



This Project is co-financed by
the European Union and the Republic of Turkey.

Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)

TR2017 ESOP MI A3 03

1ST PROGRESS REPORT

Reporting Period: 09.10.2019 – 08.10.2020

The Beneficiary of the project is the Ministry of Environment and Urbanization. General Directorate of European Union and Foreign Relations is the Contracting Authority of this Project.

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07 December 2020

United Nations Development Programme

Turkey



**REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT
AND URBANISATION**



*Environment and Climate Action
Sector Operational Programme*



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<i>Glossary of Terms</i>	
AR	Activity Report
CA	Contribution Agreement
CCE	Climate Change and Environment
DEUAFR	Directorate of EU Affairs and Foreign Relations
DG	Directorate General
DoA	Description of Action
EC	European Commission
ESOP	Environmental Sectoral Operational Programme
EU	European Union
EUD	Delegation of the European Union to Turkey
EUR	Euro
GDEM	General Directorate for Environmental Management
GDFREA	General Directorate for Foreign Relations and EU Affairs
GEF	Global Environment Facility
IPA	Instrument for Pre-Accession
IR	Inception Report
KE	Key Expert
LGA	Legal Gap Analysis
MC	Minamata Convention
MoEU	Ministry of Environment and Urbanization
N/A	Not Applicable
NIPAC	National IPA Coordinator
NIP	National Implementation Plan
NPAA	National Programme for the Adoption of the EU Acquis
OCU	Operation Coordination Unit
PMU	Project Management Unit
PO	Project Office
POPS	Persistent Organic Pollutants
PSC	Project Steering Committee
SC	Stockholm Convention
SDGs	Sustainable Development Goals
TAT	Technical Assistance Team

TNA	Training Needs Assessment
ToR	Terms of Reference
UN	United Nations
UNDP	United Nations Development Programme

1. DESCRIPTION

Action Title:	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
Contribution Agreement Number:	TR2017 ESOP MI A3 03
Total eligible cost:	2.030.000 EUR
Starting Date:	09.10.2019
End Date:	08.10.2022
Duration:	36 months
Contracting Authority: Project Manager: Address: Telephone: Fax: Contract Manager: e-mail: mailto:	Ministry of Environment and Urbanization, Department of European Union Financial Assistance Mr. İsmail Raci BAYER Mustafa Kemal Mah. Eskişehir Devlet Yolu 9.km No: 278, Ankara, Turkey + 90 312 474 03 50-51 + 90 312 474 03 52-53 Yeliz ÖYMEN yeliz.oymen@csb.gov.tr
Beneficiary Address: Fax: SROB: Telephone: e-mail: mailto: OCU Coordinator: Telephone: e-mail:	Ministry of Environment and Urbanisation, General Directorate of Environmental Management, Chemicals Management Department Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey +90 312 474 03 35 Şeref YILMAZ – Head of Chemicals Management Dept. +90 312 5863049 seref.yilmaz@csb.gov.tr Bursev Doğan Artukoğlu – Head of Prior Chemicals Unit +90 312 5863050 bursev.artukoglu@csb.gov.tr
Organization: Project Director: Address: Telephone: e-mail: Project office address:	United Nations Development Programme (UNDP) Turkey Country Office Nuri Özbağdatlı – Climate Change and Environment Portfolio Manager UNDP, Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey +90 312 454 11 00 nuri.ozbagdatli@undp.org UNDP, Yıldız Kule 16 th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey
Project Manager: Telephone: e-mail:	Meral Mungan Arda +90 312 454 11 84 meral.mungan-arda@undp.org
Name of the Report:	Progress Report
Reporting period:	09.10.2019 – 08.10.2020
Report elaborated by:	Meral Mungan Arda, Project Manager
Report reviewed by:	Nuri Özbağdatlı, Climate Change and Environment Portfolio Manager
Progress report submitted on:	07.12.2020
EU, TR, and UNDP financing as a percentage of total budget of the Action:	<u>Considering the total budget of the action as 2.030.000 EUR:</u> EU: 83,74%; TR: 14,78%; UNDP:1,48%

<p>Objectives of the action:</p>	<p><i>Overall objective:</i> The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy.</p> <p><i>Specific objective:</i> The purpose of the project is to enhance Turkey's capacity on implementation of EU POPs Regulation through supporting central and local authorities on identification and remediation of contaminated sites with POPs.</p>
<p>Target groups:</p>	<p>The following target groups can be considered under this action:</p> <ul style="list-style-type: none"> • The relevant staff of MoEU in central and provincial level from the following departments: <ul style="list-style-type: none"> ○ Department of Chemicals Management ○ Provincial directorates • Line ministries <ul style="list-style-type: none"> ○ Ministry of Agriculture and Forestry ○ Ministry of Industry and Technology ○ Ministry of Health • Industrial Associations and Environmental NGOs (i.e., İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.) • Industry especially potential target sectors that may have contaminated sites • Public especially farmers, residents in highly industrialized areas <p>In addition to target groups the following departments of MoEU will be the stakeholders:</p> <ul style="list-style-type: none"> • Department of Water and Soil Management • Directorate General of Geographic Information Systems <p>However, in addition to this, works component will have a specific targets groups as it will be implemented locally:</p> <ul style="list-style-type: none"> • Provincial directorate of Environment and Urbanization • Other provincial directorates of line ministries • Local municipality <p>Local people living around the selected pilot contaminated site</p>
<p>Final beneficiaries:</p>	<p>The final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.</p>
<p>Estimated results:</p>	<p>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</p> <p>Result 2. Contaminated sites with POPs have been identified and classified</p> <p>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</p>

2. ASSESSMENT OF IMPLEMENTATION OF ACTIVITIES OF THE ACTION

2.1 Executive Summary

UNDP (United Nations Development Programme) is the UN's global development network and contributes to one of the core areas; Climate Change and Environment (CCE). UNDP Turkey in line with the UNDP Cooperation Strategy 2016-2020, changing needs of Turkey and Tenth National Development Plan, targets developmental challenges and priorities of the country.

One of the general objectives of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project also fits the respective output of the ESOP which is the “Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection” since it will contribute to capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation. Multi-annual Action Programme for Environment and Climate Action 2014-2018 and National Action Plan for EU Accession Phase-II (June 2015-June 2019) clearly state that chemicals sector is one of the major sectors for putting EU Acquis into practice in the country.

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfil its obligations on the Convention, Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing Regulation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was published at the Official Gazette on 14 November 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist of specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites.

Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years rigorously and will need technical assistance for effective implementation of it. As it is indicated in the NIP, one of the priority areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites issue since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals. The POPs Regulation is covering the life-cycle management of POPs such as banning or severely restricting production/use/import/export of POPs chemicals, environmentally sound management of POPs stockpiles, wastes and contaminated sites. Within the scope of the regulation management of contaminated sites with POPs is the major deficiency in terms of regulatory and enforcement point of view.

For this reason, Turkey has initiated its Soil Contamination Control and Point Source Contaminated Sites Legislation that is the sister legislation for fulfilling the contaminated sites obligations of EU POPs Regulation with lack of experience and technical capacity. In order to fill the technical and practical deficiencies of central and local authorities in the country such capacity building project has been proposed for this Sector Operation Program.

The Action at hand, namely, “Identification and Remediation of Contaminated Sites with POPs” aims to respond to the above referred needs in the field of chemicals and soil pollution and addressing the training capacity needs of Ministry of Environment and Urbanization to increase its enforcement capacity at central and local level.

In this respect the Project is composed of 2 components:

Component A – Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs: This component aims to improve the capacity of all relevant stakeholders at central and local level so that (i) there is a strengthened technical and institutional capacity for management of POPs contaminated sites, and (ii) POPs contaminated sites were properly identified and classified.

Component B – Works for increasing the institutional experience for remediation of POPs contaminated sites: This component aims to build a “capacity” for implementation of remediation activities in Turkey in line with EU regulations and standards.

The Part A related to Technical Assistance is executed by UNDP through the signature of the Contribution Agreement between UNDP and the Ministry of Environment and Urbanization and is referred to as “Project” throughout the present Description of the Action. Accordingly, UNDP is responsible and accountable for implementation of the Part A only.

The Part B related to Works Component is executed through the Ministry of Environment and Urbanization. Accordingly, accountability and responsibility of the Part B, which involves tendering and contracting a works company, vests with the Ministry of Environment and Urbanization.

The Project commenced on 9 October 2019, following the signature of the Contribution Agreement Contract TR2017 ESOP MI A3 03. This progress report covers the first year of the contract period between the commencement of the Project and the 1st year of the project (9 October 2019 – 8 October 2020).

The report mainly outlines the progress in project activities currently being implemented. While the details of each action taken for the project implementation are given under section 2 of this report, the brief overview is hereunder:

- The details of the progress in the recruitment process of the Technical Assistance Team are presented. Positions of the project manager, project associate, and project assistant were filled, and their duties have commenced.
- Information on the meetings and events consisting of the Kick-off meeting, Launch Event, Inception Workshop, the technical meetings, and a series of Operation Coordination Unit (OCU) meetings and the First (the Second Project Steering Committee Meeting will be held on 09.10.2020) is organized within the Progress Report period are shared.
- The information on the implementation of the activities within the first progress reporting period (9 October 2019 – 8 October 2020) is presented.
- An updated table for the risk assessment and mitigation measures as per the COVID-19 pandemic is presented.
- The details regarding the project management activities and project implementation elements such as methodology, logical framework, work plan, and budget are given.
- This report also includes the expenses made from the project budget in the first reporting period submitted.

2.2. Progress in Activities and Achievement of Results

Inception Phase:

The inception period commenced on 09 October 2019, following the signature of Contribution Agreement Contract TR2017 ESOP MI A3 03.

The project was commenced on 09th October 2019 with the signature of the contract and a kick-off meeting (07 November 2019), inception workshop (10 January 2020), launch event (14 January 2020) and 2 OCU Meetings (10 December 2019, 8 January 2020) were realised in this phase.

During these meetings, it was decided that the project activities should be initiated, website, training content, training needs assessment related activities should be completed. More details regarding OCU Meetings could be referred in the 1st Activity Report (25.08.2020) and 2nd Activity Report (25.11.2020), which were submitted to the Contracting Authority, Beneficiary Institution and EUD and to be submitted as soft copy of this report (Inception Report, 1st Activity Report, 2nd Activity Report are included in the flash disk, with all their annexes).

Expected Outputs for the Inception Period are inception report, media package, project website, project newsletters, business cards, banners, posters, etc. Moreover, a communication action plan was prepared during this period. The final version of this plan is given in Annex-1. Business cards were prepared after the inception report period. However, since there were no physical meetings afterwards due to COVID-19 pandemic, posters were not printed. The web site of the project was publicly available as of 10.05.2020. For the integrity and sustainability of actions in this field, the website is established under <https://kalicikirleticiler.com/en/> (<https://kalicikirleticiler.com/en/identification-and-remediation-of-contaminated-sites-with-persistent-organic-pollutants-project/>)

During the Inception Phase, the UNDP developed fine-tuned and detailed project activities and resource schedule (Work Plan). The inception report was finalized with the comments received from Contracting Authority and the Beneficiary and its translation was also made. Editing and proof-reading was made on the Turkish translation. The inception report is submitted through an official correspondence to the Contracting Authority and the Beneficiary on 24.04.2020.

There is one Notification made during this period, about extension of the inception report until 15.01.2020 instead of 01.01.2020.

Preparatory studies with regards to the project website, project visibility items, etc. were prepared. Procurement process for web site preparation is finalized and the web site was ready on 10.05.2020.

