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)
dl-PCB	Dioxin-like PCB
dl-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	Progamme of Work
PRSP	Poverty Reduction Strategy Paper
PSC	Project Steering Committee
PUF	Polyurethane foam
QA/QC	Quality Assurance/Quality Control
QAS	Quality Assurance Section (UNEP)

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
Component 1: Securing conditions for successful project implementation.	253,000	307,567	560,567
1.1 Key stakeholders sign legal documents to carry activities.	46,667	102,522	149,189
1.2 Organise inception workshop, with project workplan and budget assigned.	139,667	102,522	242,189
1.3 Update POPs laboratory databank.	66,667	102,522	169,189
Component 2: Capacity building and data generation on analysis of core abiotic matrices.	1,137,300	3,249,157	4,386,457
2.1 Identify sampling sites for air monitoring and make them operational.	412,900	163,773	576,673
2.2 Identify sampling sites for water monitoring and make them operational.	61,500	163,773	225,273
2.3 Make nat'l labs operational for undertaking analysis of abiotic matrices.	188,125	2,591,980	2,780,105
2.4 Analyse nat'l samples for air and water, and report high quality data.	304,775	167,940	472,715
2.5 Summarize results of analysis in two distinctive sectoral reports.	170,000	161,690	331,690
Component 3: Capacity building and data generation on analysis of core biotic matrices.	793,450	6,963,073	7,756,523
3.1 Make countries in the region capable to undertake sampling of human milk for the 6th round of UNEP/WHO survey.	189,000	789,238	978,238
3.2 Make nat'l laboratories operational for undertaking analysis of human milk samples.	255,000	4,613,694	4,868,694
3.3 Implement the 6th round of human milk survey.	329,450	780,904	1,110,354
3.4 Compare results with data from earlier rounds, and report them to the GMP.	20,000	779,238	799,238
Component 4: Assessment of existing analytical capacities and reinforcement of national POPs monitoring.	788,550	1,951,720	2,740,270
4.1 Undertake two rounds of the Interlab Assessment.	338,000	988,985	1,326,985
4.2 Identify and analyse samples of major nat'l interest.	450,550	962,735	1,413,285
Component 5: Securing conditions for sustainable POPs monitoring.	508,700	337,567	846,267
5.1 Develop conclusions, lessons learned and recommendations from GMP2 for future monitoring plan.	82,500	102,522	185,022
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	132,522	336,222
5.3 Develop a roadmap for sustainable POPs monitoring.	222,500	102,522	325,022
Project management	385,000	305,817	690,817
	385,000	305,817	690,817
Project monitoring and evaluation	70,000	50,000	120,000
	70,000	50,000	120,000
TOTAL	**3,936,000**	**13,164,900**	**17,100,900**

