

**Special Programme to support
institutional strengthening at the
national level for implementation of the
Basel, Rotterdam and Stockholm
Conventions, Minamata Convention and
the Strategic Approach to International
Chemicals Management**

**Webinar series
April – May 2016**



Integrated approach to financing sound management of chemicals and waste

GC decision 27/12, section VIII on consultative process on financing options for chemicals and waste

UNEA 1 (resolution 1/5), underscored 3 mutually reinforcing components of an integrated approach:

1. Mainstreaming;
2. Industry involvement;
3. Dedicated external finance, comprising:
 - Resources from the GEF; and
 - Special programme to support **country-driven institutional strengthening at the national level.**

Special Programme Terms of Reference

Institutional strengthening defined as:

“Enhancing the sustainable institutional capacity of Governments to develop, adopt, monitor and enforce policy, legislation and regulation, as well as gain access to financial and other resources, to ensure sound chemicals and waste management throughout their life cycle”

Expected outcomes:

- a. Development and monitoring of the implementation of national policies, strategies, programmes and legislation;
 - b. Adoption, monitoring and enforcement of legislation and regulation frameworks;
 - c. Mainstreaming of chemicals and waste sound management into national development plans, national budgets, policies, legislation and implementation frameworks;
 - d. Work in a multisectoral, effective, efficient, transparent, accountable and sustainable manner in the long term;
 - e. Promotion of multi-sectoral and multi-stakeholder cooperation and coordination;
 - f. Promotion of involvement, responsibility and accountability of the private sector;
 - g. Promotion of the effective implementation of the BRS and Minamata Conventions and SAICM; and
 - h. Promotion of cooperative and coordinated implementation of the Instruments at the national level.
-

Special Programme Secretariat and Trust Fund

The Secretariat of the Special Programme is hosted within UNEP's Chemicals and Waste Branch in DTIE.

The Special Programme Trust Fund has been formally established. The Trust Fund will be open for contributions and applications for **seven years**.

To date, the following financial pledges and contributions have been received:

Donor	Amount
Austria	€ 40,000
European Union	€ 11,000,000
Finland	€ 200,000
Germany	€ 180,000
Sweden	USD 180,000
The Netherlands	€ 60,000
United States	USD 750,000
Total	~ USD 14 million

Governance arrangements

The Executive Board, the **decision-making body** of the Special Programme, has been established.

The representatives from recipient countries are as follows:

- Kenya, representing Africa
- Brazil and Argentina, representing LAC (sharing the two-year term)
- Former Yugoslav Republic of Macedonia, representing CEE
- Yemen, representing LDCs and SIDS

The country to represent Asia and the Pacific is still to be decided.

The donor representatives on the Executive Board are:

- The European Union
- Finland
- Germany
- Sweden
- United States of America

Executive Board co-chairs: Brazil and Finland

First meeting of the Executive Board 2 to 3 February 2016, Geneva



Outcomes of the first meeting of the Executive Board

The Executive Board reached the following agreement:

- the projects would have the following funding range: US\$50,000 to US\$250,000 with a maximum of US\$500,000 for a more comprehensive project on institutional strengthening;
- maximum duration of a project would be for 3 years;
- the first round of applications would be launched as a pilot phase.

Outcomes of the first meeting of the Executive Board

The eligibility criteria in accordance with the terms of reference:

- Developing countries, taking into account the special needs of least developing countries and small island developing States, and for countries with economies in transition, with priority given to those with least capacity;
- Party to one of the relevant conventions or have demonstrated that they are in the process of preparing for ratification of any one of the conventions;
- Identification of the associated domestic measures to be taken to ensure that the national institutional capacity by the Special Programme is sustainable in the long term.

Outcomes of the first meeting of the Executive Board

Project applications will include information:

- Proposal of measures within the objective of the Special Programme;
- Sustainability of the project outcome(s);
- Contribution of resources equal to the value of at least 25 per cent of the total allocation requested in the application;
- Performance targets to measure progress achieved by the Special Programme;
- Identification of mainstreaming of the sound management of chemicals and waste in various sectors;
- Participation and commitment of relevant actors and sectors in the implementation of the measures proposed;
- Project intervention on more than one instrument;
- Identification of the conventions to which the applicant country is a Party and/or of actual participation in SAICM.



