



SP/EB.5/8
18 November 2019

English only

REPORT OF THE FIFTH MEETING OF THE EXECUTIVE BOARD OF THE SPECIAL PROGRAMME TO SUPPORT INSTITUTIONAL STRENGTHENING

ITEM 1. OPENING OF THE MEETING

1. The fifth meeting of the Executive Board of the Special Programme to support institutional strengthening at the national level for the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM) was opened at 9:30 a.m. on 6 October 2019 in Bangkok, Thailand, by Ms Nalini Sharma, Head of the Special Programme Secretariat.

2. In her opening remarks, Ms. Sharma welcomed the members of the Executive Board and thanked the members of the internal task team and other observers for their attendance, the President of the Basel Convention Conference of the Parties and the Vice-President of the Rotterdam Convention Conference of the Parties. Ms. Sharma noted that the Secretariat has been working diligently to finalize the implementation arrangements for projects that were approved by the Board during its fourth meeting in January 2019 as well as those pending for projects that were approved during the second round. She also noted that 2019 had been a year of taking stock of the progress made by the Special Programme, noting that it has been active in addressing the needs of the Basel, Rotterdam and Stockholm conventions and the Minamata Convention. She further noted that it was a time for reflecting on how to implement further positive changes based on recommendations and lessons learned with the view to achieving the objectives of the Special Programme, for example, how to better address the needs of SAICM.

3. Mr. Matewe, delivered an opening statement on behalf of the co-chairs of the Executive Board. In his remarks, Mr. Matewe also extended his welcome to the members of the Executive Board as well as observers to the meeting. He highlighted that as 2020 draws closer, there will be many important milestones for the environment and that the Special Programme plays a pivotal role in helping countries to achieve these milestones as well as relevant Sustainable Development Goals and targets by supporting countries looking to achieve the sound management of chemicals and waste. He also emphasised the continued need to reflect on past projects and monitor the impact of the Special Programme in order to remain adaptable to countries' needs. Finally, Mr. Matewe provided an overview of the meeting objectives and officially opened the meeting.

4. Following the opening remarks, the co-chairs invited the members of the Executive Board and the observers in attendance to introduce themselves briefly.

ITEM 2. ADOPTION OF THE AGENDA

5. The meeting was attended by 9 of the 10 Executive Board members and represented quorum for decision making in accordance with Rule 17 of the Rules of Procedure for the Executive Board of the Special Programme.

6. The co-chairs invited the Executive Board to consider and adopt the provisional agenda and the proposed organisation of work as contained in documents SP/EB.5/1 and SP/EB.5/1/Add.1.

7. The agenda and proposed organisation of work were adopted with the inclusion of a presentation from the Secretariat of the Global Environment Facility (GEF) under agenda item 4.1.

**ITEM 3. APPROVAL OF THE REPORT OF THE FOURTH MEETING
OF THE EXECUTIVE BOARD**

8. The Executive Board was invited to consider and approve the report of the fourth Executive Board meeting, held in January 2019 in Geneva, Switzerland, as contained in document SP/EB.5/2.

9. The report was approved without any modifications. The co-chairs requested the Secretariat to make the [final version](#) of the report available on the Special Programme website.

**ITEM 4. PREPARATIONS FOR THE LAUNCHING OF THE FOURTH AND SUBSEQUENT
ROUNDS OF APPLICATIONS**

**4.1 Presentations from the Secretariats of the Basel, Rotterdam and Stockholm
Conventions, the Minamata Convention, SAICM and GEF**

10. Representatives from each of the Secretariats of the chemicals and waste related instruments and the GEF were invited by the co-chairs to provide the Executive Board with an overview of the outcomes and/or expected outcomes of relevant meetings held by their respective Governing Bodies.

