

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
dl-PCB	Dioxin-like PCB
dl-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													
		BUDGET ALLOCATION BY PROJECT COMPONENT/ACTIVITY*								ALLOCATION BY CALENDAR YEAR					
		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	Year 1 12 months	Year 2 12 months	Year 3 12 months	Year 4 12 months	Total	
US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$		
10		UNEP BUDGET LINE/OBJECT OF EXPENDITURE													
PROJECT PERSONNEL COMPONENT															
1100	Project Personnel														
1101	Project coordinator (EA)							264,000							
1102	Project staff (other than EA, includes Steering Committee)														
1199	Sub-Total	0	0	0	0	0	0	264,000	0	264,000	66,000	66,000	66,000	66,000	
1200	Consultants w/m														
1201	Project assistant							96,000						96,000	
1202	Updating of UNEP's POPs Lab databank	10,000						10,000				5,000		10,000	
1299	Sub-Total	10,000	0	0	0	0	0	96,000	0	106,000	0	101,000	0	106,000	
1600	Travel on official business (above staff)														
1601	Travel project staff (EA)							30,000				7,500		30,000	
1699	Sub-Total	0	0	0	0	0	0	30,000	0	30,000	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	78,500	
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													
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)		184,600	132,000											
2206	Expert laboratories for core matrices		363,900	186,000											
2207	Expert laboratory, analysis PFOS water		42,000												
2208	Implementation of 2 rounds of interlab, African 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	280,000	1,016,500	570,000	465,000	0	0	0	0	2,331,500	558,150	712,600	772,600	288,150	
2999	Component Total	280,000	1,016,500	570,000	465,000	0	0	0	0	2,331,500	558,150	712,600	772,600	288,150	
30		TRAINING COMPONENT													
3200	Group training (field trips, WS, etc.)														
3201	POPs analysis training in/for African labs		150,000	120,000											
3202	Inception WS and final WS for interlab assessment (travel+org)				90,000										
3203	Sectoral interim training and results WS		50,000	35,000											
3299	Sub-Total	0	200,000	155,000	90,000	0	0	0	0	445,000	126,000	175,000	90,000	54,000	
3300	Meetings/conferences														
3301	Regional project inception workshop	97,500													
3302	Regional final results workshop (travel, org, interpret)					127,000									
3303	Meetings of Steering Committee					10,000		10,000							
3399	Sub-Total	97,500	0	0	0	127,000	10,000	10,000	0	234,500	100,000	2,500	2,500	129,500	
3999	Component Total	97,500	200,000	155,000	90,000	127,000	10,000	10,000	0	679,500	226,000	177,500	92,500	183,500	
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											
4102	For African labs: spares, consumables, standards		30,000	50,000											
4103	Set-up of site for active sampling of air in two countries		30,000												
4199	Sub-Total	0	102,000	134,000	0	0	0	0	0	236,000	206,000	30,000	0	0	
4200	Non-expendable equipment (above 1,500 \$)														
4201	Lab equipment														
4202	Admin equipment														
4203	Vehicles														
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	0	0	236,000	206,000	30,000	0	0	
50		MISCELLANEOUS COMPONENT													
5200	Reporting costs (publications, maps, NL)														
5201	Sectoral, thematic reports		55,000	30,000	90,000										
5202	SOPs, sampling and analysis of core matrices, all POPs		25,000	25,000											
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	0	80,000	55,000	90,000	266,000	0	0	0	491,000	35,000	122,500	10,000	323,500	
5500	Evaluation														
5501	Mid-term evaluation							35,000							
5502	Final evaluation							35,000							
5599	Sub-Total	0	0	0	0	0	0	35,000	0	35,000	0	0	35,000	70,000	
5999	Component Total	0	80,000	55,000	90,000	266,000	0	70,000	0	561,000	35,000	122,500	45,000	358,500	
TOTAL		387,500	1,398,500	914,000	645,000	393,000	400,000	70,000	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

