### APPENDIX 1

**ACRONYMS AND ABBREVIATIONS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS</td>
<td>Amsterdam (city, where a regional training workshop was organized)</td>
</tr>
<tr>
<td>BCN</td>
<td>Barcelona (city, where a regional training workshop was organized)</td>
</tr>
<tr>
<td>BRS</td>
<td>Basel, Rotterdam and Stockholm Conventions</td>
</tr>
<tr>
<td>CEE</td>
<td>Central and Eastern European countries</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>COP</td>
<td>Conference of the Parties</td>
</tr>
<tr>
<td>CVUA</td>
<td>Chemisches Untersuchungsamt Freiburg</td>
</tr>
<tr>
<td>DDT</td>
<td>Dichlorodiphenyltrichloroethane</td>
</tr>
<tr>
<td>dl-PCB</td>
<td>Dioxin-like PCB</td>
</tr>
<tr>
<td>dl-POPs</td>
<td>Dioxin-like POPs</td>
</tr>
<tr>
<td>DTIE</td>
<td>Division of Technology, Industry and Economics (of UNEP)</td>
</tr>
<tr>
<td>EA</td>
<td>Executing Agency</td>
</tr>
<tr>
<td>EO</td>
<td>Evaluation Office</td>
</tr>
<tr>
<td>EQTL</td>
<td>Environmental Toxicology and Quality Control Laboratory in Bamako, Mali</td>
</tr>
<tr>
<td>FSP</td>
<td>Full-Sized Project</td>
</tr>
<tr>
<td>GC/ECD</td>
<td>Gas Chromatography/Electron Capture Detector</td>
</tr>
<tr>
<td>GEF</td>
<td>Global Environment Facility</td>
</tr>
<tr>
<td>GEF TF</td>
<td>Global Environment Facility Trust Fund</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>GLP</td>
<td>Good Laboratory Practices</td>
</tr>
<tr>
<td>GMP</td>
<td>Global Monitoring Plan</td>
</tr>
<tr>
<td>GRULAC</td>
<td>Group of Latin American and Caribbean</td>
</tr>
<tr>
<td>HBCD</td>
<td>Hexabromocyclododecane</td>
</tr>
<tr>
<td>HCH</td>
<td>Hexachlorocyclohexane</td>
</tr>
<tr>
<td>IA</td>
<td>Implementing Agency</td>
</tr>
<tr>
<td>IES</td>
<td>Integrated Environmental Strategies</td>
</tr>
<tr>
<td>ILAC</td>
<td>International Laboratory Accreditation Cooperation</td>
</tr>
<tr>
<td>ISO</td>
<td>International Standards Organization</td>
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<td>IUPAC</td>
<td>International Union of Pure and Applied Chemistry</td>
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<td>IVM VU</td>
<td>Institute for Environmental Studies, University Amsterdam</td>
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<tr>
<td>LDCF</td>
<td>Least Developed Countries Fund</td>
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<tr>
<td>M&amp;E</td>
<td>Monitoring and Evaluation</td>
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<tr>
<td>MEA</td>
<td>Multilateral Environmental Agreements</td>
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<tr>
<td>Abbreviation</td>
<td>Full Form</td>
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<tr>
<td>--------------</td>
<td>-----------</td>
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<td>MSP</td>
<td>Medium-Sized Project</td>
</tr>
<tr>
<td>MTM Centre</td>
<td>Man-Technology-Environment research centre</td>
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<tr>
<td>MTR</td>
<td>Mid-Term Review</td>
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<td>MTS</td>
<td>Medium Term Strategy</td>
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<td>NAP</td>
<td>National Action Plan</td>
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<td>NAPA</td>
<td>National Adaptation Programme of Action</td>
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<td>NBSAP</td>
<td>National Biodiversity Strategy and Action Plan</td>
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<td>NCSA</td>
<td>National Capacity Self-Assessment</td>
</tr>
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<td>NIP</td>
<td>National Implementation Plan</td>
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<td>NPFE</td>
<td>National Portfolio Formulation Exercise</td>
</tr>
<tr>
<td>NPIF</td>
<td>Nagoya Protocol Implementation Fund</td>
</tr>
<tr>
<td>PAS</td>
<td>Passive Air Samplers</td>
</tr>
<tr>
<td>PBDE</td>
<td>Polybrominated diphenyl ethers</td>
</tr>
<tr>
<td>PCB</td>
<td>Polychlorinated biphenyls</td>
</tr>
<tr>
<td>PCDD</td>
<td>Polychlorinated dibenzo-p-dioxins</td>
</tr>
<tr>
<td>PCDF</td>
<td>Polychlorinated dibenzofurans</td>
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<td>PFOS</td>
<td>Perfluorooctane Sulfonate</td>
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<td>PIF</td>
<td>Project Identification Form</td>
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<td>POPs</td>
<td>Persistent Organic Pollutants</td>
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<td>PoW</td>
<td>Programme of Work</td>
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<td>PRSP</td>
<td>Poverty Reduction Strategy Paper</td>
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<td>PSC</td>
<td>Project Steering Committee</td>
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<td>PUF</td>
<td>Polyurethane foam</td>
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<td>QA/QC</td>
<td>Quality Assurance/Quality Control</td>
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<td>QSP</td>
<td>Quick Start Programme</td>
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<td>RECETOX</td>
<td>Research Center for Toxic Compounds in the Environment</td>
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<td>ROAP</td>
<td>Regional Office for Asia and Pacific</td>
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<td>SAICM</td>
<td>Strategic Approach to International Chemicals Management</td>
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<td>SC</td>
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<td>SCCF</td>
<td>Special Climate Change Fund</td>
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<td>SMC</td>
<td>Sound Management of Chemicals</td>
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<td>SOP</td>
<td>Standard Operating Procedure</td>
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<td>Small-Scale Funding Agreements</td>
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<td>TEQ</td>
<td>Toxic Equivalent</td>
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<td>TNA</td>
<td>Technology Needs Assessment</td>
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<td>UNDAF</td>
<td>United Nations Development Assistance Framework</td>
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<td>Acronym</td>
<td>Description</td>
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<tr>
<td>UNEP</td>
<td>United Nations Environment Programme</td>
</tr>
<tr>
<td>UoN</td>
<td>University of Nairobi, Kenya</td>
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<td>WEOG</td>
<td>Western European and Others Group</td>
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<td>WHO</td>
<td>World Health Organization</td>
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## APPENDIX 2
### OVERALL PROJECT BUDGET (EXCEL)

