

**INVOLVMENT OF CIVIL SOCIETY ORGANISATIONS IN ENVIRONMENTAL MONITORING  
AND IMPROVEMENT OF ENVIRONMENTAL GOVERNANCE AT LOCAL LEVEL**

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## LIST OF ABBREVIATIONS

Aarhus Convention	Convention on Access to Information, Public Participation and Access to Justice in Environmental Matters
APE	Academy of Post-Graduate Education
APR	Annual Project Report
CSO	Civil Society Organization
EC	European Commission
ecoCSO	Ecological (Environmental) CSO
EU	European Union
EUR	Euro
Hydromet	Republican Centre for Hydrometeorology, Radiation Control and Environmental Monitoring
GS	Green Schools
MinEdu	Ministry of Education of the Republic of Belarus
MoEnv	Ministry of Natural Resources and Environmental Protection of the Republic of Belarus
NMVOC	Non-methane volatile organic compounds
NPC	National Project Coordinator
NSSD-2030	National Strategy for Sustainable Socio-Economic Development of Belarus until 2030
PB	Project Board
PCEC	Public Coordination Environmental Council
PM	Project Manager
PR	Public Relations
SBAA	Standard Basic Assistance Agreement
UNDP	United Nations Development Programme

## PART I: SITUATION ANALYSIS

### NATIONAL CONTEXT

Air pollution in 2012 caused the deaths of around 7 million people worldwide (World Health Organization's report, 2014). In the year 2008 the European Commission combined five previously existing acts on air pollution policies into the European Air Quality Directive 2008/50/EC. The directive combines provisions for assessing and monitoring air quality by means of limit values for several different pollutants such as particulate matters, nitrogen dioxide, nitrogen oxides, sulphur oxides, airborne lead, benzene, carbon monoxide and ozone.

Air pollution is also a serious threat to health of people in Belarus. The most significant source of air pollution in Belarus is transport with more than 70% of total emissions. Analysis of data on ambient air monitoring networks in 2009 showed that the average annual concentration of major and specific pollutants monitored by the overwhelming majority of cities in Belarus was, as in previous years, below the quality standards. In some cities exceedances of daily maximum concentration limit of the total particulate matter, carbon monoxide and nitrogen dioxide was recorded. The level of air pollution with sulfur dioxide remains low: both the average and maximum single concentrations are much lower than the quality standards.

Considering the policy and legal frameworks, Belarus is a party to the Convention on Long-range Transboundary Air Pollution and a number of related protocols and has an obligation to fulfill its respective commitments. The Belarusian Government put efforts to address the issue. The network of air monitoring centres across Belarus has been established. For example, emission standards for vehicles correspond to Euro 4 standards for long and heavy duty vehicles. All vehicles use lead free gasoline since 1998.

Civil society organizations (CSOs) can play an important role in framing the environmental policy and mobilizing public support for environmental protection. Though Belarusian CSOs organize some actions which can be attributed to air pollution minimization, for example the actions to expand, improve and promote bicycles and other non-motorized transport, so far the CSOs are not actively and meaningfully involved in the field of air protection.

With respect to the Convention on Access to Information, Public Participation in Decision-Making and Access to Justice in Environmental Matters (Aarhus Convention), access of Belarusian CSOs to information on air quality and pollution sources can be improved. While the engagement of CSOs in Belarus is improving, there remains a need to support and strengthen their capacities for them to meaningfully participate in environmental governance. Few CSOs have the capacity to participate in environmental governance, even at very modest and local level.

Regular formal interactions between the MoEnv and environmental CSOs in form of the national Public Coordination Environmental Council (PCEC) are ongoing on national level. But this process has room for improvement. On oblast level apart from the Minsk City, fewer CSOs exist and the local PCECs have less meetings than the national one. The project aims to train the local environmental volunteers, to increase the involvement of CSOs in environmental governance including air quality sphere, to support their co-operation with the state organizations at the oblast and national levels etc.

The Green Schools program is a joint initiative by the MoEnv, supported by the European Union and implemented by the UNDP. There are currently 44 certified Green Schools across the country and the project aims further expansion of the network by additional trainings of teachers and trainers. The project can maximize the use of the network to raise environmental awareness of youth and the public including air pollution sphere. Green Schools can participate in the national wide actions demonstrating with cheap methods a level of air pollution.

Involving CSOs in training of teachers will allow to strength cooperation between CSOs and the relevant Ministries. It helps to establish informal contacts between teachers and CSOs which can support Green Schools with materials and consultations when the project finishes.



## LINK TO OTHER RELEVANT INITIATIVES AND NATIONAL PRIORITIES

The programme "Strengthening Air Quality and Environmental Management in Belarus" (SAQEM) has the overall objective to improve air quality in the Republic of Belarus. The specific objective of SAQEM is to better involve CSOs in environmental policy design and implementation and in monitoring of environmental risks, including sharing of environmental information.

The first programme's component aims support an effective air emissions and radiation monitoring, and improved environmental management.

Component 2 is about modernisation of air quality and radiation monitoring infrastructure.

Component 3 – Involvement of CSOs in environmental monitoring, and improvement of environmental governance at local level – is strongly tied with the first two components as the CSOs can get better data on air quality. It is in line with European, regional and national priorities in environmental education.

EU funded UNDP projects supported successfully development of Green Schools's network since 2010. The Minister of Natural Resources and Environmental Protection and the Minister of Education in 2013 approved the "Green Schools" programme. The Ministry of Education approved curriculum "Green Schools" for grades 1-9 at primary and secondary schools. The National Coordination Committee on Green Schools, which includes representatives of the Ministry of Environment and the Ministry of Education, the Academy of Post-Graduate Education (APE), two schools and four CSOs. APB-BirdLife Belarus, CSO, runs two projects funded by EU on establishment of network for Important Bird Areas' caretakers and support of teachers, pupils and schools in wildlife activities in Chernobyl affected regions.

Few international projects target capacity of Belarusian ecoCSOs and environmental governance. EU Tempus Joint project on environmental governance for environmental curricula as a capacity building action aiming at establishment of BSc, MSc and PhD programs in Environmental Governance at 7 partner universities in Belarus, Russia and Ukraine. The UNDP-EU CSOs Project 'Strengthening Environmental Governance by Building the Capacity of Non-Governmental Organizations' delivered by the GEF Small Grants Programme aims to build the capacities of CSOs in selected countries to the East and to the South of the EU to engage in environmental governance.

The United Nations Development Assistance Framework for the Republic of Belarus for 2016-2020 is the joint strategy of the UN organizations acting in Belarus. It include besides other objectives the sustainable economic development and environmental protection and sustainable environmental management based on the green economy principles.

The Law on the Protection of Atmospheric Air (1997) stipulates the rights and responsibilities of citizens, legal persons and State authorities in field of the quality of atmospheric air. The Law regulates the general norms for air quality and air protection requirements. It provides for economic instruments, a State database on negative impacts on air, monitoring and control.

The *National Strategy for Sustainable Socio-Economic Development of Belarus until 2030* (NSSD-2030) recognizes the improvement of integration of environmental concerns into policy and planning processes. The principles of sustainable development should be introduced in educational standards of the general secondary education. The NSSD-2030 declares development of ecological culture as a system of social relations, public and moral ethical standards concerning the relations of the person and the nature.

## PROJECT PARTNERS AND STAKEHOLDERS

The Ministry of Natural Resources and Environmental Protection of the Republic of Belarus will be the main project partner on behalf of the Government of the Republic of Belarus. Its main roles and functions are outlined below.

Other project partners include:

- Ministry of Education (decision making agency concerning Green Schools);
- All regional and Minsk City Executive Committees;
- Republican Centre for Hydrometeorology, Radiation Control and Environmental Monitoring (Hydromet);
- Republican Centre of Ecology and Tourism;
- Academy of Post-Diploma Education;
- Belarusian environmental CSOs.

In the context of this Project Document, under the term "beneficiaries" we mean groups of Belarusian population, including professional groups, which will benefit from the project, including equipment, knowledge, benefiting from enhanced legal and institutional framework, improved expert capacity, etc., as well as improving the quality of life, i.e. through improving environment conditions.

Considering the above, the project beneficiaries include the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus, the Ministry of Education, Republican Centre for Hydrometeorology, Radiation Control and Environmental Monitoring, the Academy of Post-Diploma Education, Republican Centre of Ecology and Tourism and local Ecological Centres for Children, national stationary children recreation centers Zubranya and Nadeshda, National Aarhus Centre, Hrodna Aarhus Centre, Basic and Secondary Schools, Kindergartens, Republican rehabilitation centre for disabled children, Belarusian environmental CSOs.

## PART II: STRATEGY

The project will be implemented in all the six oblasts of Belarus and the Minsk City. Environmental clubs will be established in all the 6 oblasts with participation of CSOs. Work on Green Schools' expansion will be done with participation of the Republican Centre of Ecology and Tourism, the National Academy of Post-Diploma Education and environmental CSOs. Efforts will be made to engage secondary school teachers into the project activities, particularly trainings, from all 118 districts of the country.