Table 1 below summarizes the project events and number of participants during the inception phase (all other meetings are written in Implementation Phase Activities):

Table 1: Project events and the number of participants

Name of the Project Event	Number of Participants
Inception Workshop	Participant list is not available.
Launch event	158
1 st OCU Meeting	7
2 nd OCU Meeting	10
3 rd OCU Meeting	10
4 th OCU Meeting	7

- **IP1. Establishment of Technical Assistance Team (TAT) and Office**

The TAT composed of a project manager and support staff along with key experts was started to be established during the inception phase. Project Manager was recruited as of 02.03.2020. Project Assistant and Project Associate assumed their duties after the inception period.

Two offices are prepared, one is in UNDP and the other one is in Ministry of Environment and Urbanization. Due to COVID-19 Outbreak, UNDP Turkey has been operating through “working from home” modality, except for the need for physical meetings and site visits, and the procurement of certain equipment items are postponed after COVID-19 crisis.

- ***IP2. Kick-off meeting (first Management Meeting)***

As mentioned above, the kick-off meeting was held on 07 November 2019, where UNDP presented the project activities.

- ***IP3. Inception Workshop***

Inception Workshop was held on 10 January 2020 with the participation of representatives from the MoEU and UNDP.

- ***IP4. Launch Event***

As mentioned above, the launch event was held on 14 January 2020, with a high level of participation and ownership from all parties (Ministry of Environment and Urbanization, UNDP and EUD Turkey, as well as other relevant stakeholders). The number of participants was 158 people. Further details of the launch event were submitted along with the 1st Activity Report.

- ***IP5. Inception Report***

Inception report was finalized, translated, and submitted to the Beneficiary, the EUD and the Contracting Authority on 24 April 2020.

Implementation Phase:

Implementation period is between 15.01.2020 and 08.10.2022. In Section 2.2., details with regards to implementation of activities are presented.

Implementation Phase:

Implementation period is between 15.01.2020 and 08.10.2022.

The report mainly outlines the progress in project activities currently being implemented.

Part A – Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs: This component aims to improve the capacity of all relevant stakeholders at central and local level so that (i) there is a strengthened technical and institutional capacity for management of POPs contaminated sites, and (ii) POPs contaminated sites were properly identified and classified.

2.3. Recruitment of Technical Assistance Team

The Technical Assistance Team is started to be established during the inception phase.

- **Project Manager**

The procurement notice was published on 02 December 2019, the submission deadline was 16 December 2019. The recruitment process of the Project Manager is completed. The Project Manager was mobilized to duty as of 2 March 2020.

- **Project Associate**

The procurement notice was published on 5 December 2019 the submission deadline was 19 December 2019. The recruitment process of the Project Associate is completed. The Project Associate was mobilized to duty as of 22 May 2020.

- **Project Assistant/Interpreter**

The procurement notice was published on 5 December 2019, the submission deadline was 19 December 2019. The recruitment process of the Project Assistant/Interpreter is completed. The Project Assistant/Interpreter was mobilized to duty as of 1 June 2020.

Procurement processes for Chief Technical Advisor and Key Experts were postponed first due to pandemic, and then later for the ambiguity in identification of the contaminated sites. It was decided that the recruitment of these key experts was postponed until the unclarity of the contaminated sites to be rehabilitated is resolved through inter-institutional meetings at government level.

Minor revisions were made to the ToR of these positions, specifically to the minimum requirements of the expected professional and specific experiences of candidates. These revisions were included in the 2nd Activity Report, which was submitted to the Contracting Authority, Beneficiary Institution and EUD on 25 November 2020.

For further details on the experts' names, contract commencement dates and maximum working days are presented in Table 2.

Table 2: Details on the individual consultants' contracts

Name	Contract Type	Commencement	Maximum Working Days	Spent Working Days
Prof. Dr. İpek İmamoğlu	Individual Contract	17 August 2020	100	NA
Prof. Dr. Ahmet Karagündüz	Individual Contract	24 June 2020	100	NA
Prof. Dr. Elçin Kentel	Individual Contract	28 September 2020	70	NA
Yahya Akdağ	Individual Contract	22 May 2020	270	32
Cemil Ağırman	Individual Contract	10 July 2020	20	NA

- **Prof. Dr. İpek İmamoğlu, Contaminated Sites Consultant**

In line with the project components, the duties of Prof. Dr. İpek İmamoğlu is providing support to the Project's components and its related activities, providing technical support in the field of training on contaminated sites, POPs, soil pollution and assisting the project management unit in prioritization of contaminated sites, rehabilitation pilot work, site selection and other relevant activities, as necessary.

- **Prof. Dr. Ahmet Karagündüz, Soil Pollution Consultant**

Prof. Dr. Ahmet Karagündüz is providing consultancy on technical support in order to carry out legal gap analysis, research and analysis of the current legislation with regards to contaminated sites (Activity 1.2 Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update), on preparation of the draft new regulation and relevant supporting documentation in line with the opinion of the Ministry of Environment and Urbanisation, and on the preparation of Technical Specification of contaminated sites rehabilitation (including operational plan, monitoring plan of the rehabilitation of selected contaminated sites within the scope of project components).

- **Prof. Dr. Elçin Kentel, Risk Assessment Consultant**

The duties of Prof. Dr. Elçin Kentel is to provide technical inputs for preparation of the training materials on contaminated sites with POPs especially on risk assessment analysis, providing different trainings for different target groups in alignment with the training needs assessment, and support to prioritization methodology for contaminated sites with POPs/Persistent Toxic Substances, selection of the pilot contaminates sites.

- **Yahya Akdağ, Software Development Expert**

In line with the project components, the duties of Yahya Akdağ is providing support for upgrading the current Contaminated Sites Registration System (CSRS) in order to facilitate the implementation of the Point-source Contaminated Site Legislation under the Component I and Component 2 of the Project.

- **Cemil Ağırman, FIDIC/PRAG Consultant**

The assignment of Cemil Ağırman is providing support in preparation of technical document of Works Component (Component 3) in line with FIDIC Contracts and PRAG Requirements, within the scope of the project components.

The revised ToRs of TAT members and these experts as well as the list of Experts, TAT and UNDP Direct Project Costed Staff were submitted as annex to the 2nd Activity Report. Please kindly refer to the 2nd Activity Report, which was submitted on 25 November 2020 to Contracting Authority, Beneficiary Institution and EUD.

2.4. Meetings and Events

Several meetings were held within the First and Second Activity Report period. The presentations, minutes, and participants list of the meetings were attached as annex to the 1st and 2nd Activity Report. Please kindly refer to the 2nd Activity Report, which was submitted on 25 November 2020 to Contracting Authority, Beneficiary Institution and EUD.

- **Operation Coordination Unit (OCU) Meetings**

A total of nine Operation Coordination Unit meetings was held during the first reporting period. The dates and number of participants to these OCU meetings are listed in the Table 3.

Table 3: Project's Operation Coordination Unit Meetings

Name of the Meeting	Date of the Meeting	Number of Participants
1 st OCU Meeting	10 December 2019	7
2 nd OCU Meeting	8 January 2020	10
3 rd OCU Meeting	20 February 2020	10
4 th OCU Meeting	20 March 2020	7
5 th OCU Meeting	20 May 2020	12
6 th OCU Meeting	16 June 2020	12
7 th OCU Meeting	8 July 2020	14
8 th OCU Meeting	12 August 2020	13
9 th OCU Meeting	10 September 2020	14

The presentation, minutes, and participants list of the OCU meetings were submitted in as annexes of the 1st and 2nd Activity Reports.

- **Project Steering Committee (PSC) Meeting**

The First PSC Meeting was held on 30 April 2020 with the participation of the representatives from Ministry of Environment and Urbanization Directorate General of European Union and Foreign Relations, Ministry of Environment and Urbanization Directorate General of Environmental Management, Water and Soil Management Department, Chemicals Management Department, the Delegation of EU to Turkey and UNDP Turkey. Strategy and Budget Office of the Presidency of the Republic of Turkey, Ministry of Foreign Affairs Directorate for EU Affairs, although invited;

did not attend the meeting. The progress on administrative issues, project activities, selected contaminated sites and pilot rehabilitation work were discussed. The presentation, minutes, and participants list of the first PSC Meeting were submitted as annexes to the 1st Activity Report. The Second PSC Meeting was held on 9 October 2020, to provide information regarding the progress in the previous six-month period. The meeting was held with the same participants as the 1st PSC meeting. In the meeting, the progress on the project activities, selection of the pilot sites and some administrative issues were discussed. The presentation, minutes and participant list of the second PSC Meeting are presented in Annex-2.

2.5. Monitoring and Reporting

- **Inception Report (IR)**

The draft of the inception report was submitted for the review of the Contracting Authority, End Beneficiary and EUD on 3 February 2020. Following the revisions, the English and Turkish translation of the report was submitted for approval on 24 April 2020 and was approved on 12 May 2020. The Inception Report and all the annexes with Turkish translation were officially submitted as hard copy on 25 August 2020 due to COVID-19 related measures.

- **First Activity Report**

The draft of the First Activity Report was submitted for the review of the Contracting Authority, End Beneficiary and EUD on 17 April 2020. Following the revisions, the report was approved on 25 July 2020. The timeline of phases regarding the submission of the first AR is presented the Table 4 below:

Table 4: Timeline of AR-1 Submission

Phase	Date										
Submission of draft AR for review (ENG)	17.04.2020										
Revisions dates of draft AR (ENG)	<table border="1"> <tr> <td>Report Rev. 1 Date:</td> <td>28.04.2020</td> </tr> <tr> <td>Report Rev. 2 Date:</td> <td>14.05.2020</td> </tr> <tr> <td>Report Rev. 3 Date:</td> <td>19.05.2020</td> </tr> <tr> <td>Report Rev. 4 Date:</td> <td>27.05.2020</td> </tr> <tr> <td>Report Rev. 5 Date:</td> <td>15.06.2020</td> </tr> </table>	Report Rev. 1 Date:	28.04.2020	Report Rev. 2 Date:	14.05.2020	Report Rev. 3 Date:	19.05.2020	Report Rev. 4 Date:	27.05.2020	Report Rev. 5 Date:	15.06.2020
Report Rev. 1 Date:	28.04.2020										
Report Rev. 2 Date:	14.05.2020										
Report Rev. 3 Date:	19.05.2020										
Report Rev. 4 Date:	27.05.2020										
Report Rev. 5 Date:	15.06.2020										
Submission of AR for approval (ENG, TR)	15.06.2020										
Approval of AR (ENG, TR)	25.06.2020										
Official Submission of hard copy AR (ENG, TR)	25.08.2020										

- **Second Activity Report**

The draft of the Second Activity Report was submitted for the review of the Contracting Authority, End Beneficiary and EUD on 25 September 2020. Following the revisions, the report was officially submitted through the cover letter of UNDP dated 25.11.2020. The timeline of phases regarding the submission of the second AR is presented the Table 5 below:

Table 5: Timeline of AR-2 Submission

Phase	Date								
Submission of draft AR for review (ENG)	25.09.2020								
Revisions dates of draft AR (ENG)	<table border="1"> <tr> <td>Report Rev. 1 Date:</td> <td>25.09.2020</td> </tr> <tr> <td>Report Rev. 2 Date:</td> <td>04.11.2020</td> </tr> <tr> <td>Report Rev. 3 Date:</td> <td>19.11.2020</td> </tr> <tr> <td>Report Rev. 4 Date:</td> <td>25.11.2020</td> </tr> </table>	Report Rev. 1 Date:	25.09.2020	Report Rev. 2 Date:	04.11.2020	Report Rev. 3 Date:	19.11.2020	Report Rev. 4 Date:	25.11.2020
Report Rev. 1 Date:	25.09.2020								
Report Rev. 2 Date:	04.11.2020								
Report Rev. 3 Date:	19.11.2020								
Report Rev. 4 Date:	25.11.2020								
Submission of AR for approval (ENG, TR)	25.11.2020								
Approval of AR (ENG, TR)	N/A								
Official Submission of hard copy AR (ENG, TR)	25.11.2020								

- **Monitoring Meeting by CA**

An online videoconference meeting was held in order to have Monitoring and Evaluation Unit of the Contracting Authority was held on 27 August 2020. The minutes of the meeting, findings and management responses to this online monitoring visit are presented as annexes of the 2nd Activity Report.