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

### Source of funding (noting whether cash or in-kind):

- **Project Personnel**
- **Supplies/contractors (includes travel)**
- **Supplies/consumables for equipment purchase & maintenance**
- **Expenses associated with meetings & travel**
- **Other miscellaneous expenses**

### Project Personnel Component

<table>
<thead>
<tr>
<th>Component</th>
<th>Budget Period</th>
<th>Cash</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200</td>
<td>1st Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1201</td>
<td>Project Director</td>
<td>264,000</td>
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</tr>
<tr>
<td>1202</td>
<td>Project Assistant</td>
<td>96,000</td>
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</tr>
<tr>
<td>1203</td>
<td>Travel &amp; Subsistence</td>
<td>30,000</td>
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</tr>
</tbody>
</table>

### Supplies/Contractors Component

<table>
<thead>
<tr>
<th>Component</th>
<th>Budget Period</th>
<th>Cash</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100</td>
<td>1st Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2101</td>
<td>Lab equipment (water, labs, etc.)</td>
<td>84,000</td>
<td></td>
</tr>
<tr>
<td>2102</td>
<td>Lab consumables for water, laboratories</td>
<td>84,000</td>
<td></td>
</tr>
<tr>
<td>2103</td>
<td>Lab consumables for air, laboratories</td>
<td>126,000</td>
<td></td>
</tr>
</tbody>
</table>

### Supplies/Consumables for Equipment Purchase & Maintenance Component

<table>
<thead>
<tr>
<th>Component</th>
<th>Budget Period</th>
<th>Cash</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100</td>
<td>1st Year</td>
<td></td>
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</tr>
<tr>
<td>3101</td>
<td>Lab equipment for water, laboratories</td>
<td>84,000</td>
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</tr>
<tr>
<td>3102</td>
<td>Lab consumables for water, laboratories</td>
<td>80,000</td>
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</tr>
<tr>
<td>3103</td>
<td>Lab consumables for air, laboratories</td>
<td>126,000</td>
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</tr>
</tbody>
</table>

### Expenses Associated with Meetings & Travel Component

<table>
<thead>
<tr>
<th>Component</th>
<th>Budget Period</th>
<th>Cash</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>1st Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4101</td>
<td>Supplies for travel, accommodations, meals, etc.</td>
<td>102,000</td>
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</tr>
<tr>
<td>4102</td>
<td>Supplies for travel, accommodations, meals, etc.</td>
<td>134,000</td>
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</table>

### Other Miscellaneous Expenses Component

<table>
<thead>
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<th>Budget Period</th>
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<th>In-Kind</th>
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</thead>
<tbody>
<tr>
<td>5100</td>
<td>1st Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5101</td>
<td>Evaluation, monitoring, interpretation, etc.</td>
<td>40,000</td>
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</tr>
<tr>
<td>5102</td>
<td>Evaluation, monitoring, interpretation, etc.</td>
<td>35,000</td>
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### Total

