

PROJECT DOCUMENT

[Republic of Serbia]



Empowered lives.
Resilient nations.

Project Title: Strengthening the synergies between the Basel, Rotterdam, Stockholm and Minamata Conventions at the national level in the Republic of Serbia

Atlas Award Number: 00099637

Project Number: 00102934

Implementing Partner: Ministry of Environmental Protection

Start Date: 15 June 2018

End Date: 15 June 2020

PAC Meeting date: 23 May 2018

Brief Description

The project aims at building institutional capacities of the Government of Serbia and strengthen synergies between the Basel, Rotterdam, Stockholm and Minamata Convention at the national level, while improving cooperation between government departments and agencies, industry (recycling sector in particular), and civil society organizations in the field of chemicals management. It will result in establishment of a National Coordination Mechanism which will provide legal and technical arrangements for a coordinated and synergistic approach to the management of chemicals and waste.

The project will build its activities on the results of previously conducted projects in the area of chemicals and waste management and focus on vulnerable and marginalized groups specifically related to awareness raising activities and more effective and systematic inclusion of those groups in the waste management sector.

Contributing Outcome (UNDAF/CPD, RPD or GPD):

By 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects natural and man-made disasters

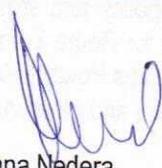
Indicative Output(s) with gender marker²:

2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources, in line with international conventions and national legislation

GEN1

Total resources required:	250,000\$
Total resources allocated:	337,000\$
Donor:	
Government:	250,000\$
In-Kind:	87,000\$
Unfunded:	

Agreed by (signatures)¹:

Government	UNDP	Implementing Partner
  <p>Goran Trivan, Minister of Environmental Protection</p>	 <p>Steliana Nedera, Deputy Resident Representative</p>	
Date: 14/06/2018.	Date:	

¹ Note: Adjust signatures as needed

² The Gender Marker measures how much a project invests in gender equality and women's empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)

I. DEVELOPMENT CHALLENGE

Republic of Serbia is committed to implementation of relevant international treaties in the field of chemicals and waste management, namely the Stockholm, Rotterdam, Basel and Minamata (pending ratification) conventions. These conventions have been integrated into national legal system. Also, these conventions are integral part of the EU Acquis. As Serbia is an EU accession country, it needs to align its legal system and build institutional capacities to support effective implementation of the above-mentioned agreements and related EU legal acts. In the last EU Progress report, it has been indicated that further efforts need to be invested by the respectful Ministry to comply with the EU legal requirements in the field of environment, which includes chemicals and waste management. This primarily refers to development of effective operational documents and data management mechanisms, as well as institutional framework.

Project supports country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and waste, considering the national development strategies, plans and priorities in Serbia, and the requirements of relevant international conventions and EU legislation.

The project aims at building institutional capacities of the Government of Serbia and strengthen synergies between the Basel, Rotterdam, Stockholm and Minamata Convention at the national level, while improving cooperation between government departments and agencies, industry (recycling sector in particular), and civil society organizations in the field of chemicals management. It will result in establishment of a National Coordination Mechanism which will provide legal and technical arrangements for a coordinated and synergistic approach to the management of chemicals and waste. The project will build its activities on the results of previously conducted projects in the area of chemicals and waste management and focus on vulnerable and marginalized groups specifically related to awareness raising activities and more effective and systematic inclusion of those groups in the waste management sector.

Institutional strengthening for synergistic implementation of the Basel, Rotterdam, Stockholm and Minamata conventions will be based on the results of previously conducted projects, such as the GEF funded projects on NIP development, in particular in the part that refers to the establishment of national coordination mechanism for management of POPs, information exchange and improved enforcement of chemicals related legislation. Also, synergistic approach to implementation of the conventions will take into account measures prescribed by the NIP Action Plan, as well as the measures prescribed by the National Waste Management Strategy. Once completed, the Mercury Initial Assessment Report will be used as a basis for drafting the scope of work of future cross-sectorial coordination mechanism to support synergistic implementation. The new methodologies and guidelines will be developed to foster synergistic approach in implementation of the chemicals and waste conventions, as well as other strategic and legal acts in the respectful areas.

The project will support synergies with other on-going UNDP initiatives and projects related to social inclusion of vulnerable and marginalized groups in Serbia, Roma population in particular. The project will also contribute to the efforts of the Government to regulate legal status of Roma community in the waste collection/recycling industries and to tackle unemployment and lack of income of this particular vulnerable groups.

Based on successful results of previously conducted projects, UNDP and relevant national institutions will jointly build up its work on the established partnership with the Roma CSO YUROM Centre, as a member of the League of Roma, network of Roma and pro Roma organizations in Serbia, in order to address the challenges and gaps for creating enabling policy and legal environment for improved status of Roma population as important factor of the national (and local) waste recycling industries, in their capacities of collectors of secondary raw materials. This will be done by introducing policy and legal measures to promote safety at work, learning about hazardous substances in waste and the protection measures to minimize exposure and risks. Relevant principles and guidelines of the BRS and Minamata conventions will be used as basis for these policy and legal innovations against the Law on Waste Management, National Employment Action Plan, Action Plan for Roma Employment, within the National Strategy for Improvement of Roma position and the Decade of Roma, as well as Poverty Reduction Strategy. Specific trainings will be organized and learning materials produced for Roma population and other vulnerable groups included in the waste collection/recycling industries.

II. STRATEGY

The overall project objective aims at strengthening synergies between the Basel, Rotterdam, Stockholm and Minamata Convention at the national level, while improving cooperation between government departments and agencies, industry (recycling sector in particular), and civil society organizations in the field of chemicals management.

The project will contribute to 4th Signatory Solution (Sustainable Planet) of new UNDP Strategic Plan², and its Outputs: *1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains; and 2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources, in line with international conventions and national legislation.*

One of important project results is establishment of a National Coordination Mechanism (NCM) which will provide legal and technical arrangements for a coordinated and synergistic approach to the management of chemicals and waste, as well as it will contribute to the efforts of the Government to regulate legal status of Roma community in the waste collection/recycling industries and to tackle unemployment and lack of income of this particular vulnerable groups.

The project will also aim at increasing public awareness, as well as awareness of specific target groups: decision makers, scientific community, businesses and industry, CSOs (including relevant CSOs as representatives of vulnerable and marginalized groups). Different awareness raising materials and public outreach tools will be produced for each of target groups.

Furthermore, capacity building activities of various stakeholder groups will lead to a better informed civil society and skilled partners in policy processes on chemical safety, and therefore a strengthened enforcement, implementation, and preparation of the new laws and regulations related to all four relevant Conventions.

Situation analysis

The Republic of Serbia has ratified various international conventions including Basel, Rotterdam and Stockholm convention. Those conventions addressing the issues of chemicals and waste management have been confirmed in the following national laws and regulations: Law on Ratification of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal ("Official Gazette of FRY – International Contracts", No.2/99), (1999); Law on Ratification of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade with amendments ("Official Gazette of RS – International Contracts" No. 38/09), (2009); Law on Ratification of the Stockholm Convention on Persistent Organic Pollutants ("Official Gazette of RS – International Contracts" No. 42/09), (2009).

Additionally, the Republic of Serbia has signed the Minamata Convention on Mercury in October 2014. The Ministry of Environmental Protection is implementing the project "Development of Minamata Convention on Mercury Initial Assessment in the Republic of Serbia" with UNDP technical support, and GEF financial support. The project aims at preparing a Mercury Initial Assessment and enabling the Government of the Republic of Serbia to determine the national requirements and needs for ratification of the Minamata Convention, as well as defining national priorities for implementation of the Convention. The project implementation period is April 2016-April 2018, and the final result of the project is developed first national Mercury Inventory and prepared Mercury Initial Assessment Report.

Activities of the Republic of Serbia within the Strategic Approach to International Chemicals Management (SAICM)

The Strategic Approach to International Chemicals Management (SAICM) is a global policy framework aimed at coordination and facilitation of a process leading to achievement of Global Summit objective (Johannesburg, 2002) to reach safe chemicals management at the global level by 2020. SAICM is composed of following documents: SAICM high-level declaration; Overarching Policy Strategy; Global Plan of Action.

Overarching Policy Strategy reaffirms scope of SAICM, identifies needs and objectives aimed at reduction of chemicals' risks, promotes knowledge and information exchange, management, capacities building and technical co-operation, as well as principles and financial and institutional mechanisms for safe chemicals management. Importance of national chemicals management profile is stressed as one of the recommendations of SAICM—as one of the starting activity for implementation of SAICM. Thus, in 2006, within the framework of the project „Creation of plan to implement Stockholm Convention on Persistent Organic Pollutants (POPs)”, National Chemicals Management Profile was produced and represents comprehensive assessment of chemicals management in Serbia through the whole so-called „lifecycle“ of

² <http://new.undp.org/>

chemicals – from production to disposal, and presents analysis of legislative, institutional, administrative and expertise/technical aspects of chemicals management.

In order to improve interagency cooperation in chemical management, as well to establish priority activities for improvements in respect of globally set objectives given in SAICM Overarching Policy Strategy, respective Ministry worked on updating the National Chemicals Management Profile, within the framework of one SAICM project³.

SAICM project contributed to strengthening of national coordination regarding safer chemicals management through permanent dialogue between all interested parties and contributed to awareness raising and improvement of information exchange in relation to safer chemicals management.

The Republic of Serbia was awarded by bronze medal by the Strategic Approach to International Chemicals Management for period 2009 - 2012. This award was presented during the 3rd session of the International Conference on Chemicals Management (ICCM3) in 2012 in Nairobi. Fund „Quick Start Programme” (QSP) was established for building capacities for implementation of the SAICM objectives. The SAICM-QSP funded project “Capacity Building and Strategic Partnerships for Chemicals Safety in the Republic of Serbia” was implemented by the Ministry in charge of environment in cooperation with United Nations Development Programme (UNDP) and non-governmental organizations “Woman for Europe for a Common Future (WECF)” and “Alternative for Safer Chemicals – ALHem”. The project supported the aim of the Ministry to implement policies and legislation on chemicals safety, by building the capacity of local stakeholders, such as NGOs, consumer organizations, media, science, and health professionals. The project brought together representatives of government, media, civil society, health professionals to increase understanding of chemicals safety management, in particular on chemicals in products. In the future, these stakeholder groups should provide significant support to the newly established regulatory system and become an important partner in reaching the general public and spreading information regarding harmful chemicals in products placed on the Serbian market. During the project implementation for the first time in Serbia the campaign “The Fight to Know” was conducted, including purchasing of 90 products of general use which might contained substances of very high concern (SVHC), phthalates in particular. A survey for retailers of purchased products, related to article 27 of the Law on Chemicals, and the laboratory analysis of the products were conducted during campaign. Additionally, various raising awareness activities were organized, such as local events in Novi Sad, Belgrade and Nis during the World Consumers Day, Satellite Symposium on endocrine disrupting chemicals (EDCs) and women’s health, and seminars organized in order to raise awareness of Serbian CSOs and journalists on harmful chemicals in products, and to improve networking in this field. Based on the results of the campaign, relevant inspection departments conducted additional quality control of selected products and the products with confirmed high phthalate presence (>0.1%) were removed from the market afterwards.