The project implementation strategy is based on four main activity areas described as components of the project. They are as follows:

- **Component 1: At least six "environmental monitoring clubs"<sup>1</sup>/public environmental councils are set up/supported in the regions of Belarus (at least one in each oblast)**

The project will support the regional and national Public Coordination Environmental Council (PCEC) by training environmental for monitoring of environmental law violations.

Various manuals and trainings for volunteers / public ecologists and environmental NGOs in each region and the city of Minsk with support of a regional Committee for Natural Resources and Environmental Protection will be organized.

At the beginning and at the end of the project surveys will be carried out in order to determine degree of public awareness about environmental issues.

The project will study the issue and make proposals for the establishment and functioning of the "environment monitoring clubs" in each region and Minsk.

- **Component 2: Three or more CSOs engage in the development and delivery of environmental training and educational outreach in at least 70 Green Schools across the country**

The existing textbook on extra curriculum "Green Schools" course will be updated with activities on monitoring of air quality and published (Activity 2.2). An additional short manual on Green Schools with case studies will be developed and published for the schools which don't run "Green Schools" as extra curriculum as well as for the Ecological Centres for Children. To strengthen biodiversity conservation in schools an existing textbook on extra curriculum "Wildlife of Belarus" will be updated and published to be used for Green Schools to study and to protect wildlife in school yards and around, make schools more attractive for wildlife.

CSO will be selected on competitive basis to deliver trainings for teachers within Green Schools' program (biodiversity, waste, water, energy management and public actions) including additionally monitoring of air quality. Experts will organize 28 regional 3-day trainings on Green Schools for at least 280 teachers (Activity 2.1). To become trainers and local promoters of Green Schools all teachers will participate in two trainings. The trainings will cover the whole Belarus and teachers from every district will have a possibility to join it.

Verification and monitoring of at least 200 annual reports of Green Schools will be organized (Activity 2.3). Schools meeting the criteria of Green Schools' program will be awarded with the certificates signed by the Minister of Education and the Minister of Environment. Existing national web-site devoted to Green Schools which is run by a CSO (Belarusian Pedagogical Society) will be updated and supported (Activity 2.5). To motivate teachers and children from Green Schools, to ease exchange of experience the project will organize environmental education for them at two national stationary children recreation facilities Zubranya and Nadezhda (Activity 2.6). The studies will be organized in two consecutive years for the period of 12 days. In total, 100 children from each of the 7 regions will attend the national

<sup>1</sup> Environmental Monitoring Club - an informal association of volunteer, environmentalists who support government bodies, being or not being members of NGOs, cooperate with them and monitor violations of environmental legislation.

stationary children recreation facilities and will learn some practices of environmental monitoring and conservation.

The Green Schools' program will be adapted and published to be implemented in kindergartens as well (Activity 2.4). Few pilot kindergartens will be selected and teachers trained. Basic equipment for kindergarten will be purchased. One kindergarten will be better equipped to serve as a pilot.

The State Institution "Republican rehabilitation centre for disabled children" will be a pilot site for testing the Green School programme in the institutions of this type.

- **Component 3: At least 15 Green Schools co-operate with local environmental monitoring bodies<sup>2</sup> for data collection and management.**

To provide support to Green Schools and run environmental monitoring activities with children, nine resource centres for Green Schools will be established in Belarus (Activity 3.1). The existing the Republican and six regional Ecological Centres for Schoolchildren will act as GS resource centres for Minsk and their respective regions. The all-year-round children's national stationary children recreation facilities "Zubrania" and "Nadezhda" will also host a resource centre each. The resource centres will be equipped with simple equipment for environmental monitoring and their staff will be trained. The Centres will promote the GS approaches and will provide consultations to schools.

Sixteen Green Schools including resource centres will be equipped and trained to carry out basic monitoring of air quality (Activity 3.2). Guidelines on use of monitoring equipment for Green Schools, including interpretation of possible data and regular reporting will be developed and published.

Besides trainings for teachers for strengthening cooperation between green schools and local hydro meteorological centres will be organized (Activity 3.3).

Guidelines on environmental monitoring methods relevant to Green Schools with a special focus on air quality will be elaborated and distributed.

- **Component 4: CSOs are engaged into regular policy consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities**

Experience of the two Belarusian Aarhus Centres will be analyzed and recommendations for improvement of the Centres effectiveness will be developed. The Centres will be equipped with necessary IT equipment and furniture, along with materials, advice support and training of the Centres personnel (Activity 4.1).

Information material for the general public explaining the provisions of the Aarhus Convention and the relevant Belarusian legislation will be developed, published and disseminated.

A call for proposal to improve CSOs capacities to engage with local authorities and the population into environmental and sustainable development activities including natural resources management, ecotourism, biodiversity, waste management, air quality et al. will be organized for CSOs with grants EUR 50,000 – 100,000 each across the country (Activity 4.2).

To facilitate international networking and build capacity of Belarusian institutions (including CSOs) dealing with air quality monitoring and environmental education, their representatives will be provided with an opportunity to participate in relevant international events, such as conferences, Aarhus and Espoo Conventions meetings etc. Additionally, four study visits to selected EU countries on topics

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<sup>2</sup> For instance, oblast (regional) hydrometeorology and environmental monitoring office under the MoEnv and their local branches.

related to public/CSO involvement in environmental monitoring and on Green Schools will be organized (Activity 4.3).

To support at least 4 meetings of the Public Coordination Environmental Council with aim to improve its effectiveness as a platform for environmental policy discussion (Activity 4.4).

Annual environmental forum organized by environmental CSOs will be supported as well as an the Republican Ecoforum organized by the MoEnv on a biannual basis to foster cooperation between Belarusian CSOs and the central and local authorities (Activity 4.5).

Communication strategy will be developed at the beginning of the project. PR activities which contribute to improvement of air quality like, among others, cycling, use of public transport and tree planting will be organized (Activity 4.5).

#### **PROJECT OBJECTIVE, OUTPUTS AND ACTIVITIES**

The main goal of the project is to promote effective and inclusive environmental governance by involving civil society in environmental monitoring and decision-making.

The project objectives are as follows:

- To setup/support "environmental monitoring clubs"/ public environmental councils in the regions of Belarus;
- To engage CSOs in the development and delivery of environmental training and educational outreach in Green Schools across the country;
- To develop co-operation of Green Schools with local environmental monitoring bodies for data collection and management;
- To engage CSOs into regular policy consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities.

In order to achieve the above mentioned goal and objectives, the following activities will be implemented:

**Component 1: At least six "environmental monitoring clubs"/public environmental councils are set up/supported in the regions of Belarus (at least one in each oblast).**

##### *Expected results of the Component's activities:*

- manual on environmental monitoring activities developed and published (3,000 pcs);
- at least 735 volunteer environmentalists trained in environmental monitoring ;
- seven regional environmental monitoring clubs (local network of volunteer environmentalists) established and carry out environmental monitoring activities;
- trained volunteers identify environmental problems and report them.

##### *Activity 1.1. Development and production of a manual for engagement of public in environmental monitoring activities.*

The manual on environmental monitoring activities will be developed in line with Aarhus Convention with participation of the Aarhus Centre and published (3,000 pcs). It will include, among other, detailed monitoring and reporting guidelines for each sectors to be monitored by volunteer environmentalists as well as a description of the steps the public ecologists should take in case of detected pollution and other environmental violations. The manual will be disseminated among environmental volunteers, active citizens and CSOs. The list of sectors covered by this activity will be agreed by the Project Board.

*Activity 1.2. Selection of CSOs and trainings on environmental monitoring for volunteer environmental club participants.*

A CSO will be selected through an open and competitive process organized by the project to train volunteers on using the manual developed in the Activity 1.1, lead and coordinate their activities related to environmental monitoring. The CSO/consortium of CSOs will ensure cooperation of the clubs between themselves, with environmental authorities and other CSOs.

Meetings in the regions will be organized to inform, identify and motivate people to establish volunteer environmental clubs with local formal leaders. Seven trainings (2-day long) per each region and the Minsk City on environmental monitoring for the selected volunteer environmentalists will be conducted. Each training will involve from 15 to 20 trainees. By the end of the project, at least 735 environmentalists will be trained by the CSO/consortium of CSOs with support from specialists of the regional Committees of Natural Resources and Environmental Protection of the respective regions. Summarizing events for volunteer environmentalists with awarding the best volunteers at the end of year in each region with participation of representatives of the regional Committees will be held.

*Activity 1.3. CSOs establish environmental monitoring clubs/councils.*

The selected CSO (Activity 1.2) will establish and support 7 regional environmental monitoring clubs (local networks of volunteer environmentalists) in the 6 Belarusian regions and the City of Minsk. Form of the club should be agreed with the project. The clubs will support and coordinate monitoring and other activities of volunteers, communicate with regional Committees of Natural Resources and Environmental Protection.