2.6. Project Components

The progress in the activities under each component within the first progress reporting period (9 October 2019 – 8 October 2020) is presented as follows in narrative format:

Activity 1.1: Trainings for staff that will be working on POPs/contaminated sites management from different target groups

The details for trainings were already provided in 1st Activity Report. A Training Needs Assessment (TNA) study is conducted with regards to Activity 1.1 to Activity 1.1.4. The TNA is shared with the Beneficiary for their comments on 23.09.2020 and was finalized on 09.10.2020. Training Needs Assessment Report and its annexes are presented in Annex-3. Training programmes are designed to correspond to training needs.

As it was indicated in the 1st Activity Report, the training programme was open for changes due to COVID-19 outbreak and the conditions that it brought in business lives. All trainings were postponed to 2021 in the 1st Activity Report. However, due to necessity of receiving feedback of users on Contaminated Sites Information System to finalize the analysis on Helpdesk Navigator Software Programme, an online workshop was experienced on 09.09.2020. More details will be provided under Activity 1.4.1.

It is decided that even though this workshop was online, it was efficient and fruitful towards project results and hence, first training could be planned to be held online in December 2020.

Activity 1.1.1. Central level staff training

This meeting is expected to be realized starting from December 2020. The training programme revisions, meetings with regards to technical content and other details are currently being discussed. It seems that all trainings might be conducted through online means, due to COVID-19 measures and declarations of the Ministry of Interior on postponing the crowded physical meetings and events until March 2021.

Activity 1.1.1.1. Training on Determination of Soil Pollution Capacity for Assessment

This meeting is expected to be conducted on 17-18-21 December 2020. TNA results and the meetings conducted within the scope of Activity 1.1.1. would be reflected into the content preparation and manner of delivering the events to reach the most efficient results.

Activity 1.1.1.2. Training on Determination of the Cleaning Targets

In Progress. This meeting is expected to be conducted in January 2021. Lessons learnt in Activity 1.1.1.1 would be integrated into the delivery of this training.

Activity 1.1.1.3. Training on Contaminated Sites Monitoring

Postponed to 2021. Please kindly refer to Activity 1.1.

Activity 1.1.2 Provincial level staff training

Postponed to 2021. Please kindly refer to Activity 1.1.

Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil

Postponed to 2021. Please kindly refer to Activity 1.1.

Activity 1.1.2.2. Contaminated Sites Information System Training

This activity was postponed to 2021. However, during the Helpdesk Navigator Software Programme online workshop (Activity 1.4.1), the necessity of a training on Contaminated Sites Information System (CSIS) was one of the most important feedbacks of the participants.

Participants underlined that several experienced staff were retired, changed duty stations and hence, there is a need of provision of CSIS Training for central and provincial MoEU staff, relevant staff in other governmental organizations and accredited companies for contaminated sites rehabilitation.

Since Helpdesk Navigator Software Programme one-day online workshop was found effective (details are provided in Activity 1.4.1), PMU decided that this training could also be held through online means. However, since CSIS is already in use, it is considered necessary to do a deviation in "Annex – I, Description of the Action of the Contract" so that this training is provided for 100 people instead of 180 people and for 1 day instead of 3 days. It is intended to increase the number of days and number of participants in Activity 2.1.3 from 1 day to 3 days and number of participants to 180 from 100. The reason behind this change is the fact that the updated system needs a more intensive training content and higher number of people than a training conducted in order to introduce an already present system.

Activity 1.1.2.3. Legislation Training

This activity is postponed to 2021.

However, one of the outputs of Activity 1.4.1, of which details are provided below, was the need of a legislative analysis. Participants of the online workshop (Activity 1.4.1) stated that there is an urgent need of legislative

improvements. Soil Pollution Consultant, Beneficiary Institution and PMU held a meeting on 24.09.2020 to discuss details. Accordingly, there was an additional online workshop to receive feedback from governmental and private sector participants in two separate sessions, to compensate for the lack of physical meetings during the course of COVID-19. This online workshop is additionally planned with no additional budgetary effects on 06.10.2020. The details of this online workshop would be provided in Activity 1.2.1.2. On the other hand, Activity 1.1.2.3. will be initiated in the beginning of 2021, in accordance with the workplan and the outputs of this online workshop.

Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation

Postponed to 2021. Please kindly refer to Activity 1.1.

Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System

Postponed to 2021. Please kindly refer to Activity 1.1.

Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update

Postponed to 2022.

Receipt of feedback in the online additional workshop within the scope of Activity 1.2.1.2 will be used in this study as inputs. These outputs of the online workshop will form the baseline of the study and it is only a part of Legal Gap Analysis.

Activity 1.2 will be initiated in the beginning of 2021, in accordance with this workplan.

Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.

Postponed to 2021. Please refer to Activity 1.2.

Activity 1.2.1.1. Assessment of Legal Instruments and Preparing Legal Gap Analysis

Postponed to 2022. Please refer to Activity 1.2.

Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law

Postponed to 2021. Please refer to Activity 1.2.

It is expected that the draft revised regulation on contaminated sites will be submitted to the Beneficiary Institution in 2022. There will also be a legal component on POPs by law which will also be carried out and a recommendation on draft legislation will be submitted on POPs by law, as well.

An online workshop to receive feedback in two different target groups was conducted on 06.10.2020. This additional workshop to receive feedback in terms of implementation of the already existing regulation was necessary to compensate the lack of physical meetings due to COVID-19 pandemics. This workshop, which had no additional budgetary impacts, would outline the areas that should be improved with regards to the existing POPs and Contaminated Sites Regulation. The Regulation Workshop Report is given in Annex-4.

Activity 1.2.2. Preparation of Dissemination Materials

The outcomes of the project will be disseminated in 2022, when all results are available to be shared with public.

Activity 1.2.3. Current Guidelines Elaborating of Documents

This activity is postponed to 2022.

Activity 1.2.3.1. Elaborating on Soil Pollution of the Technical Guide

This activity is postponed to 2022.

Activity 1.2.3.2. Updating of the Report Forms Provided in the Annexes (3, 5, 6 and 7) to Soil Contamination By-law

This activity is planned for 2022.

Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs

This activity is planned for 2021.

Activity 1.3. Study visits

This activity is planned for 2021.

Activity 1.3.1. Visiting an EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques

This activity is planned for 2021.

Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA (Institute for Environment and Sustainability).

This activity is planned for 2021.

Activity 1.4. Establishment of Helpdesk Navigator Software Programme

In Progress. Software Developer, Technical Assistance Team and MoEU IT department worked together to define software infrastructure of the project. Draft Helpdesk Analysis document is submitted to Beneficiary Institution through e-mail on 24.07.2020 and revised twice. The finalized version of Draft Helpdesk Analysis document, which provides the software architecture of Helpdesk Navigator Programme, was submitted as annex of the 2nd Activity Report.

Activity 1.4.1. Organization of a one-day Workshop

As described in Activity 1.1, trainings were postponed to 2021 for the physical presence after COVID 19 measures are lifted.

Meanwhile, work packages which were related to software development have been smoothly implemented. Contaminated Sites Information System and Helpdesk are closely linked work packages. Software Developer drafted the Analysis Document for Helpdesk. This analysis document was prepared in consultation with Beneficiary Institution and MoEU IT Department. Several meetings were conducted with these departments and the Helpdesk Analysis document was shared with these departments.

It was necessary that the feedback received from MoEU central and provincial level staff, other relevant governmental institutions, and accredited companies since they would be the ultimate users of the Helpdesk Programme.

In total, 5 separate meetings between TAT, MoEU IT Department and Beneficiary Institution to discuss the details of Helpdesk Software Programme are held. The details of these meetings are illustrated as annexes of the 2nd Activity Report. IT Department's guidance and oversight was always received throughout the process.

Workshop Report and its annexes, presentations, which was shared with the Technical Team (TAT, CA, Beneficiary Institution) on 25.09.2020, were also submitted as annex of the 2nd Activity Report.

Activity 1.4.2. Establishment of a Helpdesk Navigator Program

Software Development for Helpdesk Navigator Programme is initiated with Helpdesk Analysis document. This document is the road map for software infrastructure before initiating establishment of Helpdesk in December 2020, as per the workplan. This workplan started to be implemented in October 2020, two months prior to the planned initiation date of this activity.

Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation

This activity is planned for 2021.

Result 2. Contaminated sites with POPs have been identified and classified.

Activity 2.1. Update of CSIS Software

In Progress. The recruitment of the Short-Term Expert with regards to the software is initiated. Activity 1.4.1 also provided a significant input to this Activity, since the online workshop provided feedback on CSIS problems and areas for improvement, from the real users of the system.

Activity 2.1.1. Analysis of Current Registration System and Inventory System and underlying Infrastructure and Utilization

Completed. Helpdesk Analysis Document is revised once to include the outputs of Activity 1.4.1. Whilst the presentation and the workshop were mainly about Helpdesk, there were no specific feedbacks about Helpdesk. Rather CSIS and contaminated sites legislative issues dominated the feedbacks in Activity 1.4.1. This issue is indicated in Revision # 2 of the Analysis Document.

Activity 2.1.2. Update of CSIS Software

In Progress. Software Developer Expert submitted three Progress Reports within the scope of his works so far. These reports could be found as annex to the 2nd Activity Report.

Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software

This activity is planned for 2021. Since CSIS is already in use, it is considered necessary to do a deviation in “Annex – I, Description of the Action of the Contract” so that Activity 1.1.2.2 training is provided for 100 people instead of 180 people and for 1 day instead of 3 days. It is intended to increase the number of days and number of participants in Activity 2.1.3 from 1 day to 3 days and number of participants to 180 from 100. The reason behind this change is the fact that the updated system needs a more intensive training content and higher number of people than a training conducted in order to introduce an already present system.

Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey

In Progress. There were internal PMU meetings in terms of identification of a methodology for identification and classification of POPs contaminated sites in Turkey, in general to serve for the purpose of deciding on which contaminated site to rehabilitate when the financial resources are limited.

Actually, this methodology was already implemented on the existing private sector contaminated sites (with POPs); since there are no government/orphan sites in CSIS. The inventory of the MoEU does not have any governmental sites or orphan sites. Correspondences were made with governmental institutions to identify these sites; however governmental institutions did not have such sites in their inventories.

Private sector sites were listed, a methodology was prepared in order to identify, classify and prioritize them considering parameters like the pollutant type, pollutant load, distance to residential areas, aquatic resources, etc. Two private sector sites were identified as a result of this prioritization. However, it was noted that government funds would better be invested in government/orphan sites (7th OCU Meeting) and Technical Department and TAT started discussion with governmental institutions to identify potential contaminated sites with POPs. Afterwards, series of meetings and discussions were made.

As a consequence, three potential sites were pointed by Ministry of Agriculture and Forestry and three potential sites were pointed by the Ministry of Energy and Natural Resources. The details of these visits will be elaborated in Activity 2.4.