11. In reporting on the outcomes of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions, Mr. Frank Moser provided a summary of the main decisions that were taken by the Parties during the meeting. Mr. Moser highlighted, amongst other things, the adoption of the amendment to the annexes of the Basel Convention to better control plastic waste, the establishment of a compliance mechanism under the Rotterdam Convention and the listing of two new chemicals under the Stockholm Convention. He also emphasised the key role that the Special Programme plays in contributing to facilitating countries' fulfilment of their obligations towards the Basel, Rotterdam and Stockholm Conventions.

12. Ms. Claudia ten Have reported on the progress made during the intersessional process of the Minamata Convention and provided an overview of the preparations leading up to the third meeting of the Conference of the Parties to the Minamata Convention which is scheduled to take place in November 2019. Ms. ten Have also provided the Executive Board with an analysis of the relationship between the different funding mechanisms that are in place to facilitate the implementation of the Minamata Convention, specifically, the Special Programme, the Specific International Programme and the GEF. Her analysis summarised how each of the funding mechanisms can work in concert and avoid duplication of efforts.

13. Ms. Brenda Koekkoek reported on the progress made on the SAICM beyond 2020 framework and the outcomes of the third Intersessional Process (IP3) meeting that was convened the week prior. In her remarks, Ms. Koekkoek highlighted that there were a lot of discussions at IP3 regarding perceived gaps in access to funds from the Special Programme in the context of SAICM from some stakeholders. Furthermore, in their discussions on the Integrated Approach, participants indicated that a strategic and programmatic approach among all stakeholders on the implementation of the integrated approach could further enhance progress towards the sound management of chemicals and waste.

14. Mr. Anil Sookdeo provided the Executive Board with an overview of the history, structure and funding modalities of the GEF. This included information on the GEF project and program cycle, its agency fee policy, project cancellation policy and co-financing policy. Mr. Sookdeo also provided a summary of the GEF 7 Chemicals and Waste Programme and the underlying programming principles that have been put in place to facilitate the delivery of the expected impacts and co-benefits on the environment.

15. Following the presentations, the Executive Board expressed their appreciation to the representatives of the Secretariats of the Basel, Rotterdam and Stockholm Conventions, the Minamata Convention, SAICM and the GEF for sharing relevant information with the Board and reflected on how the Special Programme can continue to facilitate the implementation of the chemicals and waste related instruments in an effective manner. Furthermore, the members of the Executive Board requested that such presentations be included as a standing agenda item at subsequent Executive Board meetings.

4.2 Approval of revised application guidelines and forms

16. The co-chairs of the Executive Board invited the Special Programme Secretariat to present an overview on the updated the application guidelines and forms, as outlined in documents SP/EB.5/3/Add.1, SP/EB.5/3/Add.2 and SP/EB.5/3/Add.3.

17. In discussing this topic, representatives of the Basel, Rotterdam and Stockholm Secretariat and the Minamata Secretariat proposed the inclusion of an additional set of questions to the application form with the view to collecting information on each applicant country's status with respect to the transmission of information on focal points and the submission of reports to the relevant secretariat pursuant to the Basel, Rotterdam and Stockholm Conventions and the Minamata Convention.

18. The Executive Board considered the merits of including the proposed questions in the application form and indicated that such information would be useful during the appraisal process. They also noted that the provision of such information will not impact the Board's decision on whether or not a project would be funded. In line with its discussion, the Executive Board requested the Secretariat to integrate the new question into the application form under Annex 2 of the application form along with the question on the 2030 Agenda for Sustainable Development.

19. The Executive Board welcomed the updates made to the documents and endorsed the full application package, consisting of the application guidance, guidelines and forms, with the proposed improvements and requested the Secretariat to make them available in English, Arabic, French, Spanish and Russian in time for the fourth round of applications.

20. Following the Secretariat's presentation, the co-chairs invited, via teleconference, Ms. Leslie Paas, instructional design consultant, to present the e-learning module, as outlined in document SP/EB.5/3/Add.4. In her presentation, Ms. Paas provided an overview of the advantages of developing an e-learning course and the desired outcomes as well as information on the instructional design model that was followed to develop the course parameters and content. Finally, Ms. Paas provided a summary of the current stage of the development process and the next steps that will be implemented in preparation for the launch of the e-learning course.