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			Total	Year 1	Year 2	Year 3	Year 4	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	Project management	Monitoring and evaluation		12 months	12 months	12 months	12 months	
		UNEP BUDGET LINE/OBJECT OF EXPENDITURE	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$
10		PROJECT PERSONNEL COMPONENT													
	1100	**Project Personnel**													
	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	0	288,000	72,000	72,000	72,000	72,000	288,000
	1200	**Consultants w/m**													
	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				20,000
	1299	Sub-Total	20,000	0	0	0	0	72,000	0	92,000	20,000	72,000	0	0	92,000
	1600	**Travel on official business (above staff)**													
	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	0	25,000	6,250	6,250	6,250	6,250	25,000
	1999	**Component Total**	**20,000**	**0**	**0**	**0**	**0**	**385,000**	**0**	**405,000**	**98,250**	**150,250**	**78,250**	**78,250**	**405,000**
20		SUB-CONTRACT COMPONENT													
	2100	**Sub-contracts (UN organizations)**													
	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	0
	2200	**Sub-contracts (SSFA, PCA, non-UN)**													
	2201	Subcontracts for national coordinator and workplan (Natior	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		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 POPs		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		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	Implemenation of mirror samples and analysis (expert labs)				313,200				313,200	78,300	78,300	78,300	78,300	313,200
	2211	Implemenation of mirror samples and analysis (natl labs)				77,350				77,350		38,675	38,675		77,350
	2299	Sub-Total	140,000	730,300	520,450	518,550	0	0	0	1,909,300	452,708	590,008	654,008	212,575	1,909,300
	2999	**Component Total**	**140,000**	**730,300**	**520,450**	**518,550**	**0**	**0**	**0**	**1,909,300**	**452,708**	**590,008**	**654,008**	**212,575**	**1,909,300**
30		TRAINING COMPONENT													
	3200	**Group training (field trips, WS, etc.)**													
	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	0	500,000	126,667	216,667	66,667	90,000	500,000
	3300	**Meetings/conferences**													
	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	0	258,000	93,000	0	0	165,000	258,000
	3999	**Component Total**	**93,000**	**200,000**	**150,000**	**150,000**	**165,000**	**0**	**0**	**758,000**	**219,667**	**216,667**	**66,667**	**255,000**	**758,000**
40		EQUIPMENT and PREMISES COMPONENT													
	4100	**Expendable equipment (under 1,500 $)**													
	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	0	190,000	155,000	35,000	0	0	190,000
	4200	**Non-expendable equipment (above 1,500 $)**													
	4201	Lab equipment													
	4202	Admin infrastructure/equipment													
	4203	Vehicules													
	4199	Sub-Total													
	4999	**Component Total**	**0**	**112,000**	**78,000**	**0**	**0**	**0**	**0**	**190,000**	**155,000**	**35,000**	**0**	**0**	**190,000**
50		MISCELLANEOUS COMPONENT													
	5200	**Reporting costs (publications, maps, NL)**													
	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	50,000
	5205	Plan for sustainable monitoring developed					140,000			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	0	603,700	45,925	150,925	20,925	385,925	603,700
	5500	**Evaluation**													
	5501	mid-term review							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	70,000	0	0	35,000	35,000	70,000
	5999	**Component Total**	**0**	**95,000**	**45,000**	**120,000**	**343,700**	**0**	**70,000**	**673,700**	**45,925**	**150,925**	**55,925**	**420,925**	**673,700**
		TOTAL	**253,000**	**1,137,300**	**793,450**	**788,550**	**508,700**	**385,000**	**70,000**	**3,936,000**	**971,550**	**1,142,850**	**854,850**	**966,750**	**3,936,000**