Launch of the 1st call for applications (5 April – 4 July 2016)

www.unep.org/chemicalsandwaste/SpecialProgramme/SpecialProgrammeCallsforProposals

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Special Programme on Chemicals and Waste: Call for Proposals

Call for Proposals

The Special Programme is calling developing countries and countries with economies in transition to submit projects proposals for funding between USD \$50,000 to \$250,000. **The deadline for applications is 4 July 2016.**

The Special Programme aims to strengthen national institutions and to promote the mainstreaming of the sound management of chemicals and waste. Key activities supported by the programme provide countries to advance institutional capacity for the implementation of the Basel, Rotterdam and Stockholm Conventions, the Minamata Convention and SAICM. Activities supported by the programme intend to strengthen national capacities, monitor implementation and enforcement of legislation and regulatory frameworks, and this includes developing national plans, budgets, policies, legislation and implementation frameworks for the sound management of chemicals and wastes throughout their life-cycle and at all levels.

Fundamentally linking chemicals and waste management with the economic, environmental and social development agenda is essential to sustainable development. It creates new impetus for the implementation of international chemicals and waste agreements, as well as other relevant international commitments and policy frameworks, including the Strategic Approach to International Chemicals Management (SAICM). The integration of sound management of chemicals and waste in the 2030 Agenda for Sustainable Development is a major achievement.

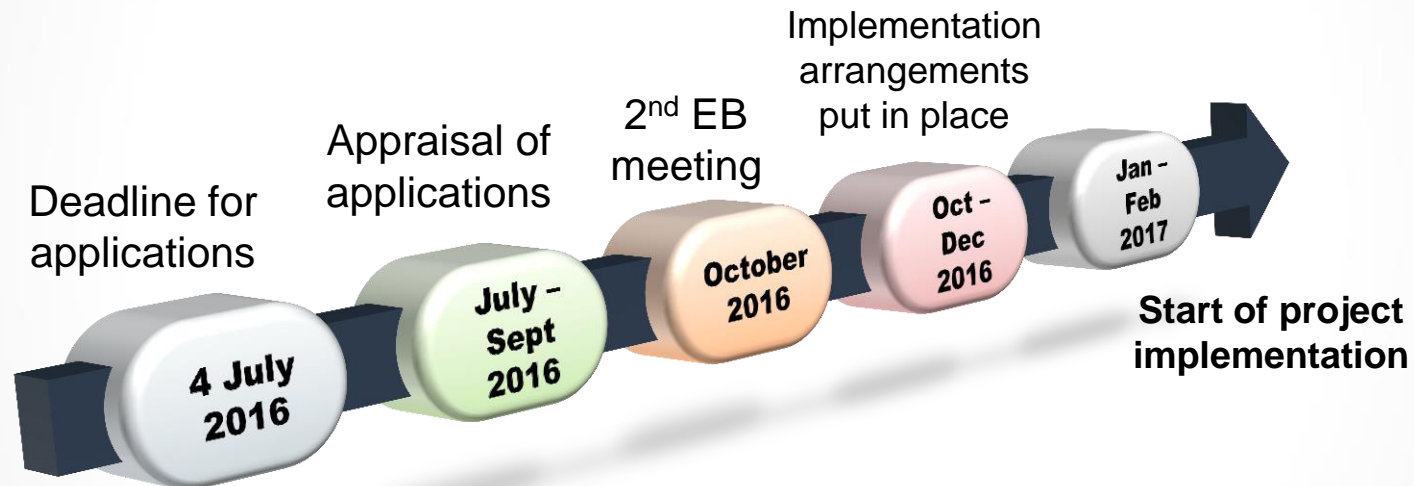
Project proposals should include a timeline for completion within three years. In some cases, project allocations may be increased up to a maximum of US\$500,000, where adequate justification and evidence is given for a comprehensive approach to institutional strengthening at the national level and taking into account as well the amounts of funds available in the Trust Fund.

Application Documents

<http://www.unep.org/chemicalsandwaste/SpecialProgramme/SpecialProgrammeCallsforProposals>

Application Documents

1st round of applications – next steps



Information resources

- UNEA 1 resolutions and decisions, including the ToRs for the Special Programme, available at: http://www.unep.org/unea/UNEA_Resolutions.asp.
- Information regarding the Special Programme available on the UNEP Chemicals and Waste Branch website at: <http://www.unep.org/chemicalsandwaste/SpecialProgramme>.

For any further information, the Secretariat of the Special Programme is available at:

Secretariat of the Special Programme
UNEP DTIE, Chemicals and Waste Branch
11-13, chemin des Anémones
CH-1219 Châtelaine, Geneva, Switzerland
Email: special-programme.chemicals@unep.org
Fax: +41 22 797 3460

Questions?