The project contributed to advancement of outreach of chemical safety (negotiating Chapter 27 - process of harmonization with EU Acquis in the field of environment) and identified new approach to implementation and improvement of Chemical Safety Policy in Serbia. Therefore, respective Ministries (responsible for Environment, Health and Consumer Related Policies) as well as other relevant national institutions, such as Institute for Public Health, Chamber of Commerce and Industry of Serbia were fully engaged in project implementation and monitoring as members of the project board and/or project Coordination Team.

Based on the findings of the Campaign “The Fight to Know” there is an obvious need to further continue and strengthen work on promotion of the legal obligations arising out of the Law on Chemicals (Article 27) among producers, retailers and distributors. Also, it is important to continue informing consumers and general public of their right to receive timely and accurate information on chemical composition of the products that are present at Serbian market. In parallel, all project target groups (including producers/retailers/distributors and citizens as consumers) should be further informed about safer alternatives to harmful chemicals such as the substances of very high concern (SVHC).

The project “Capacity Building and Strategic Partnerships for Chemicals Safety in the Republic of Serbia” was successfully finalized in 2016, and project success story was broadly disseminated⁴.

Strategic development directions for the area of environmental protection are being achieved through the adopted legislation, as well as through documents which are currently in different phases of the legal procedure for adoption.

The adopted National Sustainable Development Strategy of the Republic of Serbia defines, inter alia, strategic directions in environmental protection development. The National Environmental Protection Programme – NPEP was adopted in 2010, which is the main strategic document for determination of directions in the area. Taking into account that NPEP

³ SAICM project: „Updating the National Chemicals Management Profile, development of assessment of national capacities for Strategic approach to international chemicals management and holding seminars regarding establishment of national priorities for Strategic Approach to International Chemicals Management in Serbia”

⁴ <http://www.saicm.org/Resources/SAICMStories/SAICMInformsConsumerschoiceinSerbia/tabid/5807/language/en-US/Default.aspx>
http://unepineurope.org/index.php?option=com_content&view=article&id=670:fight-to-know&catid=136:un-environment-on-the-ground

was used in the development of the National Sustainable Development Strategy of the Republic of Serbia, it can be assumed that the main environmental protection development directions are provided for in the adopted strategy. In addition, the National Waste Management Strategy for the period 2020-2019, adopted in 2010 is also one of the documents addressing the matters related to POPs chemicals since it regulates waste management, hazardous waste management and PCB waste management.

In addition to these three strategic documents, sector policies defined in the adopted Agricultural Development Strategy of Serbia, as well as in Draft Energy Sector Development Strategy until 2025 with estimates for up to 2030, and other strategies developed for different sectors also address environmental protection from their own aspects. However, integration of environmental protection into other strategies requires additional work. Harmonization of national legislation with the EU legislation shall support the integration process, since implementation of EU legislation also provides implementation of strategic environmental protection goals defined in different sectorial policies of the EU.

National Sustainable Development Strategy of the Republic of Serbia is harmonized with the following, already adopted national regulations: National Strategy for the Accession of Serbia-Montenegro to the European Union, Poverty Reduction Strategy, National Environmental Approximation Strategy, as well as with different sectorial development strategies, primarily the Agricultural Development Strategy of the Republic of Serbia and Energy Sector Development Strategy for the period up to 2025 with estimates for up to 2030.

National Sustainable Development Strategy of the Republic of Serbia has defined the key national priorities of the Republic of Serbia, achievement of which will greatly enable realization of the envisioned sustainable development until 2017. It should be pointed out that National Sustainable Development Strategy defines the following two environmental protection priorities:

1. EU membership - In order to achieve its main strategic and political goals i.e. participation in the processes of European integration, EU accession and later the full EU membership, the Republic of Serbia is obliged to fulfil numerous complex and interrelated requirements set out in the EU more than 10 years ago, including establishment of longstanding and stable institutions, guaranteeing democracy, rule of law and respect and protection of human rights and the rights of the minorities; development of market economy, able to cope with the pressure resulting from the EU market competition; harmonization with EU legislation and acceptance of all obligations resulting from the EU membership.

2. Environmental protection and improvement and rational use of natural resources, preservation and improvement of environmental protection systems, environmental pollution reduction, use of national resources in a manner that enables their availability for future generations, requiring planning sustainable production and consumption and waste reduction per unit of production; and biodiversity protection and conservation.

Another important strategic document is the National Waste Management Strategy for the Period 2010 - 2019 which serves as a fundamental document that lays down conditions for the rational and sustainable waste management at the national level. Implementation of central waste management principles set out in the strategic framework i.e. resolving waste related problems at the very location of waste generation, implementation of waste prevention principle, separate waste collection, hazardous waste neutralisation, regional waste disposal resolution and waste dump rehabilitation, realises fundamental EU waste management principles and prevents further environmental threats for future generations.

Furthermore, very important strategic documents used for updating the NIP for the purpose of implementing the Stockholm Convention are National Environmental Protection Programme – NPEP, and National Programme for the Adoption of the EU Acquis – NPAA, in particular provisions on the protection of the environment. The Programme defines strategic environmental protection policy goals, as well as specific goals related to protection of specific environmental media (air, water, soil) and different sectors i.e. their environmental impact (industry, energy, agriculture, mining, traffic etc.).

Moreover, the Programme determines priority goals for each environmental medium and sector and proposes necessary reforms in order to make all changes required for the achievement of specified goals.

Proposed reforms include reforms of regulatory instruments, economic instruments, monitoring and information system, environmental financing, institutional issues and requirements related to environmental infrastructure. Programmes are prepared for developing a modern environmental policy in the Republic of Serbia over the course of next decade.

Equally important is Introduction of Cleaner Production Strategy in the Republic of Serbia as well as the National Strategy on the Inclusion of the Republic of Serbia into Clean Development Mechanism of the Kyoto Protocol for the Waste Management Sectors, Agriculture and Forestry which further elaborate strategic documents, and in particular the National Sustainable Development Strategy and the National Programme for Environment Protection – NPEP. Mentioned strategies elaborate the national sustainable development concept by encouraging the implementation of cleaner production.

The basic environmental regulation in the Republic of Serbia is the Law on Environmental Protection⁵. The Law contains the following chapters: General Provisions, Management of Natural Resources, Measures and Conditions of Environmental Protection Environmental Monitoring, Public Informing and Participation, Economic Instruments, Environmental Pollution Liability, Supervision, Penalties and Transitional and Concluding Provisions.

Besides the Law on Environmental Protection, as the framework law, a number of other laws relevant to environmental protection have been adopted, such as:

- Law on Strategic Environmental Impact Assessment ("Official Gazette of RS" Nos. 135/04 and 88/10);
- Law on Environmental Impact Assessment ("Official Gazette of RS" Nos. 135/04 and 36/09);
- Law on Integrated Environmental Pollution Prevention and Control ("Official Gazette of RS" No. 135/04 and 25/15).
- Law on Waste Management ("Official Gazette of RS" Nos. 36/09, 88/10 and 14/16);
- Law on Packaging and Packaging Waste ("Official Gazette of RS" No. 36/09);
- Law on Plant Protection Products ("Official Gazette of RS" No. 41/09);
- Law on Medicines and Medicinal Devices ("Official Gazette of RS" Nos. 30/10 and 107/12);
- Law on Air Protection ("Official Gazette of RS" Nos. 36/09 and 10/13);
- Law on Waters ("Official Gazette of RS" Nos. 30/10 and 93/12);
- Law on Chemicals ("Official Gazette of RS" Nos. 36/09, 88/10, 92/11, 93/12 and 25/15);
- Law on Biocidal Products ("Official Gazette of RS" Nos. 36/09, 88/10, 92/11 and 25/15).

Numerous bylaws regulating more specifically certain environmental protection areas were adopted based on the above listed laws, among which the following are of particular importance with regard to persistent organic pollutants (POPs):

- Rulebook on Import and Export of Certain Hazardous Chemicals ("Official Gazette of RS" Nos. 89/10, 15/13 and 114/14);
- Rulebook on Bans and Restrictions of Production, Placing on the Market and Use of Chemicals ("Official Gazette of RS" No. 90/13, 25/15, 2/16 and 44/17);
- Rulebook on the List of POPs substances, Method and Procedure for Managing POPs Waste and Limit Values for POPs Concentrations relating to Disposal of Waste Containing or Contaminated with POPs Substances ("Official Gazette of RS" No. 65/11 and 17/17);
- Rulebook on Handling of PCBs-containing Equipment and Waste ("Official Gazette of RS" No. 37/11);
- Rulebook on National and Local Pollution Sources Register Development Methodology and on Methodology related to the Data Collection Types, Manners and Deadlines ("Official Gazette of RS" Nos. 91/10 and 10/13);
- Regulation on the Conditions for Issuance of License to Perform Measurement of Air Quality and License to Perform Measurements of Stationary Source Emissions ("Official Gazette of RS" No. 1/12);
- List of Approved Substances ("Official Gazette of RS" No. 72/14);
- List of Active Substances in Biocidal Products ("Official Gazette of RS" No. 72/14);
- Regulation on Emission Limit Values of Pollutants in the Air ("Official Gazette of RS" No. 71/10 and 6/11-Corrigendum);
- Regulation on the Methodology of Data Collection for the National Inventory of Accidentally Released Persistent Organic Pollutants ("Official Gazette of RS" No. 76/10);
- Regulation on Limit Values for Priority Hazardous Substances which Pollute Surface Water and Deadlines for Achieving them ("Official Gazette of RS" No. 24/14);
- Regulation on Limit Values of Pollutants in Water and Deadlines for Achieving them ("Official Gazette of RS" Nos. 67/11 and 48/12);
- Regulation on Systematic Soil Quality Monitoring Programme, Indicators for Assessment of Risk of Soil Degradation, and Methodology for Preparation of Remediation Programmes ("Official Gazette of RS" No. 88/10).

