



# United Nations Environment Programme



UNEP(DEPI)/MED ECP.9/6  
10 September 2010

ENGLISH

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## MEDITERRANEAN ACTION PLAN

Ninth Meeting of the Executive Coordination Panel

Barcelona, Spain, 8-9 July 2010

### REPORT

### NINTH MEETING OF THE EXECUTIVE COORDINATION PANEL



**Introduction**

Following the decision taken by the last meeting of the Executive Coordination Panel in Split, in February 2010 and in line with the decisions of the last Bureau meeting held in Rabat, in May 2010, with regard to back-to-back meetings, the ECP held its ninth meeting on 8-9 July 2010 at the CP/RAC premises in Barcelona, Spain, immediately after the second meeting of experts on ecosystem approach. The meeting was chaired by the MAP Officer-in-Charge/Deputy Coordinator and attended by the MED POL Coordinator and the Directors of all Regional Activity Centers (RACs). The list of participants is attached as Annex I to this report.

**Agenda items 1 & 2: Opening of the meeting and adoption of the agenda**

Ms Maria Luisa Silva Mejias, MAP Officer-in-Charge/Deputy Coordinator opened the meeting by pointing out its objectives and the importance of including an outline of the key points of the agenda.

The meeting reviewed and adopted the proposed provisional agenda together including its timetable. The agenda of the meeting, as revised, is attached as Annex II to this report.

Following the discussion of all agenda items, the meeting concluded on necessary actions and timetables for their implementation as presented below. This report also briefly summarizes key considerations from the discussions held on each agenda item.

**Agenda item 3: Update on recent developments/review of priorities**

<b><u>Key considerations</u></b>	<b><u>Actions and Timetable</u></b>
All components gave a brief exposé of recent developments, highlighting in particular the priorities for the forthcoming six months.	
MED POL reported mainly on some problems in one Contracting Party related to the GEF project/PCB. <i>Key priorities were:</i> - Baseline budget updated including the methodology - Legally binding measures on mercury and biodiversity from food sector - ECAP assessment - QSR preparation	
REMPEC informed the meeting on GEF UNDP IMO partnership, the need to develop action plans and for the Globallast Convention to be ratified. Strategy was drafted and requests will be submitted to countries to consider an interim voluntary ballast water exchange regime. An information system on invasive species is to be established that is meant to facilitate risk assessment by coastal states when confronted to a ship which ballast has not been exchanged prior to its arrival. The need to form a steering committee was highlighted as this information system could serve several types of end-users with different needs and requirements . SPA/RAC is fully involved. MOON is also interested and the information is also part of the IMO GISIS tool. <i>Key priority:</i> To ask for the support of the Contracting Parties for the voluntary interim harmonized regime to be introduced in the Mediterranean sea sasp.	

<p>BP/RAC reported that its work to nourish the Marseille centre with studies on cost of degradation and socio economic analysis was ongoing. – BP/RAC has also worked on developing durability criteria for urban project in the framework of urban ministerial meeting of the UfM next year.</p> <p><i>Key priorities were:</i></p> <ul style="list-style-type: none"> <li>- Rivers Debit in the Mediterranean basin in respect of agriculture use</li> <li>- Organization of focal points meeting</li> </ul>	
<p>PAP/RAC reported on ICZM Strategies in 2 countries: Albania and Algeria and CAMP in four countries: Italy, France, Montenegro and Spain. A working group has been established with GPW, SPA and UNESCO on converging methodologies within ICZM .</p> <p>Policy note on ICZM with regard to implementation of the Protocol is under development. Following discussions suggestions were made to undertake an assessment of CAMP projects.</p> <p><i>Key priorities were:</i></p> <ul style="list-style-type: none"> <li>- Explanatory guide of the ICZM Protocol</li> <li>- Stocktaking exercise</li> <li>- CAMP</li> <li>- MED Partnership project ICZM component</li> </ul>	
<p>SPA/RAC informed the meeting for the COP CBD and SPA/RAC/MAP participation. Progress was reported on preparing the 4<sup>th</sup> Mediterranean symposium on marine vegetation. It was suggested to address the blue carbon issue in the symposium, by inviting papers on these subjects.</p> <p><i>Key priorities were:</i></p> <ul style="list-style-type: none"> <li>- Implementing Endangered Species Action Plans</li> <li>- Carry out periodic SPAMI evaluation for 5-6 SPAMI;</li> <li>- Contribution to the implementation of the ECAP project;</li> <li>- Creation of the SPAMI in the high seas including deep sea;</li> <li>- Implementation of the Mediterranean Marine Protected Areas Network (MedMPANet) project.</li> </ul>	
<p>CP/RAC informed the meeting that the work was focused on streamlining SCP in national policies: A preliminary mission was undertaken by CP/RAC, Coordinating Unit and DTIE in Croatia.</p> <p>CP/RAC has carried out capacity building activities on NAP priorities which were held in Tunisia and soon in Lebanon. A number of projects had started, including the update of CP methodologies so as to take into account energy efficiency.</p> <p><i>Key priorities were:</i></p> <ul style="list-style-type: none"> <li>- SCP streamline in national policies</li> <li>- Capacity building in NAP priorities</li> <li>- Legally binding measures</li> <li>- Update CP methodologies to take into account energy efficiency</li> </ul>	

<p>INFO/RAC provided information on GEF Strategic Partnership project related activities and institutional issues related to handover process.</p> <p><i>Key priorities were:</i> INFO/MAP reporting system, GEF Project communication component.</p>	
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**Agenda Item 4: Communication Strategy**

<u><b>Key considerations</b></u>	<u><b>Conclusions</b></u>
<p>The first day of the ECP was devoted to the presentation of the report on information and communication activities, which had been assigned to the Public Affairs Agency Weber Shandwick.</p> <p>The report had been distributed previously to the participants, and the meeting opened with a brief introduction by Ms Silva and a power point presentation by Sheila Rezdepi, Weber Shandwick, followed by a plenary discussion on the main findings and recommendations of the assessment.</p> <p>In terms of developing the main points of the strategy (key issues and target groups; success stories; platforms), it was the first time that such exercise was successfully conducted in a coordinated manner with the active input of all RACs and MAP Coordinating Unit.</p> <p>During the conclusion session, participants identified staff members within RACs and programmes who would be appointed as communication focal points to participate in the follow up and support of communication activities within the MAP network. A first conference call of the communication focal points network is to be scheduled before the end of July 2010 (<i>NB: took place on 21<sup>st</sup> July; next scheduled 1<sup>st</sup> September</i>).</p>	<p>The ECP Meeting:</p> <p>a) Endorsed the strategy presented, which focuses on the concept of Unify- Mobilise- Inspire, and nominated focal points for communication with the RACs.</p> <p>b) Concluded with a list of short-term outputs to be coordinated and/or developed by the MAP Information Officer in cooperation with MAP programme officers and RAC' communication focal points:</p> <ul style="list-style-type: none"> <li>- Set up and functioning of the Comms Network across RACs and components;</li> <li>- Audiences matrix;</li> <li>- Spokesperson resources matrix;</li> <li>- List of top 10 NGOs/key partners for MAP communication</li> </ul> <p>c) Agreed on the communication focal points:</p> <p>Maria Serentill, CP/RAC; Saverio Civili, MEDPOL; Ivica Trumbic, Medpartnership; Sophie Martin, REMPEC; BP/RAC pending; in the meanwhile information should be sent to Henri-Luc Thibault. Branka Baric, PAP/RAC; Atef Ouerghi SPA/RAC; Claudio Maricchiolo/Astrid Raudner, INFO RAC.</p> <p>d) To hold a first conference call of the communication focal points network is to be scheduled before the end of July 2010</p>