Activities within the scope of site selection will further be evaluated in Activity 2.4. However, the above-mentioned issue led to a deviation from Annex-I of Description of the Action of the Contract, in such a way that identification, classification and prioritization of POPs contaminated sites in Turkey will be carried out as to provide a general methodology to be followed in the future, whenever there is limited financial resources of the government, but a list of contaminated sites with POPs; and hence will be postponed to 3rd quarter of 2021 and 2022, after the contaminated site is selected and rehabilitation related activities are initiated.

These parameters and pertaining methodology will be run in parallel to legislative work packages and Activity 2.2.3.

Activity 2.2.1. Organization of a One-Day Workshop to Define the Scope of Contaminants and Sectors

This activity is planned for 2021.

Activity 2.2.2. Integration of this data into CSIS

This activity is planned for 2021.

Activity 2.2.3. Preparation of a List of Classified Contaminated Sites in Turkey

In Progress. This activity is initiated with the currently available contaminated sites in CSIS. These sites were private sector sites. Due to confidentiality related reasons, this list is not included in annexes.

Currently, all meetings with relevant governmental institutions are being made, several sites are analysed for potential contamination with POPs and still, contaminated sites with POPs in the ownership of government/orphan site is trying to be identified. The details are elaborated in Activity 2.3.

Activity 2.2.4. Organization of a one-day dissemination seminar

This activity is planned for 2021.

Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation

In Progress. Meetings with the relevant experts were realized to discuss and decide on a methodology in terms of how to proceed with this work package. This activity is planned to be completed in the first quarter of 2021.

Activity 2.3.1. Organization of a One-Day Workshop to Define the Parameters for Prioritization of Contaminated Sites

This activity is not yet initiated. This activity is planned for 3rd Quarter of 2021.

Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites

In Progress. There is a deviation from Annex-I of Description of the Action of the Contract, in prioritization related work packages, in such a way that identification, classification and prioritization of POPs contaminated sites in

Turkey will be carried out as to provide a general methodology to be followed in the future, whenever there is limited financial resources of the government, but a list of contaminated sites with POPs; and hence will be postponed to 3rd quarter of 2021 and 2022, after the contaminated site is selected and rehabilitation related activities are initiated.

This activity is planned to be completed in the 3rd quarter of 2021.

Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3

In Progress. TAT mostly concentrated on this very important activity during the period for the 2nd Activity Report. The sequential order is as selection of sites, receiving permissions to work in the field, sampling and analysis in these sites, if the sites carry the criteria listed in DoA of this project, then, the methodology for remediation is discussed and Technical Specifications is prepared, and tender dossier is submitted to the Contracting Authority for advertisement of works component (2 pilot remediation works which UNDP will supervise). Delays in a component of this sequence would automatically delay other components. Considering the time that will elapse between advertisement of works tender by GDFREU and contracting, this work package is prioritized.

Contaminated Sites Information System does not contain any government/orphan sites contaminated with POPs, which means that there are no declared government/orphan sites yet. Anyhow, there has been written correspondences sent to identify government contaminated sites as well. Unfortunately, none of them responded positively to this correspondence to identify their sites, for which the project could initiate pilot works. Therefore, the private sector contaminated sites were identified, and TS preparations were initiated (identification of sites was not delayed actually) in June 2020. The tender dossier was draftly prepared in FIDIC Red Book to enable maturing the documents together. It was aimed that this document would be revised in two months of time. Then, in 7th OCU Meeting, it was discussed that the contaminated sites would better be government sites, to avoid spend the government/public resources to the private sector and any legal/ownership problems.

Thus, in June and August, TAT accelerated face to face and online meetings with governmental institutions. The minutes of these meetings were submitted as annex of the 2nd Activity Report.

The contaminated sites with POPs could not be identified as of 02 December 2020. This resulted in an inevitable delay in the submission of finalized tender dossier. However, there are potentially discussed sites with Ministry of Energy and Natural Resources and Ministry of Agriculture and Forestry. As planned in the 2nd Activity Report, TAT could conduct several technical site visits for analysis purposes. TAT is expecting to identify the site to be rehabilitated in the beginning of January 2021 (there is an inevitable delay in this work package out of TAT's control and there may be additional delays with respect to the identification of site) and to receive all permissions on the site in February 2021 for the Technical Specification preparation to be initiated. If this plan could be realized, the Technical Specification document could be finalized until April 2021.

Activity 2.5. Preparation of Operational Plan for 2 pilot sites

In Progress. The Operational Plan will be a part of tender dossier. Hence the preparation of the plan could only be initiated when the sites are clearly identified.

Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites

In Progress. The Supervision and Monitoring Plan will be a part of tender dossier. Hence the preparation of the plan could only be initiated when the sites are clearly identified.

Activity 2.6.1. Operational on-site Technical Supervision including Reporting of the Work for 2 pilot sites

This activity is not yet initiated. Supervision could only be initiated when the site is clear, Technical Specification and tender dossier is prepared, the tender dossier is advertised, evaluation and contracting process is over. Hence, TAT foresees inevitable delays in this activity since these sequential steps are out of full control of TAT. In case any of these activities are delayed further, major deviations in the Annex – I Description of the Action of the Contract

such as decreasing the number of pilot sites from two to one, extending the TAT project duration to be able to continue supervising the rehabilitation work, and other possible actions which we cannot expect today may have to be planned during the Contract Management within the scope of the Direct Grant.

Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites

This activity is not yet initiated. Preparation of the plan could only be correctly reflected to the workplan when the sites are clearly identified.

Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application

In Progress. The tender dossier could only be initiated when the sites are clearly identified.

Activity 2.8. Implementation of Supervision Support and Monitoring Plan for 2 Pilot Sites

This activity is planned for 2021 and 2022. Preparation of the plan could only be correctly reflected to the workplan when the sites are clearly identified.

Closure Event:

This activity is planned for 2022.

Part B – This activity is in the responsibility of the Contracting Authority and this activity is not yet initiated. However, Technical Assistance Project implements Activities between 2.5 and 2.8 in order to submit the draft Technical Specifications document to the Contracting Authority, as planned.

However, a meeting is realized with the Contracting Authority, FRAG/FIDIC Expert and TAT in order to identify the most suitable tender method. The minutes of this meeting is submitted as annex of the 2nd Activity Report.

Following tables present the progress of activities within the scope of the project in tabular format, as well:

**Progress of All Activities during the Period covered by the 1st and the 2nd Activity Report
(Implementation Phase)**

Table 6: Progress of all activities during the 1st and 2nd Activity Report Period

Component 1				
Activity	Expected Outputs/Deliverables	Estimated Completion Time <i>(Submitted AR2 and Revised with PR1)</i>	Remarks	Comments/Date
<i>Activity 1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</i>				Draft TNA Report was submitted to the Beneficiary on 23.09.2020 and the comments was received on 25.09.2020. As per the comments, TNA Report was finalized on 09.10 2020 and training programmes are to be drafted according to these results.
<i>Activity 1.1.1. Central level staff training</i>				
Activity 1.1.1.1. Training on Determination of Soil Pollution Capacity for Assessment	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	17-18-21 December 2020	Due to COVID-19 pandemic, physical trainings are decided to be online till COVID-19 pandemic ends.	-
Activity 1.1.1.2. Training on Determination of the Cleaning Targets	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	January 2021	The fate of the rest of the events will be decided later.	2021 (Rest of the trainings will be planned in 2021 as per the training lessons learnt in Activity 1.1.1.1.)
Activity 1.1.1.3. Training on Contaminated Sites Monitoring	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	March 2021	This event is postponed to beginning of 2021.	-
<i>Activity 1.1.2 Provincial level staff training</i>				
Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	January 2021	The fate of the rest of the events will be decided later.	-
Activity 1.1.2.2. Contaminated Sites	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	May 2021	The fate of the rest of the events will be decided later.	-

Information System Training			There is a deviation in this activity which is explained above in Activity 1.1.2.2 and Activity 2.1.3 in narrative part.	
Activity 1.1.2.3. Legislation Training	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	February 2021	The fate of the rest of the events will be decided later.	-
Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	February 2021	The fate of the rest of the events will be decided later.	-
Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	March 2021	The fate of the rest of the events will be decided later.	-
<i>Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update</i>				-
Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.				-
Activity 1.2.1.1. Assessment of Legal Instruments and Preparing Legal Gap Analysis	Legal Gap Analysis Report	March 2020-End of January 2022	The Activity is initiated in May 2020. It will be completed, however, in the beginning of 2022 due to prioritization of the tender dossier and remediation works on the pilot sites.	-
Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law	Draft Recommendation Legislation	May 2020-August 2021	The Activity is initiated in May 2020. It will be completed, however, in August 2021 due to prioritization of the tender dossier	Recommendations on English translation of the Legislation was submitted to Beneficiary in June 2020. It is decided that it will be

			preparations and trainings which were postponed to a later date as a result of the pandemic.	finalized by the project experts in the later stages of the project.
Activity 1.2.2. Preparation of Dissemination Materials	Dissemination Materials	July 2020- Beginning of 2022	This Activity initiated and will be completed in the beginning of 2022 in order to disseminate all results of the project throughout.	-
Activity 1.2.3. Current Guidelines Elaborating of Documents				
Activity 1.2.3.1. Elaborating on Soil Pollution of the Technical Guide	Soil Pollution of the Technical Guide	September 2020- September 2022	This activity is initiated in September 2020; however, it will be completed in September 2022 due to prioritization of the tender dossier preparations, remediation works on the pilot sites and the intensity of the work package. Moreover, the end date of the activity is extended in order to take the lessons learnt with regards to rehabilitation work on the pilot sites into account.	-
Activity 1.2.3.2. Updating of the Report Forms Provided in the Annexes (3, 5, 6 and 7) to Soil Contamination By-law	Annexes (3, 5, 6 and 7) to Soil Contamination By-law	October 2020- September 2022	This activity is initiated in October 2020; however, it will be completed in September 2022 due to prioritization of the tender dossier preparations and remediation works on the pilot sites. Moreover, the end date of the activity is extended in order to take the lessons learnt with	-

			regards to rehabilitation work on the pilot sites into account.	
Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs	<ul style="list-style-type: none"> • Analysis report • Technical Guidance Document 	January 2021 – April 2021	-	-
<i>Activity 1.3. Study visits</i>				
Activity 1.3.1. Visiting an EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques	Study Visit Report	November 2021	Due to COVID-19 pandemic, the first study visit is postponed.	-
Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA (Institute for Environment and Sustainability).	Study Visit Report	December 2021	-	-
<i>Activity 1.4. Establishment of Helpdesk Navigator Software Programme</i>				
Activity 1.4.1. Organization of a one-day Workshop	Workshop Report	September 2020	This workshop would normally be held in 2021. However, the Analysis document for Helpdesk Software was ready and this workshop is prioritized to receive feedback and then finalize the analysis document. The workshop is held in September 2020 as an online event with the participation of 107 people.	Helpdesk Workshop was realized on 09.09.2020 and the Workshop Report was submitted on 25.09.2020 as annex to this report.
Activity 1.4.2. Establishment of a	Helpdesk Navigator Programme	October 2020 – May 2021	-	-

Helpdesk Navigator Program				
Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation	Internet Website of the Helpdesk	June 2021	-	-