21. The members of the Executive Board reflected positively on the status of implementation of the e-learning course and endorsed its launching in time for the fourth round of applications.

4.3 Timeline for review and appraisal of applications

22. The co-chairs invited the Secretariat to present the proposed timelines for the submission, appraisal and review of the applications as outlined in document SP/EB.5/3 to assist the Board in its deliberations on this agenda item.

23. Following its deliberations, the Executive Board endorsed the timeline for processing the fourth round of applications, as set out in Annex II.

4.4 Policy discussion on the subsequent rounds of applications

24. The co-chairs invited the Executive Board to take part in a policy discussion on topical and thematic issues for consideration for subsequent rounds of applications in line with the request from the members of the Board at their fourth meeting where they indicated that stronger links need to be made between the Special Programme and the Sustainable Development Goals, including through its projects, with the view to attracting new donors, as well as to consider the approach with which the Special Programme will consider regional projects.

25. In considering topical and thematic issues for consideration for subsequent rounds of applications, as presented in the document entitled "*Guidance on the scope of the Special Programme*", as presented in document EB.5/3/Add.1, the Board highlighted that a thematic approach to subsequent rounds of applications may shift focus from the submission of projects that are aligned with countries' national priorities and place an undue burden to adapt to the request for thematic project proposals.

26. In line with their discussion, the Board requested that the section on topical and thematic issues, with the exception of the section on gender mainstreaming, be moved from the main body of the document into an annex and be framed as information on some of the many possible thematic areas that countries can consider incorporating into their project. Furthermore, the Board requested that case studies drawn from ongoing Special Programme Projects be incorporated into the document to provide applicants with examples of possible project components.

27. With regards to regional projects, the members of the Executive Board reflected positively on the proposal to consider projects with a regional focus in the context of the Special Programme while noting that all countries that are participating in the proposed project must be eligible for funding from the Special Programme.

28. The Board also indicated that further consideration should be made on the appraisal criteria that should be applied for such projects and that need for guidelines to countries on budgeting and best practices for the coordination of regional projects. The Board also acknowledged that there may be a coordinating role for regional centres in such projects. Furthermore, the Board emphasised the need for a pilot round of regional projects during subsequent rounds of applications.

ITEM 5. UPDATE ON THE OPERATIONS OF THE SPECIAL PROGRAMME

5.1 Secretariat activities and budget

29. The co-chairs of the Executive Board invited the Special Programme Secretariat to provide an update on the work it has undertaken since the fourth meeting of the Executive Board in January 2019, including a report on the budget and expenditures of the Special Programme Trust Fund and the operations of the Special Programme as outlined in document SP/EB.5/4.

30. The Secretariat highlighted that many of the projects that were approved during the first round of applications have been requesting no cost extension to the project duration to facilitate the completion of project activities and that processing the necessary amendments to the legal agreements is time consuming.

31. The Secretariat also presented one project which was approved during the second round of applications and highlighted that the project proponents had made significant changes to the project outcomes and objectives compared to when the project that was initially approved by the Board in 2017. The Board approved the direction of the new project and requested that the revised project will be circulated to the Board members, once finalized by the proponent, for their approval. Following the projects approval, the Secretariat would move forward with processing the implementation arrangements.

32. Furthermore, the Secretariat informed the Board of three projects that were approved during the third round of applications that have been experiencing delays towards processing the implementation arrangements and legal agreements for a variety of reasons, such as, non-responsiveness of project focal points and changes to the proposed project budget that do not conform to the guidelines provided on budget class.

33. The Board advised the Secretariat on how to proceed with each of the projects presented and requested the Secretariat to draft a set of internal guidelines for the members of the Executive Board on how to reassess projects that are experiencing delays in finalizing the implementation arrangements, including the possibility of project cancellation if implementation arrangements are not finalized within a year of project approval, as appropriate. The internal guidance would be based on lessons learned and experiences from other relevant processes, such as the GEF, amongst others.