<p style="text-align: center;"><b><u>Other issues related to communication</u></b></p> <p>During the plenary discussions, it was underlined that MAP needs to focus less on traditional press conferences, as they do not work unless the speaker is a key public figure. It was suggested to look into web events to "dematerialise" communication and make virtual attendance possible.</p> <p>Discussions also focused on the forthcoming Nagoya COP in Japan (October 2010). Information concerning the tentative booking of a side event for MAP component was provided, and it was agreed that a concept note and a political statement would be drafted by SPA/RAC to be reviewed by MAP partners (IUCN and WWF), and the MAP Secretariat.</p> <p>The issue of the information stand at the Regional Seas pavilion, and the related information material and activities was also raised. INFO/RAC indicated that they were working on the development of a media strategy for the event that would be circulated shortly, and some suggestions were made. It was agreed that the communication should be focused and given the short time left to prepare it, information on existing materials on biodiversity issues within RACs would be sent to INFO/RAC and the Secretariat to make a selection of what is available and what is needed.</p>	
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**Agenda Item 5: Application of ISO Standards**

<p style="text-align: center;"><b><u>Key considerations</u></b></p> <p>Ms Silva pointed out that both initiatives (application of ISO standards and CP/RAC audit measures) were well received by the Bureau and encouraged a wide application within MAP components. She added that this would be a very good sign to the Contracting Parties, particularly in view of the financial crisis.</p> <p>Mr Thibault in his presentation, outlined the main elements of application of ISO by BP/RAC, the objective of which was to establish a quality management system for the centre. The full presentation is attached as Annex III to this report. It is important to note that a set of indicators were generated to measure the quality of outcome/products, the quality of the organization performance and the quality of communication policy and practices and tools</p>	<p style="text-align: center;"><b><u>Actions and Timetable</u></b></p> <p>To agree that as a first step the Secretariat may identify some common processes with ECP workflow, further reflect on them and come up with some ideas and paper for the next ECP meeting in October 2010.</p>
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<p>During discussions it was clarified that going through ISO or another quality management system could improve the ECP internal communication and MAP's coordination system. ISO is rational for more structured firms, more than 40 employees with internal 'pyramidal' structure of responsibilities. Not appropriate for small Centres like majority of MAP RACs are.</p> <p>A pre audit that would assist the ECP to identify and describe procedures to implement common processes in view of fulfilment of its mandate would be very helpful because it would advise on necessary steps to go forward.</p>	
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**Agenda Item 6: Sustainability at Meetings - Recommendations for the Greening of MAP Meetings**

<u><b>Key considerations</b></u>	<u><b>Actions and Timetable</b></u>
<p>A presentation was made by Roger Garcia Noguera, CP/RAC Deputy Director, (Annex IV), on ways and means to green MAP meetings, which was particularly welcomed by the meeting.</p> <p>Following discussions, it was pointed out that there are practices already implemented by MAP with a view to enhancing the cost effectiveness of meetings, for example the preparation of post-session meeting reports.</p> <p>INFO/RAC suggested to focus on the programme of work agreed in Marrakesh with regard to the dimension of ICT and how INFO/RAC could help us with ICT and video conferences.</p> <p>While appreciating all criteria for greening MAP meetings, it was pointed out to take into account the need for interaction with other elements such as cost effectiveness and Secretariat service quality and in particular the implementation of rules of procedures for meetings and conferences as adopted by the Contracting Parties.</p>	<p>a) To agree that CP/RAC should lead MAP efforts to greening its meetings and each RAC should appoint a contact point.</p> <p>b) A group composed of CP/RAC and Coordinating Unit representatives to prepare by September 2011 a "to do list" with actions to be implemented in 2010 and 2011.</p> <p>c) It should also be clarified as to country responsibilities for hosting meetings so it is clear that some costs may also be shared.</p>

**Agenda Item 7: Review of Bureau 70 Decisions**

<u><b>Key considerations</b></u>	<u><b>Actions and Timetable</b></u>
<p>Ms Silva reviewed document ECP/9/3 that described some tasks for implementing Bureau decisions and invited the components to complete the information on precise tasks and responsibilities. Following discussion the table was agreed as proposed on some issues and completed with new elements.</p>	<p>To agree on tasks and timetables for implementing the decisions of the Bureau as presented in <b>Annex V</b> to this report.</p>

**Agenda item 8: Other matters**

<u><b>Key considerations</b></u>	<u><b>Actions and Timetable</b></u>
<p><u>MISED development</u></p> <p>Mr Thibault made the presentation clarifying the most important elements of the system, pointing out that MISED will be operational on 15 September 2010.</p> <p>The meeting particularly welcomed this important development for MAP and discussed ways and means to accelerate the work with regard to INFO/MAP.</p> <ul style="list-style-type: none"><li>- INFO/MAP will be developed at regional level MAP components and at country level too.</li><li>- INFO/MAP at the end will be a catalogue for the system a portal of Med information.</li><li>-MED POL expressed its regret because the MEDPOL info system is not yet concluded because of administrative problems with the previous INFO/RAC.</li></ul> <p><u>Financial issues</u></p> <p>Ms Silva shared with the ECP the informal communication from Headquarters that investigations were carried out to assess whether the MTF had incurred a deficit. Pending confirmation and clarification it was suggested to establish a saving policy in order to be prepared to overcome related difficulties, as need be.</p> <p>The next ECP meeting will be held 19-20 October 2010 in Rome, Italy. The meeting will start at 15.00 hrs.</p>	<p>By September the MAP reporting system should be on-line by Sep 2010.</p> <p>INFO/RAC to share a roadmap to develop INFO/MAP by September 2010.</p> <p>To decide upon requested actions once the shortfall is assessed,</p> <p>The Secretariat to contact the Ministry of Environment of Italy for hosting the next ECP meeting.</p>

**Agenda Item 9: Wrap-up of Meeting Conclusions**

Ms Silva wrapped up some key conclusions of the meeting. The report of the meeting will be communicated by e-mail.

**Agenda Item 10: Closure of the meeting**

Ms Silva closed the meeting at 18.00 hrs.



## ANNEX I

LIST OF PARTICIPANTS

<p><b>UNITED NATIONS ENVIRONMENT PROGRAMME/COORDINATING UNIT FOR THE MEDITERRANEAN ACTION PLAN (UNEP/MAP)</b></p>	<p><b>Ms Maria Luisa Silva Mejias</b> Officer-in-Charge/Deputy Coordinator Tel: +30-210-7273126 E-mail: maria.luisa.silva@unepmap.gr</p> <p><b>Mr Francesco Saverio Civili</b> MED POL Coordinator Tel.: +30 210 7273106 E-mail: <a href="mailto:fscivili@unepmap.gr">fscivili@unepmap.gr</a></p> <p><b>Ms Tatjana Hema</b> Programme Officer Tel: +30 210 7273115 E-mail: <a href="mailto:thema@unepmap.gr">thema@unepmap.gr</a></p> <p><b>Ms Luisa Colasimone</b> Information Officer Tel : +30 210 7273148 E-mail : <a href="mailto:luisa.colasimone@unepmap.gr">luisa.colasimone@unepmap.gr</a></p> <p>Coordinating Unit for the Mediterranean Action Plan 48, Vassileos Konstantinou Avenue 116 35 Athens Greece Tel switchboard: +30 210 7273100 Fax: +30 210 7253196-7 <a href="http://www.unepmap.gr">http://www.unepmap.gr</a></p>
<p><b>REGIONAL MARINE POLLUTION EMERGENCY RESPONSE CENTRE FOR THE MEDITERRANEAN SEA (REMPEC)</b></p>	<p><b>Mr Frédéric Hebert</b> Director 'Maritime House' Lascaris Wharf Valletta VLT 1921 Tel.: +356.21.337296-8 Fax: +356.21.339951 E-mail: <a href="mailto:fhebert@rempec.org">fhebert@rempec.org</a>, <a href="mailto:rempec@rempec.org">rempec@rempec.org</a></p>
<p><b>REGIONAL ACTIVITY CENTRE FOR THE BLUE PLAN (BP/RAC)</b></p>	<p><b>Mr Henri-Luc Thibault</b> Director Plan Bleu, Centre d'Activité Régional (PB/CAR) 15 rue Ludwig van Beethoven Sophia Antipolis F-06560 Valbonne, France Tel.: +33 4 92387130 Fax: +33 4 92387131 E-mail: <a href="mailto:hthibault@planbleu.org">hthibault@planbleu.org</a></p>
<p><b>REGIONAL ACTIVITY CENTRE FOR THE PRIORITY ACTIONS PROGRAMME (PAP/RAC)</b></p>	<p><b>Mr Marko Prem</b> Director a.i. Priority Actions Programme, Regional Activity Center 11 Kraj Sv. Ivana 21000 Split, Croatia Tel.: +385 21 340470 Fax: +385 21 340490 E-mail: <a href="mailto:marko.prem@ppa.t-com.hr">marko.prem@ppa.t-com.hr</a></p>