Component 2				
Activity	Expected Outputs/Deliverables	Estimated Completion Time (in AR2)	Remarks	Comments/Date
Activity 2.1. Update of CSIS Software				
Activity 2.1.1. Analysis of Current Registration System and Inventory System and underlying Infrastructure and Utilization	Analysis Document	February 2020 – September 2020	-	Draft Helpdesk Analysis Document was submitted to Beneficiary on 24.07.2020. Final Helpdesk Analysis Document was submitted on 10.10.2020.
Activity 2.1.2. Update of CSIS Software	Updated CSIS Software	December February 2020 – October 2022	-	3 Progress Reports on the update of CSIS software was respectively submitted on 08.07.2020, 27.07.2020, 18.09.2020.
Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software	Training Report	October 2021	There is a deviation need for this Activity. This need is explained in Activity 2.1.3 in the narrative section above.	-
Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey				
Activity 2.2.1. Organization of a One-Day Workshop to Define the Scope of Contaminants and Sectors	Workshop Report	September 2021	Identification and Classification of POPs related activities are initiated; however, their	-

			completion date is postponed to September 2021, due to COVID-19 related measures having adverse impact on workshops and events. Moreover, these activities are postponed since there is no list of contaminated sites (orphan or governmental) as a deviation from the DoA.	
Activity 2.2.2. Integration of this data into CSIS	Updated CSIS with this data	September 2021	Identification and Classification of POPs related activities are initiated; however, their completion date is postponed to September 2021, due to COVID-19 related measures having adverse impact on workshops and events. Moreover, these activities are postponed since there is no list of contaminated	-

			sites (orphan or governmental) as a deviation from the DoA.	
Activity 2.2.3. Preparation of a List of Classified Contaminated Sites in Turkey	List of Contaminated Sites	June 2021	Identification and Classification of POPs related activities are initiated; however, their completion date is postponed to June 2021, due to COVID-19 related measures having adverse impact on workshops and events.	-
Activity 2.2.4. Organization of a one-day dissemination seminar	Seminar Report	September 2021	Identification and Classification of POPs related activities are initiated; however, their completion date is postponed to September 2021, due to COVID-19 related measures having adverse impact on workshops and events.	-
Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation				
Activity 2.3.1. Organization of a One-	Workshop Report	September 2021	Identification and	-

<p>Day Workshop to Define the Parameters for Prioritization of Contaminated Sites</p>			<p>Classification of POPs related activities are initiated; however, their completion date is postponed to September 2021, due to COVID-19 related measures having adverse impact on workshops and events. Moreover, these activities are postponed since there is no list of contaminated sites (orphan or governmental) as a deviation from the DoA.</p>	
<p>Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites</p>	<p>Prioritized Contaminated Sites list</p>	<p>September 2021- January 2022</p>	<p>Identification and Classification of POPs related activities are initiated; however, their completion date is postponed to September 2021, due to COVID-19 related measures having adverse impact on workshops and events. Moreover,</p>	<p>-</p>

			these activities are postponed since there is no list of contaminated sites (orphan or governmental) as a deviation from the DoA.	
Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	Permission Correspondences	February 2021	End of this activity is postponed to February 2021.	-
Activity 2.5. Preparation of Operational Plan for 2 pilot sites	Operational Plan	February 2021 – April 2021	End date of this activity is postponed to April 2021.	-
Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites	Supervision and Monitoring Plan			
Activity 2.6.1. Operational on-site Technical Supervision including Reporting of the Work for 2 pilot sites	Supervision Reports-operational	February 2021 – April 2021	End date of this activity is postponed to April 2021.	-
Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites	Post Remediation Plan Recommendations Report	February 2021 – April 2021	End date of this activity is postponed to April 2021.	-
Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	Technical Specifications	February 2021 – April 2021	This activity's end date is postponed to April 2021. The reason behind is more elaborately explained narratively under Activity 2.7; however, the government owned contaminated sites are not yet clear as of 02.12.2020	Draft Tender Dossier was submitted the CA on 30.06.2020 and the CA's comments was received on 29.07.2020. TD will be revised when the sites are clearly identified.

			and thus this activity is postponed to April 2021.	
Activity 2.8. Implementation of Supervision Support and Monitoring Plan for 2 Pilot Sites	Supervision Reports-implementation related	March 2022 – September 2022 <i>(with a need of possible extension of the project that will be considered and raised later)</i>	-	-

2.6.1. The Concrete Results of the Project Components

Whilst Section 2.6 summarizes the expected results for each activity in full detail, still there is a table provided below which refers to the outputs indicatively identified in section 1.5 of the DoA were achieved under each component during the reporting period:

Table 7: Component 0 - Inception

	Main activities	Expected output
0.1	Establishment of Technical Assistance Team (TAT) and office	Inception report Media package Project website, project newsletters, business cards, banners, posters etc. Envisaged delivery date: 12 weeks after the project start date.
0.2	Kick-off meeting (first management meeting)	
0.3	Launch event	

All outputs of Component 0, except for the posters (due to lack of physical meetings – COVID -19), have been produced.

Table 8: Component 1 - Technical and institutional capacity for management of POPs contaminated sites has been strengthened

	Main activities	Expected output
1.1	Trainings for staff that will be working on POPs/contaminated sites management from different target groups	<ul style="list-style-type: none"> • Training need assessment report • Training module and reports Envisaged delivery date: 18 months after the project start date. However, these dates are postponed due to COVID-19. Please kindly visit the Annex-5a or the postponed date of this input submission date.
1.2	LGA/Guidance documents/publications preparation and update	<ul style="list-style-type: none"> • Legal gap analysis • Recommendation for draft legislation • A public video on general information on POPs contaminated sites • Brochures on general information on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities • Revised guidelines (Technical guidelines on Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment) • A new guideline on POPs contaminated sites management • Updated report forms of Annexes of Contaminated sites legislation Envisaged delivery date: 15 months after the project start date. However, this date is postponed to the end of 2022. Whilst this activity already is initiated

		with a legislation workshop, still the trainings, pilot works and the whole process will make inputs to the LGA relevant component and hence the input submission date is postponed to enable submission of a high-quality report/documents. Please kindly visit the Annex-5a or the postponed date of this input submission date.
1.3	Study visits	<ul style="list-style-type: none"> Study visit reports Envisaged delivery date: 24 months after the project start date.
1.4	Establishment of Helpdesk Navigator Software Programme	<ul style="list-style-type: none"> Helpdesk Navigator Software Programme Envisaged delivery date: 30 months after the project start date.

None of the outputs, except for the Training Needs Assessment Report are completed as of 02.12.2020.

Table 9: Component 2 - Contaminated sites with POPs have been identified and classified

	<u>Main activities</u>	<u>Expected output</u>
2.1	Update of CSIS Software	<ul style="list-style-type: none"> Updated CSIS Software Envisaged delivery date: 36 months after the project start date.
2.2	Identification and classification of POPs contaminated sites in Turkey	<ul style="list-style-type: none"> POPs contaminated sites identification and classification report Envisaged delivery date: 9 months after the project start date. However, since CSIS programme does not include any government/orphan sites, this activity is postponed and separated from the pilot works rehabilitation process. This activity will rather provide a general workflow process. Please kindly visit the Annex-5a for the postponed date of this input submission date.
2.3	Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation	<ul style="list-style-type: none"> Prioritized list of POPs contaminated sites Envisaged delivery date: 12 months after the project start date. CSIS programme does not include any government/orphan sites, this activity is postponed and separated from the pilot works rehabilitation process. Please kindly visit the Annex-5a for the postponed date of this input submission date.
2.4	Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	<ul style="list-style-type: none"> Pilot Site Selection Report Envisaged delivery date: 12 months after the project start date. The reason behind is more elaborately explained narratively under Activity 2.2. Please kindly visit the Annex-5a for the postponed date of this input submission date.
2.5	Preparation of Operational Plan for 2 pilot sites	<ul style="list-style-type: none"> Technical specification and operational plan of two pilot sites Envisaged delivery date: 15 months after the project start date. The reason behind is more elaborately explained narratively under Activity 2.2. Please kindly visit the Annex-5a for the postponed date of this input submission date.
2.6	Preparation of a Supervision and Monitoring Plan for 2 pilot sites	<ul style="list-style-type: none"> On-site Technical Supervision and Monitoring Envisaged delivery date: 15 months after the project start date.

		The reason behind is more elaborately explained narratively under Activity 2.2. Please kindly visit the Annex-5a for the postponed date of this input submission date.
2.7	Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	<p>Recommendations respecting Post Remediation Plan</p> <p>Envisaged delivery date: 15 months after the project start date.</p> <p>The reason behind is more elaborately explained narratively under Activity 2.2. Please kindly visit the Annex-5a for the postponed date of this input submission date.</p>

None of the outputs are completed as of 02.12.2020. Moreover, the expected dates for these outputs are postponed due to reasons narrated in Section 2.6.

Table 10: Postponed delivery date as the workplan

Name of Output	Expected Delivery Date (Notification No.4)	Postponed Delivery Date as the Workplan (Notification No. 5)
Component 1		
<ul style="list-style-type: none"> Activity 1.1: Trainings for staff that will be working on POPs/contaminated sites management from different target groups <p>Training module and reports</p>	October 2020-March 2021	December 2020-May 2021
<ul style="list-style-type: none"> Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update 	March 2020-Jan 2022	N/A
<ul style="list-style-type: none"> Activity 1.3. Study Visits 	June 2021-September 2021	November 2021-December 2021
<ul style="list-style-type: none"> Activity 1.4. Helpdesk Navigator Programme 	Sep 2020-June 2021	N/A
Component 2		
Activity 2.1. Update of CSIS Software	Feb 2020-October 2022	N/A
Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey	September 2021	N/A
Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation	September 2021	Jan 2022
Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	December 2020	February 2021
Activity 2.5. Preparation of Operational Plan for 2 pilot sites	December 2020	February 2021- April 2021
Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites	December 2020	February 2021- April 2021
Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	December 2020	February 2021- April 2021

2.7. Risks and Risk Mitigation

As the number of cases infected with the COVID-19 is showing a drastic increase, UNDP Turkey Country Office continues to make extensive assessments in order to limit the spread of the COVID-19 pandemic as much as possible with individual and social awareness, which coincides with measures taken at the global and national level. However, UNDP Turkey has been programmatically and operationally active during the outbreak to be able to carry out the project activities and minimize the possible delays in project implementation. They include use of corporate Zoom accounts for meetings, DocuSign for the signature of official correspondences, etc.

In parallel with such aim, a Risk Assessment is made for the current situation, with its possible effects on smooth project implementation, delivery of project results, and indicators, in the 2nd Activity Report. Table below shows the updated risk assessment and mitigation measures as per the COVID-19 pandemic.

