chemicals EA
Mission reports and "aide memoire" for executing agency	Within 2 weeks of return	UNEP TM
Final report	2 months of project completion date	UNEP Chemicals EA
Final expenditure statement	3 months of project completion date	UNEP Chemicals EA
Mid-term review or Mid-term evaluation	Midway through project	UNEP Chemicals EA
Independent terminal evaluation report	At the end of project implementation	UNEP TM in coordination with UNEP Evaluation Office (EO)
Annual audit	3 months after each calendar year	UNEP Chemicals EA

M&E activity	Purpose	Responsible Party	Budget GEF (US\$)	Time-frame
Inception workshop	Awareness raising, building stakeholder engagement, detailed work planning with key groups, defining key sectors in each participating country, agreement on budget	UNEP EA in cooperation with USP/IAS	0	Within two months of project start
Inception report	Provides implementation plan for progress monitoring	UNEP Chemicals EA	0	Within one month of the Inception Workshop
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	PSC	0	Months 2, 24, and 48

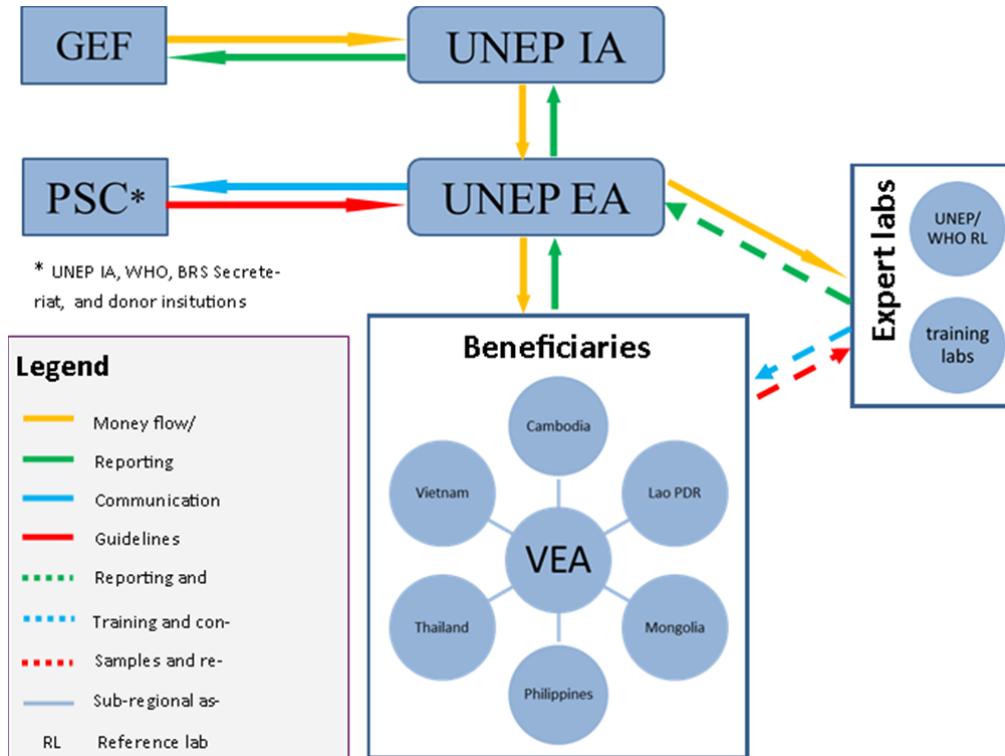
	implementation plan.			
Mid-term evaluation	Reviews project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required	UNEP (Task Manager or Evaluation Office)	35,000	Month 24
End-term financial 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	
<b>Total indicative M&amp;E cost</b>			<b>70,000</b>	

**APPENDIX 10**  
**STANDARD TERMINAL EVALUATION**

Following rules and procedures.

# 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)
<b>UNEP BUDGET LINE/OBJECT OF EXPENDITURE</b>		
<b>2200</b>	<b>Sub-contracts (SSFA, PCA, non-UN)</b>	
2201	National coordination and baseline	140,000
2202	Subcontracts for nat'l implementation of sampling air	287,000
2203	Subcontracts for regional implementation of sampling water	51,000
2204	Subcontracts for nat'l implementation of sampling human milk	161,000
2205	Active sampler analysis of all POPs	80,400
2206	Subcontracts for national POPs analysis (air, water, milk, nat'l)	274,250
2207	Expert laboratories for core matrices	397,100
2208	Expert laboratory, analysis PFOS water	0
2209	Implementation of 2 rounds of interlab, Pacific Islands region	128,000
2210	Implementation of mirror samples and analysis (expert labs)	313,200
2211	Implementation of mirror samples and analysis (nat'l labs)	77,350
2299	Sub-Total	1,909,300
<b>2999</b>	<b>Component Total</b>	<b>1,909,300</b>
<b>40</b>	<b>EQUIPMENT and PREMISES COMPONENT</b>	
<b>4100</b>	<b>Expendable equipment (under 1,500 \$)</b>	
4101	Supplies of samplers, containers for air, water, human milk	49,000
4102	For Pacific Islands labs: spares, consumables, standards	106,000
4103	Set-up of site for active sampling of air in one country	35,000
4199	Sub-Total	190,000
<b>4999</b>	<b>Component Total</b>	<b>190,000</b>
<b>50</b>	<b>MISCELLANEOUS COMPONENT</b>	
<b>5200</b>	<b>Reporting costs (publications, maps, NL)</b>	
5201	Sectoral, thematic reports	210,000
5202	SOPs, sampling and analysis of core matrices, all POPs	50,000
5203	National reports and regional summary report	70,000
5204	Preparation of final regional report	50,000
5205	Plan for sustainable monitoring developed	140,000
5206	Visualization, translation, interpretation (Web, WS, documents)	83,700
5299	Sub-Total	603,700
<b>5500</b>	<b>Evaluation</b>	
5501	Mid-term review	35,000
5502	Terminal evaluation	35,000
5599	Sub-Total	70,000
<b>5999</b>	<b>Component Total</b>	<b>673,700</b>
<b>TOTAL</b>		<b>2,773,000</b>



**APPENDIX 16**

**TRACKING TOOLS (NOT AVAILABLE)**

**APPENDIX 17**

**SUPERVISION PLAN**

To be developed at the inception workshop