<p><b>REGIONAL ACTIVITY CENTRE FOR CLEANER PRODUCTION (CP/RAC)</b></p>	<p><b>Ms Virginia Alzina</b>                  Director                  Tel: +34 93 5538790                  E-mail: <a href="mailto:valzina@cprac.org">valzina@cprac.org</a>, <a href="mailto:valzina@gencat.cat">valzina@gencat.cat</a></p> <p><b>Mr Roger Garcia Noguera</b>                  Deputy Director                  Tel : +34 93 5538790                  E-mail : <a href="mailto:rgarcia@cprac.org">rgarcia@cprac.org</a></p> <p>Dr. Roux, 80                  08017 Barcelona                  Spain                  Tel: +34 93 5538790                  Fax: +34 93 5538795  <a href="http://www.cprac.org">www.cprac.org</a></p>
<p><b>REGIONAL ACTIVITY CENTRE FOR SPECIALLY PROTECTED AREAS (SPA/RAC)</b></p>	<p><b>Mr Abderrahmen Gannoun</b>                  Director                  Boulevard du Leader Yasser Arafat                  B.P. 337, 1080 Tunis Cedex                  Tunisia                  Tel.: +216 71 206649 or 216 71 206 851                  Fax: +216 71 206490                  E-mail: <a href="mailto:gannoun.abderrahmen@rac-spa.org">gannoun.abderrahmen@rac-spa.org</a></p>
<p><b>INFO/RAC</b></p>	<p><b>Mr Claudio Maricchiolo</b>                  Expert                  Head, INFO/RAC Coordinator                  V. Vitaliano Brancasti 48                  Rome 00144</p> <p>Tel: +39 0650072197                  E-mail: <a href="mailto:claudio.maricchiolo@isprambiente.it">claudio.maricchiolo@isprambiente.it</a></p>
	<p><b>Ms Sheila Rezdepi</b>                  Public Affairs Agency Expert                  Weber Shandwick</p>

**ANNEX II**

**AGENDA**

- 1: Opening of the meeting
- 2: Adoption of the agenda
- 3: Update on recent developments/review of priorities
- 4: Communication Strategy
- 5: Application of ISO Standards (Presentation by BP/RAC)
- 6: Sustainability at Meetings:  
Recommendations for the Greening of MAP Meetings
- 7: Review of Bureau 70 Decisions
- 8: Other matters
- 9: Wrap-up of meeting conclusions
- 10: Closure of the meeting



**ANNEX III**

**Main elements of application of ISO by BP/RAC**



ECP meeting  
Barcelone, 09/07/2010

# Certification ISO 9001:2008



plan  
bleu



1. ISO 9001:2008
2. Moyens
3. Etapes
4. Application Plan Bleu





- ✓ Amélioration continue du Système de Management de la Qualité (S.M.Q.) ;
- ✓ Basée sur le principe du « TOUS les membres d'un organisme sont acteurs d'un ou plusieurs PROCESSUS qui contribuent à la qualité des produits/services » ;
- ✓ BUT : garantir la satisfaction des besoins des PARTIES PRENANTES (clients, actionnaires, salariés, ...) ;
- ✓ FINALITE : PROSPERITE durable et PERENNITE de l'organisme, garanties par la satisfaction et la fidélisation de ses clients et de ses partenaires.



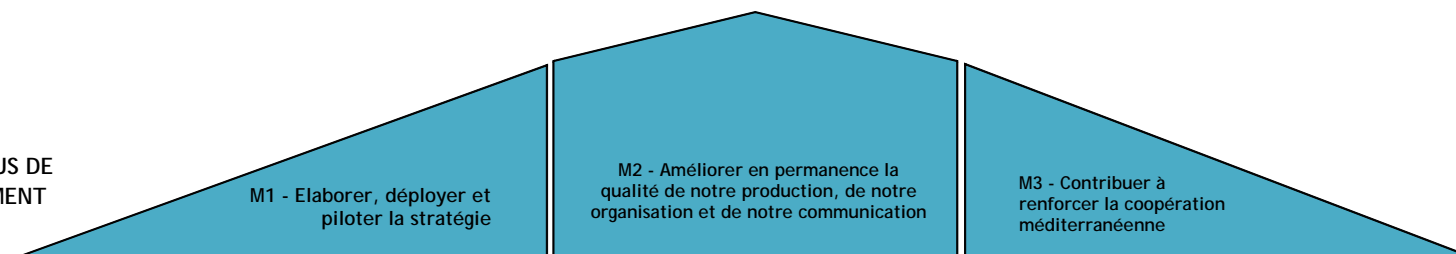
- ✓ 1 personne à mi-temps
- ✓ Processus d'environ 18 mois
- ✓ Formation de l'ensemble du personnel
- ✓ Coût: Environ 60 000€



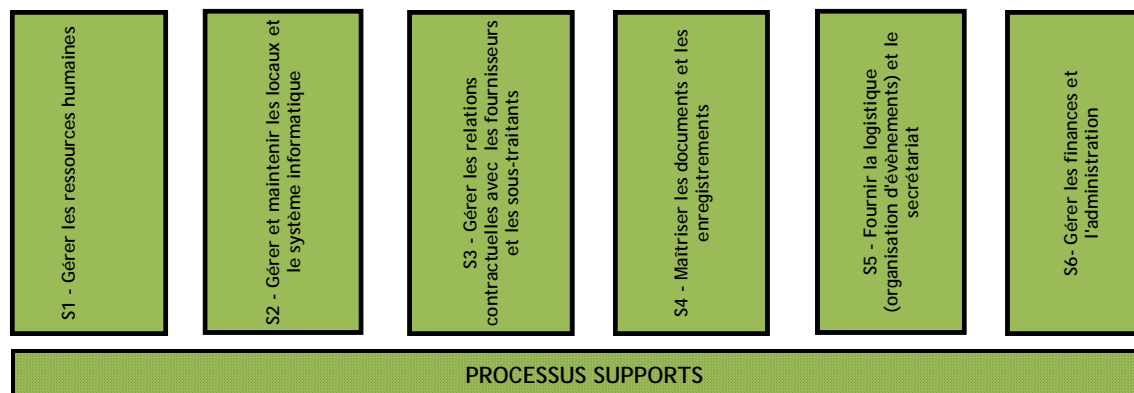
- ✓ 1. Réunion d'initialisation du projet avec le Comité de Direction
- ✓ 2. Formation de l'ensemble du personnel
- ✓ 3. Décrire les processus du Plan Bleu
- ✓ 4. Mettre en place le suivi des indicateurs
- ✓ 5. Faire l'analyse des risques des processus & Optimiser les processus
- ✓ 6. Créer la documentation du S.M.Q (Système Management Qualité) : Manuel Qualité, Procédures, Formulaire
- ✓ 7. Réaliser la 1<sup>ère</sup> revue de direction
- ✓ 8. Audit blanc du S.M.Q.
- ✓ 9. Améliorer suite à audit blanc
- ✓ 10. Audit de certification