2.7.1. Updated Risk Assessment in the light of COVID 19 Outbreak

Table 11: Updated risk assessment table

Current Situation	Description of Risk	Status of the Risk	Mitigation Measures
<p>Declaration of coronavirus (COVID-19) outbreak as pandemic by WHO on 12.03.2020. Turkish Republic took several measures such as closure of schools, limiting the number of staff in governmental institutions, limiting travels, gatherings, etc. afterwards.</p> <p>Meetings/ trainings/ workshops may not be realized within the scope of the projects in the planned dates and a delay may be needed; international consultants may not travel till the outbreak mitigations are lifted, and participation levels to the trainings/meetings may not be as expected when they are realized.</p> <p>Since the duration of this situation is unknown at the moment; delivery of training/travel/meeting/workshop related activities are postponed until September 2020 at first. If measures are not lifted until September 2020, then another postponement may be necessary.</p>	<p>Training activities and consultative meetings/workshops of the project will be postponed due to mitigation measures which will affect the delivery of the project.</p> <p>Since the prioritization of the institutions may change during the outbreak crisis, the project’s outreach and communication activities may be affected.</p>	<p>Medium</p>	<p>Official travels (whenever they can be avoided), meetings in physical (when they can be avoided) or consultations within the institutions, attendance to meetings/workshops are postponed until further notice to mitigate the community transmission.</p> <p>Activities which involve physical training, workshop, meeting, etc. will be carried out online.</p> <p>Small meetings, such as OCU Meeting or Steering Committee Meeting will be conducted via Skype or teleconference when possible.</p> <p><u>Interactive tools are utilized for online workshops and meetings to effectively receive feedbacks of participants. Even though the participants are not physically together, tools such as Menti and Miro provide appropriate platform that everyone may contribute through its own ideas, recommendations, feedbacks. This is deemed effective in 100+ meetings to ensure participatory approach.</u></p> <p>Therefore, the delays in the workplan, due to COVID-19 will be managed without a major delay.</p>
<p>Technical Assistance Project is to provide support for Works component of the “Identification and Remediation of Contaminated Sites with POPs Project”. Two components being attached to each other in terms of inputs and outputs pose a risk of need for extension in the TA Project.</p>	<p>Technical Assistance Team proposed that a draft version of Technical Specification document is submitted to Contracting Authority in June and it is finalized in August 2020.</p>	<p>Medium</p>	<p>TAT identified private sector sites and submitted the very first draft of tender dossier in end of June 2020. However, with the decision to proceed with government contaminated sites in 7th OCU Meeting, TAT is still awaiting governmental sites to be determined in order to prepare technical specifications of potential contaminated sites.</p> <p>As a result of intense efforts of technical departments of MoEU and TAT, there have</p>

	<p>However, pilot government sites are not clear yet (please kindly refer to Activity 2.3-Activity 2.8 above) as of 02 December 2020 and this causes an inevitable delay in submission of tender dossier to Contracting Authority.</p> <p>If tender dossier is not submitted to EUD until April 2021 there is a risk of in-aligned supervision and works component, there might be a need for an addendum for extension of the contract. It should also be added that this risk may still be present even if the tender dossier is submitted until April 2021. This is foreseen as an additional risk to COVID-19 Risk.</p>		<p>been certain potential sites are revealed as of 24 September 2020 and TAT carried out a series of analysis in October 2020. The analysis results have been incoming throughout November 2020 and December 2020. It seems that there is a need for further analysis in one of the technically visited sites.</p>
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The list of activities which were postponed due to COVID-19 is summarized in Workplan.

2.7.2. Plans for the Next-coming Period:

Table 12: Plans for the next coming period

Component 1			
Activity	Expected Outputs/Deliverables	Estimated Completion Time	Remarks
<i>Activity 1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</i>			
<i>Activity 1.1.1. Central level staff training</i>			
Activity 1.1.1.1. Training on Determination of Soil	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	17-18-21 December 2020	Due to COVID-19 pandemic, this training could not be held in September 2020. One online training will be

Pollution Capacity for Assessment			initiated December 2020 via videoconference means.
Activity 1.1.1.2. Training on Determination of the Cleaning Targets	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	January 2021	Due to the site visits regarding the determination of the pilot contaminated sites, the training will be held January 2021.
Activity 1.1.1.3. Training on Contaminated Sites Monitoring	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	March 2021	This event is postponed to beginning of 2021 and it will be held online through videoconference means.
<i>Activity 1.1.2 Provincial level staff training</i>			
Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	January 2021	The fate of the rest of the events will be decided later at the beginning of 2021.
Activity 1.1.2.2. Contaminated Sites Information System Training	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	May 2021	The fate of the rest of the events will be decided later at the beginning of 2021.
Activity 1.1.2.3. Legislation Training	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	February 2021	The fate of the rest of the events will be decided later at the beginning of 2021.
Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	February 2021	The fate of the rest of the events will be decided later at the beginning of 2021.
Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	March 2021	The fate of the rest of the events will be decided later at the beginning of 2021.
<i>Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update</i>			
Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.			
Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law	Draft Legislation	August 2021	The Activity is initiated in May 2020. It will be completed, however, in the beginning of 2021 due to prioritization of the tender dossier and remediation works on the pilot sites.
Activity 1.2.3. Current Guidelines Elaborating of Documents			
Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs	<ul style="list-style-type: none"> • Analysis report • Technical Guidance Document 	January 2021 – April 2021	Experts have been contracted and this Activity will be initiated by the January 2021.
Activity 1.3. Study visits/ Activity 1.3.1. Visiting an	Study Visit	November 2021	Due to COVID-19 pandemic, the first study visit is postponed.

EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques			
Activity 1.3. Study visits/ Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA	Study Visit	December 2021	-
<i>Activity 1.4. Establishment of Helpdesk Navigator Software Programme</i>			
Activity 1.4.2. Establishment of a Helpdesk Navigator Program	Helpdesk Navigator Programme	May 2021	Initiated and under development
Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation	Integration of the Helpdesk Navigator Programme	June 2021	-
Component 2			
Activity	Expected Outputs/Deliverables	Estimated Completion Time	Remarks
Activity 2.1. Update of CSIS Software			
Activity 2.1.2. Update of CSIS Software	Updated CSIS Software	December 2020 – October 2022	This Activity will be initiated by December 2020
Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	October 2021	-
Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation			
Activity 2.3.1. Organization of a One-Day Workshop to Define the Parameters for Prioritization of Contaminated Sites	<ul style="list-style-type: none"> • Training Report, • Certificates to trainees. 	September 2021	-
Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites	list of prioritized POPs/Persistent Toxic Substances contaminated sites	September 2021- January 2022	-
Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	Permission Correspondences	February 2021	Ongoing
Activity 2.5. Preparation of Operational Plan for 2 pilot sites	Operational Plan	April 2021	End date of this activity is postponed to April 2021.
Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites	Supervision and Monitoring Plan		
Activity 2.6.1. Operational on-site Technical Supervision	Supervision Reports-operational	April 2021	Initiated

including Reporting of the Work for 2 pilot sites			
Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites	Post Remediation Plan Recommendations Report	February 2021 – April 2021	-
Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	Technical Specifications	February 2021- April 2021	This activity's end date is postponed to April 2021. The reason behind is more elaborately explained narratively under Activity 2.7; however, the government owned contaminated sites are not yet clear as of 02.12.2020 and thus this activity is postponed to a later date.

2.8. Project Management and Coordination Activities

2.8.1. Building Up Management Structure and Exercising Its Functions

Organization (UNDP) is responsible for efficient and effective implementation of the present project through the Contribution Agreement concluded with the MoEU/General Directorate of European Union and Foreign Relations (MoEU/ DGEUFR)- Department of European Union and Financial Assistance (DoEUFA) acting as the Contracting Authority. MoEU/General Directorate of Environmental Management (DGEM) is the End Recipient of the Project. There is not any deviation in the implementation arrangements of the project that is described in the Description of Activities.

As indicated in the DoA, the Project has a two-layered structure for the project coordination, namely The Project Steering Committee (PSC) overseeing the overall implementation of the Project and provides strategic guidance, and Operation Coordination Unit (OCU). The frequency of Steering Committee meeting is determined on a bi-annual basis, whilst OCU Meetings as monthly.

2.8.2. Complying Obligations Regarding Information and Reporting

UNDP reported all aspects of the implementation of the Action through Inception Report for the period between 9 October 2019 and 15 January 2020 to the Contracting Authority, End Beneficiary, EUD, and Directorate of EU Affairs.

The Project's two of the four notifications were made during the inception period, about the extension of the inception period from 01.01.2020, initially until 15.01.2020, with the inception report submission deadline set as 03.02.2020.

The second notification also included a request for approval for modifications in the budget as the unit rate that was previously determined in the project budget became insufficient to cover the increase in UNDP Turkey Country Office's Staff Salaries, on a par with UNDP Human Resources Rules and Regulations.

For the period between 9 October 2019 - 29 May 2020 and 30 May 2020 – 7 October 2020, all aspects of the implementation of the Action were reported through the First and Second Activity Reports to the Contracting Authority, End Beneficiary, EUD, and Directorate of EU Affairs. These reports would also act as a notification within the scope of the General Conditions. However, a list of submitted notifications are summarized in Table 14.

Notification No: 3 was submitted with the 1st Activity Report and Notification No: 4 was submitted with the 2nd Activity Report.

The notifications, official letters of submission and approval were submitted as annexes to the Activity Report 1 and Activity Report 2.

Table 13: List of notifications

Notification	Reason / Justification
Notification No. 1	Request for the extension of the inception period, with a postponement in the inception report submission deadline.
Notification No. 2	Request for approval for modifications in the budget as the unit rate that was previously determined in the project budget became insufficient to cover the increase in UNDP Turkey Country Office's Staff Salaries.
Notification No. 3	Request for approval for modifications in the budget in line with changes made to the Project's updated annual work plan. Please kindly refer Activity Report 1 for the exact notification content.
Notification No. 4	Request for additional updates in the Project's annual workplan and delivery dates of the outputs, which was updated due to the changes in the timeline of some of the Project's activities, methods of consultative meetings and trainings as a result of the COVID-19 pandemic. CTA and Key Experts have not been recruited in the first year of the project. One of the reasons behind this modification/postponement was related with the COVID-19 Outbreak. Since CTA and Key Experts are expat staff under the Budget, and since travel bans were imposed among countries, the positions were postponed receiving more effective feedback when these bans are released. Please kindly refer Activity Report 2 for the exact notification content.
Notification No. 5 <i>(conveyed through this Progress Report, please see Section 2.8.1 for further details.)</i>	Request for approval for modifications in the budget in line of certain budget lines and justifications. The notification also includes minor amendments to the 'Equipment and supplies' budget heading in line with the procurement activities conducted in the first reporting period. Total project budget, contingency reserve and the administrative costs remain intact. Request for additional updates in the Project's annual workplan and delivery dates of the outputs, which was updated due to the changes in the timeline of some of the Project's activities due to the prioritization of the identification of the pilot contaminated sites. The Annex-5a of this 1 st Progress Report could be referred to for further details.

2.8.3. Running Control and Evaluation Mechanisms

Monitoring and evaluation exercises will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. UNDP continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators were revised during the inception phase of the project based on objectives that are specific, measurable, attainable, realistic, and time-based. Indicators for the contribution-specific agreement are now linked to the more general indicators relevant for the whole Action. Please refer to Section 2.13. of the progress report for the revised indicator table of the project.

The Project will be evaluated (technical evaluation) independently. The evaluation is expected to be conducted in the last year of the Project. The assessment will be on the substance and immediate concrete results of the Project, and will, by no means, include any form of expenditure verification (or Audit) etc. As a result of the assessment, the impacts of the results achieved, lessons learned and good practices in terms of substance will be assessed in a report.

Besides, the level of communication and visibility as well as recommendations for sustainability will also be explored in the said assessment.

M&E Plan of the Project:

Table 14: M&E plan of the project

Name of Report	Time of submission*	Recipients
Inception Report (Turkish & English)	Within 4 months of commencement of the Project.	MoEU and EUD
Activity Report (Turkish and English)	Two weeks before each Steering Committee Meeting, to summarize all completed activities within the period covered for the Steering Committee supported with annexes and the planned activities for the next coming period, if applicable.	MoEU and EUD
Progress Report (Narrative and Financial) (Turkish & English)	Within 60 days after the period covered by such report. (as per Article 3.9 of the General Conditions)	MoEU and EUD
Final Report (Narrative and Financial) (Turkish & English)	Not later than 6 months after the end of the implementation period of the Project (as per Article 3.9 of the General Conditions)	MoEU and EUD

Moreover, Evidence Based Report and Results and Targets Table are internal reports for the internal Monitoring and Evaluation system of UNDP. Normally, these reports are updated at the end of the year. The links of these reports will be shared with the Contracting Authority, so that they could be reached any time during the year.