As candidate country for EU membership, the Republic of Serbia has harmonized its national legislation in the field of chemicals and waste management with related EU legislation such as REACH Regulation, Waste Frame Directive, as well as with a set of EU legal acts related to Mercury including IPPC Directive and RoSH Directive.

Risks and Assumptions

The main risks as well as relevant mitigation measures are described below. The staff will ensure that the risks noted above will not hinder the effective implementation of the project by ensuring the involvement of all relevant stakeholders.

- **Lack of commitment and collaboration between government departments and agencies** - continued advocacy for the importance strengthened synergies between the Basel, Rotterdam, Stockholm and Minamata Convention; Ensure regular participation of all relevant stakeholders in coordination forums to improve cooperation between government departments and agencies, industry (recycling sector in particular), and civil society organizations in the field of chemicals management.
- **Insufficient interest of targeted groups** - long-term awareness raising campaign will be organized throughout the project lifetime.

From the beginning of the project implementation it is important to ensure strong ownership of the results by the Ministry responsible for environment and to secure sustainability of the project results and to take follow up actions by all relevant government departments and agencies. This will be done by establishing the National Coordination Mechanism (NCM) in the inception phase of the project. The NCM will comprise of relevant state institutions that have competencies over the Stockholm, Basel, Rotterdam and Minamata Conventions. Also, all other coordination mechanisms/working groups that are or will be established under each particular agreement, will eventually be closely linked or merge with the NCM for chemicals and waste cluster.

III. RESULTS AND PARTNERSHIPS

Expected Results

Institutional strengthening for synergistic implementation of the Basel, Rotterdam, Stockholm and Minamata conventions will be conducted through the realization of joint activities related to strengthening implementations of obligations prescribed by the BRS and Minamata conventions.

Project will contain three main components/measures: 1. Development of relevant enabling policy environment for synergistic implementation of the BRS and Minamata conventions, 2. Capacity building, awareness raising activities and trainings for improvement of the synergistic approach to chemicals and waste management in Serbia, 3. Establishment of the efficient information system on data collection for national reporting (BRSM conventions).

1. Development of relevant enabling policy environment for synergistic implementation of the BRS and Minamata conventions

Draft updated NIP was prepared within the GEF-UNIDO project "Enabling Activities to Develop/Review and Update the National Implementation Plan on the Stockholm Convention on POPs". Updated NIP is currently in procedure of adoption by the Serbian Government. Some of planned activities such as Establishment and operation of the Steering Committee/Coordinating Body for the management of POPs chemicals, information exchange and cooperation of the inspection bodies and Improvement of the internal procedure for obtaining information on POPs chemicals in order to inform other international conventions (CRLTAP, Rotterdam Convention, Basel Convention), as well as European institutions (European Environment Agency) are defined within the Action plan of the NIP. Moreover, institutional and regulatory measures aimed at Stockholm convention implementation and reporting are part of the draft NIP as well.

Based on the decision and recommendations of the joint CoP for the three conventions (Basel, Stockholm and Rotterdam), countries are obliged to develop synergistic mechanisms under each of the conventions. Thus, NIP for Stockholm Convention is also envisaging the role of the Steering Committee as possible coordination mechanism that can also be applied for the other chemicals and waste conventions.

This particular project will work on upgrading the status of the Steering Committee into the overarching National Coordination Mechanism (NCM) for improved implementation of the Stockholm, Basel, Rotterdam and Minamata conventions (i.e. chemicals and waste cluster). Project will build on proposed measures and activities that improves institutional capacities and policies for effective management of POPs chemicals. Project will also build upon the institutional set ups arranged within the previous NIP related projects since similar workgroups have been assembled comprised of representatives of state bodies and interested expert organizations.

This overarching national coordination mechanism will be in charge for control of the data collection and reporting processes under each respectful convention, in direct correlation and communication with National Focal Points for each convention. Additionally, NCM will propose measures and actions for building synergies between the four conventions

and monitor implementation and propose measures and recommendations for improvement. The NCM will comprise of relevant state institutions that have competencies over the Stockholm, Basel, Rotterdam and Minamata Conventions. Also, all other coordination mechanisms that are or will be established under each particular agreement, will eventually be closely linked or merged with the NCM for chemicals and waste cluster. The Ministry of Environmental Protection is main national institution in charge of coordinating the chemicals and waste cluster. Therefore, this institution will serve as an "ad-hoc" secretariat to the new NCM and will be proposing its rules and procedures of work, coordinate active participation of each institution and arrange meetings, as appropriate and agreed by the NCM members.

One of the main tasks of the National Coordination Mechanism would be to monitor and evaluate the effectiveness of implementation of the conventions, including relevant action plans and other documents, such as the updated NIP for the Stockholm Convention. Establishment of such coordination mechanism/body is also embedded within the Action plan for institutional and regulatory measures aimed at Stockholm Convention (management of POPs) implementation and reporting. This particular body will have a supervisory role as well and will consist of the representatives of stakeholders, i.e. representatives of relevant state bodies and institutions, industry associations, scientific and research sector and non-governmental organizations. This body will monitor the implementation of the NIP and other implementation documents of the conventions through regular submissions of reports by the ministry responsible for environmental protection about realization of the activities from action plans by dynamics and deadlines for controlling the realization of the activities listed in each individual action plan.

For the reporting purposes, and in order to develop relevant legal and policy documents for implementation of the conventions, specific Working Groups will be established. The working groups will also be used for collection and exchange of information related to reporting to the Secretariats of the Stockholm, Basel, Rotterdam and Minamata Conventions, as well as to the European Environment Agency. These Working Groups will be subject to the authority of the National Coordination Mechanism. *Figure 1* (see below) indicates management structure and coordination mechanism for the Stockholm Convention reporting process which will be used as an example model for setting up structures for joint coordination and reporting under the BRS and Minamata conventions. Deadlines for submitting data from state bodies and institutions responsible for reporting on POPs and other chemicals and waste related issues, will be closely defined by Rulebook on the work of these work groups, as well as deadlines for submitting reports to the Ministry responsible for environmental protection and National Coordination Mechanism, taking into account deadlines defined for controlling the realization of the activities listed in each individual action plan. After considering the report, National Coordination Mechanism will be authorized to order taking measures by relevant bodies and institutions that will be directed towards more efficient realization, if it estimates that such action is necessary.

By establishing this kind of coordination mechanism for the management of POPs and other chemicals and wastes under the given conventions, the Republic of Serbia will improve chemicals management and will continuously conduct its international obligations defined by the conventions, such as Article 15 and 16 of the Stockholm convention.

One of the main tasks of the Ministry responsible for environmental protection and the National Coordination Mechanism, would be to closely work on development of appropriate national documents that enable effective implementation of the Basel, Stockholm, Rotterdam and Minamata conventions, while taking into account need for synergistic approach.

For this purpose, the project will support preparation of the following documents:

- Strategy (legislation) for the management of the construction and demolition waste (Basel Convention),
- Guidance for customs including notification procedures (Basel, Stockholm and Rotterdam Conventions), waste prevention and minimization programmes (Basel Convention),
- Assessments of capacity for environmentally sound storage and disposal of mercury and mercury wastes (Basel and Minamata Conventions),
- Final regulatory action and action plan for successful implementation of Rotterdam Convention.

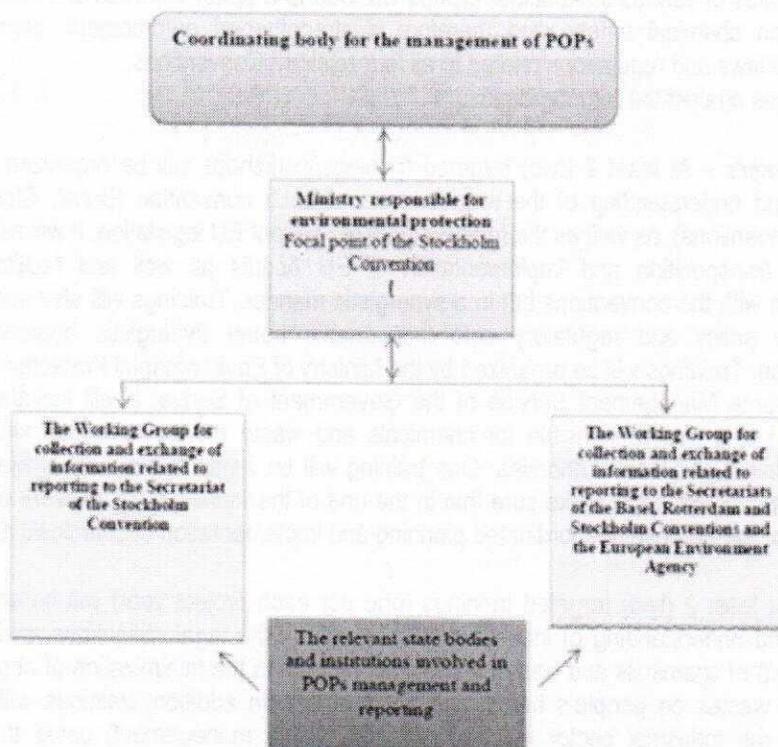


Figure 1. - Coordination mechanism for monitoring effectiveness of implementation of the updated NIP

Project will support realization of key activities which were developed in specific action plans within the updated NIP on Stockholm Convention. This enabling regulatory framework will also require a development of the Joint action plan for strengthening synergies between the conventions, including recommendations, as well as the Guidelines for effective work of the National Coordination Mechanism.

Each of the quoted documents will be prepared by the direct involvement of the respectful project working groups, including competent national authorities, as well as other institutions of relevance (research institutions, universities, CSOs etc.). The Ministry of Environmental Protection will ensure guidance and secretariat functions to the work of the Working Groups and coordinate the preparatory processes.

2. Capacity building, awareness raising activities and trainings for improvement of the synergistic approach to chemicals and waste management in Serbia

Awareness raising campaign will be organized to promote goals of the four conventions and synergistic approach to their implementation. This campaign will also include organization of capacity building events and trainings for specific target groups: decision makers, scientific community, businesses and industry, CSOs (including relevant CSOs as representatives of vulnerable and marginalized groups) The idea of the campaign is to specifically improve policy making practices and implementation of plans and strategic goals under each convention, as well as to mobilize specific target groups to take respectful actions, as prescribed by relevant planning documents and legal act. The campaign will last for one year and at least one training/capacity building event will be organized per target group within a given timeframe.