34. Following the Secretariat's report on the budget and expenditures of the Special Programme Trust Fund and the operations of the Special Programme, the Executive Board welcomed and approved the 2020 budget for the operations of the Special Programme as shown in table 1.

Table 1: Approved budget for 2020 (all amounts in US\$)

	Staff Costs	Contractual Services	Travel	IP-Direct	Operating Costs	TOTAL
Output 1: Management of the Special Programme	0	20,000	45,000	0	0	65,000
Output 2: Technical assistance	0	0	0	0	0	0
Output 3: Communications	50,000	160,000	15,000	20,000	0	245,000
Output 4: Monitoring	20,000	0	0	0	0	20,000
Mid-term Evaluation	0	0	0	0	0	0
Staff costs	730,000	0	0	0	0	730,000
TOTAL (NET)	800,000	180,000	60,000	20,000	0	1,060,000

5.2 Discussion on the draft report of the midterm evaluation of the Special Programme

35. The co-chairs of the Executive Board invited Mr. Robert Choong Kwet Yive, the Evaluation Consultant undertaking the midterm evaluation of the Special Programme, to present the main findings and recommendations of the midterm evaluation.

36. In his presentation, Mr. Yive provided an overview of the methodology followed for the collection of data and other information from relevant stakeholders that formed the basis for the midterm evaluation of the Special Programme. He also provided an overview of the strengths and weaknesses of the Special Programme and provided an assessment of the sustainability of the Special Programme projects. Finally, Mr. Yive provided a summary of his recommendations to the Special Programme Secretariat, the Executive Board and the UNEP Communications Team.

37. In its deliberations under this agenda item, the Executive Board welcomed the main findings and recommendations of the midterm evaluation and noted that many of the recommendations mirror those that have been put forward during the Results Oriented Monitoring (ROM) Review of the Special Programme. The Board also noted that several of the recommendations were already being implemented by the Special Programme Secretariat. Furthermore, the members of the Executive Board highlighted the finding from the midterm evaluation with regards to the anticipated increased workload as more projects are appraised and approved by the Secretariat in the future and that the Executive Board should consider the staffing options of the Secretariat as well as leverage available resources through regional offices.

38. Following the deliberations, the Secretariat presented a calendar of activities, as outlined in annex III, outlining the activities for the delivery of the final report of the midterm evaluation. The calendar of activities was approved by the Executive Board.

5.3 Resource Mobilization Action Plan

39. The Secretariat presented an overview of the focused Resource Mobilization Action Plan outlining activities and necessary resources to showcase the Board's priorities over the next two years, as presented in document SP/EB.5/6.to assist the Board in its deliberations on this agenda item.

40. In its deliberations, the Board emphasised the importance of expanding the donor based and of strengthening private sector engagement in the context of the Special Programme, including small enterprises and the informal sector. Such engagement may be through in-kind contributions and involvement in project implementation at the national level. Furthermore, the Board emphasized the key role in showcasing private sector engagement through the development of targeted communications materials in the context of the Special Programme communications strategy.

41. The Board requested the Secretariat to invite relevant representatives from the private sector to the next meeting of the Executive Board with the view to exploring avenues through which private sector engagement can be strengthened.

42. Furthermore, the Board welcomed the proposed development of a monitoring strategy and action plan with the view to assessing the sustainability of the outcomes of projects that have been funded by the Special Programme. The Executive Board requested that the proposed timeline for the development of a draft monitoring strategy and action plan be brought forward and that the draft is made available for review at the next teleconference scheduled for late January 2020.

43. In line with its discussion, the Executive Board endorsed the proposed Resource Mobilization Action Plan and requested the Secretariat to implement the proposed activities in line with the proposed timeline.

5.4 Communications strategy

44. The co-chairs of the Executive Board invited the Special Programme Secretariat to provide an overview of the status of the implementation of Phase II of the communications strategy, as well as provide an overview of the Special Programme website and database as outlined in document SP/EB.4/7.