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards.

Upon determination of the pilot sites to be remediated, the dates of the M&E visits will be decided.

▪ ***Project Audit***

An audit report is not available for the time being. In line with the Financial and Administrative Framework Agreement (FAFA) and the General Conditions, the financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP. The project audit will be carried out in line with UNDP's policies.

2.9. Methodology

There is no significant change in the methodology, as per the Description of Action.

2.10. Logical Framework

Logical Framework was updated in line with the revised list of indicators submitted through the Activity Report 1. Please see the updated Logical Framework below:

Table 15: Logical Framework:

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	Protect human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of POPs Regulation and Soil Contamination By-law.	<ul style="list-style-type: none"> Contribution to the improved quality of life of citizens through protecting human health and environment from POPs. 	<ul style="list-style-type: none"> European Commission’s Regular Reports from 2019 to 2022 European Environment Agency’s State of Environment Reports Statistical data on environment and climate change Progress in the implementation of Sector Operational Programme: Environment and Climate Action Progress in the implementation of National Action Plan for EU Accession Progress in the implementation of Multi-annual Action Programme for Turkey on Environment and Climate Action 	<ul style="list-style-type: none"> Stable political climate and macro-economic situation Strong commitment and dedication of the stakeholders to participate and cooperate throughout project implementation Strong stakeholder coordination during project implementation Convergent views and decisions among stakeholders and relevant institutions Sufficient number of assigned personnel in charge of the project within relevant institutions Sufficient number of experienced and high qualified experts with satisfactory knowledge and perception of the Turkish context for each sector which will be dealt with within this project
Specific objective	The purpose of the project is to enhance Turkey’s capacity on implementation of EU POPs Regulation through supporting central and local authorities on identification and remediation of contaminated sites with POPs.	<ul style="list-style-type: none"> Strengthened Technical and institutional capacity for management of POPs contaminated sites Identified and classified contaminated sites with POPs Increased institutional experience for remediation of POPs contaminated sites 	<ul style="list-style-type: none"> European Commission’s Regular Reports from 2017 to 2020 Statistical data on environment and climate change Monitoring Reports Project Progress Reports Project Final Report Project Evaluation Reports 	<ul style="list-style-type: none"> Coherence between the training subjects/campaigns and the target group
Expected results	<i>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</i>	<ul style="list-style-type: none"> Approximately 490 staff were trained and certificated Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention 	<ul style="list-style-type: none"> Study visit materials, evaluation report and participants list Training of trainees programme materials, evaluation report and participants list Training materials, evaluation report and participants list Number of certificates given to the participants 	<ul style="list-style-type: none"> National and local institutions are committed to contaminated sites management. Owners of pilot sites are willing to cooperate in the project activities. Other national and local stakeholders are supporting project activities and participating. Trained staff members (national and local) remain in their posts during the
	<i>Result 2. Contaminated sites with POPs have been</i>	<ul style="list-style-type: none"> At least 10 number of POPs contaminated sites 	<ul style="list-style-type: none"> Project Inception Report 	

	<i>identified and classified</i>	were identified, assessed, and prioritized <ul style="list-style-type: none"> ▪ A Helpdesk for contaminated site remediation was established. 	<ul style="list-style-type: none"> ▪ Activity Evaluation Reports ▪ Project Progress Reports ▪ PSC Meeting Minutes ▪ Project Final Report ▪ Project Evaluation Reports 	entire duration of the project.
	<i>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</i>	<ul style="list-style-type: none"> ▪ 2 number of pilot applications were implemented 		
Activities	<p>1. Technical and Institutional Capacity for Management of POPs Contaminated Sites Has Been Strengthened</p> <p>1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</p> <p>1.2. LGA/Guidance documents/publications preparation and update</p> <p>1.3. Study visits</p> <p>1.4. Establishment of Helpdesk Navigator Software Programme</p> <p>2. Contaminated Sites with Pops Have Been Identified and Classified</p> <p>2.1. Update of CSIS Software</p> <p>2.2. Identification and classification of POPs contaminated sites in Turkey</p> <p>2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation</p> <p>2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3</p> <p>2.5. Preparation of Operational Plan for 2 pilot sites</p> <p>2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites</p> <p>2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application</p> <p>2.8. Implementation of Supervision and Monitoring Plan for 2 Pilot Sites</p> <p>3. Works Component: Pilot Remediation Activities</p>	Means	Cost	Assumptions
		<ul style="list-style-type: none"> ▪ Project Coordination Unit (PCU) ▪ Technical Assistant Team (TAT) ▪ Short term experts (STEs) ▪ Stakeholder engagement activity (e.g., consultative meetings, bilateral meetings, workshops, study tours) costs ▪ Assessment, research, study costs ▪ Web-based platform and software development and maintenance costs ▪ Training costs ▪ Project office costs ▪ Knowledge material development, visibility, and dissemination costs 	<ul style="list-style-type: none"> ▪ Covering the human resources, costs for travels, local office, and services - details are indicated in the Budget for the Action. 	<ul style="list-style-type: none"> ▪ Factors outside project management's control that may impact on the output-outcome linkage.

2.10.1. Current Anticipated Problems, Planned Remedial Actions and Lessons Learned from Encountered Problems

Since mobilization of TAT has lasted more than expected, the unavailability of TAT was fulfilled by a team of experts composed of national and international expertise under the supervision of UNDP Climate Change and Environment Portfolio Manager. List of national and international experts supported this process is as below:

- Gökçe Bayrakçeken (UNDP Gender Equality Consultant),
- Eren Korkmaz (UNDP Communication Assistant)
- Nuri Özbağdatlı (UNDP Portfolio Manager on Climate Change and Environment).

During the reporting period, another challenge was the organization of the first-ever online Helpdesk Workshop meetings with the participation of the representatives from the relevant general directorate and provincial directorates. Although the number of participants was determined in the DoA as 20-30 for each meeting, the number of invitees was increased and in total 107 representatives attended in both meetings. Since some of the participants were not familiar with the online meeting tools, a user guideline describing the access and functionalities of the Zoom Online Meeting Tool was sent prior to the meetings. Whilst it was a challenge to manage increased number of participants in the online workshop, online tools such as Menti and Miro was used to ensure effective interaction. However, during this meeting, it was noticed that government participants were not allowed to enter Miro. It was decided that next time, TAT would contact the IT Department of the Ministry to enable participants’ use of Miro. In the next Legislation discussion workshop, Miro was open to Ministry participants so, they were better used.

Moreover, both due to COVID-19 and unidentified contaminated sites at the beginning of the project, certain work packages are delayed. For further projects, the sites could be identified at an earlier stage.

In addition to the above-mentioned issues, there may be certain other issues that may affect the project as a result of the COVID-19 Outbreak and the post-crisis period. To have a detailed look on the possible risks that may have effects on the project, please refer to section 2.3.

2.10.2. Project Indicators

During the inception phase, indicators suggested in the OIS and DOA were re-assessed and revised in consultation with all actors to simplify and enhance consistency among monitoring and evaluation plan. Indicators were revised considering both long-term and short-term objectives of the project and, they were categorized as output/impact level indicators and activity indicators. A comparative assessment was submitted as annex to the Activity Reports.

In this wise it is aimed to measure the progress toward achieving targets of the project. The project indicators are given in Table 4 below.

The progress towards achieving targets of the project is given in Table 15 below.

Table 16: Project indicators

Results to be achieved by the components	Objectively verifiable Indicators	Target	Achieved	Sources of verification
Inception phase	<i>Activity level indicators</i>			
	<ul style="list-style-type: none"> ▪ Number of stakeholder engagement events organized 	5	2	<ul style="list-style-type: none"> ▪ Meeting Minutes ▪ Participants lists
<ul style="list-style-type: none"> ▪ Number of participants engaging in consultative meetings, workshops etc. 	170	158		
<i>Activity level indicators</i>				

Results to be achieved by the components	Objectively verifiable Indicators	Target	Achieved	Sources of verification	
Result 1. Technical and Institutional Capacity for Management of POPs Contaminated Sites Has Been Strengthened	<ul style="list-style-type: none"> Approximately 490 staff were trained and certificated 	490	-	<ul style="list-style-type: none"> Participant lists Training Reports 	
	Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention	2	-	Study visit activity reports	
	Preparation of LGA Report	1	-	Report	
	Helpdesk for contaminated site remediation was established	1	-	Software Programme	
	Outcome/Impact level indicators				
	<ul style="list-style-type: none"> Number of staff trained and certificated 	490	--	<ul style="list-style-type: none"> Participant lists Workshop Reports 	
	<ul style="list-style-type: none"> Number of Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention 	2		<ul style="list-style-type: none"> Study visit activity reports 	
	<ul style="list-style-type: none"> Preparation of LGA Report 			<ul style="list-style-type: none"> Report Analysis Documents 	
	<ul style="list-style-type: none"> Number of training on the Helpdesk software 	2	1	<ul style="list-style-type: none"> Workshop report 	
Result 2. Contaminated sites with POPs have been identified and classified	Outcome/Impact level indicators				
	<ul style="list-style-type: none"> "POPs contaminated sites identified, assessed and prioritized" 	10	-	<ul style="list-style-type: none"> Technical Site Visit Reports 	
	<ul style="list-style-type: none"> "Preparation of technical specification for two pilot areas" 	2	-	<ul style="list-style-type: none"> Technical Specification documents 	
	<ul style="list-style-type: none"> "Preparation of operational plan for two pilot areas" 	2	-	<ul style="list-style-type: none"> Operational Plan 	
	Activity level indicators				
	<ul style="list-style-type: none"> Number of identified, assessed, and prioritized contaminated sites 	10	0	<ul style="list-style-type: none"> N/A 	
	<ul style="list-style-type: none"> Number of technical specifications for two pilot areas 	2	-	<ul style="list-style-type: none"> Technical Specification Reports 	
	<ul style="list-style-type: none"> Number of operational plans for two pilot areas 	2	-	<ul style="list-style-type: none"> Operational Plan 	
Result 3. Institutional experience for remediation of POPs contaminated sites have been increased	Outcome/Impact level indicators				
	<ul style="list-style-type: none"> Pilot applications were implemented 	2	-	<ul style="list-style-type: none"> Technical Supervision Reports 	
	Activity level indicators				
<ul style="list-style-type: none"> Number of pilot applications 	2	-	<ul style="list-style-type: none"> Supervision reports 		

2.11. Work Plan

An updated work plan is submitted in Annex-5a and revised timetable of project activities is submitted in Annex-5b, these would form a part of Notification No. 5. The updated workplan includes minor modifications to the initial proposed plan, and the changes previously conveyed with the project's first, second activity report and progress report mainly as a result of the COVID-19 outbreak and the inevitable delay in site determination in Component 2 and Component 3. To minimize the impacts of the outbreak and to ensure a smooth implementation of the project, certain activities in the initial workplan, such as analyses and desk reviews were prioritized, while certain other ones, such as consultative meetings, trainings and study visits were postponed.

Details and explanations of the minor modifications in the work plan are also submitted in the Section 2.6, narrative part with regards to activities.

2.12. Budget

The latest Budget of the Action is considered as conveyed through this Progress Report as Notification No.5 and with minor modifications reported under 2.8.1 below is taken into account. Detailed figures are presented in Annex 5a, the enclosed budget.

The Budget and Workplan Notification No. 5 serves as the workplan and budget forecast for the next reporting period (G.C. Article 3.7.i). The budget notification is illustrated in Annex-6b and the workplan notification is illustrated in Annex-6a. In addition to this, the payment request form is attached in Annex-7.