*Activity 1.4. Sociological surveys on environmental issues.*

At the beginning of the project to run a nation wide sociological poll among civil servants of relevant spheres, CSOs, enterprises on their knowledge of the Aarhus Convention, what they know about rights of people regarding environmental information, etc. The second sociological poll will target the general public and will be carried out twice: at the beginning of the project and near the end. It should include questions on the people's awareness of the Aarhus Convention, on relative importance of environmental problems, on most important environmental problems, on roles of the State and non-State actors in solving the environmental problems etc. The definitive list of questions will be approved by the Project Board.

**Component 2: Three or more CSOs engage in the development and delivery of environmental training and educational outreach in at least 70 Green Schools across the country**

*Expected results of the Component's activities:*

- at least 3 CSOs engaged in delivery of trainings in Green Schools;
- two manuals on Green Schools for different auditoriums (1,000 copies each) and extra curriculum course on Wildlife of Belarus (20,000 copies) published;
- at least 280 teachers trained in to run Green Schools;
- existing web-site devoted to Green Schools up-dated;
- at least 700 teachers and children trained in environmental monitoring in the Nadezhda and the Zubranya national stationary children recreation facilities.

*Activity 2.1. Basic environmental monitoring training for Green Schools teachers*

Information on situation of the program "Green School" will be collected and analyzed. CSO will be selected on a competitive basis (see Activity 1.2) to deliver trainings in areas interesting GS, in particular topics related to the Aarhus Convention and environmental monitoring. Employees of Aarhus centres, APE, CSOs and the Republican Centre of Ecology and Tourism will be involved in updating of manuals and preparation of trainings.

The program of trainings will be based on the standard Green Schools' program: biodiversity, waste, water, energy management and public actions. In addition to the standard GS topics set, the activities dedicated to



air quality and air quality monitoring will be added to the chapter with public actions. Trainings will include also the existing curriculum course on Wildlife of Belarus, approved by the Ministry of Education in 2008.

Selected CSO will organize twenty eight 3-day trainings (four trainings in each region and the City of Minsk) on Green Schools for at least 280 teachers (at least 20 teachers per training, every teacher will participate in 2 trainings with different programs). The trainings will cover the whole Belarus including Minsk and teachers from every administrative district will have a possibility to participate. In planning, preparing and implementing the trainings, the CSOs will co-operate closely with specialists from the Academy of Post-Diploma Education/Republican Centre of Ecology and Tourism (involving as well the regional Institutes for Development of Education and the regional Ecological Centres for Children).

#### *Activity 2.2. Production of manuals and other publications for Green Schools*

The existing the extra-curriculum "Green Schools" and a textbook (developed in the previous EU/UNDP project "Support to the development of a comprehensive framework for international environmental cooperation in the Republic of Belarus") will be reviewed, updated with activities on monitoring of air quality and application of Aarhus Convention in the section of public actions and published (1,000 pcs). In the manual the GS program is described like school course with particular activities for every hour. Updated extra-curriculum and the textbook should be agreed with MinEdu.

A short manual on Green Schools with case studies from experience of Belarusian Green Schools will be developed and published which can be used at the schools which don't run "Green Schools" as extra curriculum as well as for the Ecological Centres for Children (1,000 pcs). The second manual will be simpler. It will have description of possible activities and necessary results.

Extra curriculum course on Wildlife of Belarus was developed by UNDP and CSO, approved by the Ministry of Education in 2008. It teaches children local plants and animals, their interconnections. It is only extra curriculum in Belarusian schools which has textbooks that makes it popular among teachers and children of 7<sup>th</sup>-8<sup>th</sup> year. Unfortunately textbooks produced in 2010 were worn out. Existing school textbook for extra curriculum course on Wildlife of Belarus will be updated and published to be used for Green Schools to study and to protect wildlife in school yards and around, make schools more attractive for wildlife (10,000 pcs in Russian, 10,000 pcs in Belarusian). The book will be distributed among educational entities (secondary schools, environmental centres, environmental monitoring clubs, etc.) in all Belarusian regions.

A Green Schools's new logo and slogan will be developed. For that a competition will be organized.

#### *Activity 2.3. Green Schools' monitoring*

A GS monitoring methodology will be developed. Experts of the project and CSOs approved by Green School's Board will visit at least 200 schools to monitor activities and to check reports *in situ* and to consult teachers. Successful schools meeting the criteria of Green Schools program, approved by the Ministry of Education, will get the Green Schools certificates signed by the Minister of Education and the Minister of Environment.

#### *Activity 2.4. Expanding Green Schools' Program to kindergartens and institutions with disabled children*

The program will be adapted to be implemented in kindergartens. The pilot kindergartens will be selected for test activities. At least twenty one teachers will be trained. Well illustrated brochure for kindergartens on implementation of adapted Green Schools' Programme will be developed, published and distributed. The adapted Program and the brochure will be approved by the MinEdu. The program will be promoted among kindergartens. Basic equipment to study biodiversity around kindergarten will be purchased and distributed. One kindergarten will be equipped as a model kindergarten for the Green Schools' Programme.

The Institution "Republican rehabilitation centre for disabled children" in Minsk will act as a model site as well among the institutions of this type. Some equipment for studying of wildlife around the Centre will be purchased. The centre will have a small pond provided by the project. With the help of different experts

(Botanist, Photographer specializing in birds, an Entomologist and Felting Specialist) trainings will be organized for children with disabilities, their parents and teachers of the centre. Teachers must be present at all trainings for the children to learn the approaches. Each specialist should provide at least five training-excursions for the groups with different composition. The project will organize a photo exhibition with works of the best Belarusian animalists. Two visits to the Biarezinski Biosphere Reserve with children will be organized to study wildlife at a classroom equipped in one of previous projects on Green Schools.

*Activity 2.5. Up-date of the Web-site devoted to Green Schools*

The web-site of the Belarusian Pedagogical Society ([www.oobpo.by](http://www.oobpo.by)) devoted to Green Schools will be up-dated and maintained during the project. After the project's end it will be maintained and hosted by the Belarusian Pedagogical Society. The web-site will have a map of Green Schools with mark of diploma level and date of issue.

*Activity 2.6. Annual regional national stationary children recreation facilities for children and teachers from Green Schools*

To motivate teachers and children and provide an effective and innovative platform to exchange of Green Schools experience, environmental education for children and teachers from Green Schools will be organized. Study will be dedicated to environmental monitoring (to test quality of air, water and to measure radiation, etc.) and will be organized at the national stationary children recreation facilities Zubranya and Nadezhda. The studies will be organized in two consecutive years for the period of 12 days. In total, 100 children from each of the 7 regions will attend the national stationary children recreation facilities and will learn some practices of environmental monitoring and conservation. The studies will be organized by the project in cooperation with the Zubranya and Nadezhda national stationary children recreation facilities' administrations and the MinEdu with participation of experts from the local meteorological centres and other specialists.

**Component 3: At least 15 Green Schools co-operate with local environmental monitoring bodies<sup>3</sup> for data collection and management.**

*Results of the Component's activities:*

- at least nine Green Schools' resource centres established in 7 regions;
- at least 16 Green Schools equipped with adapted tools for air quality monitoring and trained to use it;
- at least 140 teachers trained by Hydromet specialists in environmental monitoring techniques;
- at least 1400 children involved in environmental monitoring in co-operation with Hydromet.

*Activity 3.1. Establishment of Green Schools' resource centres.*

To provide methodological and expert support to Green Schools and run environmental monitoring activities with children including air quality control, 9 resource centres for Green Schools will be established in Belarus. The centres will be based at the existing institutions best suitable for this role. A list of institutions to host resource centres will be agreed with the Project Board. The existing a national and six regional Ecological Centres for Children will act as GS resource centres for Minsk and their respective regions. The all-year-round children's national stationary children recreation facilities "Zubranya" and "Nadezhda" will also host a resource centre.

The resource Centres will be equipped with simple equipment for environmental monitoring including air quality monitoring and its staff will be trained by project experts to run monitoring activities with children throughout the year. The Centres will promote the GS approaches and will provide consultations to schools.

*Activity 3.2. Procurement of equipment for air quality monitoring for Green Schools.*

Suitable equipment for environmental monitoring, including air quality monitoring, will be procured for the 9

<sup>3</sup> For instance, oblast (regional) hydrometeorology and environmental monitoring office under the MoEnv and their local branches.



GS resource centres established under Act. 3.1 and 7 Green Schools. The seven Green Schools to be equipped will be selected on a competitive basis; one school for each of the Belarusian regions and the City of Minsk. The monitoring equipment can include automatic rain gauges, pH meters, conductivity meters, etc. The final list of equipment to be procured will be approved by the Project Board. All the acquired equipment should be entered in the State Register of Measuring Instruments.

Two-day training by Hydromet Centre specialists on air quality monitoring for teachers of the 16 equipped institutions (two representatives of each of the institutions) will be conducted.

Guidelines on use of air monitoring equipment for Green Schools including interpretation of collected data for children, along with a protocol for regular reporting will be developed, published (40 copies) and distributed among the Green Schools and resource centres which received the monitoring equipment.