Application Form I - Summary

SPECIAL PROGRAMME
TRUST FUND

Project Application Form I
Project Proposal Summary

Project No:

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Note Applications should all be endorsed by the relevant ministry where the project will be executed.

1	PROJECT PROPOSAL SUMMARY	
1.1	PROJECT TITLE	
1.2	DURATION	_____ months
1.3	ELIGIBILITY CRITERIA	<p>(a) Paragraph 6 of the terms of reference of the Special Programme indicates that support will be available for developing countries, taking into account the special needs of least developed countries and small island developing States, and for countries with economies in transition.</p> <p>Developing Country <input type="checkbox"/> Least Developed Country <input type="checkbox"/> SIDS <input type="checkbox"/> CEITs <input type="checkbox"/></p>
		<p>(b) Paragraph 7 of the terms of reference of the Special Programme provides that applicants will be eligible if they are party to any one of the relevant conventions or have demonstrated that they are in the process of preparing for ratification of any one of the conventions.</p> <p><i>Please provide details relevant for your country for the conventions listed below.</i></p> <p>Your country is a Party to: Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/></p> <p>Your country is in the process of preparing for ratification of: Basel <input type="checkbox"/> Rotterdam <input type="checkbox"/> Stockholm <input type="checkbox"/> Minamata <input type="checkbox"/></p>
		<p>(c) Paragraph 8 of the terms of reference of the Special Programme indicates that applications will include identification of the associate domestic measures to be taken to ensure that the national institutional capacity supported by the Special Programme is sustainable in the long term.</p> <p><i>Please provide details from your country's perspective.</i></p>

1.4	PROJECT EXECUTIVE SUMMARY (APPROXIMATELY 250 WORDS)		
1.5	FUNDING SUMMARY <i>* noting that paragraph 21 of the terms of reference of the Special Programme provides that beneficiary countries will contribute resources equal to the value of at least 25 per cent of the total allocation.</i>	Value of resources contributed by beneficiary country (cash and/or in-kind)	\$
		Amount requested from the Special Programme Trust Fund (max. \$250,000)	+\$
		Amount requested from other sources (cash and/or in-kind)	+\$
		Total project budget	=\$
1.6	OTHER FUNDING SOURCES* <i>* If any, please complete the table "Additional Contributions" included in Application Form III (budget form)</i>	Has this project or the activities proposed previously been submitted for funding or in-kind donations from other sources?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Is the viability of the project dependent on confirmation of funding from other sources in addition to the Special Programme trust fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>

2 CONTACT DETAILS		
2.1	APPLICANT	Applicant organization /institution
		Applicant representative (name) Mr/Ms _____ _____ _____
		Functional Title
		Section / Department
		Address

2.2	PROJECT IMPLEMENTING ORGANIZATION /INSTITUTION (IF RELEVANT)	Applicant representative (name) Mr/Ms _____ _____ _____
		Functional Title
		Section / Department
		Address
		Phone
		Fax
		E-Mail

2.3

Project PartnersFor each partner, please provide the following information

Name of the organization (s)

Contact person (s)

E-Mail

Organizations' role in the project: (For all institutions, please indicate tasks).

Phone

Fax

E-Mail

Website address
(if available)Project implementing
Organization /
Institution

2.2	PROJECT IMPLEMENTING ORGANIZATION /INSTITUTION (IF RELEVANT)	Applicant representative (name) Mr/Ms ----- ----- -----	
		Functional Title	
		Section / Department	
		Address	
		Phone	
		Fax	
		E-Mail	

2.4 Independent monitoring and evaluation of the project

Organization	
Functional Title	
Section / Department	
Address	
Phone	
Fax	
E-mail	
Contact person (name) Mr/Ms	

2.6 Financial audit

Organization	
Functional Title	
Section / Department	
Address	
Phone	
Fax	
E-mail	
Comments	

3

APPLICATION CHECKLIST OF ESSENTIAL ELEMENTS BEFORE SUBMISSION**ALL OF THE FOLLOWING ELEMENTS INCLUDED IN YOUR APPLICATION?**

A complete and signed Application Form I - including a record of Government endorsement by the relevant ministry

A complete Application Form II –Project Description

A complete Application Form III – Project Budget

Letters of support from the different project partners confirming its/their role(s)

Projects with an implementing organization/institution, a letter from the organization/institution confirming its role (if relevant)

For projects with other sources of financing, proof of funding from beneficiary country and other sponsors/donors