45. Following the Secretariat's presentation, the co-chairs invited, via teleconference, Mr. Oscar Lopez, communications consultant, to present the draft Request for Proposal (RFP) that was drafted with the view to soliciting bids from relevant companies to develop an implementation plan for Phases II and III of the Special Programme Communications Strategy and to develop a set of communications materials focusing on sectoral approaches and themes in the context of the Special Programme. Mr. Lopez also presented an overview of the stories that were drafted for the projects that were approved during the third round of applications and reflection on a way forward with regards to showcasing Special Programme projects.

46. The Executive Board reflected positively on the status of implementation of Phase II of the communications strategy and welcomed the draft RFP. The Board further indicated that communications materials should reflect not only the human face and impacts of the projects but also link these impacts back to the positive changes in institutional strengthening, policies and best practices that were put in place.

47. The Executive Board endorsed the RFP and requested the Secretariat to move forward with the procurement process with the view to presenting the appraisal of the bids submitted in response to the RFP at the next teleconference scheduled for late January 2020.

ITEM 6. DATE AND VENUE OF THE NEXT MEETING

48. To facilitate the Executive Board's deliberations under this agenda item, the Secretariat made a brief presentation outlining a tentative agenda items that the Board may wish to consider at its next meeting.

49. In light of the tentative agenda items and the calendar of activities provided by the Secretariat under agenda item 4.3, the members of the Board agreed that its next meeting will be held in November 2020.

50. The Secretariat informed the members of the Board that the Regional Office of Latin America and the Caribbean in Panama extended an offer to host the sixth meeting of the Executive Board. Furthermore, the Board member representing small island developing states also extended an offer from the Government of Bahrain to host the meeting as well as cover the cost of accommodation for meeting participants.

ITEM 7. ANY OTHER BUSINESS

51. At its fourth meeting, the Executive Board requested the Secretariat to assess and report on available and appropriate criteria to define the term 'developing country', for example, the [Development Assistance Committee \(DAC\) list of Official Development Assistance \(ODA\)](#) recipients, UN country classification, amongst others, with the view to facilitating a discussion on the 'definition of developing country' in the context of the Special Programme as outlined in document SP/EB.5/INF/7.

52. The Executive Board took note of the information provided in the document and, following its deliberations under this agenda item, agreed that DAC-ODA list will continue to be used as the reference document for the 'definition of developing country'.

53. The Secretariat informed the members of the Executive Board that their term will end in February 2020 and that a teleconference will be organised in January 2020 to discuss, amongst other things, the interim arrangements for the Governance of the Special Programme while the new Executive Board is constituted.

54. A draft report was circulated online among the members of the Executive Board for their comments over a period of two weeks. The Secretariat made the necessary amendments in order to finalize the present report.

ITEM 8. CLOSURE OF THE MEETING

55. The meeting drew to a close at 5:49 p.m. on 7 October 2019.

ANNEX I

LIST OF PARTICIPANTS

EXECUTIVE BOARD MEMBERS - RECIPIENT COUNTRIES

AFRICA

Mr. Clarence Matewe
Manager Environmental Quality
685/6 Cnr. Lorraine and Faber Drive,
Bluffhill
Harare
Zimbabwe
Tel: +263712458181/+263 775 230 370
Email: cmatewe@ema.co.zw
[/clorcematewe@gmail.com](mailto:clorcematewe@gmail.com)

CENTRAL EASTERN EUROPE

Ms. Suzana Andonova
National SAICM Focal Point, POPs Unit
Ministry of Environment and Physical Planning
Kej Dimitar Vlahov 4
1000 Skopje
Former Yugoslav Republic of Macedonia
Tel: +389 2 3251 563/+389 70 645 941
Email: s.andonova@pops.org.mk,
suzana_andonova@yahoo.com

LATIN AMERICA AND THE CARIBBEAN

Mr. Ernesto Daniel Plasencia Escalante
Especialista
International Affairs Department
Ministry of Science, Technology and Environment
Calle 18A. No. 4118; E/ 41 and 47 Playa
Havana
Cuba
Tel: +53 7 214 4256
Email: plasenciasernesto@gmail.com