## Décrire les processus du Plan Bleu


PROCESSUS DE MANAGEMENT



EXIGENCES	PROCESSUS DE REALISATION	SATISFACTION
Besoin d'information environnementale, économique et sociale	R1 - Mettre à disposition des informations environnementales, économiques et sociales utiles aux acteurs et aux décideurs	Information disponible, accessible et compréhensible
Besoin de mesurer les progrès vers le développement durable	R2 - Produire de la connaissance sur les interactions entre environnement et développement pour mesurer les progrès vers le développement durable	Mesure du progrès des différents pays
Besoin d'analyses et d'études prospectives	R3 - Réaliser des analyses et des études prospectives en matière d'environnement et de développement durable pour construire des scénarios et des visions d'avenir afin d'éclairer les décisions	Analyses, études prospectives et bonnes pratiques
Besoin de diffusion et de communication des produits du PLAN BLEU	R4 - Diffuser et communiquer les produits et les résultats (colloques, publications, ...)	Produits du PLAN BLEU diffusés et communiqués



## Décrire les processus du Plan Bleu

	Fiche d'identité des processus	
	<b>R2</b>	<b>PRODUIRE</b> de la connaissance sur les interactions entre environnement et développement pour mesurer les progrès vers le développement durable

Données d'entrée	Sous-processus ou principales étapes	Données de sortie
<p>Données et informations environnementales, économiques et sociales relatives au bassin méditerranéen (R1)</p> <p>Expériences nationales et internationales sur les indicateurs, les méthodes et les outils SMDD, CIS, Termes de référence</p>	<ol style="list-style-type: none"> <li>1. Proposer des méthodes et outils pour apprécier les interactions entre environnement et développement économique et social</li> <li>2. Sélectionner et définir des indicateurs illustrant ces interactions</li> <li>3. Valider le choix des indicateurs avec les partenaires</li> <li>4. Renseigner ces indicateurs</li> <li>5. Tester la faisabilité des indicateurs (vérifier leur pertinence)</li> <li>6. Analyser et commenter les indicateurs</li> <li>7. Mesurer les progrès réalisés en matière de développement durable</li> </ol>	<p>Guide méthodologique</p> <p>Liste et définition des indicateurs</p> <p>Fiches « indicateurs »</p> <p>Mesure du progrès des différents pays méditerranéens en matière de développement durable</p>

#### Comment ? (documents et enregistrements associés)

Guides méthodologiques pour la sélection des indicateurs (voir JPG)

#### Qui ? (acteurs du processus)

Unité Stratégique, Unité Thématique

#### Mesure de l'efficacité (indicateurs retenus)

Taux d'indicateurs de développement durable prioritaires renseignés par les pays. (IND R2-1)

#### Paragraphe de la norme ISO 9001 : 2000

7

#### Interactions avec autres processus

Le processus R2 utilise les données fournies par le processus R1. Le produit de sortie du processus alimente les analyses réalisées en R3, et est diffusé et communiqué via le processus R4.



### *Mettre en place le suivi des indicateurs*

#### *Mesurer la qualité des productions*

- Evaluation des évènements organisés par le Plan Bleu
- Enquête de satisfaction des utilisateurs de notre centre de documentation
- Création d'un onglet « Votre avis nous intéresse » sur notre site Web
- Programmation d'évaluations externes dans les différents thèmes d'expertise

#### *Mesurer la qualité de notre organisation*

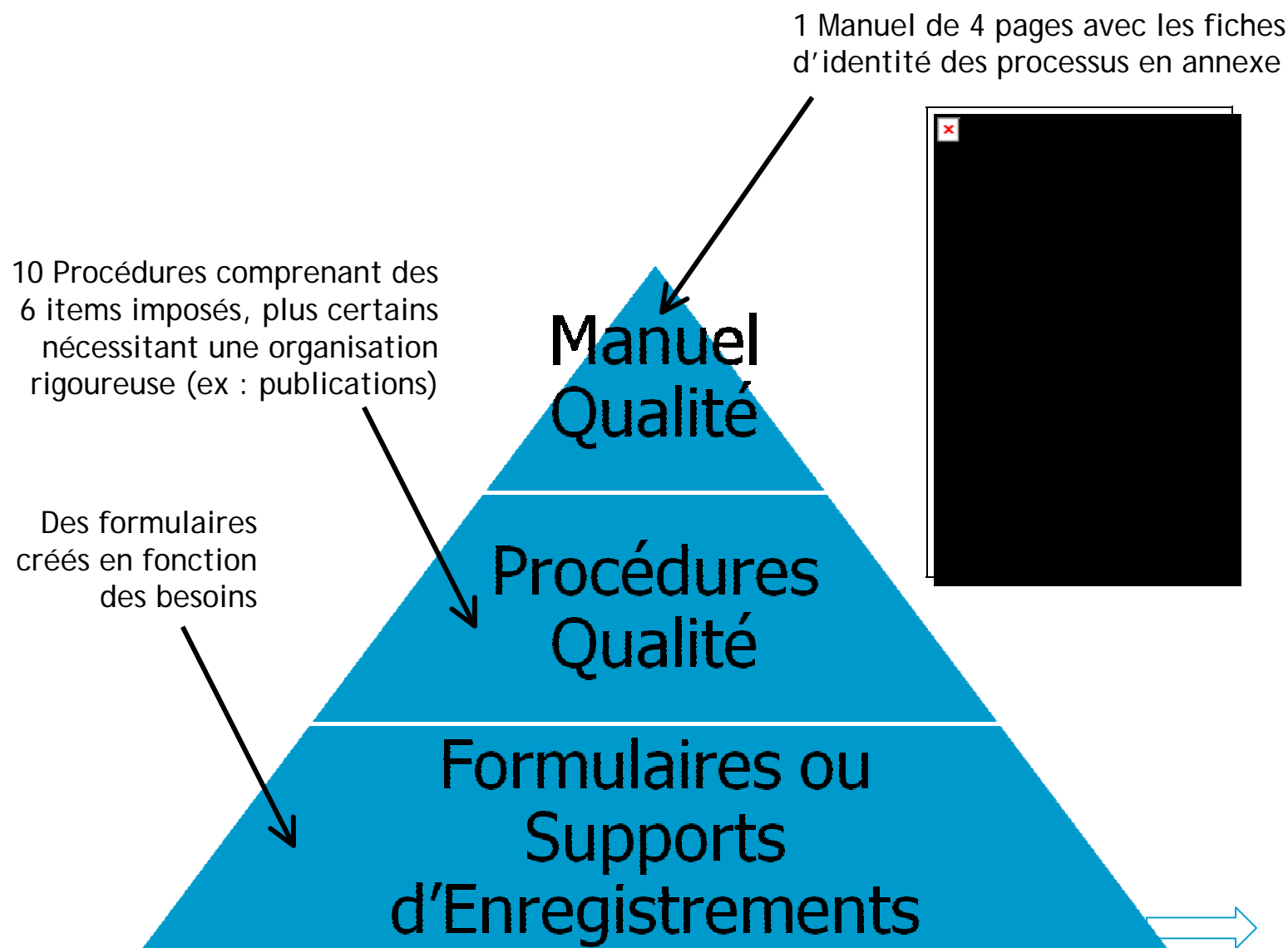
- Niveau moyen de trésorerie
- Respect du calendrier de productions
- Nombre de non-conformités enregistrées, traitées, récurrentes
- Evaluation de la prestation des sous-traitants

#### *Mesurer la qualité de notre communication*

- Répartition des sources de financement
- Nombre de références positives dans la presse indépendante
- Nombre de réseaux thématiques et nombre de contacts actifs par réseau)
- Statistiques de fréquentation du site Web (nombre de visites, durée, origine géographique des visiteurs, nombre de pages lues, hit-parade des pages les plus fréquentées)



Créer la documentation du S.M.Q.