4

Endorsement and Certification

4.1

OFFICIAL FOCAL POINT**RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT**

Name

Functional Title

Institution/ Department / Section

I, the Official focal point for _____ (country name)
confirm the validity and relevance of the proposed project in relation to national priorities for chemicals and waste management

Date and Signature

4.2

APPLICANT CERTIFICATION

I certify that the information provided in this application, including all enclosures, is accurate and relevant to national priorities in chemicals management, in line with the Special Programme to support institutional strengthening at the national level to enhance the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention on Mercury and the Strategic Approach to International Chemicals Management (SAICM). I confirm that should this project be approved initial management arrangements should be concluded between UNEP, as trustee, and the designated project implementing agency. I also note that should this project be approved, the Special Programme secretariat will make the relevant project details publicly available via the Special Programme website.

Name and title

Date and signature

Application Form II – Project description

**SPECIAL PROGRAMME
TRUST FUND**

Project Application Form II Project Description

Project No:

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Note

Please consult the application guideline
(<http://www.unep.org/chemicalsandw>)

1 PROJECT INFORMATION				
1.1	PROJECT TITLE			
1.2	APPLICANT ORGANIZATION/ INSTITUTION			
1.3	APPLICANT REPRESENTATIVE <input type="checkbox"/> MR. <input type="checkbox"/> Ms.			
1.4	PROJECT BUDGET			
	<table border="1"> <tr> <td>TOTAL Project Budget:</td> <td>\$</td> </tr> <tr> <td>Total amount requested from the Special Programme Trust Fund:</td> <td>\$</td> </tr> </table>	TOTAL Project Budget:	\$	Total amount requested from the Special Programme Trust Fund:
TOTAL Project Budget:	\$			
Total amount requested from the Special Programme Trust Fund:	\$			
1.5	PROJECT RESPONSIBILITY AND MANAGEMENT			

1.6 PROJECT

BACKGROUND

Provide a brief and clear scenario of the overall country approach to strengthening institutional capacity in chemicals management in the above mentioned country(ies)/or region and describe its major chemical management issues.

List the country(ies) signature and ratification status of international agreements on chemicals, and how the project supports the intervention of one or more of the instruments.

In addition, please list and describe the main and relevant projects on chemicals management undertaken over the past 7 years, currently being implemented or planned in the future for the concerned country(ies) and/ or region (e.g. through bilateral assistance, in support the implementation of relevant chemicals international agreements or under the framework of the Global Environment Facility.

If any, please indicate for each of these projects:

- i) The funding received
- ii) Dates of implementation (timeframe)
- iii) Links with the proposed Special Programme project.
- iv) Achievements and lessons learned

1.7 PROJECT OVERALL OBJECTIVE AND JUSTIFICATION*

Paragraph 3 of the terms of reference for the Special Programme stipulates that the expected outcomes of institutional strengthening through the Special Programme include:

1. Develop and monitor the implementation of national policies, strategies, programmes
2. Promote the adoption, monitoring and enforcement of legislation and regulatory frameworks for the sound management of chemicals and wastes;
3. Promote the mainstreaming of the sound management of chemicals and wastes into national development plans, national budgets, policies, legislation and implementation frameworks at all levels, including addressing gaps and avoiding duplication;

4. Work in a multisectoral, effective, efficient, transparent, accountable and sustainable manner in the long term;

5. Facilitate multisectoral and multi-stakeholder cooperation and coordination at the national level;

6. Promote private sector responsibility, accountability and involvement.

7. Promote the effective implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach;

8. Promote cooperation and coordinated implementation of the Instruments at the national level.

1.8	PROJECT DESCRIPTION		
1.8.1	Explain how the project will address the institutional strengthening at the national level		
1.8.2	1. Project outcome	Indicators	Means of verification
	<i>Insert a project outcome</i>	<i>[All indicators should have a measurable Baseline and Target listed in brackets]</i>	<i>Insert both data source and method for measuring progress against indicator target</i>
	Project milestones that show progress towards achieving the project outcome		Expected Milestone for each reporting period (annual)
	Milestone ¹ <i>Insert</i>		<i>Insert Month/Year</i>
	M2 <i>Insert</i>		<i>Insert Month/Year</i>
	M3 <i>Insert</i>		<i>Insert Month/Year</i>
	... <i>Insert</i>		<i>Insert Month/Year ...</i>
	2. Project Outputs²	Indicators	Means of verification

¹ **Milestones:** Are benchmarks (not activities) that represent attainment of a project stage or project achievement that show progress towards project outcomes and outputs. Milestone attainment should be strictly answerable with a "yes" or "No" answer.