#### *Activity 3.3. Environmental monitoring training for Green Schools teachers*

Seven 2-day long trainings (1 per region and City of Minsk) for teachers on environmental monitoring will be organized to build Green Schools capacities with respect to air quality monitoring. The trainings will be conducted by specialists from the respective local Hydromet Centres. At least 140 teachers will undergo the training

Guidelines on environmental monitoring methods relevant to Green Schools including how to conduct with simple equipment analysis of e.g. snow, pine needles, lichens etc., with a special focus on air quality will be elaborated. The guidelines will also cover the aspects of regular reporting and immediate steps to be taken in cases when high level of pollution is detected. The guidelines will be published (500 pcs) and distributed among the Green Schools and the Ecological Centres.

**Component 4: CSOs are engaged into regular policy consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities.**

#### *Results of the Component's activities:*

- Aarhus Centres' staff participated at least to 16 study/working trips abroad;
- 10-20 environmental initiatives of CSOs in cooperation with authorities successfully implemented
- 60 teachers, representatives of environmental CSOs' and governmental organizations trained abroad;
- At least 20 Belarusian CSOs' and governmental representatives participated at environmental meetings abroad;
- Three Environmental forums of CSOs and two Republican Ecoforums of the MoEnv supported;
- Public, including children, awareness of the environmental challenges faced by Belarus, in general, and of the importance to control air quality, in particular, raised through a nation-wide information campaign.

#### *Activity 4.1. Further development of Aarhus Centres' network*

The experience of the two Belarusian Aarhus Centres will be analyzed and recommendations for improvement of the Centres effectiveness and the further development of the Aarhus Centres network in Belarus will be developed, discussed with the main stakeholders, including CSOs, and submitted to the MinEnv.

The Centres will be equipped with necessary IT equipment and furniture, along with materials, advice support and training of the Centres personnel. A book for the general public explaining in plain language the provisions of the Aarhus Convention and the relevant Belarusian legislation will be developed, published (5,000 copies) and disseminated. To enhance the expert capacity of the Aarhus Centres specialists and facilitate networking with the respective European institutions and the Aarhus Convention Secretariat, study-visits abroad will be organized for the Aarhus Centres specialists (tentatively, two trips per year).

#### *Activity 4.2. Grants for CSOs*

Grants will be provided to CSOs to improve their capacity to meaningfully participate in decision-making on environmental matters and to support concrete environmental and sustainable development actions.

The Project team will prepare a Regulation on the Contest of green initiatives and a Plan for Conducting the Contest, outlining the following activities:

- organization of information support for the Competition among environmental CSOs, to include information seminars, invitations to participate, etc;
- the timeline and procedure of the Contest, including the collection and processing of applications from the initiators, organization and paperwork of the Selecting Committee;
- the timing and procedure for collecting the necessary documents and information from the contest winners to conclude partnership agreements with UNDP for implementation of the initiatives;
- the conclusion of partnership agreements and timeline of financial transfers to the contest winners;
- monitoring of the implementation of green initiatives.

The Regulation on the Contest of green Initiatives shall meet the following requirements:

- a) The Contest will accept applications from CSOs. The Contest will also accept applications from initiative groups consisting of CSOs and other entities (including commercial and state-owned organizations) and individual entrepreneurs, residents of the Republic of Belarus, united under cooperation agreements for the period of the Contest and execution of initiatives. At the same time, if such an initiative group wins the Contest, an agreement on cooperation with the UNDP for implementation of the initiative as a part of the Project activities will be concluded with the CSO acting as the principal applicant for the initiative, and the funds for implementation of the initiative will be transferred to the account of this CSO.
- b) the amount of requested financing per green initiative must be between EUR 50,000 and 100,000.
- c) one CSO can submit an unlimited number of applications, but only one green initiative filed or implemented in partnership with this CSO may be funded.
- d) the minimum amount of co-financing from different sources is not less than 10% of the requested volume of funding.
- e) initiatives must include concrete activities like ecotourism development, biodiversity conservation, air quality control, management of water resources and waste management, as well as demonstrating a high level of cooperation with the authorities and self-government bodies at the appropriate levels.
- f) the maximum amount of funds allocated for administration of green initiative does not exceed 20% of the total volume of requested resources.
- g) the implementation period of green initiative shall not exceed 18 months.

The developed Regulation on the Contest of green Initiatives and Plan for Conducting the Contest will be submitted to the PB for approval before the specified deadline.

During the preparatory period, civil society will be widely informed of the tentative timeline and conditions of the Contest of green Initiatives.

The Contest of green Initiatives shall be conducted within 3 months after the approval of the Regulation on the Contest and the respective Contest Plan by the PB.

The initiators of proposals submitted for consideration for the Contest of green Initiatives need to demonstrate the involvement of key stakeholders, the community, and the intended beneficiaries in the process of their development, to justify the need for the initiative and the structure of its components. All applicants are required to demonstrate support for their initiatives from a wide range of partners, as well as sustainability of the results of the initiative.

Applications will be evaluated by the PB on the basis of uniform criteria. These criteria will take into account the priority ranking of the subject-matter of a specific initiative, the effectiveness of proposed measures and corresponding expenses in terms of delivering the outlined goals, as well as the potential input of the specific initiative to the improvement of the situation in the priority areas. The PB will aim at selecting the winners based on parity distribution of financial resources among the priority areas.

The total funding for green initiatives will amount to EUR 1,000,000. If, following the evaluation of the submitted applications, the total amount of funding to be allocated to the winning CSOs is less than the specified above, the PB will make one of the following decisions upon the evaluation results: i) to redistribute

the remaining financial resources to implement other activities of the Project, ii) to conduct the second round of the Contest of green Initiatives.

The selected bidders (applicants) will act as partners in the project and manage the resources provided under the Project for these purposes. Appropriate agreements for implementation of the green-initiatives Project will be concluded with the winners. Pursuant to these agreements, they will be fully responsible for implementation of the initiative and the activities included into the Project's work plan under this initiative. The Project team jointly with the UNDP and other stakeholders will monitor and control their execution. The Project team will provide technical and advisory support to the winners of the Contest.

Prior to the start of implementation of initiatives, UNDP will appraise the organizations acting as the implementers of initiatives in terms of their capacity to perform the Project activities. The appraisal results and a conclusion on the capacity will be presented to the EU Delegation and the Ministry of Environment within one month after the closing of the Contest. In case of a negative appraisal, UNDP will raise to the attention of the EU and the MinEnv the issue of replacing the implementing organization or, if such a replacement is impossible, of excluding the initiative from the project implementation plan and redistributing the resources.

Within one month from the date of approval of the green initiatives implementation plans by the PB, UNDP will conclude agreements for implementation of the Project, as related to the activities included in the Project's annual work plans, with the implementers of the initiatives. Pursuant to the agreements, targeted financing will be provided to the organizations for implementation of the initiatives. Within the specified period, these organizations will appoint persons responsible for implementation of initiative – an initiative manager and other related staff.

A training workshop on the procedural issues of implementation of the green initiatives and fulfilment of cooperation agreements with the UNDP for implementation of the Project will be conducted for managers and chief accountants of the organizations, as well as the managers of initiatives simultaneously with the signing of the agreements.

Monitoring of the implementation of green initiatives will be performed by the Project team with the assistance of authorized employees of the UN, the EU and the Ministry of Environment. The frequency, scope and other requirements for interim financial (and other) reports will be established by UNDP and the organizations implementing the initiatives as part of signing relevant agreements.

Upon completion of each initiative, extensive mass media coverage of the delivered results will be organized with mandatory visual and textual acknowledgement of the input provided by the European Union/UNDP. In addition, a PR-action should be timed to coincide with the completion of the initiatives. A PR-action plan is subject to discussion and agreement between the initiative implementer and the Project team.

The implementing organizations shall submit the required final reports within 2 months after completion of the initiative implementation.

#### *Activity 4.3. International networking and training*

To facilitate international networking and build capacity of Belarusian institutions (including CSOs) dealing with air quality monitoring and environmental education, representatives of CSOs and other relevant stakeholders (e.g. Ministry of Environment, Ministry of Education, APE, Hydromet, Republican Centre of Ecology and Tourism, Republican rehabilitation centre for disabled children, secondary and basic schools etc.) will be provided an opportunity to participate in relevant international events, such as conferences, Aarhus and Espoo Conventions meetings etc.

Additionally, four study visits to selected EU countries on topics related to public/CSO involvement in environmental monitoring especially concerning air quality control and improvement as well as on Green Schools will be organized.

#### *Activity 4.4. Meetings of Public Coordination Environmental Council*

To facilitate a dialog between the MoEnv and CSOs, the project will support joint meetings of governmental bodies with CSOs, at least 4 meetings of the PCEC will be supported by the project. The meetings will preferably be held outside Minsk, in national parks/reserves or pilot sites where EU projects are implemented or sites, representing prominent environmental problems. Among the issues to be discussed during these meeting are the efficiency of the national and regional councils and meaningful CSOs involvement in decision-making on environmental matters, CSOs' reports, exchange of experience.

*Activity 4.5. Support of CSOs networking inside Belarus and their cooperation with governmental institutions*  
Annual environmental forum organized by environmental CSOs will be supported. Apart from CSOs, participation of governmental agencies, local authorities, Green Schools and other national stakeholders will be facilitated.