In addition, three sub-regional awareness raising events (North, Central and South Serbia) will be organized with the involvement of all target groups and relevant stakeholders, to jointly discuss integrative and synergistic approach to safe management of chemicals and wastes in Serbia.

A number of awareness raising materials and public outreach tools will be produced for each of the target groups. The project will in particular build upon results of the SAICM QSP "Capacity Building and Strategic Partnerships for Chemicals Safety in the Republic of Serbia", taking into account results of the campaign "Fight to Know" that tackled issues related to the occurrence of harmful chemicals in products at Serbian market. One of the reasons is in the fact that growing number of harmful chemicals, in combination with inadequate management of waste, is already having strong negative effects on people's health (in particular vulnerable groups of population (such as women and children) and environment. Also, methodologies for capacity building prepared under the NIP related projects will be used as good models and will be upgraded for the purpose of planning capacity building events

Capacity building activities of various stakeholder groups will lead to a better informed civil society and skilled partners in policy processes on chemical safety, and therefore a strengthened enforcement, implementation, and future preparation, of the new laws and regulations related to all four relevant Conventions.

Capacity building actions against the target groups:

- **Decision makers** – At least 2 (two) targeted trainings/workshops will be organized to improve the level of knowledge and understanding of the requirements of each convention (Basel, Stockholm, Rotterdam and Minamata conventions), as well as the requirements of relevant EU legislation. It will assist the decision makers in improved transposition and implementation of EU Acquis as well and facilitate the process of full harmonization with the conventions but in a synergistic manner. Trainings will also support decision makers in defining new policy and regulatory acts that enable better synergistic approach to the conventions implementation. Trainings will be organized by the Ministry of Environmental Protection in collaboration with the Human Resource Management Service of the Government of Serbia. It will include representatives of key Government institutions responsible for chemicals and waste management, as well as representatives of regional/provincial and local authorities. One training will be organized in each project year. The Ministry of Environmental protection will make sure that in the end of the trainings, the network of key contact persons is established for the purpose of coordinated planning and implementation of chemicals and waste policy.
- **Industry** – At least 2 (two) targeted trainings (one per each project year) will be conducted to improve the knowledge and understanding of industry/producers, about the legal obligations arising out of relevant legal acts in the field of chemicals and waste. It should contribute to the minimization of negative impacts of harmful chemicals in wastes on people's health and environment. In addition, trainings will support more effective approach of the industrial sector in chemicals and waste management, using the principles of Circular Economy. Trainings will be conducted with the support and in coordination with the Serbian Chamber of Commerce, through its seven Associations of Industry. Particular attention will be dedicated to the waste management/recycling industry, as the emerging and fast-growing industry in Serbia. Additionally, particular focus will be on the metal processing industry. The Ministry of Environmental protection will create a database from each Industry association in order of supporting synergetic approach to chemicals and waste management.
- **Business community** – At least 2 (two) trainings will be conducted to improve the awareness of specific businesses about the legal obligations arising out of relevant chemicals and wastes legislation. Trainings will be organized by the Ministry of Environmental Protection in cooperation with the Chamber of Commerce of Serbia. Improvement of the knowledge of businesses about their potential exposure to harmful chemicals is expected, such as the exposure of farmers to the POPs in unintentional combustion in agriculture, exposure of waste operators (collectors, importers and exporters of wastes) to the POPs and other harmful chemicals from wastes (such as in disposed electronic equipment), exposure of construction workers to harmful chemicals from building materials and construction wastes etc.
Other businesses, such as retailing companies and distributors, will be informed about the possible harmful effects of chemicals in packaging materials and equipment and how to safely handle and manage this materials and equipment, in accordance with legal obligations. Particular attention will be given to those professions that are engaging most socially vulnerable groups, such as Roma population dealing with the waste collection. One training will be organized in each project year. The exact composition of the trainee groups will be decided in the inception phase. Successful results of previously conducted SAICM-QSP project in Serbia will be utilized and built upon. A training for associations of consumers will be arranged to make sure that they also understand integrated approach to chemicals and waste management, in particular for the purpose of better control of movement of chemicals and waste on the national market and piloting innovative community-based projects to chemicals and waste management.
- **Civil society organizations** – A set of two capacity building trainings (one per each project year) will be conducted on basic requirements and obligations arising out of relevant conventions, EU legal acts and corresponding national legislation in order to empower CSO sector for their active participation and contribution to the synergistic approach to safe management of chemicals and wastes in Serbia.
Trainings will also include gender sensitive approach to safe management of chemicals and wastes, taking into account gender-based needs and exposures. At least one of the trainings will be arranged for capacity building and awareness raising of vulnerable groups population groups at risks of being exposed to harmful chemicals and waste, such as Roma population and others employed in the waste management sector.
Specific trainings will be organized for the vulnerable groups on harmful chemicals and waste management.

exposure and minimizing risk from unintentional produced POPs generated from uncontrolled open burnings of the municipal waste in suburban areas. Also, particular training on possible protective measures for the waste operators, in particular coming from the vulnerable groups will be organized.

Trainings for CSOs should also be used to promote the concept of defining and piloting innovative community-based projects for chemicals and waste management. The GEF policy guidance will be used for this purpose (following successful results of the GEF SGP flagship corporate programme).

- **Scientific community** – A particular training and information sharing event will be organized for scientific community to improve their understanding of the need for integrative and synergistic approach to safe management of chemicals and wastes in Serbia. This would facilitate their reporting processes and also will affect in improved information dissemination and awareness of general public about these issues. It will also assist the line Ministry and National Coordination Mechanism in outreach actions concerning legal obligations and measures for safe chemicals and wastes management.

In order to transfer information, results and trigger follow up actions, the project will also result in organization of a **final multi-stakeholder conference in Belgrade**. The conference will gather representatives of relevant state institutions, research community, universities, CSOs, businesses, in order to present the results and to plan the follow up steps in terms of initiation of particular projects and initiatives among stakeholders that reflect synergistic approach to implementation of the BRS and Minamata conventions.

Also, the conference will host representatives of the BRS and Minamata conventions secretariats, as well as representatives from the countries of the Western Balkan region, to initiate discussion and exchange of experiences with regard to implementation of the multilateral agreements. It will also provide a platform for better integrative cross-border collaboration in implementation of the chemicals and waste related conventions.

The other aspect of the final conference is to review the EU accession perspective of the countries of the Western Balkan region and how national coordination mechanisms for synergistic implementation of the chemicals and waste conventions may contribute to the improved implementation of EU Acquis. Results of other international and EU funded projects in both areas (chemicals and waste) will be presented and discussed, while results of this particular project will be incorporated in all on-going projects in the area of chemicals and waste management.

The conference will aim at formulation and adoption of a joint regional platform for joint work and action in building synergies for the purpose of sound management of chemicals and waste in the Western Balkan Region.

3. Establishment of the efficient information system on data collection for national reporting (BRS conventions)

For the purpose of building synergies between the reporting processes under each of four conventions, Joint Information System will be established to store and manage data that will be used for reporting to the Conventions and relevant EU bodies (e.g. the European Environment Agency). This system will be established within the Ministry responsible for environmental protection, being a main coordinating institution for chemicals and wastes management. It will enable synergistic approach to the process of data collection and management for various reporting obligations under the chemicals and wastes cluster (including the Basel, Stockholm, Rotterdam, Minamata Conventions, CLRTAP etc.). The information system will also support timely transmission to the BRS Secretariat of information of relevance to the reporting to the BRS conventions, including national reports to the Basel and Stockholm Conventions, import responses, FRAs, data about national points of contact, NIP updates under the Stockholm convention etc. The system will also include statistical data on the production, import and export of the chemicals, waste (including information on the quantity/volume and type of wastes generated), System will follow the electronic reporting systems of the Basel and Stockholm Conventions. The system will build upon the existing data collection and reporting systems of the Agency for Environmental Protection and the Ministry, such as the Cadaster of pollution sources, National Chemicals Registry, Waste registry (hazardous and non-hazardous wastes). The system will also be used for further planning, financing, capacity building and technology development. This system will also perform the function of a platform for exchanging of information and experience sharing among competent authorities. Besides quantitative, the system will also contain qualitative information of relevance to the status of implementation of BRS conventions. Upon completion of the Minamata Convention Initial Assessment for Serbia (expected to be done by April 2018) and upon ratification of the Convention, within the framework of this project, options will be explored on how to incorporate elements of relevance to the Minamata Convention reporting obligations.

The system will act as supporting tool for national focal points for the conventions to respond to the reporting requirements of each of the conventions, namely in the context of data provision and gathering, transparency and compliance with other reporting obligations (to other international agreements and under the EU reporting obligations).

Resources Required to Achieve the Expected Results

UNDP will provide policy guidance and assistance in implementation of all project activities. This would be secured through the involvement of UNDP Country Office and the Regional Hub. Based on extensive global experience of UNDP in supporting sound management of chemicals and waste (in over 84 countries) UNDP will invest efforts to support the Government of Serbia in integrating chemicals and waste management with achieving sustainable, inclusive and resilient human development and the Sustainable Development Goals (SDGs). UNDP will also provide advice to the national counterparts in integrating chemicals management priorities into national environmental and poverty reduction planning frameworks, provide guidance in assessing financial and technical needs for synergistic approach to chemicals and waste management. It will also secure expertise to improve the holistic management of chemicals and waste, based on the requirements of the BRS and Minamata conventions.

Partnerships

Project will enable national authorities responsible for safe management of chemicals and wastes to adhere to the requirements of relevant international conventions and EU legislation. It will result in the established National Coordination Mechanism which will provide legal and practical arrangements for coordinated and synergistic approach to management of chemicals and wastes. Additionally, knowledge and capacities of various stakeholders (decision makers, industry businesses, CSOs, scientific community) will be improved so that they are familiar with the legal obligations and opportunities for safe management of chemicals and wastes.

With this particular project Serbia will ensure effective synergistic approach to sound management of chemicals and waste, based on previous activities and projects conducted under the relevant conventions and the SAICM.

All respective national institutions (i.e. Ministries responsible for Environment, Health and Consumer Related Policies as well as Institutes for Public Health, Chamber of Commerce and Industry of Serbia, etc.) will be engaged from the beginning of the project implementation as members of the project steering committee and/or project National Coordination Mechanism, in order to ensure strong ownership of the results by the Ministry responsible for environment and to secure sustainability of the project results by all relevant stakeholders.