<table>
<thead>
<tr>
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<th>Cash</th>
<th>In-Kind</th>
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<tbody>
<tr>
<td>Total</td>
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</tbody>
</table>

### Notes

- All amounts are in US dollars.
- Cash amounts are listed first, followed by in-kind amounts.
## APPENDIX 4: CO-FINANCE BY SOURCE AND UNEP BUDGET LINES (RECEIVED 15 PLEDGED)

<table>
<thead>
<tr>
<th>Source</th>
<th>Agriculture</th>
<th>Health</th>
<th>Environment</th>
<th>Infrastructure</th>
<th>Other</th>
<th>Total</th>
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<td><strong>Office of Project Personnel</strong></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td>128,000</td>
</tr>
<tr>
<td><strong>Secretariat</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>3.1.2</td>
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<tr>
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### Budgetary Classification Year

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<th>Unbudgeted</th>
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</tr>
<tr>
<td>1.2.2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Secretariat</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
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<td><strong>Total</strong></td>
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</table>

### Additional Information

- **Group training (field trips, WS, etc.):** 10,000
- **Meetings of Steering Committee:** 10,000
- **Sub-contracts for national POPs analysis (air, water, milk, national):** 0
- **Expert laboratory, analysis of PFOS water:** 0
- **Implementation of mirror samples and analysis (expert labs):** 0
- **Sub-total:** 20,000
- **Equipment and premises components:**
  - **Expendable equipment (under 1,500 $):**
    - For African labs: spares, consumables, standards: 0
  - **Non-expendable equipment (above 1,500 $):**
    - Lab equipment: 40,000
  - **Sub-total:** 80,000
- **Miscellaneous components:**
  - **Reporting costs, publications, maps, NL:**
    - SOPs, sampling and analysis of core matrices, all POPs: 15,000
  - **Sub-total:** 45,000
- **Control sum from left:**
  - Agriculture: 128,000
  - Health: 128,000
  - Environment: 128,000
  - Infrastructure: 128,000
  - Other: 128,000
  - Total: 1,000,000
- **Other information:**
  - All figures are in USD.
  - Figures are rounded to the nearest thousand.
  - The budget lines have been categorized into five main categories: Agriculture, Health, Environment, Infrastructure, and Other.

---

**Notes:**

- All figures are in USD.
- Figures are rounded to the nearest thousand.
- The budget lines have been categorized into five main categories: Agriculture, Health, Environment, Infrastructure, and Other.
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 Development (OECD; http://www.oecd.org/env/ehs/testing/goodlaboratorypracticeglp.htm). GLP is a quality system concerned with the organisational processing process and conditions under which non-clinical health and environmental safety studies are planned, performed, monitored, recorded, archived and reported. The primary objective of the OECD Principles of Good Laboratory Practice (GLP) is to ensure the generation of high quality and reliable test data related to the safety of industrial chemical substances and preparations in the framework of harmonising testing procedures for the Mutual Acceptance of Data (MAD).

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

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

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

* milestones
APPENDIX 8

KEY DELIVERABLES AND BENCHMARKS

See Appendix 7
## APPENDIX 9

### SUMMARY OF REPORTING REQUIREMENTS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>M&amp;E activity</th>
<th>Purpose</th>
<th>Responsible Party</th>
<th>Budget GEF (US$)</th>
<th>Time-frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-yearly progress reports</td>
<td></td>
<td>UNEP EA</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PIRs</td>
<td></td>
<td>UNEP EA with UNEP TM</td>
<td>0</td>
<td>Months 26, 38, 50</td>
</tr>
<tr>
<td>Final report</td>
<td>Reviews effectiveness against implementation plan, highlights technical outputs, identifies lessons learned and likely design approaches for future projects, assesses likelihood of achieving design outcomes</td>
<td>UNEP</td>
<td>0</td>
<td>At end of project implementation</td>
</tr>
<tr>
<td>Project review and steering by PSC</td>
<td>Assesses progress, effectiveness of operations and technical outputs; Recommends adaptation where necessary and confirms implementation plan.</td>
<td>PSC</td>
<td>0</td>
<td>Months 2, 24, 36 and 48</td>
</tr>
<tr>
<td>Mid-term evaluation</td>
<td>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</td>
<td>UNEP (Task Manager or Evaluation Office)</td>
<td>35,000</td>
<td>Month 24</td>
</tr>
<tr>
<td>End-term financial audit at national level</td>
<td>Reviews use of project funds against budget and assesses probity of expenditure and transactions at national level.</td>
<td>UNEP</td>
<td>0</td>
<td>Month 44</td>
</tr>
<tr>
<td>Independent Terminal evaluation</td>
<td>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</td>
<td>UNEP TM in coordination with UNEP Evaluation Office (EO)</td>
<td>35,000</td>
<td>At end of project implementation</td>
</tr>
<tr>
<td>Independent Financial Audit</td>
<td>Reviews use of project funds against budget and assesses probity of expenditure and transactions</td>
<td>N/A for internally executed projects</td>
<td>0</td>
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<tr>
<td><strong>Total indicative M&amp;E cost</strong></td>
<td></td>
<td></td>
<td><strong>70,000</strong></td>
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</tbody>
</table>
Following rules and procedures, to be provided by UNEP’s EO.
APPENDIX 11