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	Indonesia	PR Lao	Mongolia	Philippines	Thailand	Vietnam/ VEA	Japan (MOEJ)	UNEP Chemicals	BRS Secretariat	CVUA Freiburg	IVM VU	WHO	MTM Oerebro	Recetox	Total	Year 1	Year 2	Year 3	Year 4	Total
																			12 months	12 months	12 months	12 months	
	UNEP BUDGET LINE/OBJECT OF EXPENDITURE		US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$	US$
10	PROJECT PERSONNEL COMPONENT																						
	1100	Project Personnel																					
	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	40,000	75,000	100,000	220,000	200,000	36,000	240,000		270,000	2,346,000			500,000	160,000	4,215,800	1,053,950	1,053,950	1,053,950	1,053,950	4,215,800
	1199	Sub-Total	28,800	40,000	75,000	100,000	220,000	200,000	36,000	240,000	150,000	270,000	2,346,000	0	0	500,000	160,000	4,365,800	1,091,450	1,091,450	1,091,450	1,091,450	4,365,800
	1200	Consultants w/m																					
	1201	Project assistant																					
	1202	Updating of UNEP's POPs Lab databank																0		0			0
	1299	Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1600	Travel on official business (above staff)																					
	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	0	0	0
	1999	Component Total	28,800	40,000	75,000	100,000	220,000	200,000	36,000	240,000	150,000	270,000	2,346,000	0	0	500,000	160,000	4,365,800	1,091,450	1,091,450	1,091,450	1,091,450	4,365,800
20	SUB-CONTRACT COMPONENT																						
	2100	Sub-contracts (UN organizations)																					
	2101																	0					0
	2199	Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2200	Sub-contracts (SSFA, PCA, non-UN)																					
	2201	National implementation	79,000	26,000	75,000	100,000	93,000	75,000	50,000	10,000								508,000	127,000	127,000	127,000	127,000	508,000
	2202	Subcontracts for nat'l implementation of sampling air																0	0	0	0		0
	2203	Subcontracts for regional implementation of sampling water																0	0	0	0	0	0
	2204	Subcontracts for nat'l implementation of sampling human milk																0	0	0	0		0
	2205	Active sampler analysis of all POPs																					
	2206	Subcontracts for nat'l POPs analysis (air, water, milk, nat'l)	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
	2209	Implementation of 2 rounds of interlab, Asian region																0	0		0		0
	2210	Implemenation of mirror samples and analysis (expert labs)															35,000	35,000	8,750	8,750	8,750	8,750	35,000
	2211	Implemenation of mirror samples and analysis (nat'l labs)																0	0	0	0		0
	2299	Sub-Total	89,000	26,000	75,000	100,000	133,000	75,000	50,000	10,000	0	0	0	0	0	0	35,000	593,000	135,750	160,750	160,750	135,750	593,000
	2999	Component Total	89,000	26,000	75,000	100,000	133,000	75,000	50,000	10,000	0	0	0	0	0	0	35,000	593,000	135,750	160,750	160,750	135,750	593,000
30	TRAINING COMPONENT																						
	3200	Group training (field trips, WS, etc.)																					
	3201	POPs analysis training in/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
	3203	Sectoral interim training and results WS																0		0			0
	3299	Sub-Total	0	0	0	0	0	0	100,000	200,000	0	0	0	0	0	0	0	300,000	100,000	100,000	100,000	0	300,000
	3300	Meetings/conferences																					
	3301	Regional project inception workshop																0	0				0
	3302	Regional final results workshop (travel, org, interpret)																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	0	10,000	0	0	0	0	0	0	10,000	2,500	2,500	2,500	2,500	10,000
	3999	Component Total	0	0	0	0	0	0	100,000	200,000	10,000	0	0	0	0	0	0	310,000	102,500	102,500	102,500	2,500	310,000
40	EQUIPMENT and PREMISES COMPONENT																						
	4100	Expendable equipment (under 1,500 $)																					
	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
	4103	Maintenance of active air sampler																0		0			0
	4199	Sub-Total	0	0	0	0	0	0	0	0	0	25,000	0	0	0	0	0	25,000	25,000	0	0	0	25,000
	4200	Non-expendable equipment (above 1,500 $)																					
	4201	Lab equipment, knowledge, and infrastructure	533,100	600,000	300,000	300,000	582,000	300,000	1,550,000	80,000			1,380,000			700,000	740,000	7,065,100	7,065,100				7,065,100
	4202	Admin infrastructure/equipment	32,000	285,000	100,000	100,000	50,000	75,000	64,000									706,000	176,500	176,500	176,500	176,500	706,000
	4203	Vehicules																0	0	0	0	0	0
	4299	Sub-Total	565,100	885,000	400,000	400,000	632,000	375,000	1,614,000	80,000	0	0	1,380,000	0	0	700,000	740,000	7,771,100	7,241,600	176,500	176,500	176,500	7,771,100
	4999	Component Total	565,100	885,000	400,000	400,000	632,000	375,000	1,614,000	80,000	0	25,000	1,380,000	0	0	700,000	740,000	7,796,100	7,266,600	176,500	176,500	176,500	7,796,100
50	MISCELLANEOUS COMPONENT																						
	5200	Reporting costs (publications, maps, NL)																					
	5201	Sectoral, thematic reports															15,000	15,000		7,500		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																					
	5206	Visualization, translation, interpretation (Web, WS, documents)															5,000	5,000	1,250	1,250	1,250	1,250	5,000
	5299	Sub-Total	0	0	0	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
	5500	Evaluation																					
	5501	Evaluations/reviews/audits									40,000							40,000		40,000			40,000
	5599	Sub-Total	0	0	0	0	0	0	0	0	40,000	0	0	0	0	0	0	40,000	0	40,000	0	0	40,000
	5999	Component Total	0	0	0	0	0	0	0	0	40,000	0	0	0	0	0	60,000	100,000	8,750	56,250	1,250	33,750	100,000
	TOTAL		682,900	951,000	550,000	600,000	985,000	650,000	1,800,000	530,000	200,000	295,000	3,726,000	0	0	1,200,000	995,000	13,164,900	8,605,050	1,587,450	1,532,450	1,439,950	13,164,900

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 consists 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 Developmen (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	
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

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	
Total indicative M&E cost			70,000	