Outcome milestone will often show progress on a particular outcome indicator target, but can also be a major significance benchmark, believed to lead to the outcome

A) <i>Insert first project output</i>	<i>Insert Indicator (plus measurable baseline and target in brackets)</i>	<i>Insert both data source and method for measuring progress against indicator target</i>
Project output Milestones:		Expected Milestone for each reporting period (annual)
M1 <i>Insert one milestone for the first six month period for the first project output</i>		<i>Insert</i> Month/Year
M2 <i>Insert one milestone for the second six month period for the first project output</i>		<i>Insert</i> Month/Year
M3 <i>Insert one milestone for the third six month period for the first project output</i>		<i>Insert</i> Month/Year
... <i>Insert</i>		<i>Insert</i> Month/Year ...
3. Project Outputs	Indicators	Means of verification
A) <i>Insert second project output</i>	<i>Insert Indicator (plus measurable baseline and target in brackets)</i>	<i>Insert both data source and method for measuring progress against indicator target</i>
Project output Milestones:		Expected Milestone for each reporting period (annual)
M1 <i>Insert one milestone for the first six month period for the first project output</i>		<i>Insert</i> Month/Year
M2 <i>Insert one milestone for the second six month period for the first project output</i>		<i>Insert</i> Month/Year
M3 <i>Insert one milestone for the third six month period for the first project output</i>		<i>Insert</i> Month/Year

² **Outputs** : are the products, capital goods and services delivered by the project. Outputs relate to the completion of activities and managers have a high degree of control over them

IMPORTANT: For projects without full funding, state what results from the logframe will be delivered from the funding available.
If a project output is delivered in a certain period within the projects life span, indicate this next to the output

PROJECT ASSUMPTIONS

Please list the factors or conditions that are likely to affect the successful achievement of project objectives (e.g institutional, financial, administrative, technical, political) and the mitigation measure that could be taken to reduce risks. Indicate how the project managers would ensure successful implementation (strategies).

1.10 PROJECT WORKPLAN*

Rows and columns can be added as required, please note that the number and descriptions of project activities have to be in line with the ones reflected in project description

** Please consult the application guidelines (p. 20) available on SAICM website to complete this section.*

Project Activities		Lead responsibility	Timeframe (by quarter – every 3 months)											
No.	Description		1	2	3	4	5	6	7	8	9	10	11	12
1.1														
1.2														
1.3														
1.4														
...														

1.11 EVALUATION PLAN*

Indicate how the project will be evaluated, including the selection of performance indicators and targets for monitoring and evaluation.

** Please consult the application guidelines (p. xx) available on Special Programme website to complete this section.*

2	LIST OF CRITERIA FOR PROJECT APPROVAL	
2.1	Proposal of measures within the objective of the Special Programme	
2.2	Sustainability of the project outcome(s)	
2.3	Contribution of resources equal to the value of at least 25 per cent of the total allocation requested in the application ³	
2.4	Performance targets to measure progress achieved by the Special Programme	
2.5	Identification of mainstreaming of the sound management of chemicals and waste in various sectors	
2.6	Participation and commitment of relevant actors and sectors, including health, agriculture the implementation of the measures proposed	
2.7	Project intervention on more than one instrument	
2.8	Identification of the conventions to which the applicant country is a Party and/or of actual participation in SAICM	

3 OTHER PROJECT CONSIDERATIONS

3.1 PLEASE PROVIDE INFORMATION ON OTHER PROJECT CONSIDERATIONS (E.G. MEASURES TO ENSURE

SUSTAINABILITY, GENDER CONSIDERATIONS, ETC.)

3.2 **SECTORIAL INVOLVEMENT (COVERAGE) IN THE PROJECT**

Agriculture

Environment

Health

Labour

Industry

Other sector

If other sector, please indicate which one.

Please indicate how each sector will be involved in project activities

Application Form III – Project budget

Special Programme Trust Fund Budget table - Application Form III Project Budget Summary

Please list your Government's cash contributions and in-kind support. In-kind support can include, for example, time of salaried civil servants, equipment, materials office space and professional services.