- ✓ Avril-Décembre 2008 : Décrire les processus du Plan Bleu
- ✓ Août-Décembre 2008 : Mettre en place le suivi des indicateurs
- ✓ Juin-Décembre 2008 : Créer la documentation du S.M.Q (Système Management Qualité) : Manuel Qualité, Procédures, Formulaire
- ✓ 29-30 septembre 2008 : Audit blanc du S.M.Q.
- ✓ 8-9 décembre 2008 : Audit de certification
- ✓ 12 mars 2010 : Audit de suivi n°1



**BUREAU VERITAS**  
Certification



Certification  
Attribuée à

**PLAN BLEU**  
15, rue Beethoven  
06560 VALBONNE  
FRANCE

Bureau Veritas Certification certifie que le système de management de la qualité de l'entreprise susmentionnée a été évalué et jugé conforme aux exigences de la norme :

Standard

**NF EN ISO 9001 : 2008**

Domaine d'activité

**TRAITEMENT DES DONNEES, PRODUCTION ET DIFFUSION D'INDICATEURS ET D'ANALYSES SYSTEMIQUES ET PROSPECTIVES CONCERNANT LES INTERACTIONS ENTRE ENVIRONNEMENT ET DEVELOPPEMENT EN MEDITERRANEE DANS LE CADRE D'UNE GESTION INDEPENDANTE ET DESINTERRESSEE DES FONDS PUBLICS ET PRIVES EN S'APPUYANT SUR UN RESEAU D'EXPERTS QU'IL DEVELOPPE ET ANIME.**

**DATA PROCESSING, PRODUCTION AND DIFFUSION OF INDICATORS AND PROSPECTIVE/SYSTEMIC ANALYSIS CONCERNING THE INTERACTIONS BETWEEN ENVIRONMENT AND DEVELOPMENT IN THE MEDITERRANEAN WITHIN THE CONTEXT OF AN INDEPENDENT AND DISINTERESTED MANAGEMENT OF THE PUBLIC AND PRIVATE FUNDS, USING THE SUPPORT OF AN EXPERTS' NETWORK, WHICH IS EXPANDED AND LED BY BLUE PLAN.**

Date de certification originale: **13 mars 2009**

Sous réserve du fonctionnement continu et satisfaisant du système de management de la qualité de l'entreprise, ce certificat est valable jusqu'au: **13 mars 2012**  
Pour vérifier la validité du certificat appelez au : + 33(0) 4 78 66 82 60  
Tout éclaircissement sur cette certification peut être obtenu auprès de l'entreprise certifiée.

Date : 31 mars 2010  
Numéro d'affaire : 1 861 575

Bruno LABARRE  
Directeur Général



**cofrac**  
CERTIFICATION  
D'ENTREPRISES  
& DE PERSONNES  
ACCREDITATION  
SCHEME  
PORTEE  
DOMAINE BLEU  
WWW.COFRAC.FR

BUREAU EN CHARGE: Bureau Veritas Certification France - 60, avenue du Général de Gaulle - 92049 Paris La Defense  
BUREAU EMETTEUR: Bureau Veritas Certification France - 41, chemin des Peupliers - BP 58 - 69573 Dardilly Cedex



Pour plus d'informations

[www.planbleu.org](http://www.planbleu.org)



**ANNEX IV**

**Ways and means to green MAP meetings**





# **Regional Activity Centre for Cleaner Production**

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Roger Garcia i Noguera

*MAP's ECP Meeting,  
Barcelona, July 2010.*

## Greening MAP meetings is a significant and highly visible contribution to the sustainability goals:

- MAP and its components are responsible of a big number of meetings each year
- These meetings take place in all parts of the Mediterranean
- Has negative environmental implications:
  - participants travelling to the meeting
  - heating and cooling the venue
  - materials provided to participants
  - catering
  - accommodation

## Why greening MAP meetings?

- Spreading best practice within the organisation
- Social benefits
- Positive reputation
- Environmental innovation
- Awareness raising
- Influencing decision-making
- Costs savings

## Short-term measures

### **Selecting the venue:**

- Location
- Sustainable procurement
- Energy saving
- Catering services
- Transportation

### **Use sustainable Catering services:**

- Avoid the use of disposable items and single use bottles
- Use locally grown and produced food and drinks.
- Use organically produced food and drink if possible.
- Provide fair trade labelled products.
- Minimise the quantity of meat products offered, and always offer a vegetarian option.
- Waste management

### **Setting up the meeting:**

- Use electronic means, USB distribution.
- Print the strictly necessary docs.
- Set up an electronic registration
- Ensure that the information on your greening efforts
- Provide the emergency plan to the meeting participants



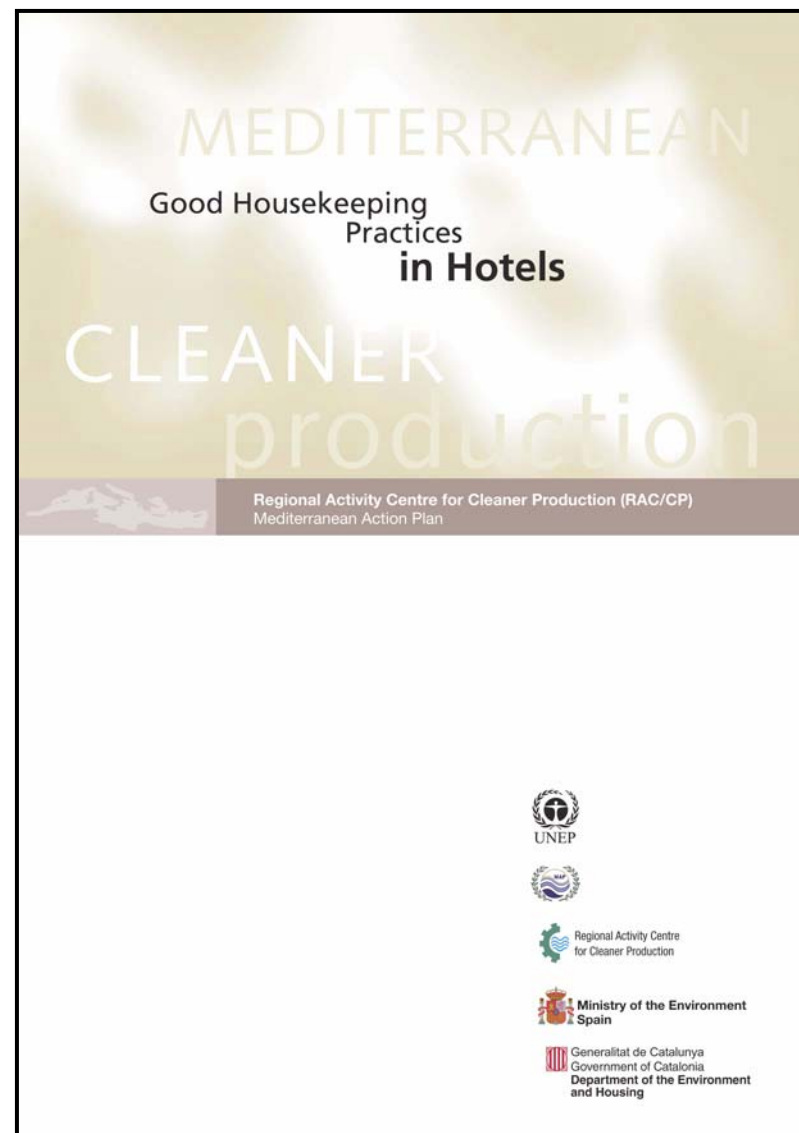
## Short-term measures

### Find “Green” Accommodation:

- Find Hotels with clear environmental policy and action plan\*
- Good waste management
- Energy saving
- Good location