2.12.1. Minor modifications

In accordance with Article 11.3 of the General Conditions of the subject Contract, a minor amendment as Notification No 5 has been made regarding work plan, budget, methods of certain activities, methods of trainings (notification regarding required qualifications of key experts were conveyed through the 2nd Activity Report and has not been once more submitted here) for the Actions that does not affect the main purpose of the Action and Operational Identification Sheet.

The budget headings that some changes were reflected in Notification No: 5 are:

- 'Human Resources' Budget
- 'Equipment and supplies' Budget
- 'CSIS Training' Budget Lines for Activity 1.1.2.2 and Activity 2.1.3 (since CSIS is already in use, it is considered necessary to do a deviation in "Annex – I, Description of the Action of the Contract" so that this training is provided for 100 people instead of 180 people and for 1 day instead of 3 days. It is intended to increase the number of days and number of participants in Activity 2.1.3 from 1 day to 3 days and number of participants to 180 from 100. The reason behind this change is the fact that the updated system needs a more intensive training content and higher number of people than a training conducted in order to introduce an already present system.)
- Site Analysis that might be needed for contaminated sites determination since GEF POPs Project is over and its budget can no longer be available for site analysis
- Justification Sheet of the Budget

The deviations in the budget are explained in Annex-8. The deviations that have no budgetary impact are explained in Annex-8. Total project budget, contingency reserve and the administrative costs remain intact. There are no transfers between budget headings. The list of Contracts is given in Table 17.

The Individual Contract modality is initiated for the procurement of services of the following individuals to perform time-bound and non-staff tasks. Currently, there are no contracts above 60.000 EUR.

Travel and event management services were acquired through UNDP's corporate Long-Term Agreement with SERENAS in the framework of the existing contract conditions (under 60.000 EUR).

Table 7: List of Contracts

Contract reference	Contractor	Procedure followed	Contract Amount
1	Yahya Akdağ	UNDP's Rules and Regulations on Procurement	94.500 USD
2	Prof. Dr. İpek İmamoğlu	UNDP's Rules and Regulations on Procurement	50.000 USD
3	Prof. Dr. Ahmet Karagündüz	UNDP's Rules and Regulations on Procurement	45.000 USD
4	Prof. Dr. Elçin Kentel	UNDP's Rules and Regulations on Procurement	35.000 USD
5	Cemil Ağırman	UNDP's Rules and Regulations on Procurement	7.000 USD

3. PARTNERS AND COOPERATION

3.1. Relations with the Beneficiaries

UNDP's relationship with the Project Beneficiaries, namely the Ministry of Environment and Urbanization (Environmental Management Department) remains good and fruitful. *There experienced no problem in establishing smooth communication, sharing of information and good practices.*

4. LINK WITH GENDER EQUALITY

Adopted by all United Nations Member States in 2015, the 2030 Agenda for Sustainable Development provides a shared blueprint for peace and prosperity for people and the planet. The 17 Sustainable Development Goals (SDGs) are at the center of the 2030 Agenda, which is an urgent call for action by all countries – developed and developing – in a global partnership. SDGs recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling contaminated sites with POPs and working to preserve our oceans and forests. Strategies for sustainable development and POPs and contaminated sites management have many common elements.

Within this framework, project actively promotes localizing SDGs by central and local authorities and the public at large through the following interventions:

- Involvement of SDGs in all project activities,
- Integration of the policies on effective contaminated sites management with POPs with reference to specific SDGs,
- Mainstreaming the SDGs in basic standards and principles of service delivery and performance management tools to be developed under the Project.

Project makes direct contribution to SDG 3: Ensure healthy lives and promote wellbeing for all at all ages, SDG 6: Clean water and sanitation and SDG 12: Ensure sustainable consumption and production patterns.

SDG-3: Ensure healthy lives and promote wellbeing for all at all ages

SDG Target 3.9	By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.
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Indicators	Indicator 3.9.1: Mortality rate attributed to household and ambient air pollution Indicator 3.9.2: Mortality rate attributed to unsafe water, unsafe sanitation, and lack of hygiene (exposure to unsafe Water, Sanitation and Hygiene for All (WASH) services) Indicator 3.9.3: Mortality rate attributed to unintentional poisoning
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SDG 6: Clean water and sanitation

SDG Target 6.3	By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.
Indicators	6.3.1: Proportion of domestic and industrial wastewater flows safely treated 6.3.2: Proportion of bodies of water with good ambient water quality

SDG 12: Ensure sustainable consumption and production patterns

SDG Target 12.4	By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.
Indicators	12.4.1: Number of parties to international multilateral environmental agreements on hazardous waste, and other chemicals that meet their commitments and obligations in transmitting information as required by each relevant agreement 12.4.2: Hazardous waste generated per capita and proportion of hazardous waste treated, by type of treatment

Project also makes indirect contribution to several SDGs such as SDG-5: Gender equality, SDG-17: Partnerships.

SDG-5: Gender Equality

UNDP’s development mandate is centered on gender equality and women’s empowerment. Attaining human development requires multifaceted approaches that will encompass not only economic prosperity but also improve people’s well-being by ensuring an equitable, sustainable, and stable planet and which aims to greater wellbeing for all. As a globally recognized norm for UNDP, gender equality and women’s empowerment integral to every aspect of its work to support countries to eradicate poverty and reduce inequalities and exclusion.

Although it has greater adverse effects on the section whose life relies on natural resources and who is unable to respond to natural disasters, women are facing higher risks and greater burdens from the impacts of climate change in situations of poverty. The inequality is often accelerated by the unequal participation of women in decision-making processes and labor markets, and results in the exclusion of women from climate-related policy-making practices.

Women’s involvement in the response to persistent organic pollutants and contaminated sites is crucial due to their local knowledge and capacity in leadership at sustainable practices and brings about a higher level of readiness for the impacts of POPs. Hence, gender equality is one of the core values with which POPs, chemical management and contaminated sites policies and projects should be incorporated. Moreover, there is another technical impact of chemicals in women. Women have higher number of hormones in their bodies. POPs have endocrine disrupting affect and hormone binding effect. Thus, the adverse impact of POPs is observed in women more than they are observed in male bodies. In terms of project results, the project targets that all results are inclusive and gender responsive through:

- Integration of GESI (Gender Equality and Social Inclusion) to policy framework (systematic uttering and inclusion of the perspective)

- Identification of the relevant entry points in local and sectoral fields and dissemination of such knowledge via reports, workshops,

At the work-plan level, gender equality and social inclusion dimension is mainstreamed via GESI expertise, gender-disaggregated data, women participation, reference to GESI best practices, GESI sessions in the meetings, GESI-focused participatory assessments, trainings or GESI modules in the trainings and GESI chapters in the reports.

In this respect, the project implementation process follows the umbrella scope of the UNDP’s approach towards gender equality and social inclusion. Therefore, the gender equality aspect of UNDP is extended in all project activities, including but limited to the composition of TAT and UNDP Direct Project Costed Staff, selection of short-term experts, women’s participation in meetings/trainings/events to be organized under each component.

The project also follows UNDP’s Gender Mainstreaming Tools for Programme Management. In line with the tools, the gender profile of the project including the gender analysis during the project stages is currently being prepared.

5. VISIBILITY

All necessary measures are taken to ensure visibility of the European Union and the Republic of Turkey. All visibility actions are carried out following the General Conditions (ANNEX- II - General Conditions to the Contribution Agreements, Article 8). The actions on the visibility of the Project follows the Joint Action Plan on Visibility (2006) and the "Visibility Guidelines for EC-UN Actions in the Field (2014)".

As stated in DoA, the entire visibility actions were discussed and reviewed in detail during the Inception Phase in agreement with the MOEU/DGEM, MOEU/DGEUFR, and the EUD. Regarding the visibility actions:

- The project website was established, and its maintenance was ensured as of 10.05.2020. As essential part of the communication strategy for awareness raising, the website constitutes an information source for highlighting project objectives, outcomes, developments, and relevant updates in the project. Therefore, the publicity of the project activities is ensured through resource sharing and announcement of the events in this specific project website, which mainly contains information on POPs, Project Documents, and related Regulations. It has been continuously updated and accessible at: www.kalicikirleticiler.com.
- Monthly Newsletters have been regularly designed and published on the project website to reach different target audiences and provide a monthly overview of the latest information about the project.
- In line with the DoA, effective social media management is provided through UNDP Turkey’s social media accounts including Twitter, Instagram, LinkedIn, YouTube, and Facebook. Project’s workshops, newsletters, videos, etc. are posted on these channels to reach various groups and multiply the dissemination of the contents.
- Two videos regarding the project activities were designed and published on both the website and UNDP Turkey’s social media accounts. In this context, a promotional video about the key results of the project and a workshop video was produced to present successful implementation of the activities during COVID-19 outbreak.

Social media presence is ensured through cross-posting on multiple social media channels of UNDP Turkey. Accordingly, some of these links for the mentioned posts are including, but not limited to following:

Table 17: Project's social media posts

Date	Account	Link
30 June 2020	UNDP Türkiye Twitter (@undpturkiye)	https://bit.ly/2KUux3u

24 August 2020	UNDP Website	https://bit.ly/2KV3yov
2 September 2020	UNDP Türkiye Twitter (@undpturkiye)	https://bit.ly/3o7sUOc
11 September 2020	UNDP Türkiye Twitter (@undpturkiye)	https://bit.ly/36juhTU
18 September 2020	UNDP Türkiye Twitter (@undpturkiye)	https://bit.ly/36nk8pl
2 October 2020	UNDP Türkiye Twitter (@undpturkiye)	https://bit.ly/3lnzgar

Project's social media posts were already submitted as annex of the 2nd Activity Report.

- The visibility materials were prepared in line with the Guidelines and confirmation was sought from the IPA Unit regarding the visibility items.

Table 18 below summarizes visibility materials produced so far:

Table 18: Visibility materials

Name of the Visibility Material	Number of Visibility Materials
Backdrop 5m*3m - 15m ²	1
Banner	1
Roll up mechanism & Roll up Paper (70cm x 200cm)	1
Folders - printed (for A4 = 22,5cm x 32cm)	250
Pen (Printed)	250
Notebook (A5 = 10,5cm x 14,8cm with meeting design)	250
Brochure	165
Invitation - A5	75
Name Tag - ID Badge	175
Lanyard (Hasır İp)	175
Certificate (Tema Vakfı Bağış Sertifikası)	166
Bag (40*45cm)	200
USB Laser printed included	165

- In addition to the ones that were already prepared:

Material	Unit
Cloth Bags	50
Technology Handbook for Soil Remediation	50
USB	50
Brochures	50
Business Cards (Project Manager, Project Associate & Project Assistant)	100 (each)

All visibility materials are illustrated in Annex-9 of the progress report.

Date report due: 07.12.2020

Date report sent: 07.12.2020

Report Rev. 1 Date: 22.12.2020/comment date: 12.12.2020

Report Rev. 2 Date: 30.12.2020/comment date: 24.12.2020

Report Rev. 3 Date: 13.01.2021/comment date: 04.01.2021

Report Rev. 4 Date:

Report Rev. 5 Date:

6. ANNEXES

- Annex 1: Communication Action Plan
- Annex 2: Minutes of PSC Meeting No.2
- Annex 3: TNA Report
- Annex 4: Regulation Workshop Report
- Annex 5a: Work Plan (Notification No: 5)
- Annex 5b: Timetable of Activities (Notification No:5)
- Annex 6a: Financial Report (Notification No:5)
- Annex 6b: Budget Notification (Notification No:5)
- Annex 7: Payment Request Form
- Annex 8: Explanations (Notification No:5)
- Annex 9: Visibility Materials

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