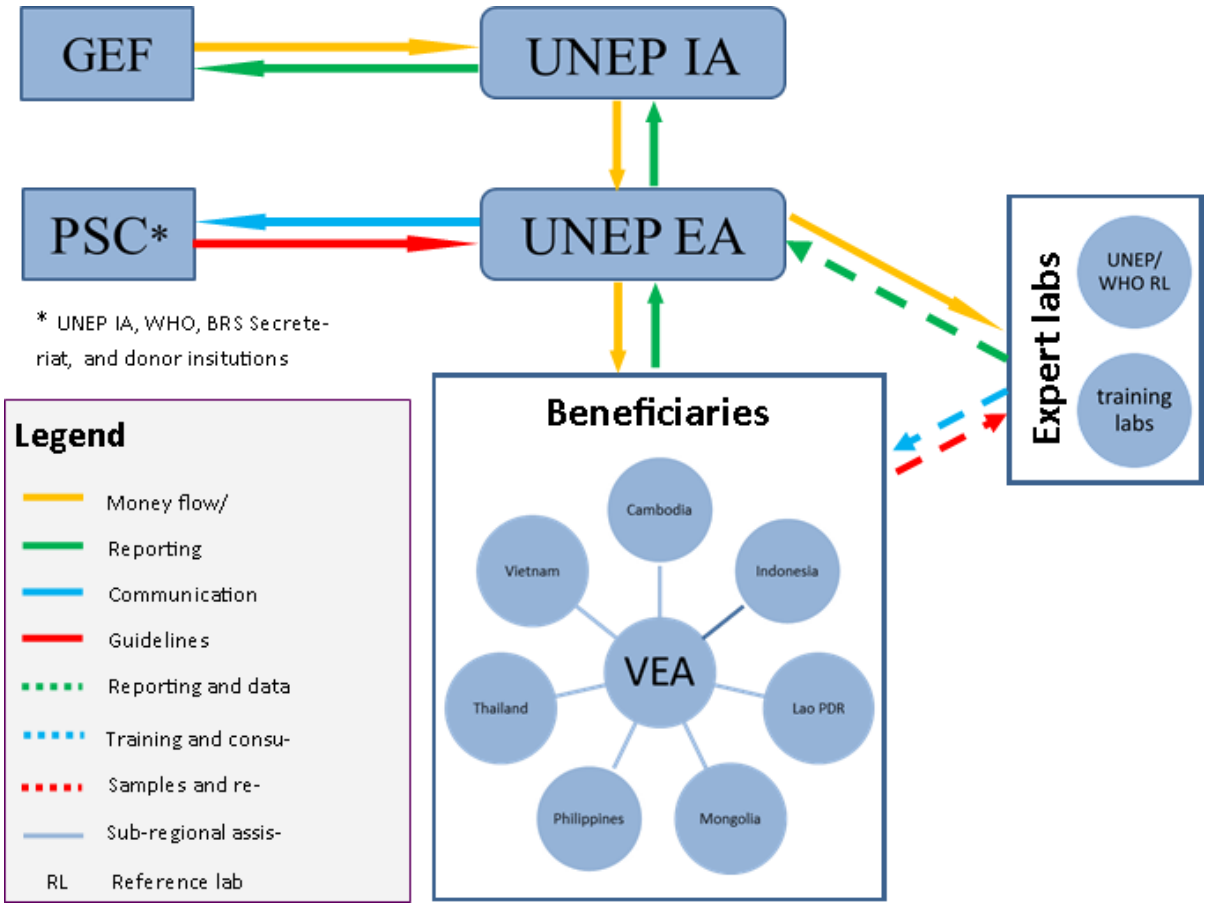
APPENDIX 10

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 N ATIONAL 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	140,000
	2202	Subcontracts for nat'l implementation of sampling air	287,000
	2203	Subcontracts for regional implementation of sampling w ater	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, w ater, milk, nat'l)	274,250
	2207	Expert laboratories for core matrices	397,100
	2208	Expert laboratory, analysis PFOS w ater	0
	2209	Implementation of 2 rounds of interlab, Pacific Islands region	128,000
	2210	Implemenation of mirror samples and analysis (expert labs)	313,200
	2211	Implemenation of mirror samples and analysis (nat'l labs)	77,350
	2299	Sub-Total	1,909,300
	2999	**Component Total**	**1,909,300**
40	**EQUIPMENT and PREMISES COMPONENT**		
	4100	**Expendable equipment (under 1,500 $)**	
	4101	Supplies of samplers, containers for air, w ater, 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
	4999	**Component Total**	**190,000**
50	**MISCELLANEOUS COMPONENT**		
	5200	**Reporting costs (publications, maps, NL)**	
	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
	5500	**Evaluation**	
	5501	Mid-term review	35,000
	5502	Terminal evaluation	35,000
	5599	Sub-Total	70,000
	5999	**Component Total**	**673,700**
	TOTAL		**2,773,000**

APPENDIX 16

TRACKING TOOLS (NOT AVAILABLE)

APPENDIX 17

SUPERVISION PLAN

To be developed at the inception workshop