In order to transfer information, results and trigger follow up actions, the project will also result in organization of a final multi-stakeholder conference in Belgrade. The conference will gather representatives of the BRS and Minamata conventions secretariats, as well as representatives from Western Balkan countries, to initiate discussion and information sharing related to implementation of the multilateral agreements. It will also provide a platform for better integrative cross-border collaboration in implementation of the chemicals and waste related conventions. The conference will aim at formulation and adoption of a joint regional platform for joint work and action in building synergies for the purpose of sound management of chemicals and waste in the Western Balkan Region.

Risks and Assumptions

IDENTIFIED RISKS	RISK ASSESSMENT	MITIGATION MEASURES
Lack of collaboration and participation from the relevant stakeholders	Low	The project team will ensure regular participation of all relevant stakeholders in coordination forums to improve cooperation between government departments and agencies, industry (recycling sector in particular), and civil society organizations in the field of chemicals management.
Insufficient interest of targeted groups	Low	Long-term awareness raising campaign will be organized throughout the project lifetime.

Stakeholder Engagement

The Ministry of Environmental Protection will ensure establishment of the national strategic framework that will support synergistic approach to implementation of the BRS and Minamata conventions and will make sure that other projects conducted under the respectful MEAs are used as the basis and starting point for building synergies between the BRS and Minamata conventions.

The Agency for Environmental Protection will host and maintain comprehensive information system for data collection of relevance to the national reporting obligations (BRS conventions);

UNDP will support synergies with other on-going UNDP initiatives and projects related to social inclusion of vulnerable and marginalized groups in Serbia, Roma population in particular.

Key target groups are:

1. Decision-makers – to improve their level of knowledge and understanding of the requirements of each convention and the requirements of relevant EU legislation, and moreover the importance of synergistic approach to implementation of those requirements;
2. Industry - with the aim at contributing the minimization of negative impacts of harmful chemicals in wastes on people's health and environment;
3. Business community- to improve the knowledge of businesses about potential exposure to harmful chemicals
4. CSOs – with the aim to empower CSO sector for their active participation and contribution to the synergistic approach to safe management of chemicals and wastes in Serbia;
5. Scientific community – to better link scientific community with decision makers through strengthened science-policy interface;
6. Vulnerable and marginalized groups, Roma population in particular

Project will pay particular attention to capacity building and awareness raising of vulnerable groups population groups at risks of being exposed to harmful chemicals and waste, such as Roma population and others employed in the waste management sector. Specific trainings will be organized for the vulnerable groups on harmful chemicals and waste containing harmful chemicals, how to proper manage and dispose of the hazardous waste. Additionally, particular training on possible protective measures for the waste operators, in particular coming from the vulnerable groups will be organized.

Gender considerations and mainstreaming

Specific actions will be taken to collect gender disaggregated data and undertake gender sensitive actions during project implementation to secure gender balance in project activities.

Particular focus of education, capacity building and awareness raising activities will be dedicated to the roles, exposures of women and children to adverse effects of chemicals and wastes, including consideration of specific preventive measures. Gender sensitive elements will be reflected in the Learning Toolkit on chemicals and waste. At least one brochure, infographic or leaflet will be gender oriented.

Knowledge

Under the third project component a Joint Information System will be established to store and manage data that will be used for reporting to the Conventions and relevant EU bodies (e.g. the European Environment Agency). The project will provide the software solution and the Serbian Environmental Protection Agency will incorporate this system into the national environmental reporting system operated already by the Agency.

Communication and Outreach:

Specific infographics, brochures, leaflets will be prepared specifically for the work with each of the target groups. Online platform (www.IPOchem.gov.rs) developed within previous SAICM project ("Capacity Building and Strategic Partnerships for Chemicals Safety in the Republic of Serbia") will serve as outreach platform for this project as well, since it is managed by the Ministry of Environmental Protection. Therefore, sustainability of the SAICM-project results will be secured.

Guidelines for the use of safer alternatives for new POPs will be prepared for industry according to the relevant guidance of the Stockholm convention, as well as training for representatives of the relevant industries

Specific and gender sensitive education and awareness raising package of materials will be produced as a Learning Toolkit for Safe Management of Chemicals and Wastes in Serbia. This Toolkit will be used as basic training material for the capacity building and training events for each of the target groups. Eventually, the Learning Toolkit will be adjusted for its utilization in the schooling system in Serbia to help the teachers of primary and secondary schools to improve support their work in the area of environmental protection and ecology. The Learning Toolkit will consist of the teaching

and wastes. The Ministry of Environmental Protection will take care that the learning material is adapted, made appropriate and distributed in close coordination of actions with the Ministry of Education, Science and Technological Development.

In order to transfer information, results and trigger follow up actions, the project will also result in organization of a final multi-stakeholder conference in Belgrade. The conference will gather representatives of relevant state institutions, research community, universities, CSOs, businesses, to present the results and to plan the follow up steps in terms of initiation of particular projects and initiatives among stakeholders that reflect synergistic approach to implementation of the BRS and Minamata conventions. Also, the conference will host representatives of the BRS and Minamata conventions secretariats, as well as representatives from the countries of the Western Balkan region, to initiate discussion and exchange of experiences with regard to implementation of the multilateral agreements. It will also provide a platform for better integrative cross-border collaboration in implementation of the chemicals and waste related conventions. The other aspect of the final conference is to review the EU accession perspective of the countries of the Western Balkan region and how national coordination mechanisms for synergistic implementation of the chemicals and waste conventions may contribute to the improved implementation of EU Acquis. Results of other international and EU funded projects in both areas (chemicals and waste) will be presented and discussed, while results of this particular project will be incorporated in all on-going projects in the area of chemicals and waste management. The conference will aim at formulation and adoption of a joint regional platform for joint work and action in building synergies for the purpose of sound management of chemicals and waste in the Western Balkan Region.

Sustainability and Scaling Up

The Government of Serbia, namely the Ministry of Environmental Protection will ensure establishment of the national strategic framework that will support synergistic approach to implementation of the BRS and Minamata conventions. This means that all measures that project will identify as important for improved synergistic approach in implementation of the multilateral agreements will be prescribed in the form of some policy and/or legal act, guidelines or instructions for the competent institutions to follow. Project will also perform legal and policy gap analyses in BRS and Minamata conventions related acts and will suggest measures for improvement – this can also include proposals for amendments of the existing legal, policy acts and other regulatory documents at national level.

The Agency for Environmental Protection will host and maintain comprehensive information system for data collection of relevance to the national reporting obligations (BRS conventions). The project will provide the software solution and the Agency will incorporate this system into the national environmental reporting system operated by the Agency. It will also benefit out of different similar systems that Agency already hosts, in particular on waste data collection and management. This component will also improve the availability of data and their accessibility by different stakeholders. Also, the system will be used for preparation of follow up projects that will ensure synergy in chemicals and waste management. The Ministry, as well as other competent state institutions, will also be using the information system as a comprehensive data and data-sharing base for improving everyday work in chemicals and waste management areas. It will be permanently improved and upgraded in accordance with the available new data and information. This information system will also serve for identification of other competent institutions and stakeholders in the future, as the legislation and policy framework evolve over time. In the forthcoming period it will also be used for reporting under the EU accession process on compliance with the EU chemicals and waste policy, while in the long term, it will be used for maintaining regular compliance once Serbia becomes EU member country.

The Ministry of Environmental Protection will ensure that National Coordination Mechanism for synergies between the BRS and Minamata conventions is institutionalized upon completion of the project, in order to ensure coordinated approach in implementation of the respectful MEAs.

The final multi-stakeholders conference on sound management of chemicals and waste for the Western Balkan region will be organized in Serbia. The Ministry will coordinate participation of the respectful focal points from the region of Western Balkan, as in close consultations and coordination with the conventions' secretariats. Eventually, the Ministry will also be drafting joint platform for follow up actions on collaboration at regional level that will be final product of the conference, and will ensure that project results are well translated into clear messages for all stakeholders

All these measures will ensure sustainability of project interventions and will support sound management of chemicals and waste in Serbia, as well as it will provide a platform for joint regional approach in building synergistic approach to implementation of chemicals and waste related conventions. Also, this will ensure better compliance with the EU accession requirements in Serbia, but also in other countries of the region through sharing of experiences and information on best practices.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

This project is built upon successful results and recommendations of previous SAICM project implemented jointly by MoEP and UNDP, as well as it will use results from Mercury Initial Assessment project. Moreover, this project will be closely linked with other UNDP initiatives related to Roma population.

Therefore, it is expected to deliver maximum results with available resources.

Project Management

Project will be implemented in national implementation (NIM) modality, with UNDP support.

UNDP as an implementing agency is responsible for overall administration and delivery of the project in partnership with the project proponent. UNDP will provide assistance to the Ministry in overall project management, including management of the project budget in accordance with the project document. The Ministry, with UNDP assistance will supervise the work of engaged experts and expert teams and perform project monitoring and control of budgetary spending and delivery of results in accordance with the project work plan.

A **Project Implementation Unit (PIU)** will be established comprising permanent staff including: Project Manager (PM), and Project Assistant. The PIU is envisaged to be hosted by the Ministry of Environmental Protection and will assist Ministry to perform its role as implementing partner. The PM will be responsible for overall project coordination and implementation, consolidation of work plans and project papers, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project staff. The PM will also closely coordinate project activities with relevant government institutions and hold regular consultations with other project stakeholders and partners, including UNDP's relevant projects. Under the direct supervision of the PM, the Project Assistant will be responsible for administrative and financial issues and will get support from the existing UNDP administration.

The **project assurance** role will be provided by the UNDP Country Office specifically *UNDP Programme Officer*. Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

Overall guidance will be provided by the **Project Board**. The Project Board will be responsible for making management decisions for the project, in particular when guidance is required by the Project Manager. It will play a critical role in project monitoring and evaluations by assuring the quality of these processes and associated products, and by using evaluations for improving performance, accountability and learning. The Project Board will ensure that required resources are committed. It will also arbitrate on any conflicts within the project and negotiate solutions to any problems with external bodies. Based on the approved Annual Work Plan, the Project Board can also consider and approve the quarterly plans and also approve any essential deviations from the original plans.