Republican Ecoforum organized by the MoEnv on a biannual basis will also be supported to foster cooperation between Belarusian CSOs and the central and local authorities.

*Activity 4.6. PR, outreach and visibility activities*

Communication strategy will be developed at the beginning of the project. PR activities which contribute to improvement of air quality like, among others, cycling, use of public transport and tree and shrub planting will be organized.

At least 10 short environmental public service announcement video including ones on participation of civil society in environmental governance will be produced. Both the initial concepts and the video itself will be tested on focus groups representing the key target groups. Environmental actions of CSOs and Green Schools devoted to important international environmental days will be supported: World Wetlands Day (February 2), World Wildlife Day (March 3), International Bird Day (April 1), World Biodiversity Day (May 22), World Environment Day (June 5), Car-Free Day (22 September), European Mobility Week, World Habitat Day (first Monday in October).

**PART III: LOGICAL FRAMEWORK**

INTENDED OUTPUTS	OUTPUT TARGETS FOR (1-4 YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<b>COMPONENT 1: At least six "environmental monitoring clubs"/public environmental councils are set up/supported in the regions of Belarus (at least one in each oblast).</b>			
<p><u>Baseline:</u></p> <p>1a. Absence of regional volunteer environmental monitoring clubs in 2016;</p> <p>1b. 0 environmental monitoring events in 2016.</p> <p><u>Indicators:</u></p> <p>1a. Number of monitoring clubs established by the project;</p> <p>1b. Number of training events and environmental monitoring events held within the project.</p>	<p>1a. Seven regional environmental monitoring clubs (local network of volunteer environmentalists) established;</p> <p>1b. At least 49 trainings on environmental monitoring for at least 735 volunteers organized.</p>	<p>1.1. Development and production of a manual for engagement of public in environmental monitoring activities.</p> <p>1.2. Selection of CSOs and trainings on environmental monitoring for volunteer environmental club participants.</p> <p>Activity 1.3. CSOs establish environmental monitoring clubs.</p> <p>1.4. To run sociological polls on environmental issues.</p>	<p>UNDP, MoEnv, CSO</p> <p>UNDP, MoEnv, CSO</p> <p>UNDP, MoEnv, CSO</p> <p>UNDP, MoEnv</p>
<b>COMPONENT 2: Three or more CSOs engage in the development and delivery of environmental training and educational outreach in at least 70 Green Schools across the country</b>			
<p><u>Baseline:</u></p> <p>2a. CSOs are not involved in delivering environmental curriculum to Green Schools;</p> <p>2b. 140 Schools registered for the Green Schools' program;</p> <p>2c. 0 trainings and 0 teachers trained.</p> <p><u>Indicators:</u></p> <p>2a. Number of CSOs engaged in delivering trainings within the project;</p> <p>2b. Number of schools running Green</p>	<p>2a. At least 3 CSOs engaged in delivery of trainings on Green Schools;</p> <p>2b. At least 280 schools run Green Schools' program;</p> <p>2c. At least 42 trainings organized and at least 280 teachers trained in environmental monitoring.</p>	<p>2.1. Basic environmental monitoring training for Green Schools teachers</p> <p>2.2. Production of manuals and other publications for Green Schools</p> <p>2.3. Green Schools' monitoring</p> <p>2.4. Expanding Green Schools' Program to kindergartens and institutions with disabled children</p>	<p>UNDP, MoEnv, CSOs</p> <p>UNDP, MoEnv, CSOs</p> <p>UNDP, MoEnv, CSOs</p> <p>UNDP, MoEnv, CSOs</p>

Schools' program; 2c. Number of training events held & number of teachers trained within the project.		2.5. Up-date of the Web-site devoted to Green Schools	UNDP, MoEnv, CSOs
		2.6. Annual environmental field studies for children and teachers from Green Schools	UNDP, MoEnv, CSOs
<b>COMPONENT 3: At least 15 Green Schools co-operate with local environmental monitoring bodies for data collection and management</b>			
<u>Baseline:</u>	3a. At least 16 GS-Hydromet agreements concluded; 3b. At least 500 monitoring reports with data on air quality provided by Green Schools to Hydromet; 3c. At least 7 trainings organized and 140 teachers trained by Hydromet specialists in environmental monitoring techniques.	3.1. Establishment of Green Schools' Resource Centres.	UNDP, MoEnv
3a. Absence of cooperation between Green Schools and Hydromet in 2016;			
3b. 0 monitoring reports on air provided by Green Schools;		3.2. Procurement of equipment for air quality monitoring for Green Schools.	UNDP, MoEnv
3c. 0 trainings & 0 stakeholders trained.		3.3. Environmental monitoring training for Green Schools teachers	UNDP, MoEnv
<u>Indicators:</u>			
3a. Number of GS-Hydromet agreements concluded;			
3b. Number of monitoring reports on air quality provided by Green Schools;			
3c. Number of training events held & stakeholders trained by the project.			
<b>COMPONENT 4: CSOs are engaged into regular policy consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities</b>			
<u>Baseline:</u>	4a. At least three National Environmental Forums of CSOs as dissemination events organized; 4b. Aarhus Centres give at least 270 consultations annually; 4c. Public Coordination Environmental Council had at	4.1. Further development of Aarhus Centres' network	UNDP, MoEnv
4a. 0 dissemination events by CSOs organized within the project;			
4b. Aarhus Centres provide approximately 180 consultations annually;		4.2. Grants for CSOs	UNDP, MoEnv, CSOs
4c. Public Coordination Environmental			

<p>Council has 4 meetings annually; 4d. 0 initiatives successfully implemented within the project; 4e. 0 stakeholders participating in professional capacity building events, within the project.</p> <p><b>Indicators:</b> 4a. Number of disseminations events by CSOs organized within the project; 4b. Number of consultations provided by the Aarhus Centres annually; 4c. Number of meetings of the Public Coordination Environmental Council held during the project implementation period; 4d. Number of CSOs initiatives successfully implemented within the project; 4e. Number of stakeholders participating in professional capacity building events within the project.</p>	<p>least 16 meetings; 4d. At least 10 environmental initiatives of CSOs in cooperation with authorities successfully implemented; 4e. 80 teachers, representatives of environmental CSOs' and governmental organizations developed their capacity abroad.</p>	<p>4.3. International networking and training</p> <p>4.4. Meetings of Public Coordination Environmental Council</p> <p>4.5. Support of CSOs networking inside Belarus and their cooperation with governmental institutions</p> <p>4.6. PR, outreach and visibility activities</p>	<p>UNDP, MoEnv, CSOs</p> <p>UNDP, MoEnv, CSOs</p> <p>UNDP, MoEnv, CSOs</p> <p>UNDP, MoEnv, CSOs</p>
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**PART IV: ANNUAL WORK PLAN**

**a) WORK PLAN FOR 2017-2020**

Activities	Year 1				Year 2				Year 3				Year 4			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Component 1: At least six "environmental monitoring clubs"/public environmental councils are set up/supported in the regions of Belarus (at least one in each oblast)</b>																
Activity 1.1. Development and production of a manual for engagement of public in environmental monitoring activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Activity 1.2. Selection of CSOs and trainings on environmental monitoring for volunteer environmental club participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Activity 1.3. CSOs establish environmental monitoring clubs/councils.																
Activity 1.4. Sociological polls on environmental issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Component 2: Three or more CSOs engage in the development and delivery of environmental training and educational outreach in at least 70 Green Schools across the country</b>																
Activity 2.1. Basic environmental monitoring training for Green Schools teachers																
Activity 2.2. Production of manuals and other publications for Green Schools																
Activity 2.3. Green Schools' monitoring																
Activity 2.4. Expanding Green Schools' Program to kindergartens and institutions with disabled children																
Activity 2.5. Up-date of the Web-site devoted to Green Schools																
Activity 2.6. Annual environmental camps for children and																