SMALL ISLAND DEVELOPING STATES

Mr. Mohamed Mubarak Bin Daina
Chief Executive
Supreme Council for Environment
P.O Box 18233
Manama
Kingdom of Bahrain
Tel: +973 17 386000
Email: info@sce.gov.bh

EXECUTIVE BOARD MEMBERS - DONORS

EUROPEAN UNION

Ms. Maria Pachta
Policy Officer
Directorate-General for International Cooperation and
Development, European Commission
Rue de la Loi 41
1000 Brussels
Belgium
Tel: +32 22 29 51 374
Email: maria.pachta@ec.europa.eu

GERMANY

Ms. Steffi Richter
Federal Ministry for the Environment, Nature
Conservation and Nuclear Safety
International Chemical Safety, Sustainable Chemistry
Stresemannstraße 128-130, D-10117 Berlin
Germany
Tel.: (+49) (0) 30 18 305-2746
Email: steffi.richter@bmu.bund.de

SWEDEN

Ms. Sofia Tingstorp
Deputy Director
Chemical Unit
Ministry of Environment and Energy
Malm Morgsgatan 3
10333 Stockholm
Sweden
Tel.: +46 70 580 56 86
Email: sofia.tingstorp@gov.se

UNITED STATES OF AMERICA

Mr. David Schroeder
Coordinator for Air Quality and Hazardous Chemicals
Office of Environmental Quality and Transboundary
Issues
U.S. Department of State
United States of America
Email: SchroederD@state.gov

NETHERLANDS

Mr Reginald Hernaus
Lead Negotiator Chemicals and Wastes
Ministry of Infrastructure and Water Management
International Affairs
Rijnstraat 8,
2515 XP, The Hague
The Netherlands
Tel: +31 (0) 70 4566485
Email: reggie.hernaus@minienw.nl

OBSERVER GOVERNMENTS

UNITED REPUBLIC OF TANZANIA

Mr. Francis Kihumba Njuguna
Coordinator, SAICM
Ministry of Environment, Water and Natural Resources
P.O. Box 30126
00100 Nairobi
Kenya
Tel.: + 254 72243 1110
E-mail: kihumba.mugure@gmail.com

BAHRAIN

Mr. Hasan Mubarak
Head of Hazardous Chemicals Management Unit
National Ozone Officer
Supreme Council for Environment
Manama
Kingdom of Bahrain
P. O. Box: 18233
Tel (Dir.): + 00 973 17386567
Tel (ope.): +00 973 17386999
Email: hmubarak@sce.gov.bh

REPRESENTATIVES OF THE INTERNAL TASK TEAM

BRS SECRETARIAT

Mr. Frank Moser
Programme Officer
Secretariat of the Basel, Rotterdam and Stockholm
Conventions
CH-1211 Geneva 10
Switzerland
Tel: +41 22 917 89 51
Email: frank-michael.moser@un.org

MINAMATA SECRETARIAT

Claudia ten Have
Senior Coordination Officer
Secretariat of the Minamata Convention
Geneva, Switzerland
Tel: +41 22 917 81 87
Email: claudia.tenhave@un.org

GEF SECRETARIAT

Mr. Anil Sookdeo
Coordinator, Chemicals and Waste Focal Area
Global Environment Facility
1818 H St. NW
20433 Washington, DC
United States of America
Tel: +1-2024580683
Email: asookdeo@thegef.org

SAICM SECRETARIAT

Ms. Brenda Koekkoek
Programme Management Officer
SAICM, Chemicals and Health Branch
Economy Division, UN Environment
Geneva, Switzerland
Tel: +41 22 917 8334
Email: brenda.koekkoek@un.org

OTHER OBSERVERS

EVALUATION CONSULTANT

Mr. Nee Sun Choong Kwet Yive
Department of Chemistry
Faculty of Science
University of Mauritius
Reduit
Mauritius
Tel: +230 4037504
Mbl: +23058249063
Email: robert@uom.ac.mu