RESULTS FRAMEWORK⁶

ended Outcome as stated in the UNDAF/Country Programme Results and Resource Framework: *By 2020, there are improved capacities to combat climate change and manage natural sources and communities are more resilient to the effects of natural and manmade disasters*

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Number of actions implemented under the (1) national climate change strategy and (2) national environmental protection programme; Baseline: 0; Target: 5

Applicable Output(s) from the UNDP Strategic Plan: 1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains; and 2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable and equitable benefit sharing of natural resources, in line with international conventions and national legislation

Project title: Strengthening the synergies between the Basel, Rotterdam, Stockholm and Minamata Conventions at the national level in the Republic of Serbia
as Award Number: 00099637 Project Number: 00102934

EXPECTED OUTPUTS	OUTPUT INDICATORS ⁷	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	FINAL	
<p>Output</p> <p><i>Strengthening the synergies for implementation of Basel, Rotterdam, Stockholm and Minamata Conventions</i></p>	1.1 Number of policy and regulatory documents prepared	Report of the Work of the Government Project Progress reports	0	2017	3	3	6	Annually
	1.2 Number of participants attending the training/capacity building events	Project Progress Reports and training / capacity building event's evaluation reports	0	2017	50	100	150	Quarterly
	1.3 Information system for data collection for national reporting management and reporting under the Basel, Stockholm, Rotterdam and Minamata Conventions established and operational	Project Progress Reports; evaluation report	0	2017	0	1	1	Annually

⁶ publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (ATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

⁷ recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

MONITORING AND EVALUATION

accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Detailed M&E plan will be developed in the inception phase, defining who will collect data, how, and when. Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Field visits will be conducted by project assurance to ensure managerial and project accountabilities and delivery of planned results. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		3,000
Assess Annual Project Quality Assurance	The quality of the project will be initially assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project. Annual quality assessments will be conducted thereof	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		3,000
Review and Make Course Corrections	Internal semi-annual review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
Final Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the	Annually, and at the end of the project (final report)			

	results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.						
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At least annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.				

Evaluation Plan⁶

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Final evaluation		1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains	By 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects of natural and manmade disasters	Dec 2019	Relevant Ministries and national institutions	Up to 7,000 USD Project funds

⁶nal, if needed

I. MULTI-YEAR WORK PLAN ⁹¹⁰

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year								RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output: Strengthening synergies between the Basel, Rotterdam, Stockholm and Minamata Conventions at national level in the Republic of Serbia	<p>Activity 1: Development of relevant enabling policy environment for synergistic implementation of the BRS and Minamata conventions Actions: <i>Trainings for decision makers</i> <i>Establishment of the National Coordination Mechanism</i> <i>Drafting set of policy and regulatory framework</i></p> <p>Activity 2: Capacity building, awareness raising activities and trainings for improvement of the synergistic approach to chemicals and waste management in Serbia Actions: <i>Organization of the training/capacity building events: workshop for industry and business sectors, three sub-regional conferences for scientific community, workshops for CSOs, final conference for Western Balkan countries</i> <i>Development of the Learning Toolkit (education/awareness raising materials)</i></p> <p>Activity 3: Efficient information system for data collection, management and reporting under the Basel, Stockholm, Rotterdam and Minamata Conventions Actions: <i>Establishing and developing operational information system</i></p>		x	x	x					UNDP	71200 Int. Consultants 71300 Local Consult. 71600 Travel 72100 Contr. Services-Companies 74200 Audio/visual & Print	8,000 9,000 2,000 8,000 4,000	
Indicator marker:1			x	x	x					UNDP	72100 Contr. Services-Companies 74200 Audio/visual & Print 74500 Miscellaneous 75700 Training & Workshop	30,500 30,000 16,718 40,000 10,000 1,000 24,000	
Indicator marker:2			x	x	x					UNDP	71300 Local Consultants 72800 Equipment 74500 Miscellaneous	5,000 4,000 1,000	
Indicator marker:3			x	x	x					UNDP	71400 Cont. Individuals 64300 Staff 71200 Int. Consultants	30,000 12,500 7,000	
Indicator marker:4										UNDP	75100 - General Management Support	7,282	
TOTAL												250,000	

Definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision if the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

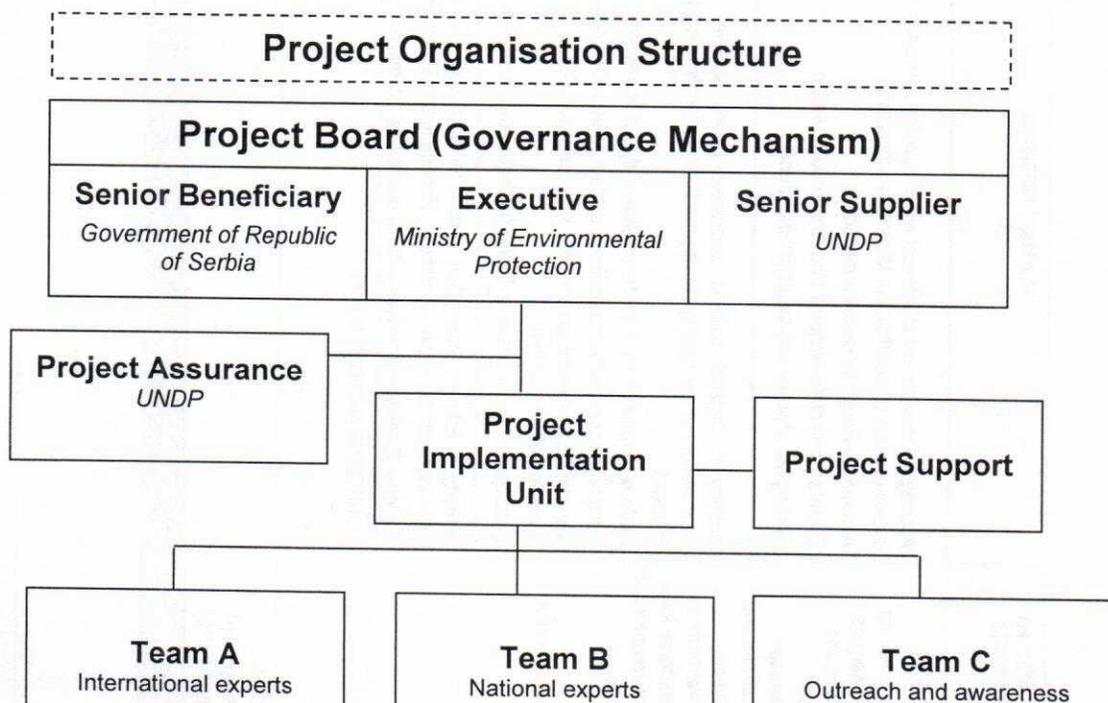
The proposed project is consistent with the UNDP's mandate on promoting environmental protection, while recognizing the need to sustainably manage resources through capacity building and encouraging broader multi-sectoral participation of stakeholders. Given UNDP's recognized role in capacity development, the Government of Serbia has requested UNDP's assistance in the design and implementation of this project.

Based on extensive experience and expertise, UNDP will provide policy guidance and assistance in implementation of all project activities. This would be secured through the involvement of UNDP Country Office and the Regional Hub. Based on extensive global experience of UNDP in supporting sound management of chemicals and waste (in over 84 countries of the World) UNDP will invest efforts to support the Government of Serbia in integrating chemicals and waste management with achieving sustainable, inclusive and resilient human development and the Sustainable Development Goals (SDGs). UNDP will also provide advice to the national counterparts in integrating chemicals management priorities into national environmental and poverty reduction planning frameworks, provide guidance in assessing financial and technical needs for synergistic approach to chemicals and waste management. It will also secure expertise to improve the holistic management of chemicals and waste, based on the requirements of the BRS and Minamata conventions. Independent external evaluation of the project and results achieved will also be ensured.

Project will be implemented in national implementation (NIM) modality, with UNDP support.

The Ministry (MoEP) is responsible for collaboration with the UNEP Chemicals and Waste Special Programme, as well as with the conventions' secretariats and SAICM Secretariat and for coordination of all relevant stakeholders responsible for implementation of certain aspects of the project. Acceptance of recommendations of the UNEP Special Programme on Chemicals and Waste is in accordance with the process of EU integrations, and achievement of Programme's goals at national level is mostly done through transposition of all relevant EU legislation and technical regulations, as well as implementation of various projects aimed at implementation of different aspects of sound management of chemicals and waste. MoEP will communicate all important findings and information to all relevant stakeholders, including the SAICM secretariat, in order to interlink the findings of the project and upgrade the discussions on international level in the frame of SAICM and to promote project results on relevant SAICM meetings.

The Ministry will appoint the National Project Director (NPD) among officials from the Ministry of Environmental Protection at a level that provides enough authority and insight to represent the counterpart's ownership and authority over the project, to assume responsibility for achieving project objectives and ensure accountability to the head of the Implementing Partner and UNDP for the use of project resources and achieving outputs.



UNDP as an implementing agency is responsible for overall administration and delivery of the project in partnership with the project proponent. UNDP will provide assistance to the Ministry in overall project management, including management of the project budget in accordance with the project document. The Ministry, with UNDP assistance will supervise the work of engaged experts and expert teams and perform project monitoring and control of budgetary spending and delivery of results in accordance with the project work plan.

MoEP will establish the Project Steering Committee (PSC), comprised of HL representatives of the key Government institutions competent for the BRS and Minamata conventions, which will control realization of the project activities according to the Project document and Project work plan. Any major changes in the project work plan or programmes will require approval from PSC. PSC members will facilitate the execution of project activities, ensure that activities are implemented in a timely manner and facilitate the integration of project-inspired activities into existing programmes and practices of key stakeholders. Representatives of key stakeholders and co-funding organizations not represented in PSC will be invited to attend the PSC meetings as needed.

The mandate of the PSC will not overlap with the mandate of the National Coordination Mechanism (NCM). In fact PSC will serve as a key project decision making structure and will ensure namely the coordination role of the Ministry of Environmental Protection. On the other hand, the NCM will ensure involvement of broader stakeholder groups, i.e. all relevant institutions and organizations, including research community, CSOs, business representatives and other stakeholders not participating in the work of PSC and they will have to ensure timely and quality information and data inputs needed for adequate implementation of the project activities. The NCM will therefore serve as a wider forum for data/information collection and review. It will also guarantee transparency and multi-stakeholder approach.

National and international experts will be engaged during the project implementation in order to assist in the implementation of project activities.

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by UNDP ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

Government Entity (NIM)

1. Consistent with the Article III of the SBAA [or the Supplemental Provisions to the Project Document], the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
5. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
8. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP

relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

11. Choose one of the three following options:

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

12. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
13. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
14. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

1. Project Quality Assurance Report (refer to separate file)

2. Social and Environmental Screening Template

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the Social and Environmental Screening Procedure and Toolkit for guidance on how to answer the 6 questions.