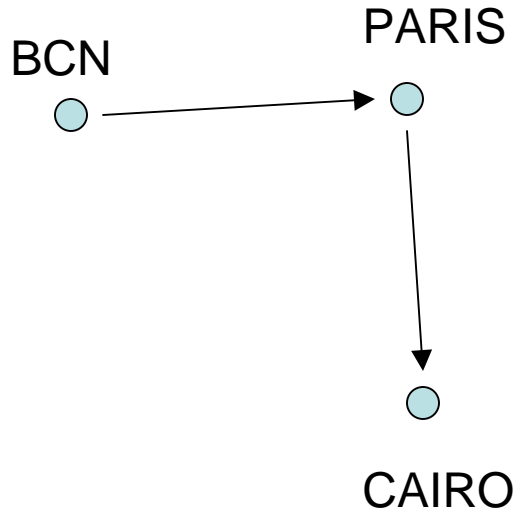
### Travelling:

- Use more sustainable ways to travel to the meeting
- Proximity and public transport connections
- Provide clear instructions to participants on appropriate public transport
- Offset your costs of travel.

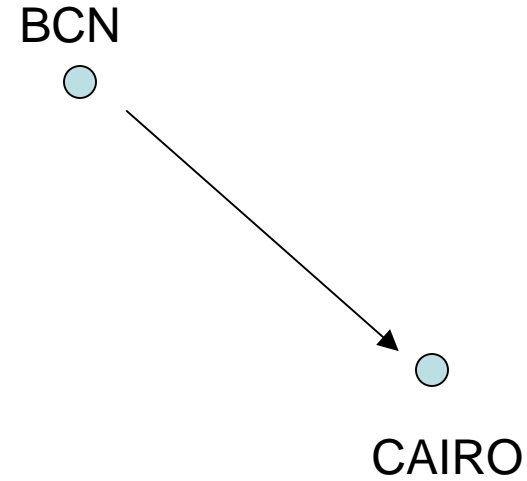




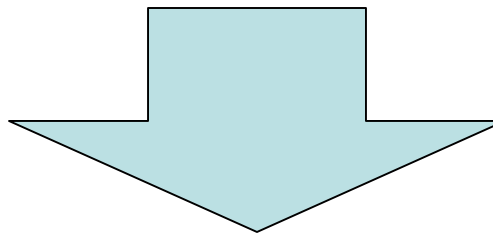
<Very important: Promote travel nonstop.>



847 Kg. CO<sub>2</sub> one way  
for each passenger.



640 Kg. CO<sub>2</sub> one way  
for each passenger.



**25%**

of CO<sub>2</sub> emissions

# International Airports and HUB



الخطوط الملكية المغربية  
royal air maroc

Casablanca



Madrid



Paris



Rome



Athens



TURKISH AIRLINES

Istanbul



Marrakech Barcelona Marsielle Milano Venezia Zagreb Shalm el Sheik  
Mallorca Carthage Malta Cairo

 Efficiency energy measures:

 Settling a temperature **below 21°C in winter.**

 Settling a temperature **above 26°C in summer.**

(Source: RD 1826/2009)

 **In summer prioritize:**

- ❖ Opening the windows before switching on the air conditioning.
- ❖ Closing the blinds to avoid the solar heat entrance.
- ❖ Wearing thin clothes.

 **In winter prioritize:**

- ❖ Closing the windows.
- ❖ Making the most of solar heat.
- ❖ Wearing thick clothes.

- ⚙️ **MAP check-list (auto-audit tool) to make a Greening Meetings**
  
- ⚙️ **MAP database creation with:**
  - Hotels with environmental policies.
  - Catering services with sustainable criteria.
  - Conferences rooms with sustainable criteria.
  - Transport accessibility.
  - The most accessible cities and airports in the MAP countries.
  - Translators from each country.
  
- ⚙️ **On-line documentation system to avoid the use of paper.**
  
- ⚙️ **Equipments optimization.**
  
- ⚙️ **Creation of a MAP standard guidelines to green all their events and give to their participants.**



 **MAP internal videoconference / video call system creation.**

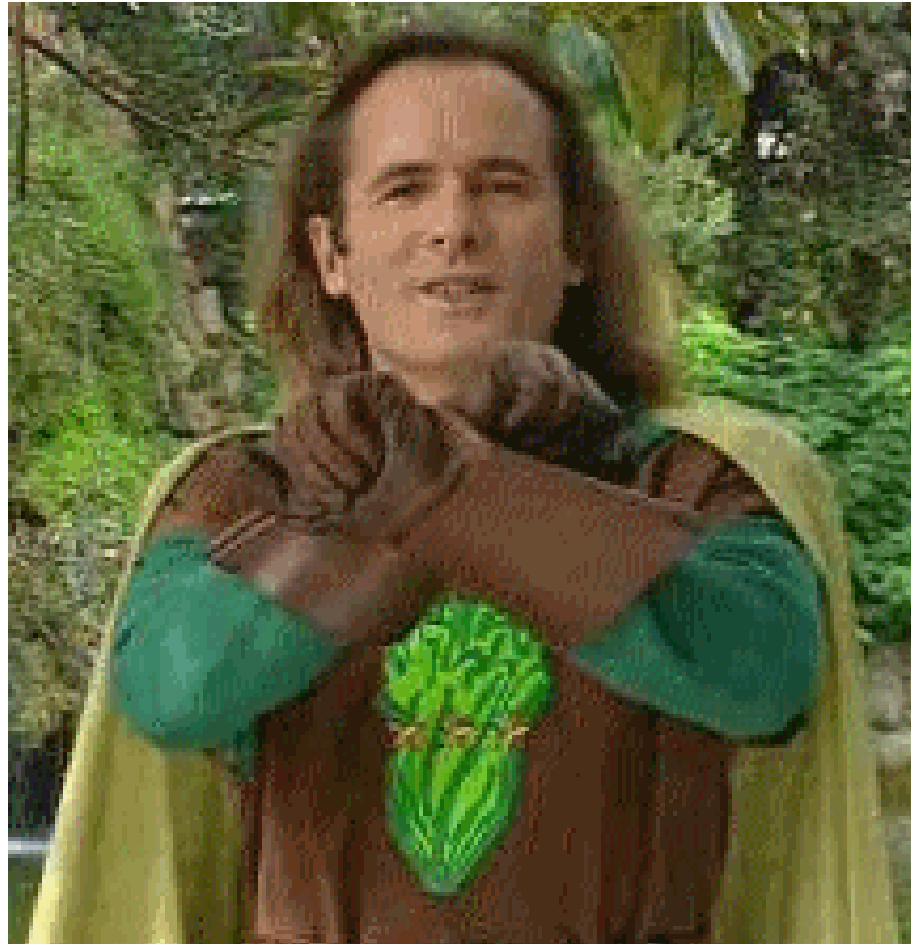


i.e- CP-RAC has Capacity for 3 users  
but the system could work until 12 users  
in the same time

**When I was a child, there was a children's TV program with a hero called Captain Lettuce, he had a little space before the midday News, he gave us several environmental practices for kids like me, that we have been implemented throughout our lives.**

**Always he reminded his slogan,**





**“ELS PETITS CANVIS SON PODEROSOS!!!”**

**“Small changes are powerful”!!!**

**...and NOW I invite you to join his slogan.”**

Thank you!!