Activities	Year 1				Year 2				Year 3				Year 4			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
teachers from Green Schools																
<b>Component 3: At least 15 Green Schools co-operate with local environmental monitoring bodies for data collection and management</b>																
<i>Activity 3.1. Establishment of Green Schools' resource centres.</i>																
<i>Activity 3.2. Procurement of equipment for air quality monitoring for Green Schools.</i>																
<i>Activity 3.3. Environmental monitoring training for Green Schools teachers</i>																
<b>Component 4: CSOs are engaged into regular policy consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities</b>																
<i>Activity 4.1. Further development of Aarhus Centres' network</i>																
<i>Activity 4.2. Grants for CSOs</i>																
<i>Activity 4.3. International networking and training</i>																
<i>Activity 4.4. Meetings of Public Consultative Environmental Council</i>																
<i>Activity 4.5. Support of CSOs networking inside Belarus and their cooperation with governmental institutions</i>																
<i>Activity 4.6. PR, outreach and visibility activities</i>																
<b>Component 5. Effective project management (See Chapter V. Project Management Arrangements)</b>																

b) Indicative annual Work Plan for Year 1

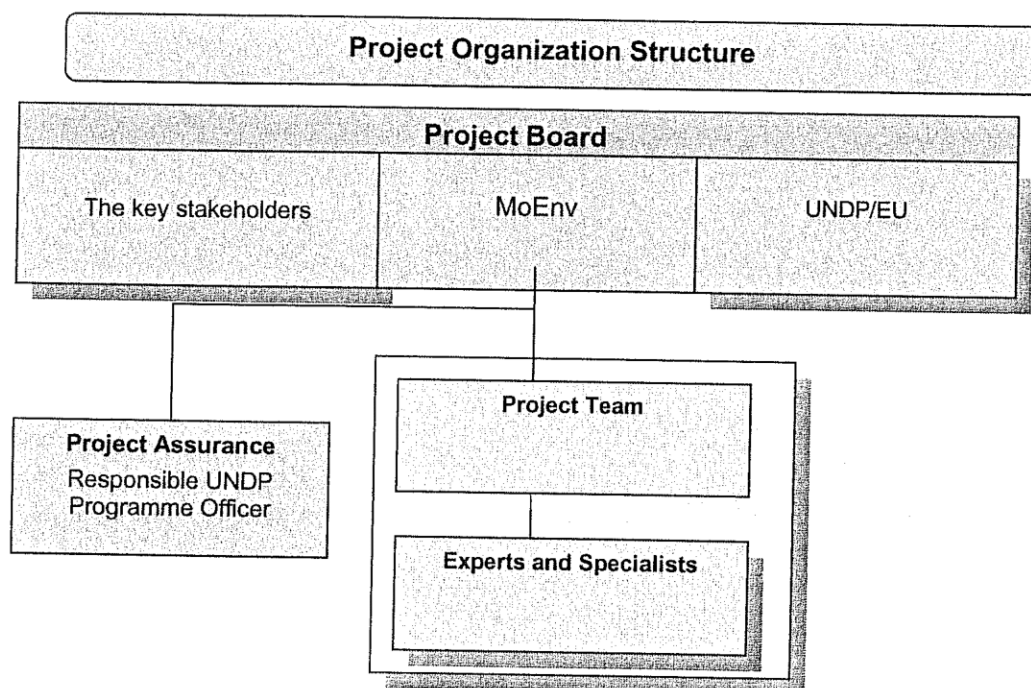
EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME (Year 1)				RESPONSIBLE PARTY
		Q1	Q2	Q3	Q4	
<p><b>Component 1: At least six "environmental monitoring clubs"/public environmental councils are set up/supported in the regions of Belarus (at least one in each oblast)</b></p> <p><u>Baseline:</u> 1b. 0 trainings in 2016.</p> <p><u>Indicators:</u> 1b. Number of training events and environmental monitoring events held within the project.</p> <p><u>Targets:</u> 1b. At least 4 trainings on environmental monitoring for at least 60 volunteers organized.</p>	1.1. Development and production of a manual for engagement of public in environmental monitoring activities.					UNDP, MoEnv
	1.2. Selection of CSOs and trainings on environmental monitoring for volunteer environmental club participants.					UNDP, MoEnv, CSO
	1.4. Sociological polls on environmental issues.					UNDP, MoEnv, CSO
<p><b>Component 2: Three or more CSOs engage in the development and delivery of environmental training and educational outreach in at least 70 Green Schools across the country</b></p> <p><u>Baseline:</u> 2a. CSOs are not involved in delivering environmental curriculum to Green Schools; 2b. 140 Schools registered for the Green Schools' program 2c. 0 trainings and 0 teachers trained</p> <p><u>Indicators:</u> 2a. Number of CSOs engaged in delivering trainings within the project 2b. Number of schools running Green Schools' program</p>	2.1. Basic environmental monitoring training for Green Schools teachers					UNDP, MoEnv
	2.2. Production of manuals and other publications for Green Schools					UNDP, MoEnv, CSOs
	2.3. Green Schools' monitoring					UNDP, MoEnv, CSOs
	2.4. Expanding Green Schools' Program to kindergartens and institutions with disabled children					UNDP, MoEnv, CSOs
	2.5. Up-date of the Web-site devoted to Green Schools					UNDP,

<p>2c. Number of training events held &amp; number of teachers trained within the project</p> <p><b>Targets:</b></p> <p>2a. At least 3 CSOs engaged in delivery of trainings on Green Schools;</p> <p>2b. At least 150 Green Schools run Green Schools' program ;</p> <p>2c. At least 4 trainings organized and at least 80 teachers trained in environmental monitoring.</p>										MoEnv, CSOs
<p><b>Component 3: At least 15 Green Schools co-operate with local environmental monitoring bodies for data collection and management</b></p> <p><b>Baseline:</b></p> <p>3a. Absence of cooperation between Green Schools and Hydromet in 2016</p> <p>3b. 0 monitoring reports on air provided by Green Schools</p> <p>3c. 0 trainings</p> <p><b>Indicators:</b></p> <p>3a. Number of GS-Hydromet agreements concluded</p> <p>3b. Number of monitoring reports on air quality provided by Green Schools</p> <p>3c. Number of training events held &amp; stakeholders trained by the project</p> <p><b>Targets:</b></p> <p>3a. At least 16 GS-Hydromet agreements concluded;</p> <p>3b. At least 500 monitoring reports with data on air quality provided by Green Schools to Hydromet;</p> <p>3c. At least 7 trainings organized and 140 teachers trained by Hydromet specialists in environmental monitoring techniques.</p>	Activity 3.1. Establishment of Green Schools' resource centres.									UNDP, MoEnv
	Activity 3.2. Procurement of equipment for air quality monitoring for Green Schools.									UNDP, MoEnv
	Activity 3.3. Environmental monitoring training for Green Schools teachers									UNDP, MoEnv
<p><b>Component 4: CSOs are engaged into regular policy consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities</b></p> <p><b>Baseline:</b></p> <p>4a. 0 dissemination events by CSOs organized within the project;</p> <p>4b. Aarhus Centres provide 100 consultations annually;</p> <p>4c. Public Coordination Environmental Council has 4 meetings</p>	4.1. Further development of Aarhus Centres' network									UNDP, MoEnv
	4.2. Grants for CSOs									UNDP, MoEnv
	4.3. International networking and training									UNDP, MoEnv

<p>annually; 4e. 0 stakeholders participating in professional capacity building events, within the project.</p> <p><b>Indicators:</b> 4a. Number of disseminations events by CSOs organized within the project; 4b. Number of consultations given by the Aarhus Centres; 4c. Number of meetings of the Public Coordination Environmental Council held during the project implementation period; 4e. Number of stakeholders participating in professional capacity building events, within the project.</p> <p><b>Targets:</b> 4a. One National Environmental forum of CSOs as dissemination event organized; 4b. Aarhus Centres give at least 150 consultations annually; 4c. Public Coordination Environmental Council had at least 4 meetings, out of which one meeting organized in regions outside Minsk; 4e. 15 representatives of environmental CSOs' and governmental organizations trained abroad; at least 4 Belarusian CSOs' and governmental representatives participated at the environmental meetings abroad.</p>	4.4. Meetings of Public Coordination Environmental Council					UNDP, MoEnv
	4.5. Support of CSOs networking inside Belarus and their cooperation with governmental institutions					UNDP, MoEnv, CSOs
	4.6. PR, outreach and visibility activities					UNDP, MoEnv, CSOs
<p><b>Component 5. Effective Project Management</b></p> <p><b>Indicators:</b> 1. % of the annual budget actually delivered. 2. % of the annually planned project activities completed.</p> <p><b>Targets:</b> 1. At least 90%. 2. 90% of the annually planned activities successfully completed.</p>	Project Implementation					UNDP, MoEnv

## PART V: MANAGEMENT ARRANGEMENTS

The Ministry of Natural Resources and Environmental Protection of the Republic of Belarus (MoEnv) will act as the main national partner for the project on behalf of the Belarusian Government. The MoEnv will be responsible for the successful implementation of the project activities, sustainability of the achieved results, as well as reporting to the Belarusian state authorities. The MoEnv will closely cooperate with UNDP to ensure that all the project activities are planned and implemented in a manner appropriate to the project's goals and objectives. The MoEnv will assign a senior official as a National Project Coordinator (NPC) who will be responsible for project implementation on behalf of the MoEnv. The Project Organization Structure (presented below) includes the Project Board, Project Assurance, and the Project Team.



A Project Board (PB) will be established at the inception phase of the project to monitor the project progress, to guide its implementation and to support the project in achieving its listed outputs and outcomes. It will be chaired by the NPC and include representatives from the main stakeholders including the MoEnv, NGOs, Ministry of Economy, as well as UNDP and EU.

The PB regulations including the list of members will be developed and approved by UNDP and MoEnv at the inception phase of the project. It will be chaired by the National Project Coordinator assigned by the MoEnv. The PB membership will include representatives of the MoEnv, other state agencies and NGOs. Other members can be invited at the decision of the PB on an as-needed basis, but taking due regard that the PB remains sufficiently lean to be operationally effective. The Project Manager (PM) will participate as a non-voting member in the PB meetings and will also be responsible for compiling a summary report of the discussions and conclusions of each meeting. The final list of the PB members will be completed at the outset of Project operations and will be approved by UNDP and MoEnv. The first PB meeting will take place within 6 months from the Project registration date. The PB will meet at least twice a year to discuss the issues related to Project implementation. The PB could meet more often if it will be deemed necessary.