Project Information

Project Information	
1. Project Title	Strengthening the synergies between the Basel, Rotterdam, Stockholm and Minamata Conventions at the national level in the Republic of Serbia
2. Project Number	Award ID: 00099637
3. Location (Global/Region/Country)	Serbia

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

The project aims at building institutional capacities of the Government of Serbia and strengthen synergies between the Basel, Rotterdam, Stockholm and Minamata Convention at the national level, while improving cooperation between government departments and agencies, industry (recycling sector in particular), and civil society organizations in the field of chemicals management. Throughout the project implementation, specific emphasis will also be placed on gender related aspects, as well as on equal human rights to safety, healthcare and education. The right to clean air, food and environment and a healthy lifestyle is a basic human right and this project will ensure that the human-rights based approach is mainstreamed in the project.

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

Specific actions will be taken to collect gender disaggregated data and undertake gender sensitive actions during project implementation to secure gender balance in project activities. Particular focus of education, capacity building and awareness raising activities will be dedicated to the roles, exposures of women and children to adverse effects of chemicals and wastes, including consideration of specific preventive measures. Gender sensitive elements will be reflected in the Learning Toolkit on chemicals and waste. At least one brochure, infographic or leaflet will be gender oriented.

Briefly describe in the space below how the Project mainstreams environmental sustainability

Project will result in establishment of a National Coordination Mechanism which will provide legal and technical arrangements for a coordinated and synergistic approach to the management of chemicals and waste. Throughout the project implementation, specific emphasis will also be placed on gender related aspects, as well as on equal human rights to safety, healthcare and education. Therefore, environmental sustainability will be mainstreamed in the project through all of its activities.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses). If no risks have been identified in Attachment 1 then note “No Risks Identified” and skip to Question 4 and Select “Low Risk”. Questions 5 and 6 not required for Low Risk Projects.</i>	QUESTION 3: What is the level of significance of the potential social and environmental risks? <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i>	QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?
Risk Description	Impact and Probability (1-5)	Comments <i>Description of assessment and management measures as reflected in the Project design. If EISA or SESA is required note that the assessment should consider all potential impacts and risks.</i>
Risk 1:	I = P =	
Risk 2:	I = P =	
Risk 3:	I = P =	
Risk 4:	I = P =	
[add additional rows as needed]		
QUESTION 4: What is the overall Project risk categorization?		
Select one (see SESP for guidance)		
Low Risk		<input checked="" type="checkbox"/>
Moderate Risk		<input type="checkbox"/>
High Risk		<input type="checkbox"/>
Comments This project aiming at strengthening synergies between conventions in chemicals and waste management sectors, where most of its activities involves desk research, surveys and consultation, so social and environmental risks are not associated with its implementation.		

	Principle 1: Human Rights	<input type="checkbox"/>	
	Principle 2: Gender Equality and Women's Empowerment	<input type="checkbox"/>	
	1. Biodiversity Conservation and Natural Resource Management	<input type="checkbox"/>	
	2. Climate Change Mitigation and Adaptation	<input type="checkbox"/>	
	3. Community Health, Safety and Working Conditions	<input type="checkbox"/>	
	4. Cultural Heritage	<input type="checkbox"/>	
	5. Displacement and Resettlement	<input type="checkbox"/>	
	6. Indigenous Peoples	<input type="checkbox"/>	
	7. Pollution Prevention and Resource Efficiency	<input type="checkbox"/>	

Final Sign Off

Signature	Date	Description
QA Assessor Zarko Petrovic 	29/03/2018	UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
Principles 1: Human Rights		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹¹	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No, due to the project being of non-investment nature. However, public participation will be ensured during the project's implementation when priority aspects related to chemicals pollution and its control will be discussed.
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental	No

¹¹ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below	
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management	
1.1 Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2 Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3 Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4 Would Project activities pose risks to endangered species?	No
1.5 Would the Project pose a risk of introducing invasive alien species?	No
1.6 Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7 Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8 Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9 Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10 Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11 Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation	
2.1 Will the proposed Project result in significant ¹² greenhouse gas emissions or may exacerbate climate change?	No
2.2 Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No

¹² In regard to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ¹³	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community-based property rights/customary rights to land, territories and/or resources?	No

¹³ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	<p>Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)?</p> <p><i>If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i></p>	No
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	<p>Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?</p> <p><i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i></p>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

3. Risk Analysis¹⁴

strengthening the synergies between the Basel, Rotterdam, Stockholm and Minamata conventions at the national level in the Republic of Serbia				Atlas ID: 00099637		Project ID: 00102934		Date: 6 March 2018	
Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status	
Lack of collaboration and participation from the relevant stakeholders		Political	Possible political changes might lead to changes of political and operational focal points for respective conventions, as well as changes of representatives of NCM P = 3 I = 4	Project team and national partners (i.e. Chemicals Management Department of MoEP) will ensure timely nomination of new members of NCM	Portfolio Manager				
Insufficient interest of targeted groups		Organizational	P = 1 I = 4	List of contacts of relevant CSOs, scientific community and business community has been already prepared within previous SAICM project and it will be updated in the inception phase.	Project Assistant				

¹⁴the standard Risk Log template. Please refer to the Deliverable Description of the Risk Log for instructions

4. Capacity Assessment: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

UNDP Serbia conducted HACT Macro and Micro Assessment for all UNDP Implementing Partners in the Republic of Serbia. Macro-Assessment was conducted in 2010 by an independent authority indicating the lack of the capacity and resources of the Supreme Audit Institution as well as the immanent risk related to the cash management, budget reporting and internal audit function of public sector in the Republic of Serbia. In terms of adherence to HACT, in 2016 UNDP Serbia conducted Macro-Assessment, Assessment of the Supreme Audit Institution of the Republic of Serbia and has created pre-conditions for HACT Micro-Assessment of potential key Implementing Partners in the Republic of Serbia (CPD 2016 -2020). In October 2016 UNDP Serbia conducted Micro-Assessment of all key Implementing Partners of UNDP Serbia, including the Ministry of Agriculture and Environmental Protection and Serbian Environmental Protection Agency

After Government reorganization in April 2017, the Ministry of Agriculture and Environmental Protection was divided to the Ministry of Agriculture and the Ministry of Environmental Protection. The part dealing with environmental protection has had a long-lasting cooperation in the implementation of GEF projects in cooperation with UNDP, and other UN agencies. Therefore, the newly formed Ministry has had cooperation with United Nations Organizations which made a solid ground for continuation of the cooperation in developing new proposals.

Assessment was conducted by the independent Audit Company "Moore Stephens Revizija i Racunovodstvo" procured through UNDP procurement. The overall risk assessment was defined as "low", and all key audit areas were defined as "low" as follows: Implementing Partner, Programme Management, Organizational Structure and Staffing, Accounting Policies and Procedures, Fixed Assets and Inventory, Financial Reporting and Monitoring, Procurement. The overall report indicated low risk status of the Ministry of Agriculture and Environmental Protection.

Full Micro-Assessment is attached to the project proposal. Key audit areas defined were: Staffing, Internal Audit and External Audit. UNDP is of the opinion that the Ministry is to be appointed as fully-fledged Implementing Partner to this project.

5. Project Board Terms of Reference and TORs of key management positions

Project Board

Duties and responsibilities:

The Project Board (PB) is the main body to supervise the project implementation in accordance with UNDP rules and regulations and referring to the specific objectives and the outcomes of the project with their agreed performance indicators.

The main functions of the Board are:

General monitoring of project progress in meeting its objectives and outcomes and ensuring that they continue to be in line with national development objectives;

To provide strategic leadership and serve as a coordination mechanism for various partners involved;

Facilitating co-operation between the different Government entities, whose inputs are required for successful implementation of the project, ensuring access to required information and resolving eventual conflict situations faced during project implementation when trying to meet its outcomes and stated targets;

Supporting the elaboration, processing and adoption of the required institutional, legal and regulatory changes to support the project objectives and overcoming of related barriers;

Facilitating and supporting other measures to mitigate the identified risks to project success;

Approving annual work plans and progress reports, the first plan being prepared at the outset of project implementation;

Approving project management arrangements; and

Approving any amendments to be made in the project strategy that may arise due to changing circumstances, after careful analysis and discussion of the ways to solve problems.

Project board structure and reimbursement of costs:

Project Board will be chaired by the National Project Director (NPD) appointed by the Ministry of Environmental Protection and will include representatives from UNDP. The final list of the PB members will be completed at the outset of project operations and presented in the Inception Report. New members into the PB or participants into the Board meetings during the project implementation can be invited at the decision of the Board, by ensuring, however, that the Board will remain sufficiently lean to facilitate its effective operation.

The costs of the Board's work shall be considered as the Government's or other project partners' voluntary in-kind contribution to the project and shall not be paid separately by the project. They are also not eligible to receive any monetary compensation from their work as experts or advisers to the project.

Meetings: It is suggested that the Board will have regular meetings, twice a year, or more often if required. A tentative schedule of the Board meetings will be agreed as a part of the annual work plans, and all representatives of the Board should be notified again in writing 14 days prior to the agreed date of the meeting. The meeting will be organized provided that the executing agency, UNDP and at least 2/3 of the other members of the Board can confirm their attendance. The project manager shall distribute all materials associated with the meeting agenda at least 5 working days in prior to the meeting.

National Project Director

As a representative of the project's main Government Implementing Partner, the main duties and responsibilities of the National Project Director (NPD) include:

Supervise and guide the project implementation directly as well as through the Project Board meetings chaired by the NPD by reviewing and commenting project progress reports by meeting at regular intervals with the project manager;

Coordinate the project activities with those of the Government and provide guidance on policy issues;

Certifying the annual and, as applicable, quarterly work plans, financial reports and ensuring their accuracy and consistency with the project document and its agreed amendments;

Taking the lead in developing linkages with the relevant authorities at national, provincial and governmental level and supporting the project in resolving any institutional or policy related conflicts that may emerge during its implementation.

Project Implementation Unit

Main tasks and responsibilities:

The Project Implementation Unit (PIU) is envisaged to be hosted by the Ministry of Environmental Protection. The PIU will be in charge for managing the overall project implementation, consolidation of work plans and project papers, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project staff. The PIU will include Project Manager (PM), and Project Assistant (PA). The PM will also closely coordinate project activities with relevant government institutions and hold regular consultations with other project stakeholders and partners, including UNDP's relevant projects. Under the direct supervision of the PM, the Project Assistant will be responsible for administrative and financial issues and will get support from the existing UNDP administration.

Expected results and related milestones

For the duration of the project, the expected results and related milestones of the PIU will be consistent with those of the Project Results Framework.

More detailed job descriptions and TORs will be provided in the project implementation plan.