**Regional Activity Centre  
for Cleaner Production**

[www.cprac.org](http://www.cprac.org)



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE MEDIO AMBIENTE  
Y MEDIO RURAL Y MARINO



Generalitat de Catalunya  
Government of Catalonia  
Department of the Environment  
and Housing

ANNEX V

**TASKS AND TIMETABLE TO IMPLEMENT BUREAU 70 DECISIONS**

	<b>AGREED ACTIONS AND DEADLINE</b>	<b>TASKS</b>	<b>TIMETABLE</b>
<b>Entry into force of MAP legal instruments</b>	Ratification and/or acceptance of the Barcelona Convention and Protocols, in particular the ICZM Protocol, by Contracting Parties	<i>Informal contacts with MAP focal points and respective RAC focal points.</i>	ASAP
<b>Reporting 2008-2009</b>	<ul style="list-style-type: none"> <li>Contracting Parties to submit timely reports on measures taken during 2008-2009 biennium for implementing Barcelona Convention and Protocols as well as relevant decisions.</li> <li>MAP reporting format on line and technical assistance provided to the Contracting Parties upon request.</li> </ul>	<ul style="list-style-type: none"> <li>MAP reporting system on line</li> <li>Reminding Letter to MAP focal points sent ASAP</li> <li>Assistance to eligible countries on reporting provided</li> </ul>	<ul style="list-style-type: none"> <li>- By Sept 2010</li> <li>- September 2010</li> <li>- Upon request</li> </ul>
<b>Implementation of Programme of Work 2010-2011 in relation to the Five-Year Strategic Programme of Work</b>	<ul style="list-style-type: none"> <li>Blue Plan to follow same approach on identification for timeline and budgetary purposes of core system-wide priorities and on clarification of which UNEP/MAP components have leadership responsibility for delivering of outputs.</li> <li>Strengthening of narrative part of monitoring and reporting template as proposed by the Secretariat, so as to have a more in-depth explanation on outputs, results and difficulties encountered during implementation.</li> <li>Key MAP meetings calendar: enhance efficiency of the system by holding to the extent possible back to back meetings.</li> <li>Resource mobilization plan and preparation of the new programming cycle to be given priority attention and included in the agenda of the next Bureau meeting in order to speed up resource mobilization efforts for unfunded most urgent priorities.</li> <li>The Secretariat to propose a strategic approach with regard to the re-allocation of unspent funds for implementing priority outputs.</li> </ul>	<ol style="list-style-type: none"> <li>1. Identification of core priorities</li> <li>2. Narrative parts of progress reporting to be improved for the next Bureau meeting</li> <li>3. Planning back to back meetings</li> <li>4. Preparing ToRs for the joint mobilization plan.</li> <li>5. Preparing a strategic approach with regard to the re-allocation of unspent funds for implementing priority outputs.</li> <li>6. Establishing a quality assurance system for consultant work</li> <li>7. Prepare summary of outputs in the form of a matrix with a view to single out individual contribution of each component and programme</li> <li>8. Develop position paper on ICZM and climate change</li> <li>9. Develop regional plan/strategy on ICZM Protocol implementation</li> <li>10. ICZM stocktaking in synergy with respective EU process</li> </ol>	<ul style="list-style-type: none"> <li>- Done</li> <li>- Oct 2010</li> <li>- When appropriate</li> <li>- End of Dec 2010</li> <li>- Oct 2010</li> <li>- Oct 2010</li> <li>- Oct 2010</li> <li>- Oct 2010</li> <li>- Oct 2010</li> <li>- Nov 2010</li> <li>- As appropriate</li> </ul>

	<b>AGREED ACTIONS AND DEADLINE</b>	<b>TASKS</b>	<b>TIMETABLE</b>
<b>Draft Country Agreement template for Regional Activity Centres</b>	<p>All country agreements should preserve a set of core common features for ensuring a standard RAC performance. This should include inter alia:</p> <ul style="list-style-type: none"> <li>• All RACs should have the necessary functional autonomy to implement the programme of work and carry out all obligations described in the country agreement which are necessary to preserve their regional role and implementation of Contracting Parties and Bureau meetings decisions as well as UN standards.</li> <li>• All RACs should include in their governance arrangements a steering committee with the mandate as specified in the country agreement, the composition of which should include the Coordinating Unit.</li> <li>• Selection and appointment procedure for RAC directors ensuring their highest professionalism and competence is made with the participation of the Coordinating Unit.</li> <li>• The management of funds is done in accordance with highest criteria and submission of reports by the independent and reputable audit firms.</li> </ul>	<p><i>All these elements will be taken into account during negotiation of country agreements</i></p>	<p>- During negotiation process</p> <p>- Sep – Dec 2010</p>
<b>Information and Communication Strategy</b>	<p>Information and communication assessment: build a strategy around three pillars of unifying the system, mobilizing other actors and inspiring them while undertaking quick win actions and taking into consideration the needs of different categories of stakeholders.</p>	<ul style="list-style-type: none"> <li>• <i>Finalizing the strategy</i></li> <li>• <i>Implement identified actions, as appropriate</i></li> </ul>	<p>- Dec 2010</p> <p>- ASAP</p>
<b>Implementation of Decision IG 17/6 on Ecosystem Approach (ECAP)</b>	<p>Implementation of the ecosystem approach during the biennium.</p> <p>(a) Assessment report ensures a balance between pollution and biodiversity and includes a chapter on common features of the whole Mediterranean region.</p> <p>(b) Ensure synergies and necessary linkages between the processes for implementing decision IG 17/6 on the ecosystem approach in the framework of MAP and the EU Marine Strategy Directive and the Secretariat to address this at the July 2010 meeting.</p>	<p>(a) <i>Already taken into account while implementing the ecosystem approach project with regard to the Assessment.</i></p> <p>(b) <i>Already taken into account while implementing the ecosystem approach project, as appropriate. Pending discussion at the Second Meeting of Technical Experts on Application of Ecosystem Approach, 6-7 July 2010</i></p>	<p>- Done</p> <p>- On continuous basis and as appropriate</p>

	<b>AGREED ACTIONS AND DEADLINE</b>	<b>TASKS</b>	<b>TIMETABLE</b>
	<p>(c) Prepare the next State of the Environment report linked to the ecosystem approach and peer reviewed through a consultative process.</p> <p>(d) Use of MTF resources assigned to pilot effectiveness indicators for the purposes of the ecosystem approach implementation.</p>	<p>(c) <i>Further discussion needed at ECP on this matter</i></p> <p>(d) <i>Pending discussion at the Second Meeting of Technical Experts on Application of Ecosystem Approach, 6-7 July 2010</i></p>	<p>- Oct 2010</p> <p>- Sep – Dec 2010</p>
<b>Biodiversity</b>	<p>1. Extraordinary SPA/RAC focal points meeting the agenda of which should include:</p> <p>(a) Sharing the outcome of the first phase of the identification of potential areas that may meet the scientific requirements of Annex I to the SPA Biodiversity Protocol on SPAMIs, including the criteria used by RAC/SPA for this purpose as well as views on implementing the second phase of EC funded SPAMI project;</p> <p>(b) Developing an appropriate approach based on the relevant international frame on issues related to the necessary institutional legal setups with regard to the management of SPAMIs beyond national jurisdiction as well as the necessary linkages with the other UN relevant processes and agencies for this purpose.</p> <p>2. President with the support of the Secretariat to deliver a policy statement at CBD COP on behalf of MAP with the aim of highlighting the relevance of the Mediterranean in the context of the post 2010 biodiversity strategic plan and vision. The Bureau to establish an e-mail consultation process among its members for the purpose of developing the paper.</p> <p>3. The Secretariat to organize a side event at CBD as a joint effort with the other regional partner organizations in the Mediterranean and prepare also a stand for this purpose.</p>	<p><i>To design the process for developing the approach regarding SPAMI institutional set up</i></p> <p>2. <i>First draft by end of July and sent to President of the Bureau</i></p> <p>3. <i>Prepare a detailed work plan with regard to side event organization</i></p>	<p>- March 2011</p> <p>- End July 2010</p> <p>- End July 2010</p>