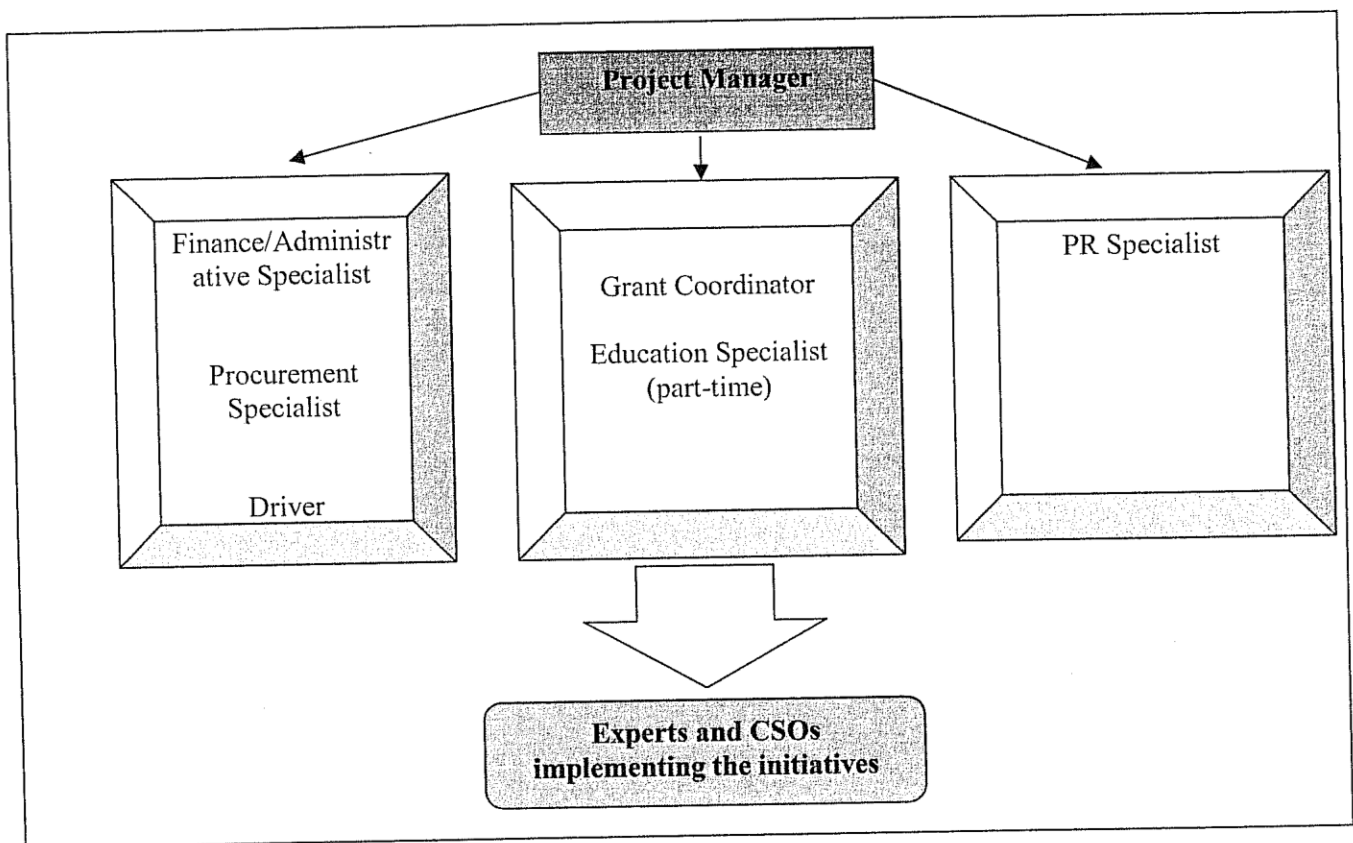
To ensure UNDP's ultimate accountability for project results, Project Board decisions will be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency, and effective international competition. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. The Project Assurance role will rest with the UNDP Belarus Environment Focal Point.

The day-to-day management of the project will be carried out by the Project Team under overall guidance of the UNDP Resident Representative of Belarus and National Project Coordinator. The Project Team will include: Project Manager, Administrative and Finance Assistant, Procurement Specialist (for two years), Grant Coordinator, Education Specialist (part-time), PR Specialist and Driver. The project staff will be selected through an open competitive process in accordance with the respective UNDP rules and procedures taking into account consultations between UNDP and MoEnv. In addition to the Project Team, the Programme Analyst and the Programme Associate of the UNDP Energy & Environment Unit will be

responsible for project implementation oversight and operationalization of the linkages with other similar initiatives and projects, implementation and oversight of the project activities. The Programme Analyst and the Programme Associate will be charged for the time spent directly attributable to the implementation of the Action, not exceeding 30% of the working time, based on time sheets.

In accordance with the provisions of the project "Involvement of civil society organisations in environmental monitoring, and improvement of environmental governance at local level", the UNDP Country Office shall provide operational support to project implementation. The operational support includes, but is not limited to: processing of payments, procurement of goods and services, staff and consultants' selection and recruitment process, travel arrangements, administrative support service (pouch service, visa support, customs clearance, etc.), IT support service. The operational support services provided by the UNDP Country Office specialists will be charged for the time spent directly attributable to the implementation of the Action, based on time sheets.

#### The Project team



National and international technical experts will be contracted within the project following relevant UNDP procedures. National and international companies will be attracted to project implementation based on the UNDP rules and procedures on project implementation. The UNDP Belarus will maintain the oversight and management of the overall project budget. It will be responsible for monitoring project implementation, timely reporting of the progress to the donor/donors. Furthermore, it will support the co-ordination and networking with other related initiatives and institutions in the country.

In implementing this project, there are several categories of costs that are envisaged for the functioning of the Project Office (as actual cost), including:

- **General Expenses:** To support all project activities, this proposed action includes expenses related to office rent in Minsk, office security, communication and internet, stationary and other office supplies, and office equipment maintenance.

- **Transportation and Vehicle-Related Expenses:** To support a significant number of travels around Belarus envisages through project implementation, a vehicle (minibus) will be procured. This activity requires maintenance and fuel costs to ensure safe, reliable transportation for Project Staff.
- **Maintenance & repair and Outfitting Costs:** This action envisages renting of office space and covering the associated utilities costs and the outfitting of the spaces with the necessary furniture and IT equipment to facilitate effective operations.



## **PART VI: PROJECT MONITORING FRAMEWORK**

Project monitoring will be conducted in accordance with the established UNDP procedures. UNDP will assess progress, identifying operational difficulties, alerting relevant staff to implementation problems and other problem areas, and recommending remedial action.

Monitoring of the project will be an ongoing activity ensuring the transformation of inputs through activities into outputs and the planned and stated results according to the programs work plan. Specifically the monitoring process will include the following:

- collecting baseline data for major indicators and measuring performance against the baseline information;
- standardized exchange of information between all involved parties in the implementation of the project to ensure that activities are implemented in an appropriate and coordinated way;
- recording of minutes of envisaged meetings organized by the various actors involved in project implementation will assist in monitoring processes and procedures;

Representatives of the EU Delegation shall be invited to participate in the main monitoring and evaluation missions relating to the performance of the project. The results of such missions shall be reported to the EU. This is without prejudice to any evaluation mission which the EU as a donor may wish to perform.

The project shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP.



# Appendix I: Quality Management for Project Activity Results

<b>COMPONENT 1</b>	<b>Establishment and support of "environmental monitoring clubs" in the regions of Belarus.</b>	Start: 2017 Finish: 2020
<b>Goal</b>	To build up cooperation between CSOs and environmental authorities on regional level	
<b>Description</b>	To achieve the mentioned goal the activities 1.1-1.3 will be implemented	
<b>Quality Criteria</b>		<b>Method of evaluation</b>
People's attitude on importance of environmental problems, on roles of the State and non-State actors in solving the environmental problems positively changed. 1. At least 50% of Regional Environmental Councils actively work. 2. At least 50% of requests to Aarhus Centres are from regions apart from Minsk		Web-sites of Regional Environmental Committees; Minutes of the Regional Environmental Councils; Project report. Country reports to the Aarhus Convention; Aarhus Centres' statistics.
		quarterly
<b>COMPONENT 2</b>	<b>CSOs are engaged in the development and delivery of environmental training and educational outreach in Green Schools across the country</b>	Start: 2017 Finish: 2020
<b>Goal</b>	To involve CSOs in the development and delivery of environmental training and educational outreach in Green Schools across the country.	
<b>Description</b>	To achieve the mentioned goal the activities 2.1-2.6 will be implemented	
<b>Quality Criteria</b>		<b>Method of evaluation</b>
1. At least 75% of schools participating in trainings fulfilled Green Schools criteria for the certificates 2. Web-site devoted to Green Schools has at least 500 unique visitors quarterly		Project reports. Monitoring reports. Web-site's statistics.
		Quarterly
<b>COMPONENT 3</b>	<b>Green Schools co-operate with local environmental monitoring bodies for data collection and management.</b>	Start: 2017 Finish: 2020
<b>Goal</b>	To build up co-operation between Green Schools and Hydromet for data collection and management.	
<b>Description</b>	To achieve the mentioned goal the activities 3.1-3.3 will be implemented	
<b>Quality Criteria</b>		<b>Method of evaluation</b>
1. 100% of equipped schools report environmental data regularly to Hydromet. 2. At least 1 country-wide environmental action on air quality together with Hydromet is organized annually		Project reports. Media publications. Hydromet reports.
		Annually
<b>COMPONENT 4</b>	<b>CSOs are engaged into regular consultations with governmental bodies responsible for environmental issues, and act as reliable partners in policy implementation activities.</b>	Start: 2017 Finish: 2020
<b>Goal</b>	CSOs are engaged into regular consultations with governmental bodies responsible for	