DECISION MAKING FLOWCHART AND ORGANIGRAM
APPENDIX 12

TERMS OF REFERENCE

To be developed after the inception workshop.

APPENDIX 13

CO-FINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS

APPENDIX 14

ENDORSEMENT LETTERS OF GEF NATIONAL FOCAL POINTS
## APPENDIX 15

### DRAFT PROCUREMENT PLAN

<table>
<thead>
<tr>
<th>UNEP BUDGET LINE/OBJECT OF EXPENDITURE</th>
<th>GEF funding (total USD)</th>
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</thead>
<tbody>
<tr>
<td>2200 Sub-contracts (SSFA, PCA, non-UN)</td>
<td></td>
</tr>
<tr>
<td>2201 National coordination and baseline</td>
<td>280,000</td>
</tr>
<tr>
<td>2202 Subcontracts for nat'l implementation of sampling air</td>
<td>378,000</td>
</tr>
<tr>
<td>2203 Subcontracts for regional implementation of sampling water</td>
<td>48,000</td>
</tr>
<tr>
<td>2204 Subcontracts for nat'l implementation of sampling human milk</td>
<td>252,000</td>
</tr>
<tr>
<td>2205 Subcontracts for national POPs analysis (air, water, milk, nat'l)</td>
<td>316,600</td>
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<tr>
<td>2206 Expert laboratories for core matrices</td>
<td>549,900</td>
</tr>
<tr>
<td>2207 Expert laboratory, analysis PFOS water</td>
<td>42,000</td>
</tr>
<tr>
<td>2208 Implementation of 2 rounds of interlab, Pacific Islands region</td>
<td>120,000</td>
</tr>
<tr>
<td>2209 Implementation of mirror samples and analysis (expert labs)</td>
<td>274,700</td>
</tr>
<tr>
<td>2210 Implementation of mirror samples and analysis (nat'l labs)</td>
<td>70,300</td>
</tr>
<tr>
<td>2299 Sub-Total</td>
<td>2,331,500</td>
</tr>
<tr>
<td>2999 Component Total</td>
<td>2,331,500</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>40 EQUIPMENT and PREMISES COMPONENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4100 Expendable equipment (under 1,500 $)</td>
<td></td>
</tr>
<tr>
<td>4101 Supplies of samplers, containers for air, water, human milk</td>
<td>126,000</td>
</tr>
<tr>
<td>4102 For Pacific Islands labs: spares, consumables, standards</td>
<td>80,000</td>
</tr>
<tr>
<td>4103 Set-up of site for active sampling of air in one country</td>
<td>30,000</td>
</tr>
<tr>
<td>4199 Sub-Total</td>
<td>236,000</td>
</tr>
<tr>
<td>4999 Component Total</td>
<td>236,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>50 MISCELLANEOUS COMPONENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5201 Reporting costs (publications, maps, NL)</td>
<td></td>
</tr>
<tr>
<td>5201 Sectoral, thematic reports</td>
<td>175,000</td>
</tr>
<tr>
<td>5202 SOPs, sampling and analysis of core matrices, all POPs</td>
<td>50,000</td>
</tr>
<tr>
<td>5203 National reports and regional summary report</td>
<td>170,000</td>
</tr>
<tr>
<td>5204 Preparation of final regional report</td>
<td>56,000</td>
</tr>
<tr>
<td>5205 Visualization, translation, interpretation (Web, WS, documents)</td>
<td>40,000</td>
</tr>
<tr>
<td>5299 Sub-Total</td>
<td>491,000</td>
</tr>
<tr>
<td>5500 Evaluation</td>
<td></td>
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<tr>
<td>5501 Mid-term review</td>
<td>35,000</td>
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<tr>
<td>5502 Terminal evaluation</td>
<td>35,000</td>
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<tr>
<td>5599 Sub-Total</td>
<td>70,000</td>
</tr>
<tr>
<td>5999 Component Total</td>
<td>561,000</td>
</tr>
</tbody>
</table>

| TOTAL | 3,128,500 |
APPENDIX 16

TRACKING TOOLS
APPENDIX 17

SUPERVISION PLAN

To be developed at the inception workshop