Project Manager

Duties and responsibilities:

Overall project coordination and implementation, consolidation of work plans and project documentation, preparation of quarterly progress reports, reporting to the project supervisory bodies, coordinating work of the PIU and supervising the work of the project experts and project staff and operational project management in accordance with the Project Document and the UNDP guidelines and procedures for National Implementation Modality (NIM) with UNDP support, including:

Supervision of the overall project implementation on both organizational and substantive matters– ensuring that budgeting, planning and general monitoring of the project are done in accordance with the Project Document and the rules and procedures established in the UNDP Programming Manual;

Preparation of annual work plans and budgets with close monitoring of the overall project progress and conducting required adaptive management to reflect the changing circumstances and eventually emerging new opportunities;

Managing the procurement and the project budget under the supervision of UNDP to assure timely involvement of local and international experts, organisation of training and public outreach, purchase of required equipment etc. in accordance with UNDP rules and procedures;

Submission of required progress reports to the Project Board and the UNDP in accordance with the section "Monitoring and Evaluation" of the Project Document (with a close linkage to required adaptive management actions);

Supervising and coordinating the contracts of the experts working for the project;

Ensuring otherwise successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project's results framework and within the planned schedule and budget.

Expected Qualifications:

Advanced university degree and at least 10 years of professional experience in the specific areas the project is dealing with;

Advanced knowledge and record of experience in dealing with the chemical management portfolio of projects;

Advanced knowledge of the international and EU chemicals and waste related policies and practice, BRS and Minamata convention requirements, Serbia's chemical management policy, legal framework and practice;

Experience in managing projects of similar complexity and nature, including demonstrated capacity to manage people and actively explore new, innovative implementation and financing mechanisms to achieve the project objective;

Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the project's regular monitoring and self-assessment activities as well as from periodic external evaluations;

Ability and demonstrated success to work in a team, to effectively organise it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;

Good communication skills and competence in handling project's external relations at all levels; and

Fluent/good knowledge of Serbian and English languages.

Project Assistant

Duties and responsibilities

Supporting the project manager and other members of the core project team in the implementation of the project, including:

Responsibility for logistics and administrative support of project implementation, including administrative management of the project budget, required procurement support, etc.

Controlling project expenditures and maintaining up to date business and financial documentation, in accordance with UNDP and other project reporting requirements;

Organizing meetings, business correspondence and other communications with the project partners;

Provide logistical support to the project team and consultants working for the project in organising duty travel, meetings, workshops;

Ensuring effective dissemination of, and access to, information on project activities and results and supporting the project outreach and PR activities in general, including keeping the project web-site up to date in co-operation with the project's IT and communication experts;

Managing the projects files and supporting the project team in preparing the required financial and other reports required for monitoring and supervision of the project progress; and

Supporting the project team in managing contracts, in organizing correspondence and in ensuring effective implementation of the project otherwise.

Expected Qualifications:

University degree and at least 5 years of related professional experience;

Familiarity with the international and EU chemicals and waste related policies and practice, BRS and Minamata convention requirements, Serbia's chemical management policy, legal framework and practice;

Fluent/good knowledge of the Serbian and English languages; Demonstrated experience and success of work in a similar position;

Good administrative and interpersonal skills. Ability to work under pressure and to meet deadlines.

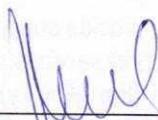
**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF ENVIRONMENTAL
PROTECTION FOR THE PROVISION OF SUPPORT SERVICES**

Your excellency,

1. Reference is made to consultations between officials of the Ministry of Environmental Protection (hereinafter referred to as "the Ministry") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Ministry hereby agree that the UNDP country office may provide such support services at the request of the Ministry through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution (the Ministry) is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the project and in line with UNDP and SAICM Guidelines.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - (a) Identification and/or recruitment of project and programme personnel;
 - (b) Identification and facilitation of training activities;
 - (c) Procurement of goods and services
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project the annex to the programme support document or project document is revised with the mutual agreement of the UNDP Resident Representative and the designated institution.
5. The relevant provisions of the UNDP standard basic assistance agreement signed on 24 March 1988 (Official Gazette of SFRJ 11/1988) with the Government of the Republic of Serbia (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The overall responsibility for the nationally managed programme or project is retained through Government designated institution – the Ministry. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the Ministry and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP
Steliana Nedera,
Deputy Resident Representative



For the Ministry of Environmental Protection of the Republic of Serbia
Goran Trivan, Minister

Attachment to the LoA

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Environmental Protection, the institution designated by the Government of the Republic of Serbia, and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Strengthening the synergies between the Basel, Rotterdam, Stockholm and Minamata Conventions at the national level in the Republic of Serbia", project number 00099637/00102934 "the Project".
2. In accordance with the provisions of the letter of agreement and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Detailed budgetary breakdown of services to be provided by UNDP	Schedule for the support services	Amount ¹⁾	Cost to UNDP of providing such support services (where appropriate)
International Consultants	As per AWP/ProDoc	8,000	As per actual cost
Local Consultants	As per AWP/ProDoc	9,000	As per actual cost
Travel	As per AWP/ProDoc	2,000	As per actual cost
Contractual Services- Companies	As per AWP/ProDoc	8,000	As per actual cost
Audio Visual & Print	As per AWP/ProDoc	4,000	As per actual cost
International Consultants	As per AWP/ProDoc	30,500	As per actual cost
Local Consultants	As per AWP/ProDoc	30,000	As per actual cost
Travel	As per AWP/ProDoc	16,718	As per actual cost
Contractual Services- Companies	As per AWP/ProDoc	40,000	As per actual cost
Audio Visual & Print	As per AWP/ProDoc	10,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	1,000	As per actual cost
Training & Workshop	As per AWP/ProDoc	24,000	As per actual cost
Local Consultants	As per AWP/ProDoc	5,000	As per actual cost
Equipment	As per AWP/ProDoc	4,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	1,000	As per actual cost
Contractual Services - Individuals	As per AWP/ProDoc	30,000	As per actual cost
Staff	As per AWP/ProDoc	12,500	As per actual cost
International Consultants	As per AWP/ProDoc	7,000	As per actual cost
GMS	As per AWP/ProDoc	7,282	As per actual cost

1) A revision of the Annual Work Plan (including adjustment to the actual funds availability to the project), provided in the Project Document, conducted in agreement with the MoEP, may result in the adjustment of amounts authorized to be disbursed by UNDP, which will be reflected in the revision of the AWP to be signed by the National Project Director and UNDP.

4. Description of functions and responsibilities of the parties involved:

UNDP shall conduct the full process while the role of the Implementing Partner (IP) will be as follows:

- The Implementing Partner will send a timetable for services requested annually;
- The Implementing Partner will send the request to UNDP for the services enclosing the specifications or Terms of Reference required;
- For the hiring staff process: the IP representatives will be on the interview panel as ex officio members, i.e. as observers, if requested. At the end of the hiring process, IP and UNDP will agree on the final selection.

Implementing Partner – Ministry of Environmental protection of the Republic of Serbia:

The Ministry of Environmental Protection is designated as the Implementing Partner based on a consultative process led by the UNDP Country Office with the Ministry. The Implementing Partner assumes overall responsibility for the management of the programme or project, which has two dimensions:

responsibility for achievement of outcome, through output(s) and key activities; and
accountability to UNDP for use of programme or project resources (refer to Box 1).

Box 1 – Responsibilities of the Ministry of Environmental Protection

- Assume primary responsibility to the Government of the Republic of Serbia and to UNDP for the overall performance of the project and for the use of resources.
- Effectively manage the project on the basis of clear annual work plans that are approved jointly by the project management, the Ministry of Environmental Protection and UNDP.
- Ensure that key activities are undertaken, and output is produced, in accordance with the document and work-plans.
- Designate or appoint, in cooperation with UNDP, the management of the project from the Ministry of Environmental Protection side (National Project Director).
- Ensure that due operational procedures for Projects are applied. Assume technical, financial and administrative accountability of the project.
- Provide the necessary personnel, physical facilities (office space, equipment, etc.) and other resources that are part of the Ministry counterpart's contribution, as specified in the project document.
- Participate in monitoring, evaluation and reporting on the substantive and financial performance and impact of the project to the Ministry and UNDP.

Project Management:

The ultimate responsibility on behalf of the Ministry of Environmental Protection for managing the programme or project is placed on a senior Ministry official who shall be designated as the National Project Director (NPD).

The NPD is the party representing the Ministry of Environmental Protection ownership and authority over the programme/project, responsibility for achieving the objectives and accountability to the Ministry and UNDP for the use of resources.

Commensurate with these responsibilities, the NPD holds the ultimate authority to expend funds from the project budget. No project funds can be drawn and spent without his/her signed approval, or approval by UNDP responsible managers if a due arrangement via work planning has been made for delegation of approval authority from the NPD. (See Box 2 for details on the duties and responsibilities of the NPD).

Box 2 – Duties and Responsibilities of the National Project Director

In consultation with UNDP, the Ministry of Environmental Protection designates the National Project Director among officials from the Ministry of Environmental Protection at a level that provides enough authority and insight to represent the counterpart's *ownership* and *authority* over the project, to assume *responsibility* for achieving project objectives and ensure *accountability* to the head of the Implementing Partner and UNDP for the use of project resources and achieving outputs.

Duties and Responsibilities

- a) Assume overall responsibility for the successful execution and implementation of the project, accountability to the counterpart and UNDP for the proper and effective use of attached resources;
- b) Ensure consistency of the project with partner's reform strategy and relevant Ministry policies and legal procedures;
- c) Serve as a focal point for the coordination of projects with other development partners, Ministry and other stakeholders;
- d) Ensure that all counterpart's inputs committed to the project are made available and used according to the work plan;
- e) Supervise the preparation of project work plans (annual and quarterly), updating, clearance and approval, in consultation with UNDP and other stakeholders and ensure the timely request of inputs according to the project work plans;
- f) Support, in cooperation with UNDP, the recruitment of the project professional and support staff as per the agreed recruitment system outlined in National Implementation by the Government of UNDP Supported Projects: Guidelines and Procedures;
- g) Support the effective implementation of the project and delivery of the expected results, objectives and impact;
- h) Ensures appropriate supervision over the management of the project, including financial management;
- i) Ensures participation of Ministry officials in the implementation of the project;
- j) Supports adequate monitoring and impact assessment of the project;
- k) Enhances adequate documentation of the project experience and its dissemination.

Selection criteria:

National Project Director is appointed/nominated by the Ministry of Environmental Protection and should be senior management official.

Remuneration and entitlements:

National Project Director must not receive monetary compensation from project funds for the discharge of his/her functions.