PRESIDENT OF THE ROTTERDAM CONVENTION

Mr. Mohammed Khashashneh
Director, Hazardous Substances and Waste Management
Directorate, Ministry of Environment
King Faisal Street 10m Odainah
Amman 1194, Jordan
Tel: (+962) 776 296 294
Fax: (+962) 65 521 943
Email: mkhashashneh@yahoo.com

COMMUNICATIONS CONSULTANT

Mr. Oscar Lopez
Email: oscargeorgelopez@gmail.com

INSTRUCTIONAL DESIGN CONSULTANT

Ms. Leslie Christine Paas
Winnipeg, Manitoba
Canada
Tel: +1 (204) 800 1619
Email: lesliepaas@gmail.com

PRESIDENT OF THE BASEL CONVENTION

Mr. Osvaldo-Patricio Alvarez-Perez
Unit 3005, 30 floor
Enterprise Square Three
39 Wang Chiu Road
Kowloon Bay, Kowloon
Tel: +852 6575 8271
Email: oalvarez@minrel.gob.cl

SPECIAL PROGRAMME SECRETARIAT

Ms. Nalini Sharma
Programme Coordination Officer
Secretariat of the Special Programme
Chemicals and Health Branch, Economy Division
UN Environment
Geneva, Switzerland
Tel: +41 22 917 8343
Email: nalini.sharma@un.org

Ms Dina Abdelhakim
Associate Programme Management Officer
Secretariat of the Special Programme
Chemicals and Health Branch, Economy Division
UN Environment
Geneva, Switzerland
Tel : +41 22 917 89 73
Email : dina.abdelhakim@un.org

ANNEX II

CALENDAR OF ACTIVITIES FOR THE ORGANISATION OF WORK AND TIMELINES FOR THE LAUNCH AND APPRAISAL OF THE FOURTH ROUND OF APPLICATIONS

Activity	Main Actors	Timeframe
Launch of the call for applications for funding from the Special Programme	Special Programme Secretariat	November 2019
Application Deadline for the submission of Project Proposals	Countries	17 April 2020
Acknowledgement of application receipt and information on eligibility and completeness	Special Programme Secretariat	20 – 30 April
Appraisal of applications by the Secretariat and the Internal Task Team	Special Programme Secretariat and Internal Task Team	1 May – 2 September
First Meeting of the Internal Task Team	Special Programme Secretariat and Internal Task Team	19 – 20 May
Applications with comments and suggestions for improvement sent back to countries for their review	Special Programme Secretariat	15 – 19 June
Deadline for the resubmission of final applications taking into account the comments made by the Secretariat and the Internal Task Team	Countries	14 August
Preparation of documents for the second meeting of the Internal Task Team	Special Programme Secretariat	17 – 28 August
Second Meeting of the internal Task Team	Special Programme Secretariat and Internal Task Team	1 – 2 September
Secretariat drafts documents for the sixth meeting of the Executive Board with its appraisal of the submitted applications	Special Programme Secretariat	17 August – 30 September
Documents submitted to the Executive Board for their consideration	Special Programme Secretariat	1 – 2 October
Sixth Meeting of the Executive Board is convened	Members of the Executive Board	Early November
Decisions of the Executive Board on approved applications are communicated to countries	Special Programme Secretariat	December

ANNEX III

CALENDAR OF ACTIVITIES FOR THE DELIVERY OF THE FINAL REPORT OF THE MIDTERM EVALUATION.

Activity	Main Actors	Timeframe
First draft of the midterm evaluation circulated to the Executive Board and other stakeholders	Evaluation consultants Special Programme Secretariat	End October 2019
Review period	Executive Board and other stakeholders	1 - 15 November 2019
Final draft of the midterm evaluation	UNEP Evaluation Office Evaluation consultants	Mid December 2019
Teleconference with Executive Board on the findings and recommendations of the midterm evaluation	Special Programme Secretariat Executive Board	Mid/End January 2020