	<b>AGREED ACTIONS AND DEADLINE</b>	<b>TASKS</b>	<b>TIMETABLE</b>
	<p>4. Contracting Parties to use the CBD COP as an opportunity to show the progress achieved and challenges encountered by them with regard to marine and coastal biodiversity conservation and protection and implementation of the SPA and Biodiversity Protocol of the Barcelona Convention.</p> <p>5. The Secretariat should use GIS and remote sensing techniques to map the Mediterranean settlement and environmental specification as a baseline to assess the quality of the Mediterranean sea.</p>	<p>4. <i>Letter to MAP focal points with a copy to SPA/RAC focal points inviting them to do so</i></p> <p>5. <i>Under implementation in the framework of the ecosystem Assessment process</i></p>	<p>- End July 2010</p> <p>- As scheduled in line with ECAP process</p>
<b>Implementation of Marrakech Declaration</b>	<p>Climate Change Adaptation</p> <p>(a) Work plan and road map for developing the regional framework on adaptation to climate change highlighting the need to link it to the MSSD and the Mediterranean Water Strategy as well as other regional sectorial strategies such as ICZM and Biodiversity sectors on which UNEP/MAP can provide particular added value.</p> <p>(b) Use the balance from existing unspent budget resources for the purposes of strengthening the Secretariat with regard to MSSD and adaptation of climate change tasks.</p> <p>Regional Governance</p> <p>1. The Secretariat to continue following up on regional and sub-regional developments with all relevant sectors in the Mediterranean.</p> <p>2. Effective MAP/UfM cooperation for reinforcing the environmental agenda in the Mediterranean and mobilizing additional resources. The Secretariat to structure its consultations with the Secretariat of the UfM around the five-year and 2-year programmes of work outputs. Cooperation at project level should ensure efficiency and complementarity.</p> <p>3. Continue the cooperation with the EU on ecosystem approach/MSFD, H2020, ICZM, Water Framework Directive/LBS Protocol and the EU Integrated maritime policy.</p>	<p>a) <i>Recruitment of project coordinator.</i></p> <p>b) <i>Further discussion needed on how to link the process with MSSD assessment and UfM water strategy</i></p> <p>1. &amp; 2. <i>Organize the meeting with UfM Secretariat ASAP. Follow up regional initiatives on continuous basis</i></p> <p>a) <i>All components to prepare and submit to the Coordinating Unit a 1-2 page summary on project priorities for discussion with UfM Secretariat</i></p> <p>b) <i>Direct links should be established with UfM Secretariat</i></p>	<p>- Sep 2010</p> <p>- In process</p> <p>- Done</p> <p>- Sep 2010</p> <p>- Done</p>

	<b>AGREED ACTIONS AND DEADLINE</b>	<b>TASKS</b>	<b>TIMETABLE</b>
	<p>4. Continue cooperation and synergies with the H2020 initiative and its components, including the cooperation with the EEA for establishing a Mediterranean shared information system in the framework of INFO/MAP.</p> <p>5. The Secretariat to continue its efforts in ensuring necessary institutional synergies with the World Bank for implementing UNEP/MAP LME strategic partnership and WB sustainable MED projects. Contracting Parties to be consulted with regard to the selection of projects. The Secretariat to explore extending the implementation of the replication strategy to other projects including the capacity building and investment components of the H2020 initiative.</p>	<p>5. <i>Relationship with Sustainable Mediterranean and ENPI south to be further clarified</i></p>	<p>- <i>Ongoing</i></p> <p>- <i>Ongoing</i></p>
<b>MCSD/MSSD</b>	ToR for MSSD assessment and the proposed work plan .	<p>- <i>Hiring the evaluating agency ongoing</i></p> <p>- <i>MSSD assessment should take into account implementation under sectoral strategies</i></p> <p>- <i>MSSD evaluators should contact the RACs</i></p>	<p>- <i>ASAP</i></p> <p>- <i>Sep 2010 – Feb 2011</i></p>
<b>Preparation of legally binding plans and programmes as part of the LBS Protocol</b>	Process for developing the legally binding measures for mercury, food industry and POPs: if need be, additional consultations should be undertaken with the view to ensuring a full ownership of the Contracting Parties over the process.	<p><i>MED POL to report on progress to ensure synergy with the respective global and other regional processes.</i></p> <p><i>Questionnaire to take into account other national and regional processes.</i></p>	<p>- <i>Ongoing</i></p>
<b>Med Globallast Strategy</b>	<p>1. Contracting Parties to actively contribute to its finalization as well as to establish the necessary multi-stakeholder coordination mechanisms at national level, with a view to mitigating the threats posed to the marine biodiversity by the introduction of invasive species via ships' ballast water and facilitating the ratification, as appropriate, of the Ballast Water Management Convention.</p> <p>2. Focus on the operational part of the Convention and for preparing the necessary operational guidelines in cooperation with IMO.</p>	<p>1. <i>REMPEC to report on follow-up</i></p> <p>2. <i>Translation into Arabic of IMO guidelines to be used for other countries</i></p>	<p>- <i>Ongoing</i></p> <p>- <i>ASAP</i></p>

	<b>AGREED ACTIONS AND DEADLINE</b>	<b>TASKS</b>	<b>TIMETABLE</b>
Personnel and administrative matters	<p>1. Post of MAP coordinator filled well in advance of the forthcoming Contracting Parties meeting. Bureau to be Informed on time on all stages with regard to the recruitment process and its outcome.</p> <p>2. Accelerate, as per rules and regulations, the recruitment of all other vacant posts at the Coordinating Unit and the RACs and the Contracting Parties to widely disseminate announcements with a view to promoting selection of best candidates.</p> <p>3. Contracting Parties that have not yet paid their contribution, to do so without any further delay in order to enable smooth and effective implementation of the Programme of work. The Secretariat to make a particular effort with regard to past arrears.</p> <p>4. Application of audit measures and/or ISO standards as well as improved quality in the preparation of meetings and documents. The Coordinating Unit to coordinate the application of these measures by all MAP components.</p> <p>5. The Secretariat to analyze the basis on which MTF funds are allocated per component with a view to establishing clear criteria for Bureau and Contracting Parties consideration.</p>	<p>1. <i>Extensive dissemination of the TORs</i></p> <p>2. <i>Recruitment delays reduced</i></p> <p>3. <i>Take measures to collect arrears and unpaid 2009/2010 contributions</i></p> <p>4. <i>Plan to agree on measures to implement ISO and audit measures by all MAP system</i></p> <p>5. <i>Analyzing and establishing clear criteria funding per MAP component.</i></p>	<p>- Dec 2010</p> <p>- Ongoing</p> <p>- Sep – Dec 2010</p> <p>- Oct – Dec 2010</p>