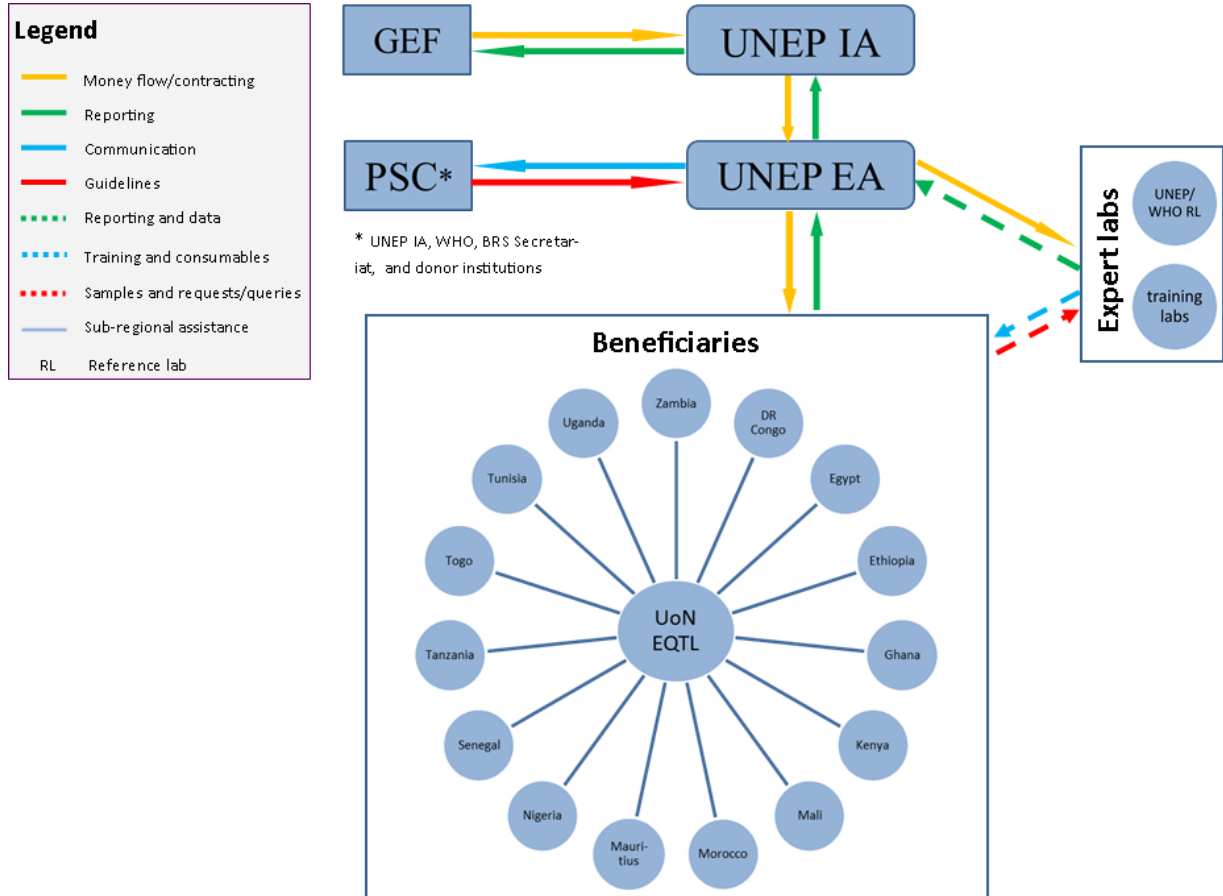
M&E activity	Purpose	Responsible Party	Budget GEF (US\$)	Time-frame
Half-yearly progress reports		UNEP EA	0	
PIRs		UNEP EA with UNEP TM	0	Months 26, 38, 50
Final report	Reviews effectiveness against implementation plan, highlights technical outputs, identifies lessons learned and likely design approaches 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, 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.

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 w ater	48,000
2204	Subcontracts for nat'l implementation of sampling human milk	252,000
2205	Subcontracts for national POPs analysis (air, w ater, milk, nat'l)	316,600
2206	Expert laboratories for core matrices	549,900
2207	Expert laboratory, analysis PFOS w ater	42,000
2208	Implementation of 2 rounds of interlab, Pacific Islands region	120,000
2209	Implementaion of mirror samples and analysis (expert labs)	274,700
2210	Implemenation 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, w ater, 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 (NOT AVAILABLE)

APPENDIX 17

SUPERVISION PLAN

To be developed at the inception workshop