Source		Contribution	
Name of institution /organization	Date of submission	Description	Cash
Total			\$0

Amount requested from the Special Programme Trust Fund

The table below is automatically updated by inputs in the different tables A, B and C

	Budget A: Personnel and Training	Budget B: Equipment and other expenses	Budget C: Sub-contracts	Administration fees *	Total Budget
Total year 1	0	0	0		0
Total year 2	0	0	0		0
Total year 3	0	0	0		0
Total	0	0	0	0	0

*Special Programme administration fees as percentage charged against Budgets A, B and C: ENTER DESIRED PERCENTAGE BELOW 8%

0.0%

*This column is applicable to administration fees charged by the applicant for services in support of the project but not directly linked to its implementation. This fee may include costs such as budgeting, accounting, treasury, staff management and technical support services which are not directly linked to the activities undertaken. **A maximum of 8 percent of the Budgets A, B and C can be budgeted to cover administration fees**

Special Programme Trust Fund
Budget table - Application Form III
Budget Table A: Personnel and Training costs

Please list all costs related to personnel, independent monitoring and evaluation, meetings and training of the project in the following table, where applicable. **Totals are calculated automatically**
 Note: Not all costs are eligible for funding from the Special Programme Trust Fund (refer to the Guidelines).
Separate each cost on a different line (add more lines, as required).

	Year 1	Year 2	Year 3	Total		
	US\$	US\$	US\$	US\$		
Project personnel						
Project Personnel (Title)	wage/month					
1	0					
2	0					
3	0					
4	0					
Total	0					
Consultants	wage/month					
1	0					
2	0					
3	0					
4	0					
Total	0					
Travel (staff and consultants)						
1		0	0	0		
2		0	0	0		
3		0	0	0		
4		0	0	0		
Total		0	0	0		
Independent Monitoring & Evaluation and Audit						
1		0	0	0		
2		0	0	0		
3		0	0	0		
4		0	0	0		
Total		0	0	0		
Training and meetings						
Group training						
1		0	0	0		
2		0	0	0		
3		0	0	0		
4		0	0	0		
Total		0	0	0		
Meeting / conferences						
1		0	0	0		
2		0	0	0		
3		0	0	0		
4		0	0	0		
Total		0	0	0		
TOTAL Personnel, independent monitoring and evaluation, training and conferences				0	0	0

Special Programme Trust Fund

Budget table - Application Form III

Budget Table B: Equipment and related expenses

Please list all costs related to equipment, premises, maintenance and related expenses in the following table, where applicable. **Totals are calculated automatically**

Note: Not all costs are eligible for funding from the SP Trust Fund (refer to the Guidelines).

Separate each cost on a different line (add more lines, as required).

	Year 1	Year 2	Year 3	Total
	US\$	US\$	US\$	US\$
Expendable equipment (items under \$ 1,500 each)				
1	0	0		
2	0	0		
3	0	0		
4	0	0		
4199 Total	0	0		
Non expendable equipment (items above \$ 1,500 each)				
1	0	0		
2	0	0		
3	0	0		
Total	0	0		
Premises				
1	0	0	0	
2	0	0	0	
3	0	0	0	
Total	0	0	0	
Rental, operation and maintenance of equipment				
1	0	0	0	
2	0	0	0	
3	0	0	0	
Total	0	0	0	
Reporting costs				
1	0	0	0	
2	0	0	0	
3	0	0	0	
Total	0	0	0	
Sundry items (miscellaneous costs)				
1	0	0	0	
2	0	0	0	
3	0	0	0	
Total	0	0	0	
TOTAL Equipment, related expenses and independent monitoring and evaluation				0

Special Programme Trust Fund

Budget table - Application Form III

Budget Table C: Sub-contracts

Please list all sub-contracts of the project in the following table, where applicable. Totals are calculated automatically

Note: The following costs should not be in this table*

- Personnel and consultants contracts (table A)
- Purchase, repair and maintenance of equipment (table B)
- Printing and publishing contracts (table B)

Separate each cost on a different line (add more lines, as required).

	Year 1	Year 2	Year 3	Total
	US\$	US\$	US\$	US\$
Subcontracts				
Cooperating agencies (Intergovernmental Organizations)	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
4199 Total	0	0	0	0
Supporting organizations (NGOs or academics)	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
Total	0	0	0	0
Commercial purposes (companies or profit making entities)	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
Total	0	0	0	0
Subcontracts Total	0	0	0	0

* Please see the application guidelines for additional information

Information resources

- UNEA 1 resolutions and decisions, including the ToRs for the Special Programme, available at: http://www.unep.org/unea/UNEA_Resolutions.asp.
- Information regarding the Special Programme available on the UNEP Chemicals and Waste Branch website at:
<http://www.unep.org/chemicalsandwaste/SpecialProgramme>.

For any further information, the Secretariat of the Special Programme is available at:

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