	environmental issues, and act as reliable partners in policy implementation activities.	
<b>Description</b>	To achieve the mentioned objective activities 4.1-4.6 will be implemented	
<b>Quality Criteria</b>	<b>Method of evaluation</b>	<b>Date of evaluation</b>
1. 100% of requests to the Aarhus Centres are processed within a month. 2. awareness and involvement of the population in the implementation of environmental policy were increased.	Project report. Country reports to the Aarhus Convention. Aarhus Centres' web-sites. Results of sociological polls	Quarterly

## Appendix II: Tentative Terms of Reference for the Project Board

The Project Board (PB) will be created to monitor the project implementation and advising on strategic project issues. It shall consist of representatives from the following organizations:

- 1 representative from the The Ministry of Natural Resources and Environmental Protection;
- 1 representative from the Ministry of Economy;
- 1 representative from the Ministry of Education;
- 1 representative per six regional and Minsk City Executive Committee;
- 1 representative from UNDP;
- 1 representative from EU;
- 1 representative from Hydromet;
- 1 representative from Republican Centre of Ecology and Tourism;
- 1 representative from Academy of Post-Diploma Education;
- 1 representative from environmental CSO.

Each organization above shall appoint its representative to the PB. The National Project Coordinator from the MoEnv performs the functions of the Chairperson. The members of the PB shall be convened by UNDP for an initial meeting after the project is approved.

### 1. FUNCTIONS

The main functions of the PB include:

- Analysis and elaboration of recommendations on the project implementation strategy and long-term planning.
- Support to implementation of the project.
- Consideration of project progress and final reports.
- Consideration of annual work plans and key Project documentation, *etc.*
- Evaluation of the attained project results.

### 2. PROCEDURES

- The PB shall be convened as deemed necessary, but no less than twice a year.
- The first meeting of the PB members shall be organized immediately after project registration.
- The Project Manager shall act as the PB executive secretary. He/she shall also be responsible for the preparation of the materials required for the PB sittings. The executive secretary does not vote on the PB decisions but has an advisory function.
- The time and venue of the sittings shall be coordinated by the executive secretary with its members. Each PB member must be informed on the venue, time and agenda in advance.
- The PB sittings shall be legally competent if quorum is in place when at least half of the PB members are present.
- In exceptional cases, the PB members may be polled by telephone or email.
- All organizations involved in the project are entitled to submit proposals to the PB.
- The PB sitting minutes shall be signed by the Chairperson.
- The PB decisions shall be taken on the basis of the consensus of the participants.
- Representatives of appropriate state structures, business associations and CSOs can be invited to the PB sittings as deemed necessary.
- The decision on the recipient of equipment procured within the project will be taken by PB members during the PB sitting.

### **Appendix III: Terms of Reference for the Project Manager**

**Project Title:** "Involvement of civil society organisations in environmental monitoring, and improvement of environmental governance at local level"

**Position Title:** Project manager

**Duty Station:** UNDP, Minsk, Belarus

**Duration of Assignment:** 1 year with possible extension (full time)

#### **Scope of Assignment:**

##### Background

The Project Manager assumes overall responsibility for the successful implementation of all project activities and the achievement of planned project outputs. He/she works under supervision of UNDP and in coordination with the National Project Coordinator assigned by the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus (MoEnv).

The objective of the assignment is to ensure effective project management and monitoring.

##### Duties

- Supervise and coordinate the project to ensure its results are in accordance with the Project Document and the rules and procedures established in the UNDP Programming Manual;
- Supervise and coordinate the work of the Project team including regional offices;
- Assume primary responsibility for the daily project management - both organizational and substantive matters, budgeting, planning and general monitoring of the project;
- Prepare detailed annual work plans, to be approved by UNDP Resident Representative and the National Project Coordinator, ensure adherence thereto;
- Prepare terms of reference for national consultants and subcontractors in line with relevant UNDP procedures;
- Prepare annual project reports (APR) in line with UNDP procurements, as well as any other reports requested by the MoEnv or UNDP;
- Monitor the expenditures, commitments and balance of funds under the project budget lines;
- Assume overall responsibility for meeting financial delivery targets set out in the agreed annual work plans, reporting on project funds and related record keeping;
- Guide and coordinate the work of national and international consultants and subcontractors and oversee its compliance with the agreed work plan;
- Organize and supervise workshops and trainings needed during the project;
- Liaise with relevant ministries, national institutes and other relevant institutions in order to involve their staff in project activities as necessary and gather and disseminate information relevant to the project;
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the project;
- Coordinate project activities with other related technical assistance programs in Belarus;
- Maintain regular contact with UNDP Country Office and the National Project Coordinator on project implementation issues of their respective competence;
- Undertake any other actions related to the project as requested by UNDP or the National Project Coordinator.

##### Qualifications:

- University degree in environmental management, energy, sustainable development, public administration, or management; advanced degree or academic training in these areas would be considered an asset;
- Previous experience in the area of energy efficiency, sustainable development, and local development planning is highly desirable;
- Working knowledge of UNDP rules and regulations is an asset;
- At least 2 years of relevant professional work experience in international project management;
- Computer literacy;
- Excellent written and spoken English, Belarusian and Russian are required.

# Appendix IV: Risks Analysis

## OFFLINE RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Project registration delay	September 2015	Operational	Project registration delay will postpone the start of the project that in its turn will lead to reduction in the time available to the planned activities implementation. Tight project implementation schedule can affect adversely the quality of the anticipated project outputs.	Intensive initial consultation with all the Governmental parties responsible for project registration.	UNDP	UNDP	May 2016	No change
2	Lack of initiative of local actors, limited functional capabilities of local authorities and/or the lack of leaders of educational departments at the local level.	September 2015	Organizational Regulatory	Restrictions of programmatic project activities	The risk is mitigated by information and public awareness raising that is part of Inception Phase and close involvement of the Oblast Executive Committees. The MoEnv will assist the project to facilitate dialogue and co-operation between citizens, communal, business and public organizations.	UNDP MoEnv	UNDP	May 2016	No change

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**Appendix V: Tentative List of Equipment for Green Schools' resource centre and Aarhus Centres** (The final list of equipment to be procured will be compiled when the project is operational and will be approved by the Project Board).

*Equipment for main Green Schools' Resource Centre (Republican Centre of Ecology and Tourism)*

Binocular microscope	Unit 1
Stereoscopic microscope	Unit 1
School laboratory for ecological, chemical and biological tests (for teacher and pupils)	Set 5
Set for hydrobiological studies	Set 2
Field soil studying set	Unit 1
Set of nature study tools for primary school (for teacher and pupils)	Set 1
Digital USB-microscope	Unit 1
PC	Unit 1
Multimedia projector, accessories	Set 1
Screen	Unit 1
Magnifier x10 with LED	Set 1
Field chemical water testing set	Set 1
Field chemical soil testing set	Set 1
Field chemical bio testing set	Set 1
Express food testing set	Set 1

*Equipment for Green Schools' resource centres (regions)*

Digital USB-microscope	Unit 8
PC	Unit 8
multimedia projector, accessories	Set 8
Screen	Unit 8
Magnifier x10 with LED	Set 8
Field chemical water testing set	Set 8
Field chemical soil testing set	Set 8
Field chemical bio testing set	Set 8
Express food testing set	Set 8

*Equipment for Aarhus Centres*

Display	Set 1
Office furniture	Set 1

*Equipment for 9 Green Schools' resource centres and 7 Green Schools*

Automatic rain gauge	Unit 16
pH meter	Unit 16
Conductivity meter	Unit 16

All the acquired equipment should be entered in the State Register of Measuring Instruments.

*Equipment for the Republican rehabilitation centre for disabled children*

Waterfall to lobby	Unit 1
Feeders for birds	Unit 8
Nestboxes and batboxes	Unit 10
SLR camera with a lens 150-600 mm and accessories	Set 1.
Spring Tent	Unit 2
Binoculars 8x40 or similar	Unit 10
Wool, felt, magnets and needles for felting	Set 50